CITY OF LONGMONT | Vance Brand Airport Advisory Board

AGENDA
AIRPORT ADVISORY BOARD
CITY COUNCIL CHAMBERS
350 Kimbark St.
DECEMBER 11, 2025 -- 6:00 PM
Regular Meeting ()

1. Call to Order
2. Roll Call
3. Public Invited to be Heard
4. Approval of the November 2025 Minutes
5. Updates from the Airport Manager
6. Information Items
    i. Lease agreement
    ii. Rates and Charges study
    iii. Landing Fees
    iv. Airport Traffic
    v. Airport Authority
    vi. Vance Brand Noise Abatement Program
7. Action Items
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
November 13, 2025
CITY COUNCIL CHAMBERS

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1. CALL TO ORDER

The November 13, 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, Charles Shilling, Matt Gibson, and Tara Menza.

Council Member Matthew Popkin arrived at 6:15pm.

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

Levi Brown, Airport Manager, joined via Zoom.

3. PUBLIC INVITED TO BE HEARD

Chairperson Jordan opened the Public Invited to be Heard.

Betty Tobias, 4101 Ogallala Road, Longmont; she stated she is here to learn about noise abatement program and the plan for unleaded fuel infrastructure. She also expressed concern about the increased airplane noise and low-altitude circling and health risks from leaded aviation fuel.

Christian Rocken, 4101 Ogallala Road, Longmont; he stated the aircraft noise is getting worse.

Sharon Thomas, 8181 N 41st, Longmont; stated she would like to see constructive dialog between the airport and pilots to resolve the aircraft noise issue.

Dave Copp, 229 Airport Road, Longmont; he criticized increased property taxes on hangars. He warned of negative impacts on airport growth and hangar ownership.

Howard Morgan, 1932 , Longmont; he stated that he opposed the proposed landing fees. He argued it would harm flight schools and aspiring pilots. He suggested alternative revenue sources and improvements to airport facilities.

Scott Stewart, 229 Grant Street, Longmont; he criticized inconsistencies in address requirements for speakers. He questioned transparency and accuracy of landing fee discussions. He called for honest reporting and data-driven decisions.

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

4. APPROVAL OF MINUTES

i. October 23, 2025 – Minutes

Pg. 4, line 31; should state “fuel sales” not “fuel cells.”

VICE CHAIRPERSON MEESTER, SECONDED BY CHAIRPERSON JORDAN, TO APPROVE THE OCTOBER 23, 2025, MINUTES AS AMENDED.

MOTION CARRIED: 7-0.

5. UPDATES FROM AIRPORT MANAGER

Levi Brown, Airport Manager, stated since we just met, he did not have any updates.

6. INFORMATION ITEMS

I. Draft Airport Leasing Policy

Levi Brown distributed the Airport Leasing Policy draft for the board to review.

II. Vance Brand Noise Abatement Program

Levi Brown stated the are no major updates. He stated he attended National Noise Conference, and the notes will be shared at the December board meeting. He stated there is an upcoming Regional Voluntary Noise Abatement meeting on Nov. 24, 2025.

III. Engineering Plan for Unleaded Fuel Infrastructure

Levi Brown stated that the draft plan is nearly complete and due to the state by Jan 1, 2026. He stated that 41% of fuel sold at the airport is already unleaded. He stated that the transition plan is flexible and will evolve. He discussed including infrastructure needs, FAA regulations, and STC requirements.

IV. Airport Authorities

Kyle Folley, the founder of Friends of Vance Brand Airport Authority, presented the Airport Authorities presentation. He proposed conducting a 120-day feasibility study on forming an airport authority. He stated the goals of the Airport Authority would be to improve financial sustainability, enable faster decision-making and access to private investment. He stated it would also reduce city council's burden. He presented examples of Airport Authorities such as Greeley and Fort Collins-Loveland airports.

Board Member Shilling raised questions about objectivity and governance.

Board Member Dean raised concern about funding and feasibility.

Board Member Shook expressed general interest in exploring the concept further.

V. Electrification and Sustainability Planning

a. Solar

Chairperson Jordan discussed adding electric aircraft charging stations, solar panels, and LED runway lighting at the airport.

Sandi Seader stated she is working with the city to explore a potential partnership with LPC for electric infrastructure improvements.

VI. Rates and Charges Study

Sandi Seader stated that the estimated cost for the Rates and Charges Study would be about $30,000. She stated the next steps include obtaining three quotes. She stated it could be funded through the 2026 budget, and it could inform future rate adjustments and potential landing fees.

