

**REPORT/ RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF
ARAPAHOE COUNTY PUBLIC AIRPORT AUTHORITY AND
RECORD OF ACTION**

February 10, 2022

FROM: Gwen C. Balk; Jay L. Clark, Director – Administration

SUBJECT: Plan Administrator Change for the Principal 401(k) and 457(f) Plans

RECOMMENDATION: Motion to approve the designation of Jay Clark as the Primary Security Plan Administrator for the 401(k) and 457(f) Principal Plans and authorize Chair and Plan Administrator to sign the final documents.

BACKGROUND: As a result of Gwen Balk’s retirement, the Primary Security Plan Administrator for The Principal’s 401(k) and 457(f) plans must be changed to Jay Clark.

Such change requires the approval of the Board and submittal of the completed forms to The Principal.

Each plan has a different form to be completed and signed, but they are essentially the same. See the attached 401(k) form which along with the 457(f) form will be completed and ready for signature on the day of the meeting.

FINANCIAL DATA: None

REVIEW BY OTHERS: Gwen Balk, Stephanie Stano

PRESENTER: Gwen Balk, Jay Clark

Action of the Board of Commissioners

	1 st	2 nd	YES	NO	ABSTAIN
Bagnato	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Baker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doubek	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Holen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sharpe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>