## CITY OF LONGMONT | Vance Brand Airport Advisory Board

**AGENDA**
**AIRPORT ADVISORY BOARD**
**CITY COUNCIL CHAMBERS**
**350 Kimbark St.**
**April 9, 2026 -- 6:00 PM**
**Regular Meeting (In Person Only)**
**(Livestream)**

1. Call to Order
2. Roll Call
3. Public Invited to be Heard
4. Approval of the February 12, 2026, Minutes
5. Updates from the Airport Manager
   i. Rates and Charges timeline
6. Information Items
   i. Vance Brand Noise Abatement Program
      - AMS VNAP public meeting
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.

**2026 Before carryover**

**49151540-Expenses**

| Object | Description | 2026 Original Budget | 2026 Revised Budget | 2026 Actual | 2026 Encumbrances/ Requisitions | 2026 Available | % Used |
|---|---|---|---|---|---|---|---|
| 50100 | Salaries and Wages | $ (191,668.00) | $ (191,668.00) | $ (38,129.55) | $ - | $ (153,538.45) | 19.89% |
| 50200 | Temporary Wages | $ - | $ - | $ - | $ - | $ - | 0.00% |
| 50400 | One Time Payment | $ - | $ - | $ - | $ - | $ - | 0.00% |
| 50500 | Overtime Wages | $ (5,800.00) | $ (5,800.00) | $ (1,061.06) | $ - | $ (4,738.94) | 18.29% |
| 50700 | Leave Expense | $ - | $ - | $ - | $ - | $ - | 0.00% |
| 51005 | RHS Plan | $ (712.00) | $ (712.00) | $ - | $ - | $ (712.00) | 0.00% |
| 51020 | FICA | $ - | $ - | $ - | $ - | $ - | 0.00% |
| 51030 | Medicare Contribution | $ (2,731.00) | $ (2,731.00) | $ (477.54) | $ - | $ (2,253.46) | 17.49% |
| 51050 | MOPC | $ (9,419.00) | $ (9,419.00) | $ (1,906.52) | $ - | $ (7,512.48) | 20.24% |
| 51060 | Employee Insurance | $ (27,317.00) | $ (27,317.00) | $ (6,802.15) | $ - | $ (20,514.85) | 24.90% |
| 51070 | GERP Retirement | $ (17,709.00) | $ (17,709.00) | $ (3,584.18) | $ - | $ (14,124.82) | 20.24% |
| 51090 | Compensation Insurance | $ (54.00) | $ (54.00) | $ - | $ - | $ (54.00) | 0.00% |
| 51100 | Unemployment Insurance | $ (76.00) | $ (76.00) | $ - | $ - | $ (76.00) | 0.00% |
| 51300 | Dental Insurance | $ - | $ - | $ - | $ - | $ - | 0.00% |
| | **TOTAL SALARIES** | **$ (255,486.00)** | **$ (255,486.00)** | **$ (51,961.00)** | **$ -** | **$ (203,525.00)** | **20.34%** |
| 61005 | Staff Training and Conference | $ (9,600.00) | $ (9,600.00) | $ (286.00) | $ - | $ (9,314.00) | 2.98% |
| 61020 | Food Allowance | $ (500.00) | $ (500.00) | $ (44.49) | $ - | $ (455.51) | 8.90% |
| 61050 | Supplies | $ (10,000.00) | $ (10,000.00) | $ (1,612.54) | $ - | $ (8,387.46) | 16.13% |
| 61100 | Audiovisual Materials | $ - | $ - | $ - | $ - | $ - | 0.00% |
| 61120 | Dues and Subscriptions | $ (1,450.00) | $ (1,450.00) | $ (325.00) | $ - | $ (1,125.00) | 22.41% |
| 61125 | Software | $ (8,029.00) | $ (8,029.00) | $ - | $ - | $ (8,029.00) | 0.00% |
| 61130 | NonCapital Equip and Furniture | $ (1,600.00) | $ (1,600.00) | $ (170.95) | $ - | $ (1,429.05) | 10.68% |
| 61240 | Repair and Maintenance | $ (78,150.00) | $ (78,150.00) | $ (727.63) | $ - | $ (77,422.37) | 0.93% |
| 62020 | Mileage Allowance | $ - | $ - | $ - | $ - | $ - | 0.00% |
| 62060 | Prof and Contracted Services | $ (160,250.00) | $ (160,250.00) | $ (7,887.10) | $ (72,151.50) | $ (80,211.40) | 49.95% |
| 62080 | Ads and Legal Notices | $ (500.00) | $ (500.00) | $ (85.45) | $ - | $ (414.55) | 17.09% |
| 62150 | Telephone Charges | $ (440.00) | $ (440.00) | $ (75.89) | $ - | $ (364.11) | 17.25% |
| 62170 | Postage | $ (157.00) | $ (157.00) | $ - | $ - | $ (157.00) | 0.00% |
| 62180 | Printing Copying and Binding | $ - | $ - | $ - | $ - | $ - | 0.00% |
| 62210 | Other services and Charges | $ - | $ - | $ 168.50 | $ - | $ (168.50) | 0.00% |
| 63400 | Pcard Clearing | $ - | $ - | $ (3,022.61) | $ - | $ 3,022.61 | 0.00% |
| | **TOTAL OPERATING in rollup** | **$ (270,676.00)** | **$ (270,676.00)** | **$ (14,069.16)** | **$ (72,151.50)** | **$ (184,455.34)** | **31.85%** |
| 62220 | Administrative Mgmt Services | $ (119,776.00) | $ (119,776.00) | $ (19,962.00) | $ - | $ (99,814.00) | 16.67% |
| 62240 | Fleet Lease Operating and Mtc | $ (31,117.00) | $ (31,117.00) | $ - | $ - | $ (31,117.00) | 0.00% |
| 62250 | Fleet Lease Replacement | $ (7,436.00) | $ (7,436.00) | $ - | $ - | $ (7,436.00) | 0.00% |
| 62140 | Utilities | $ (25,000.00) | $ (25,000.00) | $ (2,725.37) | $ - | $ (22,274.63) | 10.90% |
| 62030 | Liability Insurance | $ (15,886.00) | $ (15,886.00) | $ - | $ - | $ (15,886.00) | 0.00% |
| | **TOTAL excluded from rollup** | **$ (199,215.00)** | **$ (199,215.00)** | **$ (22,687.37)** | **$ -** | **$ (176,527.63)** | **11.39%** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | **Total Expenses** | **$ (725,377.00)** | **$ (725,377.00)** | **$ (88,717.53)** | **$ (72,151.50)** | **$ (564,507.97)** | **22.18%** |

