



## Jeffco Airport Advisory Board Business Meeting

June 11, 2025 5:00 PM

RMMA Terminal, 11755 Airport Way, Broomfield, CO  
or virtual via WebEx

### Agenda

- I. Call to Order; Roll-Call
- II. Moment of Silence for the Lost
- III. Approval of Minutes – 5/14/2025 regular meeting
- IV. Public Comment – 3 minutes per speaker; 30 minutes maximum
- V. Business Items
  - a. Airport Emergency Plan
  - b. Airport Events
  - c. Airport Updates
    - i. Taxiway K/D
    - ii. Unleaded fuel
    - iii. Part 150 Airport Noise Compatibility Study
    - iv. Pavement projects
    - v. AAB appointments
- VI. Adjournment

**Public WebEx log-in link:**

<https://jeffco.webex.com/jeffco/j.php?MTID=m952959357a2522535adb7d1032df75e3>

Webinar number: 2499 764 7140

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Access code: 249 976 47140



**Public Comment Details:**

Public Comment will be taken 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**

**May 14, 2025 – 5:00 PM**

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

Jeffco Airport Advisory Board (AAB) Members present included:

- Barbara Adams
- Greg Boom
- John Camper
- James Einolf
- Paul Hoisington
- Jansen Tidmore

- II. Approval of Minutes – 4/9/2025 business meeting  
James Einolf moved for approval of the minutes, seconded by John Camper. The motion passed unanimously.

- III. Public Comment
  - Randy Johnson – Town of Louviers

- IV. Business Items

- a. Runway 3/21 Status

Erick Dahl, Airport Director, provided a presentation summarizing the current status of Runway 3/21, including the findings and conclusion of the Runway 3/21 Future Feasibility Study that was completed in 2023. The study ultimately led to a recommendation to decommission Runway 3/21 due to deteriorating pavement conditions, limited utility, and a lack of identified funding for reconstruction.

Airport Operations are conducting quarterly inspections to closely monitor conditions and inform the timeline for closure. There is currently no projected date for closure.

John Camper asked about the type of use Runway 3/21 experiences and the type of coverage the runway provides. Erick reviewed the wind coverage for the runways, which without Runway 3/21, provide 94.38% wind coverage in all weather operations.

b. Airport Updates

i. Taxiway K/D

Ben Miller, Airport Planning and Development Administrator, noted that utility easements will be dedicated to Xcel and Lumen at an upcoming Jeffco Board of County Commissioners meeting in order to allow the taxiway project. The anticipated start date on the project is still unknown, but airport staff hope to have a firmer idea on construction start in June.

ii. Unleaded fuel

Ben Miller stated that the unleaded fuel tank installation project is out to bid, closing on June 3. Airport staff believe the longest lead item for actual installation is the procurement and fabrication of a new tank.

Airport staff have also developed Request for Proposals to seek a fixed base operator that will operate the tank and deliver unleaded fuel to airport customers. This draft is being reviewed internally and by the FAA.

iii. Part 150

Ben Miller noted that the Part 150 consultant team is working on Phase 1 of the study, which will ultimately lead to the development of Noise Exposure Maps. The project team received information from the key piece of information from the FAA National Offload Program to inform the noise modeling component of the study.

The project team also received approximately 100 submissions from individuals interested in serving on one of the three focus groups that will inform the process. Invitations to selected members are expected to be sent in the coming weeks, with the first focus group meetings tentatively scheduled for mid-June.

The first Part 150 open house is tentatively scheduled for July with a date and venue to be shared once final details are confirmed.

iv. RSAT meeting

The FAA is hosting the annual Runway Safety Action Team meeting on June 8. The intended audience is individuals actively involved in air traffic operations and airfield movement. Individuals should reach out to airport staff if they are interested in attending and have not received an invitation.

v. Community Engagement Plan

RMMA is hosting an open town hall at the airport terminal on May 22, with both a 10am-11am session and a 5pm-6pm session. The town hall is an informal opportunity to connect directly with airport staff. Airport users and community members are welcome to attend, ask questions, and learn about current and future airport activities.

Airport tour invitations have been sent to surrounding city councils. Once these tours are conducted, airport staff anticipate opening up tours to the public.

The airport has also hired a new Community Engagement Coordinator who will be introduced at the next AAB meeting.

John Camper asked whether there were any updates on the request for a pattern altitude change. Erick Dahl stated that he would ask for an update from the FAA and report back at the next meeting. Erick Dahl also noted that the FAA declined an invitation to participate in the Part 150 Airport User focus group but would participate as the Federal review agency overseeing the study.

