CITY OF LONGMONT | Vance Brand Airport Advisory Board

AGENDA
AIRPORT ADVISORY BOARD
CITY COUNCIL CHAMBERS
350 Kimbark St.
Thursday – July 14, 2022, 6:00 P.M.
Regular Meeting (In Person Only)

1. Call to Order

2. Roll Call

3. Public Invited to be Heard

4. Approval of the March 2022 Minutes

5. Information Items
   i. Introduction and Update from Airport Manager – Levi Brown, Airport Manager
   ii. CIP Update – Levi Brown, Airport Manager
   iii. RFP for hangar development – Levi Brown, Airport Manager

6. Action Items
   i. Schedule of Rates and charges – Levi Brown, Airport Manager
   ii. Airport Advisory Board frequency and location discussion - Levi Brown, Airport Manager

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.

MINUTES
Airport Advisory Board
March 10, 2022

Virtual Meeting

CALL TO ORDER

The March 10, 2022, Airport Advisory Board meeting was called to order by Chairperson Harrison Earl at 6:10 p.m. via Zoom.

ROLL CALL

Michelle Gomez, Recording Secretary, called roll. Those present were: Chairperson Earl and Board Members Malcolm Dean, Melinda Jordan, Russell Robison, Tallis Salamatian, and Council Member Marcia Martin. Board Member Steve Bliss entered the meeting at 6:14 p.m.

Staff present were: Joni Marsh, Assistant City Manager and Phil Greenwald, Transportation Planning 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

There were no minutes to approve.

OLD BUSINESS

i. FINANCIAL UPDATE

Joni Marsh, Assistant City Manager, provided a brief financial update including revenue from 2021 and projected revenue for 2022.

ii. BOARD CONSIDERATION OF ROBERTS RULES OF ORDER

Chairman Earl reviewed all of the changes to the Bylaws that he and Board Member Salamatian have worked on with Atasi Bhavsar, City Attorney.

BOARD MEMBER DEAN MOVED, SECONDED BY BLISS, TO APPROVE THE AMENDED BYLAWS AS PRESENTED.
MOTION CARRIED: 6-0

NEW BUSINESS

i. AIRPORT MANAGER HIRING UPDATE

Joni Marsh, Assistant City Manager, thanked those board members who were able to attend the meet and greet events for the three Airport Manager candidates at the Airport. She stated that staff has made an offer but because of Human Resources regulations, she could not tell the board who was contacted. Her hope is to have a new manager hired by March 31, 2022.

ii. UPDATES FROM INTERIM AIRPORT MANAGER

Jeff Kohlman, Interim Airport Manager, noted that Longmont has the oldest Automated Weather Operation System (AWOS) in Colorado and there some parts are difficult to find to maintain but the system was fixed and updated earlier in February.

FINAL CALL – PUBLIC INVITED TO BE HEARD

Chairman Earl opened the final Public Invited to be Heard.

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

BOARD, CITY COUNCIL REPRESENTATIVE AND/OR STAFF COMMENTS

Board Member Robison stated that he attended a Longmont Owners and Pilots Association (LOPA) meeting and many of the members stated that the traffic pattern at the airport is getting wider. They believe it is coming from the Broomfield flight school.

Jeff Kohlman, Interim Airport Manager, noted that it is not just Broomfield flight school instructors. He will be working to identify and contact all the folks around the Denver area and encourage them to try to get a handle on the flight patterns.

Joni Marsh, Assistant City Manager, asked the board to complete the survey that was sent to them earlier in the day from the City Clerk about going back to in-person meetings.

Ms. Marsh also noted the new Board and commission interview process that was sent out earlier in the day by Michelle Gomez, Executive Assistant. Ms. Gomez answered questions from the board pertaining to term limits and who would be interviewing the new applicants.

Adjournment

Meeting was adjourned at 6:48 p.m.

Respectfully submitted,

Chairperson
Airport Advisory Board
/mg 03/10/2022

MINUTES
Airport Advisory Board
May 12, 2022

CALL TO ORDER

The May 12, 2022, Airport Advisory Board meeting was called to order by Vice Chairperson Melinda Jordan at 6:09 p.m. in City Council Chambers.

ROLL CALL

Recording Secretary Michelle Gomez was absent. Jane Madrid, Recording Secretary, substituting for Ms. Gomez, called roll. Those present were Vice Chairperson Jordan and Board Members Steve Bliss, Tallis Salamatian, and Council Member Marcia Martin. Board Members Russell Robison, Malcolm Dean, and Harrison Earl were absent.

Staff present were: Levi Brown, Airport Manager and Joni Marsh, Assistant City Manager.

Adjournment

The Airport Advisory Board did not have a quorum of four board members. The meeting was adjourned at 6:09 p.m.

Respectfully submitted,

Chairperson/Vice Chairperson
Airport Advisory Board
/jm 05/12/2022