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# Northern Colorado Regional Airport Commission Monthly Meeting



## Airport Administrative Office Conference Room

4900 Earhart Road  
Loveland, CO 80538

Thursday, November 19, 2015  
4:00 PM

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## CONSENT AGENDA

### CALL TO ORDER

### ROLL CALL

### PUBLIC COMMENT

### CONSENT AGENDA

*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.*

- 1. MINUTES FROM THE OCTOBER 15, 2015 NORTHERN COLORADO REGIONAL AIRPORT COMMISSION MEETING**
- 2. PLANNING CALENDAR**
- ~~3. ESTABLISHING RULES AND REGULATIONS INCLUDING EXECUTION OF AGREEMENTS~~**
- 4. AIRPORT DIRECTOR'S REPORT**
- 5. MONTHLY FINANCIALS**

### END OF CONSENT AGENDA



## NORTHERN COLORADO REGIONAL AIRPORT COMMISSION

### REGULAR AGENDA

*Anyone who wishes to address the Commission on any item on this part of the agenda may do so when the Chair calls for public comment on each item.*

- 6. AIRPORT DEVELOPMENT CONCEPT PROPOSAL – 25 MIN**  
This is an informational item. The Water Valley Company has requested to present a conceptual development item for the Airport Commission and City staff to consider.
- 7. VIRTUAL TOWER – 25 MIN**  
This is an informational item. This will be a presentation on the potential impacts that the virtual tower may have during the installation, testing, and certification of this innovative concept.
- 8. BUSINESS FROM MEMBERS**

### ADJOURN



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**ITEM NUMBER:** 1  
**MEETING DATE:** November 19, 2015  
**PREPARED BY:** Jason Licon, Airport Director

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**TITLE**

Minutes from the October 15, 2015 Northern Colorado Regional Airport Commission Meeting

**RECOMMENDED AIRPORT COMMISSION ACTION**

Approve as written

**BUDGET IMPACT**

- Positive
- Negative
- Neutral or Not Applicable

**SUMMARY**

The attached documents, prepared by Shawn Battmer, are a record of the October 15, 2015 meeting of the Northern Colorado Regional Airport Commission.

**ATTACHMENTS**

October 15, 2015 Minutes



## Northern Colorado Regional Commission Minutes October 15, 2015

**Call to Order:** Commission Chair Cecil Gutierrez, called the meeting to order at 11:16 a.m.

**Roll Call:** Roll was called and the following responded: Gutierrez, Troxell, Atteberry, Burgener, Fleming, McKean, and Stooksbury. Commissioner Atteberry left early at 11:30 a.m.

**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.

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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 removed item #3 from the Consent Agenda and asked if anyone would like to remove anything else from the Consent Agenda.** No other items were removed.  
**Commissioner McKean made a motion to approve the Consent Agenda with the exception of item #3. The motion, seconded by Vice Chair Troxell, 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 September 17, 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 September

**5. Monthly Financial Report**

This report is an overview of all revenues and expenditures through September 30, 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

**Regular Agenda**

**6. Northern Colorado Regional Airport Commission Bylaws**

This is an action item. The Bylaws of the Northern Colorado Airport Commission were presented for review and direction at the regularly scheduled meeting in September. The updated document will be presented for final review and approval. Once approved, the bylaws will require final approval from both City Councils.

**Commissioner McKean made a motion to approve the Bylaws and forward to the City Councils for ratification and inclusion on the next possible meeting agenda. The motion seconded by Commissioner Fleming, passed unanimously.**

**Public Comments:** None

**7. Airport Finance – Jason Licon**

This is an informational item. This will be a presentation on the financial picture of the Airport including the approved 2016 Airport Budget, an updated ten-year financial plan, and two scenarios that have been developed from the adopted Airport Strategy. The ten-year forecast will serve as the guiding financial document for the Commission as consideration is given to future proposals.

**Direction**

- Airport Director will provide the Adopted Rates and Fees schedule to the Commissioners

Commissioner Atteberry left at 11:30 a.m.



**Public Comments:** None

**8. Business From Members**

The question was brought up on how to engage the Airport partners to address core issues that were discussed in the Stratops meeting since the committees were dissolved.

