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## Northern Colorado Regional Airport Commission Minutes February 18, 2016

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

**Roll Call:** Chair Gutierrez, Vice-Chair Troxell, and Commissioners Atteberry, Burgener, Fleming, McKean, and Stooksbury were present.

Recording started at 3:58 p.m. due to technical difficulties.

**Public Comments:** None

### **Introductions:**

Cecil Gutierrez (Chair), Wade Troxell (Vice-Chair), Darin Atteberry (Commissioner), Jerry Stooksbury (Commissioner), Curt Burgener (Commissioner), Jason Licon (Airport Director), Hugh McKean (Commissioner), Thomas Fleming (Commissioner), Shawn Battmer (Airport), Tree Ablao (Loveland Airport Counsel), Judy Schmidt (Fort Collins Airport Counsel), Diane Jones (Formation Group), Bill Cahill (Loveland City Manager), Deb Montgomery (FNL JetCenter Manager), Steve Wolf (FNL Pilot Association President), Jason Kopp (Blue Ocean), Bob Hau (Formation Group and Curt Burgener's Property), Jim Eddy (Formation Group), and Dan Betts (Senator Cory Gardener's Office).

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 Stooksbury made a motion to approve the Consent Agenda. The motion, seconded by Commissioner Atteberry, 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 January 21, 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 January.

**3. Monthly Financial Report**

This report is an overview of all revenues and expenditures through January 31, 2016.

**END OF CONSENT AGENDA**

**Public Comments:** None

**Regular Agenda**

**4. Proposed Bylaws Amendment**

**Commissioner Fleming made a motion to accept the amended bylaws and to get them on the agenda for approval by both City Councils. The motion seconded by Vice Chair Troxell, carried with all commissioners present voting in favor thereof.**

The Bylaws of the Northern Colorado Regional Airport Commission do not allow for the formation of subcommittees or work groups. A resolution has been drafted that will allow the Commission the ability to establish both subcommittees comprised of Commission members and work groups comprised of individuals who are not Commission members to provide research assistance or recommendations to the Commission provided that the work group has a Commission member assigned as a liaison. Once approved by the Commission the amendment will require approval from both City Councils.

**Public Comments:** None

**5. CDOT Aeronautics Grant Program**

The Colorado Department of Transportation Division of Aeronautics has released information pertinent to their discretionary grant program through 2020. Airport staff will share with the Commission how this will impact the Airport's capital budget. The impact to the Airport will be seen in a capital revenue resource reduction between 2017 and 2020 that could total \$730,000. The program is funded through Colorado aviation fuel taxes and since 2011 the Airport has applied for and received over \$2.4 million in awarded grants. Airport impact will be illustrated by incorporating projected amounts within the ten-year financial model.

**Public Comments:** None



**6. Direction on  
IGA Amendment**

Staff is requesting direction on the Commission's desire to review and clarify its powers and authority. The topics to be discussed are:

1. The ability to approve leases, agreements, and grants that fall within certain parameters
2. The ability to expeditiously provide recommendation to City Councils on policies and projects
3. The ability to appropriate additional budgetary control for operating expenses, capital improvements, and public improvements that may fall outside of the annually adopted budget

**Direction:**

Language for leases will be adjusted to say "In accordance of FAA regulations." Legal staff will verify the FAA language on lease term limits. Language for grants will be adjusted to say "In accordance of State and Federal or Foundational grant guidelines within approved appropriated funds."

Staff will research if the Commission can gain the ability to gather all the information, fully vet, give public notice, and hold public hearings to provide recommendations for proposal approval and policy recommendations to the Cities' Councils.

Staff will research if authority from the Planning Commission can be transferred to the Airport Commission for land within the Airport influence area which will always be subject to appeal.

Staff will assist the Commission in clarifying budgetary reserve needs by looking at historical budget data. The reserves need to be separated by operational and capital needs. The reasons for the levels need to be determined as well. Commission discretion on spending of balances of the Airport fund for Airport needs can be determined once the minimum reserves policy is identified.

**Public Comments:**

Steve Wolf: Transfer of authority for Airport influence area ties into number one of the Airport Strategy. Bob Hau: Agreed with the points made in the discussion and thanked the Commission.

**7. FAA  
Reauthorization  
Bill and Virtual  
Tower**

**Commissioner McKean made a motion to direct the Airport Director to continue working with State and Federal elected officials and the FAA to support the Virtual Tower project including taking necessary actions as required to support the project and additional language as the Director sees fit. The motion seconded by Vice Chair Troxell, carried with all commissioners present voting in favor thereof.**

The proposed FAA Reauthorization Bill from the House Aviation Subcommittee includes language that could have an effect on the Virtual



Tower Project. Staff will provide a brief on the proposed bill as it relates to the Virtual Tower Project. Staff will also provide suggested language modifications that will allow for airports to be eligible for FAA funding for the construction and maintenance of a remote/virtual tower, and to allow for inclusion in the Federal Contract Tower Program. The Federal Contract Tower Program allows the FAA to contract and fully fund air traffic control services at airports to private companies. There are a total of 251 airports nationwide that are part of this program, and three of five towers in Colorado are participants in this program.

**Direction:**

The Airport Director will inform legislators of Airport issues in alignment with the Commission's desires and email Commissioners updates as needed since this is a fluid matter. Innovation, cost savings, and public safety will be used as supporting points for this bill as well.

Language and information will be provided for the Commissioners attending the National League of Cities Conference.

**Public Comments:**

Jim Eddy: Stated public safety should be a supporting point and the Commission should contact other stakeholders with mutual interests in supporting the Airport to contact public officials as well because multiple voices from different sectors make a different impact. Dan Betts: Asked for clarification on support needed from the Senator's office. 1. Inclusion of VATCT in the Contract Tower Program. 2. Inclusion of VATCT in the Airport Improvement Program for funding. Steve Wolf: Asked whether this was being worked on with CDOT. The Airport Director verified it was.

**8. 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.

Stooksbury:

Asked if the Commission is adequately represented in the VATCT project, as far as technical representation in architectural discussions for the system since FNL will ultimately be responsible for legacy costs after project completion.

**Direction:**

Staff will contact VATCT project manager to determine what representation FNL has in the project.

McKean:

Reiterated that VATCT should qualify for ongoing funding as it could become transitional technology with multiple applications and that FNL should become the test bed for it. Discussion ensued and this task was identified as a possible work group committee responsibility.



- Troxell: Asked how public information is being communicated. The Airport Director responded that the website, social media, direct emails to users for pertinent safety concerns, monthly meetings with the Pilot's Association, and periodic updates with other various outside groups are the current venues for information. This will be addressed in more detail when Airport Strategy number 5 is discussed in next month's meeting.
- Gutierrez: Clarified for the public that Commission meeting materials are available the Friday prior to scheduled meetings at [www.fortloveair.com](http://www.fortloveair.com) under the Public Meetings tab.
- Licon: Reminded everyone that the next Commission meeting is Wednesday, March 23<sup>rd</sup> at 3:30 p.m.
- Fleming: Suggested the Commission discuss prospective committees and/or work groups at the next meeting.
- Adjournment:** The meeting was adjourned at 5:22 p.m.

**Public Comments:** None

Respectfully Submitted,

  
Chair, Cecil A. Gutierrez

  
Vice-Chair, Wade Troxell