

MEETING RECORD

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DATE: 09/25/2019
TIME: 03:30-05:00 PM
RE: Planning and Development Sub-Committee Meeting
ATTENDEES: Tom Fleming, Jason Licon, Josh Birks, Diane Jones, Robert Middleton, James Hays, Aaron Ehle

Begin Meeting Record

Jason Licon introduced and welcomed new members of the PDSC Mr. James Hays and Robert Middleton.

Agenda Item #1: Meeting Minutes Review

- For August 28th 2019- Diane recommended an addition to the minutes which was to add information to the development standards item #3 that Legal advice should be sought to determine where standards will reside and how they will be enforced.

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

Agenda Item #2: Master Plan Preferred Alternatives and Conceptual Development Plan

- Josh recommended putting in specific designation for property along the Airport's side of the existing and extension of Lindberg Drive.
- Tom made a motion to recommend the CDP to the Airport Commission for approval. The motion, seconded by Josh carried with all the members present voting in favor thereof.
- **Agenda Item #3: Master Plan – Compatible Residential Development in Airport Influence Area**
- Diane recommended changing the name – future project residential

Agenda Item #4: Terminal Area Improvements

- Item was removed from the Agenda

Agenda Item #5: Staffing Analysis

- Staffing analysis doesn't do enough to identify how employee skills align with Strategic Plan and Master Plan goals and which skill gaps need to be addressed.
- Report contains undefined terminology.
- Current Airport needs:
 - Operations & Maintenance – safety and security for commercial nights including nights and weekends.
 - Short-term plan is to add 1 full-time equivalent (FTE) position and one intern through CDOT Aeronautics.
- Some work may need to be outsourced – janitorial, landscaping, marketing, and snow removal in hangar area.
- If report is included in the Airport Commission agenda, a cover sheet explaining the shortfalls and gaps that have already been identified should be included.
- Air traffic control will be provided by the Airport until the Remote Tower starts testing. There may also be periods of time where testing is paused and the Airport will have to provide ATC. This will be a significant short-term cost.

Agenda Item #6: 5220 Gulfstream Ct Hangar

- Informational Item – Work is being done to bring the hangar up to code. The hangar will be leased following a competitive bid process. The hangar has street-side access/parking and an apron, and would be a good location for an aviation-related business.

Agenda Item #7: Open Discussion

- Terminal and Remote Tower tour proposed for next meeting.

End Meeting Record