CITY OF LONGMONT | Vance Brand Airport Advisory Board

AGENDA
AIRPORT ADVISORY BOARD
VIRTUAL MEETING
Thursday – December 10, 2020, 6:00 P.M.
Regular Meeting

1. Call to Order

2. Roll Call

3. Public Invited to be Heard

4. Approval of the Minutes:

   February 13, 2020 – Regular Meeting

5. Old Business
   i. Financial Update (Standing Item)
   ii. Airport Needs – Recommendations to Council, If Any (Standing Item)

6. New Business
   i. Runway Safety Area Project Update – D. Slayter
   ii. CARES Act Grant update – D. Slayter
   iii. South side utility project update – D. Slayter

7. Final Public Invited to be Heard

8. Board, City Council Representative and/or Staff Comments

9. Adjourn

*Notice: In the event the Airport Advisory Board does not reach a quorum of 4 board members, the board is required to adjourn.

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MINUTES
Airport Advisory Board
February 13, 2020

Twin Sisters Conference Room
385 Kimbark Street
Longmont, CO 80501

CALL TO ORDER

The February 13, 2020 Airport Advisory Board meeting was called to order by Chairperson Harrison Earl at 6:00 p.m. in the Twin Sisters Conference Room.

ROLL CALL

Michelle Gomez, Recording Secretary, called roll. Those present were: Chairperson Earl and Board Members Mick White, Steve Bliss, Melinda Jordan, Kent Jakobsen, Russell Robison. Board Member Orion Wiseman and Council Member Peck were absent.

Staff present were: Airport Manager David Slayter and Recording Secretary Michelle Gomez.

PUBLIC INVITED TO BE HEARD

Chairman Earl opened Public Invited to be Heard.

Ron Krenzel, 12191 N. 61st Street, spoke about issues with snow removal at the airport. He stated that the airport is not complying with Federal Aviation Administration (FAA) requirements on snow removal and that there is no system of how snow is removed from in front of the hangars. He stated that since the City owns the land they should be responsible for snow removal, at least down the middle of the hangar rows, without piling up the snow in front of hangar doors.

Sergio Angeles, Summerhawk Drive, talked about Longmont Public Media and their role in recording the meetings. He noted that the meetings would be added to the website but will be a month behind and that they will do digital meeting notes as well.

Seeing no one else wishing to speak with the board, Chairman Earl closed Public Invited to be Heard.

APPROVAL OF MEETING MINUTES

Board Member Jordan noted two changes to page three, line seven, at the end of the sentence should be pavement not payment and line 25 change from perimeters to perameters. Also remove line 38 on page four.

No other items required amending.

BOARD MEMBER JORDAN MOVED, SECONDED BY ROBISON, TO APPROVE THE JANUARY 9, 2020, MEETING MINUTES. MOTION CARRIED: 6-0 (WISEMAN ABSENT).

OLD BUSINESS

i. Financial Update

David Slayter, Airport Manager, reviewed the Airport financial report with the board.

Airport Manager Slayter talked about adding CIP items to the budget item, including the five-year plan, every month. It was the consensus of the board add it at least twice a year or as it changes.

ii. Airport Needs – Recommendations to Council (Standing Item)

Responding to comments by board members, Airport Manager Slayter stated that this board is an advisory board to Council and will not talk about day to day business at the airport or how it is run and maintained.

Airport Manager Slayter talked with the board about how the hangars are all privately owned and that brings in money; and, there is a waitlist of about 50 people who would like a hangar. There was also some discussion about temporary hangars and port-a-ports.

Airport Manager Slayter stated that at this point, the City has not been interested in the hangar owner business.

Board member Robison stated that City ownership should be on the table and this is something that should be taken to Council for consideration.

Further discussion ensued regarding changes to the FAA rules.

NEW BUSINESS

i. REVIEW & DISCUSSION OF SNOW REMOVAL PLAN

Airport Manager Slayter talked about the snow removal plan and noted that it is a priority ranking of what gets done first. He noted that “when snow removal should begin” was added to the plan.

Airport Manager reviewed the plan with board members and explained that the green areas are the City’s responsibility to do snow removal and the red areas are the hangar owner’s responsibility to do snow removal.

Snow removal happens automatically which means that the contractor does not have to wait on a call from the Airport Manager. The contractor will monitor the accumulation and go out when necessary.

Airport Manager Slayter, and board members continued to discuss snow removal operations, whose responsibility it is and who has the authority to police the contractor if they are not getting the job done.

ii. DISCUSSION ON CPI (Consumer Price Index) METHODOLOGY

Airport Manager Slayter briefly noted that he has had discussions with some of the owners of the Longmont Pilot's Association about how to address the change in the CPI data.

