



**Northern Colorado Regional Commission Minutes**  
**August 18, 2015**

- Call to Order:** Jason Licon, Airport Director called the meeting of the first Northern Colorado Regional Airport Commission to order on the above date at 9:02 a.m.
- Commission Members In Attendance:** Mayor Cecil Gutierrez, Mayor Wade Troxell, Fort Collins City Manager Darin Atteberry, Councilor Hugh McKean, Thomas Fleming, Jerry Stooksbury, Curt Burgener
- Public Comments:** None
- 1. Intergovernmental Agreement – Moses Garcia**
- Summary:** This is an informational item. Legal staff will provide an overview of the intergovernmental agreement that created the Northern Colorado Regional Airport Commission and answer questions.
- Discussion:**  
Mr. Garcia gave an overview of how the board will function and the roles/powers they have in regards to contracts, leases and airport activities. They are bound by the Federal Aviation Administration (FAA), the State of Colorado Aeronautics Division and both City Charters.
- Direction:**
- The board will need to create a set of by-laws that must be approved by both City Councils.
  - The board will need to create rules and responsibilities regarding the management of the Airport Director.
- 2. Board and Commission Fundamentals – Bill Cahill**
- Summary:** This is an informational item. This will be a presentation regarding recommended roles and responsibilities of the Airport Commission and Airport Staff.
- Discussion:**  
Mr. Cahill reviewed the roles and responsibilities between staff and the commission.
- Direction:**
- Actions need to be clear and on the record, in open sessions.
  - Goal is to simplify processes not complicate them.
- 3. Election of Officers – Jason Licon**
- Summary:** This is the first election of officers that will serve for a period of one year. The Airport Director will serve as the election official requesting nominations



from the group for the Chairman. Once a Chairman is selected they will then ask for nominations for the other officer positions.

**Discussion:**

Mayor Troxell nominated Mayor Gutierrez for the Chair position, Mayor Gutierrez accepted. Mr. Fleming seconded the nomination, all approved.

Chair Gutierrez opened the nominations for Vice Chair. Mr. Fleming nominated Mayor Troxell, Mayor Troxell accepted the nomination. Mr. McKean seconded the nomination, all approved.

**Direction:**

Mayor Gutierrez, Chair  
Mayor Troxell, Vice Chair

**4. Proposed Meeting  
Schedule – Jason  
Licon**

**Summary:**

This is a recommended motion to approve the proposed monthly meeting schedule for the Commission.

**Discussion:**

The board discussed the days/times. Mr. McKean proposed a start time of 4:00 p.m. The location was also discussed and the board added the City of Fort Collins, 300 LaPorte to the resolution outlining the official agenda posting locations. Mr. McKean made a motion to adopt the resolution, Mr. Fleming seconded all approved the adoption of resolution R-1-2015.

**Direction:**

Meetings will be held the 3<sup>rd</sup> Thursday of the month from 4:00 p.m. to 5:00 p.m.

**5. Airport  
Orientation – Jason  
Licon**

**Summary:**

This is an informational item. It will provide Commissioners a high level overview of the Airport including the Master Plan, Strategic Plan, FAA regulations, financial information, and economic impact.

**Discussion:**

The board discussed the regional aspect of the airport and the surrounding area. An overview of the layout of the property was given. A brief overview of the relationship with the Colorado Department of Aeronautics, FAA state office and staff was given.

**Direction:**

Information only

**6. Airport Director's  
Report – Jason Licon**

**Summary:**

This is an informational item.



**6. Business From  
Members**

**Discussion:**

Due to time constraints, discussion did not occur.

**Direction:**

Information only

**Summary:**

This is an informational item.

**Discussion:**

The board discussed holding a strategic plan session update on October 15<sup>th</sup> at the Otterbox facility from 8:00 a.m. to noon. Chairman Gutierrez will confirm. The monthly schedule meeting will shift to the morning and be held from 11:00 am to noon that day. Mr. McKean made a motion to change the meeting time to morning, Mr. Fleming seconded, all approved.

**Direction:**

Outlook invitations for the half day session will be sent out.

**Adjournment:**

The meeting was adjourned at 11:15 a.m.