



# NORTHERN COLORADO REGIONAL AIRPORT COMMISSION

4900 EARHART ROAD • LOVELAND, CO 80538

## REGULAR MEETING AGENDA THURSDAY, SEPTEMBER 16, 2021 3:30PM – 5:00PM

**CALL TO ORDER**

**ROLL CALL**

**PUBLIC COMMENT**

**CONSENT AGENDA**

1. AUGUST 19, 2021 MEETING MINUTES
2. AUGUST FINANCIAL STATEMENT
3. 2022 AIRPORT BUDGET & RATES AND FEES RECOMMENDATION TO CITY COUNCILS FOR ADOPTION

**APPROVAL OF CONSENT AGENDA**

**CONSENT AGENDA FOLLOWUP**

**AIRPORT DIRECTOR'S REPORT**

**REGULAR AGENDA**

4. TERMINAL 30% DESIGN PRESENTATION – 40 MIN (INFORMATIONAL)
5. STRATOP VISION & MISSION STATEMENT ADOPTION – 5 MIN (ACTION ITEM)
6. REVIEW RFP FOR HANGAR REDEVELOPMENT – 40 MIN (ACTION ITEM)
7. BUSINESS FROM MEMBERS

**PULLED CONSENT AGENDA ITEMS**

**ADJOURN**

## Meeting Planning Calendar

October 21

- Capital Improvement Plan 2022-26
- Land Lease Discussion
- Terminal Building 100% Design Approval

November 10

- Terminal Philanthropic Funding Feasibility Report
- Draft StratOp Workplan for 2022
- Hangar RFP Selection Approval

December 16

- Review of COVID Business Assistance Program
- Intergovernmental Agreement Legal Review & Presentation
- 2022 Meeting Schedule

Next Regularly Scheduled PDSC Meeting: September 22 @3:30. Agenda and materials available at [www.flynoco.com/airport-commission/pdsc](http://www.flynoco.com/airport-commission/pdsc).



## August 19, 2021 Meeting Minutes

**Call to Order:** Chair Overcash called the meeting to order at 3:xx pm

**Roll Call:** Chair Overcash, Vice-Chair Fleming, Commissioners Adams, Arndt, DiMartino and Stooksbury were present. Commissioners Arndt and DiMartino attended via teleconference. Commissioner Burgener was absent.

**Public Comments:** None

### Consent Agenda

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

**Pulled Items** None

**Consent Follow up** None

**Public Comments:** None

3:53 p.m. Commissioner Burgener arrived and entered the meeting.

### Regular Agenda

#### **5. 2022 AIRPORT BUDGET & RATES AND FEES STUDY SESSION**

No action requested. This is an informational item consisting of a preliminary review of the draft 2022 Airport budget and associated rates and fees. This review of the draft 2022 airport budget will require action at the next regularly scheduled Commission meeting to recommend for adoption by the City Councils. The City Councils of Fort Collins and Loveland will be considering budgets in October.

**Public Comments:** None

#### **6. STRATOP VISION & MISSION STATEMENT ADOPTION**

This item is seeking the approval of the drafted Vision & Mission statements as created by Chair Overcash, PDSC member Diane Jones, and Stacy Pearson from Spinnaker Strategies.

Commissioner Adams moved to delay action on this item to allow the newly appointed members of the Commission the ability to review the context of the StratOp Plan. The motion, seconded by Vice-Chair Fleming passed carried with all the Commissioners present voting in favor thereof.

**Public Comments:** None



**4:19 p.m. Commissioner Stooksbury recused himself from item 7 and exited the meeting.**

**7. COVID BUSINESS  
ASSISTANCE PROGRAM  
REVIEW**

This is an Airport Commission approved program designed to provide relief to Airport businesses due to the financial impacts of the COVID-19 Pandemic. A total of two companies are utilizing the program to defer lease payments. The lease deferral balance through the end of July 2021 was \$89,390.43. FAA guidance requires that upon the end of the 2020 calendar year, airports begin charging interest to balances using the published Federal treasury note interest rate. The monthly published rate for December 31, 2020 was 0.137%.

Airport staff is recommending that this program be closed to new applicants and to continue working with those that have deferred leases for repayment at a future date. Airport staff has reached out to businesses in the program in an effort to begin developing reasonable rent payback schedules, and both have identified that they will be repaying the rent deferrals in full for not longer than 36 months. During this time interest rates will be assessed as published and in accordance with regulations.

