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,

Melinda Jordan (Nov 18, 2025 11:40:12 MST)

Chairperson Melinda Jordan

Airport Advisory Board

KP 10/30/2025

AAB Minutes_10232025

Final Audit Report 2025-11-18

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