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## 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.

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 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**

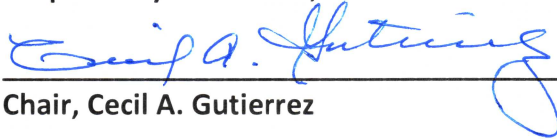
The question was brought up on how to engage the Airport partners to address core issues that were discussed in the Stratops meeting since the committees were dissolved.

**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