

## MEETING RECORD

Page 1

**DATE:** 10/23/2019  
**TIME:** 03:30-05:00 PM  
**RE:** Planning and Development Sub-Committee Meeting  
**ATTENDEES:** Tom Fleming, Jason Licon, 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 – September 25<sup>th</sup>**

- Tom asked if Diane's comment was added to August 28<sup>th</sup> meeting record. Jason verified that it was.
- **James moved to approve the minutes. The motion, seconded by Tom passed unanimously.**

#### **Agenda Item #2: Master Plan Feedback from Planning Commissions**

- Master Plan update was presented at Loveland Planning Commission, Fort Collins Planning and Zoning Board, and Larimer County Planning Commission meetings.
- Presentation focused on Airport Influence Area analysis and recommendations and the Concept Development Plan (CDP).
- Questions and feedback are summarized in the meeting packet.
- PDSC Comments:
  - Airport needs to be leveraged to attract complementary development in the AIA.
  - Airport needs to develop a marketing/public relations strategy.
    - Destination Marketing – attract visitors to Northern Colorado
      - Will schedule meeting with visitor services/tourism representatives.
    - Economic Development – attract targeted businesses to Airport and AIA
  - CDP was approved by the Airport Commission on Oct 21<sup>st</sup>.
  - Focus for next 5 years – design and construct terminal, widen runway 15-33

#### **Agenda Item #3: Master Plan – Staffing Needs**

- The Airport has received approval to add an additional operations and maintenance position – may be delayed until air service return.
- Intern from CDOT Aeronautics program will likely also be added.
- Long-term staffing strategy needs to be developed.
  - Airport needs sufficient staff to allow Jason to focus on high level management responsibilities.

#### **Agenda Item #4: Discovery Air Stormwater**

- Developer of Discovery Air has proposed a drainage plan that includes stormwater from a portion of the Brands West development flowing through the Discovery Air site and into the Airport's drainage network.
  - The proposed plan deviates substantially from the Airport Drainage Basin Master Plan Update that was completed in 2008.
  - Additional analysis is required in order to understand the impacts of the proposed plan on the Airport's drainage system.

#### **Agenda Item #5: Remote Air Traffic Control Working Group**

- Diane has been working with Bill Payne and Mayor Troxell to coordinate a January 14-16, 2020 event with EUROCAE, an organization that develops international standards for the aviation industry.
- 45-50 attendees expected.

## MEETING RECORD

Page 2

- Visit Fort Collins will support the event.
- Bus service to and from the Airport from Fort Collins needs to be arranged.

### **Agenda Item #6: Groome Transportation Update**

- Groome parking lot will be relocated to the mill lot east of the terminal parking lot. The Airport is installing lighting and a shelter.

### **Agenda Item #7: Open Discussion**

- City of Loveland Senior Planner Troy Bliss will be replacing Mike Scholl
- The Airport has issued a request for statements of qualifications for engineering and architectural services for up to a five year period.

**End Meeting Record**

DRAFT