CITY OF LONGMONT | Vance Brand Airport Advisory Board

AGENDA
AIRPORT ADVISORY BOARD
VIRTUAL MEETING
Thursday – February 11, 2021, 6:00 P.M.
Regular Meeting

Anyone wishing to provide Public Comment must watch the Livestream of the meeting and call-in only when the Chair opens the meeting for public comment under Items 6 and 10 of the agenda. Callers are not able to access the meeting at any other time.

INSTRUCTIONS FOR CALLING IN TO PROVIDE PUBLIC COMMENT:

The toll-free call-in number is: 888 788 0099.
Watch the livestream (instructions above) and write down the Meeting ID when it is displayed at the beginning of the meeting.
WAIT for the Chair to open public comment and direct callers to call-in.
When the Chair says to call in, dial the toll-free number, enter the Meeting ID, and, when asked for your Participant ID, press #.
Mute the livestream and listen for instructions on the phone.
Callers will hear confirmation they have entered the meeting, will be told how many others are already participating in the meeting (staff and council included), and will be placed in a virtual waiting room until admitted into the meeting.
Once admitted to the meeting, callers will be called upon by the last three (3) digits of their phone number and allowed to unmute to provide their comments.
Comments are limited to three minutes per person and each speaker will be asked to state their name and address for the record prior to proceeding with their comments.
Once done speaking, callers should hang up.

1. Call to Order
2. Roll Call
3. Public Invited to be Heard
4. Approval of the Minutes:

   January 14, 2020 – Regular Meeting

5. Old Business
    i. Financial Update (Standing Item)
    ii. Update on Capital Improvement Plan Discussions (if any)
    iii. Airport Needs – Recommendations to Council, If Any (Standing Item)

6. New Business
    i. Review Schedule of Rates and Charges

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
January 14, 2020

Virtual Meeting

CALL TO ORDER

The January 14, 2020 Airport Advisory Board meeting was called to order by the Chair, 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 and Council Member Joan Peck. Board Members Orion Wiseman were absent. Staff present were: Airport Manager David Slayter and Recording Secretary Michelle Gomez.

ELECTION OF OFFICERS

Chairman Earl asked for nominations for Chairman from the board.

Board Member Jordan moved, seconded by Dean, to keep Harrison Earl as the Chair. Motion carried: 6-0 (Wiseman absent).

Board Member Jakobsen moved, seconded by Bliss, to keep Melinda Jordan as the Vice-Chair.
Motion carried: 6-0 (Wiseman absent).

SELECT MEETING DATE AND TIME FOR 2021

Board Member Jordan moved, seconded by Robison, to keep the same date and time of for the meeting; the second Thursday of the month at 6:00 p.m.

Motion carried: 6-0 (Wiseman absent).

SELECT MEETING NOTICE POSTING LOCATION

Board Member Robison moved, seconded by Bliss, to make website the official posting location per the City Attorney recommendation.

Motion carried: 6-0 (Wiseman absent).

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 MINUTES

BOARD MEMBER JORDAN MOVED, SECONDED BY ROBISON, TO APPROVE THE DECEMBER 14, 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, stating that the year to date revenue received at the end of November was $520,783.77.

Chairman Earl asked about the expenditure side, specifically under Repairs and Maintenance, the Fleet Lease Operations and Maintenance, the budget was substantially higher than 2019 and asked why.

Airport Manager Slayter stated there was some repairs to the retention pond to comply with the City under Repairs and Maintenance. Mr. Slayter will respond to the board about the Fleet Lease budget as it is a typo.

Email from Airport Manager Slayter regarding the Fleet Lease budget:

An incorrect number was transposed when I downloaded the information on the Fleet Lease Op/Maintenance Cost. As mentioned, the budgeted amount for 2020 is $22,402. The correct amount expended is $21,574. This changes the "bottom line" to $204,427.30 (still in good shape).

Airport Manager Slayter then reviewed various grants with the airport.

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

Board Member Bliss stated that the fence that parallels the road going into the skydiving operation on the south side of the airport with the opening, should be secured.

Airport Manager Slayter stated that the fence is in disrepair because it was going to be removed. Hopefully in the next year or so when development has increased, a new fence will go up. He will get a T-post to put in that section to close it off.

Board Member Bliss asked if all hangar owners have been notified about leases changing from 20 years to 30 years.

Airport Manager Slayter stated that most of the people that had a lease going to Council during that time are aware and he will notify the rest via email.