**Vice-Chair Fleming moved to close the COVID Business Assistance Program to new applicants, continue the ability for current program participants to utilize the program for new debt through December 31, 2021, and that all lease deferrals will be required to be repaid within three years. The motion, seconded by Commissioner Adams passed carried with all the Commissioners present voting in favor thereof.**

**Public Comments:** None

**4:24 p.m. Commissioner Stooksbury reentered the meeting.**

**8. AIR CARRIER  
AGREEMENT  
RECOMMENDATION TO  
COUNCILS**

Airport staff have negotiated terms with a new Air Carrier, Avelo Airlines Inc., to provide twice weekly air service to and from the Hollywood-Burbank Airport in the Los Angeles California region. The terms agreed to for the new service includes fee waivers and marketing assistance that requires approval from the City Councils. The Airport has previously negotiated similar terms with air carriers and has followed this precedent to create a performance-based incentive agreement. More details on this item can be found within the attachments.

**Public Comments:** None



Vice-Chair Fleming moved to approve Resolution R-11-2021 as presented. The motion, seconded by Commissioner Adams passed carried with all the Commissioners present voting in favor thereof.

**9. Business for Members**

The Airport

**Stooksbury:**

Requested hangar redevelopment RFP draft framework details. Raised concerns that the RFP document might not be strategic enough or in line with the Commission's desires with highest and best use.

**Overcash:**

Does the Commission need to remain distant from the RFP process or are we allowed to provide input on its development?

**Stirman:**

The RFP document itself may be reviewed and adjusted by the Commission. It's the review of submissions received that cannot have Commission participation.

**4:55-4:56 p.m. Commissioner Arndt disconnect and reconnected to the meeting.**

**Licon:**

The RFP will be reviewed and vetted by the PDSC and the draft will come before the Commission at the next meeting for approval or modification.

**Adjournment:**

Meeting adjourned at 5:01 p.m.

Respectfully Submitted,

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Vice-Chair, Tom Fleming



## August 19, 2021 REGULAR MEETING SIGN IN SHEET

**Please Print Your:**

NAME

## ORGANIZATION

[illegible]



# NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

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

**ITEM NUMBER:** 2

**MEETING DATE:** September 16, 2021

**PREPARED BY:** Jason Licon, Airport Director

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## **TITLE**

Monthly Financial Statement for August 2021

## **RECOMMENDED AIRPORT COMMISSION ACTION**

Accept the preliminary financial statement as presented

## **BUDGET IMPACT**

Neutral

## **SUMMARY**

The Airport's finances continue to remain positive and on track with expense and revenue budgets, and the Strategic Plan's financial sustainability goals. The financial highlights for the month include:

- Aviation business lease deferrals totaled \$92,537.79 for the period April 2020 – August 2021 with two companies using the program. These amounts are reflected within the Hangar Rental and Land Lease revenue line items. This program was extended to the end of year 2021, with two companies currently participating in the program.
- Aviation fuel prices stopped their upward momentum trend last month that had been on an upward swing since last October, with oil prices dropping slightly from \$73.28 to \$68.87 per barrel.
- Wholesale fuel volumes were down from the record amount sold last month of 157,946 (and the USAF Thunderbirds visit). JetCenter reported 126,997 gallons of fuel purchased for resale in August as compared to 103,997 in August of 2020 and 103,330 in August of 2019. This is 18% greater amount than years prior, with most of the increase associated with jet fuel. Aviation gasoline remains at the same ratio average from years prior or approximately 25% of total fuel.
- Fuel sales tax reimbursements from the State of Colorado still show a minimum of one-month lag in fuel tax reimbursement amounts, which shows as one month less in the report and is corrected at the end of the year.