V. Adjournment

Jansen Tidmore noted that the next scheduled meeting of the AAB will be on June 11. He also announced that he has accepted a new role in Georgia beginning in July, and either this meeting or the last meeting will be his last AAB meeting.

James Einolf noted a potential development within the City and County of Broomfield that is proposed to be rezoned to residential development. Ben Miller responded that he would be on the lookout for a development referral from the City and County of Broomfield.

Barbara Adams announced that the “Soaring Together-Women Power” conference is being held on June 28. The event takes place from 9am-12pm at the Colorado National Guard Headquarters in Centennial. The event will include several speakers sharing journeys, insights and strategies for success in aviation and space.

*James Einolf made a motion to adjourn the meeting, seconded by Greg Boom. The motion passed unanimously. The meeting adjourned at 5:31pm.*



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# Airport Advisory Board



**JEFFERSON**  
COUNTY COLORADO

6.11.2025



# Airport Emergency Plan (AEP)

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Jeffco Airport  
Advisory Board

6.11.2025

# What is the Airport Emergency Plan (AEP)

- Provides guidance and direction on how the airport will respond to an assortment of situations on and off airport property
- Covers topics like Aircraft Accidents and Incidents, Structural Fires / Fuel Farms and Storage Facilities, Power Failures, Natural Disasters, and others



## Airport Emergency Plan (AEP)

Rocky Mountain Metro Airport 11755 Airport Way  
Broomfield, Colorado 80021  
303-271-4850



# Regulatory Framework

- Airport Certification Manual (ACM)
  - Section 315 ARFF Index
  - Section 317 ARFF Equipment
  - Section 319 ARFF Operations
  - Section 325 Requires an AEP
- Airport Emergency Plan (AEP)
  - Entire document

## ROCKY MOUNTAIN METROPOLITAN AIRPORT

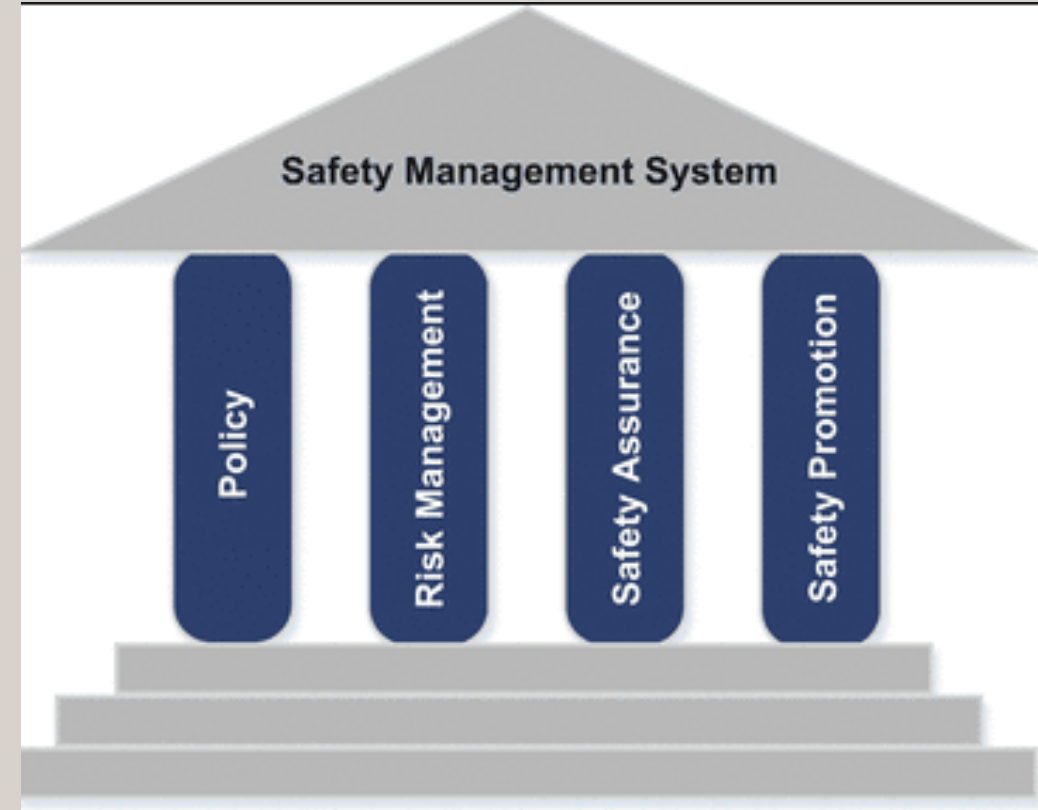


Erick Dahl  
Airport Director  
Rocky Mountain Metropolitan  
Airport



# Risk Profile and Hazards

- An Airport is like a city with a cross section of different risks, hazards, and possible responses based on known conditions
- The airport is implementing a phased introduction of Safety Management System (SMS) to aid in the evaluation and reporting of hazardous conditions



