CITY OF LONGMONT | Vance Brand Airport Advisory Board

AGENDA
AIRPORT ADVISORY BOARD
CITY COUNCIL CHAMBERS
350 Kimbark St.
March 12, 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 February 2026 Minutes
5. Updates from the Airport Manager
6. Information Items
   i. Communications Plan Presentation
   ii. 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
February 12, 2026
CITY COUNCIL CHAMBERS

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1. CALL TO ORDER

The February 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

Lauren Harding, Recording Secretary, called roll. Those present were Chairperson Melinda Jordan and Board Members Malcolm Dean, Matt Gibson, Charles Shilling, and City Council Member Sean McCoy.

Staff present were Levi Brown, Airport Manager, Jenn Ooton, Assistant City Manager, Christopher Robbie, Assistant City Attorney and Lauren Harding, Recording Secretary.

3. ELECTION OF OFFICERS

BOARD MEMBER DEAN MOVED, SECONDED BY BOARD MEMBER GIBSON, TO ELECT CHAIRPERSON JORDAN AS CHAIRPERSON.

MOTION CARRIED: 4-0

CHAIRPERSON JORDAN MOVED, SECONDED BY BOARD MEMBER GIBSON, TO ELECT BOARD MEMBER DEAN AS VICE CHAIRPERSON.

MOTION CARRIED: 4-0

4. SELECT MEETING DATE AND TIME FOR 2026

CHAIRPERSON JORDAN MOVED, SECONDED BY VICE CHAIRPERSON DEAN TO MEET THE SECOND THURSDAY OF EACH MONTH AT 6 PM.

MOTION CARRIED: 4-0

5. SELECT OFFICAL POSTING LOCATION FOR BOARD AGENDA

CHAIRPERSON JORDAN MOVED, SECONDED BY VICE CHAIRPERSON DEAN FOR THE OFFICAL POSTING LOCATION OF THE BOARD AGENDA TO BE THE PUBLIC CITY WEBSITE AGENDA PORTAL.

MOTION CARRIED: 4-0

6. PUBLIC INVITED TO BE HEARD

Chairperson Jordan opened the Public Invited to be Heard.

Stephanie Yuhas, 712 Collyer Street, Longmont; she expressed concerns about potential dissolution of the board. She also spoke about the airport development plans, and preserving airport history.

Scott Stewart, 229 Grant Street, Longmont; he requested timely updates on canceled meetings. He requested striking "He stated that an airport authority structure could potentially provide more transparency and clarity on the airport's finances." from the December minutes. He also suggested Automated Monitoring System training for board members.

John Grunsfeld, 229 Airport Road, Longmont; he opposed dissolving the board; emphasized its importance to making informed aviation decisions. He criticized the city's planning decisions to place housing in airport influence zone.

Chad Rennicke, 907 Champion Cir, Longmont; he suggested inviting City Council to the airport to educate them. He highlighted aviation programs and community engagement.

Dave Copp, 229 Airport Road, Longmont; he opposed dissolving the board and he stressed the board's critical role.

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

7. APPROVAL OF MINUTES

I. December 11, 2025 – Minutes

Page 2, Line 36 and 39; RFP should state RFI

Page 3, Line 37 and 38; Strike "He stated that an airport authority structure could potentially provide more transparency and clarity on the airport's finances."

Page 3, Line 3; BJC should state BDU

II. January 8, 2026 – Minutes

Page 1, Line 12 and 13 ; Should state meeting was cancelled in advance so members did not attend.

CHAIRPERSON JORDAN MOVED, SECONDED BY VICE CHAIRPERSON DEAN TO APPROVE THE DECEMBER 11, 2025, AND THE JANUARY 8, 2026, MINUTES AS AMENDED.

MOTION CARRIED: 4-0.

8. UPDATES FROM AIRPORT MANAGER

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

Levi stated the Voluntary Noise Abatement Program quarterly meeting will be held on February 23.

