AGENDA
AIRPORT ADVISORY BOARD
CITY COUNCIL CHAMBERS
CIVIC CENTER COMPLEX, 350 KIMBARK ST.
Thursday – January 9, 2020, 6:00 P.M.
Regular Meeting

1. Call to Order

2. Roll Call

3. Welcome new and reappointed board members

4. Election of Officers

5. Set AAB Meeting Dates and Times
   i. Announce Alternate Meeting location during Council Meeting Construction

6. Public Invited to be Heard

7. Approval of the Minutes:

   December 12, 2019 – Regular Meeting

8. Old Business
   ii. Financial Update
   iii. Airport Needs – Recommendations to Council (Standing Item)

9. New Business
   i. Recommendations for future agenda items

10. Final Public Invited to be Heard

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

12. 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
December 12, 2019

Civic Center
350 Kimbark Street
Longmont, CO 80501

CALL TO ORDER

The December 12, 2019 Airport Advisory Board meeting was called to order by Chairman Dale VanZant at 6:00 p.m. in the City Council Chambers.

ROLL CALL

Michelle Gomez, Recording Secretary, called roll. Those present were: Chairman VanZant and Board Members Mick White, Harrison Earl, Kent Jakobsen, Orion Wiseman, and Russell Robison. Staff present were: Airport Manager David Slayter and Recording Secretary Michelle Gomez. Council Member Peck was absent. Board Member Jordan entered the meeting at 6:16 p.m.

Airport Manager David Slayter, congratulated Dale VanZant on his two-terms on the Airport Advisory Board and thanked him for the work he did on the board as well as with the Expos.

PUBLIC INVITED TO BE HEARD

Chairman VanZant opened public invited to be heard.

Scott Stewart, 229 Grant Street, talked about posting the Airport Advisory Board meeting agenda online.

Seeing no one else wishing to speak with the board, Chairperson VanZant closed Public Invited to be Heard.

APPROVAL OF MEETING MINUTES

BOARD MEMBER EARL MOVED, SECONDED BY WHITE, TO APPROVE THE OCTOBER 10, 2019, MEETING MINUTES. MOTION CARRIED: 6-0 (JORDAN ABSENT).

OLD BUSINESS

i. Financial Update

Airport Manager Slayter reviewed the Airport financial report with the board. He stated that the reimbursement for the taxi lane from the Federal Aviation Administration (FAA) will be coming soon.

Mr. Slayter also talked about the snow removal budget noting that invoices from the November storm will not get paid out until January, 2020.

The board discussed the snow removal plan and who is responsible for removing snow at the airport. It was the consensus of the board to add to a future agenda

ii. Airport Needs – Recommendations to Council (Standing Item)

Board Member Robison asked about decommissioning the VHF Omnirange Receiver (VOR).

Mr. Slayter stated that a few airport users did not want it decommissioned. It is used not only for flight training but also for GPS interference and outages.

Mr. Slayter stated that he responded to the FAA and stated that the City objects to the decommissioning of the VOR.

NEW BUSINESS

i. Recommendations for future agenda items

It was the consensus of the board to add the snow removal program and a de-ice discussion to a future agenda.

FINAL CALL – PUBLIC INVITED TO BE HEARD

Chairman VanZant opened the final Public Invited to be Heard.

Bob Leyner, Berthoud, stated that he owns a business at the airport and the crack sealing is horrendous. It is either the sealing material, paving material or temperature that are the cause. He suggested looking at the FAA or School of Mines – Golden who are encountering this but it needs to be addressed.

Don Dolce, 335 Pratt Street, stated that he is glad to see the DOR is being retained. GPS interference is pretty easily hacked and FAA is concerned about it.

Seeing no one else wishing to speak with the board, Chairperson VanZant closed Final Call - Public Invited to be Heard.

BOARD, CITY COUNCIL REPRESENTATIVE AND/OR STAFF COMMENTS

Airport Manager Slayter reminded the board that on the January agenda will be an election of officers and confirm the date and time of the meetings. He also noted that the meetings will be held at the Development Services Center, 385 Kimbark Street in the Twin Sisters Conference Room, beginning in February due to Council Chambers construction.

Adjournment

The meeting was adjourned at 6:37 p.m.

