CITY OF LONGMONT | Vance Brand Airport Advisory Board

AGENDA
AIRPORT ADVISORY BOARD
CITY COUNCIL CHAMBERS
350 Kimbark St.
Thursday, November 09th 2023 - 6:00 PM
Regular Meeting (In Person Only)

1. Call to Order
2. Roll Call
3. Public Invited to be Heard
4. Approval of the August 2023 Minutes and September 2023 Minutes
5. Updates from the Airport Manager
6. Information Items
7. Action Items
    A. Avigation Easement
8. Final Public Invited to be Heard
9. Board, City Council Representative, and/or Staff Comments
10. 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
August 10, 2023
CITY COUNCIL CHAMBERS

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1. CALL TO ORDER

The August 10, 2023, Airport Advisory Board meeting was called to order by Chairperson at 6:00 p.m. in the City Council Chambers.

2. ROLL CALL

Kayla Picciau, Recording Secretary, called roll. Those present were Chairperson Harrison Earl, Vice Chairperson Malcolm Dean, and Board Members Tallis Salamatian, Steve Shook, Reiner Gotz, and City Council Member Marcia Martin.

Staff present were Levi Brown, Airport Manager, and Kayla Picciau, Recording Secretary.

3. PUBLIC INVITED TO BE HEARD

Chairperson Earl opened the Public Invited to be Heard.

Melinda Jordan; 1110 Twin Peaks Circle, Longmont; stated she received a notification about a fast webinar on August 23rd regarding swift fuels. She stated the air show committee met Saturday and decided to cancel this year's plans, the next meeting will be September 23rd, 2023, at 9:00 AM in the airport manager's conference room. She stated the date for next year's show will be Sept 14, 2024, from 7 am to 5 pm and the proposed theme is the Future of Aerospace. She also stated that the airshow will feature St Vrain Innovation Center and a request was made for student support. She stated the committee is working on brainstorming ideas like a car parade to close the runway. She stated that the band has been secured and the committee is working on securing sponsor donation commitments. She started to direct any questions or input to her and that there will be monthly meetings going forward.

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

4. APPROVAL OF MINUTES

i. July 13, 2023 – Minutes revisions needed

Pg. 1, Line 11; Steve Shook was absent.

Pg.1, Line 33; Motion carried should be 4-0.

Pg. 2, Line 1; Motion carried should be 4-0.

Pg 3, Line 13; Motion carried should be 4-0.

Pg. 3, Line 16; AOP should be AOPA.

BOARD MEMBER STEVE SHOOK MOVED, SECONDED BY VICE CHAIR MALCOLM DEAN, TO APPROVE THE JULY 13, 2023, MINUTES AS AMENDED.

MOTION CARRIED: 5-0.

5. UPDATES FROM AIRPORT MANAGER

Levi Brown, Airport Manager, provided an update on the following items

I. Mowing

Levi stated that there have been some communication issues with the mowing company about certain areas that needed to be mowed. He also stated that he is currently working with the city on the hay farming contract.

II. Airfield Maintenance

Levi stated that new windsocks have been installed.

Levi also stated that improvements have begun on the airport perimeter road and that the repaving in between the taxi lanes has been completed.

Levi responded to Vice Chair Dean's question about the gate repair he mentioned at the last meeting. Levi replied that it has been added to the repair list and he hasn't received a date for repair.

Board Member Salamatian asked Levi if the hay farming contract would generate positive revenue for the airport and if this contract will save any money on the mowing fees.

Levi responded the hay contract would be a kind agreement and that it will provide a significant impact on the current mowing fees.

III. Land Survey

Levi stated that the land survey has begun, the survey will be used as a parcel map for lease. Levi stated that $20,000 will be used from his professional services budget.

IV. Automatic Dependent Surveillance-Broadcast Tracking

Levi stated that he is working to get better data figures for airport operations using ADS-B tracking.

Levi stated that he has contracted with Airport Monitoring Services. He stated the company has shipped the tracking device and he hopes to have it installed by the end of the month.

Levi responded to Board Member Gotz's question explaining that the tracking device is permanent and records airport traffic.

V. Grant Assurance

Levi stated that he and the city will be meeting with the Federal Aviation Administration to discuss general land use around the airport.

6. INFORMATION ITEMS

I. Budget

Levi Brown presented updates that have been made to the budget. He stated that there is currently $43,000 left of the $100,000 maintenance budget. He stated there are plans to spend the remaining maintenance budget by the end of the year.

Levi stated he received a bid totaling $13,000 for bollards for the airfields gas lines and fire hydrants.

Levi stated he added a line item totaling $45,000 for the airshow.

Levi responded to Vice Chair Dean's question stating that last year's mowing budget was $9,000 and the lowest bid he received this year was for $42,000.

Levi responded to Vice Chair Dean regarding the mowing being performed internally, Levi stated he will be attending the DIA auction looking for a mower and an airport vehicle. He stated the DIA and CDOT auction off old equipment and CDOT grants can be used.

7. ACTION ITEMS

I. Navigation Easement

Levi Brown stated he will send out the navigation easement to the board. He is requesting input from the board on how and where they might want to apply such easements.

Chairperson Earl requested that Levi bring this item back at next month's meeting with the recommendation of action he would like the board to take on navigation easements.

8. FINAL PUBLIC INVITED TO BE HEARD

Chairperson Earl opened the Public Invited to be Heard.

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

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

Ideas for future agenda items

Vice Chairperson Dean asked Levi for an update on prairie dog mitigation.

Levi Brown stated he didn’t have any updates and would give an update at the next meeting.

Council Member Martin complimented Melinda for her work on the airshow.

10. ADJOURN

The meeting was adjourned at 06:28 p.m.
Respectfully submitted,

Chairperson Harrison Earl

Airport Advisory Board

KP 08/10/2023

MINUTES
Airport Advisory Board
September 14, 2023

CALL TO ORDER

The September 14, 2023, Airport Advisory Board meeting was called to order by Vice Chairperson Malcolm Dean at 6:00 p.m. in City Council Chambers.

ROLL CALL

Recording Secretary Kayla Picciau called roll. Vice Chairperson Malcolm Dean, Board Members Reiner Gotz, and Steve Shook were present. Board Member Tallis Salamatian and Council Member Martin were absent.

Staff present were Levi Brown, Airport Manager, and Kayla Picciau, Recording Secretary.

Adjournment

The Airport Advisory Board did not have a quorum of four board members. The meeting was adjourned at 6:03 p.m.

Respectfully Submitted,

Chairperson Harrison Earl

Airport Advisory Board

KP 09/14/2023