MINUTES
Airport Advisory Board
January 12, 2023
CITY COUNCIL CHAMBERS

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1. CALL TO ORDER

The January 12th, 2023, Airport Advisory Board meeting was called to order by Chairperson at 6:03 p.m. in the City Council Chambers.

2. ROLL CALL

Kayla Picciau, Recording Secretary, called roll. Those present were Chairperson Harrison Earl, Board Members Malcolm Dean, Russell Robison, Steve Shook, and City Council Member Marcia Martin.

Board Member Tallis Salamatian was absent.

Staff present were Phil Greenwald, Transportation Planning Manager, Levi Brown, Airport Manager, and Kayla Picciau, Recording Secretary.

3. ELECTION OF OFFICERS

Chairperson Earl asked for nominations for chair.

BOARD MEMBER DEAN MOVED, SECONDED BY BOARD MEMBER ROBISON, FOR CHAIRPERSON EARL TO CONTINUE SERVING AS THE AIRPORT ADVISORY BOARD CHAIR. MOTION CARRIED: 4-0.

BOARD MEMBER DEAN NOMINATED BOARD MEMBER ROBISON FOR VICE CHAIRPERSON, SECONDED BY CHAIRPERSON EARL.
MOTION CARRIED: 3-0 (ROBISON DISSENTING).

4. SELECT MEETING NOTICE POSTING LOCATIONS

Chairperson Earl recommended that the official posting location is the City's agenda management portal.

Phil Greenwald, Transportation Manager, stated the secondary location is the bulletin board at the Civic Center.

CHAIRPERSON EARL MOVED, SECONDED BY VICE CHAIRPERSON ROBISON, TO CONTINUE POSTING AGENDAS TO THE CITY'S AGENDA MANAGEMENT PORTAL AND SECONDARY LOCATION ON THE BULLETIN BOARD LOCATED AT THE CIVIC CENTER, AS WELL AS THE UNOFFICIAL POSTING LOCATION AT THE AIRPORT.
MOTION CARRIED: 4-0

5. PUBLIC INVITED TO BE HEARD

Chairperson Earl opened the Public Invited to be Heard.

Ron Krenzel, 12191 N. 61st street, Longmont; stated he attended the City Council meeting where the airport lease was approved. He stated he was upset by the meeting because he feels like the recommendations and public comments made were not on the contract. He responded to Council Member Martin regarding his belief in the feasibility of electric aircraft.

David Copp, 4625 West 99th Place, Westminster; stated he had trouble finding the agenda. He also attended the Council Meeting where the lease was approved. He stated there is no Federal Aviation Administration approval of leases. He stated he is worried about the new lease not being attractive to new businesses and restricting the airport's growth.

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

6. APPROVAL OF MINUTES

i. December 12, 2023 – Minutes

VICE CHAIRPERSON ROBISON MOVED, SECONDED BY BOARD MEMBER DEAN, TO APPROVE THE DECEMBER 12, 2023, MINUTES AS PRESENTED.

MOTION CARRIED: 4-0.

7. UPDATES FROM AIRPORT MANAGER

i. Southwest Sewer Project

Levi Brown, Airport Manager, provided an update on the Southwest sewer project. He stated that the project is projected to be completed soon. He stated the sewer is now past the wind tee.

ii. Prairie Dog Mitigation

Levi Brown stated that he met with the city's wildlife department earlier in the week. He stated that they will most likely use DHQ Ranch Services for the prairie dog mitigation. He also stated that after DHQ completes its mitigation work then the city's wildlife department will continue its mitigation efforts to control the prairie dog population.

Board Member Dean asked Levi Brown about the cost of mitigation. Levi answered that the quote he received was for $40,000 plus. He also stated that they have reached out to multiple companies for quotes.

Chairperson Earl asked Levi Brown what the timeline is for the mitigation. Levi answered he would like to get this completed as soon as possible. Once he hears back from the contractor, he will have more of an idea of a timeline.

iii. Engineering Consultant

Levi Brown stated that next week there are interviews with the three top firms. He then stated that after the interviews are completed, they will move forward with signing an agreement with the selected firm.

Levi Brown answered Board Member Shook's question, he stated that it is an engineering firm and that they will be working with Levi on upcoming improvements to the airport.

Phil Greenwald, Transportation Manager, responded to Vice Chair Robison's comment about the difficulty of finding the meeting minutes on the city web portal. Phil Greenwald reviewed how to access the meeting minutes in the City's web portal.

8. INFORMATION ITEMS

There were no information items to be discussed.

9. ACTION ITEMS

i. Annual Report 2022

Levi Brown, Airport Manager, reviewed the highlights in the annual report.

Levi Brown answered Board Member Dean question regarding the mowing contract for the airport. Levi stated that he met with the City's Public Works and Natural Resources Department last week. The request for proposals is currently going through the procurement process. He also stated that moving forward the airport will be renewing the mowing contract in the middle of winter.

Vice Chairperson Robison asked for clarification on the Annual Report, he stated that in previous years it contained pictures and more details.

Levi Brown responded that he used the city format and that it fulfills the requirement of the Annual Report.

Chairperson Earl queried City Council Member Martin about what the City Council is looking for in the Annual Report.

