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## Northern Colorado Regional Airport Commission Minutes April 19, 2018

**Call to Order:** Chair Wade Troxell, called the meeting to order at 3:36 p.m.

**Roll Call:** Chair Troxell, Vice- Chair Fleming, and Commissioners Adams, Atteberry, and Stooksbury were present. Commissioners Adams, Burgener, and Johnson were absent.

**Also present:** Jacki Marsh, Loveland Mayor

3:41 Steve Adams arrived, quorum met

### Consent Agenda

#### Public Comments:

Steve Wolf, FNL Pilot's Association: Sought a motion to add him as a member to the Planning and Development Subcommittee and read a letter of nomination from the FNL Pilot's Association: Ladies and Gentlemen of the Commission, The Planning and Development Subcommittee includes representation from both cities, from the Commission and Airport staff, and from land development interests. With its charter of revising the Strategic and Master Plans, I believe it is also imperative for a representative of the Airport's users and tenants to be seated on the Subcommittee. At last week's FNL Pilots Association board meeting, my fellow officers and board members unanimously recommended that I pursue membership on the Subcommittee for this purpose. The Association represents over 150 of our Airport's users and tenants. I respectfully petition the Commission, during its course of business today, to enter this letter into the record and to consider a motion to seat me on the Subcommittee. Thank you. Sincerely, Steve Wolf, President, FNL Pilots Association. The Chair informed Mr. Wolf his request would be addressed in the Business for Members portion of the meeting.

**Commissioner Adams moved to approve the Consent Agenda with the exception of item 5. The motion, seconded by Commissioner Atteberry carried with all Commissioners present voting in favor thereof.**

### Pulled Item from Consent Agenda

**5. CDOT  
Aeronautics  
Internship Grant  
& Master Plan  
Grant**

The grant agreements are for a 12-month internship program and for the FAA 5% match on the planned \$333,000 Airport Master Plan project. The grant for the internship program is \$16,640 and pays for up to 50% of the hourly wage for a paid intern employee. The grant for the Airport Master Plan is for a total of \$16,666 and will pay a 5% match on the 90% FAA funding of \$300,000.

**Public Comments:** None



Commissioner Adams moved to approve the CDOT internship grant. The motion, seconded by Commissioner Fleming carried with all Commissioners present voting in favor thereof.

Commissioner Adams moved to postpone the CDOT Master Plan Update Grant indefinitely. The motion, seconded by Commissioner Atteberry carried with all Commissioners present voting in favor thereof.

## Regular Agenda

### 6. Strategic Plan Workshop Discussion

Staff will be obtaining feedback from members of the Airport Commission on the workshop meeting held on March 30. Staff are working with consultants hired for the workshop, Aviation, over the next month to create a list of goals and objectives to be used to update the Airport's strategic plan including timelines, cost estimates, and measures of success. Additional feedback from the Airport Commission will be requested at the May meeting with a staff recommendation to adopt the completed plan during the June meeting.

**Direction:** Continue as proposed.

**Public Comments:** None

### 7. Centre Point Business Park TTF Challenges

The Airport has a through the fence operation that allows property owners located in the adjacent Center Point Business Park access to the Airport. This agreement was created in 1982 as part of the original development of the business park in an effort to encourage aviation development and airport use. Legal staff provided a confidential memo in January to the Airport Commission providing an overview and opinion of the existing agreement between the business park property owners and the Cities. The purpose of this item is to bring this back to the attention of the Commission and determine desired next steps.

**Direction:** Draft a public version of the confidential memo and place on a future meeting agenda for discussion.

### **Public Comments:**

Steve Wolf: It's not clear to me why the memo is confidential? Laurie Stirman, Commission legal counsel: A lot of the memo is the background of the agreement, that portion isn't attorney client communications but when it gets into the options available to the Commission and the pros and cons of what those may be that's legal advice which is confidential.

### 8. Remote Tower Timeline, Website, & Activities

This item is an informational update on the Remote Air Traffic Control Tower Project from Project Manager Bill Payne, and David Ulane. The briefing will include an updated timeline from the project team including accomplishments, challenges, and what is on the horizon.



**Public Comments:** None

**7. Business From  
Members**

Wade Troxell: Addressed Steve Wolf's petition to be added to the Subcommittee

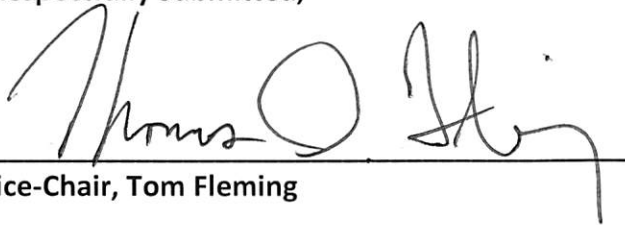
**Public Comments:**

Steve Wolf: I'm not looking to steer the direction of the Subcommittee. I just want to be on it as a representative of the users and I'm willing to be bored 80% of the time so that's fine.

**Commissioner Stooksbury moved to appoint the delegated representative for the FNL Pilot's Association, Steve Wolf, to the Subcommittee for a period of one year as a member with a re-evaluation at the end of the year effective immediately. The motion, seconded by Commissioner Fleming carried with all Commissioners present voting in favor thereof.**

**Adjournment:** The meeting was adjourned at 4:49 p.m.

Respectfully Submitted,



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Vice-Chair, Tom Fleming