

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
A.B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM**

**Thursday, February 25, 2021, 3:00 p.m.**

**GIAA TERMINAL CONFERENCE ROOM #3**

**1. CALL TO ORDER AND ATTENDANCE**

The February 25, 2021 regular meeting of the Board of Directors of the A.B. Won Pat International Airport Authority, Guam ("GIAA" or the "Authority") was called to order by Chairman Bamba at 3:02 p.m. at the GIAA Terminal Conference Room #3, 355 Chalan Pasaheru, Tamuning, Guam, 96913.

**Directors Present:**

Brian J. Bamba (Via VTC)  
Gurvinder Sobti (Via VTC)  
Donald I. Weakley  
Lucy M. Alcorn (Via VTC)  
Zenon E. Belanger  
Doyon A. Morato (Via VTC)  
Rosie R. Tainatongo (Via VTC)

**Offices or positions:**

Chairman  
Vice Chairman  
Board Secretary

**Directors Absent:**

None

**GIAA Officials:**

John M. Quinata  
Artemio R. Hernandez, Ph.D.  
John A. Rios  
Jean M. Arriola  
Ken McDonald  
Rolenda Faasuamalie (Via VTC)  
Vanessa Pangindian  
Raymond Quintanilla  
Anthony Quidachay

Executive Manager  
Deputy Executive Manager  
Comptroller  
Airport Services Manager  
Properties & Facilities Superintendent  
Airport Marketing  
GIAA Property Management Office  
Operations Duty Manager  
Safety Administrator

Anita P. Arriola, Esq. (Via VTC)  
Janalynn Damian, Esq. (Via VTC)  
Frank R. Santos

Arriola Law Firm, GIAA Legal Counsel  
Calvo Fisher & Jacob, LLP, GIAA Legal Counsel  
TMG, GIAA Consultant

Chairman Bamba welcomed Airport tenants, stakeholders, and members of the public who are noted in a sign-in sheet attached to these minutes.

## **2. APPROVAL OF AGENDA**

On motion duly made by Board Secretary Weakley, seconded by Director Alcorn, the following resolution was unanimously passed via roll call vote:

### **Resolution No. 21-21**

The Board hereby approves the agenda of the February 25, 2021 regular meeting, as presented.

## **3. APPROVAL OF MINUTES**

### **A. January 28, 2021 - Regular Meeting**

On motion duly made by Director Alcorn, seconded by Director Tainatongo, the following resolution was unanimously passed via roll vote:

### **Resolution No. 21-22**

The Board hereby approves the minutes of the January 28, 2021 regular meeting, subject to corrections.

## **4. CORRESPONDENCE**

Executive Manager Quinata advised there was no Correspondence to report.

## **5. OLD BUSINESS**

Executive Manager Quinata advised there was no Old Business to present.

## **6. NEW BUSINESS**

### **A. FY20 Financial Audit Report**

The first matter discussed was the FY20 Financial Audit. Deputy Executive Manager Hernandez announced that the FY20 financial audit has been completed and introduced Ernst & Young, LLP's (E&Y) Managing Director, John Onedera. Mr. Onedera thanked the Deputy Executive Manager and went on to introduce the E&Y team. Mr. James Whitt and Mr. Rizalito Paglingyan and Mr. Ranel Ranoa.

Mr. Rizalito Paglingyan (RG), presented the financial audit results to the Board via PowerPoint. Highlights of presentation included, CARES Act funding represented a total of \$14.7M of the total \$26.7M expended during the year, which was primarily used to pay for operational expenses such as salaries and wages, along with debt service.

Despite significant impact of Covid-19 on revenues which resulted in 40% decrease the Authority's timely restricting of revenue bonds in November 2019, resulted in a 44% decrease in annual debt service for FY2020, resulting in the higher debt service ratio. On behalf of E&Y,

Mr. Paglingyan thanked the GIAA team for their cooperation to complete the financial audit. Mr. Whitt added that GIAA Accounting department and GIAA Management should be commended on an excellent oversight of accounting functions, and that there were no significant findings. Chairman Bamba echoed the same sentiments and thanked all involved in the financial audit.

After further discussion, on motion duly made by Secretary Weakley, seconded by Director Belanger, the following resolution was unanimously approved via roll call vote:

**Resolution No. 21-23**

The Board hereby accepts the FY2020 Financial Audit Report as presented by Ernst & young, LLP.

**B. CIP Contract Modifications**

The first matter discussed was Work Order No. 04 for the GIAA Architectural/Engineering Services for GIAA Terminal Aircraft Apron & Taxiway Rehabilitation Design. Mr. Frank Santos gave a brief background of the project and presented the following proposed changes:

- 1) Cost of Work Order No. 04 is \$244,183.00 to GHD Inc.
- 2) Work Order No. 4 is being requested as per GIAA Engineering's request to rebid the project into four (4) separate incremental bid packages with values not exceeding \$10M each to be issued over a 4 year period.

Mr. Santos advised the Board that the grant is from 2017. All FAA grants have a four (4) year performance period from the date of issue. Chairman Bamba inquired on the deadline for the grant. Mr. Santos replied September 2021. If grant funds are not used, the funds will be de-obligated. Discussion followed.

After further discussion, on motion duly made by Director Belanger, seconded by Director Morato, the following resolution was unanimously approved via roll call vote:

**Resolution No. 21-24**

The Board hereby approves Work Order No. 04 for GIAA Terminal Aircraft Apron & Taxiway Rehabilitation Design, in the amount of \$244,183.00 to GHD Inc., subject to FAA approval.

**7. REPORT OF THE EXECUTIVE MANAGER**

Reference is made to the Executive Manager's Report included as part of the Board's packet, which was presented by Executive Manager Quinata. The report included brief updates on Airport operations, CIPs and Regulatory updates. Included with the report was an update relative to COVID-19.

## **8. REPORT OF THE COMPTROLLER**

Mr. John A. Rios reported on the revenues and expenses of the Authority as of **January 31, 2020**. Mr. Rios reported that year-to-date Total Signatory Revenues are below budgeted revenues by **64.5%**, year-to-date Total Concession Revenues and Passenger Facility Charges are below budget by **11.7%** and **91.2%**, respectively. Year-to-date Total Other Revenues, inclusive of non-signatory and non-airline revenues are above the budget estimate by **6.2%**. Year-to-date Total Operating Revenues Actual of **\$9.0M** is **35.1%** below the budget estimate of **\$13.9M**. Year-to-date Total Operating Expenses are below budget by **19.7%**. Components of this line item include a **2.9%** decrease in Personnel Service, a **32.1%** decrease in Contractual Services, a **68.6%** decrease in Materials & Supplies and a **100%** decrease in Equipment/Furnishings from budgeted amounts for these respective categories. The actual year-to-date Net Revenues from Operations of **\$-2.6M** reflects an increase of **333.2%** over the year-to-date budgeted amount of **\$-0.6M**. Mr. Rios reported that the year-to-date Debt Service Coverage is at **0.93** versus the requirement of **1.25**.

Brief discussion continued relative to finances, with the Deputy Executive Manager reiterating that cost reductions through contractual agreements and other possible areas continue to be explored. Chairman Bamba requested that Management continue with looking at further reductions in expenses as much as possible.

## **9. EXECUTIVE SESSION**

The next item on the agenda was Executive Session.

Upon written recommendation of counsel, Calvo Fisher & Jacob, LLP (CFJ), on motion duly made by Secretary Weakley, seconded by Director Tainatongo, and approved via roll call vote, the Board recessed at 4:19 p.m. to convene into Executive Session.

The Board convened into Executive Session to discuss DFS Guam L.P. related litigation to which GIAA is or may be a party. Attending Executive Session were Directors Bamba, Sobti, Weakley, Alcorn, Belanger, Morato, Tainatongo, Executive Manager Quinata, and Legal Counsel, Janalynn Damian. Also present was the court reporter who will prepare a transcript of the Executive Session.

Executive Session adjourned at 5:13 p.m., at which time regular session resumed.

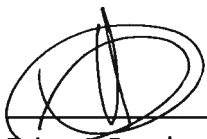
## **10. PUBLIC COMMENTS**

There were no Public Comments.

**11. ADJOURNMENT**

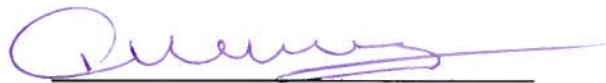
Motion to adjourn duly made by Director Alcorn, seconded by Director Tainatongo; motion unanimously passed. The meeting was adjourned at 5:14 p.m.

Dated this 16<sup>TH</sup>, day of APRIL, 2021.

A handwritten signature in black ink, consisting of a large, stylized 'B' and 'J' followed by 'Bamba'.

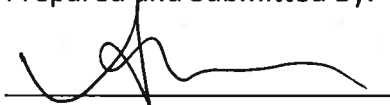
Brian J. Bamba  
Chairman

Attest:

A handwritten signature in purple ink, appearing to read 'Donald I. Weakley'.

Donald I. Weakley  
Board Secretary

Prepared and Submitted By:

A handwritten signature in black ink, appearing to read 'Amanda O'Brien-Rios'.

