

**DATE:** 5/26/2021  
**TIME:** 3:30-5:00 PM  
**RE:** Planning and Development Subcommittee Meeting  
**ATTENDEES:** Tom Fleming, Diane Jones, Troy Bliss, Aaron Ehle, Josh Birks, Scott Schorling, Chris Aronson, Russ Lee, Tony Buckley, Deb Montgomery, Iver Retrum, Martin Lind, Garrett Scallon, Laurie Arnold

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**Begin Meeting Record 5/26/2021**

**Agenda Item #1: Meeting Minutes Review, April 26<sup>th</sup>**

- One of the action items from the April meeting was for staff to make a recommendation on the future participation of city staff members who have been involved in recent PDSC meetings to provide feedback on the terminal design process. This has been delayed until the June PDSC meeting.
- **Tom moved to approve the minutes. The motion, seconded by James, passed unanimously.**

**Agenda Item #2: Fort Collins-Loveland jetCenter (FCLJC) Development Proposal**

- The T-hangars that are owned by the Airport/Cities are nearing the end of their useful lifespans and have been targeted for redevelopment in the Airport Master Plan. There are currently 55 functioning units in four buildings.
- FCLJC submitted an unsolicited proposal to Airport staff in March requesting to redevelop the area in phases and replace the T-hangars with larger hangars to accommodate the business jet storage demand that they are seeing.
- Airport Staff and FCLJC have agreed on a set of negotiated lease terms.
  - Under the proposed lease terms, FCLJC will assume management, maintenance, and insurance responsibilities for the T-hangars in exchange for 20% of the rental revenue.
  - Lease Terms
    - Standard 25-year term with three 5-year extensions
    - Phase I - \$0.30 per square foot per year with annual CPI escalation
    - Phase II - \$0.05 per square foot per year with annual CPI escalation plus 80% of 4930 Grumman T-hangar revenue. On year 5 or the start of phase II construction, the rent will escalate to the Phase I rent rate.
    - Phase III - \$0.05 per square foot per year with annual CPI escalation plus 80% of 4960 Grumman T-hangar revenue. On year 9 or the start of phase III construction, the rent will escalate to the Phase I rent rate.
- Tenants of the Airport/Cities owned T-hangars are on month-to-month leases.
- Two new developments are expected to add 26 new hangar units to the Airport, which will help offset lost T-hangar space.
- At full build-out, the first two rows of T-hangars will be replaced by two 22,400 sq. ft. hangars with 28 ft. tall doors. The hangars will have restrooms on optional office additions. The third row of T-hangars will be replaced by four 5,400 sq. ft. hangars.
- The architecture of the hangars will include concrete form liner wainscoting, windows, three different metal panel profiles, and a light-dark gray colors scheme with red accents.

- Will the architectural theme tie into the new terminal?
  - The design will complement the terminal, but will be distinct. The hangars will be over 1,200 feet away from the terminal and won't be very visible from Earhart Rd.
- The anticipated revenue for year 1 of the lease is \$106,225
- The Airport/Cities owned T-hangars currently generate \$184,728 in rental revenue annually and the Airport spends approximately \$15,600 annually in administration and maintenance costs.
- The new hangars are anticipated to generate more fuel sales than the existing T-hangars. FCLJC estimates that the new hangars (all three phases) will generate an extra 10,000 gallons per month in fuel flowage.
- The hangars may increase the demand for US Customs services because the large jets they will accommodate generally have long ranges making international travel possible.
- The PDSC requests that Airport staff provide a more detailed financial analysis including an estimated fuel sales comparison when this item is considered at the next Airport Commission meeting.
- Some tie-downs will be removed. Less than half of the existing ones are typically in use. There will be a minimum number of tie-down that will have to remain to comply with the minimum standards.
- Staff need to create a plan to communicate with the tenants of the T-hangars to prepare them for displacement and assist them with finding new hangar space.
- **Tom moved to recommend approval of the lease to the Airport Commission with the condition that staff provides more detail on financial projections and architecture of the buildings in the packet for the Airport Commission meeting. The motion, seconded by Diane, passed unanimously.**

### Agenda Item #3: Discovery Air Road Connection

- The Discovery Air team has proposed an alternate road connection to provide access to the development than what was originally planned and approved by City of Loveland Development Review team and the Airport Commission.
- This request is currently being reviewed by the City of Loveland's Development Review department as it is a modification to the submitted and approved site development plan (SDP). An amendment to the development agreement with the City will likely be required in order for this request to be approved. Troy will distribute the City's review comments to the PDSC via email.
- Per the Discovery Air lease agreement, a change to the SDP will also require Airport Commission approval.
- Due to costs associated with lowering utilities, which Discovery Air estimates at over \$200,000, and improvements to Lindbergh Drive, the Discovery Air team is proposing to temporarily provide access to the site by connecting to Lear Drive until the fixed-base operator (FBO) building is constructed. This road would only provide access to the Discovery Air site as there is no planned landside access for the Homestead Hangars project.
- Discovery Air believes that the new terminal and other development in the area will necessitate the connection of Lindbergh Drive to Rocky Mountain Avenue, which can be funded in part by capital expansion fees (CEFs) paid by Discovery Air and other developments in the area. They believe using this temporary access road will give the Cities and Airport time to work with other stakeholders to plan for the new permanent road connection.

