



NORTHERN COLORADO REGIONAL AIRPORT COMMISSION

4900 EARHART ROAD • LOVELAND, CO 80538

REGULARLY SCHEDULED MEETING AGENDA

THURSDAY, AUGUST 20, 2020

3:30PM – 5:00PM

***PLEASE NOTE: IN ORDER TO REDUCE THE SPREAD OF COVID-19, THIS AIRPORT COMMISSION MEETING WILL BE CONDUCTED ELECTRONICALLY.**

REMOTE PARTICIPATION INSTRUCTIONS

JOIN USING A COMPUTER CONNECTED TO THE INTERNET

TO JOIN ZOOM MEETING CLICK ON THE FOLLOWING LINK:

<https://zoom.us/j/93078134697?pwd=WHU3QkFnNXkxUE4dlZFOE5MVys3UT09>

MEETING ID: 930 7813 4697 PASSWORD: 538083

JOIN VIA TELEPHONE

DIAL BY YOUR LOCATION

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ONE TAP MOBILE (or copy the following into your phone when dialing)

+12532158782,,96368417286#,,,0#,,044099# US (TACOMA)

+13462487799,,96368417286#,,,0#,,044099# US (HOUSTON)

PUBLIC PARTICIPATION

PUBLIC AUDIENCE MEMBERS WHO WISH TO PARTICIPATE IN THE MEETING MUST TURN ON THEIR HAND RAISED NOTIFICATION AND WAIT UNTIL DESIGNATED PUBLIC COMMENT OPENS OR INPUT THEIR QUESTION WITHIN THE CHAT FUNCTION. COMMENTERS MUST STATE THEIR FULL NAME AND LIMIT THEIR COMMENT/QUESTION TO THREE MINUTES. PARTICIPANTS WHO PURPOSELY DISRUPT THE MEETING WILL BE REMOVED AND NOT ALLOWED RE-ENTRY. PUBLIC AUDIENCE ATTENDEES WILL HAVE THEIR MICS AND VIDEO TURNED OFF DURING THE MEETING UNLESS THEIR HAND IS RAISED DURING THE DESIGNATED PUBLIC COMMENT PERIOD.

DIAL IN PARTICIPANTS WHO WISH TO PROVIDE A QUESTION OR COMMENT WILL NEED TO CONTACT STAFF WITH THEIR QUESTION/COMMENT AT LEAST 10 MINUTES PRIOR TO THE MEETING AT 970-962-2851 OR VIA EMAIL AT AIRPORT@CITYOFLOVELAND.ORG.



NORTHERN COLORADO REGIONAL AIRPORT COMMISSION

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

CONSENT AGENDA

1. JULY 16, 2020 MEETING MINUTES
2. AIRPORT DIRECTOR'S REPORT FOR JULY
3. FINANCIAL STATEMENT FOR JULY
4. INTERGOVERNMENTAL AGREEMENT WITH LOVELAND FIRE AND RESCUE
AUTHORITY FOR AIRPORT APPARATUS USE

PULLED CONSENT AGENDA ITEMS

CONSENT AGENDA FOLLOWUP

REGULAR AGENDA

5. AIRPORT MASTER PLAN DRAFT REVIEW: COMMISSION COMMENT & PREPARE
RECOMMENDATIONS TO COUNCILS (60 MIN)
6. 2021 DRAFT BUDGET AND RATES & FEES: COMMISSION COMMENT & PREPARE
RECOMMENDATIONS TO COUNCILS (30 MIN)
7. BUSINESS FROM MEMBERS

ADJOURN

Meeting Planning Calendar		
September	October	November
<ul style="list-style-type: none">• Master Plan: Final Draft Approval• 2021 Budget Approval• Discovery Air Development Comment• Business Assistance Program Review	<ul style="list-style-type: none">• Airport Staffing Plan• 2021-2030 Capital Improvement Plan• PDSC Strategic Plan Update• Discovery Air Development Approval	<ul style="list-style-type: none">• Terminal Design Charette

Next Regularly Scheduled PDSC Meeting: August 26 @3:30 (This is planned to be a remote meeting, anyone wishing to participate please contact Airport staff to obtain instructions)



July 16, 2020 Meeting Minutes

Call to Order: Chair Troxell called the meeting to order at 3:33 p.m.

Roll Call: Chair Troxell, Vice-Chair Fleming, Commissioners Adams, Burgener, Overcash, and Stooksbury were present. Commissioner Atteberry was absent. The meeting was held in a virtual format over the Zoom Meeting platform.

Public Comments: None

Consent Agenda

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

Pulled Items None

Consent Follow up None

Regular Agenda

5. CARES Act Funding & Terminal Building Design Update

As a result of the direction given at the previous Airport Commission meeting, staff have been working to gain the necessary approvals and coordination in order to program the CARES Act grant funding through the Federal Aviation Administration, and create the terminal design scope of work with selected engineering and architectural consultants. This item will provide an update to progress that has been made since the June 18th meeting and request direction on building requirements outside of adopted building code.

Public Comments: None

6. PDSC Master Plan Update

The last public outreach meeting will be held in August. Due to the COVID-19 pandemic, the meeting will be held virtually. Video content will be created and posted to the website in advance of the meeting. The website also contains all chapters and exhibits that have been produced to date. The Airport Director Jason Licon and Master Plan Project Manager Ryan Hayes from Mead & Hunt will give live presentations and a question & answer session will be held. The Airport Commission will then review the Master Plan and consider recommending its approval to both City Councils. The Master Plan is expected to receive City Council and FAA approval this fall.

Public Comments: None



**7. Business From
Members**

Stooksbury: I brought this up last year but we have a serious weed problem at the airport. Perhaps we need to look into outsourcing the landscape maintenance work, but this looks bad in light of the amount of money we will soon be spending on a world class facility.

Licon: We are trying to stay on top of this with the limited staff we have available. If the Commission wishes to give that direction we can look into the possibility of outsourcing this work. We did take on a previously retired employee as a part-time employee to further these efforts, but no excuse, we will make this issue a priority.

Direction: None

Public Comments: None

Adjournment: Meeting adjourned at 4:40 p.m.

Respectfully Submitted,

Vice-Chair, Tom Fleming

- | | | | | |
|--|---|--|--|--|
| | Shawn Battmer (Host, me) | | | |
| | Commissioner Chair - Wade Troxell (Co-host) | | | |
| | Jason Licon (Co-host) | | | |
| | Commissioner - Steve Adams | | | |
| | Commissioner - Jerry Stooksbury | | | |
| | Chris Aronson | | | |
| | Commissioner - Curt Burgener | | | |
| | Commissioner - Don Overcash | | | |
| | Commissioner Vice Chair - Tom Fleming | | | |
| | Dan Betts | | | |
| | Diane Jones | | | |
| | Dustin Mahoney | | | |
| | Gonz | | | |
| | Jared Bass | | | |
| | Laurie Stirman | | | |
| | Mayor Marsh | | | |
| | Mick5280Pilot@Gmail.com | | | |
| | rick.zabel | | | |
| | Tim Chiddix | | | |
| | 13038687891 | | | |
| | Gina Gonzales | | | |



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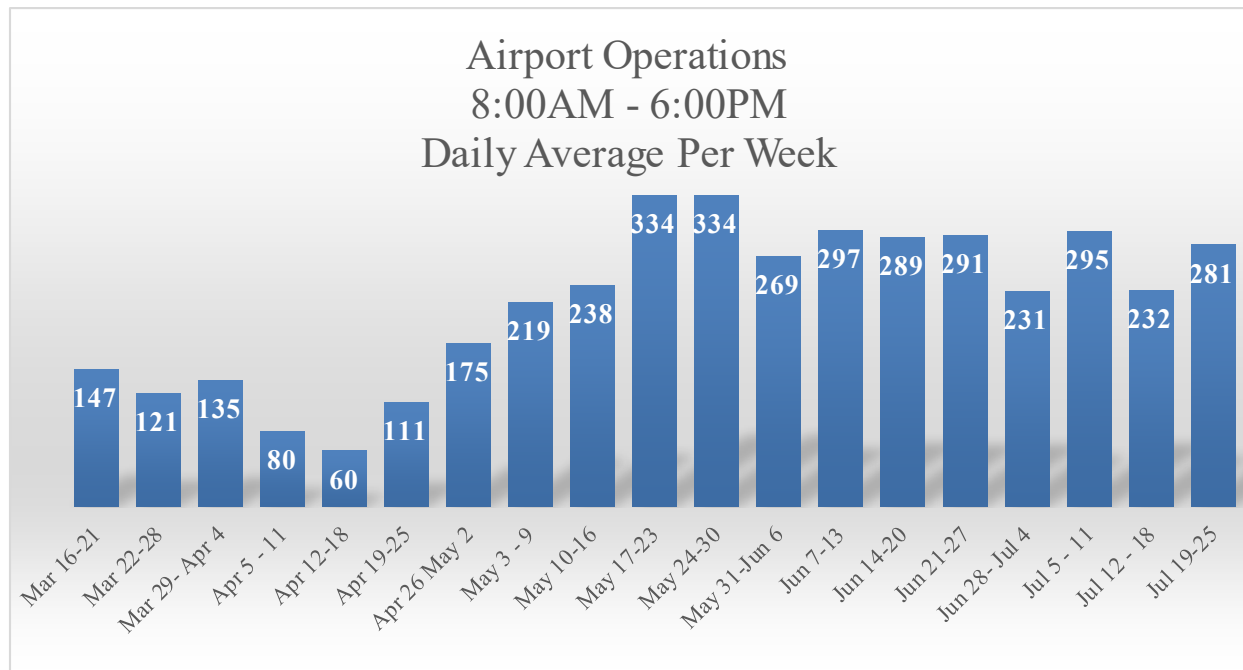
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DATE: July 31, 2020
TO: Northern Colorado Regional Airport Commission
FROM: Jason R. Licon, Airport Director
RE: Airport Monthly Report

COVID-19 Pandemic Update

The Airport remains fully operational and staff continues to adhere to guidance and requirements from federal, State, and local officials. Face coverings were announced as mandatory by the Governor in mid-July, and the airport areas open to the public have been posting and enforcing this requirement. Additional signage has been posted at the airport offices and at jetCenter informing the public of the requirement.

Airport flight activity levels have returned to pre-pandemic levels, as seen last month and the month prior averaging 273 flight operations a day. The data is shown below by the average operations per day each week during the ten hour period that the tower is open:



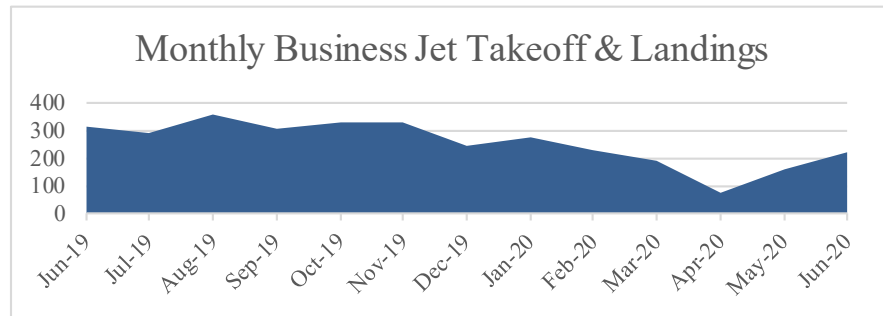
Business jet activities are still on the rise, which had been slower to recover. July data is not yet available from the FAA, however fuel sales and other data sources indicate that this activity has also returned to near normal levels. The seasonal nature of jet activities could also be a factor



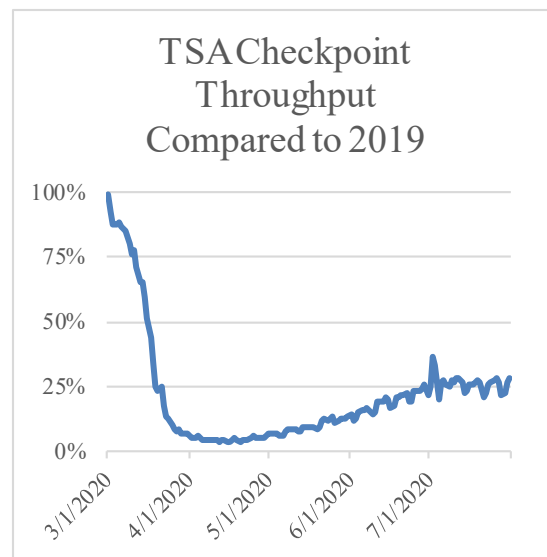
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into the data, as some of this can be attributed to visitors traveling into the area for tourism and vacation activities.



In July the Groome Transportation Company resumed their bus services to Denver International Airport from the park and ride location at the Airport, and from other locations within Northern Colorado. The company halted their activities as a result of the COVID impacts to airline ridership, which is still slowly seeing volumes pick up. According to TSA screening checkpoint data across the United States, the level of airline travel is still down approximately 70%, and is likely to continue a slow recovery until a proven solution to the virus is made available. Denver International Airport's figures are slightly better than the national average.



Remote Tower

Colorado Remote Tower Project Manager Bill Payne has continued to work with the FAA to pursue the idea to enable testing the remote tower system even while the FAA and others are unable to travel. This plan will allow the first phase of operational testing to move forward based on using the current air traffic controllers who are operating the airspace the ability to also serve as the test subjects. Travel restrictions still apply to the FAA for employees located outside of the Denver area and international travel for Searidge Technologies, which is an Ottawa, Canada based company.

After an initial reluctance to attempt the proposed plan, the idea to move forward has been embraced by the project team management, and project team members are now working to find ways to use available time and resources to accomplish many of the testing goals. This



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alternative testing concept is still being evaluated by members of the FAA team. The relatively simple idea is to deploy additional controllers and begin using targets or opportunity (regular airport activities), to define and explore in more depth the capabilities and limitations of the system.

The mobile tower continues to operate ten hours a day seven days a week. The air traffic manager of the facility stepped down last month to continue teaching air traffic control at Aims Community College. The new air traffic manager was hired by Serco is Wade Trecek. Wade has been controlling air traffic in many locations throughout his career, and has also been a controller at FNL since the mobile tower began operations.

Master Plan

Since the Master Plan update process began in late 2018, Airport staff have endeavored to provide information transparently and broadly to best reach all Airport stakeholders for collaborative buy-in for the plan.

The Airport's Master Plan contact list contains nearly 850 residents, business owners, land owners, members of relevant boards and commissions, and other interested individuals. Notices on all three public open houses have been shared via numerous venues, such as email notices, local newspaper publications, both Cities of Fort Collins and Loveland's Facebook, NextDoor app, and cable network channels 14 and 16, as well as all of the Airport's social media platforms which include: Facebook, Twitter, Instagram, LinkedIn, the Airport's YouTube Channel, as well as all official public notice boards at both City Halls and the Airport Administration Office.

