CITY OF LONGMONT | Vance Brand Airport Advisory Board

AGENDA
AIRPORT ADVISORY BOARD
VIRTUAL MEETING
Thursday – January 14, 2021, 6:00 P.M.
Regular Meeting

1. Call to Order
2. Roll Call
3. Election of Officers
4. Select Meeting Date and Time for 2021
5. Select Meeting Notice Posting Location
6. Public Invited to be Heard
7. Approval of the Minutes:

   December 12, 2020 – Regular Meeting

8. Old Business
   i. Financial Update (Standing Item)
   ii. Airport Needs – Recommendations to Council, If Any (Standing Item)
9. New Business
   i. Airport Capital Improvement Plan (ACIP) - 5 Year
   ii. Airport Fund Balance Review
10. Final Public Invited to be Heard
11. Board, City Council Representative and/or Staff Comments
12. 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
December 10, 2020

Virtual Meeting

CALL TO ORDER

The December 10, 2020 Airport Advisory Board meeting was called to order by Chairperson Harrison Earl at 6:00 p.m. via Zoom.

ROLL CALL

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

There was no one present to speak during Public Invited to be Heard.

APPROVAL OF MEETING MINUTES

BOARD MEMBER BLISS MOVED, SECONDED BY JAKOBSEN, TO APPROVE THE JANUARY 9, 2020, MEETING MINUTES. MOTION CARRIED: 5-0 (WHITE AND WISEMAN ABSENT).

OLD BUSINESS

i. Financial Update

David Slayter, Airport Manager, reviewed the Airport financial report with the board, stating that the year to date revenue received at the end of November was $442,719.11

Airport Manager Slayter stated that COVID hit hard on fuel flowage and refund. He also noted that the City has gone under new contracts with other cell phone towers and it's possible that money has been deposited into other accounts and that is a reason why the numbers look so low and is looking into that with Accounting.

Responding to Board Member Bliss, Airport Manager Slayter stated that physically, the drainage ditch project is complete but financially it has just been finished and will be updated during the New Business section of the agenda.

Responding to board member Robison, Airport Manager Slayter stated that there is a new contract coming for snow removal in the next few weeks with Mountain West and they have already gone through training.

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

Chairman Earl stated that in February, the board talked about Consumer Price Index (CPI) adjustments in relation to hangar leases and asked if a recommendation for a fee structure for 30 year leases needs to be taken to Council.

Airport Manager Slayter noted that it basically changed names but not the area. The new CPI language is in the new leases going forward and there is no reason to amend or change the current/existing leases.

Chairman Earl asked that with the new 30 year leases, does the board need to make a recommendation to Council to ask the tenants to redo their leases.

Airport Manager Slayter stated that once it was certified, it will be up to tenants to redo their leases. There is no reason to take it to Council because the ballet measure passed and they are now eligible for 30 years.

The board discussed writing a letter to Council to support 30 year leases for hangar tenants but agreed that each tenant would be eligible at this point.

Board Member Mick White joined the meeting at 6:15 p.m.

NEW BUSINESS

i. Runway Safety Area Project Update

Airport Manager Slayter stated that the Runway Safety Project is physically completed. A Federal Aviation Administration (FAA) grant was given for $543,216. He talked about the ditch construction.

ii. CARES Act Grant Update

Airport Manager Slayter stated that each airport gets $69,000, not sure how that amount is determined however. That grant money will go toward operations and maintenance of the airport due to the loss of business. During that timeframe, March to May, there were significant reductions to business.

Airport Manager Slayter will make sure CIP and Airport Fund Balance are on the next agenda.

iii. South Side Utility Project Update

Airport Manager Slayter explained that there was a super tight budget for this project. The initial engineer who worked on the project retired. The new engineer who came on made a few minor changes and it should be complete by March of 2021.

FINAL CALL – PUBLIC INVITED TO BE HEARD

Chairman Earl opened the final Public Invited to be Heard.

There was no one present to speak during Final Call - Public Invited to be Heard.

