

MEETING RECORD

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DATE: 01/13/2020
TIME: 4:00-5:00 PM
RE: Planning and Development Subcommittee Meeting
ATTENDEES: Tom Fleming, Diane Jones, Troy Bliss, Jason Licon, Aaron Ehle, Josh Birks, James Hays

Begin Meeting Record 01/13/2020

Agenda Item #1: Meeting Minutes Review, December 23rd

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

Agenda Item #2: New Terminal Design

- a. Review of terminal design process (0%-30% design)
 - Clarification – The Airport Commission, PDSC, and design team will be the participants for the first charrette. The purpose of this meeting is to create a foundation for the project and establish goals and expectations. Additional stakeholders will participate in future charrettes after an initial framework has been established and the design team has created concepts to react to. In addition to the charrettes, other methods of outreach will be used to obtain feedback from external stakeholders.
 - Multiple floor plans and exterior aesthetic options will be shared at the third charrette and feedback will be gathered. Nothing will be set in stone at that stage.
 - The facility will be designed with fluid expandability in mind. There are some unknowns with the budget right now, so it's important to consider how the facility can be phased as funding becomes available.
 - Being able to communicate what the terminal could be with additional funding will be critical to attracting private investment. The website that is being created for the project can be used to showcase the possibilities, but additional marketing expertise may be needed.
 - Important topics for charrette #1 – Constraints, budget, phasing, sustainability requirements, CARES Act requirements, architectural vision, what we need and what we want/don't want.
- b. Terminal Design Committee additions
 - After discussions with Airport Commission members, it is recommended that we add two City staff members to the Terminal Design Committee to balance out and complement the existing City staff PDSC members.
 - Kelly Jones – Loveland Economic Development Director
 - Paul Sizemore – Fort Collins Interim Community Development and Neighborhood Services
- c. Determine stakeholder participation & involvement (Outside of PDSC & Commission)
 - A list of potential stakeholders has been compiled. We will need to decide who to invite to the third and fourth charrettes. Other methods of participation will probably be used also.
 - Potential roles:
 - Big thinking and vision
 - Raise awareness of the Airport as an asset, build support, and generate excitement
 - Fundraising

d. Terminal design website

- A website for the terminal project is being created and we are working to create content. Charrette presentations will be shared and stakeholders will be invited to complete surveys.
- A new domain has been obtained to bring awareness to the FNL identifier and an alternate logo that incorporates FNL will be created to assist with marketing.

End Meeting Record

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