MINUTES
Airport Advisory Board
August 14, 2025
CITY COUNCIL CHAMBERS

---

1. CALL TO ORDER

The August 14, 2025, Airport Advisory Board meeting was called to order by Chairperson Jordan at 6:00 p.m. in the City Council Chambers.

2. ROLL CALL

Kayla Picciau, Recording Secretary, called roll. Those present were Chairperson Melinda Jordan, Vice Chairperson Dan Meester, and Board Members Steve Shook, Matt Gibson, Charles Shilling, and Tara Menza.

Board Member Malcom Dean was absent.

City Council Member Matthew Popkin arrived at 6:02pm.

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

3. PUBLIC INVITED TO BE HEARD

Al Manley, 940 Rangeview Lane, Longmont; stated that the future of airport development may be in danger. He stated that Levi Brown reassigned lease terms as opposed to issuing new 30-year leases. He asked the board if they have been directed by City Council to recommend new lease terms and if so, what was the board's response.

Joe Friedman, 5723 Four Leaf Drive, Longmont; spoke about his concerns with the volume of aircraft noise. He suggested that the airport should limit the amount of touch and go landings per plane, and recommended later start times, and no touch and go landings in the evenings.

David Copp, 4625 West 99th Place, Westminster; stated that the board was left out of discussions that happened with the City Council and the Airport Manager about 30-year leases.

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

4. APPROVAL OF MINUTES

i. July 10, 2025 – Minutes

Board Member Shook stated there were items missing from the minutes including discussion on the 30-year leases.

Chairperson Jordan stated she will request that a transcript be added to the minutes.

CHAIRPERSON JORDAN MOVED, SECONDED BY VICE CHAIRPERSON MEESTER, TO APPROVE THE JULY 10, 2025, MINUTES AS PRESENTED.

MOTION CARRIED: 6-0.

5. UPDATES FROM AIRPORT MANAGER

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

Levi stated that the Fixed-Based Operator (FBO) now has a defibrator that was provided by Colorado Department of Transportation (CDOT).

Levi stated that gate one needs to be repaired. He stated it should be repaired within the next day or two.

Levi provided the board with a Request for Information (RFI) document for airport landing fee billing and collection services. He stated responses from vendors will be due by August 22, 2025.

City Council Member Popkin explained the purpose of a RFI.

Board Member Shook asked if the intent of landing fees is due to a deficient in airport funding.

Levi responded it was the direction from the City Council to investigate landing fees to better fund the airport.

Levi responded to Vice Chairperson Meester's question stating there is no updates about the AWOS(Automated Weather Observing System).

Levi presented the draft of the Airport Emergency Plan to the board. He stated this emergency plan is new to the airport. He asked the board to review the emergency plan and come to the next meeting with edits and comments.

City Council Member Popkin stated that the stakeholders for the emergency plan should be elaborated.

Chairperson Jordan recommended that the document presented be used as a brief and the longer document Levi created to be used for briefings.

CHAIRPERSON JORDAN MOVED, SECONDED BY VICE CHAIRPERSON MEESTER, TO RECOMMEND ADDING A SATURATED PATTERN POLICY TO THE VOLUNTARY NOISE ABATEMENT PROGRAM.

Board Member Shilling asked Chairperson Jordan for examples of airports using this type of policy. He stated he believes this policy needs to be studied further.

Chairperson Jordan stated this policy has been approved by the FAA for use at the Rifle Garfield County Airport.

Board Member Menza stated she believes that this policy will provide confidence with the public that the board is listening to their concerns about aircraft noise.

Chairperson Jordan withdrew her original motion.

CHAIRPERSON JORDAN MOVED, SECONDED BY VICE CHAIRPERSON MEESTER, TO RECOMMEND TO CITY COUNCIL TO INVESTIGATE ADDING A SATURATED PATTERN POLICY TO THE VOLUNTARY NOISE ABATEMENT PROGRAM.

MOTION CARRIED 2-4.

