NORTHERN COLORADO
REGIONAL AIRPORT

PDSC MEETING AGENDA

DATE: 04/25/19
TIME: 10:00-11:30 AM
RE: Planning and Development Sub-Committee

Meeting Purpose: Airport planning & development topics include review and discussion of strategic work plan objectives and associated timelines.

1) **Meeting Minutes Review, March 27th, 2019 (attached)**
2) **Oak Valley Homes Intent to Lease Extension Request (attached)**
3) **Strategic Work Plan Roles and Progress (attached)**
4) **Open Discussion**

NORTHERN COLORADO
REGIONAL AIRPORT

MEETING RECORD

DATE: 3/27/19
TIME: 3:30– 5:00 AM
RE: Planning and Development Sub-Committee Meeting
ATTENDEES: Jason Licon, Tom Fleming, Shawn Battmer, Josh Birks, Aaron Ehle, Diane Jones, Mike Scholl, and Steve Wolf

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Begin Meeting Record

Agenda Item #1: Meeting Minutes Review

Tom requested one change in the minutes pertaining to the remote tower item regarding the cost/benefit analysis "to research" from "to send" Remote Tower cost/benefit analysis

Tom moved to approve the minutes. The motion, seconded by Diane passed unanimously

Agenda Item #2: Strategic Work Plan Goals

a) Airport Master Plan

i) Facility Requirements Chapter

Ryan Hayes from Mead and Hunt presented the draft working paper #2 which is the facility requirements chapter for the Master Plan. Key discussion items included: crosswind runway wind analysis, critical aircraft, existing airfield infrastructure, FAA design standards, airfield facility requirements including a future airline terminal, and landside or non-aeronautical development areas. Action items resulting from the discussion included:

- PDSC comments on the draft were requested by Wednesday, April 10 and Mead and Hunt will plan to present the final draft to the Airport Commission on the regularly scheduled meeting May 16.
- Airport staff to ensure accuracy of 6-24 maintenance requirements.
- Mead and Hunt to send out save the dates for the public open house/outreach meeting to stakeholders as soon as dates are determined
- Mead and Hunt to clarify open house vs. meeting targeted in June

Agenda Item #3: Design Standards and Land use DRAFT

Airport Development and Planning Specialist Aaron Ehle presented a draft document that researched other similar policies and processes from other airports and provided recommendations for the PDSC to consider pertaining to airport land use and design standards. The document was created through a collaborative effort between Airport Staff and Troy Bliss and Tom Leeson from the Cities of Loveland and Fort Collins planning departments. Discussion resulting from the presentation of the draft document included:

- Diane inquired about creating an Airport development overlay zone so developers can go to one source for guidelines with one entity for approval, either Building Services or the Airport
- Draft will be circulated to the Airport Commission for further input suggestions
- Next step will be to begin development of staff recommended standards and draft requirements/ themes for the zones identified in the third option.

DRAFT

Diane moved to proceed with option 3: Identify zones and create standards specific to each. The motion, seconded by Josh passed unanimously

End Meeting Record

DRAFT

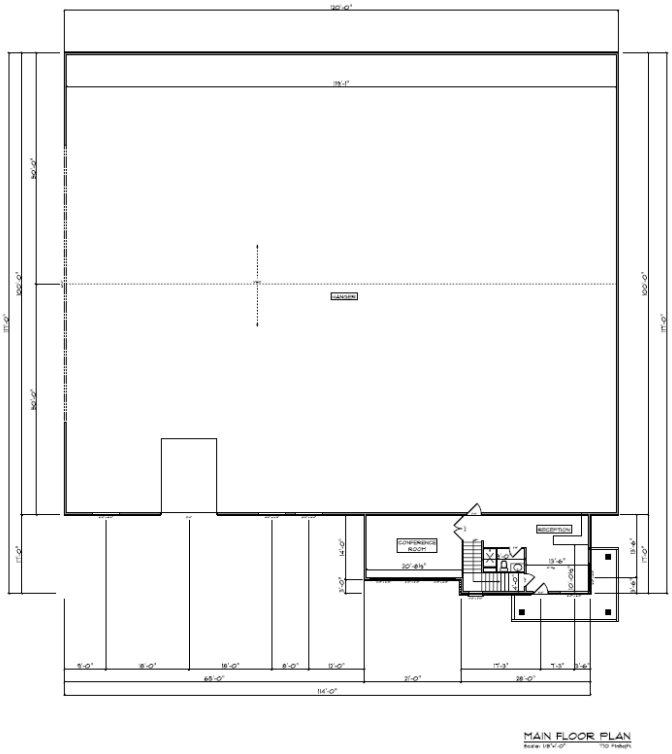
Oak Valley Homes Intent to Lease Extension Request – Timeline Summary

09/10/2018 – Prospective lessee signed 90 day intent to lease agreement and paid $1,500 deposit to reserve area shown below (1.5 acres).

12/11/2018 – Intent to lease agreement expired.

01/04/2019 – Director Licon and Planning and Business Development Specialist Ehle met with prospective lessee and requested a site plan by 01/18/2019.