BOARD, CITY COUNCIL REPRESENTATIVE AND/OR STAFF COMMENTS

Board Member Robison stated that he recently became a plane owner. He asked if a remote tower would be put in in the next five to ten years.

The board agreed that most pilots don't want a remote tower because it would take away their freedom.

Board Member Jordan asked about new board members oncoming.

Airport Manager Slayter thanked Mick White for his service on the Airport Advisory Board.

Mick stated he has been on the board for three and a half year and he and his wife are planning to do some travel and did not reapply.

Michelle Gomez, Recording Secretary, explained that Council interviews were on December 5 and Council will make board appointments on December 15 at their last Regular Session meeting.

Board members thanked Mick for his service and wished him well.

Council Member Peck asked for the board's advice about the Rocky Mountain Metropolitan Airport noise group who asked her to be part of their group and attend their meetings. She asked if the board had an opinion either way to bring back information from these meetings.

The board agreed that there is no additional information that needs to be brought back to the board. The group comes to these board meetings once in a while and gives updates. It could be a misuse of Council Member Peck's time.

Responding to Council Member Peck's question about EE Insurance, he stated that the insurance is for both David and Michelle Gomez's time that she spends on the board, during the meeting and doing minutes, the Airport has to pay for her time as well as a portion of her benefits.

Council Member Peck asked Airport Manager Slayter if there is any new information on Part 16 that you can share with the board.

Airport Manager Slayter stated that the FAA gave themselves another extension and they will most likely give themselves another extension since they are past the first deadline.

Chairman Earl wished everyone a wonderful holiday season.

Adjournment

Meeting was adjourned at 6:49 p.m.

Respectfully submitted,

Chairperson
Airport Advisory Board
/mg 12/10/2020

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FY2020 Airport Financial Report - YTD Through December 31, 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	$8,711.89	$0.00	$1,288.11
Fuel Flowage	$16,612.98	$11,433.72	$12,000.00	$9,156.90	$0.00	$2,843.10
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	$89,325.09	$0.00	$1,674.91
FBO Lease(s)	$33,830.88	$35,082.60	$35,082.00	$35,657.28	$0.00	-$575.28
Ramp Fee	$2,756.25	$2,670.50	$2,793.00	$1,690.50	$0.00	$1,102.50
Public Use Permit Fees	$9,140.96	$20,427.36	$17,885.00	$17,240.91	$0.00	$644.09
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	-$861.01	$0.00	$861.01
Interest Operating	$5,551.97	$10,165.51	$0.00	$8,371.55	$0.00	-$8,371.55
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	$349,552.61	$0.00	-$29,107.61
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**	**$520,783.77**	**$0.00**	**-$29,724.77**

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	$102,279.59	$0.00	$3,147.41
Airport OT (AAB Secretary)	$1,462.40	$1,235.42	$1,200.00	$556.97	$0.00	$643.03
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	$1,205.81	$0.00	$288.19
MOPC	$4,913.59	$5,039.89	$5,153.00	$5,114.08	$0.00	$38.92
EE Insurance	$16,824.12	$16,565.00	$17,006.00	$19,673.37	$0.00	-$2,667.37
GERP Retirement	$10,686.80	$7,763.78	$8,245.00	$8,182.43	$0.00	$62.57
Comp Insurance	$57.00	$55.00	$622.00	$622.00	$0.00	$0.00
Unemp Insurance	$69.00	$70.00	$52.00	$52.00	$0.00	$0.00
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	$21,585.92	$520.00	$24,899.08
Mileage Allowance	$21.02	$0.00	$150.00	$0.00	$0.00	$150.00
Liability	$4,420.00	$5,999.00	$6,059.00	$6,059.00	$0.00	$0.00
Prof/Contract Service	$42,284.91	$52,200.96	$68,750.00	$39,758.01	$0.00	$28,991.99
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	$13,168.56	$0.00	$831.44
Telephone Charges	$630.66	$643.77	$720.00	$603.45	$0.00	$116.55
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	$68,140.00	$0.00	$0.00
Fleet Lease Op/Maint	$671.00	$1,933.00	$22,402.00	$1,933.00	$0.00	$20,469.00
Expense Total	**$334,657.48**	**$286,780.03**	**$382,475.00**	**$296,195.47**	**$520.00**	**$85,759.53**
		Revenue Vs. Expended:		**$224,068.30**		