# Command Structure

- Incident command structure depends on the type of incident
- First responder is in charge until replaced by a higher ranking more appropriate responder
- Unified command may be established for some types of incidents



# Communication

- All airport emergency communication is conducted on a dedicated emergency radio channel
- Separate channels may be used when necessary to facilitate unified command
- Broomfield Dispatch is the relay for fire and emergencies
- Jefferson County provides sheriff coverage



# Functional Annexes

- Aircraft Accidents and Incidents
- Structural Fires / Fuel Farms and Storage Facilities
- Hazardous Spill Procedures
- Power Failures
- Unlawful Interference
- Natural Disasters
- Bomb Incidents
- Air Traffic Control Zero
- Crowd Control



# Training, Drills, Exercises

- Training is on a six-month rotation
- Annual live fire training with dedicated aircraft training aid
- Annual drills with primary agencies
- Recurrent aircraft familiarization on aircraft operating at the airport



# Rescue Equipment

- The airport has two Airport Rescue and Firefighting (ARFF) vehicles
- North Metro Fire has one ARFF vehicle located at the airport
- Transitioning to Florene Free Foam (F3)





**JEFFERSON**  
COUNTY COLORADO

Questions?





# Airport Events

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## Jeffco Airport Advisory Board

6.11.2025

# Community Engagement & Airport Events

- First RMMA Open Town Hall
  - We had 18 visitors
  - Feedback we heard:
    - Liked the flow of the event, able to walk around and talk to different airport employees instead of just sitting and being talked at
  - Denver7 came and did an interview with Airport Director
  - Next one will be in August
    - Will announce date and time at upcoming AAB and through communication channels (social media, newsletters, etc.)



# Community Engagement & Airport Events

- Upcoming Events at RMMA:
  - June 14: JAA Fly-In at 7am
  - June 16-20: B17 & B25 Planes at RMMA
  - June 18: Runway Safety Action Team Meeting (Virtual) at 9am
  - June 21: CAF Concert at RMMA at 6pm
  - July 10: Part 150 Open House at Omni Interlocken Hotel at 6pm
  - July 11: Tenant BBQ at 5pm



# Community Engagement & Airport Events

- For those wanting to hold an event at the airport:
  - Please email [sboyd@flyrmma.com](mailto:sboyd@flyrmma.com) for a “Special Event Permit Application”
- A “Special Event Permit Application” is required prior to commencing any Special Event within Airport Property
- An “Airport Special Event” is defined as a private, public, or non-profit activity, requiring the use of Airport property, which surpasses that which is common or usual for the Airport and which requires special arrangements, considerations and/ or planning by County employees



# Community Engagement & Airport Events

- The form requires the following:
  - Event Site Plan
  - Security/Crowd Control Plan
  - Fire Department Permit (if applicable)
  - Clean-Up Plan
  - Aircraft Parking Plan
  - Vehicle Parking Plan/Transportation Plan
  - Written Verification from Airport Tenant Confirming Allowed Use on Their Leasehold
  - Litter Control Measures



# Community Engagement & Airport Events

- The form ensures that we're thinking about safety and that your event runs smoothly
- The form needs to be filled out and approved at least 30 days before the event
- Airport staff is more than willing to meet with you to discuss your ideas for events, help think through logistics and how we can partner to make it successful