Amanda O'Brien-Rios  
Corresponding Secretary

**BOARD OF DIRECTORS REGULAR MEETING**  
**3:00 p.m., Thursday, February 25, 2021**  
**GIAA TERMINAL CONFERENCE ROOM #3**

Public Notice

First Notice:

The Guam Daily Post – February 18, 2021

Notice to Media – February 18, 2021

Second Notice:

The Guam Daily Post – February 23, 2021

Notice to Media – February 23, 2021

**AGENDA**

- 1. Call to Order and Attendance**
- 2. Approval of Agenda**
- 3. Approval of Minutes**
  - A. January 28, 2021 Regular Meeting**
- 4. Correspondence**
- 5. Old Business**
- 6. New Business**
  - A. FY20 Financial Audit Report**
  - B. CIP Contract Modifications**
- 7. Report of Executive Manager**
- 8. Report of the Comptroller**
- 9. Executive Session**
- 10. Public Comments**
- 11. Adjournment**

**A.B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM**

Board of Directors Regular Meeting

3:00 p.m., Thursday, February 25, 2021

GIAA Terminal Conference Room 1 & 2

**SIGN-IN SHEET**

	<u>PRINT NAME</u>	<u>COMPANY/AGENCY</u>
1.	PETER SANTOS	KVAM
2.	FRANK SANTOS	TMG
3.	ANN BAUTISTA	ACCPH
4.	JOHN MOJ	ACCN
5.	Raymond Quintanilla	OPS
6.	Raymond T. Mantawan	ARFF
7.	VICTOR J. CRUZ	GIAA
8.	VINCE NARUTI	GIAA ASD
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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
A.B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM  
Thursday, January 28, 2021, 3:00 p.m.  
GIAA TERMINAL CONFERENCE ROOM #3**

**1. CALL TO ORDER AND ATTENDANCE**

The January 28, 2021 regular meeting of the Board of Directors of the A.B. Won Pat International Airport Authority, Guam (“GIAA” or the “Authority”) was called to order by Chairman Bamba at 3:03 p.m. at the GIAA Terminal Conference Room #3, 355 Chalan Pasaheru, Tamuning, Guam, 96913.

**Directors Present:**

Brian J. Bamba (Via VTC)  
Gurvinder Sobti (Via VTC)  
Donald I. Weakley (Via VTC)  
Lucy M. Alcorn (Via VTC)  
Zenon E. Belanger (Via VTC)  
Doyon A. Morato (Via VTC)  
Rosie R. Tainatongo (Via VTC)

**Offices or positions:**

Chairman  
Vice Chairman  
Board Secretary

**Directors Absent:**

None

**GIAA Officials:**

John M. Quinata  
Artemio R. Hernandez, Ph.D.  
John A. Rios  
Jean M. Arriola  
Raymond Mantanona  
Victor Cruz  
Ken McDonald  
Rolenda Faasuamalie (Via VTC)  
Raymond Quintanilla  
Anthony Quidachay

Executive Manager  
Deputy Executive Manager  
Comptroller  
Airport Services Manager  
ARFF Chief  
Engineer Supervisor  
Properties & Facilities Superintendent  
Airport Marketing  
Operations Duty Manager  
Safety Administrator

Anita P. Arriola, Esq. (Via VTC)  
William B. Brennan (Via VTC)  
Frank R. Santos

Arriola Law Firm, GIAA Legal Counsel  
Arriola Law Firm, GIAA Legal Counsel  
TMG, GIAA Consultant

Chairman Bamba welcomed Airport tenants, stakeholders, and members of the public who are noted in a sign-in sheet attached to these minutes.



## **2. APPROVAL OF AGENDA**

On motion duly made by Director Belanger, seconded by Director Alcorn, the following resolution was unanimously passed via roll call vote:

### **Resolution No. 21-18**

The Board hereby approves the agenda of the January 28, 2021 regular meeting, as presented.

## **3. APPROVAL OF MINUTES**

### **A. December 29, 2020 - Regular Meeting**

On motion duly made by Director Alcorn, seconded by Director Tainatongo, the following resolution was unanimously passed via roll vote:

### **Resolution No. 21-19**

The Board hereby approves the minutes of the December 29, 2020 regular meeting, subject to corrections.

## **4. CORRESPONDENCE**

Executive Manager Quinata advised there was no Correspondence to report.

## **5. OLD BUSINESS**

Executive Manager Quinata advised there was no Old Business to present.

## **6. NEW BUSINESS**

### **A. CIP Contract Modifications**

The first matter discussed was change order No. 04 for the GIAA Aircraft Rescue Fire Fighting (ARFF) Facility, Phase II - Construction project. Mr. Frank Santos presented the following proposed changes:

- 1) Cost of Change Order No. 04 is \$880,000.00, bringing the total amount of the project to \$21,177,977.42.
- 2) Time extension of 162 calendar days from the Current Contract Completion Date of September 6, 2021, which brings the completion date to February 15, 2022.

Mr. Santos informed the Board that the changes are required for the foundation of the facility and is subject to approval and funding by the FAA, which is currently in progress. Discussion continued relative to soil conditions and future projects, with Mr. Santos advising the Board that future projects will include soil testing in the design phase. Chairman Bamba asked that the

magnitude of the referenced change order be a learning experience for future projects.

Director Alcorn asked for clarification on the Airports share of the funding for the project versus FAA's share. Mr. Santos replied the Airports share is 10%, while the FAA's is 90%.

Director Morato inquired on the value of the previous approved change order for this project and if there is a solution or an overall estimate for the pile driving. Mr. Santos informed the Board that the cost was \$2.2M for the initial pile driving. Director Belanger added that once the soil conditions are better known after pile driving, changes with the design of structure are typical. Discussion followed relative to the FAA's approval of the change orders. Mr. Santos advised that the FAA approved the initial pile driving change order of \$2.2M, the referenced change order is currently being reviewed.

Vice Chairman Sobti inquired on Airports share of 10%, if this funding has been allocated. Mr. Rios replied yes, that it is part of the Capital Improvements Funding, it is not part of the operating budget. Discussion ensued relative to funding.

After further discussion, on motion duly made by Director Belanger, seconded by Secretary Weakley, the following resolution was unanimously approved via roll call vote:

**Resolution No. 21-20**

The Board hereby approves Work Order No. 04 for GIAA Aircraft Rescue Fire Fighting (ARFF) Facility, Phase II - Construction project, in the amount of \$880,000.00; the time extension of 162 calendar days, with the new completion date of February 15, 2022, subject to FAA approval.

Director Belanger announced that the Board CIP Committee has been meeting regularly to negotiate with Black Construction relative to the International Arrivals Corridor project and they anticipate a resolution within the weeks leading up to the next Board meeting. Chairman Bamba thanked Director Belanger for his oversight on the CIP Committee and the technical engineering issues that have arisen.

**7. REPORT OF THE EXECUTIVE MANAGER**

Reference is made to the Executive Manager's Report included as part of the Board's packet, which was presented by Executive Manager Quinata. The report included brief updates on Airport operations, CIPs and Regulatory updates. Included with the report was an update relative to COVID-19. Discussion followed relative to CDC requirements for both international and domestic travel.

Chairman Bamba congratulated Airport Management and staff on a great Virtual Airport Week Proclamation Signing, stating that it was well represented.

## **8. REPORT OF THE COMPTROLLER**

Mr. John A. Rios reported on the revenues and expenses of the Authority as of **December 31, 2020**. Mr. Rios reported that year-to-date Total Signatory Revenues are below budgeted revenues by **-60.6%**, year-to-date Total Concession Revenues and Passenger Facility Charges are below budget by **-16.4%** and **-89.7%**, respectively. Year-to-date Total Other Revenues, inclusive of non-signatory and non-airline revenues are above the budget estimate by **13.4%**. Year-to-date Total Operating Revenues Actual of **\$6.3M** is **-32.4%** below the budget estimate of **\$9.3M**. Year-to-date Total Operating Expenses are below budget by **-19.0%**. Components of this line item include a **-5.2%** decrease in Personnel Service, a **-29.8%** decrease in Contractual Services, a **-72.5%** decrease in Materials & Supplies and a **100%** decrease in Equipment/Furnishings from budgeted amounts for these respective categories. The actual year-to-date Net Revenues from Operations of **\$-2.5M** reflects an increase of **60.7%** over the year-to-date budgeted amount of **\$-1.5M**. Mr. Rios reported that the year-to-date Debt Service Coverage is at **1.16** versus the requirement of **1.25**.

Deputy Executive Manager Hernandez provided a brief update to the Board relative Bond restructuring, advising the Board that Management met with GEDA, GIAA Underwriters, Barclays, Ricondo Consultants and Lestor Carlson from BBMR for initial discussions on the most opportune time for GIAA to issue bonds and meet with rating agencies. Updates will be given to the Board as discussions progress.

Mr. Rios advised that Management requested for a thirty (30) day extension from the FAA for the FY2020 audit. Chairman Bamba inquired if there is a plan in place for meeting debt service coverage requirements. Deputy Executive Manager Hernandez replied that due to uncertainties, the Comptroller has been analyzing worst case scenarios and looking at how much anticipated federal funding may fill gaps in revenue. Mr. Rios added that with the restructuring, the first analysis done had restructured debt service downward by \$8M, which may assist in the Airport meeting the required 1.25x debt service coverage. Brief discussion followed regarding cost cutting measures.

Discussion ensued relative to COVID-19 and travel.

## **9. EXECUTIVE SESSION**

The next item on the agenda was Executive Session.

Upon written recommendation of counsel, on motion duly made by Chairman Bamba, seconded by Director Tainatongo, and approved via roll call vote, the Board recessed at 4:10 p.m. to convene into Executive Session after a brief recess.

The Board convened into Executive Session at 4:14 p.m. to discuss litigation, pending litigation, and personnel matters. Attending Executive Session were Directors Bamba, Sobti, Weakley, Alcorn, Belanger, Morato, Tainatongo, Executive Manager Quinata, and Legal Counsel, Anita

Arriola. Also present was the court reporter who will prepare a transcript of the Executive Session.

Chairman Bamba excused himself from Executive Session and remainder of the meeting at 4:30 p.m., leaving Vice Chairman Sobti to preside over the meeting.

Executive Session adjourned at 5:07 p.m., at which time regular session resumed.

#### **10. PUBLIC COMMENTS**

There were no Public Comments.

#### **11. ADJOURNMENT**

Motion to adjourn duly made by Director Alcorn, seconded by Secretary Weakley; motion unanimously passed. The meeting was adjourned at 5:08 p.m.

Dated this \_\_\_\_\_, day of \_\_\_\_\_, 2021.

