

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.

- 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 an updated draft which will be presented to both City Councils for review, feedback, and eventual 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