Page 3A

JULY 28, 2020

FRONT RANGE

MONDAY'S DRAWINGS

Lucky for Life 6-10-13-17-31

Cash 5 1-3-19-20-32

Pick 3 Monday 1-8-6

Evening 4-1-2

NORTHERN COLORADO REGIONAL AIRPORT

Open house on master plan to be held

Loveland, Fort Collins could adopt plan this summer

By Max Levy
LOVELAND/FRONT RANGE NEWS

Northern Colorado Regional Airport is holding members of the public to comment on a proposed 20-year master plan at a final open house planned for Aug. 6.

The master plan includes an inventory of existing facilities at the airport, which is owned and governed jointly by Loveland and Fort Collins; forecasts of future aviation activity; anticipated aviation project proposals for the airport and surrounding undeveloped land; and more.

In April, \$16.5 million in aid was given to the airport with the passage of the federal CARES Act, a massive infusion of cash compared to the airport's annual budget of roughly \$2.8 million.

Airport director Jason Lyon said \$2 million has since been set aside to offset the direct impacts of COVID-19, while the rest will be used to tackle capital projects named in the plan.

"It's going to allow the airport to see some of the work on our needs list become a reality sooner," he said. "It also allows for the contributions that we were looking to obtain locally to be totally borne by this funding."

The 20-year plan would replace a previous master plan published in 2007.

Public hearings on the new plan were held in May and September 2019, and later this summer, the finished plan is scheduled to be presented to the city councils of Loveland and Fort Collins for final approval.

The virtual hearing will last from 5 p.m. to 8 p.m. and include a short presentation followed by a question-and-answer session.

Members of the public may submit questions by Aug. 5 to airports-masterplan@co.fortcollins.or.us, through the website nrcap.org, or via phone at (970) 962-2851.

The meeting will be streamed via Zoom, and individual comments or questions up to three minutes long may also be solicited live on the teleconference.

SEE AIRPORT, 7A

THE REMOTE TOWER IS PICTURED MONDAY AT THE NORTHERN COLORADO REGIONAL AIRPORT IN LOVELAND. THE AIRPORT WILL HOLD A virtual open house on Aug. 6 to take comment on its proposed 20-year master plan.

How should the airport spend fund infusion?

Officials seek public input on future facilities, projects

Pat Ferrier/Fort Collins Coloradan
USA TODAY NETWORK

Northern Colorado Regional Airport wants public input on how it should spend millions of dollars over the next 20 years as it updates and expands its facilities.

The airport, owned by the cities of Fort Collins and Loveland, has a long with list of projects, including expanded runways and a new terminal to replace the temporary facility from which it's operated for 47 years.

The master plan, last updated in 2007, has \$75.5 million in short- and long-term projects slated over the next two decades.

Since the start all draft chapters and exhibits have been made available to the public for review on the Airport's Master Plan Update webpage. All these avenues of public outreach took

Northern Colorado Regional Airport

Page 3 of 6

008



countless hours of staff time to create content, graphics, and video with coordination necessary with multiple contacts for publication with broad exposure.

Airport staff and the consultant team from Mead & Hunt have presented Master Plan information and solicited feedback at 30 public meetings, including Airport Commission meetings, Planning and Development Subcommittee meetings, and Planning Commission meetings for both Cities and Larimer County. The draft will then go to the Airport Commission for review and then recommendation to the City Councils for their review and adoption. These additional meetings will be conducted in August and September for the Airport Commission and then following that a joint meeting of the City Councils is being organized to present the updated plan.

Airport Facility Maintenance

During the month of July, Airport staff concentrated maintenance efforts on repainting runway and taxiway markings, which is necessary periodically due to weathering and sun fading. All airport taxiways centerlines, runway hold markings, and runway striping was repainted and reflective glass bead applied. Multiple partial airport taxiway closures were coordinated to perform the work in addition to three nights where the runways were closed to minimize user impact. Approximately 2,700 pounds of paint and 2,200 pounds of reflective glass beads were placed during the month of June and July by the three staff members that comprise the Airport's operations and maintenance team.



Planning and Development Update

In July, the PDSC assessed progress on the 2020 strategic work plan and discussed what needs to be done to accomplish the identified goals. Additionally two new companies have started operating at the airport offering flight training services. The companies have operated at the airport under other larger flight school umbrellas, and have decided to create their own entity while adhering to Airport minimum standards and business licensing requirements.



Airport staff coordinated with the design team and survey crew, as progress was made on the commercial apron expansion project. The design is nearing 75% progress, with completion expected by the end of the year.

Throughout the month, Director Licon and Business Development Specialist Ehle collaborated with Dibble Engineering and VFLA Architecture to define a scope of work for the new terminal project. Staff is working with officials from both cities to determine sustainability and energy efficiency objectives, and to decide if Leadership in Energy and Environmental Design (LEED) certification will be required.

Interest in hangar development has increased in recent months. Business Development Specialist Ehle has been engaged with six developers who are planning or considering constructing new hangars. So far these meetings have resulted in exploring conceptual ideas and possible layouts with the goal of promoting highest and best use of the available spaces as recommended by the Airport Commission.

Meetings and Events Attended

- **City of Loveland COVID Policy Group Meetings:** The Director attended the Policy Group meetings for the City of Loveland held twice weekly regarding the City's operational response to COVID-19.
- **Terminal SOW Discussion, July 6:** The Director met with Dibble Engineering on the SOW for the Terminal.
- **FNL Master Plan Meeting, July 6 & 20:** The Director and Business Development Specialist Ehle met with Master Plan consultants for the Master Plan Update.
- **VA Clinic Drainage Easement meeting, July 7:** The Director and Business Development Specialist Ehle met with developers and legal counsel in response to the request to create and approve an easement for storm water discharge from the adjacent development that just started construction.
- **Loveland City Council Meeting, July 7:** The Director attended the City Council meeting for the CARES grant resolution.
- **FNL Pilots Association Meeting, July 8:** The Director attended the monthly Pilot's Association meeting.
- **Strategic Work Plan Meeting, July 8:** The Director met with the Airport Commission Vice-Chair on the Airport Strategic Work Plan.
- **Budget Meeting, July 8:** The Director and Executive Assistant Battmer met with the Finance team and City Manager to go over the budget planning for 2021.



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- **Aims Community College Flight Training Meeting, July 8:** The Director met with Aims Community College and Serco Air Traffic Controllers to discuss flight training patterns in FNL airspace.
- **Discovery Air Lease discussion, July 9:** The Director and Business Development Specialist Ehle met with Discovery Air to discuss the lease.
- **TV Rotary Loveland Club Meeting, July 9:** The Director provided an Airport update for the Loveland Rotary Club.
- **Signage Meeting for NCLETC, July 9:** The Director met with the sign contractor for the Northern Colorado Law Enforcement Training Campus.
- **PDSC Meeting, July 13:** PDSC continuation meeting for June 24.
- **Wingless Flight Discussion & Meeting, July 21:** The Director met with David regarding the possibility of starting the Wingless Flight service.
- **Fort Collins City Council Meeting, July 21:** The Director attended the City Council meeting for the CARES grant resolution.
- **DLH Remote Tower Panel Discussion Pre-Meeting, July 22:** The Director met with Kaci Nosicki from the Duluth Airport to share information on the Remote Tower Project
- **PDSC Meeting, July 22:** PDSC regularly scheduled meeting
- **FNL Master Plan Open House Preparation Meeting, July 23:** The Director, Business Development Specialist Ehle, and Executive Assistant Battmer met to discuss preparations for the Virtual Open House for the Master Plan Update
- **LEED Requirements Meeting, July 23:** The Director met with both City Managers and the Engineering and Architectural consultants regarding LEED requirements for both Cities and its application to the Airport Terminal project
- **VA Storm water meeting, July 23:** The Director and Business Development Specialist Ehle met with DCB Construction regarding storm water easement and construction planning.

Attachments

- WEPA Remote Tower Project Manager Report for July
- 7-22-20 PDSC Draft Minutes



July 31, 2020

From: William E. Payne, P.E.
To: Colorado Division of Aeronautics

Section A – Blended Airspace/Remote Air Traffic Control Contract Progress Report #48

Re: Period: July 1 through July 31, 2020

Remote Tower Project Activity Status			
Activity	Status/Start Date (Projected)	Finish Date (Projected)	Remarks
Remote Tower Implementation			
Mobile Tower Operational on Site	3/16/2020	3/16/2020	FNL Operational as a Controlled Airport
Controller Remote Tower Familiarization	5/1/2020	Ongoing	Controllers preparing for Alternate Phase 1 testing
Proposed Alternative Phase 1 Test Plan	6/19/2020	TBD	Awaiting FAA lines of business concurrence
STARS Remote Tower Display	4/25/2020	TBD	Funds Transferred to the TAMR Program Office
Telecommunications			
Connect to City of Loveland Fiber Network	5/25/2019	Complete	Awaiting City Service Initiation of "Crash Phone"
Federal Telecommunication Infrastructure (FTI)	7/15/2019	Complete	Service Delivery Point (SDP)
Remote Tower System			
System Upgrade - Tech Refresh	In-Progress	TBD	Continuing
System Site Adaptation	In-Progress	Ongoing	Minor adaptation changes post Alt. Phase1 testing
System Lockdown	11/20/2019	1/22/2020	Minor system and adaptation changes will continue
Remote Tower Testing			
Pre-Phase 1 Familiarization & Evaluation	5/1/2020	TBD	Passive Evaluation & Testing by FNL Controllers
Alternative Phase 1 - Passive Testing	TBD	TBD	Awaitingg FAA approval to move forward
Safety Risk Manage Panel	TBD	TBD	FAA Forecast Schedule 1 week duration
Safety Risk Management Document Signed	TBD	TBD	FAA Forecast Schedule 6- 12 months
Phase 2 - Active Testing	TBD	TBD	Subject to FAA Phase 1 SRMD Signatures
Safety Risk Manage Panel	TBD	TBD	
Safety Risk Management Document Signed	TBD	TBD	
Phase 3 - Industry-led IOC	TBD	TBD	
Safety Risk Manage Panel	TBD	TBD	
Safety Risk Management Document Signed	TBD	TBD	
Phase 4 - Certification/Commissioning	TBD	TBD	
Safety Risk Manage Panel	TBD	TBD	
Safety Risk Management Document Signed	TBD	TBD	

Note: All dates reflect latest FAA proposed schedule and are subject to change

Remote Tower Project Narrative:

FAA Headquarters continues to operate remotely although having moved into Phase 2 of their three-phase reopening plan. Only a very small number of employees have been released from virtual work and allowed to return to their offices at Headquarters. NextGen, which is charged with developing the remote tower concept that includes the Colorado Remote Tower Project at the Northern Colorado Regional Airport (FNL), is still in quarantine and working remotely. This has had serious adverse implications for testing of the remote tower system at FNL, as the FAA and its contractors are not allowed to travel until they move into Phase 3 reopening. It is unclear when the Phase 3 reopening will begin. Within the FAA the sense is it could be 3-4 months or more, which would put us in the end of the federal government fiscal year when everything grinds to a halt, even in good times. This situation is further magnified by the fact that once reopened, there are other more pressing operational priorities for the FAA which would further delay testing of the Colorado Remote Tower System at FNL.

Developmental projects are considered, for valid reasons, to be classified as non-essential. Therefore, we must find alternatives that would allow our project to progress. To that end, last month I had proposed to NextGen that they consider a remote testing alternative in order to move forward during the shutdown. Phase 1 is a passive test with no risk to the NAS (see "Alternative Phase 1 Testing Plan" from last month). The idea was embraced by NextGen Management with the proviso it be socialized within the various lines of business. The primary drawback expressed by the team was the requirement to have subject matter experts (SME) from FAA Headquarters be on site to actively participate in the testing. A meeting was held at which only FAA and their contractors were permitted to attend. Subsequent to that meeting, I was informed that the idea had been rejected. At that point I contacted the NextGen Director in charge of our project and requested a meeting to further discuss the matter. During that meeting the NextGen Director and his immediate staff expressed their continued support for investigating ways to move forward with Phase 1 testing/evaluation remotely. At the follow-on team meeting it was decided to move forward to determine how we can accomplish Phase 1 testing using various technologies.

With the decision to move forward with an alternative Phase 1 testing program, we are working with the NextGen team and their contractors to develop the process that will move the program forward during the shutdown. Below is an operational configuration and three operational concepts presented to the FAA for consideration.

Alternative Phase 1 Remote Tower Testing/Evaluation

Notional Concept of Operation

Operational Configuration:

1. Serco Controllers staff mobile and remote tower.
 - a. Air traffic control is provided from the mobile ATCT.
 - b. Serco controller in the remote tower facility observes airport operations and conducts "talk allowed" and completes evaluation forms.
2. Establish real time communication link between the remote tower facility, mobile ATCT, Searidge and FAA evaluators located remotely.
3. Provide a data link that would support real time interaction between the controller in the remote tower and evaluators located remotely. This could be accomplished via telephone or any number of video conferencing options.

4. Develop remote replay capability of recorded video, voice and track-based data from the System Wide Information Management (SWIM) data that can be replayed on individual computers.

Operational Concepts:

The three possible scenarios for evaluation of the remote tower system at FNL being considered are:

Onsite Real Time Testing:

Since the FAA subject matter experts (SME)/evaluators and contractors are not allowed to travel during the shutdown, this option would employ local Air Traffic personnel from Denver Tracon or perhaps one of the local FAA VFR ATCT to provide testing oversight as required by the approved Safety Risk Management Document for Phase 1. Under this scenario the local resource(s) would attend evaluation/testing sessions at FNL in lieu of Headquarters SMEs. The schedule for these tests would be coordinated with the controller's home facility to cause minimum disruption and take advantage of optimal weather and operational conditions at FNL. The Headquarters SME and contractors could attend via teleconference or a video conferencing connection. This option is preferred, as the presence of an FAA SME would support more rigorous system testing while fulfilling the requirements of the FAA's Safety Management System and would be conditioned on the availability of local FAA Air Traffic resources.

Remote Real Time Evaluation:

Controllers in the remote tower facility and the mobile ATCT would be in direct real time communication with the evaluation team.

1. Each evaluation period would last 1 hour with a 1 hour debrief/discussion session after each evaluation period. The length of the evaluation periods would be subject to modification based the outcome of preliminary testing.
2. There could be three test periods per week (M/W/F?) or as agreed upon. The number of evaluation sessions per week would be based on some initial concept testing and:
 - a. Activity level at the airport
 - b. Weather
 - c. Availability of Serco controllers
 - d. Availability of FAA resources
3. Searidge will actively monitor the system operation remotely during periods of evaluation.
4. Controllers in the mobile ATCT and the evaluating controller in the remote tower will communicate observations between the two facilities as a safety mitigator.