Levi stated that there is progress on agreements for the Voluntary Noise Abatement Program assessment and the Rates and Charges Study. He stated that the expected completion is about 3 months for the Rates and Charges Study.

9. INFORMATION ITEMS

I. Governance Review

Assistant City Attorney, Christopher Robbie, presented on the Airport Advisory Board powers and duties, Colorado Open Meetings Law, and Colorado Open Records Act. He emphasized compliance with public notice, quorum, and transparency requirements and provided guidance on email communication to avoid Sunshine Law violations.

II. Communications Plan – Draft

Levi stated the intent of sharing this document is for the board to review by the next meeting. Jill Lis, Sr Communications and Marketing Manager, will attend next month's meeting to review the document with the board.

III. Fuel Transition Plan – Final

Levi stated the plan has been submitted to Colorado Department of Transportation. This plan outlines timeline for transition to unleaded fuel by 2030.

Board Member Shilling asked Levi for clarification on what stakeholder engagement and aircraft owner support means.

10. ACTION ITEMS

No Action Items

11. FINAL PUBLIC INVITED TO BE HEARD

Chairperson Jordan opened the Public Invited to be Heard.

John Grunsfeld, 229 Airport Road, Longmont; He clarified the Federal Aviation Administration approvals for unleaded fuel and safety considerations.

Dave Copp, 229 Airport Road, Longmont; He raised concerns about property tax increases and the lack of federal/state grant applications.

Stephanie Yuhas, 712 Collyer Street, Longmont; She questioned why city does not apply for grants. She also suggested exploring electric aircraft infrastructure.

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

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

Jenn Ooton, Assistant City Manager, discussed email practices and Sunshine Law compliance. She stated it is the responsibility of the individual to not select reply all to an email to avoid creating an Sunshine Law violation.

Board Member Gibson expressed concern over City Council proposal to dissolve AAB. He suggested alternatives such as liaison roles.

BOARD MEMBER GIBSON MOVED, SECONDED BY VICE CHAIRPERSON DEAN TO ADJOURN THE FEBRUARY 12, 2026, AIRPORT ADVISORY BOARD MEETING AT 7:18 PM.

13. ADJOURN

The meeting was adjourned at 7:18 p.m.
Respectfully submitted,

Chairperson Melinda Jordan
Airport Advisory Board
KP 02/19/2026

Vance Brand Airport (LMO)
2026 Communications/Community Education Plan — DRAFT Outline

Communication Goals

1. Support pilots, flight schools and business partners with timely, clear information.
2. Build trust and positive relationships between airport staff, tenants, the general public and airport neighbors through empathetic, proactive communications.
3. Attract area business investment and development and point to City resources.
4. Increase community understanding of LMO value and positive community impact – and illustrate the airport's value in workforce development (pilot shortage).
5. Encourage aviation curiosity and provide opportunities for low-cost and meaningful community education and engagement.
6. Prepare proactive communications campaigns for major 2026 topics: VNAP/VMAP (Voluntary Noise Abatement Program), landing fee study, and noise data insights.

Target Audiences

Pilots and Airport Tenants

- Needs: Operational updates, safety requirements/expectations, "LMO flying etiquette" including VNAP, event notices and opportunities to engage with the community.
- Interests: Operational changes, VNAP reminders, airport improvements, opportunities to engage with the community to build goodwill and promote their businesses.

Neighbors Near the Airport (concerned about too many flights, aircraft flying too low, aircraft noise)

- Needs: Empathetic acknowledgment of concerns, transparency, easy-to-understand info about noise mitigation, complaint processes, safety practices, and what the City can/cannot control.
- Interests: How to access VNAP info, noise trends, who flies here and why, why certain aircraft behave the way they do.
- Concerns: Safety, environmental impacts and aircraft noise.

Potential Developers and Business Owners

- Needs: Accessible, well-organized info about zoning, development opportunities, City support, economic impact, infrastructure, and aviation-adjacent business benefits.
- Interests: Maps, site data, case studies, future planning documents, timelines.

General Public

- Needs: Basic info about what the airport is, how it benefits Longmont, how/why to visit, events, how it is funded, "why it matters."