The current data from the Denver/Boulder/Greeley CPI transitioned away and the new CPI data with Denver/Aurora/Lakewood is now in place.

Mr. Slayter stated that leases are going to be amended with the new CPI requirements and he will be working with the Assistant City Manager and Legal to change that section and will bring back to the Airport Advisory Board for approval prior to taking it to Council.

iii. RECOMMENDATIONS FOR FUTURE AGENDA ITEMS

Board members discussed the following items to add to future agendas: Hangar availability, 20 year master plan, airport expo, yearly report and follow-up with development services.

FINAL CALL – PUBLIC INVITED TO BE HEARD

Chairman Earl opened the final Public Invited to be Heard.

Ron Krenzel, 12191 N. 61st Street, stated that there is no stipulation in the hangar leases about who is responsible to plow the snow but it seems logical for the city to at least plow a path for an airplane to get out of a hangar, to a taxiway, then to a runway. Hangars are many times blocked in.

Don Dolce, 335 Pratt Street, asked Airport Manager Slayter what the width of the green areas are on the north side and if it wide enough for an airplane to travel down?

Airport Manager Slayter stated there is about 70' between hangars and generally we plow 30 – 35' wide.

Responding to Mr. Dolce's question, Mr. Slayter stated that the City could respond to an RFP put out for snow removal but most likely they won't because they don't have the manpower. The City snow plows are used on the main roads throughout the City and that is first priority. They would not be able to get to the airport until after all streets have been cleared.

Seeing no one else wishing to speak with the board, Chairman Earl closed Final Call - Public Invited to be Heard.

BOARD, CITY COUNCIL REPRESENTATIVE AND/OR STAFF COMMENTS

Board member Robison suggested not adhering so strictly to the Public Invited to be Heard rules and ignoring questions brought up. Instead, he asked that the board address speakers if needed.

Adjournment

The meeting was adjourned at 7:32 p.m.

Respectfully submitted,

Chairperson
Airport Advisory Board
/mg 12/07/2020

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FY2020 Airport Financial Report - YTD Through November 30, 2020

ACCOUNT DESCRIPTION	FY 2018	FY 2019	FY 2020 BGT	YTD RCVD	ENCUMB	AVAIL BDGT
Fuel Tax Refund	$15,144.62	$12,178.55	$10,000.00	$8,048.90	$0.00	$1,951.10
Fuel Flowage	$16,612.98	$11,433.72	$12,000.00	$7,275.60	$0.00	$4,724.40
Special Event / Space Rental	$2,074.00	$0.00	$0.00	$0.00	$0.00	$0.00
Cell Tower	$88,344.64	$96,340.65	$91,000.00	$67,118.81	$0.00	$23,881.19
FBO Lease(s)	$33,830.88	$35,082.60	$35,082.00	$32,710.34	$0.00	$2,371.66
Ramp Fee	$2,756.25	$2,670.50	$2,793.00	$1,543.50	$0.00	$1,249.50
Public Use Permit Fees	$9,140.96	$20,427.36	$17,885.00	$15,114.35	$0.00	$2,770.65
Swoop Pond	$1,854.07	$1,922.67	$1,854.00	$1,938.05	$0.00	-$84.05
Miscellaneous	$350.00	$362.00	$0.00	$0.00	$0.00	$0.00
Prior Years Rev Expense	$0.00	-$401.12	$0.00	-$981.01	$0.00	$981.01
Interest Operating	$5,551.97	$10,165.51	$0.00	$7,746.69	$0.00	-$7,746.69
Unrealized Gain/Loss	$67.63	$3,440.32	$0.00	$0.00	$0.00	$0.00
Hangar Leases	$311,876.77	$326,133.03	$320,445.00	$302,203.88	$0.00	$18,241.12
Private Donations	$15,453.00	$0.00	$0.00	$0.00	$0.00	$0.00
Revenue Total	**$503,057.77**	**$519,755.79**	**$491,059.00**	**$442,719.11**	**$0.00**	**$48,339.89**

