CITY OF LONGMONT | Vance Brand Airport Advisory Board

AGENDA
AIRPORT ADVISORY BOARD
CITY COUNCIL CHAMBERS
350 Kimbark St.
January 11, 2024 -- 6:00 PM
Regular Meeting (In Person Only)

1. Call to Order
2. Roll Call
3. Election of Officers
4. Select Meeting Date and Time for 2024
5. Select Official Posting Location for Board Agendas
6. Public Invited to be Heard
7. Approval of the
   i. December 2023 Minutes
8. Updates from the Airport Manager
9. Information Items
   i. Annual Report
   ii. South Side Development Update
10. Action Items
11. Final Public Invited to be Heard
12. Board, City Council Representative, and/or Staff Comments
    i. Ideas for future agenda items
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
December 14, 2023
CITY COUNCIL CHAMBERS

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1. CALL TO ORDER

The December 14, 2023, Airport Advisory Board meeting was called to order by the Chairperson Earl at 6:00 p.m. in the City Council Chambers.

2. ROLL CALL

Lauren Harding, Alternate Recording Secretary, called roll. Those present were Chairperson Harrison Earl, Vice Chairperson Malcolm Dean, and Board Members Tallis Salamatian, and Steve Shook.

Staff present were Levi Brown, Airport Manager, and Lauren Harding, Recording Secretary.

Board Member Reiner Gotz, City Council Member Marcia Martin and Kayla Picciau, Recording Secretary were absent.

3. PUBLIC INVITED TO BE HEARD

Chairperson Earl opened the Public Invited to be Heard.

Melinda Jordan; 1110 Twin Peaks Cir., Longmont; provided an airshow update. She stated the next meeting will be held on January 20th at 9 am, held either at Levi's office or public works.

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

4. APPROVAL OF MINUTES

I. November 09, 2023 – Minutes

Pg 1; Line 21; ALPA should state AOPA.

Pg 3; Line 8; ALPA should state AOPA.

Pg 2; Line 25; Harrold should state Harold Dominguez.

II. Special Meeting – Minutes

Pg 2; Line 15; Purpose should state proposed.

Pg. 2; Line 18; Applicates should state applicants.

Pg. 2; Line 19; Salamatain should state Salamatian.

VICE CHAIRPERSON DEAN MOVED, SECONDED BY BOARD MEMBER SALAMATIAN, TO APPROVE THE NOVEMBER 09, 2023 AND THE SPECIAL MEETING MINUTES AS AMENDED.

MOTION CARRIED: 4-0.

III. UPDATES FROM AIRPORT MANAGER

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

I. 2024 Projects

Levi stated he has been doing preparatory planning for 2024 projects. He stated he is going to get some engineer grant money projects moving forward like the wildlife fence and the assessment of the pavement rehab project.

Levi stated there is work being done on the beacon and airport signage light. He stated he is looking for an electrician to complete the work.

Levi stated he had a conversation with an engineer to do an assessment of the master drainage for the South side of the airport.

Levi responded to Board Member Salamatian question stating the South side is the focus for the master drainage project.

Levi responded to Board Member Shook stating this drainage issue will be tied into the pavement rehab project.

II. Airfield Survey

Levi stated that the airfield survey has been completed.

Levi responded to Board Member Shook that the survey map will used as the master map and going forward. Levi stated all parcel map will come from this survey.

III. Leases

Levi stated that there is a an individual potentially interested in subleasing the hanger below his office. He stated that the individual is interested in bringing a helicopter school to the area.

Levi stated he performed a complete review of airport leases. He stated that there were some errors on some of the leases and he will be sending out some corrections.

Levi stated the airshow has been added to the city calendar.

Levi responded to Vice Chairperson Dean's question stating that the budget for snow removal is still good and we still have $14,000 left over from mowing.

Board Member Shook asked Levi for an update on the new truck and equipment.

Levi responded to Board Member Shook stating he is having a battery tender and block heater installed. He stated the truck is still with fleet and is waiting on an alignment.

IV. INFORMATION ITEMS

V. ACTION ITEMS

I. CPI Recommendation

VICE CHAIRPERSON DEAN MOVED, SECONDED BY BOARD MEMBER SHOOK, TO RECOMMEND THE CPI RECOMMENDATION.

MOTION CARRIED: 4-0.

VI. FINAL PUBLIC INVITED TO BE HEARD

Chairperson Earl opened the Public Invited to be Heard.

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

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

Chairperson Earl stated the Board Member Gotz has resigned. He stated there is now one more open seat. He stated council has on their agenda to appoint new board members at their Tuesday meeting.

BOARD MEMBER SHOOK MOVED, SECONDED BY VICE CHAIRPERSON DEAN, TO RECOMMEND THAT CHAIRPERSON EARL SEND A NOTE TO COUNCIL ABOUT FILLING BOARD MEMBER GOTZ OPEN SPOT.

MOTION CARRIED: 4-0.

VIII. ADJOURN

The meeting was adjourned at 06:26 p.m.
Respectfully submitted,

Chairperson Harrison Earl

Airport Advisory Board

KP 12/14/2023