CITY OF LONGMONT | Vance Brand Airport Advisory Board

AGENDA
AIRPORT ADVISORY BOARD
CITY COUNCIL CHAMBERS
350 Kimbark St.
NOVEMBER 13, 2025 -- 6:00 PM
Regular Meeting (Livestream)

1. Call to Order
2. Roll Call
3. Public Invited to be Heard
4. Approval of the October 2025 Minutes
5. Updates from the Airport Manager
6. Information Items
   i. Draft Airport Leasing Policy
   ii. Vance Brand Noise Abatement Program
   iii. Engineering Plan for Unleaded Fuel Infrastructure
   iv. Airport Authorities
   v. Electrification and Sustainability Planning
      - Solar
   vi. Rates and Charges Study
   vii. Control Tower
7. Action Items
   i. Airport Emergency Plan Recommendation
   ii. AAB Applicants and Recommendation
   iii. Historic Preservation and Proclamation for Airport's 80th Anniversary
8. Final Public Invited to be Heard
9. Board, City Council Representative, and/or Staff Comments
10. 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

October 23, 2025

CITY COUNCIL CHAMBERS

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1. CALL TO ORDER

The October 23, 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 Malcolm Dean, Steve Shook, Matt Gibson, Charles Shilling, Tara Menza and City Council Member Matthew Popkin.

Staff present were Levi Brown, Airport Manager, Sandi Seader, Assistant City Manager, Jennifer Wojniak, Business Analyst, and Sandra Sifuentes, Budget Manager and Kayla Picciau, Recording Secretary.

3. PUBLIC INVITED TO BE HEARD

Chairperson Jordan opened the Public Invited to be Heard.

Jonathan Kasemir, 1900 Creekside Drive, Longmont; he stated he is in support of the airport. He stated he is against landing fees.

Robert Leyner, 229 Airport Road, Longmont; he stated he is in favor of the airport. He stated he is disappointed with the upkeep at the airport.

Carol Leyner, 229 Airport Road, Longmont; She stated she has a business at the airport. She stated she is against landing fees. She stated landing fees will have a negative impact on airport businesses.

Kyle Foley, 2331 Santa Fe Drive, Longmont; he stated he is looking for a clear path forward to make improvements to the airport with the support of the community.

Troy Anderson, 1232 Twin Peaks Circle, Longmont; he stated he is against landing fees. He stated landing fees will reduce the amount of people visiting the airport.

Katheryn Conner, 229 Airport Road, Longmont; she is representing Aerosphere Flight School. She stated she is against landing fees. She stated landing fees could cause Aerosphere Flight School to move to another airport.

Adrian Nye, 1502 Euclid Circle, Lafayette; he stated he is the President of the Colorado Pilots Association. He stated he is against landing fees. He stated that building more hangars to meet demand will generate revenue.

Gary Tobey, 6441 S. Piney Creek Circle, Centennial; he stated he is against landing fees. He stated he supports the airport.

Windfield Greene, 849 Snowberry Street, Longmont; he stated he is a student pilot at Aerosphere Fight School. He stated that the airport is an asset to Longmont. He stated he is against landing fees.

Joe Friedman, 5723 Four Leaf Drive, Longmont; he stated he supports landing fees. He stated that the fees structure should be equitable and not discriminatory.

Brett Pomainville, 5846 Grandville Ave, Longmont; he stated he is against landing fees. He stated landing fees will not resolve the noise issue.

Gary Stube, Hygiene Rd, Outside City Limits of Longmont; he stated he is a hangar owner. He stated he is against landing fees.

Bryce Bennett, 2450 Airport Road, Longmont; he stated this airport has provided him with many opportunities. He stated he is against landing fees.

John Grunsfield, 229 Airport Rd, Longmont; he spoke about Federal Aviation Administration (FAA) processes for reducing noise. He suggested exploring FAA processes before making any decisions. He recommended that the city should do an economic analysis for landing fees. He supports installing a control tower at the airport, which could be FAA funded.

Colin Diehlman, 229 Airport Rd, Longmont; he stated he is a business owner and hangar owner at the airport. He stated he would like to increase local engagement. He recommends that the board asks the city council to reevaluate the value and potential of the airport.

Steve Hoffman, Estes Park; he stated he is against landing fees.

William Dodge, 315, Longmont; he stated he is a commercial pilot. He stated he is against landing fees.

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

4. APPROVAL OF MINUTES

I. August 14, 2025 Minutes

Pg. 2, line 10 should state “deficiency” instead of “deficient”

Pg. 2, line 12 should state “there are no updates” instead of “there is no updates.”