- Interests: Family-friendly aviation events, Flight Deck Grill, plane spotting, aviation careers.
- Concerns: Safety and environmental impacts.

Community Members Curious About Aviation ("Friends of the Airport" group, families, STEM students, hobbyists, veterans, retired pilots, family and friends of pilots, school groups, community organizations and clubs)

- Needs: Access to educational opportunities, tours, family-friendly events, clear explanations about aviation concepts, airport and aviation history, careers.
- Interests: Airport operations, flight schools, aviation technology, student-career pathways.

Communication Strategy Ideas

Website Audit and Improvements

Update website to be welcoming and informative.

- Reorganize content into audience-focused hubs:
  - *For Neighbors* (noise info, FAQs, complaint form, safety).
  - *For Visitors* (Flight Deck Grill, events, maps, tours).
  - *For Pilots* (procedures, NOTAMs, VNAP reminders).
  - *For Developers* (property maps, zoning info, City contact info).
- Improve navigation, reduce jargon, make data easier to find.
- Add compelling imagery, videos and simple infographics
- Add link to the City's Advisory Board Agenda Management Portal: https://longmontcolorado.gov/city-clerk/agenda-management-portal/ to view AAB meeting agendas and minutes

Update FAQs and Develop Internal Talking Points

- Update General Public FAQs to be:
  - Concise
  - Comprehensive
  - Transparent
  - Written for non-aviators
- Create internal talking points for:
  - Council members
  - Media responses
  - Front-line city staff answering noise and safety questions

Humanize the Airport

Strengthen the airport's identity and local pride through new branding and storytelling.

- Create a simple, modern mark that communicates:
  - Community
  - Pride
  - Aviation

- Create quarterly “Meet the Airport/Your Neighbors in Aviation” spotlight (low-cost social, website update, email, CityLine):
    - Local pilots
    - Flight instructors
    - Aviation students from Longmont
    - Longmont students who want to be pilots
    - Flight Deck Grill owners
    - Other airport business owners/tenants
    - Airport staff
    - Families who fly for fun

Address Neighborhood Concerns

- Establish a tone of empathy + transparency + education.
- Consider creating a VNAP campaign name, messaging and video to build familiarity and increase understanding.
- Create an updated “Understanding Noise Around LMO” section on our website with:
    - Simple visuals about noise abatement
    - Flight/noise data
    - Explain that most complaints are from those who have not complained before
- Create Video - *What Is VNAP and How It Works*
    - On-camera narration by airport manager, interview with local pilot committed to VNAP, compelling graphics and drone b-roll

Improve and Increase Public Email Communications

- Convert the new “as needed” general public email updates into a twice-yearly Airport e-newsletter (sending additional updates as needed).
    - Develop e-newsletter content strategy
    - Provide updates on upcoming studies (VNAP, landing fees)
    - Consider adding to City-wide email system
- Promote sign-ups through:
    - Website
    - Flight Deck Grill signage
    - Events
- Include short digestible updates and upcoming engagement opportunities.

Conduct Proactive Media Outreach

- Pitch human-interest stories:
    - Airport family activities
    - Local aviation students
    - Flight Deck Grill owners – great place for food and plane spotting
- Prepare for outreach when major study results are released, landing fee study, etc.

Create Community Engagement Opportunities

- Enhance existing events with:
    - “Ask a Pilot” tent/table

    - Tabletop presentation
        - Why LMO is important to Longmont
        - How to become a pilot/different types of pilot job opportunities
    - Branded photo backdrop
    - Events:
        - 2026 City-wide Projects and Programs Open House
        - EAA Pancake Breakfast Fly-In – early June
        - Air Show – August (not every year)
        - Fire Training
- Develop Airport Tours and Educational Programs
    - Offer public tours 2/year (signup required)
    - Develop a downloadable/printable "Airport Explorer Guide" for families
    - Encourage field trips from schools, clubs, and homeschool groups.
    - Create a small, permanent visitor experiences space onsite
    - Promote aviation careers = How to Become a Pilot
- Partner with local groups:
    - "Friends of the Airport" group
    - STEM clubs
    - Veterans groups
    - Scouts
    - Schools
    - Senior centers
    - Youth Center

