CITY OF LONGMONT | Vance Brand Airport Advisory Board

AGENDA
AIRPORT ADVISORY BOARD MEETING
350 KIMBARK STREET, LONGMONT, CO 80501
COUNCIL CHAMBERS
Thursday – July 08, 2021, 6:00 P.M.
Regular Meeting

1. Call to Order

2. Roll Call

3. Public Invited to be Heard

4. Approval of the Minutes:

   May 13, 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. Discussion pertaining to process of future development at Vance Brand Airport

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
May 13, 2021

Virtual Meeting

CALL TO ORDER

The May 13, 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, Melinda Jordan, Kent Jakobsen, Russell Robison, Orion Wiseman and Council Member Joan Peck. Board Member Malcolm Dean was 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.

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

APPROVAL OF MINUTES

BOARD MEMBER BLISS MOVED, SECONDED BY JORDAN, TO APPROVE THE APRIL 8, 2021, MEETING MINUTES AS PRESENTED.
MOTION CARRIED: 6-0 (BOARD MEMBER DEAN ABSENT).

OLD BUSINESS

i. Financial Update

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

Responding to board member questions, Airport Manager Slayter stated that snow removal was higher last month due to the last storm that was a wet, heavy snow and the contractor had to double up on what was normally done.

Board Members discussed various budget items listed in the report.

ii. Airport Needs – Recommendations to Council

Chairman Earl spoke about the report that was taken to City Council on Tuesday, May 11th and what their expectations of the board are for the upcoming years, including setting more numbers-based goals and adding development plans at the airport.

Vice Chair Jordan noted that Council needs to back the board and offer support to ideas that are brought to their attention. Airport expansion is necessary but will create more complaints for Airport Manager Slayter and will irritate many people.

Airport Manager Slayter stated he will add more information regarding future development to the July agenda for more discussion.

NEW BUSINESS

i. Proposed Update to Airport Schedule of Rates and Charges

Airport Manager Slayter reviewed the three options given to board members in their packet, noting that option 2 is the best option.

General discussion ensued.

BOARD MEMBER JORDAN MOVED, SECONDED BY ROBISON, TO RECOMMEND COUNCIL ADOPT THE ENTIRE SCHEDULE OF RATES AND CHARGES WITH OPTION 2 RATES.
MOTION CARRIED: 6-0 (DEAN ABSENT)

It was agreed that Chairman Earl would write a letter to Council on behalf of the board.

FINAL CALL – PUBLIC INVITED TO BE HEARD

Chairman Earl opened the final Public Invited to be Heard.

Keith Griffith, Longmont, agreed with Airport Manager Slayter to defer a new hire and not enhance Economic Development by skimping on maintenance. His approach is exactly right.

Don Dolce, Pratt Street, Longmont, agree w/ Board Member Jordan's comments that Council is not supportive of the airport. This has been an issue for 10 years since he was on the board. Growth at the Airport can stem from a verse like that from Council in writing and can make a huge impact. Mr. Dolce also agreed with the previous caller that now might not be the time to hire to help David. He needs a person who is focused on only aviation, and that would be most helpful.

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

BOARD, CITY COUNCIL REPRESENTATIVE AND/OR STAFF COMMENTS

Vice Chair Jordan asked if City Council askes golf courses and Union Reservoir what their revenue per acre is and what that looks like. Is the Airport being driven to be profitable with the same commitment as golf courses.

Chairman Earl asked Vice Chair Jordan for an update for the Expo.

Ms. Jordan noted that the Expo has been pushed back to 2023 due to construction on the field. The Recess Factory is excited to do the event again and he is going to put together a menu of services of what was requested last time, for things like safety, security, fencing, and sound stage. She should have those by next month. The new date chosen is June 17, 2023, which is the day prior to Father's Day and can now get creative with this extra time.

Board Member Robison noted that he will be shadowing air bosses in Nebraska this summer and it shouldn't take more than a year to become an air boss. The International Air Show Costs is $375/year and $100 for the written test.

