CITY OF LONGMONT | Vance Brand Airport Advisory Board

AGENDA
AIRPORT ADVISORY BOARD MEETING
350 KIMBARK STREET, LONGMONT, CO 80501
COUNCIL CHAMBERS
Thursday – August 12, 2021, 6:00 P.M.
Regular Meeting

1. Call to Order

2. Roll Call

3. Recording Secretary Farewell/Welcome – Farewell to Michelle Gomez; Welcome to Deanne Kear

4. Public Invited to be Heard

5. Approval of the Minutes:

   July 8, 2021 – Regular Meeting

6. Old Business
   i. Financial Update (Standing Item)
   ii. Update - Discussion pertaining to process of future development at Vance Brand Airport
   iii. Airport Needs – Recommendations to Council, If Any (Standing Item)

7. New Business
   i. Future Agenda Topics

8. Final Public Invited to be Heard

9. Board, City Council Representative and/or Staff Comments

10. 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
July 8, 2021

City Council Chambers
350 Kimbark Street
Longmont, CO 80501

CALL TO ORDER

The July 8, 2021 Airport Advisory Board meeting was called to order by Chairperson Harrison Earl at 6:00 p.m.

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.

John Grunsfeld, 229 Airport, #11, thanked the board for their service, David Slayter, Council Member Peck and the Longmont Economic Development Partnership Advance 2.0 for their vision at the airport. He stated that development at the airport is necessary to make it more of a sustainable community airport.

Seeing no one else to speak, Chairman Earl closed Public Invited to be Heard.

APPROVAL OF MINUTES

David Slayter, Airport Manager, noted that Don Dolce's comments during last month's Public Invited to be Heard were captured incorrectly. What he said was "A single sentence from the City Council indicating they support the airport and wanted it to become or be an economic driver for the City would show support for the airport and be a positive mission statement and set direction for the airport moving forward".

BOARD MEMBER WISEMAN MOVED, SECONDED BY JAKOBSEN, TO APPROVE THE MAY 13, 2021, MEETING MINUTES AS AMENDED.
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

Chairman Earl stated that Mr. Slayter mentioned hiring an FTE in 2022 and asked for help understanding timing to put it on a future agenda for discussion.

David Slayter, Airport Manager, and Council Member Peck, recommended voting on it now then send a letter to Council.

General discussion ensued around what the FTE would be doing at the airport which would be an Operations and Maintenance job, not administrative, as well as the salary of the position.

Board Member Bliss asked if there could be signage around the Flight Deck Grill area so planes don't rev their engines while at or leaving the fuel pumps.

Mr. Slayter stated that he has been in conversations with Diann Rennicke, owner, and he will make that request of pilots.

BOARD MEMBER ROBISON MOVED, SECONDED BY BLISS, TO RECOMMEND AIRPORT MANAGER SLAYTER'S BID TO SUPPORT AN ADDITIONAL FTE FOR THE AIRPORT.
MOTION CARRIED: 7-0.

NEW BUSINESS

i. Discussion pertaining to process of future development at Vance Brand Airport

David Slayter, Airport Manager, stated that this is where the board will advise Council, on the future of the airport development and aviation. Longmont Economic Development Partnership's Longmont Advance 2.0 including transportation which is heavily focused on the airport as a sub-committee.

The LEDP will come up with plans and thoughts and will bring options and recommendations to the board to look at for their perspective and insight and then advise Council on the future of the airport and development. The board will then take those recommendations to City Council for consideration.

Some of the ideas included with the future of aviation include electric aircraft whether it is conventional or electric vertical take-off and landing. The Federal Aviation Administration (FAA) looks at the airport master plan and there's only two things they approve, Terminal Area Forecast, which is how the airport sees the based aircraft and total number of operations, and Airport Layout Plan and how it will be developed. We're still five to seven years away from needing an Airport Master Plan update. The FAA looks at the Airport Layout Plan as the master development plan or comprehensive plan for Longmont.

Further discussion with the board included looking for collaboration on and outside the airport for training and a runway extension, which is already in the Master Plan.

Mr. Slayter stated that doing this now is preparing for the future and gives the airport additional funding opportunities.

Board Member Jordan suggested she and one other board members attend the next LEDP Advance 2.0 meetings and bring back information to the next board meeting.

Board Member Robison offered to be the second person to attend the Advance 2.0 monthly meetings.

FINAL CALL – PUBLIC INVITED TO BE HEARD

Chairman Earl opened the final Public Invited to be Heard.

Dan Dunn, Western Airport Development, talked about a concept he developed for the airport after having a pre-app meeting with City Officials who demanded he come up with all of the infrastructure for building 12-13 hangars. The concept includes a private Home Owner's Association (HOA) community with a park, and a small history museum of Vance Brand. He wants to develop a community that is special with landscaped grounds around the hangars, parking, and be something the airport can be proud of. This will bring a new FBO and restaurant.

