

MEETING RECORD

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DATE: 06/24/2020
TIME: 03:30-05:00 PM
RE: Planning and Development Sub-Committee Meeting
ATTENDEES: Tom Fleming, Diane Jones, Josh Birks, Troy Bliss, Jason Licon, Aaron Ehle, James Hays

Begin Meeting Record 06/24/2020

Agenda Item #1: Meeting Minutes Review, April 22nd, May 6th, May 13th, May 27th

- **Tom moved to approve the minutes. The motion, seconded by Diane passed unanimously.**

Agenda Item #2: Master Plan Update

- COVID-19 and CARES Act grant have had a significant impact on planning which has caused a 4-month delay with the Master Plan. The financial implementation section of the Master Plan includes a detailed capital improvement plan (CIP), so it was important to incorporate this new information into the analysis.
- Process/Schedule Review
 - Currently working on phase 4:
 - Financial planning
 - CIP
 - Final Master Plan documentation
 - Airport Layout Plan (ALP)
- Conceptual Development Plan (CDP)
 - Graphical depiction showing long-term development plan
- Financial Implementation Analysis
 - The objective of the financial implementation analysis is to evaluate the Airport's capability to fund Master Plan CIP and finance operations during the 20-year planning period.
 - Short-term, mid-term, and long term project lists were created. Cost estimates were developed and escalated based on the projected year of each project.
 - Funding, revenue, and expense projections were developed
 - Funding sources should be clearly defined in the Master Plan
 - General Aviation (GA) Facility Improvements – The Airport typically relies on private-sector investment for GA development
 - Other unidentified funding = funding gap
 - Not used for short-term projects
 - Financial implementation analysis assumes the remote tower won't be included in the Federal Contract Tower Program to plan for worst case scenario.

- Passenger enplanement forecasts are in line with forecast draft chapter. Higher enplanements would lead to higher revenue and the ability to borrow against future revenue for infrastructure projects.
- The financial implementation analysis relies heavily on the reintroduction of commercial passenger service. Without commercial service projects will be limited to maintaining current facilities, and may require financial assistance from the Cities for infrastructure.
- Next Steps
 - July draft final report including financial chapter
 - Financial implementation analysis narrative will be sent to PDSC for review and feedback
 - August public meeting (held remotely)
 - PDSC to provide feedback on presentation materials
 - City Council Presentations
 - August-September timeframe
 - Approval will probably require a resolution, not an ordinance
 - Master Plan does not contain any request for financial support from the Cities
 - Coordinate with cities to determine proper format for City Council review and approval (Study session, regular meeting, joint meeting)
 - Final Report

Agenda Item #4: 2020 Strategic Work Plan

- Due to time constraints this agenda item will be discussed on July 13th

Meeting Adjourned – To be Continued on July 13th at 3:30 pm