

MEETING RECORD

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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

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.

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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