## **ATTACHMENT**

Preliminary monthly financial statement for August 2021



# NORTHERN COLORADO REGIONAL AIRPORT

## Airport Statement of Revenues and Expenses From 01/01/2021 to 8/31/2021

PRELIMINARY

	Y-T-D 2021 Actual	Y-T-D 2020 Actual	Y-T-D 2021 Budget	2021 Total Budget	% of Total Budget
<b>OPERATING REVENUES</b>					
Hangar Rental	164,546	144,631	143,336	215,000	77%
FBO Rent	61,322	58,891	64,192	96,287	64%
Gas and Oil Commissions	101,921	63,388	110,000	165,000	62%
Aviation Fuel Tax Reimbursement	73,265	81,748	69,000	103,500	71%
Land Lease	245,252	215,889	200,000	300,000	82%
Land Lease PD Training Ctr	182,514	180,751	247,024	370,538	49%
Terminal Lease and Landing Fees	1,021	1,745	6,000	9,000	11%
Parking	330	2,395	6,664	10,000	3%
Miscellaneous	10,483	8,238	13,000	19,500	54%
<b>TOTAL OPERATING REVENUES</b>	<b>840,653</b>	<b>757,676</b>	<b>859,216</b>	<b>1,288,825</b>	<b>65%</b>
<b>OPERATING EXPENSES</b>					
Personal Services	431,259	432,724	481,781	734,737	59%
Supplies	47,121	41,698	56,672	85,000	55%
Purchased Services	242,166	332,874	432,112	648,149	37%
<b>TOTAL OPERATING EXPENSES</b>	<b>720,546</b>	<b>807,296</b>	<b>970,565</b>	<b>1,467,886</b>	<b>49%</b>
<b>OPERATING GAIN (LOSS)</b>	<b>120,107</b>	<b>(49,620)</b>	<b>(111,349)</b>	<b>(179,061)</b>	
<b>NONOPERATING REVENUES (EXPENSES)</b>					
Passenger Facility Charge	0	0	0	0	
Interest Income	19,477	32,929	33,336	50,000	39%
Capital Expenditures	(395,641)	(253,949)	(3,710,664)	(5,566,000)	7%
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<b>(376,164)</b>	<b>(221,019)</b>	<b>(3,677,328)</b>	<b>(5,516,000)</b>	
<b>NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS</b>	<b>(256,057)</b>	<b>(270,639)</b>	<b>(3,788,677)</b>	<b>(5,695,061)</b>	
Capital Contributions	253,868	409,334	4,324,672	6,487,000	4%
<b>CHANGE IN NET POSITION</b>	<b>(2,189)</b>	<b>138,694</b>	<b>535,995</b>	<b>791,939</b>	
NET POSITION, Beginning	16,591,600	17,180,973			
NET POSITION, Ending	16,589,411	17,319,667			
Investment in Capital Assets	13,627,748	14,657,231			
Net Position Available for use	2,961,663	2,662,436			



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**ITEM NUMBER:** 3  
**MEETING DATE:** September 16, 2021  
**PREPARED BY:** Jason R. Licon, Airport Director

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## **TITLE**

2022 Airport Budget and Rates & Fees Recommendation to City Councils for Adoption

## **RECOMMENDED AIRPORT COMMISSION ACTION**

Recommend the 2022 Airport budget and associated rates and fees for adoption by the City Councils.

## **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 is tasked with reviewing and recommending adoption by the City Councils. The draft 2022 budget is attached and the format shared is consistent with the Airport's monthly financial reports.

The total proposed 2022 budget is just under \$18.2 million, including an operating budget of \$1,696,420 and a capital budget of \$17,500,000. The Airport will continue to 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 18.4%. Revenue increases are due to escalating land lease agreements and anticipated activity from the new airline. Capital expenditures reflect anticipated federal and state grant resources totaling approximately \$16,581,373, which will be applied toward the design and construction of a new airline terminal building. A portion of the \$17.5 million 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 are a component of the budget process that also requires approval and adoption as part of the Cities' budget processes. The proposed 2022 rates and fees have been adjusted in a manner consistent with policy given to staff by the Airport

Commission. This process includes the adjustment of many rates and fees annually or biannually using the Consumer Price Index as published by the US Bureau of Labor Statistics. Every five years a rates and fees study is conducted, the last was completed this year, focusing on airports regionally that are similar in size and amenities.

The Rates and Fees study completed in July reflected FNL to be well within the average when compared to similar airports. Fifteen airports of similar size and capacity were surveyed and the results were compiled that included twenty-three separate points of information from similar rates and fees.

One of the outliers identified was the unimproved land lease rate, as this rate was not as common at other airports and therefore was only able to be compared to the single rates. The other outlier was the landing fees were lower than many other airports due to a unique fee structure our airport deploys combining landing fees with other fixed cost items including per flight terminal usage and ARFF fees. With all of the fixed and variable costs the fee per enplanement does get close to the average landing fee of approximately \$3 and is subject to variables such as aircraft size and passenger count.

	<b>FNL</b>	<b>Min</b>	<b>Avg</b>	<b>Max</b>
<b>Hangars Avg \$/sq ft</b>	\$0.27	\$0.07	\$0.29	\$0.50
<b>Improved Land Lease \$/sq ft</b>	\$0.448	\$0.25	\$0.44	\$0.85
<b>Unimproved Land Lease \$/sq ft</b>	\$0.316	\$0.26	\$0.55	\$0.85
<b>Parking \$/night</b>	\$7.00	\$5.00	\$7.50	\$10.00
<b>Fuel Flowage \$/gallon</b>	\$0.05 or 6%	\$0.05	\$0.13	\$0.20
<b>Landing Fees \$/1000lbs</b>	\$0.90	\$0.95	\$3.15	\$5.35

