MINUTES
Airport Advisory Board
December 11, 2025
CITY COUNCIL CHAMBERS

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1. CALL TO ORDER

The December 11, 2025, Airport Advisory Board meeting was called to order by Vice Chairperson Meester at 6:00 p.m. in the City Council Chambers.

2. ROLL CALL

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

Staff present were Levi Brown, Airport Manager, Sandi Seader, Assistant City Manager and Kayla Picciau, Recording Secretary.

Those absent were Chairperson Melinda Jordan.

City Council Member Matthew Popkin arrived at 6:03 p.m.

3. PUBLIC INVITED TO BE HEARD

Vice Chairperson Meester opened the Public Invited to be Heard.

Scott Stewart, 229 Grant St, Longmont; he expressed concern that the board packet lacks sufficient information. He suggested including data from the Airport Monitoring System(AMS), such as the number of landings, visitor counts, and similar metrics.

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

4. APPROVAL OF MINUTES

i. November 13, 2025 – Minutes

Pg. 4, Line 5; should state BOARD MEMBER SHOOK MOVED, SECONDED BY BOARD MEMBER MENZA, TO MAKE A RECOMMENDATION TO CITY COUNCIL TO REQUEST A 120-DAY PAUSE ON LANDING FEE IMPLEMENTATION TO ALLOW FOR THE AIRPORT AUTHORITY STUDY.

VICE CHAIRPSERON MEESTER MOVED, SECONDED BY BOARD MEMBER DEAN, TO APPROVE THE NOVEMBER 13, 2025, MINUTES AS AMENDED.

MOTION CARRIED: 6-0.

5. UPDATES FROM AIRPORT MANAGER

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

Levi stated that the AWOS (Automated Weather Observing System) continues to be offline due to ongoing issues with FAA maintenance and parts availability. He stated that the airport is working closely with the FAA and maintenance personnel to get the AWOS system back online as soon as possible.

Levi stated that the voluntary noise abatement meetings were held on November 24th, with the first-time participation of the FAA. He stated that the FAA's presence at the meeting was seen as a positive

development, as it allowed for clarification of the FAA's intent and position on noise abatement procedures. He stated that the meetings also involved discussions on ways to improve the accessibility and coordination of voluntary noise abatement plans across different airports.

Levi stated that the "Big 5" airports in Colorado (Centennial, Erie, Longmont, Boulder, and Rocky Mountain Metro) held a meeting to discuss various issues, including noise abatement.

Levi stated that the airport has submitted a draft fuel transition plan to the Colorado Department of Transportation (CDOT) for review on November 17th. He stated that the airport is awaiting feedback from CDOT on the draft plan, which is due on January 1st. He stated once the CDOT provides comments, the airport will work to finalize the fuel transition plan.

6. INFORMATION ITEMS

I. Lease Agreement/ Rates and Charges Study

Vice Chairperson Meester stated that the lease agreements should have different structures (commercial vs. individual, corporation-owned hangars) that need to be considered in the new lease templates.

Sandi stated that we cannot finalize the new lease agreement until the Rates and Charges study has been completed.

Board Member Menza requested to see an original lease agreement to compare to the revised lease agreement.

Board Member Shilling asked for more time to review the new lease agreement template before making any decisions or providing feedback.

Sandi responded to Board Member Shilling question stating that he can direct his question and comments to her and Levi. She stated that the lease agreement approval will be added to the February or March agenda as an action item.

Board Member Menza expressed concern that the lease agreement's numbers and timeframes are too limited. She added that she hopes the company conducting the Rates and Charges study will take this into account.

Board Member Shook shared his experience as a hangar owner and the challenges with the proposed lease terms. He emphasized the importance of ensuring the lease terms are viable for hangar owners and their financing.

Sandi mentioned that they plan to consult with the banking community regarding lease financing.

II. Landing Fees

Vice Chairperson Meester stated that the City Council had previously voted down the proposal to implement landing fees at the airport, with a 4-3 vote.

Levi clarified that the discussion around landing fees has been moved to the next City Council meeting, rather than being completely abandoned.

Sandi responded to Board Member Gibson question stating that the request for proposals (RFPs) related to the landing fee implementation are currently sealed, as the City Council has directed the airport to include the landing fee analysis as part of the broader rates and charges study.

