



Northern Colorado Regional Airport Commission Minutes December 15, 2016

Call to Order: Commission Chair Cecil Gutierrez, called the meeting to order at 3:35 p.m.

Roll Call: Chair Gutierrez, Vice-Chair Troxell, and Commissioners Atteberry, Burgener, Fleming, and Stooksbury were present. Commissioner McKean was absent.

Introductions:

Cecil Gutierrez (Chair), Wade Troxell (Vice-Chair), Darin Atteberry (Commissioner), Jerry Stooksbury (Commissioner), Curt Burgener (Commissioner), Tom Fleming (Commissioner), Jason Licon (Airport Director), Tree Ablao (Airport Legal Counsel), Laurie Stirman (Airport Legal Counsel), Shawn Battmer (Airport Business Services Coordinator), Steve Wolf (FNL Pilot's Association), Bill Vanhercke (CH2M), Deb Montgomery (FNL jetCenter Manager), Tommy Buckley (CO jetCenter), Steve Adams (Loveland City Manager), Kenny Maenpa (Jacobson Engineering), Bill Payne (Remote Tower Project Manager), David Ulane (CO Division of Aeronautics Director), Bob Hau (Formation Group), Sean Keithly (Airport Business Development Specialist), Kim Meyer (SVN), Diane Jones (Formation Group), Jim Eddy (Formation Group), Chuck Barrett, Bill Kennedy (Formation Group), and John Clark.

Public Comments: None

Anyone in the audience will be given time to speak to any item on the Consent Agenda. Please ask for that item to be removed from the Consent Agenda. Items pulled will be heard at the beginning of the Regular Agenda. You will be given an opportunity to speak to the item before the Commission acts upon it.

Public hearings remaining on the Consent Agenda are considered to have been opened and closed, with the information furnished in connection with these items considered as the only evidence presented. Adoption of the items remaining on the Consent Agenda is considered as adoption of the staff recommendation for those items.

Anyone making a comment during any portion of today's meeting should come forward state your name and address for the record before being recognized by the Chair. Please do not interrupt other speakers. Side conversations should be moved outside the meeting room. Please limit your comments to no more than three minutes.

Consent Agenda

- 1. Approval of October 20, 2016 Regular Meeting Minutes**
 - 2. Airport Director's October & November Reports**
 - 3. October & November Financial Reports**
 - 4. 2017 Proposed Meeting Schedule**
- END OF CONSENT AGENDA**



Chair Gutierrez asked if anyone would like to remove anything from the Consent Agenda. None were removed.

Public Comments: None

Vice-Chair Troxell moved to approve the Consent Agenda. The motion, seconded by Commissioner Atteberry carried with all Commissioners present voting in favor thereof.

Regular Agenda

5. Remote Tower Update Update on the status of the Remote Tower Project.

Commissioner Atteberry exited at 4:21 p.m.

Public Comments:

Howard Abraham: The Remote Tower SMR will be plug and play for the purpose of testing and will not be a requirement for the system in order to remain affordable for other airports. There is no ASR in the system.

Commissioner Atteberry returned at 4:27 p.m.

6. Capital Improvement Plan for FAA & CDOT Grants

This will be a review and the recommendation to approve the proposed Capital Improvement Plan (CIP) for future FAA and CDOT grants. Each year the CIP must be reviewed, updated, and submitted to the FAA and CDOT Aeronautics. The FAA and CDOT use this information to program anticipated grant eligibility and priorities within the systems for upcoming years.

Direction: Consultant will provide an estimate to turn the 6/24 runway into a true crosswind runway.

Commissioner Fleming exited at 4:37 p.m. and returned at 4:39 p.m.

Public Comments:

Steve Wolf: Entreated the Commission to consider turning the existing 6/24 runway into a true crosswind runway and that it was of more importance to the pilots than a parallel runway. A new wind study will be updated with the next Master Plan. Howard Abraham: 6/24 runway has been used as a reliever runway in the past when maintenance work was required on 15/33.

Commissioner Atteberry moved to adopt the recommended Capital Improvement Plan, the motion seconded by Vice-Chair Troxell carried with all Commissioners present voting in favor thereof.



7. Rebranding & Communication Subcommittee

Staff will recommend individuals that have been appointed or have applied for the Rebranding and Communications Subcommittee. The committee's task is to achieve Airport Strategic Plan item #5, which is to rebrand the Airport and more productively engage the public.

Public Comments: None

Commissioner Atteberry moved to approve the recommended subcommittee officers with the addition of the Commission's representative, Commissioner Fleming, the motion seconded by Vice-Chair Troxell carried with all Commissioners present voting in favor thereof.

8. Bylaws

The Bylaws of the Airport Commission may require modifications based on input from Airport Commissioners. This item will explore these issues and recommend changes or further review of issues so that an amendment of the Bylaws can be considered by the City Councils. The items to consider include visiting the Quorum requirements for meetings, and the evaluation process for the Airport Director.

Direction: Legal will research the ability to adjust quorum requirements to allow for no representation from one City provided the items are not financially obligatory. Both City Managers will meet to determine a process to allow Commission participation in the Airport Director's annual evaluation without violating City of Loveland's Charter.

9. Election of Officers

The bylaws require that the Airport Commission hold an election of officers for the Chair and Vice- Chair positions.

Commissioner Burgener exited at 5:18 p.m.

Commissioner Fleming nominated Vice-Chair Troxell to the position of Chair, the nomination seconded by Commission Stooksbury carried with all Commissioners present voting in favor thereof. Commissioner Gutierrez nominated Commissioner Fleming to the position of Vice-Chair, the nomination seconded by Commissioner Atteberry carried with all Commissioners present voting in favor thereof. Commissioner Gutierrez assigned Shawn Battmer the position of Secretary, the assignment seconded by Vice-Chair Fleming carried with all Commissioners present voting in favor thereof.

Commissioner Burgener returned at 5:21 p.m.

10. Business From Members

This is an opportunity for Commissioners to report on recent activities or introduce new business for discussion at this time or on a future Commission agenda.



Atteberry: From the Airport Director's Report, Green Ride's additional business is due to the six weeks between Thanksgiving and Christmas. Green Ride identifies this as their peak travel season with 700-1,100 passengers a day. Additional leased space accommodates their overall growth and another additional area during their peak season.

Direction: A thank you letter to Green Ride Co Inc. for their partnership with the Airport will be extended from the Commission with signatures from the Chair and the Director. The Director will revive the Wingless Flight program and look into what needs to be done to get it approved.

Gutierrez: The Airport needs to be thought of as an overall transportation hub and not only an airport.

Troxell: Requirements to get the passengers from Wingless flight counted as enplanements are unknown since this project has never been done before.

Public Comments:

Steve Wolf: Having the Wingless flight program drop people off beyond security would be a great benefit. The 700-1,100 people day would generate additional revenue as PFCs. If we could gain FAA approval they might be considered enplanements; however, since this has never been done there are no existing requirements to gain that approval yet.

Adjournment: The meeting was adjourned at 5:35 p.m.

Respectfully Submitted,

Vice-Chair, Tom Fleming