Evaluation of Recorded Data:

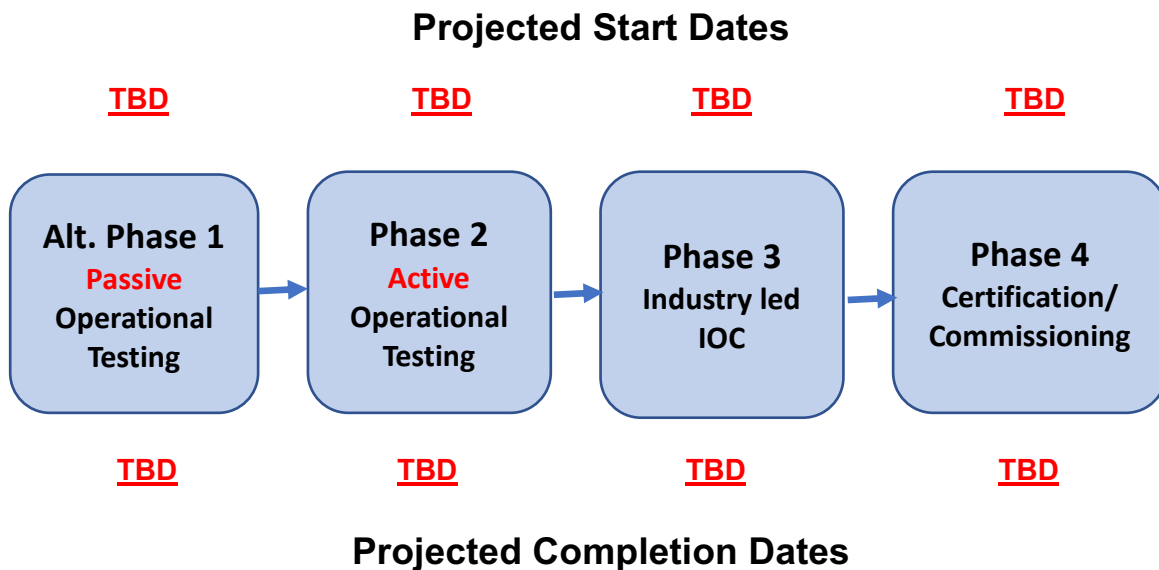
Recorded data of short duration, 10 – 20 minutes \pm , would be sent to the evaluators.

1. The selected recorded data sets would be sent to the evaluation team for discussion and evaluation later.
2. The recorded data would include timestamped video and audio that could be replayed by the FAA evaluators.
3. Initially these data would concentrate on specific operations:
 - a. Aircraft, vehicles, people, and animals on the surface –

- i. Aircraft taxing, holding short, takeoffs, etc.
- ii. Ops vehicles performing runway, airfield inspections, mowing, snowplowing, etc.
- iii. Simulated people and opportunity of animals in the movement area.
- b. Aircraft in the local airspace: arrivals, departures, aircraft in the traffic pattern, landing and takeoffs.

It is hoped that the NextGen team charged with selling this idea to other FAA lines of business can make a rational and compelling case to support this “out-of-the-box” approach. Success depends on having a champion(s) within the ANG organization, which I feel we now have in the form of the Director and his staff.

Proposed Remote Tower Testing Phases:



Schedule Note: This status is based on the latest proposed schedule and is dependent upon availability of FAA resources to staff the remote tower and support the Phase 1 SRMP.

MEETING RECORD

Page 1

DATE: 07/22/2020
TIME: 3:30-5:00 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 07/22/2020

Agenda Item #1: Meeting Minutes Review, July 13th

- July 13th meeting was a continuation of the June 24th meeting. June 24th meeting minutes were not included in the packet, so the minutes will be distributed and approved by email.

Agenda Item #2: Master Plan Update

- a. Financial Implementation Analysis review (Chapter 9)
 - Final draft chapter has been distributed for PDSC review. It includes an analysis that seeks to align anticipated funding sources with potential capital needs over the 20 year planning period.
 - “Other unidentified funding” now referred to as “funding shortfalls.” There are no anticipated funding shortfalls in the short-term. Funding shortfalls in the mid-term and long-term will be larger if the demand is greater than what is forecasted.
The presence of funding shortfalls doesn’t mean the cities will need to provide funding. Funding could come from a variety of sources that haven’t been identified. Capital projects that don’t have funding will have to be cancelled or delayed until funding is available.
 - Total cost of identified projects = \$173 million in 2020 dollars, \$230 million escalated cost when adjusted for inflation.
 - Estimated Project Costs and Development Schedule spreadsheet will be reformatted to be more understandable and less repetitive. The funding schedule will be separated out and the development schedules will be combined on one page.
 - The projected operations & maintenance expenses (Schedule 9-4) factors in some increases for staffing, but doesn’t account for optimal staffing levels or a large increase in staffing if commercial air service demand increases quickly. It does project staffing costs for the remote tower starting in 2022 to prepare for the possibility of the remote tower not being accepted into the Federal Contract Tower Program.
 - Increased revenue that would come along with increased enplanements (PFCs, concessions, terminal/land leases) are hard to predict and haven’t fully been factored into the analysis.
 - Non-airline revenue projections are focused mainly on revenue generated from aviation-related leases and activities. There might be non-aviation related revenue streams that are difficult to predict at this time.
- b. Entire document review
 - Comments on the draft Master Plan can be provided throughout the month of August, but the sooner, the better.
 - References to Allegiant Airlines should be generalized as things have changed since some of the earlier materials were produced.
 - There are some acronyms that are missing from the glossary. We might also want to make the glossary easier to find.

MEETING RECORD

Page 2

- There isn't much in the draft plan about the impacts of COVID-19 or the CARES Act. We probably need to give these items more attention, perhaps in the executive summary.
- Creating a multimodal transportation hub (Groome, wingless flight, etc.) at the Airport has been discussed, but isn't talked about in the Plan.
- c. Virtual public meeting
 - The last public open house will be held via Zoom on Aug. 6th.
 - Materials and videos will be posted to the website in advance of a presentation and question & answer session.
 - Newspaper articles/op-eds could be useful in generating interest.
 - A press release will be issued through both newspapers.
- d. Final steps Airport Commission Feedback
 - Draft Master Plan will be discussed at the Aug. 20th Airport Commission meeting.
 - Feedback will be incorporated into finalized plan, which will be presented to both City Councils for review and adoption. A joint City Council session is being considered.

Agenda Item #3: Development Update – Discovery Air and Adjacent Property

- a) Discovery Air – The Discovery Air lease was executed in January of 2019, and contains significant incentives to encourage a large, master-planned development and the build-out of infrastructure in the area. The developer has approached the Airport about renegotiating the lease. They would like to restart the 50-year term of the lease, adjusting the lease area and rental area boundaries, and change the rent escalation schedule to align with the build-out of separate phases. When the lease was signed the project was in a conceptual phase. Much of the design work has now been completed. The site development plan now contains less building square footage and more ramp square footage.
- b) Stormwater
 - Discovery Air - Stormwater plans have been reviewed and approved by the Airport.
 - Brand West - The developer has indicated a desire to detain/convey stormwater on Airport property, but no proposal has been received by the Airport. Accommodating stormwater from this off-airport development would require a separate agreement from Discovery Air and would require that the Airport receive compensation
 - Veterans Administration (VA) Clinic - A drainage easement is being created to allow for swale improvement and stormwater conveyance on Airport property. The agreement would only allow for the historical rate of stormwater discharge.

End Meeting Record



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 3

MEETING DATE: August 20, 2020

PREPARED BY: Jason Licon, Airport Director

TITLE

Monthly Financial Report for July

RECOMMENDED AIRPORT COMMISSION ACTION

Accept the preliminary financial report as presented.

BUDGET IMPACT

Neutral

SUMMARY

For the month of July, the Airport's finances have reflected the expected reductions in revenues as a result of COVID19 impacted activity levels and business assistance lease deferrals. While revenues are still behind for 2020, financial balances remained positive.

ATTACHMENT

Preliminary monthly financial statement for July 2020



NORTHERN COLORADO REGIONAL AIRPORT

Airport Statement of Revenues and Expenses From 01/01/2020 to 7/31/2020

	Y-T-D 2020 Actual	PRELIMINARY Y-T-D 2019 Actual	Y-T-D 2020 Budget	2020 Total Budget	% of Y-T-D Budget
<u>OPERATING REVENUES</u>					
Hangar Rental	124,931	73,159	87,500	150,000	
FBO Rent	51,527	51,530	51,478	88,250	
Gas and Oil Commissions	53,858	89,396	105,000	180,000	
Aviation Fuel Tax Reimbursement	75,778	72,420	65,919	113,000	67%
Land Lease	187,680	190,278	163,331	280,000	
Land Lease PD Training Ctr	180,751	177,339	212,338	364,000	
Terminal Lease and Landing Fees	1,178	2,146	5,250	9,000	13%
Parking	2,335	5,485	5,833	10,000	
Miscellaneous	7,461	6,054	11,023	18,900	
TOTAL OPERATING REVENUES	685,500	667,807	707,672	1,213,150	57%
<u>OPERATING EXPENSES</u>					
Personal Services	383,340	330,450	394,275	703,431	
Supplies	41,036	25,990	43,484	74,500	
Purchased Services	302,481	392,629	440,993	652,917	
TOTAL OPERATING EXPENSES	726,857	749,069	878,752	1,430,848	51%
OPERATING GAIN (LOSS)	(41,357)	(81,263)	(171,080)	(217,698)	
<u>NONOPERATING REVENUES (EXPENSES)</u>					
Passenger Facility Charge	0	0	0	0	
Interest Income	31,008	30,441	14,581	25,000	
Capital Expenditures	(54,629)	(10,812)	(863,912)	(1,481,000)	
TOTAL NONOPERATING REVENUES (EXPENSES)	(23,620)	19,629	(849,331)	(1,456,000)	
NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	(64,977)	(61,634)	(1,020,411)	(1,673,698)	
Capital Contributions	409,334	249,618	655,772	1,039,941	
CHANGE IN NET POSITION	344,356	187,985	(364,639)	(633,757)	
NET POSITION, Beginning	17,180,973	18,412,445			
NET POSITION, Ending	17,525,329	18,600,430			
Investment in Capital Assets	14,657,231	15,990,531			
Net Position Available for use	2,868,098	2,609,899			



NORTHERN COLORADO REGIONAL AIRPORT

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ITEM NUMBER: 4

MEETING DATE: August 20, 2020

PREPARED BY: Jason Licon, Airport Director

TITLE

Intergovernmental Agreement with Loveland Fire and Rescue Authority for Airport Apparatus Use

RECOMMENDED AIRPORT COMMISSION ACTION

Make a motion to approve the IGA as presented

BUDGET IMPACT

Neutral

SUMMARY

This is an administrative item formalizing the existing relationship between Loveland Fire and Rescue Authority (LFRA) and Northern Colorado Regional Airport, owned and operated by the Cities. The Airport exists within the Fire Authority's service area, and as such LFRA provides emergency services to the Airport and any additional services as required by FAA regulations. This Intergovernmental Agreement formalizes the usage requirements for the specialized emergency response apparatus owned by the Cities for use by LFRA.

ATTACHMENT

Intergovernmental Agreement for Use of Airport Apparatus for Aircraft Rescue and Firefighting Services

INTERGOVERNMENTAL AGREEMENT FOR USE OF AIRPORT APPARATUS FOR AIRCRAFT RESCUE AND FIREFIGHTING SERVICES

This Intergovernmental Agreement for Use of Airport Apparatus for Aircraft Rescue and Firefighting Services ("**Agreement**") is entered into by and between the Loveland Fire Rescue Authority ("**Fire Authority**"), the City of Fort Collins, Colorado, a municipal corporation ("**Fort Collins**"), and the City of Loveland, Colorado, a municipal corporation ("**Loveland**"), both such Cities acting for the benefit of the Northern Colorado Regional Airport ("**Airport**"). The Fire Authority, Fort Collins, and Loveland may each be referred to individually as a "**Party**", or collectively as the "**Parties**".

I. Recitals

WHEREAS, the Fire Authority is a public entity of the State of Colorado established by the City of Loveland and the Loveland Rural Fire Protection District pursuant to that certain Intergovernmental Agreement for the Establishment and Operation of the Loveland Fire Rescue Authority as a Separate Governmental Entity, for the purpose of providing fire suppression, fire prevention and public education, rescue, extrication, hazardous materials, and emergency medical services (collectively, "**Emergency Services**") within the joint jurisdiction and service area of the City of Loveland and the Loveland Rural Fire Protection District;

WHEREAS, the Airport is jointly owned and operated by Loveland and Fort Collins pursuant to that certain Amended and Restated Intergovernmental Agreement for the Joint Operation of the Northern Colorado Regional Airport, for the purpose of providing general and commercial aviation services to Larimer County and the northern Colorado region;

WHEREAS, the Fire Authority's service area includes, and the Fire Authority provides Emergency Services to, the Airport. Additionally, the Federal Aviation Administration requires the Airport to provide aircraft rescue and firefighting ("**ARFF**") services during all commercial air carrier operations, and to comply with associated training and readiness regulatory requirements. The Fire Authority's Emergency Services to the Airport include the ARFF services; and

WHEREAS, Loveland and Fort Collins own certain emergency vehicles and apparatus designed specifically to provide ARFF and other Emergency Services at the Airport (collectively, the "**Airport Apparatus**"). The Fire Authority desires to use, and Loveland and Fort Collins desire to authorize the Fire Authority to use, the Airport Apparatus for the purpose of providing ARFF and other Emergency Services on the terms and conditions provided in this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions stated in this Agreement, the Parties agree as follows:

II. Agreement

1. Use of Airport Apparatus; Terms and Conditions.

a. Loveland and Fort Collins hereby authorize the Fire Authority to use, as may be necessary from time to time, the Airport Apparatus described on the attached Exhibit A, as may be amended from time to time, owned by them and stationed at the Airport, for purposes of providing ARFF and other Emergency Services as provided in this Agreement, including all equipment, instruments,

appliances, and accessories (collectively, "**Equipment**") installed or carried on the Airport Apparatus. Loveland and Fort Collins may, at any time and in their sole discretion, modify the Airport Apparatus described on the attached Exhibit A by providing written notice of such modification to the Fire Authority signed by the Airport Director. To the extent possible, Loveland and Fort Collins will consult with the Fire Authority and with the City of Loveland Fleet Management Division prior to modifying Exhibit A.