Attest:

\_\_\_\_\_  
Brian J. Bamba  
Chairman

\_\_\_\_\_  
Donald I. Weakley  
Board Secretary

Prepared and Submitted By:

\_\_\_\_\_  
Amanda O'Brien-Rios  
Corresponding Secretary

# Antonio B. Won Pat International Airport Authority, Guam

September 30, 2020 Audit

February 25, 2021 Presentation to the Board



Building a better  
working world

# Audit Reports and Opinions Issued

# Audit Reports and Opinions To Be Issued for FY2020

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## **Auditor's report on the Authority's basic financial statements**

- ▶ Unqualified opinion in accordance with US generally accepted accounting principles

## **Report on compliance for each major federal program; report on internal control over compliance and report on schedule of expenditures of federal awards required by the Uniform Guidance**

- ▶ Unmodified opinion in accordance with the Uniform Guidance
  - ▶ One major program:
    - ▶ Airport Improvement Program

## **Report on internal control over financial reporting and on compliance and other matters**

- ▶ Unmodified opinion in accordance with government auditing standards

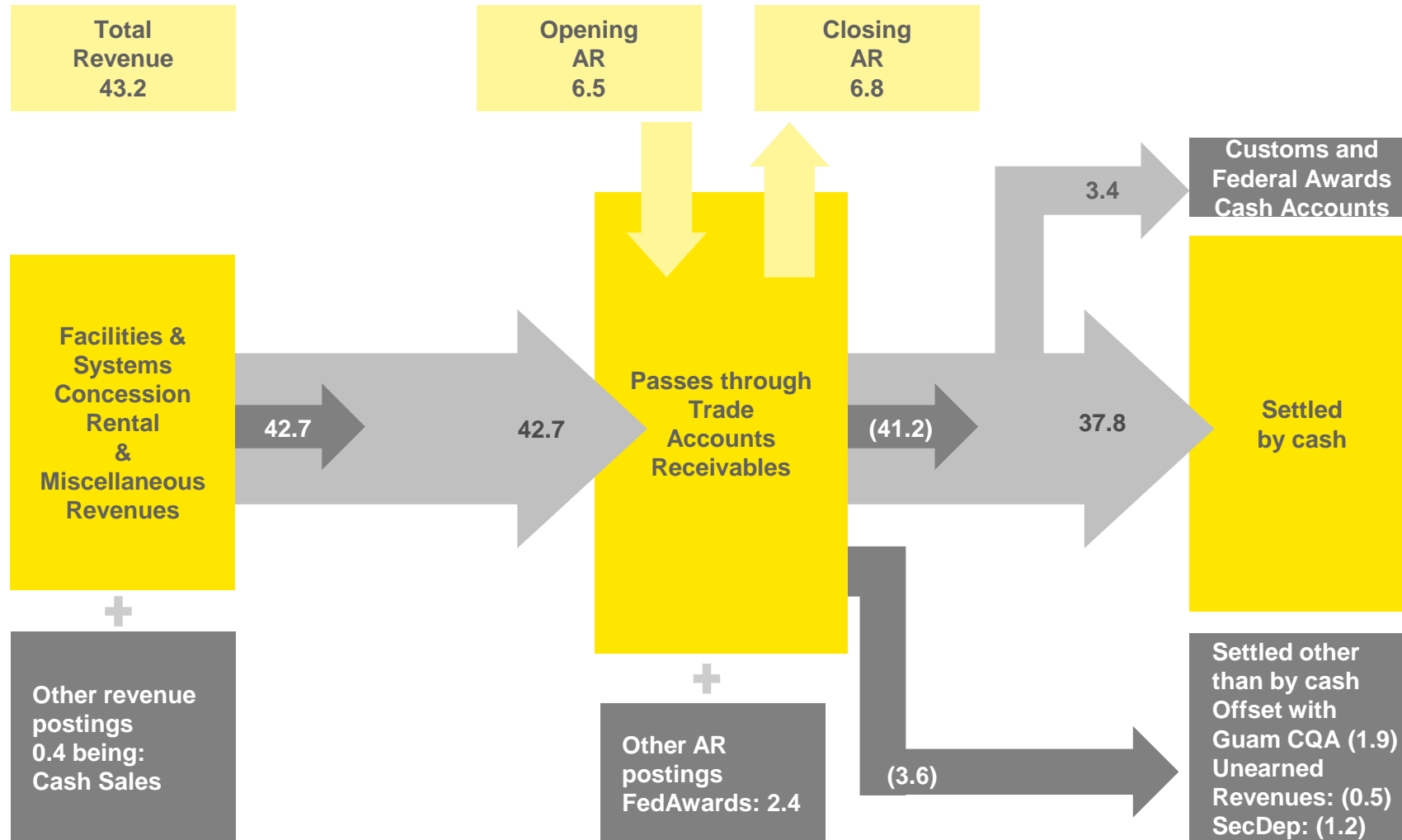
## **Report on Compliance and Internal Control and Schedule of Passenger Facility Charges Collected and Expended**

- ▶ Unmodified opinion
  - ▶ Two findings
    - ▶ Remittance of PFCs from Air Carriers
    - ▶ Air Carrier Quarterly Reports

# Financial Analysis



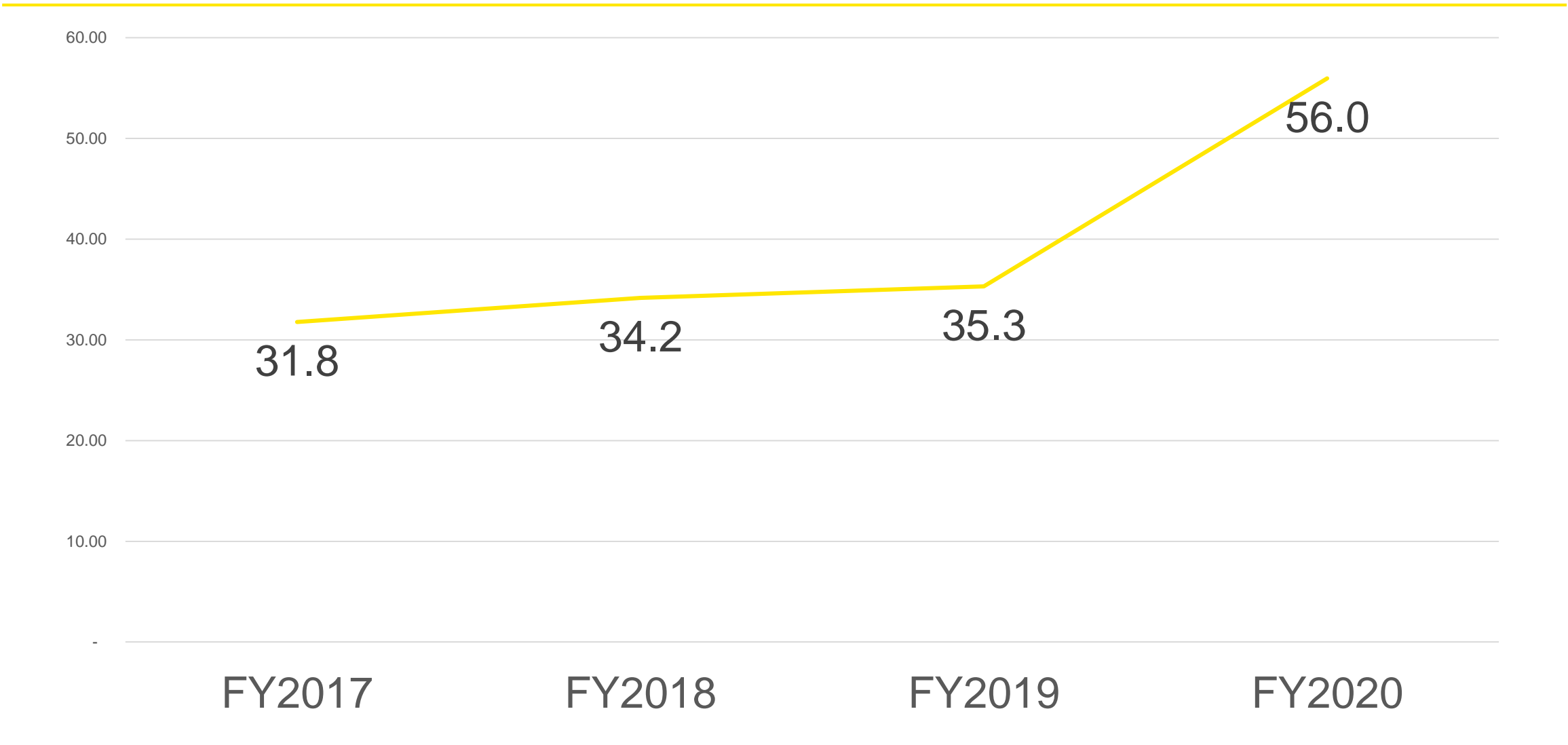
# The Authority's relationship between revenue, receivables and cash (in millions)



# Accounts receivable analysis

	Analysis Date 9/30/2020	%	Analysis Date 9/30/2019	%
0-30 Days	\$ 2,573,000	38.0%	\$ 5,682,000	87.7%
31-60 Days	402,000	5.9%	22,000	0.3%
61-90 Days	514,000	7.6%	56,000	0.9%
91-120 Days	709,000	10.5%	38,000	0.6%
121-180 days	749,000	11.1%	38,000	0.6%
181-365 days	1,208,000	17.8%	46,000	0.7%
>365 Days	622,000	9.1%	594,000	9.2%
Total	<u>\$ 6,777,000</u>	100.0%	<u>\$ 6,476,000</u>	100.0%
Allowance for doubtful accounts	\$ 649,000		\$ 628,000	
>90 days	\$ 3,288,000		\$ 716,000	
Under Payment Deferment	\$ 1,327,000		\$ -	

