



## Northern Colorado Regional Airport Commission Minutes

April 27, 2016

**Call to Order:** Commission Chair Cecil Gutierrez, called the meeting to order at 3:34 p.m.

**Roll Call:** Chair Gutierrez and Commissioners Burgener, Fleming, and McKean were present. Vice-Chair Troxell arrived at 3:39 p.m. Commissioners Absent: Atteberry and Stookbury.

**Public Comments:** None

### **Introductions:**

Cecil Gutierrez (Chair), Jason Licon (Airport Director), Hugh McKean (Commissioner), Thomas Fleming (Commissioner), Shawn Battmer (Airport), Curt Burgener (Commissioner), Tree Ablao (Loveland Airport Counsel), Kenny Maenpa (Colorado Airport Operators Association Past President), Steve Wolf (FNL Pilot Association President), Deb Montgomery (FNL JetCenter Manager), Bill Cahill (Loveland City Manager), Josh Valerio (Loveland Fire Rescue Authority), Dan Betts (Senator Cory Gardner's Office), Mike Beckstead (Fort Collins), Jim Eddy (Formation Group), Bob Hau (Formation Group), Diane Jones (Formation Group), and Ralph Trenary (Citizen).

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. Commissioner McKean moved to approve the Consent Agenda. The motion, seconded by Commissioner Fleming, carried with all commissioners present voting in favor thereof.**

**Public Comments:** None

### **Consent Agenda**



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- 1. Approval of Meeting Minutes** This is an administrative action to approve the February 18, 2016 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 March.
  - 3. Monthly Financial Reports** These report were an overview of all revenues and expenditures through February 29, 2016 and through March 31, 2016.
  - 4. Lease Assignment and Assumption** This is an administrative item. The transfer of ownership of privately owned buildings is frequent on the airport. This ownership transfer requires the approval of a lease reassignment and assumption. In this case the lease is being transferred from a company name, Free Skies Holdings to a private individual's name, Mr. Brian Brent.

#### **END OF CONSENT AGENDA**

**Public Comments:** None

Vice-Chair Troxell arrived at 3:39 p.m.

#### **Regular Agenda**

- 5. Strategy Work Plan** Staff was directed to create a visual tool to assist the Airport Commission to navigate the Airport Strategy and the planned achievement of those goals. The chart identifies a proposed path toward accomplishing each strategy and identifies estimated resources needed for the realization of those strategies. Staff is requesting the adoption of the work plan and the ability to obtain the needed resources identified.

**Public Comments:**

Diane Jones: Supplementary requests may accommodate actions from this plan in the current year's budget.

**MOTION: Vice-Chair Troxell moved to accept the Strategy Work Plan as presented by the Airport Director. The motion seconded by Commissioner McKean, carried with all commissioners present voting in favor thereof.**

- 6. Asset Optimization Proposal** Part of the Airport's Strategic Plan is to identify ways to create a sustainable business model for the airport and encourage private investment. In March a private sector group brought in a consultant to offer their services to assist with attainment of strategic planning goals. Presentations were made to some of the City Council Members and Staff from both Cities.



**Public Comments:**

Discussion ensued with participation from the following members of the Public: Steve Wolf, Jim Eddy, Bill Cahill, Bob Hau, and Diane Jones.

**Direction:**

Legal staff was directed to research the Commission's ability to sole source this project and to return the findings to the Commissioners as soon as possible. Airport Staff was directed to recommend what the scope of work should be for the Airport's Asset Optimization and attempt to obtain non-redacted copies of work this vendor has completed for other airports for the Commissioners utilizing NDAs if necessary and obtaining airport related references for this vendor for this type of work and provide the results to the Commission as soon as possible. Additionally, if Legal staff determines an RFP is necessary, staff will begin the process for an RFP for this project immediately.

**7. Airport Renaming**

A component of the Airport's Strategic plan is to rebrand the airport and more productively engage the public. The initial step to rebranding and creating an improved regional identity is the renaming of the airport. The City Councils have created the Northern Colorado Regional Airport Commission through intergovernmental agreement and have adopted the Airport Strategic Plan. This strategic tactic identifies the need to rebrand the airport to cultivate its' regional identity. In order to facilitate this goal, staff recommends changing the name of the airport from the Fort Collins – Loveland Municipal Airport to the Northern Colorado Regional Airport. The name change will more clearly identify what the airport truly is, a transportation resource for the entire region.