Council Member Martin answered that the Annual Reports vary from board to board. She stated it is the Airport Manager's responsibility. She stated some boards do a formal approval of the report and others do not. She then queried Phil Greenwald about what the Transportation Board's annual report looks like.

Phil Greenwald stated this mirrors what the Transportation Board submits. He also stated they are presenting the report to the board so the board can make recommendations or edits.

Chairperson Earl stated that bylaws state they have the first half of the year to approve the annual report.

CHAIRPERSON EARL MOVED, SECONDED BY BOARD MEMBER DEAN THAT TWO BOARD MEMBERS ELABORATE ON THE ANNUAL REPORT AND PRESENT IT TO THE BOARD AT THE NEXT MEETING FOR APPROVAL.

MOTION CARRIED: 4-0.

Chairperson Earl and Vice Chairperson Robison volunteered to work with Levi on the Annual Report.

10. FINAL PUBLIC INVITED TO BE HEARD

Chairperson Earl opened the Public Invited to be Heard.

Melinda Jordan, 1110 Twin Peaks Circle, Longmont; presented Levi with a hard copy of the 2018 Annual Report and stated she would send the soft copy. She stated that the recommendation from City Council Member Martin is to provide the City Manager's office with the input so they can create a city publication to go along with the Annual Report. She stated she is collecting input from various groups and businesses at the airport. She also asked the Board for their input. She stated she would present all the input to the Board and the city's Manager's office. Melinda then gave an airshow update, she stated she reached out to a sponsor and proposed sponsoring the jet show or another airport event instead of just being a general sponsor. She also stated that she has a band booked. She stated she has feelers out looking for bigger sponsors to help cover deposits.

David Copp, 4625 West 99th Place, Westminster; stated that in previous years PNL statements were shared and they showed the financial activity at the airport. He then stated that the airport needs to be better secured because people have been dumping prairie dogs at the airport.

David Shank, Box 464, Longmont; stated that the Annual Report is a good way to promote the airport to the City Council and the public. He agreed with David Copp about the prairie dogs being dumped but also that need to be killed to stop the spread of their population and not just relocated.

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

11. BOARD, CITY COUNCIL REPRESENTATIVE AND/OR STAFF COMMENTS

Board Member Dean, stated he sent in the paperwork to for a jet fly over for the air show.

Council Member Martin stated there is a misapprehension that the City Council and the economic development partners doesn't think of the airport as an asset to the community and that they don't want to help the airport find ways to fund improvement for the airport. She stated she is surprised by the reaction to the approval of the lease revisions. She stated that the lease is just a protection for the landlord and there is no reason an extension would not be granted unless the hangar becomes a safety issue or payments were not being made. She stated the airport must operate as an enterprise per the Taber amendment in the Constitution, the city council cannot use taxpayer money to fund airport improvements. She clarified that the electrification of the airport does not exclude the use of other types of aircraft. She stated if the board and public are interested, she could have Dr. Grunfeld or Dr. Troutman come and present the advantages of the electrification technology and federal investments in this technology.

Vice Chair Robison stated he completed the revisions to the sustainability resolution recommendation.

i. Ideas for future agenda items

a. Ideas for future agenda items

Chairperson Earl requested adding the revision to the sustainability resolution recommendation to next month's meeting agenda.

b. Air Show

Chairperson Earl asked which board member will be leading the air show project.

Vice Chairperson Robison stated he, Melinda, and Dale are willing to work on the airshow. He asked Council Member Martin if there has been money earmarked for the airshow.

Council Member Martin stated she doesn't have knowledge of past funding by the city for the air show.

Levi Brown answered that in his conversation with the city, they stated they could allocate the funds.

Council Member Martin responded that she had never asked how the air show was funded. She stated there might be promotional money in the city budget that could potentially be used for events.

Board Member Dean asked if the board has decided on a time for the air show.

Levi Brown stated that he and Vice Chairperson Robison need to build a team to start working out the details of the air show.

Board Member Dean volunteered to meet with Levi Brown and Vice Chairperson Robison to work out plans for the air show.

c. 2023 Work Plan

Levi Brown stated that the work plan is looking at the year ahead and the plans of the board.

Chairperson Earl recommended bringing back the Sustainability Resolution, working with the City's Grant Writer, and possible opportunities for the airport, how that will tie into capital investment projects, the air show, and requests for proposals for hangar developments.

Vice Chairperson Robison asked for the status of the south side bathroom.

Levi Brown stated the quote for the southside bathroom was high, he stated they are waiting until more

development happens to include this into the build. He also stated they can negotiate lease term with tenants that opt to install a bathroom.

Levi Brown asked that the board to send him any items they would like added to the 2023 Work Plan. He stated he will present the Work Plan at the next meeting.

Chairperson Earl stated that if anyone has anything to add to the Annual Report to send it to Levi Brown.

Council Member Martin spoke about transparency in grant funding and proving assurance for grants. She stated keeping the City Council and Economic Development and Planning Department in the loop on grants to the airport applies.

Levi Brown stated he is excited to work with the City's new Grant Writer and the opportunities she has presented.

12. ADJOURN

Meeting was adjourned at 07:01 p.m.
Respectfully submitted,

Chairperson Earl

Airport Advisory Board

KP 01/13/2023