VII. Control Tower

Chairperson Jordan stated there is an extensive form provided by the Federal Aviation Administration (FAA) to request a control tower. She concluded this would take significant planning and it is not feasible in the short term. She recommended including the tower feasibility in future master plan which is scheduled for 2028. She stated that the FAA had a portable tower program that has since been defunded.

7. ACTION ITEMS

I. Airport Emergency Plan Recommendation

BOARD MEMBER SHOOK, SECONDED BY VICE CHAIRPERSON MEESTER, TO APPROVE THE AIRPORT EMERGENCY PLAN WITH PRESENTED REVISIONS.

MOTION CARRIED: 6-1 WITH BOARD MEMBER GIBSON DISSENTING.

Board Member Menza requested more detail and clarity on communication protocols.

Levi Brown clarified that the plan is internal and not FAA mandated. He also stated that the plan can be revised at any time.

Sandi Seader stated the revisions to the plan will include phone number updates and additional hazards.

Board Member Menza asked that the Board review the amended emergency plan.

II. Interviews of AAB applicants

Chairperson Jordan stated that there were four applicants. She stated that the interviews were completed and that one applicant withdrew their application.

Board Member Schilling voiced his concerns about interview process transparency.

Sandi Seader suggested to Chairperson Jordan that when the board reassembles in January 2026 to nominate a nominating committee.

VICE CHAIRPERSON JORDAN, SECONDED BY BOARD MEMBER DEAN, TO MAKE A RECOMMENDATION TO CITY COUNCIL THAT TARA MENZA, DAN MEESTER, GEREMY KORNREICH JOIN THE AIRPORT ADVISORY BOARD STARTING JANUARY 2026.

MOTION CARRIED: 6-0 WITH BOARD MEMBER SHILLING ABSTAINING.

III. Historic Preservation and Proclamation for Airport's 80th Anniversary

Chairperson Jordan submitted a proclamation to the City Council for the airport's 80th anniversary.

Chairperson Jordan stated that the application for the historic preservation is on hold.

8. FINAL PUBLIC INVITED TO BE HEARD

Chairperson Jordan opened the Public Invited to be Heard.

Scott Stewart, 229 Grant Street, Longmont; he defended city's investment in the airport. He urged critics to review city's CIP and budget documents.

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

Board Member Menza provided updates on transportation and lodging planning for the Sundance Film Festival 2027. She stated that the airport may receive overflow traffic. She asked the board for recommendations on how the airport can be marketed to the Sundance audience.

Council Member Popkin stated he will present the board's views about landing fees to the City Council.

BOARD MEMBER SHOOK, 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.

MOTION CARRIED: 6-1 WITH BOARD MEMBER SHILLING DISSENTING.

10. ADJOURN

The meeting was adjourned at 9:30 p.m.
Respectfully submitted,

Chairperson Melinda Jordan

Airport Advisory Board

KP 12/2/2025

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	$ 147,124.18	$ -	$ 39,152.82	78.98%
50200	Temporary Wages	$ -	$ -	$ -	$ -	$ -	0.00%
50400	One Time Payment	$ -	$ -	$ -	$ -	$ -	0.00%
50500	Overtime Wages	$ 5,800.00	$ 5,800.00	$ 2,401.33	$ -	$ 3,398.67	41.40%
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	$ 1,829.16	$ -	$ 825.84	68.89%
51050	MOPC	$ 9,155.00	$ 9,155.00	$ 7,356.25	$ -	$ 1,798.75	80.35%
51060	Employee Insurance	$ 26,549.00	$ 26,549.00	$ 25,814.18	$ -	$ 734.82	97.23%
51070	GERP Retirement	$ 17,211.00	$ 17,211.00	$ 13,829.79	$ -	$ 3,381.21	80.35%
51090	Compensation Insurance	$ 57.00	$ 57.00	$ 50.00	$ -	$ 7.00	87.72%
	TOTAL SALARIES	**$ 248,416.00**	**$ 248,416.00**	**$ 198,804.89**	**$ -**	**$ 49,611.11**	**80.03%**
61005	Staff Training and Conference	$ 6,100.00	$ 6,100.00	$ 6,919.67	$ -	$ (819.67)	113.44%
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**	**$ 111,328.44**	**$ 34,461.25**	**$ 148,266.31**	**49.58%**
62220	Administrative Mgmt Services	$ 86,877.00	$ 86,877.00	$ 72,400.00	$ -	$ 14,477.00	83.34%
62240	Fleet Lease Operating and Mtc	$ 17,685.00	$ 17,685.00	$ 14,740.00	$ -	$ 2,945.00	83.35%
62250	Fleet Lease Replacement	$ 7,647.00	$ 7,647.00	$ 6,370.00	$ -	$ 1,277.00	83.30%
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	$ 10,120.00	$ -	$ 2,025.00	83.33%
	TOTAL excluded from rollup	**$ 149,354.00**	**$ 149,354.00**	**$ 116,143.97**	**$ -**	**$ 33,210.03**	**77.76%**
	GRAND TOTAL	**$ 644,446.00**	**$ 691,826.00**	**$ 426,277.30**	**$ 34,461.25**	**$ 231,087.45**	**66.60%**

