MINUTES
Airport Advisory Board
February 10, 2022

Virtual Meeting

CALL TO ORDER

The February 10, 2022, 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, Russell Robison, Tallis Salamatian, and Council Member Marcia Martin.

Staff present were: Phil Greenwald, Transportation Manager.

Others present were Jeff Kohlman, Interim Airport Manager and Managing Principal with Aviation Management Consulting Group.

PUBLIC INVITED TO BE HEARD

Chairman Earl opened the Public Invited to be Heard.

Seeing no one wishing to speak with the board, Chairman Earl closed Public Invited to be Heard.

APPROVAL OF MINUTES

Board Member Robison noted that on page 4, lines 36 – 38, that the minutes should be amended to read, "There is not enough land within the current airport boundary without acquisition".

BOARD MEMBER ROBISON MOVED, SECONDED BY DEAN, TO ADOPT THE DECEMBER 9, 2021 MINUTES AS PRESENTED.
MOTION CARRIED: 6-0

BOARD MEMBER ROBISON MOVED, SECONDED BY DEAN, TO ADOPT THE JANUARY 13, 2022 MINUTES AS AMENDED.
MOTION CARRIED: 6-0

OLD BUSINESS

i. **FINANCIAL UPDATE**

There was no Financial Update presented.

ii. AIRPORT NEEDS

Board Member Bliss asked Interim Airport Manager Kohlman if shortening the runway extension to 500 feet is possible. Mr. Kohlman stated that with current Federal Aviation Administration (FAA) requirements remaining on airport property, they do not allow for an extension although it could happen if the City acquired land outside the airport property however, the safety areas with the existing runway are not fully on airport land.

Chairman Earl and Vice Chair Jordan reviewed the list of reports from a previous meeting, and assigned board members to each task:

- Runway Extension – Board Members Robison and Salamatian
- Grants
- Public Restrooms on the South Side – Board Member Bliss
- Development & Fixed Base Operator (FBO) – Steve, Harrison
- Longmont Economic Development Partnership (LEDP) Development – Chairman Earl and Board Member Salamatian
- Airport Expo/Air Show – Vice Chair Jordan and Board Member Dean
- Electric Charging Stations – Chairman Earl and Board Member Salamatian
- Squawk List and Airport Security – Board Member Robison
- Annual Report – Chairman Earl and Vice Chair Jordan

NEW BUSINESS

i. AIRPORT MANAGER HIRING UPDATE

Phil Greenwald, Transportation Planning Manager, introduced himself and noted that he will be taking over the supervisory duties of the Airport Manager. The goal is to bring the Airport into the Transportation realm of the City.

Mr. Greenwald noted there were 19 qualified applicants for the Airport Manager position, of which, five accepted an interview and three made the finalist list.

Initial interviews were held last week. There will be a meet and greet with the Airport Advisory Board, Council Liaison and Harold Dominguez, City Manager in the upcoming weeks.

ii. PRESENTATION ON AIRPORT SPONSOR RESPONSIBILITIES

Jeff Kohlman, Interim Airport Manager, stated that he has been teaching a class for the last 25 years about what Airport Sponsor Assurances are.

To secure Airport Improvement Program (AIP) funds, an airport sponsor is required to give certain assurances to the FAA known as the Airport Sponsor Assurances. In other

words, the Airport sponsors must agree to comply with the assurances as a condition of receiving AIP funds.

The Assurance provides a means for the Federal Government to ensure that public use Airports are developed, operated and maintained in a safe, secure, efficient, compatible and compliant manner.

iii. UPDATES FROM INTERIM AIRPORT MANAGER

Jeff Kohlman updated the board on the VASI and noted that it is the FAA's responsibility to maintain it. He also noted that there was an aircraft accident at the airport the day prior due to a landing gear collapse on the aircraft.

Mr. Kohlman stated that on February 1, the State Aeronautics Board approved a $54,000 grant for pavement and taxiway lines at the airport however, that is not enough to cover the rest of the work. The City will be receiving additional funds through infrastructure funding of $295,000 for the airport and will be able to tap into those funds to get everything completed.

iv. BOARD AND COMMISSION PRE-INTERVIEW PLAN FROM COUNCIL

Michelle Gomez, Recording Secretary, explained that City Council Members have asked the City Clerk's Office to look into having each board and commission interview applicants and make recommendations prior to Council interviewing them.

FINAL CALL – PUBLIC INVITED TO BE HEARD

Chairman Earl opened the final Public Invited to be Heard.

BOARD, CITY COUNCIL REPRESENTATIVE AND/OR STAFF COMMENTS

Chairman Earl stated that there were extenuating circumstances and the bylaws were not added to the agenda in a timely manner. In addition, in speaking with the City Attorney, it was uncovered that the annual report will be delayed, giving the board more time to put it together and deliver to Council.

Additionally, Chairman Earl stated that on next month's agenda to update in the bylaws, there would be two items for consideration:

1) Instead of the chair setting the agenda, the chair coordinates with the Airport Manager to set the agenda since the board cannot direct staff;

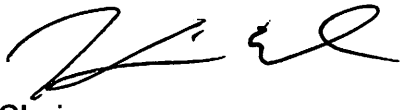
2) A suggestion was made to change the agenda to read "Informational Items" and "Action Items" to keep the board clear on what the item is.

Chairman Earl noted that he was at the Colorado Airport Operators Association meeting in Denver and CDOT Aeronautics head specifically mentioned that they are trying to re-engage post-COVID and are trying to get out to local airports. One of the things that they have really enjoyed Airport Expos and mentioned how much they enjoy being a part of Longmont's Expo event.

Adjournment

Meeting was adjourned at 7:37 p.m.

Respectfully submitted,



Chairperson
Airport Advisory Board
/mg 02/10/2022