NEW BUSINESS

i. Airport Capital Improvement Plan (ACIP) – 5 Year

Airport Manager Slayter noted that this is a five year capital improvement plan that is sent in for funding. This one was extended out so you could see that over the next two years that we were looking at doing an update to the Master Plan in fiscal year 2027 to look at the direction of the airport and getting input from Airport investors as well as the board.

This just shows that the airport borrowed $120,000.00 to have the funds to do the Master Plan update and in 2028 shows that it will be paid back.

Mr. Slayter talked about what the improvement plan will cover over the next five years, including runway repairs, crack repairs, and taxiway repairs.

Board Member Jordan asked if there could be an audit of the lighting along the runway, especially at night.

Airport Manager Slayter stated that sometimes the antenna has vibrated loose for some lights and some are regulated by the Federal Aviation Administration (FAA). Also, some are waiting on parts but it a couple months out. He stated that he would like to change some of the lights to LEDs.

The board had a long discussion about repairing runway cracks sooner rather than later.

Airport Manager Slayter offered to meet with Chairman Earl, Board Member Robison and possibly one other person to discuss moving up and prioritizing some of the bigger projects and then bring ideas back to the whole board for approval.

ii. Airport Fund Balance Review

Airport Manager Slayter stated that in 2020 the airport had $78, 00from previous years that was dedicated for a sewer line for the south side project. In 2020, it got held up with design issues, having the engineer retire and COVID issues. It will get carried over to 2021 and should see $434,000 increase to a little over $700,000.

FINAL CALL – PUBLIC INVITED TO BE HEARD

Chairman Earl opened Final Call - 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 asked that Board Member Dean introduce himself. She also noted a need to add an agenda item for an air show in 2022.

Board Member Malcom Dean introduced himself and stated he has a degree in Aviation Management and Journalism and belongs to local EA chapter 648. Hoping to get his pilot's license soon.

Board Member Bliss moved, seconded by Dean, to add ideas for an air show to the February agenda.

Airport Manager Slayter offered a friendly amendment to the motion to ask about moving the air show agenda item to the March agenda to add the review of scheduled rates and charges and the annual report to go to Council.

Board Member Jordan moved, seconded by Bliss, to accept the amendment to the previous motion and put the air show discussion on the March agenda.

Motion carried: 6-0 (Wiseman absent).

Board Member Jordan asked the board to get Airport Manager Slayter or herself, any input about things that went on at the airport in 2020. Things like COVID relief flights, mercy flights or if a group did something special. This adds "color" to the report and is not just about numbers.

Board Member Bliss noted a shout-out recently about how to recruit board members and his recommendation was to have a board member sit in on the interview process.

Council Member Peck stated she would bring it up to the rest of Council.

Michelle Gomez, Recording Secretary, stated that Council did use to have board members sit in on the interviews but it was not a good practice.

Council Member Peck said she is very excited about the airshow. It is a booming activity for the City and is a great event! She is also excited about hearing of the infrastructure at the airport.

Airport Manager Slayter received a phone call from Longmont Fire who is coordinating for the National Guard for yearly wildland fire training. It will be scaled down this year and will be April 15 – 18. If that date changes he will let the board know.

Council Member Peck suggested that information about how the airport helped with the 2020 Colorado wildfires be put into the annual report as well.

Adjournment

Meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Chairperson
Airport Advisory Board
/mg 01/14/2021

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FY2020 Airport Financial Report - YTD Through January 31, 2021

ACCOUNT DESCRIPTION	FY 2019	FY 2020	FY 2021 BGT	YTD RCVD	ENCUMB	AVAIL BDGT
Fuel Tax Refund	$12,178.55	$8,711.89	$8,000.00	$618.76	$0.00	$7,381.24
Fuel Flowage	$11,433.72	$9,156.90	$10,000.00	$693.84	$0.00	$9,306.16
Special Event / Space Rental	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Cell Tower	$96,340.65	$89,325.09	$98,267.00	$11,103.05	$0.00	$87,163.95
FBO Lease(s)	$35,082.60	$35,657.28	$35,646.00	$6,053.02	$0.00	$29,592.98
Ramp Fee	$2,670.50	$1,690.50	$1,617.00	$294.00	$0.00	$1,323.00
Public Use Permit Fees	$20,427.36	$17,240.91	$16,395.00	$2,980.80	$0.00	$13,414.20
Swoop Pond	$1,922.67	$1,938.05	$1,967.00	$1,938.05	$0.00	$28.95
Miscellaneous	$362.00	$0.00	$0.00	$0.00	$0.00	$0.00
Prior Years Rev Expense	-$401.12	-$861.01	$0.00	-$120.00	$0.00	$120.00
Interest Operating	$10,165.51	$8,803.30	$0.00	$8,803.50	$0.00	-$8,803.50
Unrealized Gain/Loss	$3,440.32	$0.00	$0.00	$0.00	$0.00	$0.00
Hangar Leases	$326,133.03	$349,552.61	$339,030.00	$52,190.90	$0.00	$286,839.10
Private Donations	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Revenue Total	**$519,755.79**	**$521,215.52**	**$510,922.00**	**$84,555.92**	**$0.00**	**$426,366.08**

