PACKET

Airport Advisory Board – May 11, 2023 - 6:00 PM

Civic Center, 350 Kimbark Street

1. Call to Order
2. Roll Call
3. Public Invited to be Heard
4. Approval of the March 2023 Minutes and April 2023 Minutes
5. Updates from the Airport Manager
   - A. Prairie Dog mitigation
   - B. Engineering Consultant
   - C. Sustainability Resolution status
   - D. Airshow status
   - E. Airport Cleanup
   - F. Land Survey work
   - G. Board Recruitment
6. Information Items
   - A. Financial Report (attachment)
   - B. FBO Operation Update
7. Action Items

A. None

8. Final Public Invited to be Heard

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

A. Ideas for future agenda items

9. Adjourn

*Notice: In the event, that the Airport Advisory Board does not reach a quorum of 4 board members, the board is required to adjourn.

MINUTES
Airport Advisory Board
March 9, 2023
CITY COUNCIL CHAMBERS

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1. CALL TO ORDER

The March 9, 2023, Airport Advisory Board meeting was called to order by Chairperson Earl at 6:00 p.m. in the City Council Chambers.

2. ROLL CALL

Chairperson Earl called roll in the absence of the Recording Secretary. Those present were Chairperson Harrison Earl, and Board Members Malcolm Dean, Steve Shook, Tallis Salamatian, and City Council Member Marcia Martin.

Staff present were Phil Greenwald, Transportation Planning Manager and Levi Brown, Airport Manager.

3. ELECTION OF NEW VICE CHAIRPERSON

BOARD MEMBER DEAN MADE A MOTION TO SELF-NOMINATE, WHICH WAS SECONDED BY CHAIRPERSON EARL, TO ELECT BOARD MEMBER DEAN AS THE NEW VICE CHAIRPERSON.

MOTION CARRIED: 4-0.

4. PUBLIC INVITED TO BE HEARD

Chairperson Earl opened the Public Invited to be Heard.

Al Manley, 940 Rangeview Lane, Longmont; stated he is in process of renewing his lease on the south side of the airport after reaching its 20-year lease term. He stated that the lease template he received doesn't match the master lease agreement that was approved at the December 2022 City Council meeting. He asked the board should the unapproved modified version be used in place of the approved master lease. If the approved master lease can be modified doesn't that diminish the integrity of the master lease itself.

Colin Dielmann, 5521West 103 Ave, Westminster; stated his interest in becoming the new Fixed Based Operator (FBO) at the airport. He stated he has been speaking with Elite Aviation. He stated he is looking for advice for term negotiations, land leases, hangar, and Fixed Based Operator information.

Dave Copp, 4625 West 99th Place, Westminster; agreed with what Al Manley spoke to. He stated his displeasure with the treatment received by one of the largest customers of the airport regarding renewing their lease. He stated one modification he noticed is a $1,000,000 liability insurance for all personal vehicles at the airport. He stated that 21.10 states that this lease shall be governed and construed by the laws of Colorado and that the Colorado law only requires $100,000 liability insurance. He spoke about his negative perception of the airport manager from a customer perceptive. He voiced concern about the lack of manholes in the sewer project, the income and expense report missing for the annual report, and the lack of awareness for the future airport plans including grants.

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

5. APPROVAL OF MINUTES

January 12, 2023 – Minutes revisions needed.

Page 1, line 22; change dissented to abstained.

BOARD MEMBER SHOOK MOTIONED TO APPROVE THE JANUARY 12, 2023, MINUTES AS AMENDED, MOTION SECONDED BY BOARD MEMBER SALAMATIAN.

MOTION CARRIED: 4-0.

6. UPDATES FROM AIRPORT MANAGER

Airport Manager Brown provided an update on the following items.

I. SW Sewer Project

Airport Manager Brown stated that the project is wrapping up and he is currently processing the paperwork. He stated that the inspections have passed, low maintenance Colorado native grass seed has been planted, and that he needs to double check on repairs on the perimeter road and turn-around area for the skydiving outfit.