# Accounts receivable Average Collection Period (days)



# Construction in Progress

Project	Project Start Date	Status	Beginning of the year Expenditures	Expenditures During the Year	Transfers	Year End Expenditures
Concourse Isolation	1/30/2017	Ongoing	\$ 98,712,051	\$ 33,278,354	\$ -	\$ 131,990,405
Aircraft Rescue and Firefighting Facility Building Design	2/5/2019	Ongoing	3,323,669	7,490,582	-	10,814,251
Security Screening Checkpoint Improvement	2/20/2019	Ongoing; Equipment still being tested and expected to be completed in February 2021	2,196,694	3,601,856	-	5,798,550
Rehab Runway 6L24R Design	10/18/2020	Ongoing	593,122	593,631	-	1,186,753
Travelators Walkways	2/9/2019	Ongoing	303,875	834,710	-	1,138,585
Noise Mitigation Program	3/13/2017	Last movement was in FY2019; Part 150 Noise Study to start in FY2021	1,089,285	-	-	1,089,285
Apron Design	5/30/2017	Last movement was in FY2019; Bid repackaging in FY2021 and initial construction phase funding in FY2022	1,554,279	-	-	1,554,279
Stormwater Drain Design	5/1/2013	Last movement was in FY2014; Project is ready for bid pending FAA AIP funds	1,705,615	-	-	1,705,615
Terminal Building Reroofing	10/9/2014	Design will resume in FY2022	1,068,989	-	-	1,068,989
Parking Expansion (Bus Parking Project)	12/1/2013	Preliminary engineering and conceptual rendering completed; Project will resume after funding is identified	1,834,291	-	-	1,834,291
Other projects	various	Ongoing	7,254,877	197,515	(149,414)	7,302,978
			<b>\$ 119,636,747</b>	<b>\$ 45,996,648</b>	<b>\$ (149,414)</b>	<b>\$ 165,483,981</b>

# Debt Service Ratio, Required 1.25

	Year ended September 30,	
	2020	2019
Net revenues		
Revenues:		
Operating revenues	\$ 43,160,797	\$ 68,952,816
Non-operating revenues: passenger facility charge income	2,919,951	7,362,377
Non-operating revenues: interest income	1,818,696	2,472,913
Non-operating revenues: grants from the United States Government	15,094,077	415,108
Capital grants from the United States	12,054,605	7,766,386
Non-operating revenues: grants from the Government of Guam	8,069	---
Less:		
Investment income from CIF related funds	( 434,857)	( 1,146,197)
Capital grants from the United States	( 12,054,605)	( 7,766,386)
Operation and maintenance expense	( 41,444,498)	( 44,898,430)
Other bookkeeping entries-noncash pension cost	3,421,072	3,846,966
Other bookkeeping entries-noncash OPEB cost	5,720,640	3,686,372
Actual contribution to GGRF	( 3,665,898)	( 3,361,896)
Actual contribution to DOA	( 515,865)	( 502,180)
Miscellaneous expenses	( 6,141,294)	( 3,762,275)
	<u>\$ 19,940,890</u>	<u>\$ 33,065,574</u>
Other available monies (lesser of amount in capital improvement fund or 25% of debt service fund)		
Capital improvement fund	\$ 25,443,467	\$ 42,537,121
25% of debt service	<u>\$ 3,393,565</u>	<u>\$ 5,968,250</u>
	<u>\$ 3,393,565</u>	<u>\$ 5,968,250</u>
Aggregate annual debt service		
Sum of interest due for the fiscal year	\$ 9,724,260	\$ 11,268,000
Sum of principal due for the fiscal year	<u>3,850,000</u>	<u>12,605,000</u>
	<u>\$ 13,574,260</u>	<u>\$ 23,873,000</u>
Debt service ratio		
Net revenues	\$ 19,940,890	\$ 33,065,574
Other available monies	<u>3,393,565</u>	<u>5,968,250</u>
	<u>\$ 23,334,455</u>	<u>\$ 39,033,824</u>
Divided by: aggregate annual debt service	<u>\$ 13,574,260</u>	<u>\$ 23,873,000</u>
	1.72	1.64

**Thank you for all your kind  
cooperation throughout the audit.**



## WORK ORDER

<b>TO:</b> GHD Inc. 865 S. Marine Corp Drive Tamuning, Guam 96913	<b>TODAY'S DATE:</b>  2/5/21	<b>WORK ORDER NO.</b> <div style="border: 1px solid black; padding: 5px; width: 100px; text-align: center;">04</div>	<b>PAGE <u>1</u> of <u>10</u></b> <small>(Attach Scope of Work, if necessary)</small>
<b>AMOUNT:</b> \$ 244,183.00 <b>EFFECTIVE DATE OF WORK ORDER:</b> <b>COMPLETION DATE:</b>	<b>CONTRACT TITLE/NO.:</b> Architectural/Engineering Services for GIAA Terminal Aircraft Apron & Taxiway Rehabilitation Design, Agreement No. GIAA-17-005(D)		
<b>SUBJECT:</b> Aircraft Apron & Taxiway Rehabilitation Repackage for Rebid in four \$10M Increments			
<b>SCOPE OF WORK (SOW):</b> <i>(If SOW requires additional space, please identify number of pages attached on the top right corner of form.)</i> This change order is being requested as per GIAA Engineering's request to rebid the project into 4 separate incremental bid packages with values not exceeding \$10M each to be issued over a 4 year period.  See Attachment A for scope of work specifics and Attachment B for detailed cost estimate.			
<ol style="list-style-type: none"><li>1. Work Order is issued pursuant to the cited Contract Title/No. stated above.</li><li>2. Performance shall be pursuant to terms of the Agreement, incorporated herein by reference.</li><li>3. Payment shall be made in accordance with the payment terms of the Agreement, after submission of an invoice and GIAA's acceptance of services as satisfactory.</li></ol>			
<b>ACCEPTED BY:</b>  <div style="text-align: center;"><b>FIRM/COMPANY NAME</b></div> GHD Inc.  By: _____ Principal (Print)  Signature: <u>Paul K. Baron</u> Date: <u>February, 5, 2021</u>		<b>AUTHORIZED BY:</b>  By: _____ JOHN M. QUINATA Executive Manager  Date: _____  <b>Certified Funds Available:</b>  By: _____ JOHN A. RIOS Comptroller  Date: _____	
<b>GIAA INTERNAL USE ONLY</b>			
<b>DIVISION:</b> Account #: _____  <b>ACCOUNTING:</b> Obligation of funds: _____ Date: _____ (Print Name/Initial)  Authorized by: _____ Date: _____ (Print Name/Initial)		<b>PROCUREMENT:</b> Supply Management Administrator Print/Sign Name: _____  Initial: _____ Date: _____	



## **SCOPE OF WORK**

### **A. GENERAL**

The project scope is comprised of the following:

1. Revising the existing plans and specifications to package the work into \$10M increments in construction costs (assuming 4 packages);
2. Update Specifications to incorporate waivers and modifications approved by the FAA for use of local aggregates, emulsified asphalt and testing requirements that can be accomplished on Guam, and the update the front end contract language to address the new construction procurement criteria and basis of selection;
3. Update phasing and staging plans to coincide with the latest construction schedules of active ongoing and pending projects that may conflict with this project.
4. Update all documents required under GIAA's

### **B. SCOPE OF SERVICES**

#### **TASK 1. PROJECT INITIATION, MANAGEMENT, MEETINGS AND BACKGROUND**

##### **a. Project Initiation Conference**

GHD will conduct a project initiation conference prior to initiating the redesign work to coordinate among the various design subconsultants and disciplines, GIAA, FAA and other stakeholders to identify any issues, and discuss the schedule and planned activities going forward.

##### **b. Weekly Design Coordination Meetings**

Weekly meetings will be held for design coordination and to discuss the status of the project and its progress. GIAA and FAA attendance at these meetings is optional.

##### **c. Monthly Progress Meetings**

A monthly progress meeting will be held with GHD, GIAA, and FAA to review work performed in the prior month, discuss and resolve issues, schedules of upcoming activities, etc. GHD will prepare and submit meeting minutes within seven (7) days for review and comment by meeting participants. Minutes will be finalized no later than fourteen (14) days following the meeting.

##### **d. Project Management Tasks 1-4**

GHD will perform overall project management of the staff and subconsultants working on the project including planning, communication, control, and working towards clear agreed goals, GIAA/FAA/Stakeholder management and other related duties.

##### **e. Project Schedule**

GHD will make its best effort to accomplish the work to allow for receipt of bids in early May, prior to the FAA grant expiration; as long as there adequate time for coordination with GIAA, FAA and other projects to allow for three submittals (75%, Preliminary and Final) with adequate review time for each. It is possible that it may require that the project needs to be fast tracked to accomplish the design changes 4 months which may require reducing the number of submittals to 2.

GHD Inc.  
865 South Marine Corps Drive, Ste 202  
Tamuning, GU 96913  
(TEL) 671-472-6792  
(FAX) 671-477-6229



#### **f. Consultation and Coordination with Ongoing GIAA Projects**

GHD will coordinate its work with other ongoing and pending projects that may impact the work to be undertaken for the design or future construction conflicts between the projects. At a minimum, GHD will coordinate with the pending Corridor Isolation project and the Fuel Hydrant System projects which take place within the limits of the areas proposed under this project.

### **TASK 2. ENGINEERING REPORT UPDATE, BOD & COST ESTIMATE**

#### **a. Updated Engineering Report**

An updated Engineering Report will be prepared for this project and submitted to GIAA and FAA for review. The findings and recommendations of the report will be brief and focused on impacts from the repackaging, staging and phasing changes related to topographic data, the findings from a visual evaluation of the pavement surface from the recent completed portions of the ongoing projects including updated location and recommendations for repair, rehabilitation, or replacement of damaged pavement. The Preliminary Engineering Report will be updated, as necessary, to reflect any changes that may have occurred since the project was bid.

