



June 28, 2018 Meeting Minutes

Call to Order: Chair Troxell called meeting to order at 3:33 p.m.

Roll Call: Chair Troxell, Vice-Chair Fleming, Commissioners Adams, Atteberry, and Johnson (via phone). Commissioners Burgener and Stooksbury were absent.

(Commissioner Burgener arrived at 3:35 p.m.)

Consent Agenda

Motion to approve the Consent Agenda Items 1-15: Adams; Seconded by Fleming; motion passed unanimously.

Public Comments

None

Pulled Items from Consent Agenda

None

Consent Agenda Follow-up

Chair Troxell asked for clarification on lease rates for hangars and how these reflected the overall market; Jason Licon clarified that lease rates are adjusted per each lease agreement; typically, lease rates are adjusted per CPI. However, escalation periods differ from lease to lease.

Jason Licon provided an update on the remote tower construction schedule and confirmed that the Airport was looking at late September for completed installation of the remote tower's primary components. Mention was also made of the Collings Foundation returning to FNL July 13-15.

New airport intern, Simeon Anderson, introduced himself and his role at the Airport.

Regular Agenda

16. 2017 Financial Audit Presentation

An overview of the 2017 independent financial audit was provided by external auditing firm Rubin Brown. No abnormalities were found with the City or Airport's practices related to financial accounting. Chair Troxell requested to be included as part of a face-to-face meeting in next year's audit process. Auditor Cheryl Wallace agreed that this could be done. Commissioner Atteberry inquired about the term of the auditor's contract (5 years). Vice-Chair Fleming asked Cheryl Wallace for any recommendations for best practices re: reporting to both cities. Ms.



Wallace replied that Commission policies should be up to date, no conflicts of interest should exist, and that the group should agree on policies and procedures in place. In addition, policies regarding procurement of goods and services should exist and be agreed-upon, and a risk assessment should be completed (particularly with regard to cyber attacks).

Public Comments: Robert Hau and Mayor Jackie Marsh.

17. 2019 Airport Budget Presentation by Jason Licon on the 2019 Airport budget. After discussion, a motion was made to approve the budget; motion passed unanimously.

Public Comments: None

(Commissioner Stooksbury arrived at 4:12 PM)

18. Strategic Plan Mission and Vision Jason Licon provided an update on the progress of the Strategic Plan update process, specifically with regard to the start of mission and vision.

Public Comments: None

19. Adjacent Land Subdivision Proposal Sean Keithly provided an update on a proposed rural residential land subdivision located in Larimer County north of County Road 30 adjacent to the Airport. A request was submitted to the Commission to provide a letter of support for staff comments previously submitted regarding the incompatibility of residential development within Airport critical areas. Chair Troxell indicated the Commission's approval of this request and emphasized the importance of continued collaboration with the County on land use matters. A motion was made by Commissioner Adams to approve the request; seconded by Chair Troxell; motion passed unanimously (Commissioner Fleming abstained).

Public Comments: Robert Hau

Adjournment Meeting adjourned at 4:50 p.m.

Respectfully Submitted,

Vice-Chair, Tom Fleming