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## October 18, 2018 Meeting Minutes

**Call to Order:** Chair Troxell called the meeting to order at 4:03 p.m.

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

### **Public Comments:**

Jeff Jensen, Chair of Larimer County Planning Commission: The Airport is now part of the Larimer County Comprehensive plan for the plains, which will be completed February 2019. The mountain resiliency plan was completed last year. Both plans will be merged once the plan for the plains is completed and the land use codes will be updated. Requested Airport participation at the phase II public meetings at 5:30-7:30, Oct 22 at the Leaper center in Wellington or 5:30 to 7:30, Oct 25 at the Rialto in Loveland. Lack of leadership at the top in Larimer County has led to the oversight of excluding the Airport in previous County plans.

### **Consent Agenda**

**Commissioner Johnson moved to approve the Consent Agenda. The motion, seconded by Vice-Chair Fleming passed unanimously.**

**Consent Agenda** None  
**Follow-up**

**Public Comments:** None

### **Regular Agenda**

**5. Resolution requesting inclusion of William Payne in the FAA Safety Risk Management Panel for the Remote Tower Project** This resolution provides support from the Airport Commission, in conjunction with the Colorado Aeronautical Board, for the inclusion of a local representative on the Remote Tower Project's FAA Safety Risk Management Panel (SRMP) as a voting member. Having a local representative on this FAA panel will provide a voice for both the State and for the Airport on matters that could have future impact on the operations and costs associated with operating the remote tower facility once certified. Mr. Payne is currently tasked to serve as a subject matter expert, as is Airport Director Jason Licon, on the SRMP however are not voting members on the panel. Mr. Payne has served on previous SRMP panels and has extensive expertise in construction of multiple air traffic control facilities.

**Commissioner Stooksbury moved to approve Resolution #R-2-2018. The motion, seconded by Commissioner Adams passed unanimously.**

**Public Comments:** None



**6. Land Lease Agreement with SkyToyz Enterprises, LLC**

This is an administrative item. Staff was directed at the Airport Commission September 20 meeting to provide additional information including anticipated design and lot layout due to concerns on access for building to the north of this development since Northrop is the only access to the runway. The approval of land lease agreements of a term of over ten (10) years requires the approval of the Airport Commission. The proposed lease agreement uses the current approved standard lease format and the published rates for leasing improved Airport property. The proposed use of the property is to construct a 9,000 square foot hangar building for the storage of aircraft. The term for the lease is a total of 40 years. This lease will be used to accommodate the construction of a new hangar unit from the SkyToyz Enterprises, LLC located at 5216 Cessna Drive. The new lease has been reviewed by staff and is to be constructed in accordance to City of Loveland's building code and the approved Airport Master Plan.

**Public Comments:**

Steve Wolf: What wingspan can that taxiway that goes to Northrop currently handle, would it have to be widened and what size aircraft will be stored in these hangars?

Licon: The taxiway is design group 1, which means it is a standard FAA category that can accommodate 80 feet wide or aircraft 12,500 pounds or less which is similar to Northrop (capacity).

**Commissioner Stooksbury moved to postpone approval on the SkyToyz Enterprises, LLC lease to a date certain and to make sure we extend an invitation to SkyToyz to appear at the next meeting and that we similarly communicate to others that are in a similar phase of their application that we would require the same. The motion, seconded by Commissioner Adams passed unanimously.**

**Public Comments:**

Bob Hau: Does your motion negatively impact the developer who is about to present?

Troxell: It's limited to this particular item.

**7. Business From Members**

Troxell: I'll be out of country for the November 15<sup>th</sup> meeting

Fleming: So will I

Burgener: So will I

Atteberry: Can we try a different date in November?



**Commissioner Johnson moved to reschedule the regularly schedule November Commission meeting from November 15 to November 29 from 3:00 to 4:30. The motion, seconded by Commissioner Adams passed unanimously.**

**Commissioner Adams moved to amend the motion to postpone approval on the SkyToyz Enterprises, LLC lease to the rescheduled meeting on November 29. The motion, seconded by Commissioner Johnson passed unanimously.**

Troxell: Attended meetings in DC two weeks ago with the FAA regarding Remote Tower funding and UAS drone ports and commercial operations of drone flights. Need inclusion in Contract Tower program to avoid gaps in funding for our Remote Tower. Also met with Daniel Suka yesterday from Fort Collins Economic Advisory Board. We need to consider creating capital formation opportunity zones as it relates to our economic influence area to incentivize new company formation as it relates to this area to be intentional with our Strategic Plan.

**Direction:** Staff will provide updated well defined calendar for Remoter Tower to be provided to both City Managers to provide for their respective City Councils

Fleming: In this meeting we've piled more tasks on Jason and he's currently down two staff members. Tell us what you need from us to expedite filling the Airport Development Specialist position or if you need a consultancy to help you out. This is a big deal with the Master Plan kicking off and the Strategic Plan work and keeping this Airport safe.

**Public Comments:** None

**8. Lease Proposal Presentation from Discovery Air LLC with possible Executive Session** This project is to be built on Airport property through a long-term land lease provided by the Airport to the developer and is planned to include corporate aviation facilities including a possible new fixed base operator, a restaurant, multiple corporate hangar buildings and associated office space, and an aerial tram system. This proposed development project will be an extension to the proposed "Brands" development that extends from Windsor at Crossroads over to the Airport. As a condition of the lease agreement, the developer has agreed to assume any upfront costs including the construction of roadway access, utility extensions, automobile parking areas, aviation taxiway and ramp space, and an aerial tram system.

**Public Comments:**

Steve Wolf: The current FBO has associated maintenance facility and flight school, would you see businesses like that on your end as well?

Lind: FBO's have LLC minimum standards and services and we would comply with that.

Bob Hau: Voiced his support for Martin Lind's proposal.

**Vice-Chair Fleming moved that the Northern Colorado Regional Airport Commission recess into executive session for the purpose of discussing a proposed lease of the Airport property by Discovery Air LLC pursuant to section 4e of the Northern Colorado Regional Airport**




Commission's bylaws to determine a position relative to issues subject to negotiation, to review reports on negotiation progress, status to develop negotiation strategy and to instruct negotiators authorized by C.R.S. §24-6-4024e1 and any applicable provisions of the Northern Colorado Regional Airport charters to receive information or to discuss regarding the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interests as authorized by C.R.S. §24-6-402-4a as needed to discuss matters of attorney client privilege and to receive legal advice from an attorney representing the City on to specifically questions as authorized by C.R.S. §24-6-402-4b and any applicable provisions of the Loveland and Fort Collins City charters. The motion, seconded by Commissioner Johnson carried with all the Commissioners present voting in favor thereof. The meeting entered executive session at 5:34 p.m.

The meeting exited executive session at 6:17 p.m.

Commissioner Johnson moved to recommend the lease for approval to Councils with the condition that exhibits A and B were modified based on the direction given to staff within Executive Session. The motion, seconded by Vice-Chair Fleming carried with all the Commissioners present voting in favor thereof.

Adjournment: Meeting adjourned at 6:23 p.m.

Respectfully Submitted,



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Vice-Chair, Tom Fleming