**Direction**

- Airport Director will coordinate a meeting with the Chair and Vice Chair to create a mini plan to bring before the Commission to address the core issues list with a proposal for investment on the Airport

**Adjournment:** The meeting was adjourned at 12:06 a.m.

Respectfully Submitted,

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Chair, Cecil A. Gutierrez

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Vice Chair, Wade Troxell

DRAFT



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**ITEM NUMBER:** 2  
**MEETING DATE:** November 19, 2015  
**PREPARED BY:** Jason Licon, Airport Director

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**TITLE**

Planning Calendar

**RECOMMENDED AIRPORT COMMISSION ACTION**

This is an informational item

**BUDGET IMPACT**

- Positive
- Negative
- Neutral or Not Applicable

**SUMMARY**

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

**ATTACHMENTS**

November Planning Calendar








## Planning Calendar

### **December 17, 2015 Regular Meeting**

#### Regular Agenda

-  Strategic Plan & Financial Goal
-  Capital Improvement Plan Update
-  2016 Meeting Schedule

### **January 21, 2016 Regular Meeting**

#### Regular Agenda

-  Airport Branding

### **February 18, 2016 Regular Meeting**

#### Regular Agenda

-  Police Training Campus



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**ITEM NUMBER:** 3  
**MEETING DATE:** November 19, 2015  
**PREPARED BY:** Jason Licon, Airport Director

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**TITLE**

Establishing Rules and Regulations Including Execution of Agreements

**RECOMMENDED AIRPORT COMMISSION ACTION**

This is an action item to approve RESOLUTION # R-2-2015, approving the establishment of rules and regulations of the northern Colorado regional airport commission including rules and regulations regarding the execution of certain agreements, as developed by Legal Staff and amended to reflect direction given at the September 17, 2015 Airport Commission meeting.

**BUDGET IMPACT**

- Positive
- Negative
- Neutral or Not Applicable

**SUMMARY**

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. As of November 12, 2015, the legal departments have not completed their analysis of the rules and regulations. Staff is optimistic that Legal will have their analysis complete prior to the meeting.

**ATTACHMENT**

A final draft will be sent out once Legal has completed their analysis. Resolution # R-2-2015 approving the establishment of rules and regulations of the Northern Colorado Regional Airport Commission including rules and regulations regarding the execution of certain agreements



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**ITEM NUMBER:** 4  
**MEETING DATE:** November 19, 2015  
**PREPARED BY:** Jason Licon, Airport Director

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**TITLE**

Airport Director Monthly Report

**RECOMMENDED AIRPORT COMMISSION ACTION**

Informational only

**BUDGET IMPACT**

- Positive
- Negative
- Neutral or Not Applicable

**SUMMARY**

The attached documents, prepared by the Airport Director, Jason Licon, are an overview of what occurred at the Airport during the month of October.

**ATTACHMENTS**

Airport Director's Report October 2015



**TO:** Airport Commission; City Councils  
**FROM:** Jason Licon, Airport Director  
**RE:** Airport Report  
**DATE:** 11/6/2015

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### Virtual Air Traffic Control Tower

In September, the State of Colorado announced that the Fort Collins – Loveland Airport was chosen as the test site for an innovative emerging technology officially called the Virtual Air Traffic Control Tower (VATCT). On Thursday, October 22<sup>nd</sup> the Colorado Department of Transportation Division of Aeronautics Director, David Ulane and Virtual Tower Project Manager, Mr. William Payne presented information about the Division and the VATCT project at a public information session held at the Airport. Approximately one hundred airport users and stakeholders were in attendance. The focus for the meeting was the impact the VATCT project may have on those that utilize the Airport and to answer questions relative to the announcement.



The Airport was also highlighted this month in the Division of Aeronautics annual report:

### Virtual Air Traffic Control Tower

In 2015, the Virtual Air Traffic Control Tower (VATCT) testing and assessment program moved forward. The Division of Aeronautics is working in partnership with the Federal Aviation Administration (FAA) to develop VATCT testing and assessment. This leading edge aviation technology will employ ground-based video and aircraft ground detection components to provide data monitored by air traffic controllers working in a central off-airport location. The high-tech array will provide an enhanced level of air safety at a cost dramatically lower than the expense required to construct and staff a traditional air traffic control tower. This CDOT Aeronautics Division-led initiative to test VATCT technology in Colorado will further solidify CDOT and the Colorado Division of Aeronautics as a

