CITY OF LONGMONT | Vance Brand Airport Advisory Board

AGENDA
AIRPORT ADVISORY BOARD
VIRTUAL MEETING
Thursday – May 13, 2021, 6:00 P.M.
Regular Meeting

VIRTUAL MEETING – For information and instructions on how to join this meeting please contact Michelle Gomez at michelle.gomez@longmontcolorado.gov or by telephone at 303-651-8649.

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

   April 8, 2021 – Regular Meeting
5. Old Business
   i. Financial Update (Standing Item)
   ii. Airport Needs – Recommendations to Council, If Any (Standing Item)
6. New Business
   i. Proposed Update to Airport 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
April 8, 2021

Virtual Meeting

CALL TO ORDER

The April 8, 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, Orion Wiseman and Council Member Joan Peck. 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.

Don Dolce, Pratt Street, mentioned that one of the rotating beacon lights were out. Mr. Dolce also noted that there is a program, Flight Aware, that shows the number of flight operations that go in and out of the Longmont Airport.

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

APPROVAL OF MINUTES

BOARD MEMBER JORDAN MOVED, SECONDED BY JAKOBSEN, TO APPROVE THE MARCH 11, 2021, MEETING MINUTES AS PRESENTED.
MOTION CARRIED: 7-0.

OLD BUSINESS

i. Financial Update

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

Board Members discussed various budget items listed in the report.

ii. Airport Needs – Recommendations to Council

NEW BUSINESS

i. Discussion Regarding LMO Airport Expo 2022

Board Member Jordan opened the discussion about the 2022 Airport Expo and explained how much time goes into planning this event.

The board discussed options for having an airshow and how that works.

Board Member Robison stated that he would be open to taking the Air Boss course to help out with the Expo.

Board Members discussed their roles in helping with the Expo and talked about possibly holding a Special Meeting in June to discuss more details.

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

Chairman Earl asked Airport Manager Slayter when the Schedule of Rates and Charges will be coming back to the board.

Airport Manager Slayter stated he will add it to the May agenda.

Adjournment

Meeting was adjourned at 6:56 p.m.

Respectfully submitted,

Chairperson
Airport Advisory Board
/mg 04/08/2021

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FY2020 Airport Financial Report - YTD Through April 30, 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	$1,726.75	$0.00	$6,273.25
Fuel Flowage	$11,433.72	$9,156.90	$10,000.00	$2,891.64	$0.00	$7,108.36
Cell Tower	$96,340.65	$89,325.09	$98,267.00	$46,742.64	$0.00	$51,524.36
FBO Lease(s)	$35,082.60	$35,657.28	$35,646.00	$12,106.02	$0.00	$23,539.98
Ramp Fee	$2,670.50	$1,690.50	$1,617.00	$588.00	$0.00	$1,029.00
Public Use Permit Fees	$20,427.36	$17,240.91	$16,395.00	$6,181.42	$0.00	$10,213.58
Swoop Pond	$1,922.67	$1,938.05	$1,967.00	$1,990.38	$0.00	-$23.38
Miscellaneous	$362.00	$0.00	$0.00	$120.00	$0.00	-$120.00
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	$1,465.87	$0.00	-$1,465.87
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	$203,502.03	$0.00	$135,527.97
Revenue Total	**$519,755.79**	**$521,215.52**	**$510,922.00**	**$277,434.75**	**$0.00**	**$233,487.25**

