



Jeffco Airport Advisory Board Business Meeting

August 14, 2024 - 5:00PM

**RMMA Terminal, Mt. Evans Room (11755 Airport Way, Broomfield, CO)
or virtual via WebEx**

Agenda

- I. Call to Order; Roll-Call
- II. Public Comment – 3 minutes per speaker; 30 minutes maximum
- III. Approval of Minutes – 7/10/2024 business meeting
- IV. Business Items
 - a. Airport Orientation
 - i. Airport Leasing Standards and Process
 - ii. 2025 Airport Budget
 - b. Airport Updates
 - i. Taxiway O/D
 - ii. Basin 160
 - iii. Unleaded fuel
 - iv. Part 150 study
- V. Confirm next meeting date
- VI. Adjournment



Public WebEx log-in details:

Join link:

<https://jeffco.webex.com/jeffco/j.php?MTID=me7a68f3b2bebf8ef46d7e3c6dca23d90>

Webinar number:

2493 720 1524

Webinar password:

B3Mpba5MyH2 (23672256 when dialing from a phone or video system)

Join by phone

+1-720-650-7664 United States Toll (Denver)

+1-408-418-9388 United States Toll

Access code: 249 372 01524

Public Comment Details:

Public Comment will be taken for up to 30 minutes on a first-come, first-serve basis at a maximum of 3 minutes per speaker. If you would like to provide comments virtually to the advisory board, you may do so by using the WebEx chat function to notify the host. Please provide your first and last name, and address. You will receive confirmation if you have been added to the public comment list.

Please note that all microphones are muted upon entry to the virtual meeting. During Public Comment, your name will be called in the order it was received. Your microphone will be unmuted once your name has been called.

DRAFT Meeting Minutes

Jeffco Airport Advisory Board

July 10, 2024 – 5:00 PM

I. Call to Order; Roll-Call: The meeting was called to order at 5:00pm.

Advisory Board Members present included:

- Barbara Adams
- Greg Boom
- John Camper
- James Einolf
- John Marriott
- Jansen Tidmore
- James Wood

II. Public Comment

- Oliver Peat
- Carol Gosenheimer
- Jackie Solove
- Jason Serbu
- Lucy Smith
- Gene Smith
- Kay Alman
- Carolyn Farbmann
- Bill Buriyah
- Charlene Wiley
- Roxy Jewel
- Randy Johnson

III. Approval of Minutes – 6/12/2024 business meeting

Greg Boom moved for the approval of the minutes, seconded by Barbara Adams. The motion passed unanimously.

IV. Approval of the Business Items

a. Airport Orientation

i. Primary Guiding Documents

Erick Dahl, Airport Director, provided an overview of the airport's primary guiding documents, to include the airport's Rules and Regulations and Minimum Standards. These governing documents are developed and administered by airport administration in order to implement FAA guidance, grant assurances, advisory circulars and orders.

Erick Dahl reviewed some of the content in the Rules and Regulations, as well as limitations as it relates to topics that are governed by Federal or State regulations.

The Minimum Standards set a minimum level of service required at the airport for different types of services. Erick Dahl cautioned that changes to the Minimum Standards must be carefully thought through in order to avoid any unintended consequences. FAA Order 5190.6B, the Airport Compliance Manual, provide guidelines for Minimum Standards at an airport.

The airport director develops and enforces the primary guiding documents. Erick Dahl noted that the airport has implemented a new process where airport staff and users may recommend changes to these guiding documents on an as needed basis. A webform is available on the RMMA website where a suggested change may be made.

Airport staff will review each proposed change, and as timing allows, seek input from the airport advisory board on approval or rejection. The airport director maintains sole discretion over the approval or rejection of each change, and the airport will provide a written summary to the requester. Ultimately, the goal is to be as open, honest and transparent regarding any changes to the primary guiding documents.

b. Airport Updates

i. Taxiway O/D

Erick Dahl noted that the design of Taxiway O included environmental review in the form of a Categorical Exclusion (CatEx). This CatEx was performed by an environmental planning consultant and reviewed and approved by staff and the FAA. During an Open Records request, staff were made aware that the consultant inadvertently omitted a water resource report as part of this CatEx.

Once staff were aware of this omission, the FAA was immediately notified. The water resource report will be conducted immediately and the FAA will review the revised CatEx once the report is complete.