- Lear Drive is a private road and is maintained by the Airport. If the proposed temporary road is connected at this location, it will be a private road which will not be maintained by the City. The Lindbergh connection that has been approved would be a public road which would be maintained by the City.
- The proposed new road orientation would render approximately .78 acres of Airport property undevelopable. The alignment with Lindbergh Drive would have been shifted into an existing road right of way (ROW) outside of Airport owned property.
  - With a guarantee of the road being temporary, this area will be available for development when the road is abandoned.
- A connection to Lear Drive is not in line with the Airport Master Plan that was approved by the City Councils. The Airport is planning for the eventual elimination of Lear Drive to accommodate future aeronautical development.
  - If Lear Drive is eliminated, the Discovery Air site can still be accessed via Lindbergh Drive and Gulfstream Court.
  - The Airport needs some assurance that the temporary road won't become permanent and that the permanent connection to Lindbergh Drive shown in the Master Plan will be constructed.
- Why can't the road connection in the approved SDP be delivered upon?
  - The utilities to the south of Lindbergh were installed outside of the ROW and not buried deep enough. This issue was not identified by the developer prior to the SDP approval.
- If this road is temporary and the same challenges will still be present when the permanent connection needs to be constructed, aren't we just delaying the problem?
  - This will give Discovery Air, the City, the Airport, and other stakeholders time work on a plan for connecting Lindbergh Drive to Rocky Mountain Avenue. It will also give the Discovery Air project more time to develop with additional tenants and improved revenues to fund the permanent connection improvements.
- As proposed, the trigger for the temporary road to be replaced by a connection to Lindbergh Drive would be developer driven, meaning the temporary road could become permanent if the FBO building is not built as currently planned.
  - Discovery Air has agreed to abandon the temporary road and connect to Lindbergh Drive by December 31, 2026 or the issuance of a certificate of occupancy for the FBO building, whichever is sooner.
- The Airport does not have an understanding of who would be responsible for maintaining the temporary private road.
  - Discovery Air has agreed to assume responsibility for repairs/maintenance of the temporary road. The Airport agreed to snow removal responsibilities of the temporary road subject to the Airport's snow removal plan.
- Airport Staff and City of Loveland Transportation Engineering staff have explored other potential options, but no other viable road alignments could be identified. In order for Lindbergh Drive to be connected to Rocky Mountain Avenue, it must cross over the utility corridor.

- Mr. Lind noted that members of the City of Loveland Transportation Engineering staff have expressed support for the temporary private road and that he may request a letter of support in advance of the June Airport Commission meeting.
- **Tom moved to recommend approval of a temporary access road to serve the Discovery Air development until December 31, 2026 or until a certificate of occupancy is issued for the FBO building. The temporary road will be connected to the intersection of Lear Drive and Gulfstream Court. The Airport will assume snow removal duties of the road, subject to the Airport's snow removal plan. Discovery Air will assume all other maintenance responsibilities. The motion, seconded by Diane with the condition that Airport staff provide cost estimates to the Airport Commission for the construction of the temporary road and the permanent road including the lowering of utilities, passed by a vote of 4-0, with one member, Josh Birks, abstaining from voting.**

**Agenda Item #4: City of Loveland Unified Development Code Amendment**

- The City of Loveland Planning Division has prepared a minor amendment package to the Unified Development Code (UDC). A few amendments relating to the Airport are included to correct the omission of land use restrictions within the airport's critical zone, adjust language to be consistent with the terms used in the UDC, and remove unnecessary provisions tied to certain Airport noise contour zones.
- This item was presented to the Loveland Planning Commission on April 26, 2021, where it was reviewed and unanimously recommended for approval. A motion to adopt the ordinance (on first reading) was unanimously approved by the Loveland City Council, at their May 18, 2021 meeting.

**Agenda Item #5: Open Discussion**

- FNL will be providing support to the Air Force Thunderbirds for Cheyenne Frontier Days
- Airport staff is preparing an earmark request for Senator Bennet's office.
- An agreement has been reached with the Veteran's Affairs (VA) Clinic on the stormwater issue that was discussed at the last meeting. They will increase the size of their detention pond and will construct a swale to convey discharge from the pond to the existing swale near the intersection of Crossroads Boulevard and Rocky Mountain Avenue.
- Tom noted the importance of US Customs to the long-term success of the Airport and the need to keep progressing toward the establishment of a Customs user fee facility.

**End Meeting Record**