Pg. 4, line 22 should state “provide” instead of “promote”

II. September 11, 2025 No Quorum Minutes

Pg. 1, line 11 missing Board Member Tara Menza’s name

BOARD MEMBER DEAN MOVED, SECONDED BY VICE CHAIRPERSON MEESTER, TO APPROVE THE AUGUST 14, 2025 AND THE SEPTEMBER 11, 2025 MINUTES AS AMENDED.

MOTION CARRIED: 7-0.

5. UPDATES FROM AIRPORT MANAGER

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

Levi stated that the Crack Seal Project is delayed due to legal issues; he stated that construction is expected to resume in spring 2026.

Levi stated the Capital Improvement Project (CIP) meetings will start at the end of the month. He stated the focus is on transition to unleaded aviation fuel (per Colorado House Bill 1235) and planning for replacement of aging underground low-lead fuel tank.

6. INFORMATION ITEMS

I. Airport Financials

Sandi Seader, Assistant City Manager, Jennifer Wojniak, Business Analyst, and Sandra Sifuentes, Budget Manager, presented the airport financial report.

Sandi noted that the landing fees can only be implemented to fund the airport and not to reduce noise.

Jennifer stated that the current budget status for operating revenue and expenses is nearly balanced.

Jennifer stated fund balance is being drawn down annually. She stated without changes, projected deficit of $271,000 by 2029.

Sandi responded to Board Member Shilling's question stating the airport does not rely on donations as a revenue source.

Jennifer responded to Board Member Shook's question stating that the miscellaneous income line item includes hangar leases.

Jennifer stated that revenue sources include hangar leases, fuel tax refunds and ramp fees, permits, and FBO lease.

Jennifer explained that the expenses for the operating and maintenance line item include personnel costs, contracted services (e.g., mowing, snow removal), fleet maintenance and the administrative transfer fees (ATF).

Sandi stated that the city currently pays 50% of the ATF.

Board Member Shook requested to see more detail for the operating and maintenance line item.

Board Member Menza asked Sandi if the airport has exhausted all measures of generating revenue.

Sandi stated that the city council is looking for suggestions for generating revenue.

Levi responded they are working on different ways to generate revenue like hangar development.

Chairperson Jordan asked how the city will help support the airport apply for grants.

Sandi responded that there is available support through the city for writing grants.

Chairperson Jordan stated there was a 501(c)(3) created to help support the airport. She stated recently it has only been used for scholarships.

II. Landing Fee Options and Recommendations to City Council

Jennifer presented the following landing fee scenarios and revenue impacts.

Jennifer presented the first scenario as a flat fee of $7.09 per landing with 100% ATF being paid by the airport with no exemptions.

Sandi stated if this scenario is selected the overall fund balance would be positive. She stated this is assuming that the aircraft traffic would remain the same as today.

Sandi responded to Vice Chairperson Meester question that the landing fee company would use Automatic Dependent Surveillance–Broadcast (ADS-B) to charge fees.

Vice Chairperson Meester responded there is legislation pending that forbids the use of ADS-B for revenue generation.

Vice Chairperson Meester also provided some ideas to generate revenue like a user friendly Fixed Based Operator (FBO) lease which would encourage on-site mechanics and a full time restaurant that would generate revenue from taxes.

Chairperson Jordan stated she would like to see some analysis on increasing the airports fuel flowage fee to help generate revenue. She stated that Longmont could be “blacklisted” by pilots and flight schools if the city council approved landing fees.

Board Member Shilling requested more data from other airports that charge landing fees.

Vice Chairperson Meester stated Aircraft Owners and Pilots Association (AOPA) has a study on the effectiveness of landing fees.

Board Member Shook stated enforcing landing fees would affect safety at the airport. He also stated that the airport needs to apply for more grants. He stated he would like to see improvements to the airport by upgrading the FBO and adding new hangars.

Jennifer presented the second scenario as a tiered fee based on aircraft weight.

Jennifer presented the third scenario as an exemption for based aircraft or hangar tenants.

Sandi stated that a request for information (RFI) was sent out to companies that would collect the fees, and two companies responded. She stated it would be a no cost contract and would not affect the budget.

III. Hangar Lease Changes – Preliminary Discussion

Levi provided an update about hangar lease changes. He will present the draft of the hangar lease changes at next month’s meeting. He stated all changes are only subject to new leases.

IV. Unleaded Fuel Update

Levi stated they are finishing up the unleaded fuel plan draft, he stated it should be completed by the end of the month. He stated that there is a Colorado Department of Transportation (CDOT) grant available.

Board Member Shilling asked if the board could be presented with what percentage of fuel cells are leaded verses unleaded over time.

Chairperson Jordan stated she would provide the three year usage report to Board Member Shilling.

Council Member Popkin stated that he would like to have that report as well so he can share it with the City Council.

