



**Northern Colorado Regional Commission Minutes  
December 17, 2015**

**Call to Order:** Commission Chair Cecil Gutierrez, called the meeting to order at 4:01 p.m.

**Roll Call:** Roll was called and the following responded: Gutierrez, Troxell, Fleming, McKean, and Stooksbury. Commissioner Burgener arrived at 4:09 p.m. and Commissioner Atteberry arrived at 4:10 p.m.

**Public Comments:**

Jason Kopp, Blue Ocean: Stated a lot of great progress for 2015; which included the creation of the Airport Commission, addition of Elite Airways, attracting the Virtual Tower project, and a great vision for the future. Asked the Commission to keep focus in 2016 and to provide funding and staffing to the Airport to achieve that vision.

**Introductions:**

James Hayes (FNL Pilots Association), Diane Jones (Formation Group), Jim Eddy (Formation Group), Jason Kopp (Blue Ocean), Mike Beckstead (City of Fort Collins), Bill Cahill (City of Loveland), Bob Hau (Formation Group), Dan Betts (Senator Cory Gardener's Office), Bill Kennedy (Formation Group).

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.

**Chair Gutierrez asked if anyone would like to remove anything from the Consent Agenda. None were removed. Vice Chair Troxell made a motion to approve the Consent Agenda. The motion, seconded by Commissioner Fleming, carried with all commissioners present voting in favor thereof.**

**Public Comments:** None



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## CONSENT AGENDA

### **1. Approval of Meeting Minutes**

This is an administrative action to approve the November 19, 2015 Regular Meeting minutes.

### **2. Planning Calendar**

A planning calendar has been developed to prepare Commission members for upcoming topics of discussion.

### **3. Establishing Rules and Regulations Including Execution of Agreements**

As discussed at the previous Airport Commission meeting, the Intergovernmental Agreement between the Cities states that management authority over Airport operation and commercial, industrial or other operations and activities of any kind located on the Airport is vested in the Northern Colorado Regional Airport Commission. This resolution will provide the necessary rules and regulations that will enable the Commission and their designee to execute agreements within certain parameters and amounts.

### **4. Airport Director's Report**

This report prepared by the Airport Director, Jason Licon, are an overview of what occurred at the Airport during the month of November.

### **5. Monthly Financial Report**

This report is an overview of all revenues and expenditures through November 30, 2015. The highlights of this month's report reflect a significant decrease in fuel related revenues and a jump in capital expenditures.

The fuel revenues derive from percentage based fees assessed on aviation fuel. The lower price of aviation fuel has resulted in a 40% reduction in revenue or approximately \$120,000 less than what was received just one year ago. This can be found in the operational revenues within the Gas and Oil Commissions and the State Aircraft Fuel Tax line items.

The capital expenditures line item under non-operating revenues reflects a \$600,000 acquisition of a new fire truck. The Federal and State grants that will offset \$570,000 of this cost did not make it into the books until after month's end. All Federal and State funded projects require the Airport to pay for the expenses upfront and then apply for reimbursement. The reimbursements will be reflected in the December statement.

## END OF CONSENT AGENDA

**Public Comments:** None



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## REGULAR AGENDA

### **6. 2016 Meeting Schedule**

This is a recommended motion to approve the proposed 2016 monthly meeting schedule for the Commission.

#### **Direction**

Staff will poll Commissioners for alternate dates for the proposed March 17 and April 14 regular meeting dates due to scheduling conflicts.

Staff will send Outlook Calendar Appointment updates for the 2016 Commission Meeting dates.

**Public Comments:** None

### **Motion passed unanimously**

Commissioner Burgener arrived at 4:09 p.m.

### **7. Strategic Plan Priorities and Cost**

The Airport's adopted Strategic Plan has four primary components that will require time, resources, and/or systems to achieve. In order to best utilize available resources to attain the strategic plan's goals, our priorities must be set to determine how we navigate each component. This item will overview estimates for each element and recommendations from staff on how best to accomplish them.

Commissioner Atteberry arrived at 4:10 p.m.

#### **Direction**

Staff will provide a chart showing what resources exist now and what resources are needed to tackle the tactics for all the plans.

Legal Staff will research legal constraints on accepting volunteer work for tasks that are normally compensated for. Staff will look into whether different considerations exist due to being an Airport or any FAA requirements.

#### **Public Comments:**

James Hayes, Pilots Association: Stated volunteers from the Pilot's Association were available.

Jim Eddy, Formation Group: Suggested the Commission form committees to deal specifically with Airport Volunteers.

Jason Kopp, Blue Ocean: Agreed determining resource allocation was critical and reminded the board to not allow budgetary issues to constrain the Airport's resource needs.



**8. Water Valley  
Proposal**

At the November airport commission meeting a development concept was presented by Mr. Martin Lind and Mr. Patrick McMeekin of the Water Valley Company. The direction given at the conclusion of the discussion was that the Airport Director will provide the Commission a report on how this proposal meets the goals for the Airport and how the Commission achieves the next steps.

**Direction**

Staff will update Martin Lind on the Commission's progress in reviewing his proposal.

Staff will provide the proposal review information as soon as possible to the Commissioners prior to January's regular meeting so that an executive session may be placed on January's agenda.

City of Loveland staff will create public domain email addresses for the citizen members of the commission.

It was unanimously agreed that this review process for this proposal will help shape the template to be used for future proposals.

**Commissioner McKean made a motion that the Water Valley conceptual proposal is generally consistent with Airport policy documents and directed staff to continue discussions with Water Valley on the proposal. The motion, seconded by Commissioner Fleming, carried with all commissioners present voting in favor thereof.**

**Public Comments:** None

**Motion passed unanimously**

**9. 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.

Fleming: Discussed the formation of committees to help alleviate Airport tasks.

Troxell: Reported collaboration with the Northern Colorado Economic Alliance and the City of Greeley.



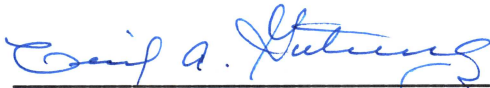
McKean: Thanked Dan, from Senator Gardener's office, for attending.

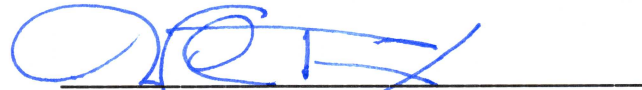
**Direction**

Legal staff will research how open meeting laws impact sub groups, like committees.

**Adjournment:** The meeting was adjourned at 5:25 p.m.

Respectfully Submitted,

  
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Chair, Cecil A. Gutierrez

  
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Vice Chair, Wade Troxell