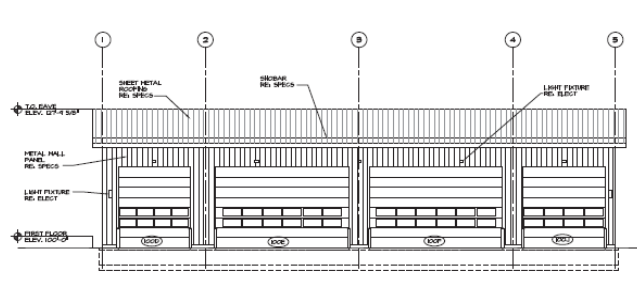
national leader in airspace technology innovation, enhancing aviation safety, capacity and efficiency, while minimizing the overall capital and operating costs. The \$10 Million in funding for the test phase of this monumental project is being provided by the Colorado Aviation Fund and unanimously approved by the Colorado Aeronautical Board (CAB). When complete in late 2015, this project will provide GA airports in the state with an effective and easy to use online toolkit to help them easily create a sustainability plan, create and track metrics, and report on achievements. This toolkit is integrated with the Division's Web-based Information System (WIMS) program and will, when implemented by airports, allow for statewide airport sustainability reporting and tracking by the Division. The equipment necessary for the research project is expected to be installed at the Fort Collins- Loveland Municipal Airport by spring of 2016, with initial testing and assessments of the new virtual technology commencing shortly thereafter.

### **Airport Terminal Concessions**

The Airport has had recent inquiries to operate the food and beverage concessions at the commercial airline terminal. These inquiries are a result of the restart of airline service and the recent reports that there may be additional destinations served in the not too distant future by Elite Airways. In the past the Airport did have a concession provider that offered food and beverage service to waiting passengers in the Airport's terminal building. This service was provided when Allegiant Airlines transported between 600 and 900 passengers from the Airport terminal each week. Currently Elite Airways has an average of 60-70 passengers each week. Due to interest from multiple entities, Airport staff is working to develop a request for proposals from concessionaires. Companies that have expressed interest in operating a concession include Peaks Café located at the Cheyenne Airport, The Flight Deck Grill located at the Longmont Airport, and the Aviator Bar and Grill located at the Front Range Airport.

### **Snow Removal Equipment Building**

Progress is being made to construct a new snow removal and emergency equipment storage building adjacent to the Airport's fire station. The construction of the \$1.3 million facility is being funded by Federal and State grant sources and was budgeted and appropriated within the Airport's 2014 and 2015 budgets.



A funding setback created by a reduction in State funding availability this year forced the Airport to reduce the size of the facility, as delaying the project was not an option. The project has been on the Airport's Capital Improvement Plan since 1995 and the construction phase of the project was awarded to Walsh Construction in August. The redesigned facility will provide adequate storage to satisfy the Airport's current need for snow removal and emergency response equipment. The contractor is expected to break ground in early November and complete the project by May 2016.

## **Elite Airways**

The flight schedule for Elite Airways has been extended through to the end of January. The schedule continues with twice weekly service, serving the Chicago Rockford Airport. A total of four additional flights have been added during the Thanksgiving holiday to accommodate increased demand. The airline has shared that the service is doing well and they are considering possible future destinations to be served from our Airport. They are still working to certify recently acquired 70 passenger Bombardier CRJ-700 aircraft, which may be added to their 50 passenger fleet that currently operates the Rockford route. Elite Airways expects the new aircraft to begin operations in early 2016.

## **Emergency Plan Update and Review**

The Federal Aviation Administration requires that commercially certified airports conduct a review of its emergency plan. On October 30<sup>th</sup> the plan was reviewed by multiple agencies who would provide immediate response or mutual aid in an airport emergency event. Participants in the emergency plan review included all Airport staff, Loveland Fire and Rescue Authority, Loveland Police, Larimer County Emergency Management, Poudre Fire Authority, Colorado State Police, Thompson Valley EMS, area hospitals, and Airport based businesses. In 2016 the FAA regulatory requirement is to conduct a full scale emergency exercise to test the emergency plan and involve emergency response personnel and organizations.



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**ITEM NUMBER:** 5  
**MEETING DATE:** November 19, 2015  
**PREPARED BY:** Jason Licon, Airport Director

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**TITLE**

Statement of Revenues and Expenses, October 2015

**RECOMMENDED AIRPORT COMMISSION ACTION**

Informational only

**BUDGET IMPACT**

- Positive
- Negative
- Neutral or Not Applicable

**SUMMARY**

The attached document is an overview of all revenues and expenditures through October 31, 2015.