#### **b. Basis of Design**

Basis of Design (BOD) report will be updated as necessary to include the language justifying the waivers and modifications approved by FAA and GIAA. All other aspects of the BOD will remain unchanged unless there has been a change in criteria related to the project since the original design was completed.

#### **c. Class 1 - Cost Estimates**

Revise the existing plans and specifications to package the work into \$10M increments in construction costs (assuming 4 packages); using a Class 1 estimates and applying FAA waivers for local materials. The Class 1 estimate will include detailed quantity takeoffs and development of detailed unit prices based upon supplier and contractor feedback, as well as market conditions at the mid-point of construction for each of the incremental bid packages that are anticipated to be constructed. Estimates will be based upon the most likely cost, adjusted properly for inflation, and appropriate escalation factors for Guam. The estimate will be formatted based upon the Work Breakdown Structure (WBS) developed by the cost estimator and approved by the Project Manager.

### **PROJECT DELIVERABLES AND DESIGN SUBMITTALS TASKS 1 AND 2**

- Meeting Minutes from coordination Meeting(s)
- Updated Engineering Report & BOD
- Class 1 Cost Estimate

### **TASK 3. REDESIGN-75%, PREFINAL (95%) AND FINAL**

#### **a. Engineering ReDesign**

Based on the Class 1 Cost Estimate, GHD will work with GIAA and FAA to break the project plan set into \$10M increments that best fit the current airport operations, and conflict least with ongoing projects. GHD will hold a series of internal workshops focused on the feedback received during the Initiation Conference and subsequent meetings with GIAA

Operations and Engineering staff to develop a 75% level Bid Package with the initial break out into maximum \$10M increments. The 75% submittal will be followed by 95% Prefinal and 100% Final Packages.

#### **b. Contract Documents and Technical Specification Update**

In addition, GHD will update the front end contract documents to incorporate the revised bidding format and selection criteria and Technical Specifications to incorporate the changes related to the approved waivers and modifications from FAA and GIAA for each of the three proposed submittal packages.

#### **c. BID DOCUMENTS**

GHD will prepare up to 10 sets of the Bid Documents based on the final approved plans and specifications.

### **PROJECT DELIVERABLES AND DESIGN SUBMITTALS TASK 3**

- Design Submittals
  - Initial 75% Re-Design (Plans, Specifications, Cost Estimate)
  - Pre-Final 95% Re-Design (Plans, Specifications, Cost Estimate)
  - Final Design (Plans, Specifications, Cost Estimate)
  - FAA Form 7460, if necessary

### **TASK 4. BID PERIOD SUPPORT**

#### **a. Assist GIAA with Bidding Process**

We will assist GIAA with answering RFIs during the bid period and prepare and issue addendums as required.

#### **b. Pre-Bid Conference**

GHD will lead a pre-bid conference with potential bidders to discuss FAA & GIAA recommended topics, discuss the design documents and bid requirements, address bidder's comments and questions, and meet with FAA & GIAA to discuss responses to comments.

#### **c. Bid Evaluation**

GHD will evaluate each contractor's bid to ensure all bid requirements have been addressed.

#### **d. Bid Tabulation and Award Recommendation**

GHD will prepare the Bid Tabulation. Based on the results of our bid evaluation, GHD will make a recommendation to GIAA regarding the bid that best meets the award criteria.

#### **e. Bid Negotiation**

GHD will provide GIAA with technical information as requested to assist in the bid negotiations.

#### **f. Construction Management Plan**

A construction management plan will be prepared that identifies the construction management team, roles and responsibilities; includes a material sampling and testing plan;



and required coordination efforts with GIAA and FAA. Provide limited support for responding to RFI's and Submittals, attendance at meetings and related matters as requested by GIAA or their representative during construction for the first \$10M Bid Package.

## **SCOPE OF SERVICES ASSUMPTIONS**

1. Owner will provide access to the site.
2. Owner will provide updated construction schedules for all ongoing and pending projects that this project may impact.
3. Coordination with other concurrent projects (Fuel Line Project, Runway Project, and Isolation Corridor Project) is included in this scope and fee.
4. All areas outside of the existing project boundary are not considered part of this scope and fee.
5. Project design submittals will be in pdf format and sent electronically to GIAA. 100% Final Design Submittal will include pdf and AutoCAD drawing files and pdf and Word specification files.
6. Design related work performed will be billed based on an estimated percentage complete in accordance with the project milestones. Payment is due within 30 days of receipt and acceptance of the invoice.
7. Cost estimates will be prepared by Joe Uno and Associates.

## **SCOPE OF SERVICES EXCLUSIONS AND CLARIFICATIONS**

1. Commissioning and construction period services are excluded except as noted under Task 5.
2. As-Built drawing preparation is excluded.
3. Hazardous materials investigation, resolution, and testing/sampling are excluded.
4. Allowances for Environmental (GEPA) sign-offs are excluded.
5. Surface and/or subsurface utility condition assessment is excluded.
6. In light of recent concerns regarding the spread of the coronavirus (COVID-19), there may be unpredictable events, disruptions and consequences (as a result of actions by government or other third parties) that affect GHD's ability to provide the services or to provide the services within expected timeframes. GHD will keep you informed of these potential impacts and delays. We will explore with you alternative and practicable delivery strategies to minimize these impacts and delays. The health and safety of our people, and the clients and communities we work with, remains our number one priority and GHD is taking all prudent measures to prevent the spread of COVID-19 in the community.
7. GHD will prepare the cost estimate set out in this proposal using information reasonably available to the GHD employee(s) and subconsultants who will undertake this work; and will be based on assumptions and judgments made by GHD and detailed in the cost estimate package. The Cost Estimate will be prepared for the purpose of obtaining estimates of probable construction costs for the bid period following completion of the design services for the repackaged contract documents. The Cost Estimate will not include for any effect on prices, costs and other variables, arising from the effects of the spread of COVID-19 and any resulting disruption to the economy and markets, and consequential impacts on the availability and cost of labor and materials. Where estimates of potential costs are provided, there remains a chance that the cost will be greater than the estimate, and any funding would not be adequate. The level of contingency costs considered to be most appropriate for bidding purposes will vary depending on the conservatism of the user and the nature of the project. It is likely that the effect of COVID -19 will impact the actual cost. Thus, the GIAA should therefore select appropriate contingency levels (with GHD's assistance) to suit the repackaged project(s) risk profile

## FEE SUMMARY

GHD will perform the engineering scope of work elements outlined above for the lump sum fees summarized in the Table (also see detailed attached table from Spread sheet). Our estimated fees are valid for a period of 60 days from the date of this proposal, after which they are subject to change.

<b>TASK</b>	<b>COST INCL GRT</b>
TASK 1 PROJECT INITIATION, MANAGEMENT, MEETINGS & BACKGROUND	\$28,493
TASK 2 REDESIGN-75%	\$69,396
TASK 3A PREFINAL (95%)	\$50,203
TASK 3B FINAL	\$43,363
TASK 4 BID PERIOD SUPPORT	\$52,728
<b>TOTAL</b>	<b>\$244,183</b>

Work that exceeds the scope of this proposal will be brought to your attention for review, approval and fee adjustment. Such extra services will be performed on a time and materials basis (per our Fee Schedule in effect at the time services are performed), or for a mutually agreed upon lump sum.



GUAM INTERNATIONAL AIRPORT  
APRON AND TAXIWAY REHABILITATION PROJECT

FEE ESTIMATE

CLIENT: Guam International Airport Authority																	
Subject: Terminal Aircraft Apron and Taxiway Rehabilitation Design																	
Position/Role		Principal in Charge	Project Director	Guam Job Manager	ANZ Design Manager Norset Govha	Design Reviewer Jaco Liebenberg	Pavement Engineer Shannen Lau	Civil Infrastructure Engineer Christina Hayes	Civil Infrastructure CAD - Lead Drafter Ricky Tolentino	Civil Infrastructure CAD	Aircraft Tracking/Geometric Is Alan Slamer	Technical Peer Review	Constructability Review		Total per	Total per	SubConsultant Incl 15% Markup
Charge Rate (USD\$/hour) excl GST		\$ 250.00	\$ 240.00	\$ 165.00	\$213	\$277	\$175	\$120	\$111	\$82	\$ 146.00	\$ 267.00	\$ 189.00		hours	\$	\$
Tasks & Deliverables																	
TASK 1 PROJECT MANAGEMENT	Pre-design conference		4	4	2	1	2								13.0	\$2,674	
	Project Quality Plan		2	4	1										7.0	\$1,353	
	Weekly regular project meetings		12	24	8										44.0	\$8,545	
	Overall project management	12	16	8	8	1									45.0	\$10,143	
	Project Design Schedule	1	1	6											8.0	\$1,480	
	Coordination with ongoing and future GIAA projects	2	4	6	2										14.0	\$2,876	
SUBTOTAL TASK 1		15	39	52	21	2	2	-	-	-	-	-	-			\$27,072	\$0
TASK 2 RE-DESIGN 75% PACKAGE	Setup drawing sets, title sheets, notes and index				2			2	2	8					14.0	\$1,542	
	General Site Plan							1	1	2					4.0	\$394	
	Existing survey and utilities plans							1	2	2					5.0	\$505	
	Control line setout plans (including model split)				2			2	2	4	8				18.0	\$2,383	
	Site Demolition Plan				2			1	1	2					6.0	\$821	
	Site Layout Plan - Contractors Laydown, Haul Routes, Stockpiles		1	4	1			1	1	2					10.0	\$1,507	
	Phasing Plans (CSP) - Barricade Locations/Details		2	8	16	2	2	2	2	8	16				58.0	\$9,567	
	Pavement Layout Plan						1		2	4					7.0	\$724	
	Grading Plan			2	2				1	2	8				15.0	\$2,199	
	Drainage Profiles			2	2				1	2					7.0	\$1,031	
	Pavement Profiles						2		2	4					8.0	\$899	
	Pavement typical details						2		2	8					12.0	\$1,226	
	Paint Marking Plans			4	2			2	2	4					14.0	\$1,875	
	Fuel Hydrant Design Layouts			2	2				1	2					47.0	\$1,031	
	Site Sections						2	2	2	4					10.0	\$1,139	
	Civil Details			2	2				1	4					9.0	\$1,194	
	Flexible pavement resurfacing drawings				2	1	1	2	2	4	4				16.0	\$2,251	
	Flexible pavement reconstruction drawings					1	1	2	2	4	4				14.0	\$1,825	
	Rigid pavement repairs drawings				2		2	2	2	4					12.0	\$1,565	
	Rigid pavement reconstruction drawings				2		1	2	2	4					11.0	\$1,390	
	Basis of Design Report	-	1	2	4		4	8							19.0	\$3,081	
	Specifications	-	1	2	2	1	4	8							18.0	\$2,932	
	QA/QC	2	2		8	4									16.0	\$3,795	
	Review Meeting		2	4	2	2	2								12.0	\$2,472	
	Respond to design review comments		2	8	4			8	3	8	4				37.0	\$5,181	
	Coordinate with other disciplines		2	4	2										8.0	\$1,566	
	Cost Estimate inputs			8	8			16			8				40.0	\$6,109	
	Cost Estimate (Joe Uno and Associates)																\$5,730
SUBTOTAL TASK 2		2	13	52	69	11	24	62	36	86	52	-	-			\$60,205	\$5,730