Chairperson Jordan stated she put in a request to AOPA (Aircraft Owners and Pilots Association) to ask if they have any information about other airports using a Saturated Pattern Policy. She stated Levi has reached out to Rifle Garfield County Airport to talk with the airport manager about the Saturated Pattern Policy.

6. INFORMATION ITEMS

i. Vance Brand Noise Abatement Program

Levi provided an update on the Vance Brand Noise Abatement Program (VNAP). He stated he spoke with Airport Monitoring Systems about improving airport monitoring. He stated they demonstrated some ideas and some add-ons to the current monitoring system. He stated they brought in a consultant and discussed them doing an assessment of the VNAP.

Chairperson Jordan stated the airport is on the cutting edge of VNAP and monitoring.

Levi stated that the funding for the monitoring would hopefully be funded from CDOT grants.

Levi stated he will be attending the Quarterly Voluntary Noise Abatement Procedure and Flight School meeting and will provide an update at the next meeting.

Levi stated he will be attending the Airport Manager meeting following the Quarterly Voluntary Noise Abatement Procedure and Flight School meeting and will provide an update at the next meeting.

7. ACTION ITEMS

i. Vance Brand Noise Abatement Program Recommendations

8. FINAL PUBLIC INVITED TO BE HEARD

Chairperson Jordan opened the Public Invited to be Heard.

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

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

Board Member Shook stated he is concerned about the airport budget. He recommended that the board be presented with the airport budget monthly.

BOARD MEMBER SHOOK MOVED, SECONDED BY BOARD MEMBER MENZA, TO RECOMMEND TO COUNCIL TO DIRECT STAFF TO PROIVDE THE BOARD WITH MONTHLY FINANCIAL INFORMATION.

MOTION CARRIED 6-0.

Vice Chairperson Meester provided an overview of the senate sponsored Bill 2175 stating it would restrict the usage of Automatic Dependent Surveillance–Broadcast (ADSB) for tracking pilots to assess fees for landing and takeoff. He stated that any conversion with Council should wait until the bill has passed or failed.

City Council Member Popkin stated things like the Airport Emergency plan should be included in the monthly board packet.

Board Member Shook mentioned to Levi that he has seen an increase in prairie dogs between the ramp and 29.

Levi stated there was an assessment done of that area a month and a half ago.

City Council Member Popkin asked if there has been any updates or timeline for the grant funding for the infrastructure improvements.

Levi stated Capital Improvement Program (CIP) season is starting soon. He stated he will be having preliminary discussions with the engineers starting in the next week or two.

Levi provided an update on the ramp rehabilitation project. He stated that 3 out of 5 phases have been completed. He stated the contractor has abandoned the project. He stated it is currently with the City Management and lawyers.

Board Member Gibson requested that Council Member Popkin requests for the City Attorney to attend a board meeting to review and discuss lease processes.

Council Member Popkin replied that he will ask but seeing that the City Council has not asked the board for comments on leases at this time it may not be appropriate.

Board Member Shilling stated he would like more information about the lease policies and processes.

Chairperson Jordan reminded the board they are governed by Sunshine Law. She stated that the Airport Advisory Board consists of seven (7) at-large members. Additionally, a member of the City Council is appointed as an ex-officio member. Each at-large member is appointed to serve a three (3) year terms in accordance with Chapter 2.94 of the Longmont Municipal Code. The board is advisory only and provides recommendations to City Council on matters concerning long-range planning, land use, and improvements for the Vance Brand Airport. Duties of the Airport Advisory Board include: reviewing and recommending a long-range master plan and financing plan for the Vance Brand Airport; reviewing and recommending actions concerning leases, fees, and annual budgets for the airport; developing and recommending annual goals and objectives for operation and development of the airport; reviewing and recommending actions concerning the airport rules; presenting an annual report concerning the status of the airport; promoting the development and utilization of the airport pursuant to the adopted master plan and airport rules; and promoting awareness, utilization, and development of the airport pursuant to, and consistent with, the Council's adopted goals and objective and master plan.

10. ADJOURN

The meeting was adjourned at 8:19 p.m.
Respectfully submitted,

Chairperson Melinda Jordan

Airport Advisory Board

KP 08/26/2025