#### **ATTACHMENTS**

- 2022 Proposed Airport Budget
- 2022 Proposed Rates & Fees
- Resolution R-12-2021 Approving the 2022 Airport Budget and Recommending Approval by the City Councils of Fort Collins and Loveland

# **Exhibit A**

## **City of Loveland, Colorado**

### **Schedule of Rates, Charges and Fees for the Northern Colorado Regional Airport**

**Effective January 1, 2022**



# NORTHERN COLORADO REGIONAL AIRPORT

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## Fuel Flowage Fees

Fuel flowage fee, off-airport, whichever is greater:

Percentage of actual cost, after taxes.....10%

or

Per gallon.....\$0.08

Fuel flowage fee, on-airport, whichever is greater\*:

Percentage of actual cost, less taxes.....6%

or

Per gallon.....\$0.05

*\*Lesser amount applies to scheduled Air Carriers.*

## Security Access Credentialing

Secure Identification Display Area (SIDA) badge new .....\$120

*Includes costs for fingerprints, FBI background check, badge, access card, training, & admin*

Secure Identification Display Area (SIDA) badge renewal .....\$40

*Includes costs for FBI background check, training, & admin*

Airport Operations Area (AOA) badge new & renewals .....\$15

*Includes costs for badge, background check, access card, & admin*

Tier I penalty .....\$25

Tier II penalty .....\$75

## Property Leasing

Land lease, increased annually by CPI:

Improved, per square foot .....\$0.448

Unimproved, per square foot.....\$0.316

Intent to lease deposit.....\$1,000 minimum & \$1,000 per acre

Terminal facilities lease, per square foot.....\$15.00

Terminal building overnight automobile parking, per night .....\$7.00

Terminal building automobile parking fine, per occurrence.....\$100.00

## Hangar Leasing

“A”, per month .....\$236.00

“B”, per month .....\$277.00

“C”, per month .....\$292.00

Hangar waiting list application fee, per application.....\$25.00

## FAA Certified Air Carrier Operations

Landing fees, per 1,000 pounds of certified gross landing weight.....\$0.90

*Applies to aircraft in excess of 90,000 pounds.*

Terminal building use, per flight.....\$50.00

Passenger facility charges (PFC), per passenger.....\$4.50

ARFF (Aircraft Rescue and Fire Fighting) Standby Fees:

Index B, per flight .....\$100.00

Index C, per flight .....\$150.00

## NORTHERN COLORADO REGIONAL AIRPORT

Airport Fees:	2021	2022
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		
<i>*Lesser amount applies to scheduled Air Carriers</i>		
<b>Airport Security Access Badge Pricing:</b>		
SIDA badge, New <i>Includes costs for fingerprints, badge, prox card, training requirements, &amp; admin</i>	\$ 120.00	\$ 120.00
AOA badge, New & Renewals <i>Includes costs for badge, prox card, &amp; administration</i>	\$ 15.00	\$ 15.00
Tier I penalty	\$ -	\$ 25.00
Tier II penalty	\$ -	\$ 75.00
<b>Property Leasing:</b>		
Land Lease, to be increased annually by CPI:		
Improved, per square foot	\$ 0.439	\$ 0.448
Unimproved, per square foot	\$ 0.310	\$ 0.316
Intent to lease deposit (year balance in 2021, by acre in 2022)		\$ 1,000.00
Terminal Concession Lease, per square foot	\$ 15.00	\$ 15.00
Terminal Building Overnight Auto Parking, per night	\$ 7.00	\$ 7.00
Terminal Building Auto Parking Fine, per occurrence	\$ -	\$ 100.00
<b>Hangar Leasing:</b>		
T-Hangar Lease:		
"A" per month	\$ 236.00	\$ 236.00
"B" per month	\$ 277.00	\$ 277.00
"C" per month	\$ 292.00	\$ 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
<b>Airline Charges:</b>		
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



**RESOLUTION # R-12-2021**

**A RESOLUTION APPROVING THE 2022 AIRPORT BUDGET AND  
RECOMMENDING APPROVAL BY THE CITY COUNCILS OF FORT COLLINS  
AND LOVELAND**

WHEREAS, the City of Fort Collins (“Fort Collins”) and the City of Loveland (“Loveland”) jointly own and operate the Northern Colorado Regional Airport (the “Airport”) pursuant to that Amended and Restated Intergovernmental Agreement for the Joint Operation of the Fort Collins-Loveland Municipal Airport (the “IGA”), dated January 22, 2015, as amended; and