FY2020 Professional Contract Services Expended - YTD Breakdown (December 31, 2020)

PROFESSIONAL OR CONTRACT SERVICE	FY 2019 AMOUNT
AWOS Maintenance:	$3,220.00
Public Restroom Maintenance:	$945.92
Blue River Forestry and Tree Care:	$195.00
Porta-Potty Service:	$2,042.00
Snow Removal Service:	$14,440.50
Grass Cutting and Maintenance Service:	$9,780.00
Hillyard Inc:	$72.59
Longmont Sign Company - AAB Name Plates	$25.00
Bros. Electric	$667.00
Terracon Consultants:	$7,500.00
Peck Ditch Company - RSA Plan Review:	$870.00
2019 TOTAL:	**$39,758.01**

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**

2020 GRANT FUNDS EXPENDED/ENCUMBERED YTD - December 31,2020

ACCOUNT DESCRIPTION	FY 2018	FY 2019	FY 2020 BGT	YTD RCVD	ENCUMB	AVAIL BDGT
Federal Grant	$501,530.95	$0.00	$543,216.06	$455,497.79	$0.00	$87,718.27
State Grant	$46,579.00	$0.00	$0.00	$0.00	$0.00	$0.00
CARES Act Grant	N/A	N/A	$0.00	$69,000.00	$0.00	-$69,000.00
			$543,216.06	$455,497.79	$0.00	

ACCOUNT DESCRIPTION	FY 2018	FY 2019	FY 2020 BGT	YTD EXPD	ENCUMB	AVAIL BDGT
CIP Plan/Design	$156,208.68	$0.00	$143,661.00	$120,065.94	$23,595.06	$0.00
CIP Building & Facility Dev.	$408,491.26	$0.00	$401,339.00	$335,431.85	$21,685.94	$44,221.21
CARES Act Grant (FAA)	N/A	N/A	$0.00	$0.00	$0.00	$0.00
			$545,000.00	$455,497.79	$45,281.00	

Reimubursed vs. Expended	**-$16,589.99**	**$0.00**	**$0.00**

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Vance Brand Municipal Airport
2021-2028 ACIP

	PROPOSED PROJECTS	PROJECT COST	Project ID on Exhibit	FAA	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
				CDOT/LMO	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
FFY 2021	PAVEMENT MAINTENANCE	$60,000	LMO 2021-1	FAA	$0							
				CDOT	$0							
				Local	$60,000							
				TOTAL	**$60,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
FFY 2022	PAVEMENT MAINTENANCE	$15,000	LMO 2022-2	FAA		$0						
				CDOT		$0						
				Local		$15,000						
				TOTAL	**$0**	**$15,000**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
FFY 2023	NEW TAXILANE	$921,667	LMO 2023-1	FAA - Ent			$600,000					
				CDOT			$33,333					
				Local			$288,334					
				TOTAL	**$0**	**$0**	**$921,667**	**$0**	**$0**	**$0**	**$0**	**$0**
	PAVEMENT MAINTENANCE	$60,000	LMO 2023-2	FAA			$0					
				CDOT			$54,000					
				Local			$6,000					
				TOTAL	**$0**	**$0**	**$60,000**	**$0**	**$0**	**$0**	**$0**	**$0**
FFY 2024	PAYBACK OF $150,000 ENTITLEMENT FOR FY23 NEW TAXILANE PROJECT	$0	LMO 2024-*X*	FAA - Ent				$0				
				CDOT				$0				
				Local				$0				
				TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
	PAVEMENT MAINTENANCE	$15,000	LMO 2024-1	FAA				$0				
				CDOT				$0				
				Local				$15,000				
				TOTAL	**$0**	**$0**	**$0**	**$15,000**	**$0**	**$0**	**$0**	**$0**
FFY 2025	JOINT SEAL AIRCRAFT RAMPS AND PANEL REPLACEMENT	$468,500	LMO 2025-1	FAA					$0			
				CDOT					$421,650			
				Local					$46,850			
				TOTAL	**$0**	**$0**	**$0**	**$0**	**$468,500**	**$0**	**$0**	**$0**
	TAXIWAY REHABILITATION	$410,000	LMO 2025-2	FAA					$300,000			
				CDOT					$16,667			
				Local					$93,333			
				TOTAL	**$0**	**$0**	**$0**	**$0**	**$410,000**	**$0**	**$0**	**$0**
	PAVEMENT MAINTENANCE	$15,000	LMO 2025-3	FAA					$0			
				CDOT					$0			
				Local					$15,000			
				TOTAL	**$0**	**$0**	**$0**	**$0**	**$15,000**	**$0**	**$0**	**$0**
FFY 2026	PAYBACK OF $150,000 ENTITLEMENT FOR FY25 TAXIWAY REHABILITATION PROJECT	$0	LMO 2026-*X*	FAA - Ent						$0		
				CDOT						$0		
				Local						$0		
				TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
	PAVEMENT MAINTENANCE	$15,000	LMO 2026-1	FAA						$0		
				CDOT						$0		
				Local						$15,000		
				TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$15,000**	**$0**	**$0**