Airport Manager Brown responded to Board Member Shook question regarding the manholes. He stated that he has inspected the manholes himself and that they are present.

II. Prairie Dog Mitigation

Airport Manager Brown stated the plan is complete airport mitigation using DHQ Ranch Services starting Tuesday. He stated the plan after is for the city's wildlife department to help control the prairie dog population.

Airport Manager Brown responded to Vice Chairperson Dean's question about the final cost of prairie dog mitigation. He stated the city's wildlife department assessed the quote and that there is $43,000 budgeted.

III. Engineering Consultant Update

Airport Manager Brown stated there are no updates on this topic because we are still in the contracting phase. He stated he will give an update on the next month's airport update communication.

IV. Airshow Meeting (Sat., 3/11/23)

Airport Manager Brown stated there is a meeting set for Saturday, March 11, 2023, at 9 am at the Public Works Field office to get a basic idea of who wants to help work on the airshow.

Airport Manager Brown responded to Chairperson Earl's question about the modifications that were made to the approved lease. He stated that the insurance requirement modification came directly from the City's Risk Management Department. He stated he reached out to the Risk Management Department for clarification on this requirement.

Board Member Shook asked about the city's insurance requirements for personal vehicles on other city properties such as the police station parking lot and if this only subject to the airport.

Airport Manager Brown responded to Chairperson Earl's question; Airport Manager Brown stated that all leases must be approved by the City Council.

Chairperson Earl then stated that the idea of the master lease is to have generic language, so the advisory board doesn't have to make recommendations to the board for every lease.

7. INFORMATION ITEMS

None

8. ACTION ITEMS

I. Airport Sustainability Plan

Airport Manager Brown stated that there have been revisions to the sustainable aviation resolution draft made by the Airport Advisory Board.

Chairperson Earl stated there are two whereas statements that the board has been unsure of including in the sustainable aviation resolution draft. He read the whereas statements, whereas electric aircraft now commercial use are quieter than general aviation aircraft driven with an internal combustion engine and whereas reducing noise from repetitive short-range activities such as pilot training will improve community relations with the airport.

Chairperson Earl asked for a discussion from the Board.

Board Member Salamatian stated to his knowledge he believes it is the propeller that makes most of the sound. He also stated that in the second whereas statement we should encourage many people to take up aviation as possible, so we have a future as an airport. He then stated that he believes we should not include either whereas statements.

Chairperson Earl responded that he respectfully disagrees. He stated he does agree that he doesn't want to discourage anyone from getting into aviation. He also stated that having a quieter airport would improve the airport's relationship with the community.

Vice Chairperson Dean asked if there have been studies to measure the noise decibels of the aircraft.

Chairperson Earl said he was unable to answer Board Member Dean's question.

Council Member Martin stated it is not appropriate in a resolution to say anything more than "quieter". She stated after the former Vice Chairperson Robison resigned and was unable to complete the recommendations for the sustainable aviation resolution draft, she started working on it with an engineer. She stated that the knowledge of quieter propeller technology is enough for it to be a part of the resolution.

Board Member Salamatian wanted to clarify that we're not preventing people from using the airport in ways that could produce economic gain and more use of the airport.

Council Member Martin stated that a resolution cannot restrict any use of the airport, she clarified that the resolution is a statement of intent. She also stated the first electric plane to be certified for use by the Federal Aviation Administration will be training planes.

Board Member Shook stated he is not a propionate of electric airplanes due to potential safety issues. He also stated that he believes it is too early for electric airplanes at the airport.

Chairperson Earl stated that the electrification of the airport is a goal of the city and the City Council. He also stated that he believes being on the cutting edge would be good for the airport.

Chairperson Earl opened the Public Invited to be Heard.