WHEREAS, pursuant to the IGA, the two Cities formed the Northern Colorado Regional Airport Commission (“Commission”) and granted the Commission certain authority, including the authority to develop the Airport budget; and

WHEREAS, the two Cities reserved to themselves the authority to approve the annual Airport budget and the authority to approve each Cities’ annual contributions to and appropriation of the Airport budget; and

WHEREAS, Airport staff has prepared the annual Airport budget for fiscal year 2022 (the “2021 Airport Budget”) and the Commission has reviewed the 2022 Airport Budget, which is attached hereto as “Exhibit A” and incorporated herein; and

WHEREAS, after such review, the Commission approves the 2022 Airport Budget, and recommends approval by the two City Councils along with appropriation of the necessary funds for such 2022 Airport Budget.

**NOW THEREFORE BE IT RESOLVED BY THE NORTHERN COLORADO  
REGIONAL AIRPORT COMMISSION AS FOLLOWS:**

**Section 1.** That the 2022 Airport Budget attached hereto as “Exhibit A” is hereby approved.

**Section 2.** That the Commission recommends that the Fort Collins City Council and the Loveland City Council each approve the 2022 Airport Budget. The Commission further recommends that the City Councils approve each City’s annual contributions to and appropriation of the 2022 Airport Budget.

**Section 3.** That this Resolution shall be effective as of the date and time of its adoption.

ADOPTED this 16<sup>th</sup> day of September, 2021.

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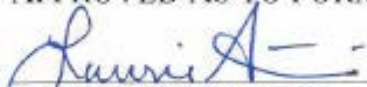
Don Overcash, Chair of the  
Northern Colorado Regional Airport Commission

ATTEST:

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Secretary

APPROVED AS TO FORM:



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Assistant City Attorney



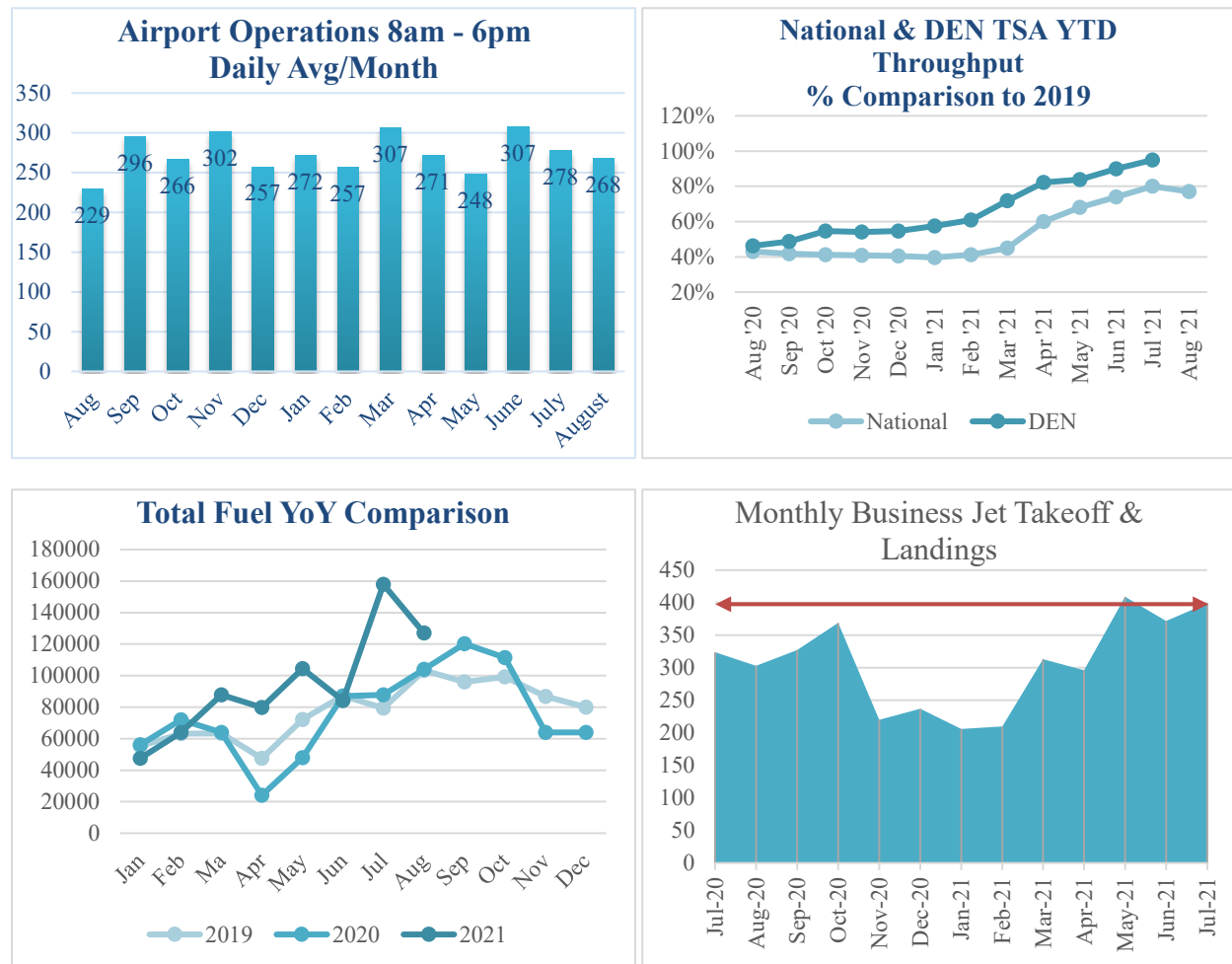
# NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538  
(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