V. Airport Monitoring System Proposal

Levi presented the Airport Monitoring System proposal presentation. He stated that the Airport Monitoring System tracks air traffic. He stated he discussed with them other services they can provide like a public facing dashboard and a baseline assessment of the Vance Brand Noise Abatement Program (VNAP). He stated that the dashboard would cost $7,000 and the assessment would cost $10,000.

VI. Vance Brand Noise Abatement Program

Levi stated he will be attending the National Noise Abatement Conference.

7. ACTION ITEMS

I. Landing Fee Options and Recommendations to City Council

BOARD MEMBER SHOOK MOVED, SECONDED BY BOARD MEMBER MENZA FOR NO LANDING FEES TO BE ADVISED TO THE CITY COUNCIL.

Board Member Shilling stated he believes that there is missing data from other airports that enforce landing fees.

MOTION CARRIED: 6-1.

II. Refer Emergency and Communications Procedures to Council

CHAIRPERSON JORDAN MOVED, SECONDED BY VICE CHAIRPERSON MEESTER TO RECOMMEND THE EMERGENCY AND COMMUNICATIONS PROCEDURES TO BE PRESENTED TO THE CITY COUNCIL.

Board Member Menza stated there needs to be more information about who to contact and who this procedure is directed to. She also stated that it should state included but not limited to not just including.

MOTION FAILED: 0-7.

8. FINAL PUBLIC INVITED TO BE HEARD

Chairperson Jordan opened the Public Invited to be Heard.

Gary Stube, Hygiene Rd, Longmont; he stated that the airport monitoring system data is not accurate. He recommends that the airport build hangars to generate more revenue.

Matt Menza, 2235 Parkview Dr, Longmont; he stated that the city has not done their part in supporting the airport and researching landing fees.

Troy Anderson, 1232 Twin Peaks Ave, Longmont; he stated his support in developing the land at the airport to generate revenue.

Jonathan Kasemir, 1900 Creekside Drive, Longmont; he stated his support of the development of more hangars at the airport to generate revenue.

Katherine Conner, 229 Airport Rd, Longmont; she stated that landing fees will add $30 per lesson for her students. She asked for guidance on bringing an alternative proposal to reduce noise and generate revenue for the City Council other than landing fees.

Trevor Edie, 1810 Jefferson Ave, Longmont; he stated that younger pilots in training and retired pilots often struggle to afford these fees and that these groups may resort to avoiding airports with high fees or taking risks to minimize costs. He stated that the fee structures should be more equitable. He also stated that enhancement of public access and amenities will make the airport a more inviting, community-oriented space.

John Grunsfield, 229 Airport Rd, Longmont; he stated this is the first time he has seen the airport budget, and it was difficult to read or understand. He stated that the budget presentation was not a sound basis for decision-making, especially for something as impactful as implementing landing fees. He stated his alternative revenue strategies like encouraging private investment and local business contributions, allocating a portion of local tourism taxes to airport development.

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

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

i. Ideas for future agenda items

Chairperson Jordan stated her ideas for future agenda items. She recommended adding investigating a grant to removed leaded fuel tank, engineering and infrastructure study for unleaded fuel, draft plans to reconfigure fuel supply, and a proclamation for 80 years of the airport.

10. ADJOURN

The meeting was adjourned at 9:40 p.m.
Respectfully submitted,

Chairperson Melinda Jordan

Airport Advisory Board

KP 10/30/2025

Airport Policy: Leasing Policy

Effective Date: [Insert Date]

Policy Number: [Insert Number]

1. Purpose / Objective

This policy establishes the City of Longmont guidelines and procedures for leasing airport property at Vance Brand Municipal Airport. The intent is to ensure equitable, consistent, and transparent leasing practices that support safe and sustainable airport operations. Airport leases are designed in-part to generate revenue to help support the airport's financial health and self-sufficiency.

2. Scope

This policy applies to all new and existing leases, including commercial, non-commercial, aeronautical, and non-aeronautical uses of airport property.

3. Policy Statement

All leases at Vance Brand Municipal Airport must:

- Be consistent with the Airport Layout Plan (ALP) and Airport Master Plan.
- Align with Federal Aviation Administration (FAA) grant assurances and applicable federal regulations.
- Be approved by the Longmont City Council.
- Be issued through a transparent and non-discriminatory process.
- Contain clearly defined terms regarding use, duration, payments, responsibilities, and termination.

4. Authority / Regulatory Basis

This policy is based on the following authorities:

- Federal regulations, FAA Grant Assurances, and FAA guidance
- City of Longmont Charter and Municipal Code
- Airport Minimum Standards
- Airport Rules and Regulations

5. Responsibilities

- The Airport Manager oversees lease negotiations, compliance, and renewals.
- Airport lessees are responsible for adhering to all lease terms, including maintenance, permitted use, and payments.
- All lease agreements are subject to review by the City Attorney's Office.