Al Manley; 940 Rangeview Lane, Longmont; clarified for Airport Manager Brown that he was asking about the changes that were made to the approved master lease agreement and the lease agreement he received.

Rick Basiliere; 420 Nebraska Ave, Berthoud; stated that the Fort Collins Loveland airport is offering to the public 50-year leases. He asked the board to take that into consideration when the board is working on the fluidity of the lease agreement.

Melinda Jordan, 1110 Twin Peaks Circle, Longmont; stated she believes that the engine noise on a carbureted engine internal combustion engine is considerably higher than anything the propeller is going to produce. She stated that the master plan has the decibel level listed for what is acceptable. She also stated that leveraging the airport's unique situation of the city owning the airport and owning the power company, she stated she encourages the board to pursue this to be at the forefront of electrification.

Colin Dielmann, 5521West 103 Ave, Westminster; stated he is a flight instructor. He believes that the whereas statement that refers to pilot training sounds like it would have the intent to reduce the amount of flight training which he agrees could have significant economic damages not just for the aviation community but for Longmont as well. He stated regarding electrification he believes the airport should move forward to help benefit the airport. He also spoke about the noise produced by propellers.

Seeing no one else wishing to speak with the board, Chairperson Earl closed Public Invited to be Heard and asked the board for any further comments on the second whereas statement.

Council Member Martin clarified that a resolution cannot restrict or prohibit anything, and it improves the likelihood of getting grants for electronic aviation.

Chairperson Earl stated he feels the language is confusing, he asked if it should be reworded to tie it more directly to electric aircraft or just say reducing noise will improve community relations. He stated he doesn't want to discourage flight training.

Vice Chair Dean and Board Member Salamatian stated they agree with the rewording of the second whereas statement proposed by Chairperson Earl.

CHAIRPERSON EARL MOTIONED TO RECOMMEND THAT THE CITY COUNCIL APPROVE THIS RESOLUTION AS IN THE PACKET WITH THE ADDITION OF WHEREAS ELECTRIC AIRCRAFT NOW COMMERCIALLY USED ARE QUIETER THAN GENERAL AVIATION AIRCRAFT DRIVEN WITH COMMERCIAL INTERNAL COMBUSTION ENGINES AND WHEREAS REDUCING NOISE WILL IMPROVE COMMUNITY RELATIONS WITH THE AIRPORT, SECONDED BY VICE CHAIRPERSON DEAN.

MOTION CARRIED: 4-0.

II. **Annual Report**

Chairperson Earl presented a revised annual report, he stated he added more detail to the impact of the community by the airport. He asked for comments and feedback from board members.

Vice Chairperson Dean stated that he thinks adding more details about local business owners that use and rely on the airport.

Chairperson Earl opened the Public Invited to be Heard.

Melinda Jordan, 1110 Twin Peaks Circle, Longmont; stated she would like the annual report to include information about medical flights. She stated she would follow up on that and forward the information to the board. She stated that adding the economic impact on the area surrounding the airport would add to

the value of the annual report. She stated that it would also be beneficial to add the revenues from skydiving, as well as any other business operating at the airport.

Colin Dielmann, 5521West 103 Ave, Westminster; expressed that he does have interest in becoming the FBO (fixed-based operator). He stated interest in benefitting the local community, improving transportation from the airport, as well as food services. He stated he has a go to market strategy to bring local businesses to the airport.

Dave Copp, 4625 West 99th Place, Westminster; stated that the annual report needs to have a profit and loss statement so the public can see where the airport's money is being spent. He also stated that he has searched commercial airlines that are electric and there are none in service, there is none approved in Canada or the US by the FAA.

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

Chairperson Earl stated the annual report is missing key financial reports, revenues of specific businesses, and economic impact statements. He asked the board about the given report and do they want to edit it and bring it back next month or move forward as is?

Vice Chairperson Dean stated he would like to get the missing pieces added and then vote for approval next month.