DATE: September 9, 2021  
TO: Northern Colorado Regional Airport Commission  
FROM: Jason R. Licon, Airport Director  
RE: Airport Monthly Report

## August Airport Activity Dashboard

The Air traffic control tower reported a daily average of 268 flight operations per day in August, which is near the twelve-month average of 277. National airline passenger throughput further increased, total numbers increased to 77% compared to August 2019 but dropped from the numbers seen in July. The percentage of airline travel is still mostly reflecting leisure travel activities, with business travel still depressed compared to pre-pandemic levels.



Denver International Airport is still exceeding the national average through July, with passenger counts increasing by 95% when compared to 2019 levels. August wholesale fuel orders increased by 18% as compared to 2020's numbers. Fuel sold by the FBO for August was 126,997

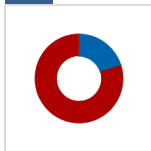
gallons. Business jet activity for the month of July (FAA data lags one month) compared to the same month last year increased by 19%.

### StratOp Progress Report

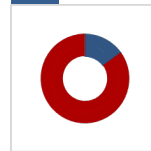
The StratOp Mission and Vision statement approval has been delayed as a result of higher priority focus needed from the Airport Commission on time critical projects and development review. This part of the updated Strategic Plan is anticipated to be approved by the Commission in September. Staff progress on identified action items has also been impacted due to time critical items such as managing airport development demands, planning the airshow, and preparing for the restart of scheduled air service.

The Planning & Development Subcommittee of the Airport Commission (PDSC) will begin to develop a strategic work plan for 2022, as done in the past. It is part of the PDSC charter from the Commission that this group support the development and implementation of an updated strategic plan. Since there currently is some overlap the StratOp and the previous Strategic Plan, the PDSC and staff feel it is critical to review and prioritize these focus areas and identify resources that are currently lacking in the form of funding and/or staff support. Staff will be engaging with Stacey Pearson, who we have under contract for the StratOp, to revisit our progress and assist with creating the 2022 goals.

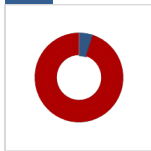
1. Terminal Funding  
30% Complete



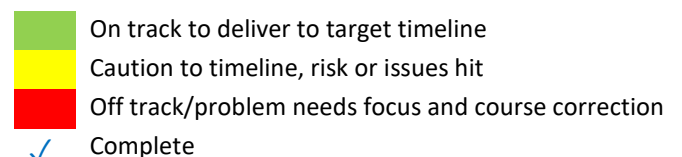
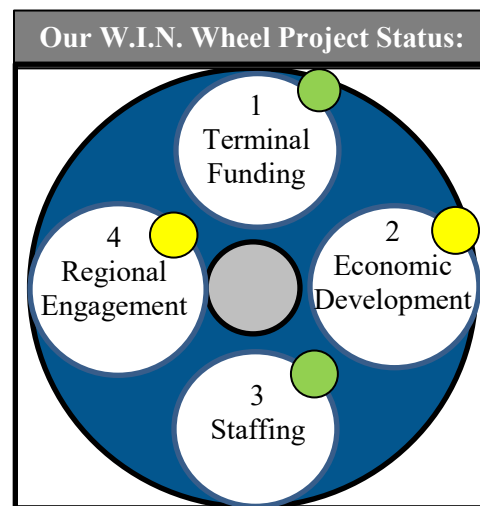
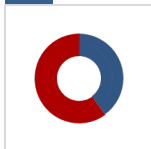
4. Regional Engagement  
15% Complete



2. Economic Development  
15% Complete



3. Staffing  
60% Complete



StratOp achievements during the past two months have focused on the staffing and terminal funding focus areas.