Bids for the project were opened on July 10, and can be held for a certain period of time while the environmental review is performed.

ii. Basin 160

Basin 160 is a project to transition a pond in the airfield into an improved detention basin with an outlet structure releasing stormwater flows at historic flow levels. The project is currently out to bid with a close date of July 18. The goal is to have Basin 160 constructed by the end of 2024.

iii. **Unleaded Fuel**

The unleaded fuel bulk storage tank is still in the procurement process. Jefferson County is reviewing the proposed Statement of Qualifications to solicit a consulting firm to oversee design and installation of a new tank in the airport's bulk fuel facility. Jefferson County is reviewing compliance with FAA procurement requirements given that the airport expects to receive Federal and State grant funding for the project.

iv. **Part 150 Study**

The airport has selected a consultant to perform the Part 150 Airport Noise Compatibility Study received approval on a scope-of-work from the FAA. The next steps in this project are to develop a full FAA grant package and contract with the consultant. The airport hopes to begin the study in the fall of 2024.

V. Confirm next meeting date

The next AAB meeting was confirmed for August 14.

VI. Adjournment

Greg Boom made a motion to adjourn the meeting, seconded by James Wood. The meeting adjourned at 6:05pm.

Public Comment Details:

Public Comment will be taken on a first-come, first-serve basis at a maximum of 3 minutes per speaker for a maximum of 30 minutes. If you would like to provide virtual comments to the Airport Advisory Board, you may do so by registering at the front of the room or by using the WebEx chat function to notify the host. Please provide your first and last name, and address. Virtual attendees will receive confirmation if you have been added to the public comment list.

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Jeffco Airport Advisory Board
8.14.2024

Airport Leasing Standards & Process

Leasing Standards:

- All leases must comply with applicable law and the Airport's prevailing "Rates and Charges," "Minimum Standards," and "Rules and Regulations."

- Lease Terms
 1. Hangar Ground Lease
 - Standard term for ground lease up to 30 years, plus one 10-year option to extend.
 - Non-Standard term may be increased to 30 years, plus two 10-year options to extend (50 total years) if:
 - Improvements encompass a minimum of 12,000 square feet, and
 - The entire contiguous leasehold is greater than 43,560 square feet (1 acre)

Airport Leasing Standards & Process

2. County Owned Buildings or Office Space Leases

- Standard term shall be up to 1 year plus a maximum of four one-year options to renew (5 total years)

3. County Owned T-Hangars, Temporary Hangar Structure (Port-a-ports), Dedicated Parking (automobile or aircraft) Spaces, and Terminal Concessions

- Standard term shall be one-month with automatic one-month renewals, and the ability of the County to terminate the lease at any time with 30 days written notice

Airport Leasing Standards & Process

➤ Lease Rates

1. Current Lease Rates Apply

- All renewals and extensions shall be subject to the Airport's prevailing "Rates and Charges," annual Consumer Price Index (CPI), and/or market rate adjustments
- Current Ground Lease Rates (per sq ft):
 - Non-Aeronautical Commercial Ground (e.g. 7Eleven) - \$2.1346
 - Aeronautical Commercial Ground - \$0.7138
 - Aeronautical Non-Commercial Ground - \$0.6763
 - Fixed Base Operator - \$0.5026
 - Aeronautical Ground less than 4,000sf - \$1.2539

Airport Leasing Standards & Process

- Current County Owned Buildings, Office Space, T-Hangar, Port-a-port, and all other rates can be viewed at <https://www.jeffco.us/DocumentCenter/View/40859/RMMA-Rates-and-Charges-2023-2024>

Airport Leasing Standards & Process

Process Flow:

- All lease applicants must submit the following information to Airport Staff:
 1. Application
 2. \$500 application/admin fee
 3. Copy of Operating Agreement (to show signature authority, if lease is in a business name)
 4. Certificate of Good Standing (if lease is in a business name)
 5. Certificate of Insurance

Airport Leasing Standards & Process

- For Leases greater than 5-years (Ground Leases):
 1. Airport & County Attorney put together a lease draft for applicant to review
 2. Airport briefs the Board of County Commissioners (BCC) on the new lease
 - Briefing dates occur on Tuesdays
 - In order to obtain time to brief, a request is sent over to the County Manager's Office
 - It is required for all briefing materials to be submitted one week in advance of the briefing date
 - If materials are not received one week in advance, you will be removed from the briefing agenda
 3. Airport reserves time on an Agenda Hearing date to obtain a resolution for the lease
 - Agenda Hearing dates occur on Tuesdays
 - In order to obtain a resolution, the Airport must wait at least one week after the briefing date

Airport Leasing Standards & Process

- All agenda hearing materials must be submitted one week in advance of the hearing date, and if materials are not received one week in advance, you will be removed from the hearing agenda
 - 4. After a resolution is passed, the lease is eligible for signature from the Chairman of the Board of County Commissioners
 - The Airport will route the lease by way of a preapproved memo through the county attorney and then over to the commissioner's office for signature
- For Leases less than 5-years:
1. Airport & County Attorney send the lease to obtain applicant signature
 2. Airport routes the lease to the Chairman of the Board of County Commissioners
 - Briefing and resolution are not required for these short-term leases, but the leases are reviewed by the County Attorney

