



October 21, 2019 Meeting Minutes

Call to Order: Chair Troxell called the meeting to order at 2:32 p.m.

Roll Call: Chair Troxell, Vice-Chair Fleming, Commissioners Adams, Burgener, and Stooksbury were present. Commission Adams attended via teleconference. Commissioner Atteberry and Johnson were absent.

Public Comments: None

Consent Agenda

Vice-Chair Fleming moved to approve the Consent Agenda. The motion, seconded by Commissioner Stooksbury carried with all the Commissioners present voting in favor thereof.

2:34 p.m. Commissioner Johnson arrived

Consent Agenda None
Follow-up

Public Comments: None

Regular Agenda

4. Master Plan Update The Master Plan Project has reached the conclusion of the concepts and alternatives phase. During this phase a list of alternatives were created to consider future development based on previous phases, specifically input from stakeholders, existing demand, future forecasted needs, and capturing the vision and strategic planning objectives of the Cities. These alternatives and public input have shaped the Conceptual Development Plan. This plan will be used to begin the next and final phase of the Master Plan process, which is the implementation phase.

The Planning and Development Subcommittee reviewed the Master Plan Alternatives and Conceptual Development Plan at their September 25th meeting and recommend it for approval.

Public Comments: None

2:39 p.m. Commissioner Adams disconnected teleconference and arrived in person

Commissioner Adams moved to approve Resolution R-11-2019 to approve the Airport Master Plan Project Alternatives and Conceptual Development Plan. The motion, seconded by Commissioner Johnson carried with all the Commissioners present voting in favor thereof.



**5. Strategic Plan
Operation
Excellence:
Staffing**

The return of air service, the start of testing the remote tower project/provision of air traffic control services, and airport growth and demand will require greater personnel resources and professional services. A staffing analysis was conducted by an executive search firm that specializes in airport executive recruitment. The result of the study showed that there are needs for additional staff, however opinions differ from management on the rationale behind the recommendations, and believe that it is a good start for a long-term staffing solution. The Planning and Development Subcommittee reviewed this staffing analysis at their September 25 meeting and recommended that a short-term solution be expedited and a long-term strategy continue to be developed. A management plan recommendation and analysis was created that provides further detail on the rationale.

Public Comments: None

Commissioner Stooksbury moved to approve Resolution R-12-2019 to authorize expenditure of funds from the Airport reserve to fund an additional full time position to address staffing needs. The motion, seconded by Vice-chair Fleming carried with all the Commissioners present voting in favor thereof.

**6. Recognition of
Service**

The purpose of this item is to recognize Leah Johnson and the service and support she has given to the Airport during her appointment on the Northern Colorado Regional Airport Commission.

Public Comments: None

**7. Business From
Members**

Johnson: Senator Woodward will be unable to stop by the Airport during his bi-partisan Northern Colorado tour.

Troxell: Last Thursday, attended another National Transportation Safety Board meeting at Washington D.C., which is an advisory committee to the FAA. UAS 135 rule for carrier service for UPS and Google was approved and some IPPs, integrated projects of drones.

Stooksbury: Thanks for the new road (Earhart was repaved), it would be nice to get some notice next time.

**8. Executive
Session: Contract
Negotiation**

Move to recess into executive session to discuss matters subject to contract negotiation and as needed, to receive legal advice.

Vice-Chair Fleming moved that the Northern Colorado Regional Airport Commission recess into executive session for the purpose of discussing a proposed air service agreement with



Allegiant Air, pursuant to Section 4(e) of the Northern Colorado Regional Airport Commission Bylaws,

- To determine a position relative to issues subject to negotiation, to receive reports on negotiation progress and status, to develop negotiation strategy, and to instruct negotiators as authorized by Colorado Revised Statute § 24-6-402 (4)(e)(I) and any applicable provisions of the Loveland and Fort Collins City Charters.
- As needed, to discuss matters of attorney-client privilege and to receive legal advice from an attorney representing the City on specific legal questions, as authorized by Colorado Revised Statute § 24-6-402 (4)(b) and any applicable provisions of the Loveland and Fort Collins City Charters.

The motion, seconded by Commissioner Stooksbury, carried with all the Commissioners present voting in favor thereof.

3:33 p.m. Exit Public Meeting and Enter Executive Session

4:02 p.m. Exit Executive Session and Re-enter Public Meeting

Adjournment: Meeting adjourned at 4:03 p.m.

Respectfully Submitted,

Vice-Chair, Tom Fleming

