MINUTES
Airport Advisory Board
February 11, 2021

Virtual Meeting

CALL TO ORDER

The February 11, 2021 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, Malcolm Dean, Melinda Jordan, Kent Jakobsen, Russell Robison. Board Member Orion Wiseman and Council Member Joan Peck were absent. Staff present were: Airport Manager David Slayter and Recording Secretary Michelle Gomez.

PUBLIC INVITED TO BE HEARD

Chairman Earl opened the Public Invited to be Heard.

Council Member Joan Peck joined the meeting at 6:07 p.m.

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

APPROVAL OF MINUTES

Board Member Jordan had a few minor edits:

Page 1, Line 15 "members" should be singular "member"

Page 3, Line 37 "78,00" I believe should be $78,000"

Page 4, Line 7 "EA" Malcolm belongs to the "EAA"

BOARD MEMBER JORDAN MOVED, SECONDED BY ROBISON, TO APPROVE THE JANUARY 14, 2021, MEETING MINUTES WITH AMENDMENTS.
MOTION CARRIED: 6-0 (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 through the end of January was $84,555.92.

Board Members discussed various budget items listed in the report.

ii. Update on Capital Improvement Plan Discussions

Airport Manager Slayter explained that he met with Board Members Bliss and Robison to discuss any CIP items that the Airport could fund themselves.

Board Member Bliss talked about the sewer line being completed this year, noting that getting it started earlier would be best but may have to wait until May for better weather.

Mr. Slayter stated he received emails from the Finance Department that with regards to a grant of $400,000 received from the state to go towards that project and the Airport Fund was putting up about $322,000, but due to unforeseen circumstances with engineering, it was pushed back and deferred and the City was not able to get the contract done for the fiscal year 2020. Those funds cannot carry over so now it has to be re-appropriated to 2021 but the 2020 books won't close until May. Hopefully the sewer line will be completed by fall.

iii. Airport Needs – Recommendations to Council

Board Member Robison explained that he had wanted to meet with Mr. Slayter about pavement issues and looking at the CIP plan and how it has changed in two years. Besides the taxiway pavement that is being resurfaced this year, the pavement outside the hangars, which is the hangar-owner's responsibility. This ties into the snow plowing issues and it makes most sense to have one person or company do all the plowing. Unfortunately, with the equipment the airport owns and the third-party companies that are contracted, that is not an option. Mr. Robison asked the board to consider recommending to City Council that going forward, the leases do not include any pavement and that the airport will take care of all pavement maintenance, and in return, would increase the lease rate to reflect that cost so that all the maintenance can be done by one entity and the city won't be losing out on money.

Mr. Slayter stated he has worked with the Longmont Owners and Pilots Association (LOPA) on the snow plan and have a good plan going forward to begin with, with the potential of future changes to the areas more than are being expanded. He also mentioned in regards to the lease area if it's acceptable, and Council supports it, those areas of pavement that are already damaged, the City would not accept taking over pavement maintenance of those areas.

Discussions ensued with the board about repair costs to existing damaged pavement around the airport and then if the City could take over snow removal.

Chairman Earl suggested bringing this discussion back to a future meeting so the public can also comment.

NEW BUSINESS

i. Review Schedule of Rates and Charges

Mr. Slayter noted that the market rate for a standard lease is .3576 cents per foot per year. His recommended changes will also need to go to the City Manager's Office so he suggested bringing it back in March to vote on it.

Mr. Slayter explained that lease rate was intended for what it is but there was an oversight when the Resolution went to Council for approval. That oversight was if a current hangar owner has his hanger for two years and has two years of CPI escalation and then sells it, that lease is terminated and a new lease is started with the new owner and at the lower lease rate. His suggested edits would rectify that by saying for existing leases or development already there, it is either that rate or whatever the current lease rate is, whichever is more. Then you don't lose two years of CPI escalation.

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 Jordan received information for the annual report for Airport Manager Slayter.

Responding to a questions from Board Member Bliss about the Airport Expo planning, Board Member Jordan stated this topic will be added to an agenda in the next few months to discuss with the board and stated it cannot be done without a leadership committee.

Responding to questions from Chairman Earl for a Part 16 update, Airport Manager Slayter stated that the Federal Aviation Administration (FAA) found no violations as asserted in the claim. The drop zone charged under FAA guidelines are compliant and the City will be moving forward.

Council Member Peck said she is once again going to ask for an operations person for him in this year's budget and get someone hired for you.

She then asked for a few clarifications on pavement and snow removal and the amount of hangars that are part of an HOA?

Airport Manager Slayter explained that there are various HOAs and it could be possible for snow removal but would be more difficult for pavement repairs.

Council Member Peck asked about rates & charges and asked if the rates that are older leases grandfathered in?

Airport Manager Slayter stated that regardless if they are new or old, they get the current lease rate, whichever is more however older leases are grandfathered in until the lease expires or are sold.

Responding to a question from Board Member Jakobsen, Airport Manger stated that every lease has a CPI included in it.

Airport Manager Slayter recommended cancelling the June meeting unless something significant comes up. It was the consensus of the board to cancel barring anything significant coming up.

Board Member Jordan suggested holding a planning meeting during June for the Airport Expo leadership.

Adjournment

Meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Chairperson
Airport Advisory Board
/mg 2/11/2021