Purchase and Distribute Promotional Items

- Metal airport wing pins for kids
- Metal pins with new airport mark for all ages, aviation fans
- LMO-specific, airport-themed coloring books and small packet of crayons
- Vinyl stickers: LMO tail number designs, aircraft silhouettes
- Small wooden airplane gliders (high nostalgia value)

Budget Needs

1. **Paid advertising** such as boosting social media posts
2. **Promotional items** for visitors, events and outreach
3. **Education materials** for visitors, events and outreach
4. **On-site signage** for permanent visitor experiences space and wayfinding.

Metrics and Evaluation

- Growth in general public email subscribers
- Website analytics for priority pages

- Public participation at events, tours and outreach activities
- Fewer noise complaints (expect more initially - more people may make complaints as they learn how to make them)
- Engagement on human-interest social posts
- Positive media coverage
- Increase in developer inquiries
- Qualitative feedback from neighbors and pilots

Implementation Timeline

Dependent on final plan elements and available staff support.

- Some of this work may be good for a Communications summer intern

Questions/Notes:

- Are there internal communications activities we should add?
- What is the Airport Advisory Board like? Will the members be interested, willing and able to support some of the above activities? Do AAB meetings provide an opportunity for the community to attend/get involved/provide feedback?
- Possible next steps:
    - Levi and Sandi review this plan outline with an eye to
        - Prioritization – what activities are most important/time critical?
        - Do we have the staff resources (Jill, Levi, others) to implement the prioritized plan activities? (Over what time frame? Maybe this is a 2-year plan, not a 1-year plan?)
    - Finalize the outline for Levi and Sandi to share at the AAB's January meeting for their feedback (welcome suggestions but be cautious about promising to add too many more ideas – need to consider available staff time/resources required to implement).
    - Jill will incorporate AAB feedback into a full communications plan/schedule to be presented by Jill and Levi at the AAB's Feb 21 meeting.

Outlook

March 2026 Airport Update

From Levi Brown <levi.brown@longmontcolorado.gov>
Date Mon 3/2/2026 2:46 PM
To Levi Brown <levi.brown@longmontcolorado.gov>

Vance Brand Municipal Airport Newsletter

March 2026 Airport Update

- **Gate 5 out of service -** The master control board in Gate 5 had unfortunately burnt out. We currently have parts on order and hope to have the gate working as soon as they arrive. At the moment, we're unsure when the parts will be able to be shipped. We're assuming the gate will likely be down for a couple more weeks.

- **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 matters 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.

- **Good Neighbor Award -** Congratulations to Kate Connor from Aerosphere! This quarter's Good Neighbor Award winner. Kate helped represent our airport and spread the word about our VNAP at the quarterly flight school meeting in Broomfield. Kate has always worked with the airport to promote our VNAP and we're proud to present her 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