6. Procedures / Implementation

- Leasing inquiries must be submitted in writing to the Airport Manager.
- A site visit and needs assessment may be conducted before a lease is drafted.
- Lease templates will be used when applicable to ensure consistency.
- Final lease agreements require approval from the Longmont City Council.
- Copies of executed leases will be retained on file by the airport.

7. Lease Terms and Conditions

- Standard lease term is 10 years with optional renewal(s).
- Lease term may be extended based on investment in parcel.
- An economic assessment can be used to determine the value of investment if other economic items, such as job creation, needs to be considered. In addition, the City may consider business activities that provide needed services to the Airport, public infrastructure extensions that will benefit other users at the Airport, and significant contribution to public safety or public health.
- Lease term will be determined by the City on a case-by-case basis, however the following specified investment levels are generally acceptable:

Capital Investment Level	Recommended Lease Term
$0.00 - $50,000 (including renewals)	10 years
$50,001 - $250,000	Up to 15 years
$250,001 - $750,000	Up to 20 years
$750,001-$1,250,000	Up to 25 years
$1,250,001-$2,000,000	Up to 30 years
Over $2,000,001	Negotiable, not to exceed 50 years total, including renewals

- Exceptions by the City may occur, though the City will consider consistency for similarly situated lessees and applicable federal regulations.
- Lease rates will be based on fair market value or other approved rate schedules provided in the City's Schedule of Rates and Charges.
- Lease rate escalation clauses and utility responsibilities will be clearly outlined in the lease and/or Schedule of Rates and Charges.
- Improvements must be approved in advance by the Airport Manager and the appropriate City planning departments.
- Leases, including new leases, may contain reversion language, whereby improvements are surrendered to the airport at the end of the term.
- Lessees may not assign, transfer, or sublease a lease without the prior written consent of the City, which may be granted or withheld in the City's sole discretion.
- Lease renewals or transfers may be granted by the City, including through a new lease agreement. The City may evaluate the following criteria in determining whether a renewal or transfer is appropriate: reasonable useable life of

improvements, condition of improvements or maintenance concerns, future capital investment, history of lease compliance issues or violations of the Airport Rules and Regulations, and compatibility with long-term airport development goals.

8. Compliance and Enforcement

- Periodic audits and inspections may be conducted to ensure lease compliance, as provided by the Airport Rules and Regulations and applicable leases.
- Failure to comply with lease terms may result in lease termination or other legal process.

9. Review and Revision

- This policy will be reviewed periodically or as changes in regulations require.
- Updates must be approved by the City Manager

10. Related Documents

- Airport Rules and Regulations, Longmont Municipal Code Ch. 13.39
- Schedule of Rates and Charges
- Airport Minimum Standards
- Airport Layout Plan (ALP)

Outlook

[Draft] November 2025 Vance Brand Airport Update - Newsletter

From

Draft saved Mon 11/3/2025 3:01 PM

Vance Brand Municipal Airport Newsletter

November 2025 Airport Update

- **Airport Advisory Board Meeting -** AAB meetings are held on the second Thursday of the month. Meetings start at 6pm in the City Council Chambers. You can find the agenda and other information for this meeting at the link: Agenda Management Portal | City of Longmont, Colorado (longmontcolorado.gov) Under Current and Upcoming Meetings select Airport Advisory Board. We strongly encourage all those with an interest in airport maters to attend these meetings. We greatly appreciate the input of those who participate.

- **West Most Tie-Down Spots -** There have been several instances lately, where taxiing aircraft have come dangerously close to aircraft that have been tied down on the furthest west line on the ramp. Airport management would like to request, if at all possible, pilots avoid using these tiedown spots on this line to help facilitate easier, safer operations on the ramp. The tiedown locations are currently being evaluated by the airport engineers to see if they could potentially be adjusted in order to create more room for taxing aircraft.

- **Airfield Concerns and Contacting Us** – Please assist our airport in identifying issues on the airfield when you see them. You can send thoughts or concerns about general maintenance issues, abandoned vehicles, safety items or any other issues you may find to levi.brown@longmontcolorado.gov.

- **Voluntary Noise Abatement -** To all of our pilots: Please review the airport's Voluntary Noise Abatement Procedures and do your best to minimize impacts to the surrounding communities. We here at the airport appreciate any efforts you can make to reduce the noise impacts of aircraft operation.

- **AWOS Phone Line issues -** We are attempting to replace the outdated land-line which is becoming impossible to service but are currently running into regulatory issues that prevent us from pursuing other more modern options. We are coordinating with the company responsible for the AWOS maintenance and the FAA to find a reliable long-term solution. We have now been promised that we have a solution by our next AWOS inspection. Originally targeted for July, we have not been able to have anyone commit to a solid date yet. I'll continue to keep you updated as we learn more.

