

AIRWAYS BUSINESS CENTER METROPOLITAN DISTRICT

8390 E. Crescent Pkwy., Suite 300
Greenwood Village, CO 80111
Phone: 303-779-5710
<https://www.airwaysbcmnd.org>

NOTICE OF SPECIAL MEETING AND AGENDA

DATE: Wednesday, October 30, 2024

TIME: 1:00 p.m.

LOCATION: Via Microsoft Teams

ACCESS: To attend via Microsoft Teams Videoconference, use the below link:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZjQxNTM4MWYtMzdjNS00YzRjLTNmNTgtMzQ1ODVhYjAvOGY3%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%22d42bab28-fbd8-4e65-a395-965cf9ef152f%22%7d

To attend via telephone, dial 720-547-5281 and enter Conference ID: 428 848 76#:

Board of Directors

Jill Petrykowski
Vacancy
Vacancy
Vacancy
Vacancy

Office

President
Secretary
Treasurer
Assistant Secretary
Assistant Secretary

Term Expires

May, 2027
May, 2025
May, 2025
May, 2025
May, 2027

I. ADMINISTRATIVE MATTERS

- A. Call to order and approval of agenda.
- B. Present disclosures of potential conflicts of interest.
- C. Confirm quorum, location of meeting and posting of meeting notices and designate 24-hour posting location.
- D. Public Comment.

Members of the public may express their views to the Board on matters that affect the District that are otherwise not on the agenda. Comments will be limited to three (3) minutes per person.

- E. Discuss Board vacancies.

- F. Review and consider approval of minutes from the October 10, 2023 regular board meeting (enclosure).
- G. Discuss business to be conducted in 2025 and schedule regular Board meetings. Consider adoption of Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices (enclosure).
- H. Discuss requirements of Section 32-1-809, C.R.S. and direct staff regarding compliance for 2025 (District Transparency Notice).
- I. Discuss requirements of Section 32-1-306, C.R.S. and direct staff regarding compliance for 2024 (Annual Map Filing).
- J. Discuss insurance requirements (public officials' liability, general liability, workers' compensation, comprehensive crime and authorize membership in the Special District Association for 2025 (enclosure).
- K. Ratify approval of 2023 Annual Report (enclosure).
- L. Ratify Change Order No. 1 with Martinson Snow Removal, Inc. to extend snow services to March 30, 2025 (enclosure).
- M. Ratify JRS Engineering Consultant, LLC Proposal for Annual Inspection and Maintenance Reporting for Stormwater Facilities and Miscellaneous Services (enclosure).

II. FINANCIAL MATTERS

- A. Review and consider acceptance of September 30, 2024 Unaudited Financial Statements, Schedule of Cash Position, Schedule of Property Tax Collections (to be distributed).
- B. Review and ratify approval of interim claims totaling \$192,639.48 (enclosure).
- C. Ratify approval of 2023 Audit Exemption (enclosure).
- D. Conduct Public Hearing to consider amendment of the 2024 Budget. If necessary, consider adoption of Resolution to Amend the 2024 Budget.
- E. Conduct Public Hearing on the proposed 2025 Budget and consider adoption of Resolution to Adopt the 2025 Budget and Appropriate Sums of Money and Resolution to Set Mill Levies (enclosures).
- F. Authorize District Accountant to prepare the DLG-70 Certification of Tax Levies form and Mill Levy Public Information form for certification to the Board of County Commissioners and other interested parties. Appointment of Board member to sign MLC.
- G. Consider appointment of District Accountant to prepare 2026 Budget.

- H. Discuss statutory requirements for an audit. Consider appointment of District Accountant to prepare Application for Exemption from Audit for 2024.
- I. Discuss potential dissolution of District.

III. MANAGER MATTERS

- A. Review and consider approval of CliftonLarsonAllen LLP Statement(s) of Work (enclosure).
- B. Review and consider approval of Landscape Services
 - 1. Commercial Landscape Management Agreement with Onepro Services - \$39,948.00 (enclosure).
 - 2. Martinson Services Renewal Letter for Penterra Plaza - \$7,651.00 (enclosure).
- C. Review and consider approval of monument re-design proposal from DaVinci Sign Systems in the amount of \$56,788.00 (enclosure).
- D. Ratify Website Technology Accessibility Statement (enclosure).
- E. Designate Website Compliance Coordinator.
- F. Review and consider authorization of website compliance coordinator to obtain a proposal for remediation services for statutorily required documents and authorize Board member to approve proposal (enclosures).
- G. Authorize Board member or committee to work with district staff to transition website to ADA compliant hosting platform (enclosure).

IV. LEGAL MATTERS

- A. Legislative Updates.
- B. Discuss May 6, 2025 Regular Director Election and consider adoption of Resolution Calling May 6, 2025 Election for Directors, appointing Designated Election Official (“DEO”), and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election (enclosure). Self- Nomination Forms are due by February 28, 2025. Discuss the need for ballot issues and/or questions.
- C. Discuss and consider approval of Resolution Amending Policy on Colorado Open Records Act Requests (enclosure).

V. DIRECTOR MATTERS

VI. OTHER BUSINESS

VII. ADJOURNMENT

There are no remaining regular meetings scheduled for 2024.