Org	Object	Description	2025 Original Budget	2025 Revised Budget	2025 Actual	2025 Encumbrances/Requisitions	2025 Available	2025 Percent	
49151540	61005	Staff Training and Conference	6,100.00	6,100.00	6,919.67	0.00	-819.67	113.44	Rollup Code 11260
49151540	61020	Food Allowance	500.00	500.00	492.49	0.00	7.51	98.50	
49151540	61050	Supplies	10,000.00	10,000.00	3,623.56	0.00	6,376.44	36.24	
49151540	61100	Audiovisual Materials	0.00	0.00	0.00	0.00	0.00	0.00	
49151540	61120	Dues and Subscriptions	1,450.00	1,450.00	275.00	0.00	1,175.00	18.97	
49151540	61125	Software	8,029.00	8,029.00	0.00	0.00	8,029.00	0.00	
49151540	61130	NonCapital Equip and Furniture	1,600.00	1,600.00	0.00	0.00	1,600.00	0.00	
49151540	61240	Repair and Maintenance	81,650.00	92,922.00	72,480.83	10,277.50	10,163.67	89.06	
49151540	62020	Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
49151540	62060	Prof and Contracted Services	136,250.00	172,358.00	25,227.00	24,183.75	122,947.25	28.67	
49151540	62080	Ads and Legal Notices	500.00	500.00	0.00	0.00	500.00	0.00	
49151540	62150	Telephone Charges	440.00	440.00	322.41	0.00	117.59	73.28	
49151540	62170	Postage	157.00	157.00	11.16	0.00	145.84	7.11	
49151540	62180	Printing Copying and Binding	0.00	0.00	0.00	0.00	0.00	0.00	
49151540	62210	Other Services and Charges	0.00	0.00	0.00	0.00	0.00	0.00	
49151540	63400	Pcard Clearing	0.00	0.00	1,976.32	0.00	-1,976.32	0.00	
			246,676.00	**294,056.00**	**111,328.44**	**34,461.25**	**148,266.31**	**50%**	

Outlook

December 2025 Airport Update

From Levi Brown <levi.brown@longmontcolorado.gov>
Date Mon 12/1/2025 1:40 PM
To Levi Brown <levi.brown@longmontcolorado.gov>

Vance Brand Municipal Airport Newsletter

December 2025 Airport Update

- **AWOS Outage -** During our annual AWOS inspection a few components didn't pass spec. Unfortunately, we had to take the AWOS offline and NOTAM it out. I've approved the repairs and asked the service technicians to please make the repairs as quickly as they can. I anticipate the AWOS to be fixed soon but that relies upon parts getting in as expected and service technicians being able to come out. Please know that I am pushing them to make the repairs as soon as they can.

- **Drone Operations in Proximity to the Airport -** Several pilots have expressed concerns that there are local Part 107 drone operators, operating in close proximity to the airfield, off of Airport Road. Please know that these individuals, regarding what operations were observed, are operating within the confines of federal regulation. I also reached out to the FSDO to make sure there were no items I was not considering. They also assured me they were operating within the confines of the regulations. The FAA licensed operators have kindly offered to file NOTAMS and call the airport in the future (items which since 2021 are not required by federal law) to give local pilots a heads up when they fly their drones agian.

- **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.

- **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 Meeting -** November 24th was the quarterly VNAP meeting held in Broomfield Colorado. This meeting marks the addition of the FAA to the participant list. Vaugh Hanson, the FAA's FASTeam Manager was in attendance and was able to give great insight and offer quick facts and data during the discussions. It's great to have the FAA actively participating in our Noise Abatement discussions.

- **Good Neighbor Award -** Congratulations to Paul Sperry! This quarters Good Neighbor Award winner. Paul was recommended for the award by multiple individuals on the airfield. Paul is a vocal advocate of the Voluntary Noise Abatement Program and were proud to present him with the Good Neighbor Challenge Coin.

Do you know anyone who embodies the "Good Neighbors" spirit of the Vance Brand VNAP? Please reach out to Airport administration to make any recommendations. 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.

Cheers!

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