b. The Fire Authority's use of the Airport Apparatus for purposes of providing ARFF and other Emergency Services generally is expected to occur on the Airport's premises. However, the Fire Authority may remove the Airport Apparatus from the Airport's premises for purposes of providing aviation-related Emergency Services elsewhere within the Fire Authority's service area. Additionally, the Fire Authority may remove from the Airport's premises the Airport Apparatus that are not marked "Restricted For Aviation Use Only" on the attached Exhibit A for purposes of providing Emergency Services elsewhere within the Fire Authority's service area, where such Emergency Services require the use of specialized apparatus not otherwise included in the Fire Authority's fleet. Notwithstanding the foregoing, no Airport Apparatus may be removed from the Airport's premises unless (i) such Airport Apparatus are not then needed at the Airport, and (ii) the Airport can continue to meet all requirements and regulations of the Federal Aviation Administration for providing ARFF services at the Airport with the Apparatus remaining on the Airport's premises. The Fire Authority shall provide, directly or indirectly through the Parties' dispatching agency, notification of the Fire Authority's removal of any Airport Apparatus from the Airport's premises as soon as reasonably possible. The Fire Authority shall return any Airport Apparatus removed from the premises of the Airport promptly upon the request of the Airport Director as soon as reasonably possible. The Fire Authority's personnel must operate the Airport Apparatus in full compliance with the traffic laws of any jurisdiction within which the Airport Apparatus are operated or located. The Fire Authority shall be solely responsible for any damages or costs incurred related to the Fire Authority's use of the Airport Apparatus for non-aviation uses off of the Airport premises.

c. Loveland and Fort Collins are responsible, either jointly or separately, and at their sole cost, for purchasing, installing, and maintaining all Equipment required to operate the Airport Apparatus in accordance with the minimum Federal Aviation Administration standards for such Apparatus. For purposes of this paragraph 1(c), the term "maintenance" includes regular testing and all preventative and corrective service, maintenance, and repair. Notwithstanding the foregoing, the Fire Authority will be responsible for any Airport Apparatus or Equipment maintenance costs arising out of or related to the negligent or intentional misuse of such Airport Apparatus or Equipment by the Fire Authority or its employees, volunteers, or agents; provided, however, that the Fire Authority is not authorized to perform or cause to be performed any maintenance of the Airport Apparatus or Equipment without the prior written consent of Airport Director.

d. The Fire Authority is responsible, at its sole cost, for providing qualified personnel to operate the Airport Apparatus for purposes of providing ARFF and Emergency Services, and, at the request of Airport Director, for providing qualified personnel to assist with regular testing of the Airport Apparatus and Equipment. The Fire Authority also is responsible, at its sole cost, for maintaining readiness of the Airport Apparatus and Equipment through regular inspections, fueling, cleaning, lubricating, and other routine upkeep of the Airport Apparatus and Equipment.

e. The Parties agree that there will be no monetary charge for the Fire Authority's use of the Airport Apparatus, as the Fire Authority's use of the Airport Apparatus will assist the Fire

Authority in providing ARFF and other Emergency Services to the Airport, and will benefit the public by enhancing Emergency Services in Larimer County and the northern Colorado region.

f. The Fire Authority at all times while it is using the Airport Apparatus, whether such use is for activities including, but not limited to, maintaining readiness, training, emergency response, or other operations or use, shall comply with all applicable federal, state, and local laws, including all environmental and PFAS foam-related laws and regulations, and the ordinances, resolutions, rules, and regulations of Fort Collins, Loveland, the Airport, or of any local jurisdiction in which the use takes place.

2. **Insurance.** Each Party shall maintain, at its sole cost, liability and property insurance covering its activities under this Agreement, in coverage amounts not less than the monetary limitations set forth in the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*, as amended from time to time. The Fire Authority shall list Fort Collins and Loveland as additional insureds. The Fire Authority agrees that it shall be solely responsible for any liability arising from its use of the Airport Apparatus while the Airport Apparatus is in the Fire Authority's care, custody, and control; provided, the Fire Authority shall not be responsible for any such liability caused by the negligent or intentional act of Fort Collins, Loveland, or Airport personnel or agents.

3. **Effective Date; Term and Termination.**

a. This Agreement is effective as of the date the last Party signs this Agreement, and will continue until terminated in accordance with this paragraph 3.

b. This Agreement will terminate upon the mutual written agreement of the Parties. Additionally, any Party may terminate this Agreement with or without cause on at least one year's prior written notice to each other Party.

c. If a Party defaults in its performance of any obligation under this Agreement, then either non-defaulting Party may provide written notice of such default to the defaulting Party and to the other non-defaulting Party. The defaulting Party shall have 30 calendar days following the date such notice is effective to cure, or to make substantial efforts to cure, the default. If, in the determination of the non-defaulting Party that provided the notice, the default continues uncured, and without substantial effort to cure such default, for such period, then such non-defaulting Party, at its option, may immediately terminate this Agreement or may elect to treat this Agreement as being in full force and effect. If such non-defaulting Party elects to treat this Agreement as being in full force and effect, such Party may bring an action for damages.

4. **Relationship of the Parties.** By entering into this Agreement, the Parties are not creating, and shall not be deemed or construed as creating, a joint venture, partnership, authority, or any other type of legal relationship, and each Party shall remain a separate and distinct entity for all purposes under this Agreement. Nothing contained in this Agreement, and no performance under this Agreement by personnel of the Parties, shall in any respect alter or modify the status of council members, directors, officer, employees, volunteers, or agents of either Party for purposes of workers' compensation or their benefits or entitlements, if any, including pension benefits.

5. **Non-Appropriation.** All direct and indirect financial obligations of a Party under this Agreement are subject to appropriation, budgeting, and availability of funds to discharge such

obligations. If a Party's governing body fails to appropriate funds for that Party's obligations under this Agreement, this Agreement shall terminate immediately and no Party shall have any further obligation to any other Party under this Agreement beyond the financial obligations for which it previously appropriated funds. Any Party whose governing body fails to appropriate funds in accordance with this Paragraph 9 shall provide prompt notice of such non-appropriation to the other Parties.

6. **Governmental Immunity.** Nothing in this Agreement shall be construed as a waiver of the limitations on damages or any of the privileges, immunities, or defenses provided to, or enjoyed by, the Parties, and their council members, directors, officers, employees, volunteers, and agents, under federal or state constitutional, statutory or common law, including but not limited to the Colorado Governmental Immunity Act, C.R.S. § 24-10-101, *et seq.*

7. **Subordination.** This Agreement shall be subordinate to the conflicting provisions, if any, of any existing or future agreement between Loveland and/or Fort Collins and the United States relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal funds for the development of the Airport. The Airport shall advise the Authority of any conflicting provisions of which it is aware, or becomes aware, between this Agreement and any such existing or future agreement between the Cities and the United States.

8. **No Waiver.** This Agreement shall not be construed as to limit or waive any Party's right to pursue or receive reasonable compensation or reimbursement for costs incurred in response to hazardous materials or disaster-emergency, fire, or other incidents that may be eligible for reimbursement from local, state or federal agencies or any other third parties.

9. **Notice.** Any notice required or permitted by this Agreement shall be in writing and shall be given by personal delivery or certified/registered mail addressed to the Party to whom such notice is to be given at the address set forth below, or at such other address as a Party has previously furnished in writing to the other Party in accordance with this Paragraph 9. If given by certified/registered mail, the notice shall be deemed to have been given when deposited in the United States mail and shall be effective 72 hours after having been given.

If to the Fire Authority:

ATTN: Fire Chief
Loveland Fire Rescue Authority
410 E. 5th Street
Loveland, CO 80537

If to Fort Collins or Loveland:

ATTN: Airport Director
Northern Colorado Regional Airport
4900 Earhart Road
Loveland, CO 80538

With a copy to:

City Attorney's Office
City of Loveland
500 E. Third Street, Suite 330
Loveland, CO 80537

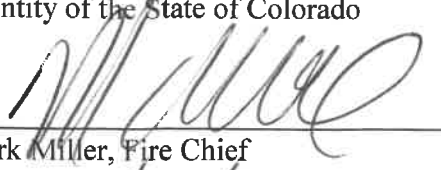
10. **Additional Terms and Conditions.** Colorado law governs this Agreement. Jurisdiction and venue shall lie exclusively in Larimer County District Court. This Agreement is the entire agreement between the Parties and there are no oral or collateral agreements or understandings. This Agreement

may only be amended by a document signed by the Parties. Course of conduct, no matter how long, shall not constitute an amendment to this Agreement. If any provision is held invalid or unenforceable, all other provisions shall continue in full force and effect. Waiver of a breach of this Agreement shall not operate or be construed as a waiver of any subsequent breach. This Agreement shall inure to the benefit of and be binding upon the Parties and their legal representatives, successors, and assigns. This Agreement may not be assigned by either Party without the other Party's prior written consent, which consent shall not be unreasonably withheld. This Agreement is not intended to, and shall not, confer rights on any person or entity not named as a party to this Agreement. This Agreement may be executed in several counterparts and by electronic pdf or facsimile, each of which shall be deemed an original and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have executed this Agreement.

[SIGNATURE PAGE IMMEDIATELY FOLLOWS]

Loveland Fire Rescue Authority, a
public entity of the State of Colorado

By: 
Mark Miller, Fire Chief

Date: 7/29/20

City of Fort Collins, a Colorado
municipal corporation

By: _____
Darin Atteberry, City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM

City Attorney

City of Loveland, a Colorado
municipal corporation

By: _____
Stephen C. Adams, City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM

City Attorney

EXHIBIT A

AIRPORT APPARATUS

FLEET #	YEAR	LFRA DESIGNATION	DESCRIPTION	VIN #	LICENSE #
0604	2008	Foam Trailer	Trailer with Plastic Foam Tank	1M9DA08E781104082	746BAX
0904	2015	ARFF 44 Restricted For Aviation Use Only	E-One Titan	4EN9AAA86F1009481	N/A
0903	1993	ARFF 53	E-One Titan	4ENDAAA87P1002566	N/A
0902	1996	ARFF 54	Ford/Walter	1FDXF80C3TVA20431	N/A



NORTHERN COLORADO REGIONAL AIRPORT

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ITEM NUMBER: 5

MEETING DATE: August 20, 2020

PREPARED BY: Aaron Ehle, Airport Planning & Development Specialist

TITLE

Airport Master Plan Draft Review: Commission Comment & Prepare Recommendations to the City Councils

RECOMMENDED AIRPORT COMMISSION ACTION

Review the draft 2020 Airport Master Plan and provide feedback. At the next regularly scheduled Commission meeting, action can be taken to recommend the Plan for adoption by the City Councils.

BUDGET IMPACT

Not applicable

SUMMARY

The Master Plan Update effort that began in August of 2018 is nearing its conclusion. The Federal Aviation Administration (FAA) recommends that public use airports update their master plans approximately every 10 years. The Master Plan focuses on the physical development of airport property to meet existing and projected aviation demands. In addition, other factors relating to the Airport and its environs were evaluated, such as surrounding land use, environmental considerations, and infrastructure.

Since the Master Plan Update process began, the Airport has strived to provide information in a transparent fashion and to reach out to Airport stakeholders to collect feedback and incorporate it into the plan. A Master Plan email list was compiled consisting of more than 800 residents, Airport users, business owners, members of relevant boards and commissions, and other interested individuals, to which Master Plan information and meeting announcements along with instructions on how to participate were distributed. This information was also shared in local newspapers, social media platforms of both Cities and the Airport, and notification boards. Throughout the process, the Airport has maintained a Master Plan Update webpage, to which all draft chapters and exhibits have been posted. Additionally, a Master Plan Frequently Asked Questions (FAQ) page was created to provide information relating to questions and comments that have been received that have been received along the way.

Airport staff and the consultant team from Mead & Hunt have presented Master Plan information and solicited feedback at 30 public meetings, including Airport Commission meetings, Airport Planning and Development Subcommittee meetings, and Planning Commission meetings for both Cities and Larimer County. The third and final Master Plan Public Open House was held via Zoom on August 6th.

The Master Plan team is requesting feedback from the Airport Commission as it works to create a revised draft to present to the City Councils for review and adoption at a joint meeting which will be scheduled in the near future.

ATTACHMENTS

Draft Master Plan Report is online at: <https://wp.me/a7uD3H-23q>

Draft Master Plan Presentation

Airport Commission Meeting

MASTER PLAN^{STUDY}

August 20, 2020

CON

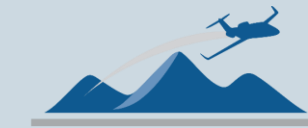
Agenda

- Planning Process including Outreach Conducted and Comments Received
- Master Plan Draft Report Topics
- Next Steps and Questions