**2026 Before carryover**

**Fund 490-**

**Revenue**

| Object | Description | 2026 Original Budget | 2026 Revised Budget |
|---|---|---|---|
| 41305 | Fuel Tax Refund | $ 7,956.00 | $ 7,956.00 |
| 43005 | Federal Grant | $ - | $ - |
| 43006 | Federal Grant-Capital | $ - | $ - |
| 43100 | State Grant | $ - | $ - |
| 43101 | State Grant Capital | $ - | $ - |
| 43300 | Non Grant State | $ - | $ - |
| 44740 | Fuel Flowage | $ 8,300.00 | $ 8,300.00 |
| 44820 | Special Event Space Rental | $ - | $ - |
| 44831 | Cell Tower | $ 100,000.00 | $ 100,000.00 |
| 44832 | FBO Lease | $ 42,000.00 | $ 42,000.00 |
| 44833 | Ramp Fee | $ 1,600.00 | $ 1,600.00 |
| 44834 | Public Use Permit Fees | $ 18,064.00 | $ 18,064.00 |
| 44835 | Swoop Pond | $ - | $ - |
| 46015 | Miscellaneous | $ - | $ - |
| 46090 | Prior Years Rev Exp | $ - | $ - |
| 46100 | Interest Operating | $ 7,684.00 | $ 7,684.00 |
| 46190 | Unrealized Gain Loss | $ - | $ - |
| 46210 | Hangar Leases | $ 504,734.00 | $ 504,734.00 |
| | **Total Revenue** | **$ 690,338.00** | **$ 690,338.00** |

| 2026 Actual | 2026 Encumbrances/ Requisitions | 2026 Available | % Used |
|---|---|---|---|
| $ 334.04 | $ - | $ 7,621.96 | 4% |
| $ - | $ - | $ - | 0% |
| $ - | $ - | $ - | 0% |
| $ - | $ - | $ - | 0% |
| $ 4,868.21 | $ - | $ (4,868.21) | 0% |
| $ - | $ - | $ - | 0% |
| $ 1,297.93 | $ - | $ 7,002.07 | 16% |
| $ - | $ - | $ - | 0% |
| $ 51,247.14 | $ - | $ 48,752.86 | 51% |
| $ 14,900.26 | $ - | $ 27,099.74 | 35% |
| $ 308.00 | $ - | $ 1,292.00 | 19% |
| $ 398.08 | $ - | $ 17,665.92 | 2% |
| $ - | $ - | $ - | 0% |
| $ (5,565.85) | $ - | $ 5,565.85 | 0% |
| $ - | $ - | $ - | 0% |
| $ - | $ - | $ 7,684.00 | 0% |
| $ - | $ - | $ - | 0% |
| $ 334,315.46 | $ - | $ 170,418.54 | 66% |
| **$ 402,103.27** | **$ -** | **$ 288,234.73** | **58%** |

# Administrative Transfer Fee review 2026

The administrative transfer fee is a payment from all enterprise funds and other major operating funds to the General Fund for services and assistance provided by General Fund departments.

The amount of each year's transfer fee is based on the estimated General Fund expenditures that represent:

- direct services (estimates of time spent ex. time the City Attorney's Office spent providing legal assistance on Airport issues) and
- indirect services provided to other operating funds (ex. HR helping Finance hire a new Accountant who then works on Airport Fund accounts) less those that are directly billed to those funds.

In 2026, the Airport ATF was $239,553 (Airport Fund will pay $119,776), and the major contributors to this amount were for direct/indirect services provided by the following departments:

- Risk Management – increased by $3,206 compared to 2025
- Transportation Planning – increased by $4,428 compared to 2025
- Mayor & Council – increased by $33,024 compared to 2025
- City Attorney – increased by $19,123 compared to 2025

*Please note, the 2026 ATF calculation was based on time spent in 2024.

The percentage the Airport Fund has paid of the total calculated ATF has changed over the years.

- In 2009 and prior, the Airport Fund paid 25% of the total ATF
- In 2010, the Airport Fund paid 35% of the total ATF
- In 2011, the Airport Fund began paying 100% of the calculated ATF which continued each year through 2017.
- In 2018, the Airport Fund paid 50% of the total ATF. The intent was to free up Airport funds to use as matching funds for FAA grants for capital improvements

This is how much the fee has been for the past few years, and how much the Airport Fund has paid:

2020 - Fee $136,280, Paid $68,140
2021 - Fee $191,560, Paid $95,780
2022 - Fee $155,488, Paid $77,744
2023 - Fee $165,588, Paid $82,794
2024 - Fee $199,834, Paid $99,917
2025 - Fee $173,754, Paid $86,877
2026 - Fee $239,552, Paid $119,776