ACCOUNT DESCRIPTION	FY 2018	FY 2019	FY 2020 BGT	YTD EXPD	ENCUMB	AVAIL BDGT
Salary and Wages	$100,054.22	$101,478.14	$105,427.00	$94,350.95	$0.00	$11,076.05
Airport OT (AAB Secretary)	$1,462.40	$1,235.42	$1,200.00	$516.46	$0.00	$683.54
One Time Payment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
RHS Plan	$414.46	$400.00	$400.00	$400.00	$0.00	$0.00
FICA	$43.40	$0.00	$0.00	$0.00	$0.00	$0.00
Medicare	$1,182.05	$1,196.68	$1,494.00	$1,107.75	$0.00	$386.25
MOPC	$4,913.59	$5,039.89	$5,153.00	$4,717.64	$0.00	$435.36
EE Insurance	$16,824.12	$16,565.00	$17,006.00	$18,630.91	$0.00	-$1,624.91
GERP Retirement	$10,686.80	$7,763.78	$8,245.00	$7,548.14	$0.00	$696.86
Comp Insurance	$57.00	$55.00	$622.00	$572.00	$0.00	$50.00
Unemp Insurance	$69.00	$70.00	$52.00	$44.00	$0.00	$8.00
Training/Conference	$2,058.79	$2,099.62	$1,000.00	$0.00	$0.00	$1,000.00
Food Allowance	$47.85	$269.57	$682.00	$0.00	$0.00	$682.00
Supplies	$674.84	$653.60	$1,500.00	$217.60	$0.00	$1,282.40
Audiovisual Materials	$1,099.13	$0.00	$0.00	$0.00	$0.00	$0.00
Due/Subscription	$677.83	$1,319.00	$1,318.00	$1,317.68	$0.00	$0.32
Non-Capital Equipment	$8,751.01	$0.00	$6,185.00	$4,497.00	$0.00	$1,688.00
Repairs/Maintenance	$32,220.80	$11,301.14	$47,005.00	$22,379.92	$520.00	$24,105.08
Mileage Allowance	$21.02	$0.00	$150.00	$0.00	$0.00	$150.00
Liability	$4,420.00	$5,999.00	$6,059.00	$5,555.00	$0.00	$504.00
Prof/Contract Service	$42,284.91	$52,200.96	$68,750.00	$38,076.27	$300.00	$30,373.73
Ads/ Legal Notices	$0.00	$0.00	$3,565.00	$829.00	$0.00	$2,736.00
Utilities	$11,339.61	$13,522.41	$14,000.00	$12,026.11	$0.00	$1,973.89
Telephone Charges	$630.66	$643.77	$720.00	$530.38	$0.00	$189.62
Postage	$53.99	$69.05	$300.00	$0.00	$0.00	$300.00
Print/Copy/Bind	$25.00	$0.00	$1,100.00	$0.00	$0.00	$1,100.00
Other Service Charges	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Adm Mgmt Service	$93,974.00	$62,965.00	$68,140.00	$62,458.00	$0.00	$5,682.00
Fleet Lease Op/Maint	$671.00	$1,933.00	$22,402.00	$20,537.00	$0.00	$1,865.00
Expense Total	**$334,657.48**	**$286,780.03**	**$382,475.00**	**$296,311.81**	**$820.00**	**$85,343.19**
		Revenue Vs. Expended:		**$145,587.30**		

FY2020 Professional Contract Services Expended - YTD Breakdown (November 30, 2020)

PROFESSIONAL OR CONTRACT SERVICE	FY 2019 AMOUNT
AWOS Maintenance:	$3,220.00
Public Restroom Maintenance:	$808.18
Blue River Forestry and Tree Care:	$195.00
Porta-Potty Service:	$1,698.00
Snow Removal Service:	$14,440.50
Grass Cutting and Maintenance Service:	$9,450.00
Hillyard Inc:	$72.59
Longmont Sign Company - AAB Name Plates	$25.00
Bros. Electric	$667.00
Terracon Consultants:	$7,500.00
2019 TOTAL:	**$38,076.27**

PROFESSIONAL OR CONTRACT SERVICE	FY 2019 AMOUNT
AWOS Maintenance:	$1,350.00
Public Restroom Maintenance:	$637.10
Outside Legal Counsel:	$762.00
Porta-Potty Service:	$1,550.00
Snow Removal Service:	$5,420.00
Grass Cutting and Maintenance Service:	$12,757.82
Gate Repair:	$1,142.73
Safety Risk Management (SRM) Analysis:	$27,766.31
SRM Stakeholder Meeting Facilitator:	$740.00
Longmont Sign Company - AAB Name Plates:	$75.00
2018 TOTAL:	**$52,200.96**

PROFESSIONAL OR CONTRACT SERVICE	FY 2018 AMOUNT
AWOS Maintenance:	$3,030.00
Public Restroom Maintenance:	$730.50
Outside Legal Counsel:	$6,938.00
Porta-Potty Service:	$1,821.41
Snow Removal Service:	$3,540.00
Grass Cutting and Maintenance Service:	$11,248.00
Marketing:	$6,000.00
Runway Grinding:	$1,500.00
Perimeter Road and Ditch Work:	$7,477.00
2017 TOTAL:	**$42,284.91**