ACCOUNT DESCRIPTION	FY 2019	FY 2020	FY 2021 BGT	YTD EXPD	ENCUMB	AVAIL BDGT
Salary and Wages	$100,054.22	$103,865.31	$105,441.00	$34,093.23	$0.00	$71,347.77
Airport OT (AAB Secretary)	$1,235.42	$556.97	$1,300.00	$577.21	$0.00	$722.79
RHS Plan	$400.00	$400.00	$400.00	$0.00	$0.00	$400.00
Medicare	$1,196.68	$1,224.18	$1,495.00	$403.38	$0.00	$1,091.62
MOPC	$5,039.89	$5,193.37	$5,154.00	$1,704.69	$0.00	$3,449.31
EE Insurance	$16,565.00	$17,006.00	$17,007.00	$9,613.21	$0.00	$7,393.79
GERP Retirement	$7,763.78	$8,315.63	$8,658.00	$2,863.80	$0.00	$5,794.20
Comp Insurance	$55.00	$622.00	$50.00	$12.00	$0.00	$38.00
Unemp Insurance	$70.00	$52.00	$34.00	$9.00	$0.00	$25.00
Training/Conference	$2,099.62	$0.00	$500.00	$0.00	$0.00	$500.00
Food Allowance	$269.57	$0.00	$500.00	$0.00	$0.00	$500.00
Supplies	$653.60	$217.60	$1,500.00	$258.81	$0.00	$1,241.19
Due/Subscription	$1,319.00	$1,317.68	$1,285.00	$299.99	$0.00	$985.01
Non-Capital Equipment	$0.00	$4,497.00	$0.00	$0.00	$0.00	$0.00
Repairs/Maintenance	$11,301.14	$21,585.92	$122,000.00	$15,100.87	$26,220.00	$80,679.13
Mileage Allowance	$0.00	$0.00	$150.00	$0.00	$0.00	$150.00
Liability	$5,999.00	$6,059.00	$5,273.00	$1,317.00	$0.00	$3,956.00
Prof/Contract Service	$52,200.96	$42,515.01	$47,750.00	$40,980.70	$0.00	$6,769.30
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	$5,213.33	$0.00	$8,786.67
Telephone Charges	$643.77	$654.02	$720.00	$202.90	$0.00	$517.10
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	$593.43	$0.00	-$593.43
Adm Mgmt Service	$62,965.00	$68,140.00	$95,780.00	$17,034.00	$0.00	$78,746.00
Fleet Lease Op/Maint	$1,933.00	$21,574.00	$10,416.00	$2,604.00	$0.00	$7,812.00
Expense Total	**$285,356.11**	**$318,933.36**	**$440,213.00**	**$132,881.55**	**$26,220.00**	**$281,111.45**
		Revenue Vs. Expended:		**$118,333.20**		

FY2020 Professional Contract Services Expended - YTD Breakdown (April 30, 2021)

PROFESSIONAL OR CONTRACT SERVICE	FY 2021 AMOUNT
AWOS Maintenance:	$3,470.00
Public Restroom Maintenance:	$276.49
Porta-Potty Service:	$933.71
Snow Removal Service:	$31,372.50
Grass Cutting and Maintenance Service:	$0.00
Longmont Sign Company - AAB Name Plates:	$0.00
Peck Ditch Company (Engineering Review):	$4,495.00
Murphy Company Mechanical - Public Toilet:	$433.00
	$0.00
	$0.00
2021 TOTAL:	**$40,980.70**

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 - April 30, 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.	$1.11/Sq. Ft. or	Annual

A lease credit may be provided for public improvements constructed by a Lessee as set forth in Section 4.64.030 of the Longmont Municipal Code.

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:

(OPTION 1):

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

Daily Credit of unused days may be issued and used for future dates, but only within the same calendar year. There shall be no credit issued for Weekly, Monthly or Annual Permits.

Annual Permit:	$0.0923~~1073~~/Sq. Ft.	Annual
Monthly Permit ($15 Minimum):	$0.0081/Sq. Ft.	Monthly
Weekly Permit ($5 Minimum):	$0.0020/Sq. Ft.	Weekly
Daily Permit ($5 Minimum):	$0.0003/Sq. Ft.	Daily

(OPTION 2):

L.M.C. 4.64.040 Permit Fee:

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

Daily Credit of unused days may be issued and used for future dates, but only within the same calendar year. There shall be no credit issued for Weekly, Monthly or Annual Permits.

Annual Permit:	$0.0623~~1073~~/Sq. Ft.	Annual
Monthly Permit ($15 Minimum):	$0.0056/Sq. Ft.	Monthly
Weekly Permit ($5 Minimum):	$0.0014/Sq. Ft.	Weekly
Daily Permit ($5 Minimum):	$0.0003/Sq. Ft.	Daily

(OPTION 3):

L.M.C. 4.64.040 Permit Fee:

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

Daily Credit of unused days may be issued and used for future dates, but only within the same calendar year. There shall be no credit issued for Weekly, Monthly or Annual Permits.

Annual Permit:	$As set by Council/Sq. Ft.	Annual
Monthly Permit ($15 Minimum):	$As set by Council/Sq. Ft.	Monthly
Weekly Permit ($5 Minimum):	$As set by Council/Sq. Ft.	Weekly
Daily Permit ($5 Minimum):	$As Set by Council/Sq. Ft.	Daily

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

PROPOSED

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