Board Member Salamatian agreed that there needs to be more financial information included. He stated that he is for moving forward with the approval of this document if the financial information is available elsewhere.

Chairperson Earl responded by stating that the legal requirement is to report the board's work activities as a board. He stated that historically the board has provided more because the board views it as an opportunity to advocate on behalf of the airport. He stated that the current document meets the requirements but agrees that it could be more comprehensive.

Council Member Martin responded to Chairperson Earl's question stating that the budget cycle is not important to the council, it's important to staff because the staff must put in budgetary requests by May. She stated this report is used to justify the budget requests. She stated that the council will see the budget in August.

Transportation Planning Manager Greenwald responded to Board Member Salamatian's question regarding accessibility to the financial documents. He stated the city's management asked him to stop sharing the financial statements at the board meetings and that boards are not at the level of being able to make recommendations about how dollars are spent on day-to-day operations. He also stated that there are publicly available records and that he could provide an overview of the financials.

Chairperson Earl respectfully disagreed. He stated that this is an enterprise fund and that the board recommends rates to the city council and one of the board's objectives is to increase revenue at the airport.

Transportation Planning Manager Greenwald stated he will review other enterprise funds and see how they report their financial information.

Chairperson Earl requested that if anyone has anything they would like to have included or added beyond the comments that were made or some of the things that people said they might be able to track them down to get those to him as soon as possible.

9. FINAL PUBLIC INVITED TO BE HEARD

Chairperson Earl opened the Public Invited to be Heard.

Melinda Jordan, 1110 Twin Peaks Circle, Longmont; stated that regarding the annual report that at least the board should see the financials. She stated that they were able to allocate $25,000 from our budget to go to the event, she stated the board was unaware that this line item was removed and due to this there

will be no airshow in 2023 with no future date set. She stated as the Board you're trying to advise which would include economic impact and business development and how the Board can support that which is why she recommends that the financial information be available monthly. She also spoke about the future of the administrative transfer fee and if we are being fairly represented, fairly billed for that fee, and whether can we afford it.

Dave Copp, 4625 West 99th Place, Westminster; stated that he believes prairie dogs are still being dropped off at the airport.

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

Airport Manager Brown responded to Board Member Dean stating this meeting on Saturday will be to see what kind of interest there is for the air show and to see if September 23 is still an option, he stated he believes it's not practical to have a 2023 airshow.

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

I. Ideas for future agenda items

Board Member Salamatian suggested as a future agenda item to discuss what the board can do to improve the FBO situation.

II. 2023 Work Plan

Council Member Martin thanked the board for passing the sustainability resolution. She also stated that the FAA is looking at special approval for the pipistrel trainer.

Board Member Shook asked if the Board could do the application process early.

Council Member Martin stated that for mid-year recruitment the application process will start on Monday.

Chairperson Earl asked the public, if they qualify, to please apply to the Board.

11. ADJOURN

The meeting was adjourned at 07:22 p.m.
Respectfully submitted,

Chairperson Harrison Earl

Airport Advisory Board

KP 01/13/2023

MINUTES
Airport Advisory Board
April 13, 2023

CALL TO ORDER

The April 13, 2023, Airport Advisory Board meeting was called to order by Chairperson Harrison Earl at 6:08 p.m. in City Council Chambers.

ROLL CALL

Recording Secretary Kayla Picciau called roll. Those present were Chairperson Earl and Council Member Marcia Martin. Vice Chairperson Malcolm Dean and Board Members Steve Shook and Tallis Salamatian were absent.
Staff present was Levi Brown, Airport Manager. Phil Greenwald, Transportation Planning Manager was absent.