John Grundsfeld, 229 Airport, #11, endorsed getting Airport Manager, Slayter some help. He noted that there is a limited amount of land for development so letting David and Advance 2.0 do their job for a greener and quieter airport is what is needed.
He also stated that the Airport Advisory Board meets at City Hall and not at the airport because there is nowhere at the airport to hold meetings.

Seeing no one else to speak, Chairman Earl, closed Final Call - Public Invited to be Heard.

BOARD, CITY COUNCIL REPRESENTATIVE AND/OR STAFF COMMENTS

Responding to board member questions, Mr. Slayter, Airport Manager, stated that there is zero public funds going into hangar development. Hangars are a personal investment and grant funds go into sewer line development.

Board Member Robison stated that he would like for this board to be more informal and maybe meetings should be held at an airport hangar. He stated that interactions should happen between Public Invited to be Heard folks and the board if needed.

Board Member Jordan echoed Mr. Robison's comments and stated that the three minute cap should be loosened when discussions go into more detail. She proposed an invitation to find out where Advance 2.0 is and see a presentation. She requested a future agenda item for an Advance 2.0 presentation on the vision and how it pertains to the airport.

Council Member Peck thanked Board Member Jordan for mentioning Advance 2.0 and noted the subsection meetings and stated she is very interested in what Mr. Dunn talked about. As an advisory board we should know all the ideas that are out there. She suggested getting Mr. Robison on the email list to decide who attends the meetings. She thanked everyone for the recommendations to get another FTE for the airport.

Adjournment

Meeting was adjourned at 7:48 p.m.

Respectfully submitted,

Chairperson
Airport Advisory Board
/mg 08/12/2021

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FY2020 Airport Financial Report - YTD Through July 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	$3,387.07	$0.00	$4,612.93
Fuel Flowage	$11,433.72	$9,156.90	$10,000.00	$5,081.40	$0.00	$4,918.60
Cell Tower	$96,340.65	$89,325.09	$98,267.00	$63,853.71	$0.00	$34,413.29
FBO Lease(s)	$35,082.60	$35,657.28	$35,646.00	$24,212.02	$0.00	$11,433.98
Ramp Fee	$2,670.50	$1,690.50	$1,617.00	$1,310.75	$0.00	$306.25
Public Use Permit Fees	$20,427.36	$17,240.91	$16,395.00	$12,592.22	$0.00	$3,802.78
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	$470.00	$0.00	-$470.00
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	$3,112.33	$0.00	-$3,112.33
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	$255,190.91	$0.00	$83,839.09
Revenue Total	**$519,755.79**	**$521,215.52**	**$510,922.00**	**$371,320.79**	**$0.00**	**$139,601.21**

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	$58,037.78	$0.00	$47,403.22
Airport OT (AAB Secretary)	$1,235.42	$556.97	$1,300.00	$874.32	$0.00	$425.68
RHS Plan	$400.00	$400.00	$400.00	$400.00	$0.00	$0.00
Medicare	$1,196.68	$1,224.18	$1,495.00	$685.34	$0.00	$809.66
MOPC	$5,039.89	$5,193.37	$5,154.00	$2,901.93	$0.00	$2,252.07
EE Insurance	$16,565.00	$17,006.00	$17,007.00	$16,320.73	$0.00	$686.27
GERP Retirement	$7,763.78	$8,315.63	$8,658.00	$4,875.12	$0.00	$3,782.88
Comp Insurance	$55.00	$622.00	$50.00	$28.00	$0.00	$22.00
Unemp Insurance	$70.00	$52.00	$34.00	$21.00	$0.00	$13.00
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	$111,150.23	$26,770.00	$4,829.77
Mileage Allowance	$0.00	$0.00	$150.00	$0.00	$0.00	$150.00
Liability	$5,999.00	$6,059.00	$5,273.00	$3,073.00	$0.00	$2,200.00
Prof/Contract Service	$52,200.96	$42,515.01	$58,750.00	$50,197.70	$8,001.50	$550.80
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	$8,439.49	$0.00	$5,560.51
Telephone Charges	$643.77	$654.02	$720.00	$355.10	$0.00	$364.90
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	$48,962.00	$0.00	$46,818.00
Fleet Lease Op/Maint	$1,933.00	$21,574.00	$10,416.00	$6,076.00	$0.00	$4,340.00
Expense Total	**$285,356.11**	**$318,933.36**	**$471,963.00**	**$314,404.93**	**$34,771.50**	**$122,786.57**
		Revenue Vs. Expended:		**$22,144.36**		

FY2021 Professional Contract Services Expended - YTD Breakdown (July 31, 2021)

PROFESSIONAL OR CONTRACT SERVICE	FY 2021 AMOUNT
AWOS Maintenance:	$3,470.00
Public Restroom Maintenance:	$276.49
Porta-Potty Service:	$1,449.71
Snow Removal Service:	$34,075.00
Grass Cutting and Maintenance Service:	$5,998.50
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:	**$50,197.70**

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**