



## Northern Colorado Regional Commission Minutes September 17, 2015

- Call to Order:** Commission Chair Cecil Gutierrez, called the meeting to order at 4:04 p.m.
- Roll Call:** Roll was called and the following responded: Gutierrez, Atteberry, McKean, Fleming, and Burgener. Commissioner Stooksbury was absent. Vice Chair Troxell arrived at 4:11 p.m.
- Public Comments:** None

**Commission Chair Gutierrez prefaced the meeting by giving general guidelines.**

- **Public comment will be allowed in the beginning**
- **Staff will present regular agenda items**
- **Commissioners will be given the opportunity for questions after the presentation**
- **If the item requires a motion, the chair will call for a vote**
- **After the required motions are called the chair will open that item for public comment**
- **If there is public comment, the discussion will be brought back before the Commissioners**
- **If it requires a motion, the Chair will call for a vote**

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.

**Commission Chair Gutierrez asked if anyone would like to remove anything from the Consent Agenda. Commissioner Burgener made a motion to approve the Consent Agenda as submitted. The motion, seconded by Commissioner McKean, carried with all commissioners present voting in favor thereof.**

**Public Comments:** None

**Consent Agenda**

- 1. Approval of Meeting Minutes** This is an administrative action to approve the August 18, 2015 Regular Meeting minutes.



**2. 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 August

**3. Monthly Financial Report**

This report is an overview of all revenues and expenditures through August 31, 2015. The statement was developed to follow formatting shared with the Airport's annual audited financial statement. The information compares the year to date actual revenues and expenses with the year prior and the adopted year to date budget. A percentage of that year to date budget is also included for easy reference.

**END OF CONSENT AGENDA**

**Public Comments:** None

Vice Chair Troxell arrived at 4:11 p.m.

**Regular Agenda**

**4. Bylaws – Moses Garcia**

This is a discussion only item. The Intergovernmental Agreement between the Cities requires that bylaws are created by the Commission. The bylaws must be approved by both City Councils prior to their ability to go into effect. A draft of the bylaws will be presented for discussion and formal consideration will take place at the next Commission meeting. City of Loveland Assistant City Attorney Moses Garcia gave an overview of this item and asked for clarification on several sections.

Notification of special and emergency meetings will be an email and a telephone call. Special and Emergency meetings can be called by two City appointed Commissioners. The resolution for the next consent agenda will contain the changes from today's discussion.

**Direction:**

- Staff will make available technological means for meeting presence
- Staff will look into the ability to satisfy quorum and votes by proxy
- Section 9 will be corrected to list City Councils plural and district commission will be stricken
- Commissioners will email their questions and suggestions to the Airport Director
- Airport staff will provide administrative support for the Commission

**Public Comments:** None

**5. Establishing Rules and Regulation Including Execution of Agreements – Moses Garcia**

This is a discussion only item. The Airport Commission will set the level of authority that staff will have concerning purchasing limits, and to act as signatory for standard leases and contracts. A draft of the proposed rules and regulations will be presented for discussion and formal consideration will take place at the next Commission meeting.



**Direction:**

- Rules and Regulations are still pending approval from the City of Fort Collins
- The Commission will review and discuss this item again if changes are required

**Public Comments:** None

**6. Airport Strategic Plan – Commission Chair Cecil Gutierrez**

This is an informational only item. This will be a presentation designed to prepare the Commission for the October meeting where the airport strategic plan will be discussed in detail.

**Direction:**

- Pete Richardson will guide the October meeting on the history and development of the Strategic Plan

**7. Planning Calendar**

This is an informational only item. A planning calendar has been developed to prepare Commission members for upcoming topics of discussion.

**Direction:**

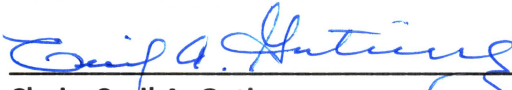
- Staff will make all reading materials available to the Commissioners as soon as possible
- The hours for the October 15, 2015 meeting at Otterbox hangar have been corrected in the Planning Calendar as 8:00 a.m. to 11:00 for the Stratops meeting and 11:00 a.m. to 12:00 p.m. for the Regular meeting
- The Airport Director will copy the Vice Chair on agenda planning


**8. Business From Members**

None

**Adjournment:** The meeting was adjourned at 5:16 p.m.

Respectfully Submitted,

  
Chair, Cecil A. Gutierrez

  
Vice Chair, Wade Troxell