Council Member Peck thanked the board for their work and stated that they are doing a great job and she's glad they are getting more transparent.

Airport Manager Slayter reminded everyone that the June meeting is cancelled and will see everyone in July!

Adjournment

Meeting was adjourned at 7:31 p.m.

Respectfully submitted,

Chairperson
Airport Advisory Board
/mg 04/08/2021

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FY2020 Airport Financial Report - YTD Through June 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	$2,946.29	$0.00	$5,053.71
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	$58,150.02	$0.00	$40,116.98
FBO Lease(s)	$35,082.60	$35,657.28	$35,646.00	$15,132.52	$0.00	$20,513.48
Ramp Fee	$2,670.50	$1,690.50	$1,617.00	$735.00	$0.00	$882.00
Public Use Permit Fees	$20,427.36	$17,240.91	$16,395.00	$9,591.42	$0.00	$6,803.58
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	$2,022.64	$0.00	-$2,022.64
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	$217,101.60	$0.00	$121,928.40
Revenue Total	**$519,755.79**	**$521,215.52**	**$510,922.00**	**$310,801.51**	**$0.00**	**$200,120.49**

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	$49,950.55	$0.00	$55,490.45
Airport OT (AAB Secretary)	$1,235.42	$556.97	$1,300.00	$698.73	$0.00	$601.27
RHS Plan	$400.00	$400.00	$400.00	$0.00	$0.00	$400.00
Medicare	$1,196.68	$1,224.18	$1,495.00	$588.87	$0.00	$906.13
MOPC	$5,039.89	$5,193.37	$5,154.00	$2,497.57	$0.00	$2,656.43
EE Insurance	$16,565.00	$17,006.00	$17,007.00	$14,083.16	$0.00	$2,923.84
GERP Retirement	$7,763.78	$8,315.63	$8,658.00	$4,195.80	$0.00	$4,462.20
Comp Insurance	$55.00	$622.00	$50.00	$20.00	$0.00	$30.00
Unemp Insurance	$70.00	$52.00	$34.00	$15.00	$0.00	$19.00
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	$338.77	$0.00	$1,161.23
Due/Subscription	$1,319.00	$1,317.68	$1,285.00	$1,074.99	$0.00	$210.01
Non-Capital Equipment	$0.00	$4,497.00	$0.00	$0.00	$0.00	$0.00
Repairs/Maintenance	$11,301.14	$21,585.92	$142,750.00	$16,366.97	$26,770.00	$99,613.03
Mileage Allowance	$0.00	$0.00	$150.00	$0.00	$0.00	$150.00
Liability	$5,999.00	$6,059.00	$5,273.00	$2,195.00	$0.00	$3,078.00
Prof/Contract Service	$52,200.96	$42,515.01	$58,750.00	$44,552.20	$10,772.50	$3,425.30
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	$6,299.17	$0.00	$7,700.83
Telephone Charges	$643.77	$654.02	$720.00	$304.38	$0.00	$415.62
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	$32,998.00	$0.00	$62,782.00
Fleet Lease Op/Maint	$1,933.00	$21,574.00	$10,416.00	$4,340.00	$0.00	$6,076.00
Expense Total	**$285,356.11**	**$318,933.36**	**$471,963.00**	**$181,112.59**	**$37,542.50**	**$253,307.91**
		Revenue Vs. Expended:		**$92,146.42**		

FY2021 Professional Contract Services Expended - YTD Breakdown (June 30, 2021)

PROFESSIONAL OR CONTRACT SERVICE	FY 2021 AMOUNT
AWOS Maintenance:	$3,470.00
Public Restroom Maintenance:	$276.49
Porta-Potty Service:	$1,277.71
Snow Removal Service:	$31,372.50
Grass Cutting and Maintenance Service:	$3,227.50
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:	**$44,552.20**

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**