CLIENT: Guam International Airport Authority																	
Subject: Terminal Aircraft Apron and Taxiway Rehabilitation Design																	
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TASK 3A PRE-FINAL RE-DESIGN 95% PACKAGE	Update drawing sets, title sheets, notes and index	-		-			1		1	4					6.0	\$613	
	General Site Plan	-							1	2					3.0	\$274	
	Existing survey and utilities plans								1	2					3.0	\$274	
	Control line setout plans (including model split)				2				1	2	2				7.0	\$993	
	Existing Site Topography														0.0	\$0	
	Erosion Control Plan														0.0	\$0	
	Site Demolition Plan	-						1	1	1					3.0	\$312	
	Site Layout Plan - Contractors Laydown, Haul Routes, Stockpiles	-	1	2				1	1	1					5.5	\$823	
	Phasing Plans (CSPP) - Barricade Locations/Details	-	1	2	4	1	1	4	1	4	8				26.0	\$3,960	
	Pavement Layout Plan	-						-	1	2					3.0	\$274	
	Grading				1				1	2	2				6.0	\$780	
	Drainage Profiles														0.0	\$0	
	Pavement Profiles						1		1	2					4.0	\$450	
	Pavement typical details						1		1	4					6.0	\$613	
	Paint Marking Plans				1			1	1	2					5.0	\$607	
	Fuel Hydrant Design Layouts				1				1	1					43.0	\$406	
	Site Sections				1		1		2	4	8				16.0	\$2,105	
	Civil Details				1				1	2					4.0	\$488	
	Flexible pavement resurfacing drawings				1	1	1		2	2					7.0	\$1,051	
	Flexible pavement reconstruction drawings				1		1	1	2	2	2				9.0	\$1,186	
	Rigid pavement repairs drawings				1	1	1	2	2	2					9.0	\$1,291	
	Rigid pavement reconstruction drawings				1	1	1	2	2	2					9.0	\$1,291	
	Basis of Design Report	-	1	2	1	1	2	4	-	-					11.0	\$1,890	
	Specifications	-	2	4	1		2	4	-	-					13.0	\$2,182	
	QA/QC	2	2	2	4	4	2	-	-	-					16.0	\$3,623	
	Prepare Construction Management Plan	-	-	-				-	-	-			-		0.0	\$0	
	Update and finalize Preliminary Engineering Report	-	4	4	2	2	2	4	-	-					18.0	\$3,430	
	Prepare FAA form 7460-1	-	-	-				-	-	-					0.0	\$0	
	Review Meeting	-	4	4	4			-	-	-					12.0	\$2,473	
	Project Management	-	-	-	2			-	-	-					2.0	\$426	
	Safety in design	-	4	4	1			2							11.0	\$2,073	
	Taxiway Lighting layout/design														0.0	\$0	
	Pit duct layout /design														0.0	\$0	
	cabling design														0.0	\$0	
	Equipment selections - performance/uniformity														0.0	\$0	
	Cost Estimate input	-	-	-					-	-					0.0	\$0	
	Respond to design review comments	2	4	4	4			4	3	4	4				29.0	\$4,695	
	Coordinate with other disciplines	-	4	4	2			4	1						15.0	\$2,636	
	Cost Estimate inputs			4	2			8			2				16.0	\$2,336	
	Cost Estimate (Joe Uno and Associates)				1										1.0	\$213	\$3,930
SUBTOTAL TASK 3A		4	27	36	39	11	17	42	28	47	28	-	-			\$43,769	\$3,930

CLIENT: Guam International Airport Authority																	
Subject: Terminal Aircraft Apron and Taxiway Rehabilitation Design																	
Position/Role		Principal in Charge	Project Director	Guam Job Manager	ANZ Design Manager Norrest Gov'ha	Design Reviewer Jaco Liebenberg	Pavement Engineer Shannen Lau	Civil Infrastructure Engineer Christina Hayes	Civil Infrastructure CAD - Lead Drafter Ricky Tolentino	Civil Infrastructure CAD	Aircraft Tracking/Geometrics Alan Slarmer	Technical Peer Review	Constructability Review		Total per	Total per	SubConsultant Incl 15% Markup
TASK 3B FINAL RE-DESIGN 100% PACKAGE	Update drawing sets, title sheets, notes and index	-							1	4					5.0	\$438	
	General Site Plan	-	-	-				-	1	1					2.0	\$193	
	Existing survey and utilities plans								1	2					3.0	\$274	
	Control line setout plans (including model split)								1	2	1				4.0	\$420	
	Existing Site Topography														0.0	\$0	
	Erosion Control Plan														0.0	\$0	
	Site Demolition Plan	1	-	1				1	1	1					5.0	\$727	
	Site Layout Plan - Contractors Laydown, Haul Routes, Stockpiles	-	-	-				1	1	1					3.0	\$312	
	Phasing Plans (CSPP) - Barricade Locations/Details	-	-	-	2			1	1	4					8.0	\$984	
	Pavement Layout Plan	-	-	-				1	1	1					3.0	\$312	
	Grading and Drainage Plan		-		1				1	1	1				4.0	\$552	
	Drainage Profiles														0.0	\$0	
	Pavement Profiles				1					1					2.0	\$295	
	Pavement typical details				1				1	1					3.0	\$406	
	Paint Marking Plans				1			1	1	1					4.0	\$526	
	Fuel Hydrant Design Layouts				1					1					2.0	\$295	
	Site Sections				1				1	1	2				5.0	\$698	
	Civil Details				1					1					2.0	\$295	
	Flexible pavement resurfacing drawings				1			1	1	2	2				7.0	\$899	
	Flexible pavement reconstruction drawings				1	2		1	1	2	2				9.0	\$1,454	
	Rigid pavement repairs drawings				1	2		2	1	4					10.0	\$1,445	
	Rigid pavement reconstruction drawings				1			1	1	2					5.0	\$607	
	Access Pit details - Structural assessments														0.0	\$0	
	Basis of Design Report	1	2	2	2	2	2	4	-	-					15.0	\$2,870	
	Calculations		2	2		-	-	-	-	-					4.0	\$810	
	Specifications	1	2	2	2	2	2	2	-	-					13.0	\$2,631	
	QA/QC	2	1	2	2	8	2	1	-	-					17.5	\$4,126	
	Finalize Final Cost Estimate	1	2	2	2										7.0	\$1,486	
	Finalize Construction Management Plan		2	2				-	-	-			-		4.0	\$810	
	Update and finalize Engineering Report	2	2	2	2		2	2	-	-					12.0	\$2,326	
	Finalize FAA form 7460-1		2	2				-	-	-					4.0	\$810	
	Review Meeting	2	2	2	2			1	1	1					11.0	\$2,049	
	Safety in design	1	2	2	2	2	2	1							12.0	\$2,511	
	Taxiway Lighting layout/design														0.0	\$0	
	Pit duct layout /design														0.0	\$0	
	cabling design														0.0	\$0	
	Equipment selections - performance/uniformity														0.0	\$0	
	Respond to design review comments	-	2	2	8	2	2	2	1	2					21.0	\$3,934	
	Coordinate with other disciplines	-	2	2											4.0	\$810	
	Cost Estimate (Joe Uno and Associates)			4	4			4							12.0	\$1,992	\$2,900
SUBTOTAL TASK 3B		11	23	29	39	20	12	27	18	36	8	-	-			\$38,300	\$2,900

[illegible]



## EXECUTIVE MANAGER'S REPORT

### GIAA BOARD OF DIRECTORS MEETING

February 25, 2021

#### AIRLINE ISSUES

##### March 2021 Pax Flights

	UA	PR	LJ	JL	KE	7C	CI	TW	RS
HNL	7x weekly								
NRT	4x weekly			Suspended through May 31		Suspended through Mar. 27			
KIX						Suspended through Mar. 27			
MNL	3x weekly	2x weekly							
SPN	3x weekly								
ROR	1x monthly								
PNI	1x monthly								
YAP	1x monthly								
ICN			1x weekly		Suspended	Suspended through Mar. 27		Suspended	Suspended through Mar. 27
PUS			Suspended			Suspended through Mar. 27			
TPE							Suspended		

##### March 2021 Cargo Flights

	UA	PR	KE	JL	FX	UP
SIN	3x weekly					
SFO		2x weekly				
LAX	4X monthly					
HNL						
ICN			1x weekly			
PVG					1x weekly	
						1x weekly
SYD						
MNL	3x weekly					

**Japan Airlines Pilot Training** will be conducted from March 11-19, 2021, consisting of takeoffs, landings, and touchdowns on our runways.