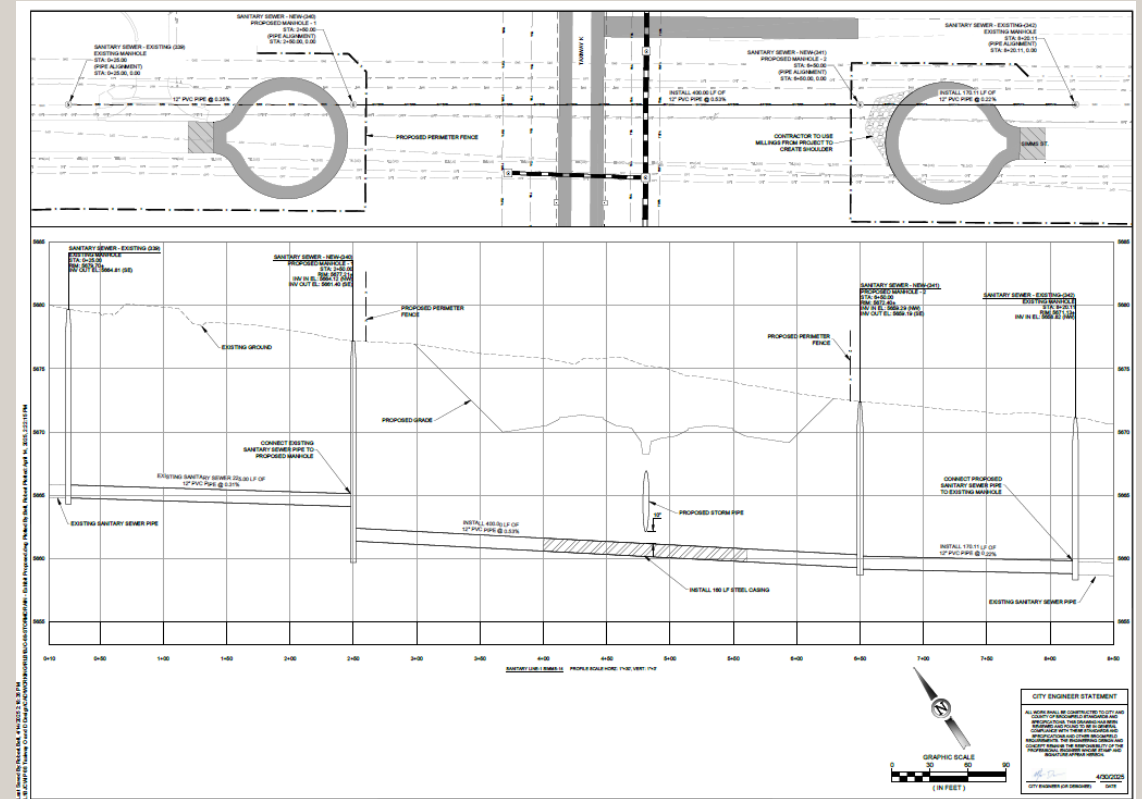
# Project Updates

## Jeffco Airport Advisory Board

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# Taxiway K/D

- Current work:
  - Utilities
  - Fencing – LOC24-01
  - Jeffco permitting
    - Grading permit
    - ROW vacation
  - Callender Dr. closure
- Anticipated start: July



# Unleaded fuel

- Current work:
  - Bids closed on June 3
  - Moving towards an award of contract
  - RFP to select fueling partner



# Part 150 Airport Noise Compatibility Study

- Two phases:
  - Development of Noise Exposure Maps (NEMs)
  - Development of Noise Compatibility Plan (NCP) *-if applicable*
- Current and upcoming work:
  - Operations forecasting
  - Land use inventory
  - Focus groups and community engagement



# Part 150 Airport Focus Groups

- Focus groups for
  - Airport Users
  - Community Members
  - Local government planners
- Accepted Interest of Participation from April 4<sup>th</sup> through April 20<sup>th</sup>, 2025
- Selected members were notified in May
- First focus group meetings scheduled for June 10<sup>th</sup> and 11<sup>th</sup>



# Part 150 Open House

- First open house
  - July 10, 6:00pm – 7:30pm
  - Omni Interlocken Hotel
- Opportunity for airport stakeholders and the public to learn about the basics of a Part 150 study



# Airfield Pavement Projects

- 2025 airfield asphalt mill-and-fill
  - Bids closed on June 8<sup>th</sup>
  - Work to be completed in June/July
- Fog seal of 30L and Corporate taxilanes
  - Scheduled for June 9-13 (weather pending)
- Airfield painting
  - Periodic runway/taxiway closures in July
    - Overnight for runways/congested areas
- Crack sealing in August
- Stay tuned to RMMA newsletter and NOTAMs for airfield closures



# AAB Appointments

- Jeffco BCC annual appointment cycle
  - Applications – July 1<sup>st</sup> – July 31<sup>st</sup>
  - Staff briefing on recommendations in August/September
  - Appointments in September for October term start
- A number of AAB seats are up for reappointment/appointment
- Airport staff will notify current board members if their term is expiring in case they would like to reapply





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# Questions?