2025 Airport Budget

Total Operating Exp	\$ 6,628,583.00
Total Operating Rev	\$ (7,341,153.00)
Operating Net	\$ (712,570.00)

Total Capital Exp	\$ 8,290,000.00
Total Capital Rev	\$ -
Capital Net	\$ 8,290,000.00

Airport Net	\$ 7,577,430.00
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Note: The 2025 Budget is currently going through the approval process, with adoption of the budget scheduled for Oct/Nov

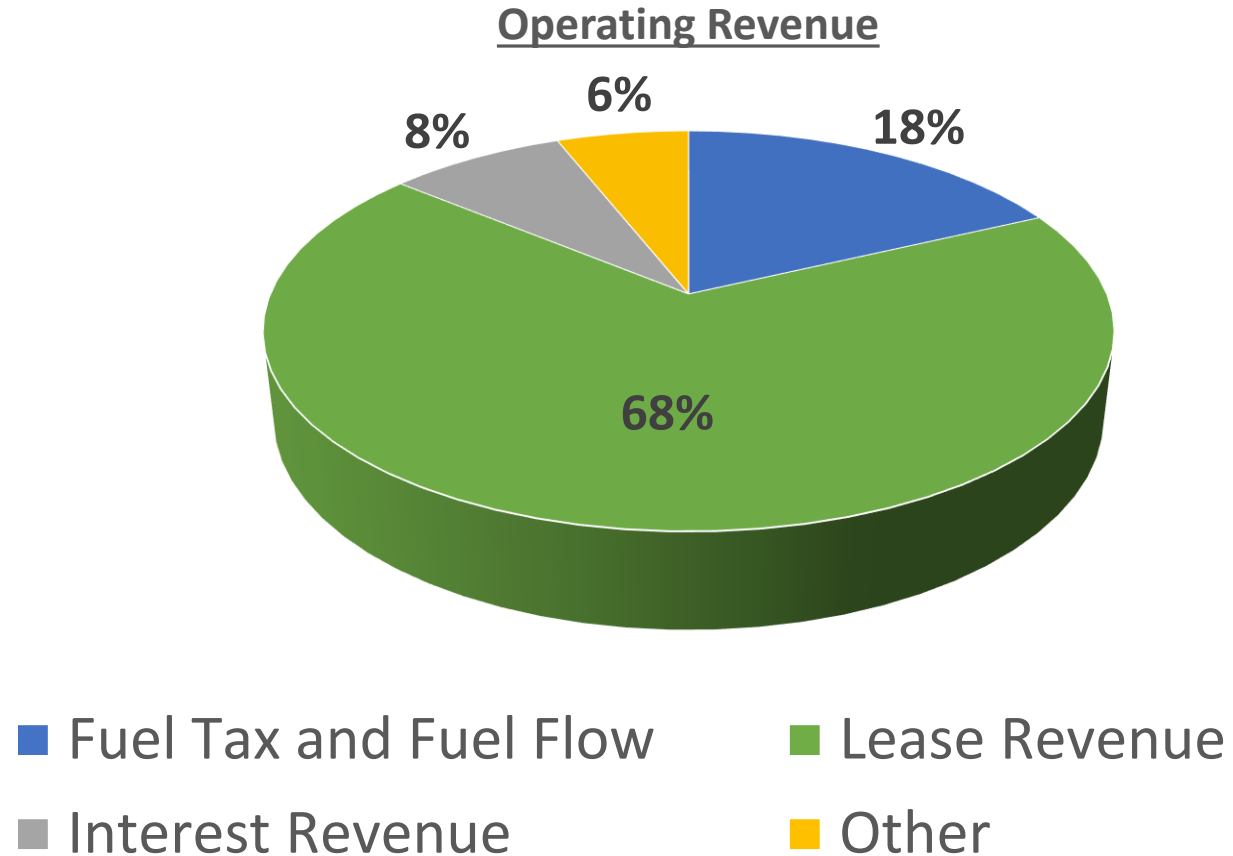


2025 Airport Budget

PROJECTS	
2025	Est. Expense to Airport
RSS Slope Enhancement	\$ 7,750,000.00
Part 150 Noise Study	\$ 200,000.00
Maintenance Building Roofing	\$ 170,000.00
Pavement (PMP)	\$ 150,000.00
Terminal Building Roofing	\$ 120,000.00
NE Development 15 Acre	\$ 100,000.00
Building B2 HVAC	\$ 50,000.00
East T-Hangar Entrance Gate	\$ 25,000.00
	\$ 8,565,000.00

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2025 Airport Budget



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