#### Market Intelligence

##### Greater Bay Airline

Greater Bay Airline has filed its application with the Hong Kong Ministry of Transport to operate domestic and international routes from Hong Kong. In its application, they stated their intention to service Guam and Saipan, Japan, South Korea, and Vietnam. Greater Bay Airlines is owned by Bill Wong who started up DongHai Airlines based in Shenzhen, across the border from Hong Kong. Greater Bay will launch with three (3) B737s in



## **EXECUTIVE MANAGER'S REPORT**

### **GIAA BOARD OF DIRECTORS MEETING**

**February 25, 2021**

their livery and intends to expand its fleet to 30 by 2025. Only Cathay Pacific and Hong Kong Airlines are chartered Hong Kong operators.

#### **EMPLOYEE DEVELOPMENT**

##### **Ethics and Standard of Conduct (February 22-24, 2021)**

Training conducted by legal counsel Anita Arriola provided employees with an overview and guidance relative to provisions in GCA Title 4: Public Officers and Employee Conduct and GCA Title 5, Government Operations. Training was mandatory for all GIAA employees.

##### **CFR Title 14 and FAR Part 139 Training Courses (February 15 -19)**

A 5-day series of CFR title 14 and FAR PART 139 was conducted by GIAA Self Inspectors, ARFF, USDA, and TSA. The training provided employees with an introduction and refresher on the following:

- Fuel Farm Mobil Inspection
- Airport Certification Manual (ACM)
- Notice to Airmen (NOTAM) Procedures/Airfield Construction Safety Awareness and Record Keeping
- Self-Inspection Program for Airfield Familiarization Marking, Signs, Lighting and Safety Areas
- C-Unmanned Aerial System

##### **AP Security Guards Training Series (February 2021)**

A month-long orientation and training for new Airport Security Guards provided key essentials on policy and procedure relative to their duties:

- Policy and Procedures
- Airport Security Program
- SIDA & AOA Driving Permit Course
- Thermal Screening and Policy

##### **Judicious Use of Deadly Force (Feb. 9-12, 2021)**

This course provides Officer/Guard training on the use of proper force as it relates to a deadly encounter or a non-life-threatening situation.

##### **Officer Survival ( Defensive Tactics) (Feb. 9-12. 2021)**

This course certifies the Officer/Guard in the various disciplines: Tactical Handcuffing, Pepper Spray, Mechanical Expandable Baton, Escort Procedures, Pressure Point, and finally Hand to Hand.

3. Spontaneous Knife Defense, certifies the Officer/Guard to defend against a knife attack, which is the most commonly used weapon against an Officer/Guard.

##### **Random Drug Testing**

As part of our Drug Free Workplace Program, the first random drug testing of employees was administered on February 10, 2021.

##### **Employee Vaccination Update**

To date, 62% of our employees have received the first and second doses of the vaccine. 32% of our personnel have refused the vaccine. GIAA Personnel continue to schedule vaccinations, to include a few Tier 1 and 2 employees who have reconsidered their option and now choose to receive the vaccine.



# EXECUTIVE MANAGER'S REPORT

## GIAA BOARD OF DIRECTORS MEETING

February 25, 2021

### **REGULATORY UPDATES**

#### **GIAA - FAA UDO**

GIAA and FAA held its monthly meeting earlier today. Topics of discussion included ongoing AIP projects and projects anticipated to be funded in FY21 to include the Master Plan Update, Update to the Part 150 Noise Study Update, and 6L Runway Rehabilitation Project - Phase 2.

#### **FAA Orders Inspection of PW4000 engines**

FAA issued an Emergency Airworthiness Directive late Tuesday that requires U.S. operators of airplanes equipped with certain Pratt & Whitney PW4000 engines to inspect these engines before further flight. This is a result of a fan-blade failure that occurred on a Boeing 777-200 that had just departed from Denver International. Although the aircraft landed safely, the failure resulted in damage to the engine, an in-flight engine fire, and damage to the airplane. This has no effect on B777s servicing Guam.

**Operations of the Expanded TSA Security Lanes** commenced Monday, February 8, 2021. The two new lanes have been equipped with new computed tomography (CT) scanners. The scanner utilizes state-of-the art technology and improves the ability of TSA officers to detect items inside carry-on luggage that are potential security threats.

#### **FAA Messaging - Enforcement of Unruly Passengers**

GIAA is highlighting FAA Administrator Dickson's message on enforcement of unruly passengers, broadcasting this message in the TSA Screening Lobby to capture passenger attention while they go through the screening process. Tough penalties - \$35,000 in monetary fines and up to 20 years in prison – are assessed those who disrupt flights. GIAA also pushed out the messaging on its social media channels that include Facebook, Instagram, and YouTube.

### **FINANCIAL ISSUES**

#### **CRRSAA Funding**

Guam Airport's allotment under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) is \$5.56M for costs related to airport operations and \$396K for relief for in-terminal concessions.

#### **American Rescue Plan**

Under President Biden's 1.9 Trillion American Rescue Plan, \$8 billion is proposed for airports, including \$800 million for airport concessionaires.

### **PROCUREMENT ISSUES**

#### **RFP Management & Infrastructure Support Services to GIAA's Passenger Conveyance Systems**

Announced: Feb. 12, 2021

Deadline for Written Questions: Feb. 19, 2021 @ 5pm

Submission Deadline: Mar. 05, 2021 @ 4pm

### **ANNOUNCEMENTS**

- Guam will be receiving three (3) distinguished visitors (DVs) from Spain who are members of the Spanish Navy's First Circumnavigation Quincentennial Commission, established to commemorate the 500th

## **EXECUTIVE MANAGER'S REPORT**

### **GIAA BOARD OF DIRECTORS MEETING**

**February 25, 2021**

anniversary of Ferdinand Magellan's circumnavigation around the world. These 3 dignitaries are Representatives of the Spanish Government coming to participate in the Quincentennial Magellan Encounter. They were invited by Governor Leon Guerrero by way of a letter to His Majesty King Felipe VI of Spain. Their arrival will coincide with that of a Spanish vessel - *Juan Sebastian de Elcaño* at the Port Authority of Guam all of which has been coordinated with the *I Estoria-ta* (Our Story) Commission to highlight Guam's unique part in history.

- The Phase I International Arrivals Corridor Ribbon Cutting ceremony is scheduled for February 26, 2021 @ 3pm. The location is in the East Ticket Lobby, Thermal Screening Area, with an option to tour Phase I after official addresses.
- Airport Police will be conducting Traffic Enforcement/Road Safety Awareness with heightened presence on Airport roadways beginning Friday, January 26, 2021.

February 23, 2021

**MEMORANDUM**

**To:** Mr. Brian Bamba  
Chairman  
GIAA Board of Directors

**From:** John A. Rios  
Comptroller

**Subject:** Operating Results – Revenues and Expenses as of January 31, 2021

Attached herewith is GIAA's Operating Results Report for the month ending January 31, 2021. This report summarizes the Budgeted versus Actual Revenues and Expenses for the month and year-to-date results ended January 31, 2021.

The key operating results for 4 month(s) of FY2021 ending January 31, 2021 – (in \$000's) are

CATEGORY	Actual FY21 Current Month	YEAR-TO-DATE			FORECAST FOR FULL YEAR- FY21	
		Budget FY21 Y-T-D	Actual FY21 Y-T-D	% Variance Budget vs. Actual	Actual/ Estimate	% Variance Budget vs. Actual/ Estimate
				Y-T-D Current Month		
Total Signatory Revenues	\$ 484.4	\$ 5,948.4	\$ 2,113.9	-64.5%	\$ 20,657.6	-15.7%
Total Concession Revenues	\$ 1,366.6	\$ 2,985.6	\$ 2,635.9	-11.7%	\$ 14,624.4	-2.3%
Total PFC's	\$ 17.4	\$ 1,026.6	\$ 90.3	-91.2%	\$ 3,597.0	-20.7%
Total Other Revenues	\$ 886.0	\$ 3,930.2	\$ 4,175.0	6.2%	\$ 12,804.8	1.9%
Total Operating Revenues	\$ 2,754.3	\$ 13,890.8	\$ 9,015.0	-35.1%	\$ 51,683.8	-8.6%
Total Operating Expenses	\$ 2,856.0	\$ 14,495.1	\$ 11,632.8	-19.7%	\$ 39,105.5	-6.8%
Net Revenues from Operations	\$ (101.7)	\$ (604.3)	\$ (2,617.8)	333.2%	\$ 12,578.3	-13.8%
Non-Operating Expenses	\$ 63.4	\$ 436.0	\$ 253.7	-41.8%	\$ 617.7	-22.8%
Other Available Moneys/other sources of funds	\$ 340.2	\$ 7,410.1	\$ 7,389.4	-0.3%	\$ 10,209.6	-0.2%
Net Debt Service Coverage	0.17	1.29	0.93	-28.2%	1.49	-7.5%

Year-to-date Total Signatory Revenues for the month ending January 31, 2021 are below Budgeted revenues by **64.5%**. Signatory revenue estimates are based on projections submitted by Signatory airlines and adopted in the annual budget.

Year-to-date Total Concession Revenues are **11.7%** below budget while Passenger Facility Charges are below the budget estimate by **91.2%**.

Year-to-date Total Other Revenues, inclusive of non-signatory and non-airlines revenues, are above the budget estimate by **6.2%**.

Year-to-date Total Operating Revenues actual of **\$9.0M** is **35.1%** below the budget estimate of **\$13.9M**.

Year-to-date Total Operating Expenses are below budget by **19.7%**. Components of this line item include a **2.9%** decrease in Personnel Service, a **32.1%** decrease in Contractual Services, a **68.6%** decrease in Materials & Supplies and a **100%** decrease in Equipment/Furnishings from budgeted amounts for these respective categories.