NO

MASTER PLANNING PROCESS

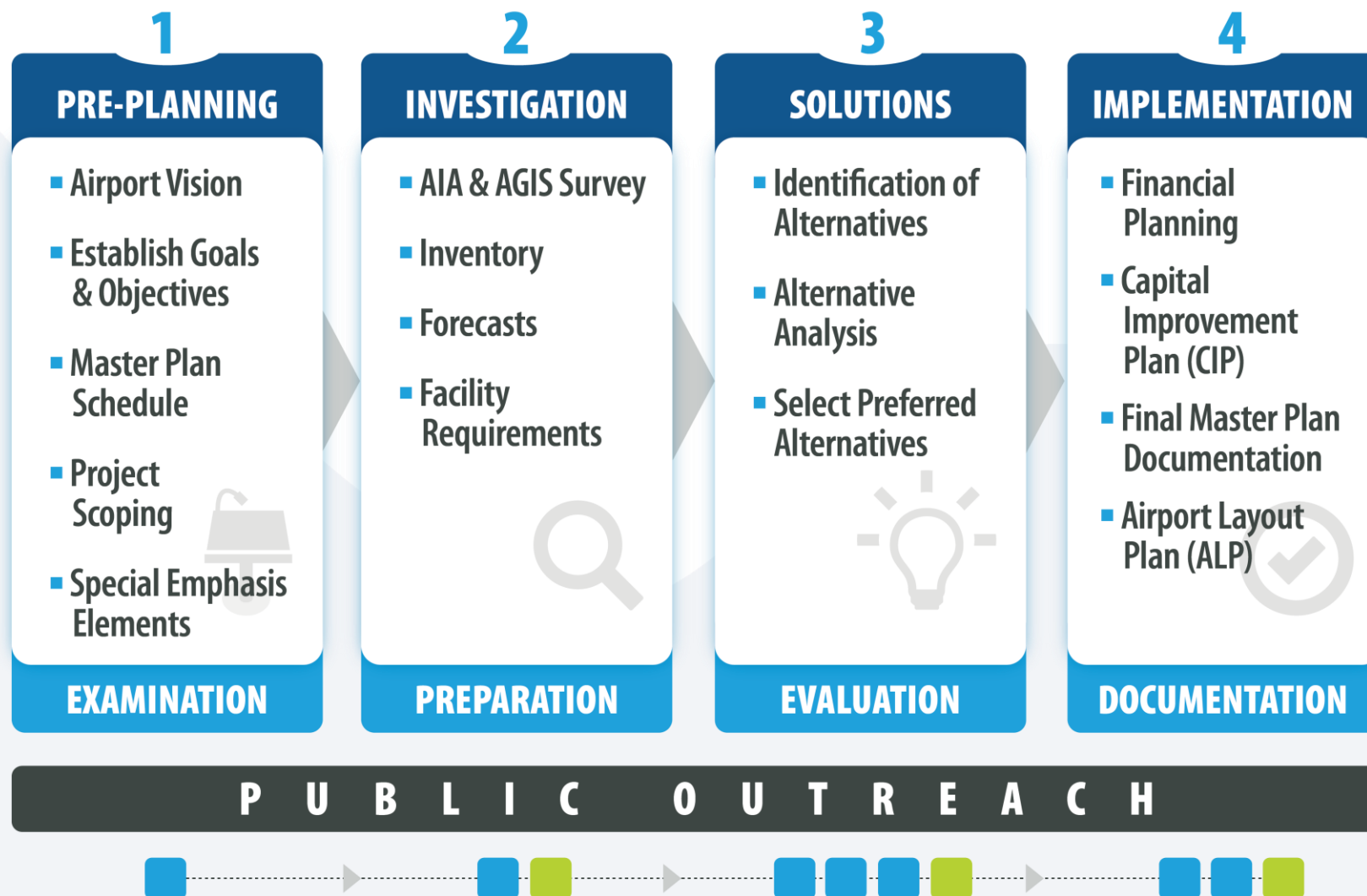
MASTER PLAN^{STUDY}



Northern Colorado
Regional Airport

NOV

MASTER PLAN PROCESS



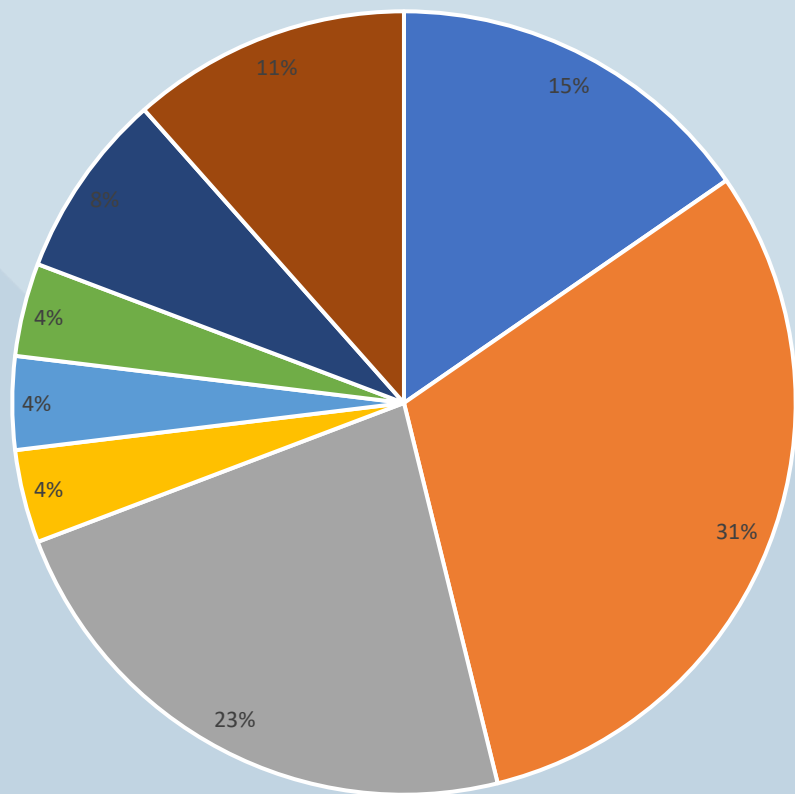
Public Outreach Meetings

1. Master Plan Introduction (May 2019)
2. Master Plan Recommendations (September 2019)
3. Master Plan Draft – Virtual via Zoom (August 2020)

We want to hear from you!

- ➔ Master Plan Website:
<https://www.flynoco.com/mpu/>
 - Updated FAQ
 - Draft Final Report and Individual Chapters
 - Project updates
 - Open House presentation materials
 - Submit comments
- ➔ Follow the Airport on Social Media for Updates
    
- ➔ Contact the Airport Directly
 - airportmasterplan@cityofloveland.org

Public Comment Topics



- Noise
- Airline Service
- Terminal
- Airport Access
- Remote Tower
- Airfield Improvements
- Landside Improvements
- Other

CONNO

INVENTORY & FORECASTS

MASTER PLAN

STUDY

CON

Inventory

- ➔ Existing Airport Layout
 - Airside
 - Landside
- ➔ Existing Terminal
- ➔ Support Facilities & Equipment
- ➔ Airport Access
- ➔ Airspace
- ➔ Emergency Response
- ➔ Utilities
- ➔ Airport Environs
- ➔ Land Use & Zoning
- ➔ Environmental Condition Baseline



Northern Colorado
Regional Airport

NO CO

Commercial Operations Forecasts

Year	Air Carrier Enplanements Forecast	Average # of Seats/Departure	BLF	Departures	Air Carrier Operations ²
2018 ^{1,3}	3,388	177	77%	25	50
2023	48,431	177	93%	295	590
2028	56,829	177	93%	346	692
2033	66,684	177	93%	406	812
2038	78,248	177	93%	477	954

Source: Mead & Hunt.

Notes:

- 1. 2018 enplanements and operational data sourced from the 2018 FAA TAF.
- 2. Operations = Departures x 2.
- 3. 2018 air carrier operations data sourced from the 2018 FAA TAF.

Forecasts Summary

Aviation Activity	2018	2023	2028	2033	2038
OPERATIONS					
Commercial Service	50	590	692	812	954
General Aviation	94,650	108,504	118,452	129,313	141,170
Single Engine Piston	63,298	72,372	79,008	86,252	94,160
Multi-Engine Piston	28,470	32,009	34,351	36,854	39,528
Turboprop	285	597	948	1,358	1,835
Business Jet	2,847	3,526	4,146	4,849	5,647
Military	200	200	200	200	200
TOTAL OPERATIONS	94,900	109,294	119,344	130,325	142,324
Local Operations	35,208	43,280	50,244	58,125	67,034
Itinerant Operations	59,692	66,013	69,100	72,200	75,289
PASSENGER ENPLANEMENTS					
Enplanements	3,388	48,431	56,829	66,684	78,248
BASED AIRCRAFT BY TYPE					
Single Engine Piston	216	230	241	253	265
Multi-Engine Piston	16	16	16	16	16
Glider/Ultra-Light	2	3	4	5	6
Business Jet	9	11	13	15	17
Helicopter	13	15	17	19	21
TOTAL BASED AIRCRAFT	256	275	291	308	325



CO
NO
N



Northern Colorado
Regional Airport

FACILITY REQUIREMENTS

MASTER PLAN

STUDY

Mead
& Hunt

CON

Critical Aircraft

- **FAA Definition of Critical (Design) Aircraft:**
 - The most demanding aircraft (or family of aircraft) with at least 500 annual operations that operates, or is expected to operate, at the Airport.
- **Runway 15/33 Critical Aircraft**
 - C/D-III, A319/A320 + business jet fleet
- **Runway 6/24 Critical Aircraft**
 - B-I Small, family of single engine piston-driven general aviation aircraft

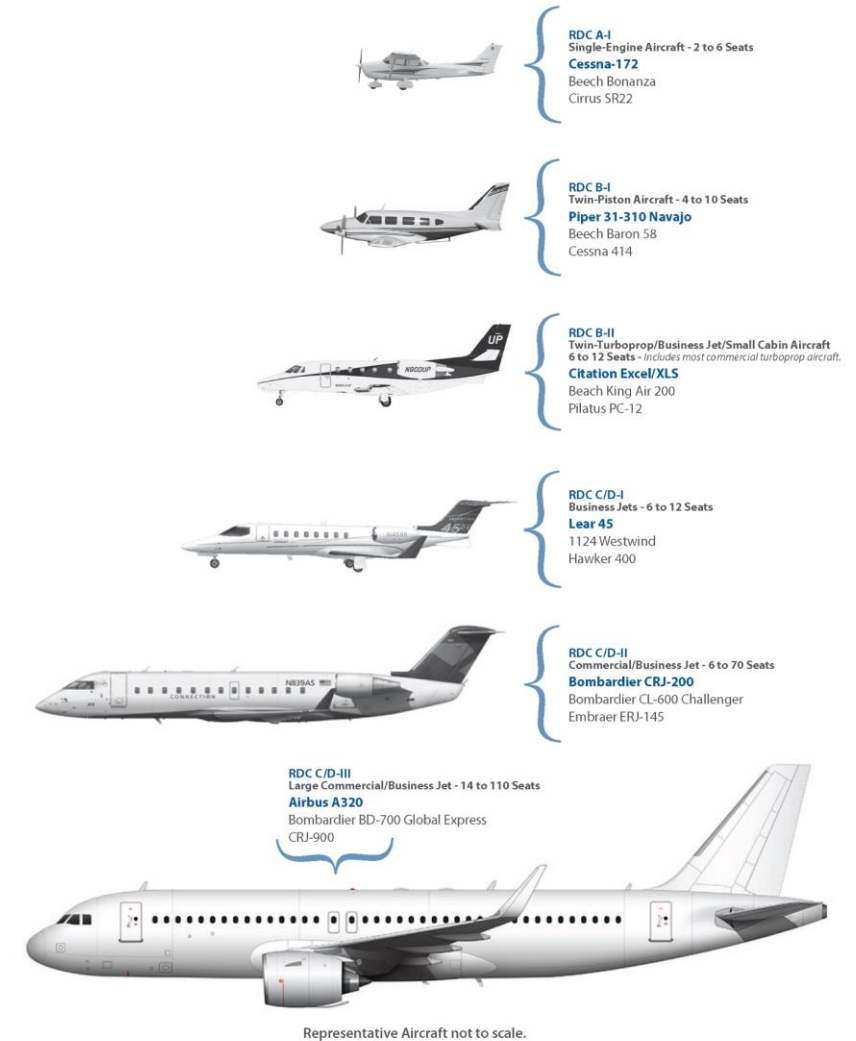


FIGURE 4-1
Representative Aircraft by Runway Design Code (RDC)



Design Standards

- FAA has updated design standards since last master plan
- Runway and taxiway design standards are based on the Critical Aircraft
- Runway 15/33
 - RDC C/D-III design standards
- Runway 6/24
 - RDC B-I Small design standards

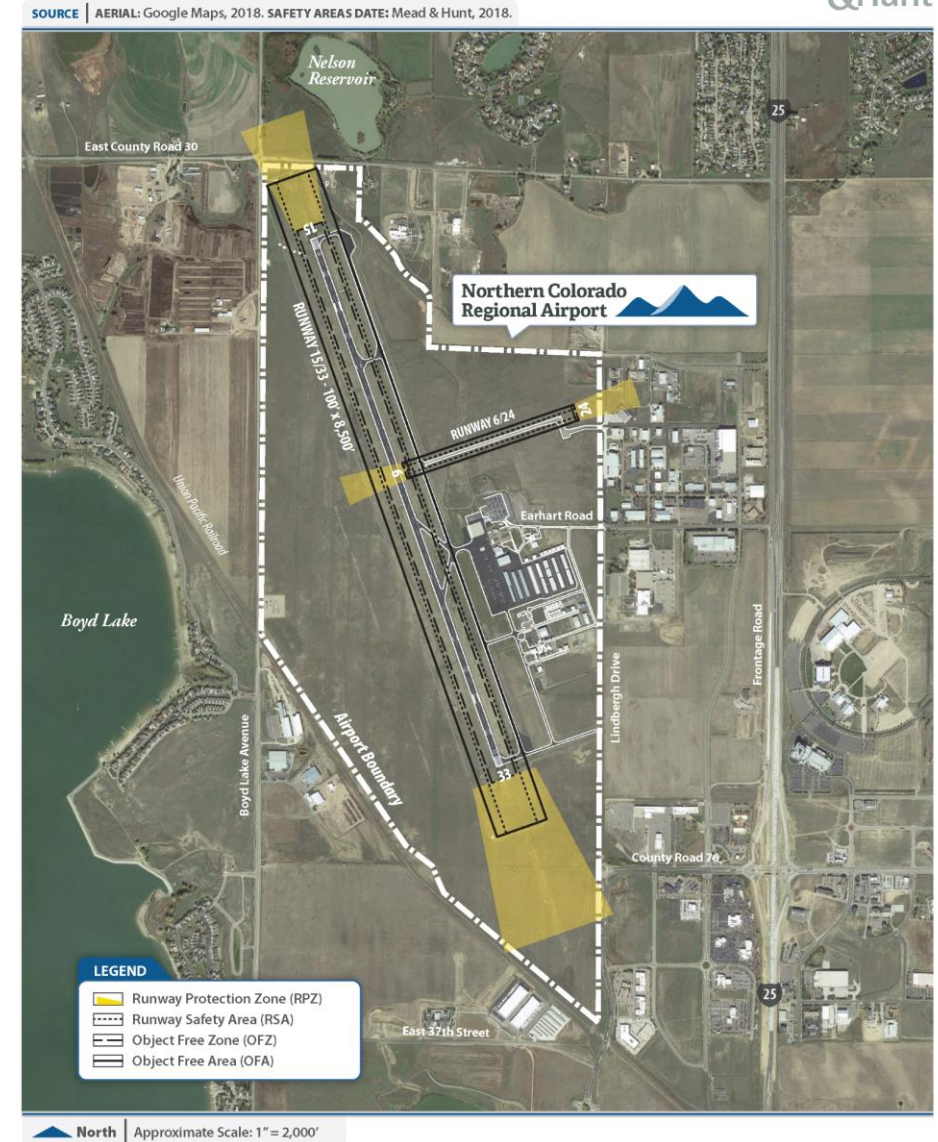


FIGURE 4-0 Airfield Design Surfaces



Airfield Capacity Analysis

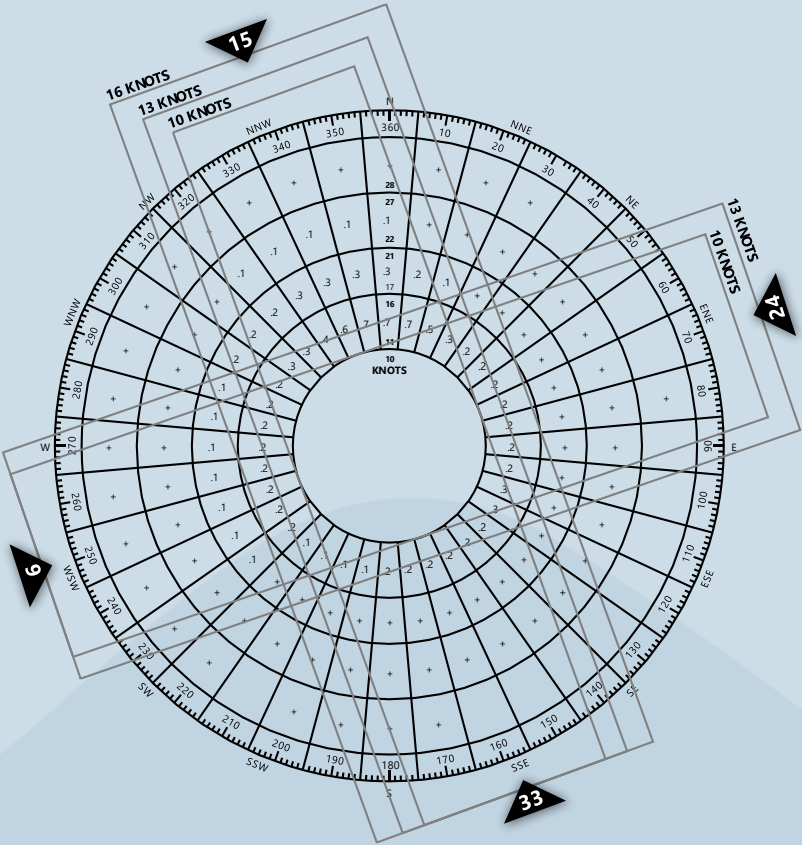
- Annual Service Volume (ASV) = 205,000 Operations
 - Forecasts indicate the NOCO will reach:
 - 46% of ASV in 2018
 - 69% of ASV in 2038
 - FAA recommends planning for a parallel runway when ASV reaches 60%
- Parallel Runway ASV = 260,000 Operations

Wind Analysis

- FAA 95% Coverage Requirement for Crosswind Runways

SOURCE: Wind analysis tabulation provided by Mead & Hunt utilizing the FAA Airport Design Tools, Wind Analysis. Wind data obtained from AWOS Station 724769, Fort Collins Loveland. Period of Record: 2008-2017.