- **Tennant Contact Information -** If you're receiving this email chances are we've probably got pretty good contact information for you. That unfortunately isn't the case for all tenants on the airport. If any of your information has recently changed: Email, Phone, address, etc. please let us know. Also, please spread the word to those on the airfield who may not receive these emails that I'm attempting to build a good contact list for our tenants. It's always good to be able to reach out to folks when something occurs with their hangar.

Cheers!

Levi Brown
Airport Manager Vance Brand Airport | City of Longmont
CELL 720-600-1656

VANCE BRAND MUNICIPAL AIRPORT | longmontcolorado.gov/airport

Levi Brown
Airport Manager
Vance Brand Airport | City of Longmont
–
CELL 720-600-1656
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229 Airport Road | Longmont, Colorado 80503

longmontcolorado.gov

10/22/2025

Rev/Exp	Project	Sum of 2025 Revised Budget	Sum of 2025 Actual	Sum of 2025Enc	Sum of 2025 Available
Revenue	Fuel Tax Refund	(7,956.00)	(3,322.56)	-	(4,633.44)
	Charges for Services	(174,740.00)	(163,469.18)	-	(11,270.82)
	Interest	-	(32,403.45)	-	32,403.45
	Miscellaneous	(478,874.00)	(474,065.75)	-	(4,808.25)
	Grants/Donations	(493,547.00)	(111,300.35)	-	(382,246.65)
Revenue Total		**(1,155,117.00)**	**(784,561.29)**	**-**	**(370,555.71)**
Expense	Operating and Maintenance	691,909.00	406,297.28	34,461.25	251,150.47
	CIP Project	988,474.00	509,958.04	319,149.79	159,366.17
Expense Total		**1,680,383.00**	**916,255.32**	**353,611.04**	**410,516.64**
Grand Total		**525,266.00**	**131,694.03**	**353,611.04**	**39,960.93**

49151540 Airport

Object	Description	2025 Original Budget	2025 Revised Budget	2025 Actual	2025 Encumbrances/ Requisitions	2025 Available	% Used
50100	Salaries and Wages	$ 186,277.00	$ 186,277.00	$ 140,235.39	$ -	$ 46,041.61	75.28%
50200	Temporary Wages	$ -	$ -	$ -	$ -	$ -	0.00%
50400	One Time Payment	$ -	$ -	$ -	$ -	$ -	0.00%
50500	Overtime Wages	$ 5,800.00	$ 5,800.00	$ 2,237.35	$ -	$ 3,562.65	38.58%
50700	Leave Expense	$ -	$ -	$ -	$ -	$ -	0.00%
51005	RHS Plan	$ 712.00	$ 712.00	$ 400.00	$ -	$ 312.00	56.18%
51020	FICA	$ -	$ -	$ -	$ -	$ -	0.00%
51030	Medicare Contribution	$ 2,655.00	$ 2,655.00	$ 1,742.76	$ -	$ 912.24	65.64%
51050	MOPC	$ 9,155.00	$ 9,155.00	$ 7,011.81	$ -	$ 2,143.19	76.59%
51060	Employee Insurance	$ 26,549.00	$ 26,549.00	$ 24,605.02	$ -	$ 1,943.98	92.68%
51070	GERP Retirement	$ 17,211.00	$ 17,211.00	$ 13,182.24	$ -	$ 4,028.76	76.59%
51090	Compensation Insurance	$ 57.00	$ 57.00	$ 45.00	$ -	$ 12.00	78.95%
	TOTAL SALARIES	**$ 248,416.00**	**$ 248,416.00**	**$ 189,459.57**	**$ -**	**$ 58,956.43**	**76.27%**
61005	Staff Training and Conference	$ 6,100.00	$ 6,100.00	$ 6,565.47	$ -	$ (465.47)	107.63%
61020	Food Allowance	$ 500.00	$ 500.00	$ 492.49	$ -	$ 7.51	98.50%
61050	Supplies	$ 10,000.00	$ 10,000.00	$ 3,623.56	$ -	$ 6,376.44	36.24%
61120	Dues and Subscriptions	$ 1,450.00	$ 1,450.00	$ 275.00	$ -	$ 1,175.00	18.97%
61125	Software	$ 8,029.00	$ 8,029.00	$ -	$ -	$ 8,029.00	0.00%
61130	NonCapital Equip and Furniture	$ 1,600.00	$ 1,600.00	$ -	$ -	$ 1,600.00	0.00%
61240	Repair and Maintenance	$ 81,650.00	$ 92,922.00	$ 72,480.83	$ 10,277.50	$ 10,163.67	89.06%
62060	Prof and Contracted Services	$ 136,250.00	$ 172,358.00	$ 25,227.00	$ 24,183.75	$ 122,947.25	28.67%
62080	Ads and Legal Notices	$ 500.00	$ 500.00	$ -	$ -	$ 500.00	0.00%
62150	Telephone Charges	$ 440.00	$ 440.00	$ 322.41	$ -	$ 117.59	73.28%
62170	Postage	$ 157.00	$ 157.00	$ 11.16	$ -	$ 145.84	7.11%
	TOTAL OPERATING in rollup	**$ 246,676.00**	**$ 294,056.00**	**$ 110,974.24**	**$ 34,461.25**	**$ 148,620.51**	**49.46%**
62220	Administrative Mgmt Services	$ 86,877.00	$ 86,877.00	$ 65,160.00	$ -	$ 21,717.00	75.00%
62240	Fleet Lease Operating and Mtc	$ 17,685.00	$ 17,685.00	$ 13,266.00	$ -	$ 4,419.00	75.01%
62250	Fleet Lease Replacement	$ 7,647.00	$ 7,647.00	$ 5,733.00	$ -	$ 1,914.00	74.97%
62140	Utilities	$ 25,000.00	$ 25,000.00	$ 12,513.97	$ -	$ 12,486.03	50.06%
62030	Liability Insurance	$ 12,145.00	$ 12,145.00	$ 9,108.00	$ -	$ 3,037.00	74.99%
	TOTAL excluded from rollup	**$ 149,354.00**	**$ 149,354.00**	**$ 105,780.97**	**$ -**	**$ 43,573.03**	**70.83%**
	GRAND TOTAL	**$ 644,446.00**	**$ 691,826.00**	**$ 406,214.78**	**$ 34,461.25**	**$ 251,149.97**	**63.70%**