The actual year-to-date Net Revenues from Operations of **\$-2.6M** represents a **333.2%** increase over the year-to-date budgeted amount of **\$-0.6M**.

Finally, our year-to-date results for Debt Service Coverage is at **0.93** versus the requirement of **1.25**.

Should you have any questions, please contact me at your convenience.

#### Attachments

Cc: Board of Directors  
Executive Manager  
Deputy Executive Manager  
Airport Services Manager

**GUAM INTERNATIONAL AIRPORT AUTHORITY**  
**KEY OPERATING RESULTS (\$000's)**  
as of January 31, 2021

	CURRENT MONTH				Budget Full Year	YEAR - TO - DATE				FULL YEAR FORECAST	
	Actual FY2020	Budget FY2021	Actual FY2021	%Var Bud Vs Act'l		Actual FY2020	Budget FY2021	Actual FY2021	%Var Bud Vs Act'l	Actual/Est	%Var Bud Vs Act'l
<b>I. Signatory Airline Rents &amp; Fees</b>											
Terminal Bldg Rentals	343.3	237.8	232.9	-2.0%	2,853.8	1,270.2	951.3	931.8	-2.0%	2,834.3	-0.7%
Departure Fees	693.1	472.1	33.0	-93.0%	6,646.8	2,512.3	1,505.2	141.8	-90.6%	5,283.4	-20.5%
Arrival Fees	668.4	425.9	35.8	-91.6%	6,056.2	2,468.8	1,368.1	97.6	-92.9%	4,785.7	-21.0%
Immigration Inspection Fees	246.0	172.5	5.9	-96.6%	2,378.4	903.2	543.9	16.6	-96.9%	1,851.1	-22.2%
Common Use Ticket Counter Fees	0.0	56.0	0.3	-99.5%	767.8	0.0	104.9	1.1	-99.0%	663.9	-13.5%
Loading Bridge Use Fees	794.7	316.6	95.5	-69.8%	4,084.3	2,850.3	1,030.8	477.9	-53.6%	3,531.4	-13.5%
Apron Use Fees	143.5	28.8	19.6	-32.1%	370.6	519.0	96.6	105.6	9.4%	379.7	2.4%
Landing Fees	337.9	103.8	61.4	-40.9%	1,334.2	1,196.0	347.6	341.4	-1.8%	1,328.0	-0.5%
<b>Total Signatory Revenue</b>	<b>3,226.9</b>	<b>1,813.5</b>	<b>484.4</b>	<b>-73.3%</b>	<b>24,492.1</b>	<b>11,719.6</b>	<b>5,948.4</b>	<b>2,113.9</b>	<b>-64.5%</b>	<b>20,657.6</b>	<b>-15.7%</b>
Enplaned Signatory Pax	182,025	81,492	5,700	-93.0%	1,147,374	664,568	259,829	24,497	-90.6%	912,042	-20.5%
<b>Cost per Enplaned Pax</b>	<b>\$17.73</b>	<b>\$22.25</b>	<b>\$84.98</b>	<b>281.9%</b>	<b>\$21.35</b>	<b>\$17.63</b>	<b>\$22.89</b>	<b>\$86.29</b>	<b>276.9%</b>	<b>\$22.65</b>	<b>6.1%</b>
<b>Revenues from Sources other than Signatory Airlines Rents &amp; Fees</b>											
Concession Revenues											
Gen Mdse	1,382.9	1,240.4	1,237.9	-0.2%	12,352.5	4,758.5	2,429.6	2,343.2	-3.6%	12,266.0	-0.7%
In-flight Catering	84.6	26.8	18.1	-32.6%	321.6	314.3	107.2	80.9	-24.6%	295.3	-8.2%
Food & Beverage	117.5	59.6	13.9	-76.7%	851.5	408.7	187.3	23.9	-87.2%	688.1	-19.2%
Rental Cars	143.9	95.6	83.2	-13.0%	943.0	538.2	150.2	138.7	-7.7%	931.5	-1.2%
Other Concession Rev	68.2	35.4	13.6	-61.7%	505.6	241.3	111.2	49.2	-55.8%	443.5	-12.3%
<b>Total Concession Revenues</b>	<b>1,797.0</b>	<b>1,457.8</b>	<b>1,366.6</b>	<b>-6.3%</b>	<b>14,974.1</b>	<b>6,261.0</b>	<b>2,985.6</b>	<b>2,635.9</b>	<b>-11.7%</b>	<b>14,624.4</b>	<b>-2.3%</b>
Passenger Facility Charges	728.6	322.0	17.4	-94.6%	4,533.3	2,605.5	1,026.6	90.3	-91.2%	3,597.0	-20.7%
Other Revenue	1,414.8	1,029.2	886.0	-13.9%	12,560.1	5,661.7	3,930.2	4,175.0	6.2%	12,804.8	1.9%
<b>Total Operating Revenue</b>	<b>7,167.3</b>	<b>4,622.5</b>	<b>2,754.3</b>	<b>-40.4%</b>	<b>56,559.6</b>	<b>26,247.9</b>	<b>13,890.8</b>	<b>9,015.0</b>	<b>-35.1%</b>	<b>51,683.8</b>	<b>-8.6%</b>
<b>II. Operating Expenses:</b>											
Personnel Services	1,568.0	1,514.2	1,595.1	5.3%	19,685.0	6,204.4	6,814.1	6,619.5	-2.9%	19,490.4	-1.0%
Contractual Services	2,362.2	1,942.5	1,188.4	-38.8%	20,446.9	8,067.5	7,167.9	4,865.3	-32.1%	18,144.3	-11.3%
Materials & Supplies	90.9	197.4	72.5	-63.3%	1,685.9	229.7	471.4	148.0	-68.6%	1,362.5	-19.2%
Equipment/Furnishings	0.0	17.0	0.0	0.0%	150.0	0.0	41.7	0.0	-100.0%	108.3	0.0%
<b>Total Operating Expenses</b>	<b>4,021.1</b>	<b>3,671.1</b>	<b>2,856.0</b>	<b>-22.2%</b>	<b>41,967.8</b>	<b>14,501.6</b>	<b>14,495.1</b>	<b>11,632.8</b>	<b>-19.7%</b>	<b>39,105.5</b>	<b>-6.8%</b>
<b>Net Revenues from Operations</b>	<b>3,146.2</b>	<b>951.4</b>	<b>-101.7</b>	<b>-110.7%</b>	<b>14,591.8</b>	<b>11,746.3</b>	<b>-604.3</b>	<b>-2,617.8</b>	<b>333.2%</b>	<b>12,578.3</b>	<b>-13.8%</b>

GUAM INTERNATIONAL AIRPORT AUTHORITY  
KEY OPERATING RESULTS (\$000's)  
as of January 31, 2021


	CURRENT MONTH				Budget Full Year	YEAR - TO - DATE				FULL YEAR FORECAST	
	Actual FY2020	Budget FY2021	Actual FY2021	%Var Bud Vs Act'l		Actual FY2020	Budget FY2021	Actual FY2021	%Var Bud Vs Act'l	Actual/Est	%Var Bud Vs Act'l
III. Other Revenues and Expenses											
Less: Non-operating /Non-recurring Expense (Post Employment/Emergency)	44.5	0.0	63.4	0.0%	800.0	423.9	436.0	253.7	-41.8%	617.7	-22.8%
Add: Interest on Investments	78.5	54.0	39.9	-26.1%	648.3	413.6	216.1	209.3	-3.1%	641.6	-1.0%
<b>Net Revenues</b>	3,180.2	1,005.4	-125.2	-112.5%	14,440.1	11,736.0	-824.2	-2,662.2	223.0%	12,602.1	-12.7%
Add: Other sources of Funds (Federal Reimb)	21.0	1,533.3	21.0	0.0%	6,400.0	77.8	6,133.3	6,112.6	-0.3%	6,379.2	-0.3%
Add: Other available moneys	529.9	319.2	319.2	0.0%	3,830.4	2,119.6	1,276.8	1,276.8	0.0%	3,830.4	0.0%
<b>Net Revenues and Other Available Moneys</b>	<b>3,731.2</b>	<b>2,858.0</b>	<b>215.0</b>	<b>-92.5%</b>	<b>24,670.5</b>	<b>13,933.4</b>	<b>6,585.9</b>	<b>4,727.1</b>	<b>-28.2%</b>	<b>22,811.8</b>	<b>-7.5%</b>
Debt Service payments	1,261.8	1,276.8	1,276.8	0.0%	15,321.7	5,905.0	5,107.2	5,107.2	0.0%	15,321.7	0.0%
<b>Debt Service Coverage</b>	<b>2.96</b>	<b>2.24</b>	<b>0.17</b>	<b>-92.5%</b>	<b>1.61</b>	<b>2.36</b>	<b>1.29</b>	<b>0.93</b>	<b>-28.2%</b>	<b>1.49</b>	<b>-7.5%</b>
<b>Debt Service Requirement</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>		<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>		<b>1.25</b>	



**RECOMMENDATION OF COUNSEL**

**TO:** Board of Directors  
**ANTONIO B. WON PAT INTERNATIONAL**  
**AIRPORT AUTHORITY, GUAM**

**CC:** Mr. John M. Quinata  
Executive Manager  
**ANTONIO B. WON PAT INTERNATIONAL**  
**AIRPORT AUTHORITY, GUAM**

**FROM:** Janalynn Cruz Damian   
**CALVO FISHER & JACOB LLP**

**DATE:** February 4, 2021

**SUBJECT:** **Executive Session**

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Pursuant to 5 GCA § 8111(c)(1), I hereby recommend that the Board of Directors of GIAA conduct an Executive Session at the next regular or special scheduled Board meeting to discuss DFS Guam L.P. related litigation to which GIAA is or may be a party.