NOTES: Runway 15/33 true bearing is 160 degrees. Runway 6/24 true bearing is 71 degrees. Wind data period of record is 2008 to 2017. All Weather observations – 233,128. A 60-knot tailwind component was used for bidirectional runway wind analysis.



All Weather Wind Coverage Summary

Runway	10.5 knots	13 knots	16 knots
All Weather			
Runway 15/33	95.24%	97.26%	98.93%
Runway 6/24	91.57%	N/A	N/A
Combined	98.95%	99.68%	99.93%



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Landside Facility Requirements

→ General Aviation

- Hangar space to accommodate 70 additional based aircraft over 20 years.
- Additional apron space for transient aircraft tie-downs

→ Non-aeronautical development

- Demand for up to 100 acres of non-aeronautical development

→ Remote Tower Control Building

- Plan for future permanent building

→ Circulation and Access

- Widen Earhart Rd. from Lindbergh Drive to commercial terminal parking lot. Consider future loop road around terminal parking.

→ Vehicle Parking

- Plan to double current terminal parking lot size

NOV

Passenger Terminal Facility Requirements

- ✈ Terminal Program
Design Aircraft:
 - Airbus A320, 177 seats
- ✈ Departure & Arrival Demand Profiles
 - 85% design load factor (industry standard)
 - 150 peak hour passengers
- ✈ Terminal Square Footage Recommendation
 - 30,500 square feet
 - Accommodate 2 gates/2 air carriers

Terminal Demand Profiles and Program Summary		Future Terminal (2022)
Departure & Arrivals Demand Profiles		
Design Aircraft		A320
Design Aircraft Seats		177
Peak Hour Design Load Factor		85%
Peak Hour Originating Passengers (PHOP)		150
Peak Ten-Minute Percent of Originating Passengers		20%
Peak Ten-Minute Originating Passengers		30
Peak Hour Terminating Passengers (PHTP)		150
Peak Hour Terminating Passengers w/Bags Percent		78%
Peak Hour Terminating Passengers w/Bags		117
Peak Twenty Minute Terminating Passengers w/Bags		117
Peak Twenty Minute Terminating Passengers w/Bags Percent		100%



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ALTERNATIVES MASTER PLAN^{STUDY}

Mead
& Hunt

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Alternatives Goals

- Provide direction for future airport development
- Facilitate strategic plan goals
- Facilitate center for innovation
- Encourage private and public investment and compatible land use
- Enhance fiscal self-sufficiency
- Consider aircraft operational requirements
- Consider emerging technology such as electric aircraft
- Maximize airport access and approach capabilities
- Plan for environmental compatibility



Hangar construction at FNL in 2018



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Alternatives Assumptions

- **ASSUMPTION 1:** Recommended improvements must comply with local, state, and federal regulations.
- **ASSUMPTION 2:** Role of the Airport and return of commercial service.
- **ASSUMPTION 3:** Airfield design aircraft.
- **ASSUMPTION 4:** Runway approach, length and width requirements.
- **ASSUMPTION 5:** Efficient and targeted development.
- **ASSUMPTION 6:** Continued use of Runway 6/24.
- **ASSUMPTION 7:** Air carrier passenger terminal requirements.
- **ASSUMPTION 8:** Remote tower requirements.



Remote tower camera mast aerial view (Source: CDOT)



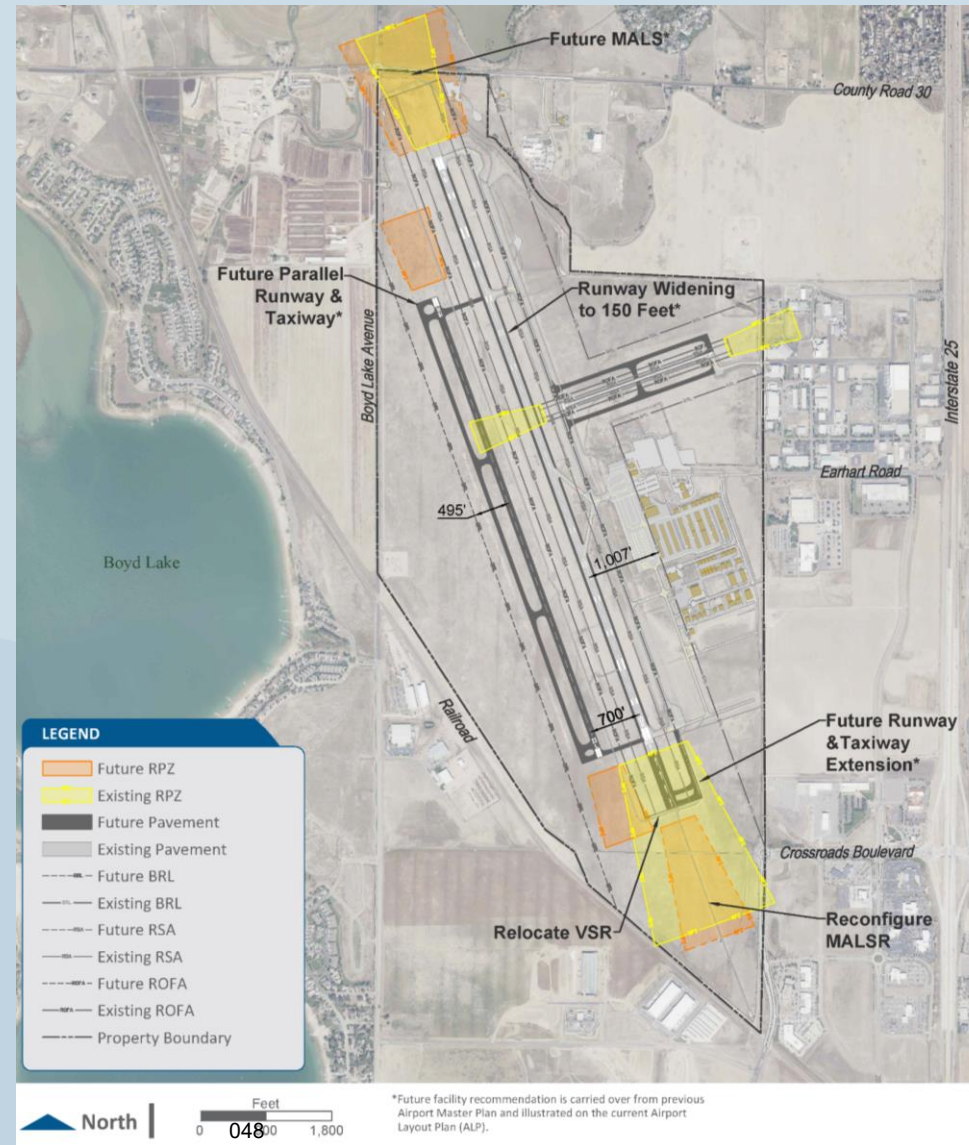
View of Runway 6/24

Airfield Recommendations

- No significant changes required to existing or planned airfield configuration
- Airfield Recommendations Summary

Airfield Facility	Required Improvement
Runway 15/33	<ul style="list-style-type: none"> Widen to 150'* 1,000' takeoff only extension to the south* Extend taxiway A in association with Runway extension* Relocate Runway 33 departure RPZ
Parallel Runway 15R/33L	<ul style="list-style-type: none"> Plan for future parallel runway * Plan for bypass taxiways at 15R and 33L Runway ends*
Runway 6/24	<ul style="list-style-type: none"> Plan for parallel taxiways to TDG 2 standards*
Taxiway System	<ul style="list-style-type: none"> Update fillets to meet current design standards
Airfield Visual Aids	<ul style="list-style-type: none"> Install MALS at Runway end 15L*

* 2007 Master Plan Recommendation



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NO

➤ One Story Conceptual Functional Layout



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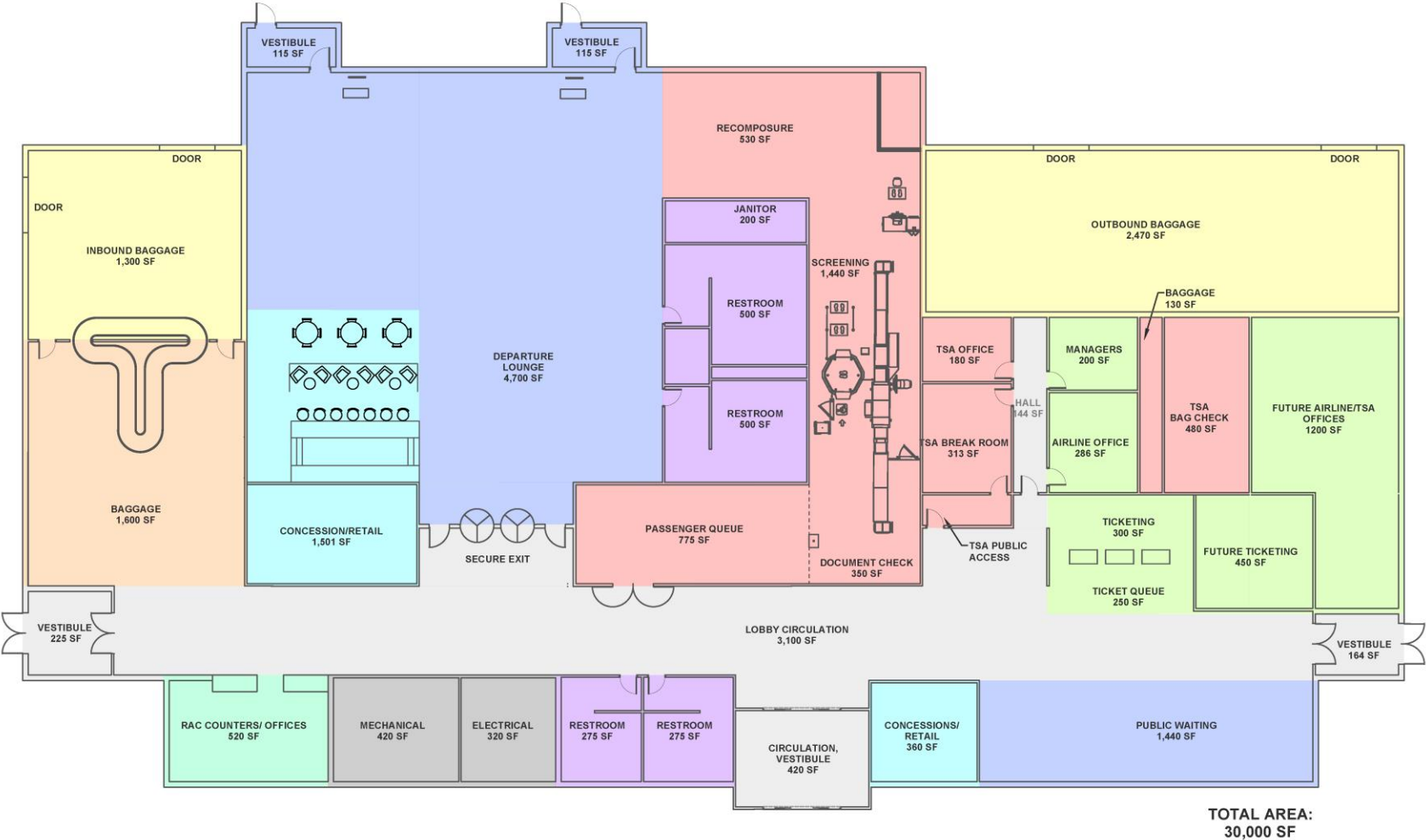


Figure 5-10 Terminal Layout
One Story Alternative

LEGEND	
TSA Screening/Queuing	Retail/Concessions
Baggage Claim	Passenger Lounge
Inbound/Outbound Baggage	Restroom/Janitor
Admin/Ticketing	Circulation
Car Rental	Mechanical