49151540 Airport

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	$ 23,638.31	$ -	$ 168,029.69	12.33%
50500	Overtime Wages	$ 5,800.00	$ 5,800.00	$ 351.60	$ -	$ 5,448.40	6.06%
51005	RHS Plan	$ 712.00	$ 712.00	$ -	$ -	$ 712.00	0.00%
51030	Medicare Contribution	$ 2,731.00	$ 2,731.00	$ 291.70	$ -	$ 2,439.30	10.68%
51050	MOPC	$ 9,419.00	$ 9,419.00	$ 1,181.94	$ -	$ 8,237.06	12.55%
51060	Employee Insurance	$ 27,317.00	$ 27,317.00	$ 4,201.61	$ -	$ 23,115.39	15.38%
51070	GERP Retirement	$ 17,709.00	$ 17,709.00	$ 2,222.00	$ -	$ 15,487.00	12.55%
51090	Compensation Insurance	$ 54.00	$ 54.00	$ -	$ -	$ 54.00	0.00%
	TOTAL SALARIES	**$ 255,486.00**	**$ 255,486.00**	**$ 31,887.16**	**$ -**	**$ 223,598.84**	**12.48%**
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	$ 1,525.43	$ -	$ 8,474.57	15.25%
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%
62060	Prof and Contracted Services	$ 160,250.00	$ 160,250.00	$ 8,345.60	$ 88,940.50	$ 62,963.90	60.71%
62080	Ads and Legal Notices	$ 500.00	$ 500.00	$ 85.45	$ -	$ 414.55	17.09%
62150	Telephone Charges	$ 440.00	$ 440.00	$ 37.96	$ -	$ 402.04	8.63%
62170	Postage	$ 157.00	$ 157.00	$ -	$ -	$ 157.00	0.00%
	TOTAL OPERATING in rollup	**$ 270,676.00**	**$ 270,676.00**	**$ 11,972.62**	**$ 88,940.50**	**$ 169,762.88**	**37.28%**
62220	Administrative Mgmt Services	$ 119,776.00	$ 119,776.00	$ 9,981.00	$ -	$ 109,795.00	8.33%
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**	**$ 12,706.37**	**$ -**	**$ 186,508.63**	**6.38%**
	GRAND TOTAL	**$ 725,377.00**	**$ 725,377.00**	**$ 56,566.15**	**$ 88,940.50**	**$ 579,870.35**	**20.06%**

Org	Object	Description	2026 Original Budget	2026 Revised Budget	2026 Actual	2026 Encumbrances/Requisitions	2026 Available	2026 Percent	
49151540	61005	Staff Training and Conference	9,600.00	9,600.00	286.00	0.00	9,314.00	2.98	Rollup Code 11260
49151540	61020	Food Allowance	500.00	500.00	44.49	0.00	455.51	8.90	
49151540	61050	Supplies	10,000.00	10,000.00	1,525.43	0.00	8,474.57	15.25	
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	325.00	0.00	1,125.00	22.41	
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	170.95	0.00	1,429.05	10.68	
49151540	61240	Repair and Maintenance	78,150.00	78,150.00	727.63	0.00	77,422.37	0.93	
49151540	62020	Mileage Allowance	0.00	0.00	0.00	0.00	0.00	0.00	
49151540	62060	Prof and Contracted Services	160,250.00	160,250.00	8,345.60	88,940.50	62,963.90	60.71	
49151540	62080	Ads and Legal Notices	500.00	500.00	85.45	0.00	414.55	17.09	
49151540	62150	Telephone Charges	440.00	440.00	37.96	0.00	402.04	8.63	
49151540	62170	Postage	157.00	157.00	0.00	0.00	157.00	0.00	
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	337.00	0.00	-337.00	0.00	
49151540	63400	Pcard Clearing	0.00	0.00	87.11	0.00	-87.11	0.00	
			270,676.00	**270,676.00**	**11,972.62**	**88,940.50**	**169,762.88**	**37%**	

PO Number	Fiscal Year	Description	Status	Remaining	Open	Vendor	Vendor Name	Department
22600664	2026	Portable Toilet Rental KLMO	Printed	$4,600.00	$4,600.00	7237	Redi Services LLC	Airport
22600108	2026	Blanket for Cleaning Services KLMO	Printed	$3,338.00	$4,000.00	1772	Team Custodial Services	Airport
22500561	2025	Blanket for Portable Restroom Service KLMO	Printed	$423.20	$4,992.00	7237	Redi Services LLC	Airport
22500515	2025	Prairie Dog Control	Printed	$19,925.00	$22,750.00	1074	Smith Environmental & Engineering	Airport
22500058	2025	Blanket PO for Cleaning Services	Printed	$28.00	$4,000.00	1772	Team Custodial Services	Airport
22302184	2023	Building assessment for airport hangar	Carry Forward	$1,112.75	$10,400.00	26536	Professional Engineering Consultants PA	Airport
				$29,426.95	**$50,742.00**			