**Terminal Funding:** The State Infrastructure Bank loan application has been submitted as approved and recommended by the Airport Commission. This was a much more complicated process from a legal standpoint since the Commission does not have the authority to authorize borrowing for a project, nor can we seek approval to borrow two years in the future from the City Councils. This put us in a bit of a conundrum. Fortunately, staff was able to obtain written documentation that solidifies our interest and our position as first in line for future funding once it becomes available from the Colorado Aeronautics Director David Ulane. Additionally, the philanthropic feasibility project was kicked off last month with the consulting firm Philanthropy Experts. They will be working to find potential resources from other resources with a focus on the private sector.

**Staffing:** A draft of an updated staffing plan was developed in 2019 with recommendations by Airport Staff and the Human Resources Department from the City of Loveland. Preliminary short- and long-term staffing plans have been created that would create continued highly efficient use of airport personnel aligned with current workload demands and strategic goals. Departmental bandwidth has been an issue as of late, however once job description information has been completed, it will go through an approval process with the goal of implementing in the 2022 budget year. The 2022 airport budget reflects the financial impacts of the first phase in the new staffing proposal.

### **Commercial Apron & Taxiway E Project**

During the month of August great progress was made with commercial apron expansion project, the federally supported capital project for 2021 and first phase for the future terminal. The project is still on track to be complete by the airshow, with some small issues relating to supply chain and product scarcity that will potentially delay some of the less critical project components, such as the taxiway lighting. This lighting can be supplemented through the use of reflectors temporarily and is not critical. The remainder of the project remains on time and within the planned budget. The final grant was finally received from the FAA in August and was signed by the Cities, providing 100% federal funding for the \$3.15 million project.





The Mobile Air Traffic Control Tower was also moved in early August to allow for the project to begin. The cost to move the tower was approximately \$45,000 that covered by the FAA to provide new power and fiber optic communications cables and connection to the new site. Airport staff moved the mobile tower to the new site as seen below:



### Capital Improvement Program (CIP) Update

The airport's capital improvement plan (CIP) is due for the annual update. Focus on state funded priorities that included rehabilitating failing pavements on taxilanes Northrop and Staggerwing/Beechcraft unfortunately were not granted due to the pandemic impact on State funding. This funding need is being questioned for 2022, and if not available the airport may have to repair these areas using local funding only. The estimated cost for these pavement rehabilitation and reconstruction areas is \$450,000 and can be seen below outlined in red. The photo is





## **Discovery Air Project Updates**

The first phase and hangar facility for the Discovery Air project continues to take shape. The facility has most of the frame installed and the majority of the exterior metal. The roadways and parking lots are also being installed to serve the new building.



## **The Great Colorado Air Show**

Airshow planning continues with a great amount of collaboration and planning during the past month that will culminate with a final transportation plan to be complete in early September. Staff has been working on creating a ticketing solution for displaced tenants, and have been able to obtain four tickets to those not able to access their hangars for the extended period between Thursday October 14 through Sunday October 17. Staff is also working with the Cities' legal departments on code requirements for providing tickets to elected and appointed officials. This determination is delaying the ability for distribution of complimentary tickets that were negotiated by the Airport with the Airshow Network company that is producing the event.

A traffic plan presentation and public outreach meeting is scheduled for Thursday September 9 at 10am. Approximately 70 notifications for this meeting were mailed to area businesses and landowners informing them of the meeting, where components of the draft traffic plan will be shared. Meetings to discuss the planning for the event are now occurring daily, and is occupying a great amount of staff time to manage. September is expected to have more focus as the event gets closer.

## **Remote Tower Update**

The phase one testing for the Remote Tower project has been postponed yet again due to the pandemic. In late July the impacts from the pandemic drove the levels up to the point where the FAA was no longer able to travel. See more details on the project within the attached report from WEPA.

## **Other Items of Interest**

- An airport emergency plan review and tabletop exercise are planned for September to focus on potential risk from the airshow event, and to ensure FAA compliance with

reviewing and updating the Airport's emergency plan. This is being done with help from Loveland Fire and Rescue Authority, and other participants including Loveland Police and other mutual aid emergency service providers. The full-scale emergency exercise event is held every three years and the next will be conducted in September 2022.