ACCOUNT DESCRIPTION	FY 2019	FY 2020	FY 2021 BGT	YTD EXPD	ENCUMB	AVAIL BDGT
Salary and Wages	$101,478.14	$103,865.31	$105,441.00	$7,928.64	$0.00	$97,512.36
Airport OT (AAB Secretary)	$1,235.42	$556.97	$1,200.00	$1,300.00	$222.78	-$322.78
One Time Payment	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
RHS Plan	$400.00	$400.00	$400.00	$400.00	$0.00	$0.00
FICA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Medicare	$1,196.68	$1,224.18	$1,495.00	$95.09	$0.00	$1,399.91
MOPC	$5,039.89	$5,193.37	$5,154.00	$396.44	$0.00	$4,757.56
EE Insurance	$16,565.00	$17,006.00	$17,007.00	$2,236.29	$0.00	$14,770.71
GERP Retirement	$7,763.78	$8,315.63	$8,658.00	$666.00	$0.00	$7,992.00
Comp Insurance	$55.00	$622.00	$50.00	$0.00	$0.00	$50.00
Unemp Insurance	$70.00	$52.00	$34.00	$0.00	$0.00	$34.00
Training/Conference	$2,099.62	$0.00	$3,500.00	$0.00	$0.00	$3,500.00
Food Allowance	$269.57	$0.00	$500.00	$0.00	$0.00	$500.00
Supplies	$653.60	$217.60	$1,500.00	$129.99	$0.00	$1,370.01
Audiovisual Materials	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Due/Subscription	$1,319.00	$1,317.68	$1,285.00	$199.99	$0.00	$1,085.01
Non-Capital Equipment	$0.00	$4,497.00	$9,000.00	$0.00	$0.00	$9,000.00
Repairs/Maintenance	$11,301.14	$21,585.92	$100,000.00	$1,520.99	$0.00	$98,479.01
Mileage Allowance	$0.00	$0.00	$150.00	$0.00	$0.00	$150.00
Liability	$5,999.00	$6,059.00	$5,273.00	$0.00	$0.00	$5,273.00
Prof/Contract Service	$52,200.96	$42,515.01	$57,750.00	$5,410.87	$0.00	$52,339.13
Ads/ Legal Notices	$0.00	$829.00	$500.00	$0.00	$0.00	$500.00
Utilities	$13,522.41	$14,308.67	$14,000.00	$0.00	$0.00	$14,000.00
Telephone Charges	$643.77	$654.02	$720.00	$50.72	$0.00	$669.28
Postage	$69.05	$0.00	$100.00	$0.00	$0.00	$100.00
Print/Copy/Bind	$0.00	$0.00	$200.00	$0.00	$0.00	$200.00
Other Service Charges	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Adm Mgmt Service	$62,965.00	$68,140.00	$95,780.00	$0.00	$0.00	$95,780.00
Fleet Lease Op/Maint	$1,933.00	$21,574.00	$10,416.00	$0.00	$0.00	$10,416.00
Expense Total	**$286,780.03**	**$318,933.36**	**$440,113.00**	**$20,335.02**	**$222.78**	**$419,555.20**
		Revenue Vs. Expended:		**$63,998.12**		

FY2020 Professional Contract Services Expended - YTD Breakdown (January 31, 2021)

PROFESSIONAL OR CONTRACT SERVICE	FY 2021 AMOUNT
AWOS Maintenance:	$0.00
Public Restroom Maintenance:	$68.87
Porta-Potty Service:	$172.00
Snow Removal Service:	$5,170.00
Grass Cutting and Maintenance Service:	$0.00
Longmont Sign Company - AAB Name Plates	$0.00
Electrical Excellence (Airfield Lighting):	$0.00
	$0.00
	$0.00
	$0.00
2021 TOTAL:	**$5,410.87**

