

## MEETING RECORD

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**DATE:** 12/3/2020  
**TIME:** 3:30-5:00 PM  
**RE:** Planning and Development Subcommittee Meeting  
**ATTENDEES:** Tom Fleming, Diane Jones, Troy Bliss, Jason Licon, Aaron Ehle, Josh Birks, James Hays

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### Begin Meeting Record 12/3/2020

#### **Agenda Item #1: Meeting Minutes Review, October 28<sup>th</sup>**

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

#### **Agenda Item #2: New Terminal Design**

- Project Delivery method will be decided after 30% design.
- CARES Act funding that has already been received can be used to get started. We are still waiting on the capital improvement portion of the CARES Act grant.
- The current deadline for using the CARES act funds is July 2024 (based on 4 years from first grant).
- It is going to be challenging to design a facility with all of the necessary functional components that an airline terminal must have under the current budget. A phased approach to full build-out might be necessary and expandability is important.
- Airport staff has been studying other recent terminal projects. The terminal constructed in Dubuque, Iowa in 2016 stands out as an interesting example. It is similar in size to what we are targeting, the budget for the building was similar, it achieved LEED Silver certification, and has a restaurant that is accessible from the public and secured areas.
- Creation of a terminal design committee
  - Recommend that PDSC serves as the core of the committee with other individuals added as necessary to provide expertise and stakeholder perspective.
  - Group should meet in advance of first charrette/workshop to formulate a list of questions.
- Airport Commission involvement
  - Commission should be highly involved in first charrette and high-level decisions. Progress updates will be provided on a regular basis.
  - Will terminal design be constrained by the current budget or do we design an ideal facility and try to find additional funding and/or scale it back to fit within budget?
- Proposed Key Meetings and Goals
  - COVID-19 restrictions will make it difficult to hold traditional charrette-style meetings, at least well into the spring. Digital formats that allow for interactive participation and break-out groups will need to be used.
  - The first charette is tentatively scheduled to take place at the January 21<sup>st</sup> Airport Commission meeting.
  - VFLA will prepare materials and facilitate the charettes.
  - We will need to provide periodic updates to both City Councils.

### Agenda Item #3: Strategic Planning

- A multi-day StratOp process was suggested at the last Airport Commission meeting.
- The disruptions and opportunities of this year have forced the PDSC to take on responsibilities that couldn't be anticipated at the beginning of the year. This has meant some trade-offs pertaining to the Strategic Work Plan.
- We haven't been able to highlight many of our accomplishments due to COVID-19, CARES Act, terminal design, and other priorities.
- The Strategic Plan is two years old. Instead of "re-inventing the wheel", maybe it just needs to be updated.
- An update of strategic accomplishments and an explanation of things that are in the works could provide the Commission with a better understanding of how the Airport is being leveraged as an asset.
- Economic development and education goals will continue to evolve and may take more than one year to accomplish. The PDSC will continue to work on these goals in 2021.
- Diane and Josh volunteered to help put together an update of this year's successes, where we are at, and what's important in the future.
- Jason will contact Aims Community College to provide an update on their recent successes at FNL and discuss opportunities for technical training and pathway programs.

### Agenda Item #2: Airport Corridor Plan

- Larimer County Urban Area Street Standards can provide a good template, but there are unique considerations pertaining to the Airport.
- The plan should blend with the Land Use and Design Standards.
- Consultants and City staff will likely be needed to help develop the plan.
- A plan is not going to be successful unless it has proper funding.
- Initial focus should be on Earhart Rd.
- The plan should incorporate areas outside of Airport property, e.g. Earhart Rd to the east.
- City of Loveland's estimate for the Lindbergh Dr-Rocky Mountain Ave connection is \$10 million.
- The Northern Colorado Law Enforcement Training Center provides an access point for development on the west side of the Airport.

**End Meeting Record**