Respectfully submitted,

Chairperson
Airport Advisory Board
/mg 12/13/2019

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FY2019 Airport Financial Report - YTD Through December 31, 2019

ACCOUNT DESCRIPTION	FY 2017	FY 2018	FY 2019 BGT	YTD RCVD	ENCUMB	AVAIL BDGT
Fuel Tax Refund	$11,674.11	$15,144.62	$10,000.00	$12,178.55	$0.00	-$2,178.55
Fuel Flowage	$15,118.02	$16,612.98	$12,000.00	$11,433.72	$0.00	$566.28
Special Event / Space Rental	$301.00	$2,074.00	$0.00	$0.00	$0.00	$0.00
Cell Tower	$77,667.47	$88,344.64	$77,668.00	$90,941.29	$0.00	-$13,273.29
FBO Lease(s)	$30,079.17	$33,830.88	$33,830.00	$35,082.60	$0.00	-$1,252.60
Ramp Fee	$2,113.54	$2,756.25	$2,100.00	$2,670.50	$0.00	-$570.50
Public Use Permit Fees	$7,896.12	$9,140.96	$6,000.00	$20,427.36	$0.00	-$14,427.36
Swoop Pond	$1,798.32	$1,854.07	$1,854.00	$1,922.67	$0.00	-$68.67
Miscellaneous	$5,203.29	$350.00	$0.00	$362.00	$0.00	-$362.00
Prior Years Rev Expense	-$4,374.43	$0.00	$0.00	-$401.12	$0.00	$401.12
Interest Operating	$2,966.78	$5,551.97	$0.00	$9,097.44	$0.00	-$9,097.44
Unrealized Gain/Loss	-$1,291.80	$149.42	$0.00	$0.00	$0.00	$0.00
Hangar Leases	$285,254.17	$311,876.77	$313,726.00	$326,133.03	$0.00	-$12,407.03
Private Donations	$0.00	$15,453.00	$0.00	$0.00	$0.00	$0.00
Revenue Total	**$434,405.76**	**$503,139.56**	**$457,178.00**	**$509,848.04**	**$0.00**	**-$52,670.04**

ACCOUNT DESCRIPTION	FY 2017	FY 2018	FY 2019 BGT	YTD EXPD	ENCUMB	AVAIL BDGT
Salary and Wages	$97,264.53	$100,054.22	$103,024.00	$96,144.57	$0.00	$6,879.43
Airport OT (AAB Secretary)	$4,500.00	$1,462.40	$0.00	$1,235.42	$0.00	-$1,235.42
One Time Payment	$348.12	$0.00	$0.00	$0.00	$0.00	$0.00
Leave Expense	$2,901.56	$0.00	$0.00	$0.00	$0.00	$0.00
RHS Plan	$400.00	$414.46	$400.00	$400.00	$0.00	$0.00
FICA	$373.86	$43.40	$0.00	$0.00	$0.00	$0.00
Medicare	$1,248.45	$1,182.05	$1,456.00	$1,140.10	$0.00	$315.90
MOPC	$4,900.27	$4,913.59	$5,020.00	$4,807.19	$0.00	$212.81
EE Insurance	$15,212.00	$15,663.00	$16,565.00	$24,738.96	$0.00	-$8,173.96
GERP Retirement	$15,996.00	$7,566.91	$7,730.00	$7,403.04	$0.00	$326.96
Comp Insurance	$69.00	$57.00	$55.00	$55.00	$0.00	$0.00
Unemp Insurance	$181.00	$69.00	$70.00	$66.00	$0.00	$4.00
Training/Conference	$2,068.57	$2,058.79	$4,500.00	$2,099.62	$0.00	$2,400.38
Food Allowance	$0.00	$47.85	$800.00	$269.57	$0.00	$530.43
Supplies	$1,739.27	$674.84	$700.00	$653.60	$0.00	$46.40
Audiovisual Materials	$412.95	$1,099.13	$0.00	$0.00	$0.00	$0.00
Due/Subscription	$775.00	$677.83	$1,200.00	$1,319.00	$0.00	-$119.00
Non-Capital Equipment	$0.00	$8,751.01	$0.00	$0.00	$0.00	$0.00
Repairs/Maintenance	$22,176.44	$32,220.80	$15,000.00	$11,017.94	$0.00	$3,982.06
Mileage Allowance	$0.00	$21.02	$150.00	$0.00	$0.00	$150.00
Liability	$4,131.00	$4,420.00	$5,999.00	$5,500.00	$0.00	$499.00
Prof/Contract Service	$40,501.46	$67,284.91	$62,575.00	$52,050.96	$30.00	$10,494.04
Ads/ Legal Notices	$0.00	$0.00	$2,000.00	$0.00	$0.00	$2,000.00
Utilities	$11,441.29	$11,339.61	$12,000.00	$11,163.88	$0.00	$836.12
Telephone Charges	$170.05	$630.66	$700.00	$643.77	$0.00	$56.23
Postage	$45.78	$53.99	$300.00	$69.05	$0.00	$230.95
Print/Copy/Bind	$0.00	$25.00	$1,100.00	$0.00	$0.00	$1,100.00
Other Service Charges	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Adm Mgmt Service	$173,755.00	$93,974.00	$62,965.00	$57,717.00	$0.00	$5,248.00
Fleet Lease Op/Maint	$2,897.00	$671.00	$1,933.00	$1,771.00	$0.00	$162.00
Expense Total	**$403,508.60**	**$355,376.47**	**$306,242.00**	**$280,265.67**	**$30.00**	**$25,946.33**
		Revenue Vs. Expended:		**$229,552.37**		