**Public Comments:**

Steve Wolf: Expressed his and the other pilots' support. Jim Eddy: Cautioned rebranding and marketing costs can easily exceed initial estimates. Howard Abraham: Warned that pilots will continue to refer to the Airport as FNL. Steve Wolf: Stated Fresno Yosemite International is still referred to as FAT. Tree Ablao: This motion will not be subject to funding approval by the City Councils since the funding portion is part of the request from item #5.

**MOTION: Commissioner McKean moved to accept the Airport name change. The motion seconded by Commissioner Burgener, carried with all commissioners present voting in favor thereof.**

**8. Airport Commission Powers and Authorities**

At the February 18, 2016 meeting the Commission's powers and authority were reviewed. Staff was directed to research and provide recommendations on the following topics:

- Feasibility of the Commission to enter into lease agreements within the maximum allowable terms as given by the FAA.



- Provide the ability for the Airport Commission to enter into grant agreements on behalf of the two Cities up to a certain amount.
- To determine the legal ability for the Commission to gather information, fully review, give public notice, and hold public hearings to provide recommendations for development proposals and policy recommendations to each City Council.
- To see if authority from the Loveland Planning Commission may be transferred to the Airport Commission for land within the Airport boundaries.
- Provide a recommended budgetary reserve policy that will be used to create the ability for the Commission to spend balances of the Airport fund for Airport needs.

**Public Comments:**

Howard Abraham: The 50 year term is the maximum allowed by FAA which is stated to allow flexibility for the Commission's authority and does not change the standards. Mike Beckstead: Clarified reserves have to be appropriated and fully allocated to allow the Commission to spend those funds without going back to the Councils for appropriation. Commissioner McKean stated that the reserves would not be spent unless there is a critical need.

**MOTION: Vice-Chair Troxell moved to approve the first amendment to the amended and restated intergovernmental agreement for the joint operation of the Northern Colorado Regional Airport. Commissioner Fleming seconded the motion. AMENDMENT: Commissioner McKean moved to amend the motion to include "And on that intergovernmental agreement all changes thereby made of change in name." The motion seconded by Vice-Chair Troxell, which carried with all Commissioners present voting in favor. AMENDED MOTION ROLL CALL: Roll was called on the original motion as amended, which carried with all Commissioners voting in favor thereof.**

**Public Comments:**

Discussion ensued with participation from the following members of the Public: Jim Eddy, Bill Cahill, Diane Jones, Bob Hau, and Steve Wolf.

**MOTION: Commissioner McKean moved to direct staff to work with our Development Services staff to develop a plan by which we can develop a PUD (or similar category) with the boundary out to I-25 (from 3.2's blue box of the Airport Area on page 3-4 of the Loveland City Airport Development Area) or whatever boundary we come up with as a starting point and bring it back to the Commission for further discussion in next month's meeting. The motion seconded by Vice-Chair Troxell, carried with all Commissioners voting in favor thereof.**



**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.

Burgener:

Suggested we partner with NCA in promoting our regional brand.

Troxell:

Confirmed he and the Chair would jointly coordinate the regional branding efforts with NCA.

Fleming:

Asked the Chair to send a letter of gratitude to Senator Gardner for his effort in the addition of language proposing FAA funding for towers like our VATCT project, for the authorization act that passed last week.

Gutierrez:

Brought to attention that the August 18<sup>th</sup> meeting “retreat” covers significant items. In order to accommodate further discussion for those items, that meeting will begin at 1:00 pm.

McKean:

Asked staff to send an email to all Commissioners for this extended meeting “retreat” since some members are absent today.

**Adjournment:**

The meeting was adjourned at 5:36 p.m.

**Public Comments:**

Jim Eddy: Committee ideas should be sent to the Airport Director by 3 pm on May 4<sup>th</sup>. Dan Betts: Expressed the Senator’s and their office’s gratitude for the opportunity to have the economic roundtable discussion and its’ positive results for the community.

**Respectfully Submitted,**

  
Chair, Cecil A. Gutierrez

  
Vice-Chair, Wade Troxell