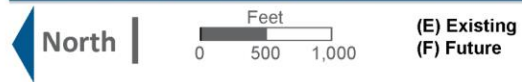
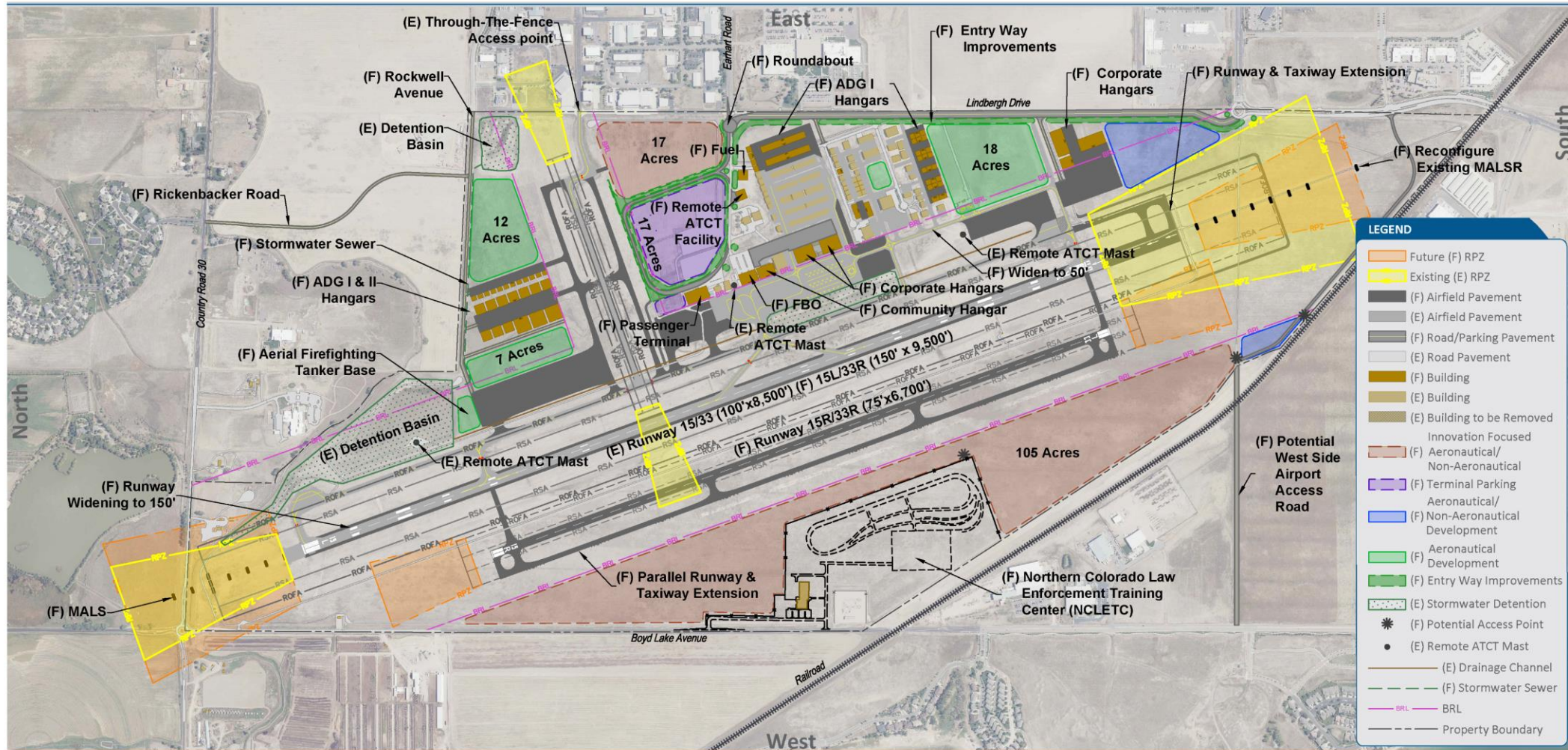
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CDP & IMPLEMENTATION

MASTER PLAN

STUDY

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Implementation: Sources and Uses of Capital Funding

Sources of Capital Funding	Short-Term (2020-2024)	Mid-Term (2025-2029)	Long-Term (2030-2039)	Totals
AIP Entitlement Grants	\$4,835,000	\$4,944,318	\$11,016,660	\$20,795,979
AIP Discretionary Grants	13,757,157	5,506,538	42,522,265	61,785,960
CARES Act Capital Funds	14,899,719	0	0	14,899,719
CDOT Aviation Grants	1,084,357	1,747,270	2,458,186	5,289,812
Passenger Facility Charges - Pay Go	0	1,309,711	118,524	1,428,235
Passenger Facility Charges - Debt	497,802	797,270	2,340,753	3,635,824
Private 3 rd Party Funding	5,809,273	24,007,138	6,933,405	36,749,816
Cash Reserves/Net Ops Cash Flow	2,053,010	166,145	0	2,219,154
Total Anticipated Sources of Capital Funding	42,936,317	38,478,388	65,389,793	146,804,499
Funding Shortfall	0	40,435,988	42,722,248	83,158,236
Total Required Sources of Capital Funding	\$42,936,317	\$78,914,376	\$108,112,041	\$229,962,735

Uses of Capital Funding	Short-Term (2020-2024)	Mid-Term (2025-2029)	Long-Term (2030-2039)	Totals
Runway/Taxiway Improvements	\$17,685,838	\$13,261,484	\$55,103,574	\$86,050,896
Aircraft Apron Improvements	9,285,571	5,929,294	16,270,180	31,485,045
Terminal Building and Expansion	13,200,000	11,128,575	118,524	24,447,099
Roadways, Parking and Related Landside Improvements	2,000,000	17,058,351	16,712,906	35,771,257
General Aviation Private Facility Improvements	0	20,071,541	5,265,277	25,336,818
SRE Equipment	764,909	2,103,084	3,399,503	6,267,496
ARFF Equipment	0	172,182	1,075,192	1,247,374
Other Improvements	0	9,189,864	10,166,886	19,356,750
Total Project Costs	\$42,936,317	\$78,914,376	\$108,112,041	\$229,962,735

Note: Addition errors are due to rounding of calculated amounts

CON

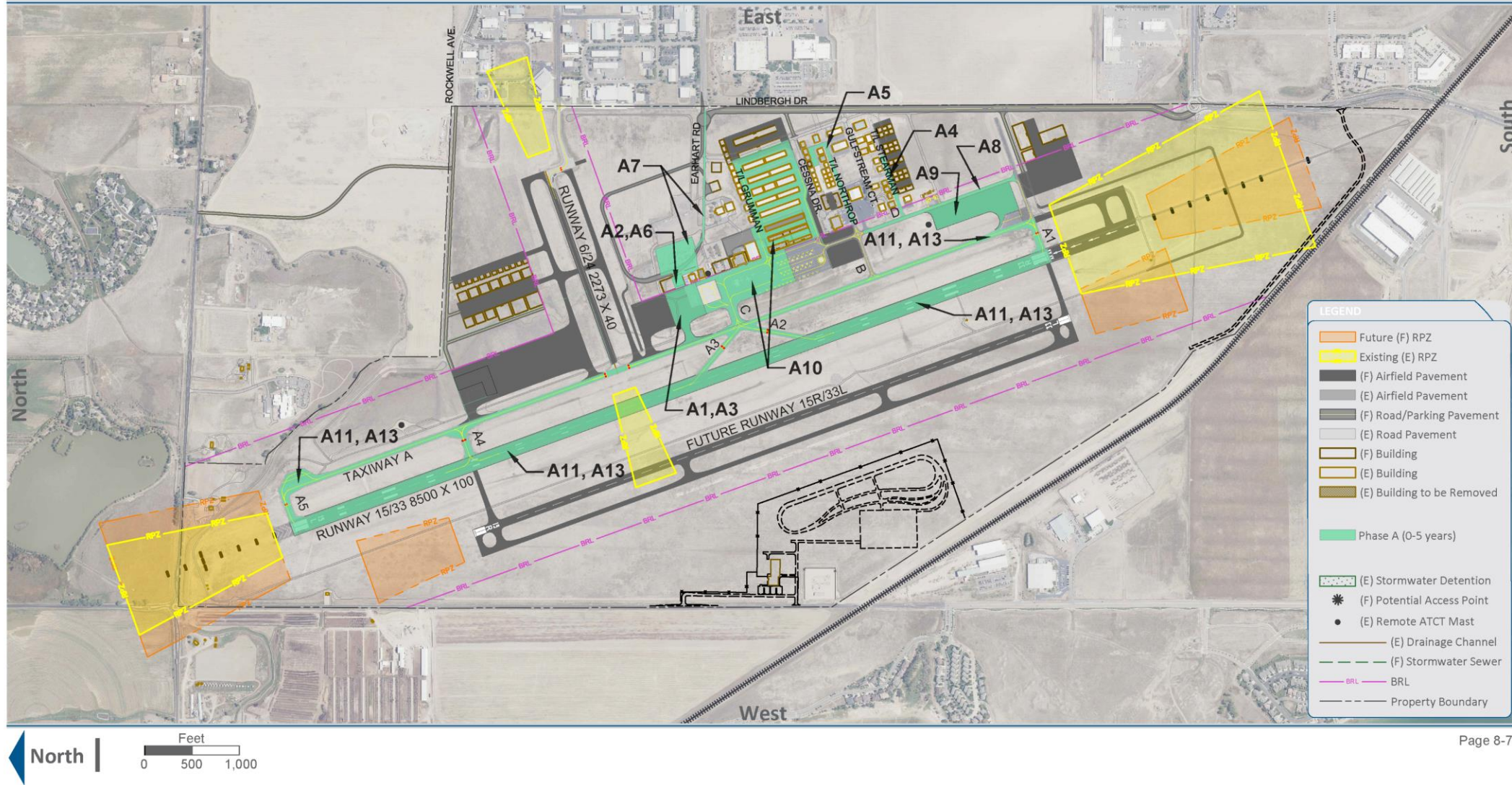


Figure 8-1 Project
Phasing Plan - Phase A

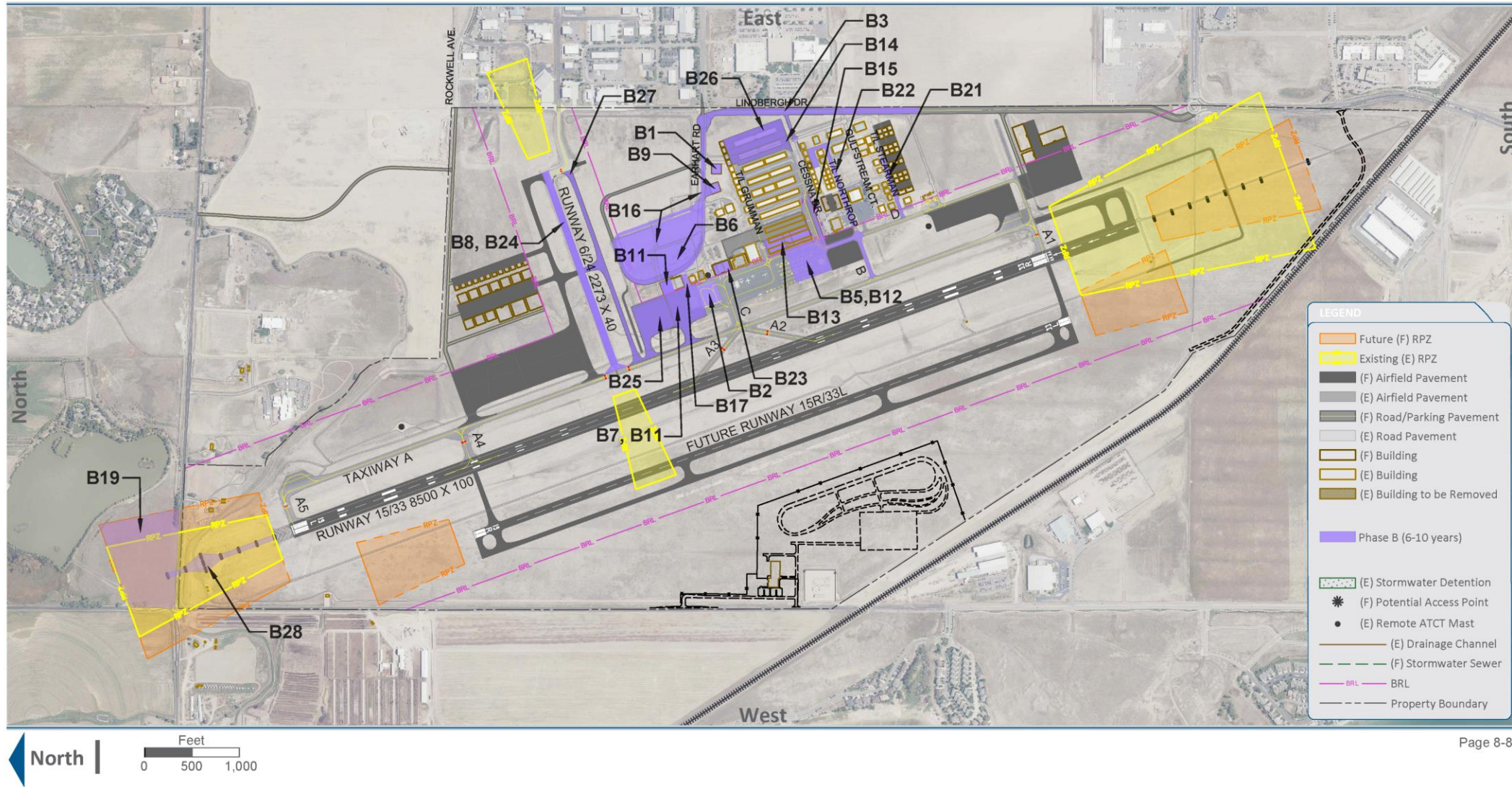
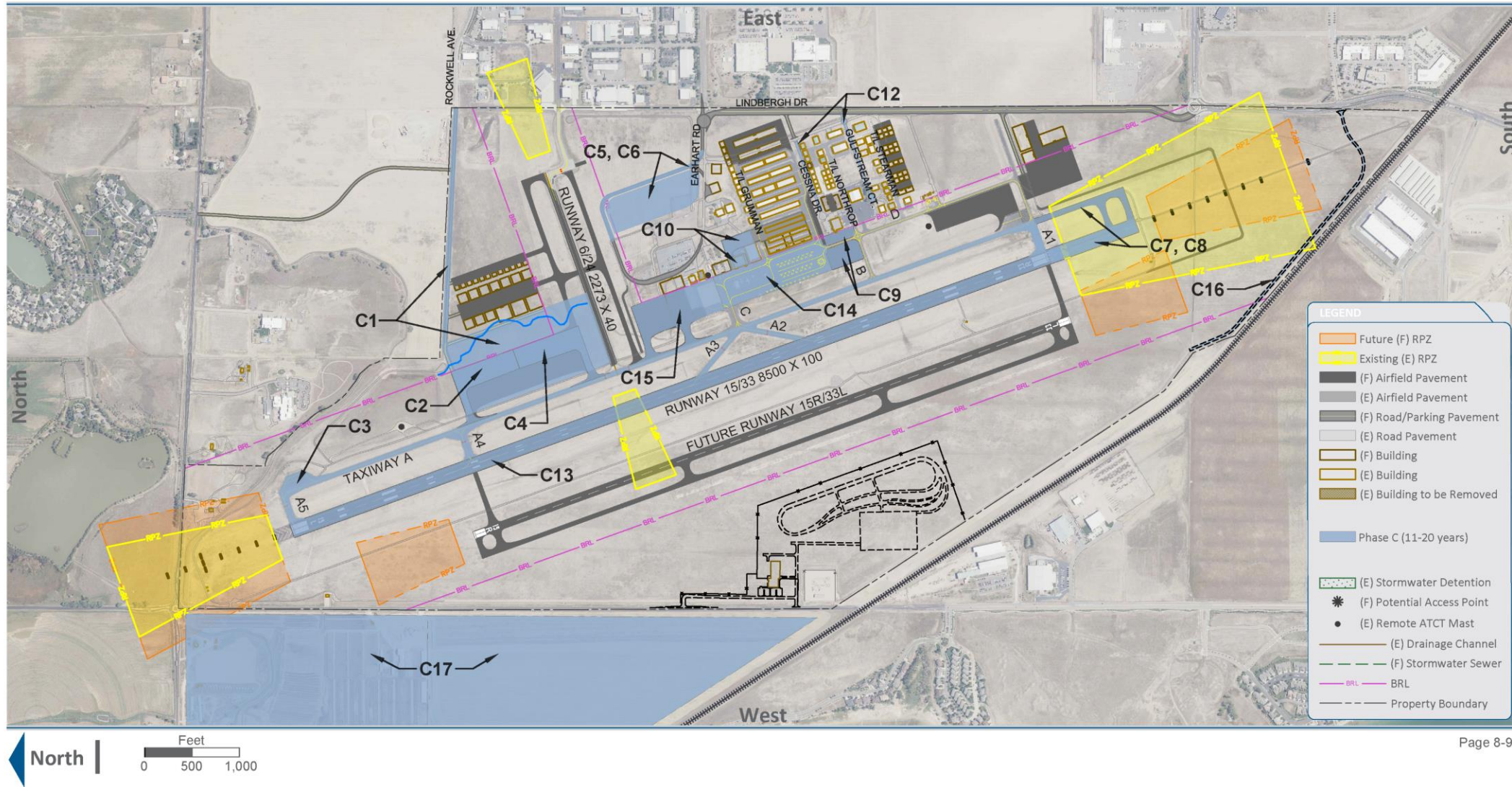