CITY OF Longmont

Vance Brand Airport Emergency Plan

Purpose

This plan guides how Vance Brand Airport responds to emergencies like aircraft accidents, natural disasters, and hazardous incidents. It aligns with local, state, and federal agencies to protect life and property.

When the Plan is Activated

The plan is activated by the Airport Manager, Office of Emergency Management staff, City Manager, or authorized Public Works staff when any emergency situation occurs. This document will include guidelines to cover specific examples including but not limited to:

- Aircraft accidents/incidents
- Natural disasters
- Hazardous material spills
- Power outages
- Bomb or shooter threats
- Structural fires

Key Emergency Responsibilities

Airport Manager (or Transportation Planning Manager in their absence)

- Leads emergency response and coordinates with all partners.
- Issues NOTAMs (notices to pilots). If Airport Manager is unavailable, contact FAA to assist with issuing a NOTAM. NOTAMS will be active as long as the threat is ongoing.
- Closes airport if needed.

Fire Department

- Takes command during fire/rescue operations.
- Directs all suppression and rescue efforts.

Law Enforcement

- Handles crowd control and security.
- Secures/investigates accident/crime scenes. (except when NTSB is required to investigate)

EMS & Hospitals

- Provide medical aid, triage, and transport.
- Coordinate with local emergency and hospital teams.

Public Works

- Supports site cleanup, aircraft removal, debris control.
- Provides equipment like loaders, trailers, and barricades.

Federal Aviation Administration (FAA) & National Transportation Safety Board (NTSB)

- FAA certifies operations and investigates incidents.
- NTSB investigates major accidents.

Tenants & Fixed Based Operators (FBOs)

- May provide equipment, manpower, and site knowledge.
- Must report emergencies and assist as needed.

Emergency Management & Longmont Dispatch

- Coordinates broader emergency efforts.
- Ensures clear radio, phone, and alert communication.

General Response Guidelines

Airport Staff and Responders

- Fire Department responds to all incidents.
- Airport staff coordinates communication, provides aircraft details (type, fuel, passengers).
- Emergency vehicles access through *Gate 3* (FBO apron)
- Airport staff positioned at entrance gate to direct emergency vehicles and public works responders.
- Airport staff provides crowd control and ensures ramps, taxiways and fire lane are clear.
- Airport staff will issue a NOTAM and airport closure will be triggered in any situation where the threats to safety are unclear and unresolved.

Internal and Partner Notifications

After calling 911, Airport Manager notifies the following by email, phone call and/or text (see Appendix B for contact information).

- Airport Manager
- FAA Operations Center
- Director of Transportation Planning
- City Manager
- Assistant City Manager - External Services
- Assistant City Manager - Shared Services
- Public Information Officer
- Communications Director
- External Services Communications Manager
- Public Works (if needed)

Media & Public Communications

- Public Information Officer (PIO) handles all media inquiries and follows Airport Emergency Communications Plan (Appendix A)
- Staff must refer all media inquiries to the PIO.