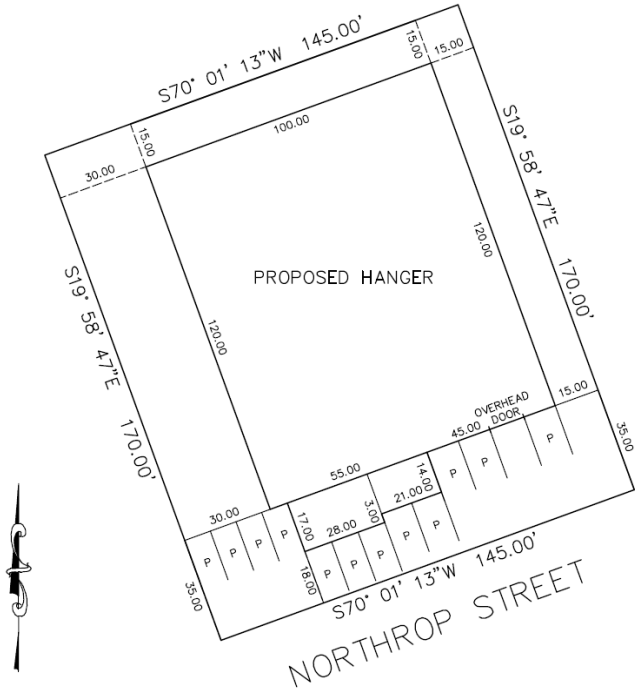
01/19/2019 – Prospective Lessee submitted a 120’ X 100’ conceptual hangar design to be located on the western half of the lot. No plan was submitted for the eastern half of the lot so it was removed from the intent to lease boundary.



01/21/2019 - 02/06/2019 – Several email and phone exchanges discussing layout, setbacks, utilities, building/fire code, etc.

03/06/2019 – Specialist Ehle left phone message requesting site plan.

03/12/2019 – Prospective Lessee submitted site plan by email.



03/25/2019 – Director Licon and Specialist Ehle met with prospective lessee to discuss building placement and lease boundaries.

04/02/2019 – Specialist Ehle, Senior Planner Troy Bliss, Plan Reviewer Bobby Burke, and LFRA Plan Reviewer Ingrid McMillan-Ernst met with prospective lessee to provide feedback and answer questions.

04/12/2019 – Prospective Lessee requested another 90 day extension of the intent to lease agreement.

Strategic Work Plan 2019

NORTHERN COLORADO REGIONAL AIRPORT

			Timeframe			At Risk				On Track				Complete		
Task	**Lead**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**
Focus Area: Master Plan Study		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Goal: Link Master Plan to broader economic development objectives																
Identify entities to engage in Master Plan outreach, education, as well as develop an outline of the message to be delivered																
Identify groups or organizations to engage	PDSC															
Define the Airport's economic development objectives as it pertains to the broader regional context	PDSC															
Develop presentation message and feedback requests	PDSC															
Present message to groups and return feedback	Staff, M&H															
Goal: Evaluate the Airport Master Plan at key milestones																
Work with Mead and Hunt to complete master plan for the Airport and for the AIA																
Master Plan PDSC meetings	PDSC															
Draft Working papers	M&H															
Public open houses	Staff, M&H															
Identify specific areas for infrastructure needs based on Airport Master Plan and AIA forecasts																
Identify areas for future infrastructure needs	PDSC															
Prioritize and evaluate needs	PDSC															
Consultants will implement into the plan	M&H															
Goal: Design Standards																
Create design standards for identified areas of the Airport that are proximate to high visibility corridors and areas that could support commecial activities																
Convene a working group with representatives from both Cities to create a scope	Committee															
Investigate issue and possible alternatives	Committee															
Recommend preferred alternative to Commission	PDSC															
Focus Area: Operational Improvements		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar

Goal: Staffing analysis																	
Work with Loveland HR Department to secure consulting assistance to evaluate the current and future staff requirements necessary to execute adopted Airport plans	Staff, Loveland HR																
Goal: Governance Study																	
Identify resources, review relevant studies, frame and initiate process for future Airport governance																	
Identify the objectives to require a change	PDSC																
Organize materials from previous investigations and research models that may apply	Staff																
Identify alternative models for governance	PDSC																
Recommend preferred model to Airport Commission	PDSC																
Goal: Solicit Congressional support for long-term remote tower operational funding																	
Continue with the ongoing effort with the goal of obtaining support for the remote tower upon FAA certification into the Contract Tower Pogram																	
Develop a message to share	PDSC																
Reach out to newly elected officials to educate	Staff																
Initiate FAA Contract Tower Program Application once active testing begins	Staff, CDOT, FAA																
Advocate need to the FAA and work to obtain written support of the system into the Contract Tower Program	Staff, CDOT																
Focus Area: Regularly Scheduled Commercial Air Service		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Goal: Consider formation of air service committee																	
Update air service market data for regional travelers	Staff																
Use air service devlopment market data and associated recommendations to investigate the feasibility and formation of an external advocacy group to generate funding that would support airline service offerings																	
Investigate what other successful airports have done	Staff, Consultant																
Educate stakeholders on difference between incentives and subsidies and the FAA regulations that apply	Staff, Consultant																

Determine need and identify organizations that could assist with advocacy and support	PDSC																
Goal: Air service incentive policy																	
Advise on formation of an air service advocacy group to create air service financial objectives and appropriate incentive policy																	
Present findings to Airport Commission for consideration	PDSC																
Obtain political support	Staff																
Organize group	Staff																
Goal: Engage economic development professionals, tourism entities, and Chambers																	
Create a marketing plan involving external parters to utilize in the attraction of desired air service routes																	
Identify what routes would require incentives	PDSC																
Create plan	Staff																
Focus Area: Alignment with Regional Economic Development Strategy		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	
Goal: Cluster analysis																	
Support planned efforts by economic development departments from each city and county in 2019, engaging as a participant focused on the aviation and technology sectors	Economic Development																
Goal: Engage educational institutions																	
Engage with higher education institutions and government agencies to advance opportunities for collaboration																	
Identify opportunities to pursue that will align with the vision statement	PDSC																
Explore opportunities with Drone Port at CSU and Training with Aims (Maintenance, Avionics, etc.)	PDSC																
Goal: Highlight current regional economic development cooperation efforts																	
Regional Economic Development Road Show to present at the Airport Commission	Josh, ED Pros																