**ATTACHMENTS**

Statement of Revenues and Expenses, October 2015



NORTHERN COLORADO  
REGIONAL AIRPORT COMMISSION

Airport Statement of Revenues and Expenses  
From 01/01/2015 to 10/31/2015

	Y-T-D 2015 Actual	Y-T-D 2014 Actual	Y-T-D 2015 Budget	2015 Total Budget	% of Y-T-D 2015 Budget
<b><u>OPERATING REVENUES</u></b>					
Hangar Rental	87,751	82,228	75,000	90,000	117%
FBO Rent	56,450	44,597	47,670	57,180	118%
Gas and Oil Commissions	115,924	192,341	200,000	240,000	58%
State Aircraft Fuel Tax	49,841	61,740	83,300	100,000	60%
Land Lease	156,915	126,190	116,700	140,000	134%
Terminal Lease and Landing Fees	3,868	3,297	2,200	2,600	176%
Parking	8,435	80	400	500	2109%
Miscellaneous	18,572	8,202	14,880	15,700	125%
<b>TOTAL OPERATING REVENUES</b>	<b>497,755</b>	<b>518,675</b>	<b>540,150</b>	<b>645,980</b>	
<b><u>OPERATING EXPENSES</u></b>					
Personal Services	319,952	280,779	361,586	434,556	88%
Supplies	25,686	21,789	41,960	49,700	61%
Purchased Services	257,636	331,025	506,639	567,209	51%
<b>TOTAL OPERATING EXPENSES</b>	<b>603,274</b>	<b>633,593</b>	<b>910,185</b>	<b>1,051,465</b>	
<b>OPERATING GAIN (LOSS)</b>	<b>(105,518)</b>	<b>(114,918)</b>	<b>(370,035)</b>	<b>(405,485)</b>	
<b><u>NONOPERATING REVENUES (EXPENSES)</u></b>					
City Contributions	177,500	177,500	355,000	355,000	50%
Passenger Facility Charge	878	817	5,800	7,000	15%
Interest Income	13,409	11,459	8,900	10,710	151%
Capital Expenditures	(977,351)	(86,672)	(2,376,077)	(2,376,077)	41%
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<b>(785,564)</b>	<b>103,104</b>	<b>(2,006,377)</b>	<b>(2,003,367)</b>	
<b>NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS</b>	<b>(891,082)</b>	<b>(11,814)</b>	<b>(2,376,412)</b>	<b>(2,408,852)</b>	
Capital Contributions	19,501	779,154	550,000	550,000	4%
<b>CHANGE IN NET POSITION</b>	<b>(871,581)</b>	<b>767,340</b>	<b>(1,826,412)</b>	<b>(1,858,852)</b>	
NET POSITION, Beginning	23,324,611	24,431,611	0	0	
NET POSITION, Ending	22,453,030	25,198,950	(1,826,412)	(1,858,852)	
Investment in Capital Assets	21,341,480	22,784,639	0	0	
Net Position Available for use	1,111,549	2,414,311	(1,826,412)	(1,858,852)	





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**ITEM NUMBER:** 6  
**MEETING DATE:** November 19, 2015  
**PREPARED BY:** Jason Licon, Airport Director

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**TITLE**

Airport Development Concept Proposal

**RECOMMENDED AIRPORT COMMISSION ACTION**

This is an informational item.

**BUDGET IMPACT**

- Positive
- Negative
- Neutral or Not Applicable

**SUMMARY**

This is an informational item. The Water Valley Company has requested to present a conceptual development item for the Airport Commission and City staff to consider.

**ATTACHMENTS**

None



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**ITEM NUMBER:** 7  
**MEETING DATE:** November 19, 2015  
**PREPARED BY:** Jason Licon, Airport Director

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**TITLE**

Virtual Tower

**RECOMMENDED AIRPORT COMMISSION ACTION**

This is an informational item.

**BUDGET IMPACT**

- Positive
- Negative
- Neutral or Not Applicable

**SUMMARY**

This is an informational item. This will be a briefing on the potential impacts that the virtual tower may have during the installation and testing phase of the project. Mr. Bill Payne, CDOT Division of Aeronautics project manager, will share a proposed timeline for the project, and will be able to answer questions from the Commission pertaining to the short and longer term impacts that the project may have. This project will be a test of a new concept and there will likely be concerns or issues that develop throughout the project timeline. This discussion will allow for the Airport Commission to be better prepared for any possible Airport impacts by gaining a thorough understanding of what is envisioned.

**ATTACHMENTS**

None

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