FY2019 Professional Contract Services Expended - YTD Breakdown (December 31, 2019)

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:	$1,400.00
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:	**$52,050.96**

PROFESSIONAL OR CONTRACT SERVICE	FY 2018 AMOUNT
AWOS Maintenance:	$3,030.00
Public Restroom Maintenance:	$730.50
Outside Legal Counsel:	$6,938.00
Porta-Potty Service:	$1,821.41
Snow Removal Service:	$3,540.00
Grass Cutting and Maintenance Service:	$11,248.00
Marketing:	$6,000.00
Runway Grinding:	$1,500.00
Perimeter Road and Ditch Work:	$7,477.00
2018 TOTAL:	**$42,284.91**

PROFESSIONAL OR CONTRACT SERVICE	FY 2017 AMOUNT
AWOS Maintenance:	$4,050.00
Public Restroom Maintenance:	$638.46
Outside Legal Counsel:	$3,564.00
Porta-Potty Service:	$1,690.00
Snow Removal Service:	$7,970.00
Grass Cutting and Maintenance Service:	$12,216.00
ALP Update	$1,400.00
Runway Grinding Contract:	$7,000.00
New Data Lines - Airport Manager Office:	$500.00
Independent Fee Estimate for Engineer Contract:	$1,250.00
AAB Member - Name Plates:	$100.00
2017 TOTAL:	**$40,378.46**

2019 GRANT FUNDS EXPENDED/ENCUMBERED YTD - December 31,2019

ACCOUNT DESCRIPTION	FY 2017	FY 2018	FY 2019 BGT	YTD RCVD	ENCUMB	AVAIL BDGT
Federal Grant	$25,442.19	$456,604.00	$0.00	$44,926.95	$0.00	-$44,926.95
State Grant	$1,742.32	$25,367.00	$0.00	$1,212.11	$0.00	-$1,212.11
			$0.00	$46,139.06	$0.00	

ACCOUNT DESCRIPTION	FY 2017	FY 2018	FY 2019 BGT	YTD EXPD	ENCUMB	AVAIL BDGT
CIP Plan/Design	$8,899.50	$156,208.68	$0.00	$9,070.34	$0.00	-$9,070.34
CIP Building & Facility Dev.	$6,923.00	$408,491.26	$0.00	$0.00	$0.00	$0.00
			$0.00	$9,070.34	$0.00	

Reimubursed vs. Expended	**$11,362.01**	**-$82,728.94**	**$37,068.72**

FY 2018 - Some Reimbursement and Expense will roll into FY 2019. Had it all shown it FY2018, and after Grant Amenement is Completed and Final Reimbursement Received, the final amount for Reimbursed vs. Expended would be -$46,585 (not -$82,728) - which was the Airport's share.