Specific Response Scenarios

For all scenarios, notify:

- Longmont Dispatch (911)
- Airport Manager
- FAA Operations Center
- Public Works (if needed)

Natural Disasters

- Follow the City Emergency Operations Plan.
- Use available airport/utility resources.
- Airport Staff will coordinate relief flights if required.

Hazardous Materials

- Fire Department takes lead.
- Isolate hazardous materials, establish safety perimeter.
- Evacuate the airport/area if airborne particles are present.

Power Failure for Runway Lights

- Notify repair crews and staff.
- Issue NOTAM if needed.
- Start backup generators if available.

Bomb Threat or Active Shooter

- Call 911, evacuate as needed.
- Isolate area. Do not touch suspicious items.
- Law enforcement leads response.

Structural Fires

- Call 911, evacuate, assist responders.
- Airport and tenants provide support potentially.
- Restore operations after inspection.

Post-Incident Debrief

NOTAMS will be active as long as the threat is ongoing. Within 3–5 business days after

the threat has ended, hold a Teams or in-person meeting with the key staff involved in the incident response to:

- review what worked well
- identify operational gaps and wins
- identify communication gaps and wins
- recommend updates to this plan and related SOPs

Document and share changes to improve future emergency response and communications.

Maintenance & Review of the Airport Emergency Plan

- Review contact information quarterly (Appendix B).
- Test radios monthly.
- Inspect equipment regularly.
- Update mutual aid agreements and review staff roles semi-annually.

Appendix A

Airport Emergency Communications Plan

Purpose

To ensure clear, timely, and coordinated communication in the event of an emergency at Vance Brand Airport. This plan outlines steps for internal notifications and coordination, external communications and post-incident review.

1. Internal and Partner Notifications

As indicated in the Airport Emergency Plan, after calling 911, Airport Manager immediately notifies the following City personnel by email, phone call and/or text (see Appendix B for contact information).

- Airport Manager
- FAA Operations Center
- Director of Transportation Planning
- City Manager
- Assistant City Manager - External Services
- Assistant City Manager - Shared Services
- Public Information Officer
- Communications Director
- External Services Communications Manager
- Public Works (if needed)

2. Response Coordination

Airport Manager creates and uses one email chain or Teams chat with the above internal partners adding others as needed for information sharing and planning. Hold a Teams or in-person meeting if helpful in getting everyone up to speed, including clarifying the following:

Nature and scope of the emergency:

- Is there a threat to life, safety or significant property damage?
- Are the emergency impacts limited to the Airport property or extend beyond into surrounding roadways and/or neighborhoods?
- Safety messaging to share immediately

Impacted groups, such as:

- Airport tenants, businesses, pilots, staff and customers
- Neighborhoods surrounding the airport (especially if noise, smoke or visible activity is involved)
- City Leadership, Mayor, City Council
- Media
- Greater Longmont community
- City staff

3. Communications Planning and Response

The Public Information Officer and/or Communications Director will coordinate the communications response; calling for support from other communications team members as needed.

A. Create FAQs and Talking Points

- What happened
- Who is responding
- Safety information and instructions
- If/how flights or operations are affected
- Contact information

B. Implement Appropriate External Communications

Utilize one or more of the following communications options depending on the nature and scope of the emergency:

- E-mail Airport tenants, businesses, pilots, staff and customers.
- Create and distribute a press release as outlined in the Press Release SOP.
- Post update(s) on related social media accounts. For short-term emergencies, create one post and add "UPDATES" to the top of that post as needed. Keep in mind that posts do not always appear in users' feeds, in the order that they are shared.
- Activate the "Emergency Alert" red bar on the website by contacting the Website Administrator.
- Issue Everbridge alert, as determined by Emergency Management Director (if broader community impact)

Share updates as new information becomes available.

4. Ongoing Communications and Monitoring

- Continue to update FAQs and Talking Points with new/changing information
- Monitor social and traditional media and respond to questions and misinformation
- Provide updates to City leadership and staff

5. Emergency Operations Center Activation

If the Emergency Operations Center (EOC) is activated, follow the Reporting to the Emergency Operations Center SOP.

6. Post-Incident Communications

Utilize one or more of the following communications options depending on the nature and scope of the emergency:

