



March 12, 2020 Meeting Minutes

Call to Order: Chair Troxell called the meeting to order at 3:32 p.m.

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

Public Comments: None

Consent Agenda

Commissioner Adams moved to approve the Consent Agenda with the exception of item 4. The motion, seconded by Commissioner Stooksbury carried with all the Commissioners present voting in favor thereof.

Pulled Items Commissioner Stooksbury pulled item 4 for the lease assignment and assumption of 5233 Stearman.

Consent Follow up Commissioner Stooksbury asked about the ability to change a lease's terms during lease assignment and assumptions or when lease holders exercise their right to a lease extension. Such as adding new requirements to the lease for design standards or increasing land lease rates.

Direction: The Airport's legal counsel, Laurie Stirman, will research the requests and return with her findings.

3:41 Commissioner Overcash arrived

3:44 Chair Troxell and Commissioner Atteberry exited teleconference and arrived in person

Commissioner Adams moved to approve item 4 that was pulled from the Consent Agenda. The motion, seconded by Commissioner Overcash carried with all the Commissioners present voting in favor thereof.

Public Comments: None

Regular Agenda

6. US Customs Update

Following the February Airport Commission meeting, Airport staff reached out the Airport-based flight departments via email to foster discussion and share data. Several responses were received and the information is being analyzed and compared to FAA data.



On March 5th, Airport staff along with representatives from Fort Collins-Loveland jetCenter and Business Aviation Group (representing Discovery Air) participated in a conference call with Customs and Border NProtection's (CBP) Denver Area Assistant Port Director in order to obtain more information about the User Fee Facility (UFF) Program. The new policy for UFFs requires that all expenses be reimbursed by the sponsor (Airport). The annual salary, benefits, administrative costs, and equipment for a customs officer would be approximately \$175,000 per year. The Assistant Port Director indicated that the Airport's proximity to the Denver port could be a positive factor and may allow for some flexibility and reduced requirements for facility design. A non-disclosure agreement will be required to obtain specific requirements due to security protocol within CBP. A memorandum of agreement between the program sponsor (Airport) and CBP would be required to establish a UFF. Sponsors have three years after an agreement is reached to break ground on a facility. There is no long-term commitment associated with the User Fee Facility Program.

Airport staff will continue investigating facility requirements and costs. When more information has been obtained, a stakeholder meeting will be organized to determine feasibility, identify potential funding sources, and determine a path forward.

Public Comments: None

7. Remote Tower Update

The Airport Director will provide an update on the status of the Remote Tower Project and details on the eagerly anticipated start of air traffic control services on March 16. Staff have been highly involved with coordination and support for the start of air traffic control services. Staff is working with the FAA, Serco, Searidge, and other contractors to ensure that system functionality is ready. Staff is also working with air traffic controllers to provide information about the airport, airspace, and procedural information. Airport staff is also highly focused on providing information to the pilot communities to keep them informed of the times and changes that are to be expected with the transition from non-towered to controlled airspace.

Public Comments: None



**8. Airshow
Committee Report**

It was announced in December 2019 that the US Navy Blue Angels had accepted the Airport's request to perform at a future airshow event. On February 10th the Airshow Committee consisting of the City Managers and Airport Director met with the company, Air Show Network, who will be producing and managing the event. The Air Show Network will be responsible for 100% of the costs associated with the event outside of any in-kind costs associated with the provision of airport facilities, emergency services and, traffic management during the event. These costs are critical to plan for as the Cities are nearing the start of their budget processes for 2021.

Airport staff have also investigated the proposed dates for the event, October 16-17 for previous weather conditions and found that ten year historical weather data showed an average high temperature of 68 and average low of 31 with no instances of precipitation. This item will provide high-level information on the event and known impacts and timelines for adequate preparation and planning.

Public Comments: None

**9. Business From
Members**

Fleming: There is a rumor that Boutique is providing service from Greeley airport to Denver.

Licon: I spoke with the Airport Manager of Greeley Airport, that rumor is incorrect. Boutique frequently flies into Greeley and our Airport for training.

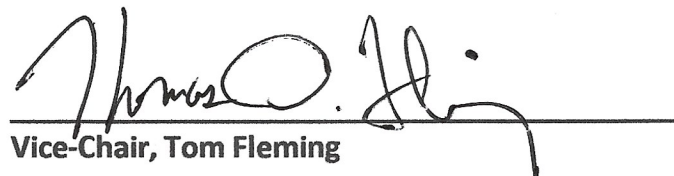
Stooksbury: We need to keep a wide ranging view not just focus on airlines and companies. We need to look at comparative public airports where they don't have a reversion clause and sell Airport owned land outright to private owners.

Public Comments

Bob Hau, resident: Recommended we look at Cherry Capital Airport in Michigan for terminal design and noise abatement. Agreed with Commissioner Stooksbury on finding a way to get government owned land to become privately owned.

Adjournment: Meeting adjourned at 4:54 p.m.

Respectfully Submitted,


Vice-Chair, Tom Fleming

MARCH 12, 2020 REGULAR MEETING SIGN IN SHEET

Please Print Your:

[illegible]