DIBBLE

1/7/2021

Vance Brand Municipal Airport
2021-2028 ACIP

	PROPOSED PROJECTS	PROJECT COST	Project ID on Exhibit	FAA / CDOT/LMO	FY 21 / FY 21/22	FY 22 / FY 22/23	FY 23 / FY 23/24	FY 24 / FY 24/25	FY 25 / FY 25/26	FY 26 / FY 26/27	FY 27 / FY 27/28	FY 28 / FY 28/29
FFY 2027	MASTER PLAN	$333,334	LMO 2027-1	FAA - Ent							$300,000	
				CDOT							$16,667	
				Local							$16,667	
				TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$333,334**	**$0**
	PAVEMENT MAINTENANCE	$15,000	LMO 2027-2	FAA - Ent							$0	
				CDOT							$0	
				Local							$15,000	
				TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$15,000**	**$0**
FFY 2028	PAYBACK OF $150,000 ENTITLEMENT FOR FY27 MASTER PLAN	$0	LMO 2028-*X*	FAA - Ent								$0
				CDOT								$0
				Local								$0
				TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
	PAVEMENT MAINTENANCE	$15,000	LMO 2028-1	FAA - Ent								$0
				CDOT								$0
				Local								$15,000
				TOTAL	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$15,000**

	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	FY 28
FAA	$0	$0	$600,000	$0	$300,000	$0	$300,000	$0
CDOT	$0	$0	$87,333	$0	$438,317	$0	$16,667	$0
Local	$60,000	$15,000	$294,334	$15,000	$155,183	$15,000	$31,667	$15,000
TOTAL	**$60,000**	**$15,000**	**$981,667**	**$15,000**	**$893,500**	**$15,000**	**$348,334**	**$15,000**

DIBBLE

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2018 beginning **total** fund balance	320,105.00	
Dedicated for Sewer Line	(78,400.00)	
2018 beginning **available** fund balance	241,705.00	
Added/(Used) in 2018	58,785.00	
2018 ending **total** fund balance	378,890.00	
2018 ending **available** fund balance	300,490.00	
2019 beginning **total** fund balance	378,890.00	
Dedicated for Sewer Line	(78,400.00)	
2019 beginning **available** fund balance	300,490.00	
Added/(Used) in 2019	270,621.00	
2019 ending **total** fund balance	649,511.00	
2019 ending **available** fund balance	571,111.00	
2020 beginning total fund balance	649,511.00	
Dedicated for Sewer Line	-	per david, will be doing work in 2020, no longer needed
2020 beginning available fund balance	649,511.00	
Added/(Used) in 2020	(215,364.00)	based on 2020 Budget
2020 ending total fund balance	434,147.00	based on 2020 Budget
2020 ending available fund balance	434,147.00	based on 2020 Budget