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 Harrison Earl
Airport Advisory Board
KP 04/14/2023

Airport 2023 Revenues/Expenditures

ACCT DESCRIPTION	TYPE	2023 Budgeted	Actual	Encumbrances	Remaining Amt	% Used
Fuel Tax Refund	Revenue	7,700.00	540.04	0.00	7,159.96	7.01
Federal Grant	Revenue	0.00	0.00	0.00	0.00	0.00
Federal Grant-Capital	Revenue	0.00	0.00	0.00	0.00	0.00
State Grant	Revenue	0.00	212,662.86	0.00	-212,662.86	0.00
State Grant Capital	Revenue	0.00	-168,695.17	0.00	168,695.17	0.00
Fuel Flowage	Revenue	9,000.00	531.54	0.00	8,468.46	5.91
Special Event Space Rental	Revenue	0.00	0.00	0.00	0.00	0.00
Cell Tower	Revenue	91,000.00	54,423.35	0.00	36,576.65	59.81
FBO Lease	Revenue	37,500.00	12,941.38	0.00	24,558.62	34.51
Ramp Fee	Revenue	2,000.00	371.00	0.00	1,629.00	18.55
Public Use Permit Fees	Revenue	18,480.00	5,067.36	0.00	13,412.64	27.42
Swoop Pond	Revenue	2,000.00	0.00	0.00	2,000.00	0.00
Miscellaneous	Revenue	0.00	6,577.52	0.00	-6,577.52	0.00
Prior Years Rev Exp	Revenue	0.00	0.00	0.00	0.00	0.00
Interest Operating	Revenue	0.00	3,143.43	0.00	-3,143.43	0.00
Hangar Leases	Revenue	459,790.00	308,308.98	0.00	151,481.02	67.05
Total Revenue		**627,470.00**	**435,872.29**	**0.00**	**191,597.71**	

ACCT DESCRIPTION	TYPE	2023 Budgeted	Actual	Encumbrances	Remaining Amt	% Used
Staff Training and Conference	Expense	6,100.00	367.50	0.00	5,732.50	6.02
Food Allowance	Expense	500.00	309.57	0.00	190.43	61.91
Supplies	Expense	10,164.00	432.25	0.00	9,731.75	4.25
Audiovisual Materials	Expense	0.00	0.00	0.00	0.00	0.00
Dues and Subscriptions	Expense	2,815.00	275.00	0.00	2,540.00	9.77
NonCapital Equip and Furniture	Expense	3,100.00	0.00	0.00	3,100.00	0.00
Repair and Maintenance	Expense	100,000.00	5,886.17	45,000.00	49,113.83	50.89
Mileage Allowance	Expense	150.00	0.00	0.00	150.00	0.00
Prof and Contracted Services	Expense	88,750.00	40,641.22	28,200.47	19,908.31	77.57
Ads and Legal Notices	Expense	500.00	0.00	0.00	500.00	0.00
Utilities	Expense	15,000.00	5,993.00	0.00	9,007.00	39.95
Telephone Charges	Expense	740.00	95.55	0.00	644.45	12.91
Postage	Expense	100.00	4.78	0.00	95.22	4.78
Printing Copying and Binding	Expense	200.00	0.00	0.00	200.00	0.00
Other Services and Charges	Expense	0.00	0.00	0.00	0.00	0.00
Pcard Clearing	Expense	0.00	0.00	0.00	0.00	0.00
Total Expenses		**228,119.00**	**54,005.04**	**73,200.47**	**100,913.49**	

Revenues minus Expenses	**399,351.00**	**381,867.25**	**-73,200.47**	**90,684.22**

2023 Purchase Order

Description	Remaining	Opened Amt	Vendor
Mowing services at Longmont Airport	$45,000.00	$45,000.00	Panorama Coordinated Services
Prairie Dog mitigation	$23,830.00	$44,000.00	QDC Ranch Services LLC
Blanket PO for Restroom Services at th	$4,592.00	$5,000.00	Redi Services LLC
Cleaning services	$3,007.00	$4,000.00	Team Custodial Services
Plow snow at Longmont Airport	$6,687.50	$20,000.00	Nixcavating Inc
	$83,116.50	**$118,000.00**	