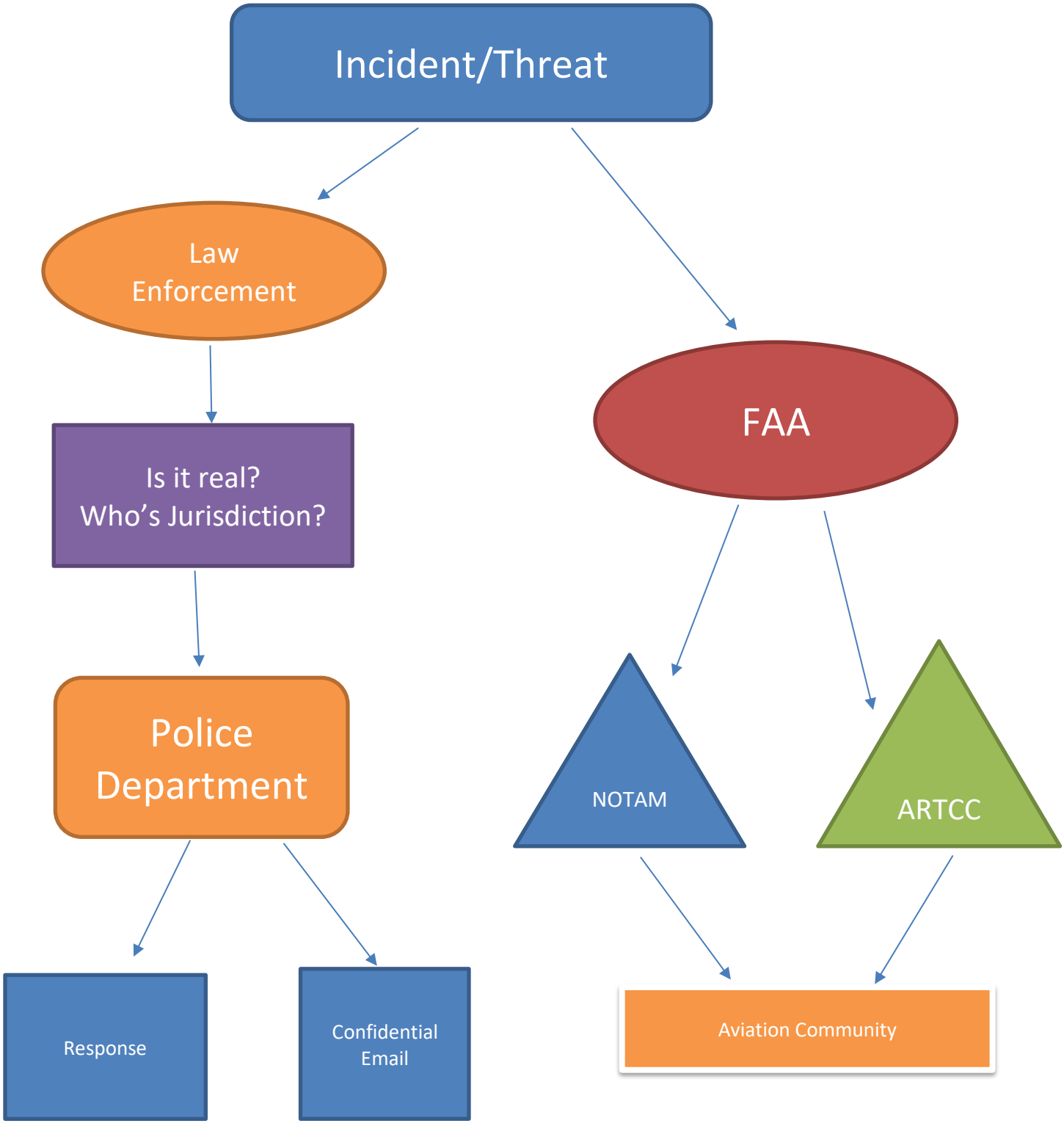
- Issue news release summarizing the incident resolution.
- Update existing or share new social media post summarizing the resolution.
- Notify Airport tenants, businesses, pilots, staff and customers (if affected) summarizing the resolution and laying out any next steps that will be taken and/or the agency handling the incident at this point.
- Share the incident summary and next steps in the following Airport newsletter.

Appendix B

AIRPORT EMERGENCY CONTACT LIST

Civilian Aircraft Accident or Incident

Company	Report	Office	Cell
Fire/Law Enforcement	Location On/Off Airport Type of Aircraft Estimated number of Passengers	911 or 303-651-8501	
FAA Ops Center	Report Event	424-405-7000	
Airport/City Staff	Notify in listed order		
	Airport Manager, Levi Brown	720-600-1656	719-648-5608
	Transportation Planning Manager, Vacant	000-000-0000	000-000-0000
	Assistant City Manager, Sandra Seader	303-651-8634	720-352-8873
	City Manager, Harold Dominguez	303-651-8601	720-378-3134
	Communications Staff: Public Information Officer, Rogelio Mares Communications Director, Lindsay Diamond Sr. Communications Manager, Jill Lis	 303-651-8840 303-774-3504 303-774-3690	 720-425-4679 303-817-6711 720-355-1385
	Public Works: Transportation System Maintenance Manager, Daniel Gurrola	303-651-8767	
FSS		877-487-6867 ISSUE NOTAM	

Appendix C

AIRPORT COMMUNICATION FLOWCHART