PROFESSIONAL OR CONTRACT SERVICE	FY 2020 AMOUNT
AWOS Maintenance:	$3,220.00
Public Restroom Maintenance:	$945.92
Blue River Forestry and Tree Care:	$195.00
Porta-Potty Service:	$2,214.00
Snow Removal Service:	$17,025.50
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
2020 TOTAL:	**$42,515.01**

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
2019 TOTAL:	**$52,200.96**

2021 GRANT FUNDS EXPENDED/ENCUMBERED YTD - January 31,2021

ACCOUNT DESCRIPTION	FY 2019	FY 2020	FY 2021 BGT	YTD RCVD	ENCUMB	AVAIL BDGT
Federal Grant	$0.00	$455,497.79	$0.00	$0.00	$0.00	$0.00
State Grant	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
CARES Act Grant	N/A	$69,000.00	N/A	N/A	$0.00	N/A
			$0.00	$0.00	$0.00	

ACCOUNT DESCRIPTION	FY 2019	FY 2020	FY 2021 BGT	YTD EXPD	ENCUMB	AVAIL BDGT
CIP Plan/Design	$0.00	$120,065.94	$0.00	$0.00	$0.00	$0.00
CIP Building & Facility Dev.	$0.00	$335,431.85	$0.00	$0.00	$0.00	$0.00
CARES Act Grant (FAA)	N/A	$0.00	N/A	N/A	N/A	N/A
			$0.00	$0.00	$0.00	

Reimubursed vs. Expended	**$0.00**	**$0.00**	**$0.00**

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Vance Brand Airport
229 Airport Road
Longmont, CO. 80503
(303) 651-8431

Schedule of Rates and Charges

PROPOSED

INTRODUCTION:

As a federally obligated airport, Vance Brand Municipal Airport is required to be as self-sustaining as possible, as well as establish and keep a fee and rental structure that enables it to do so, as well as meet FAA Grant Assurance requirements. Because the Airport is an Enterprise Fund, and required to keep all revenues generated by the airport towards its maintenance and operations, this schedule of rates and charges has been established.

SCHEDULE OF RATES AND CHARGES:

* All rates shown are Minimum Base Rates – If more than one Bid is received for highest and best use, the higher rate can be accepted.

City-Owned Building (Aeronautical):	$0.9410/Sq. Ft.	Annual
Appurtenant Land (Aeronautical):	$0.3576/Sq. Ft.	Annual
City-Owned Building (Non-Aeronautical):	$4.70/Sq. Ft.	Annual
Appurtenant Land (Non-Aeronautical):	$1.11/Sq. Ft.	Annual
Lease Rate for Land to construct improvements upon (Aeronautical):	$0.3576/Sq. Ft.	Annual
Lease Rate for Land with existing lease/improvements (Aeronautical): Current Lease Rate, whichever is more.	$0.3576/Sq. Ft. or	Annual
Lease Rate for Land to construct improvements upon (Non-Aeronautical):	$1.11/Sq. Ft.	Annual
Lease Rate for Land with existing lease/improvements (Non-Aeronautical): Current Lease Rate, whichever is more.	$0.3576/Sq. Ft. or	Annual
Fuel Flowage Fee:	$0.06/Gallon	
Non-Airport Based Operator (NABO):	$350.00	Annual
Non-Standard SASO:	$350.00	Annual

Cell Phone Tower: Current Industry Market Rate for such facilities and as negotiated between City of Longmont and Lessee; but never below current industry market rate.

L.M.C. 4.64.040 Permit Fee:

No Exclusive Use and Control of property is Permitted under this section

Annual Permit:	$0.1073/Sq. Ft.	Annual

A credit for airport property maintenance may be provided and applied to subsequent permit fees associated only with use of property covered under this section for Annual Permits. The maintenance must be approved in advance by the Airport Manager. The credit amount is determined by the Airport Manager based on what it would cost the airport to have performed the maintenance (ex. Contract grass cutting, grounds maintenance, etc.).

The Airport Manager shall determine with reasonable discretion the square footage necessary for not only the safe operation, but also the intended operation of the Airport and equipment for which the permit is sought. The location and layout of the area(s) of operation shall be designated by the Airport Manager.

PROPOSED