Figure 8-2 Project
Phasing Plan - Phase B



Page 8-9

Figure 8-3 Project
Phasing Plan - Phase C

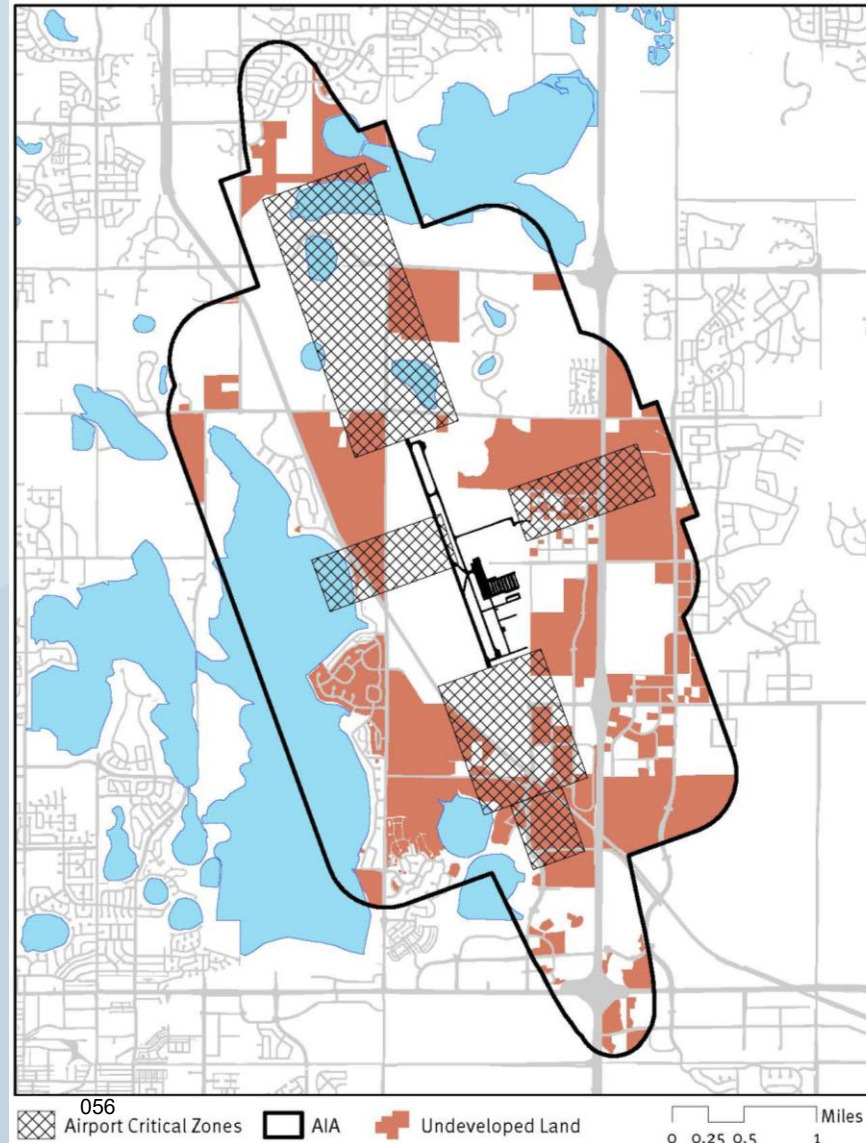
AIA Existing Conditions

➔ Existing Land Use and Development

- Developed land uses (off-airport): About 2,500 acres or 27%
- Private property: +10,000,000 square feet of physical building space (much was built within the past 20 years)
- Housing units: Approximately 2,100 (mostly detached single-family units)
- Undeveloped land: 2,900 acres outside of Airport (approximately 2,300 acres outside of Airport Critical Zones)
- About 80% of undeveloped off-airport land is within the City of Loveland's Growth Management Area

Note: Some of this information has changed as development as occurred since this report was prepared in 2019.

Off-Airport Undeveloped Land in AIA



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NEXT STEPS

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Next Steps

- ➔ Incorporate Comments
- ➔ Airport Commission Recommendations to City Councils
- ➔ Joint City Council Information Session
- ➔ City Councils Adoption
- ➔ Publish Final Report

NO
NO
NO

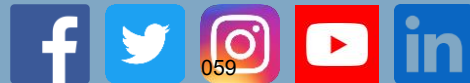
THANK YOU!

MASTER PLAN^{STUDY}



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Follow the Airport on Social Media



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NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 6
MEETING DATE: August 20, 2020
PREPARED BY: Jason R. Licon, Airport Director

TITLE

2021 Draft Budget and Rates & Fees: Commission Comment & Prepare Recommendations to Councils

RECOMMENDED AIRPORT COMMISSION ACTION

This is an informational item consisting of a preliminary review of the draft 2021 Airport budget and associated rates and fees. This item will consist of an informational review and at the next regularly scheduled Commission meeting action can be taken to recommend for adoption by the City Councils. The City Councils of Fort Collins and Loveland will be considering budgets in October.

BUDGET IMPACT

Not applicable

SUMMARY

The Intergovernmental Agreement (IGA) between the Cities requires that each City Council approve the Airport budget and appropriate a 50% share supporting Airport operations, maintenance, and capital improvements. The Airport Commission will review and recommend adoption by the City Councils. The draft 2021 budget is attached and the format shared is consistent with the Airport's monthly financial reports.

The total proposed 2021 budget is \$7.01 million, including an operating budget of \$1,444,436 and a capital budget of \$5,566,000. The Airport will remain self-sufficient for all operational and maintenance needs and will utilize grant funding to fund capital improvements. The operational revenues reflect an increase to anticipated airport self-generated operational revenues by 12.2%. Revenue increases are due to escalating land lease agreements and newly acquired hangars. Capital expenditures reflect anticipated federal and state grant resources totaling approximately \$4,500,000, which will be applied toward the design for a new airline terminal building, and construction for the apron expansion. Also as part of the capital budget the annual IGA reserve appropriation totaling \$1,000,000 is included for the Airport Commission to use for special projects.

The rates and fees is also a component of the budget process where it requires formal approval and adoption as part of the City of Loveland's budget process. The proposed 2021 rates and fees have been adjusted in a manner consistent with policy given to staff by the Airport Commission in the past. This process includes the adjustment of some rates and fees annually using the Consumer Price Index as published by the US Bureau of Labor Statistics, such as property lease rates and landing fees. The Airport's aircraft storage hangars are adjusted every two years for each type of Airport/City owned hangars it leases. The hangar leases are adjusted every odd year and are due for increase in 2021. A rates and fees study is conducted every five years, which is when some of the other rates and fees are adjusted such as fuel flowage fees and commercial air carrier rates. The proposed rates and fees schedule includes proposed increases for annual adjustments including published land lease rates.

ATTACHMENT

2021 Proposed Airport Budget

2021 Proposed Rates & Fees

Rates & Fees Comparison Current 2020 vs. Proposed 2021



2020 Airport Budget

	2017 Actual	2018 Actual	2019 Budget	2020 Budget	2021 Budget	Justification	Percent Change
<u>OPERATING REVENUES</u>							
Hangar Rental	115,834	117,155	122,000	150,000	215,000	Increase to account for additional hangar revenues	30.2%
FBO Rent	78,216	98,060	88,250	88,250	96,287	Adjusted to reflect lease amount	8.3%
Gas and Oil Commissions	152,779	199,017	155,000	180,000	165,000	Reduced to account for projected fuel cost	-9.1%
State & County Aircraft Fuel Tax	107,181	112,080	112,000	113,000	103,500	Reduced to account for projected fuel cost	-9.2%
Land Lease	193,554	232,541	235,000	644,000	670,539	Adjusted to account for new leases and CPI	4.0%
Terminal Lease and Landing Fees	11,087	8,342	11,000	9,000	9,000	Tied to airline activity	0.0%
Parking	13,595	12,850	12,000	10,000	10,000	Tied to airline activity	0.0%
Miscellaneous	31,585	31,168	21,500	18,900	19,500	Tied to airline activity and security fees	3.1%
TOTAL OPERATING REVENUES	703,831	811,213	756,750	1,213,150	1,288,826		5.9%
<u>OPERATING EXPENSES</u>							
Personal Services	549,856	552,509	649,532	703,430	734,737	Increased in accordance with budgetary core costs	4.3%
Supplies	41,130	55,943	63,000	74,500	85,000	COVID impacts and additional supplies for increase in hangar ownership	12.4%
Purchased Services	364,460	1,111,515	557,882	514,960	624,699	Additional costs attributed to additional FTE , utility rate increases, and services due to Remote Tower	17.6%
TOTAL OPERATING EXPENSES	955,446	1,719,967	1,270,414	1,292,890	1,444,436		10.5%
OPERATING GAIN (LOSS)	(251,615)	(908,754)	(513,664)	(79,740)	(155,610)		
<u>NONOPERATING REVENUES (EXPENSES)</u>							
City Contributions	520,000	485,000	355,000	0	0		0.0%
Passenger Facility Charge	0	0	0	0	0	Currently not authorized to charge PFCs	
Interest Income	25,965	31,930	20,000	25,000	50,000	More accurate depiction based on previous years	50.0%
Capital Expenditures	(878,970)	(986,124)	(989,250)	(1,481,000)	(5,566,000)	Increased from CARES Act grant and additional Federal grant funds	73.4%
TOTAL NONOPERATING REVENUES (EXPENSES)	(333,005)	(469,194)	(614,250)	(1,456,000)	(5,516,000)		
NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	(584,620)	(1,377,948)	(1,127,914)	(1,535,740)	(5,671,610)		
Capital Contributions	831,535	986,124	892,500	922,000	6,487,000	Increased from CARES Act grant and additional Federal grant funds	85.8%
CHANGE IN NET POSITION	246,915	(391,824)	(235,414)	(613,740)	815,390		
<u>Reserve Appropriation</u>	335,000	335,000	500,000	500,000	1,000,000		



NORTHERN COLORADO
REGIONAL AIRPORT

2021 RATES & FEES

Airport Security Access Badge Pricing

- SIDA badge new \$120
 - Includes costs for fingerprints, badge, prox card, training requirements, & admin
- SIDA badge renewal \$40
 - Includes costs for fingerprints, badge, & administration
- AOA badge new & renewals \$15
 - Includes costs for badge, prox card, & administration

Property Leasing

- Improved property \$0.439 per square foot annually
- Unimproved property \$0.310 per square foot annually
- Intent to Lease deposit, total first year's lease

Hangar Leasing

- A-row \$236
- B-row \$277
- C-row \$292
- Wait list application is \$25 per unit type

Commercial Airline Operations

- Terminal use fee \$50 per flight
- ARFF index B \$100 per flight
- ARFF index C \$150 per flight
- Landing fee \$0.90 per 1,000 pounds of certified gross landing weight
- Passenger facility charge \$4.50 per passenger

Miscellaneous

- Automobile Terminal Parking \$5 per day
- Terminal space lease \$15 per square foot annually

NORTHERN COLORADO REGIONAL AIRPORT

Airport Fees:	2020	2021
Fuel Flowage Fee, Off-Airport, whichever is greater: <i>Percentage of actual cost, before taxes</i>	10%	10%
or		
Per gallon	\$ 0.08	\$ 0.08
Fuel Flowage Fee, On-Airport, whichever is greater: <i>Percentage of actual cost, before taxes</i>	6%	6%
or	\$ 0.05	\$ 0.05
Per gallon		
Airport Security Access Badge Pricing:		
SIDA badge, New <i>Includes costs for fingerprints, badge, prox card, training requirements, & admin</i>	\$ 120.00	\$ 120.00
SIDA badge, Renewal <i>Includes costs for fingerprints, badge, & administration</i>	\$ 40.00	\$ 40.00
AOA badge, New & Renewals <i>Includes costs for badge, prox card, & administration</i>	\$ 15.00	\$ 15.00
Property Leasing:		
Land Lease, to be increased annually by CPI:		
Improved, per square foot	\$ 0.431	\$ 0.439
Unimproved, per square foot	\$ 0.300	\$ 0.310
Intent to lease deposit (by acre in 2019, year balance in 2020)		
Terminal Concession Lease, per square foot	\$ 15.00	\$ 15.00
Terminal Building Overnight Auto Parking, per night	\$ 5.00	\$ 7.00
Hangar Leasing:		
T-Hangar Lease:		
"A" per month	\$ 226.00	\$ 236.00
"B" per month	\$ 265.00	\$ 277.00
"C" per month	\$ 279.00	\$ 292.00
Box Hangar: Initial rate based on RFP, increases annually by CPI		
Hangar Waiting List Application Fee, per hangar type	\$ 25.00	\$ 25.00
Airline Charges:		
Landing Fees, per 1,000 pounds of certified gross landing weight <i>Applies to scheduled and unscheduled Air Carriers; and to Charter aircrafts in excess of 90,000 pounds.</i>	\$ 0.90	\$ 0.90
Terminal Building Use, per flight <i>Applies to scheduled and unscheduled Air Carriers or Charter aircrafts.</i>	\$ 50.00	\$ 50.00
Passenger Facility Charges, per passenger	\$ 4.50	\$ 4.50
ARFF (Aircraft Rescue and Fire Fighting) Standby Fees: <i>Applies to scheduled and unscheduled Air Carriers.</i>		
Index B, per flight	\$ 100.00	\$ 100.00
Index C, per flights	\$ 150.00	\$ 150.00