MINUTES
Airport Advisory Board
March 12, 2026
CITY COUNCIL CHAMBERS

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1. CALL TO ORDER

The March 12, 2026, 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 Malcolm Dean, and Board Members Matt Gibson, Charles Shilling, and City Council Member Sean McCoy.

Staff present were Levi Brown, Airport Manager, Jenn Ooton, Asssistant City Manager, Jill Lis, Sr Communications and Marketing Manager, and Kayla Picciau, Recording Secretary.

3. PUBLIC INVITED TO BE HEARD

Chairperson Jordan opened the Public Invited to be Heard.

Scott Stewart, 229 Grant St, Longmont; He expressed concerns with pilots flying outside recommended traffic patterns. He raised issues about website inaccuracies and use of airport data software. He asked for transparency about airport economic contributions and tax revenue.

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

4. APPROVAL OF MINUTES

i. February 12, 2026 – Minutes

CHAIRPERSON JORDAN MOVED, SECONDED BY VICE CHAIRPERSON DEAN, TO APPROVE THE FEBRUARY 12, 2026, MINUTES AS PRESENTED.

MOTION CARRIED: 4-0.

5. UPDATES FROM AIRPORT MANAGER

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

Levi attended the Front Range airport managers' meeting, which included the managers from the big five airports designated by Colorado Department of Transportation. He stated he received an invitation from Centennial Airport to participate in their flight instructor meetings.

Levi stated that the airport has kicked off the rates and charges assessment study, which will include research on fuel flowage, lease rates, and other fees. He stated that the study is expected to be completed within 90 days.

Levi stated that the city's procurement rules require obtaining three bids for the rates and charges study. He stated that the city assembled a panel to review the bids, and Bolton and Meek were selected as the consultant for the study. He stated that the selection was based on the best overall bid, considering factors beyond just the price.

6. INFORMATION ITEMS

i. Communications Plan Presentation

Jill Lis, Sr Communications and Marketing Manager, presented the Communications Plan draft. She identified that the goals are to support pilots and partners with clear information, improve relationships with airport neighbors, increase community understanding of airport value, improve education on voluntary noise abatement program(VNAP), data transparency, landing fee study, encourage aviation curiosity, and attract business development.

Chairperson Jordan recommended involving partner groups such as STEM Innovation Center, Air Route Traffic Control Centers (ARTCC), Experimental Aircraft Association (EAA) Chapter, Owner and Pilots groups, Civil Air Patrol, and Boy Scouts.

Chairperson Jordan recommended adding resources for lodging, transportation and events to the website.

Chairperson Jordan recommended opportunities for community events like Young Eagles, runway 5K, and open houses.

ii. Vance Brand Noise Abatement Program

Levi stated that the Airport Management Solutions(AMS) consultants are engaged and the kickoff has been completed. He stated that there will be a public engagement session planned. He also stated that there will be an independent review of existing VNAP procedures forthcoming.

Chairperson Jordan stated that the McAir Aviation Flight School opened a second training location at Colorado Air & Space Port to relieve Front Range congestion.

7. ACTION ITEMS

No items

8. FINAL PUBLIC INVITED TO BE HEARD

Chairperson Jordan opened the Public Invited to be Heard.

Dr. Steven Miller, 10594 N. 65th Street, Longmont; He expressed concerns about noise and low-flying aircraft over his property near the west end of the airport. He stated he has had difficulty reaching the airport manager and getting responses to his concerns and complaints. He raised questions about incident reporting, particularly regarding a plane crash in his field that was not reported to the FAA.

Kirsten Base; She agreed with the previous speaker's concerns about noise issues. She noted that information on the airport's website regarding "touch and go" operations appears to have been changed without approval, and the new guidelines are not being followed.

Scott Stewart, 229 Grant St, Longmont; He suggested that technology could be used to better monitor and address noise issues, rather than relying on an FAA noise study, which he believes would not accurately capture the problem. He recommended implementing incident reporting for aircraft that do not make it back to the airport property. He commented on the administrative transfer fee charged by the city to the airport, stating that it should be the full amount rather than a discounted rate. He advocated for the implementation of landing fees to generate additional revenue for the airport.

John Grunsfield; 229 Airport Rd, Longmont; He expressed encouragement about the proposed communications plan. He noted that his business and other companies have located in Longmont due to the existence of the airport, which he believes is a valuable asset to the community. He shared that his noise surveys have found airplanes to be relatively low on the list of noise sources in the city.

Tara Menza, Longmont Resident; She inquired about the status of the Fixed Based Operator (FBO) Request for Proposal (RFP). She expressed support for the proposed communications plan and the need for more public education about aviation regulations and the voluntary nature of the VNAP. She suggested ideas such as "Plane Crazy Saturdays" and the city's participation in the Unity in the Community event to engage the broader community. She raised questions about the board's policies and communication with the planning and zoning board regarding development within the airport influence zone.

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

Chairperson Jordan clarified that VNAP is voluntary and explained that Federal Aviation Administration—not the city—regulates airspace. She explained the purpose and boundaries of the board. She stated that it is advisory only.

Chairperson Jordan clarified rules for board membership and past board composition. She stated no current board member is an active pilot, aircraft owner, or hangar owner.

Chairperson Jordan requested the airport manager provide the administrative transfer fee percentage, clarification about the fleet lease operating cost and the full revenue data in the budget, since board currently only sees expenses.

Board Member Shilling requested clear labeling of the Admin Transfer Fee and its discount from the city, full revenue budget, transparency on federal/state/city contributions, and disclosure of any additional city support beyond the transfer fee.

Board Member Shilling asked about the Good Neighbor Award. He asked what criteria are used, whether neighbors are consulted, and whether objective metrics (like flight tracking data) could be used.

Levi responded that the Good Neighbor Award is focused on pilot participation in the VNAP.

Chairperson Jordan sought confirmation that salaries and wages line item includes multiple staff, not just one person.

Jenn Ooton clarified what the administrative transfer fee includes and that the airport receives a 50% waiver.

10. ADJOURN

The meeting was adjourned at 7:41 p.m.
Respectfully submitted,

Melinda Jordan (May 14, 2026 13:13:58 MDT)

Chairperson Melinda Jordan

Airport Advisory Board

KP 03/24/2026

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Final Audit Report 2026-05-14

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