Levi explained that the RFPs will remain sealed until the rates and charges study is completed, as there is still a possibility that the City Council may decide to move forward with landing fees in the future.

III. Airport Traffic

Vice Chairperson Meester mentioned that he has observed a significant amount of training traffic at the airport, particularly on weekends, which is not necessarily local traffic. He noted that he has heard that one of the training facilities at the nearby Boulder Airport (BJC) has requested its students to spread out their training activities to other airports, including Longmont.

Levi confirmed that the airport has not seen a significant increase in noise complaints, with only two complaints received in December so far, which is consistent with the previous year's data.

Sandi asked the board if more detailed data in the packet from the airport's Automated Monitoring System (AMS) would be helpful to better understand the traffic patterns, including the number of operations, types of aircraft, and the percentage of aircraft following the voluntary noise abatement procedures.

IV. Airport Authority

VICE CHAIRPERSON MEESTER, MOVED, SECONDED BY BOARD MEMBER SHOOK TO HAVE THE BOARD MEMBERS INVESTIGATE THE STRUCTURE AND POTENTIAL BENEFITS OF AN AIRPORT AUTHORITY.

Board Member Shook expressed interest in learning more about airport authorities and how they operate, particularly in terms of the financial and governance structures. He shared his experience with airport authorities and noted that they can provide a more streamlined and independent financial management structure for the airport, separate from the city's general fund.

Council Member Popkin suggested that the board members coordinate their research efforts to avoid duplication and ensure a cohesive approach to investigating the airport authority model.

Vice Chairperson Meester decided to table the motion and instead agreed to discuss the topic further at a future meeting, potentially in February or March, after board members have had a chance to research and gather more information on airport authorities.

V. Vance Brand Noise Abatement Program (VNAP)

Sandi stated that the city's communications team is working on developing a comprehensive communications plan for the airport, which will include efforts to improve the airport's website and provide more proactive and accessible information to the public, pilots, and other stakeholders. She stated that this plan outline will be sent out to the board members for review and that it will be presented at the February meeting. She stated that this plan will aim to make it easier for the public to find information about the airport's operations, including the VNAP.

7. ACTION ITEMS

No action items.

8. FINAL PUBLIC INVITED TO BE HEARD

Vice Chairperson Meester opened the Public Invited to be Heard.

Scott Stewart, 229 Grant St, Longmont; he encouraged the board members to read the lease agreement policies in the November packet, specifically pages 8-10, which outline the terms and conditions, including the relationship between the investment amount and lease term length. He suggested that the city should focus on hangar leases as a revenue stream for the airport. He stated that an airport authority structure could potentially provide more transparency and clarity on the airport's finances. He mentioned that the AMS data could be a powerful tool for the board to make informed decisions.

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

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

Board Member Shook clarified that not all hangars have a first right of refusal clause in their leases, only the new leases being issued.

Board Member Gibson suggested that Levi could provide more visual presentations and maps in the packets to help explain the information being discussed. He recommended inviting a representative from the federal or state government to give a presentation on the support and funding available for the airport.

Board Member Menza stated that she appreciated the communication from Levi regarding the skydiving accident and felt it was handled well. She inquired about the city's land use policy around the airport and whether there are any specific regulations or zoning in place around grant assurances.

Council Member Popkin mentioned that the city does have an Airport Influence Overlay zoning district, which is outlined in Section 1503.050 of the municipal code. He stated this overlay zoning district covers the area around the airport and includes specific district standards and regulations. He suggested that the board could potentially request a presentation from the city's planning department to learn more about the specifics of this overlay zoning district.

Sandi mentioned that with the recent arrival of the new Assistant City Manager, Jenn Ooton, who has expertise in planning, this could be a good opportunity to further explore the city's land use policies around the airport.

Council Member Popkin provided feedback on the board's previous interview process for new board member recommendations, noting concerns about the lack of inclusion of all board members and potential conflicts of interest. He acknowledged that the board has provided valuable input and advice to the City Council, and when more information was available in the meeting packets, the discussions were of higher quality.

10. ADJOURN

The meeting was adjourned at 7:54 p.m.
Respectfully submitted,

Chairperson Melinda Jordan

Airport Advisory Board

KP 12/30/2025