- Preparing for the start of regularly scheduled air service are being made with the new airline, and others that have been hired to assist with the service start. Avelo Airlines has completed installation of the networking needs for their IT infrastructure needed for issuing and processing tickets at both their ticket counter and at the gate boarding area.
- In order to have adequate staffing for the start of airline service, management has posted an operations and maintenance technician position that had not been filled since the start of the pandemic. This staff member will assist with compliance with federal regulations for safety and security and will help with achieving these requirements from a five day a week to a seven day a week schedule.
- Work still is progressing with TSA and United/Landline to begin a secure to secure service offering between FNL and DEN. Landline and United are working with TSA to have this service in place prior to the holiday travel season.
- TSA security is now requiring that the Airport have greater control over access onto the airport through privately owned buildings and facilities that have exterior access points. Security staff have been working with these private hangar owners and airport businesses on updating the airport's security plan to include these provisions.
- Staff is preparing to reissue the over 800 airport access badges that is required annually. This process is a hands-on TSA mandated regulatory requirement, and takes many hundreds of staff hours to prepare and update all of these airport access cards and keep critical private personal information secure.
- The PDSC Meeting held on August 25 was adjourned to reconvene on September 9 to accommodate the time needed to consider the draft RFP and to also include other regularly scheduled development proposal review items. The draft minutes will not be available until prior to the next regularly scheduled PDSC meeting on September 22.

## **Attachment**

1. WEPA Remote Tower Project Manager Report for August





August 31, 2021

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

### Section A – Remote Air Traffic Control Contract Progress Report #01

Re: Period: August 1 through August 31, 2021

Colorado Remote Tower Project Activity Status			
Activity	Status/Start Date (Projected)	Finish Date (Projected)	Remarks
<b>Remote Tower Implementation</b>			
Relocate Mobile Tower	8/2/2021	8/2/2021	Complete
Remote Tower STARS Display	9/25/2021	10/1/2021	Equipment installation only, FTI March 2022
<b>Remote Tower System</b>			
System Upgrade - Tech Refresh	In-Progress	TBD	Continuing
System Site Adaptation	In-Progress	Ongoing	Minor adaptation changes post Alt. Phase 1 testing
<b>Remote Tower Testing</b>			
<b>Alternative Phase 1 - Passive Testing</b>			
Phase 1 in-person testing	Postponed	Postponed	Dependent on Larimer County COVID Status
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
<b>Phase 2 - Active Testing</b>			
Safety Risk Manage Panel	TBD	TBD	Subject to FAA Phase 1 SRMD Signatures
Safety Risk Management Document Signed	TBD	TBD	
<b>Phase 3 - Validation &amp; Verification</b>			
Safety Risk Manage Panel	TBD	TBD	Subject to FAA Phase 2 SRMD Signatures
Safety Risk Management Document Signed	TBD	TBD	
<b>Operational Viability Decision (OVD)</b>			
Safety Risk Manage Panel	TBD	TBD	
<b>Phase 4 - Post OVD Validation &amp; Verification</b>			
Safety Risk Manage Panel	TBD	TBD	Subject to FAA Phase 3 SRMD Signatures
Safety Risk Management Document Signed	TBD	TBD	
<b>Certification/Commissioning</b>			
	TBD	TBD	

Note: All dates reflect latest FAA proposed schedule and are subject to change based on FAA SME's ability to travel to FNL

### **Remote Tower Project Narrative:**

The week of August 9, 2021, Searidge was on site in anticipation of Phase 1 testing beginning the following week. They were at FNL to correct some system issues which had been observed during monitoring of the system, to conduct training on the system for the new controllers and to provide a refresher training for the controllers already familiar with the system. During their training sessions several system enhancements were suggested by the controllers. These suggestions will be reviewed and system modifications made as appropriate.

FAA Headquarters' subject matter experts (SME) from the affected lines of business for Air Traffic, Safety and Procedures (AJT, AJI and AJV) had committed to support Phase 1 in-person operational testing of the remote tower system. Session 1 of Phase 1 testing was slated to begin on August 17, 2021, concluding on August 26, 2021. Unfortunately, Larimer County's COVID risk level, according to the Harvard Global Health Institute, went from yellow to red in approximately three weeks, resulting in the SME from the various lines of business being unable to and, in some cases, unwilling to travel. Without the support of the SME, Session 1 of Phase 1 has been postponed. Session 2, which was scheduled to begin on September 8, 2021 and ending on September 16<sup>th</sup>, was postponed as well due to increasing COVID numbers in Larimer County.

We are working with NextGen and Air Traffic to develop an acceptable alternative to Headquarters SME in-person participation in the testing. We had suggested using local resources from Denver Tracon and/or Denver Center as trusted agents for Air Traffic. Initially they, Air Traffic, had dismissed this suggestion. It is understandable that they would want resources who work directly for Headquarters AJT management to witness the testing; unfortunately, this option appears less viable due not only to the increase in COVID cases in Larimer County but also the unwillingness of the SME to travel.

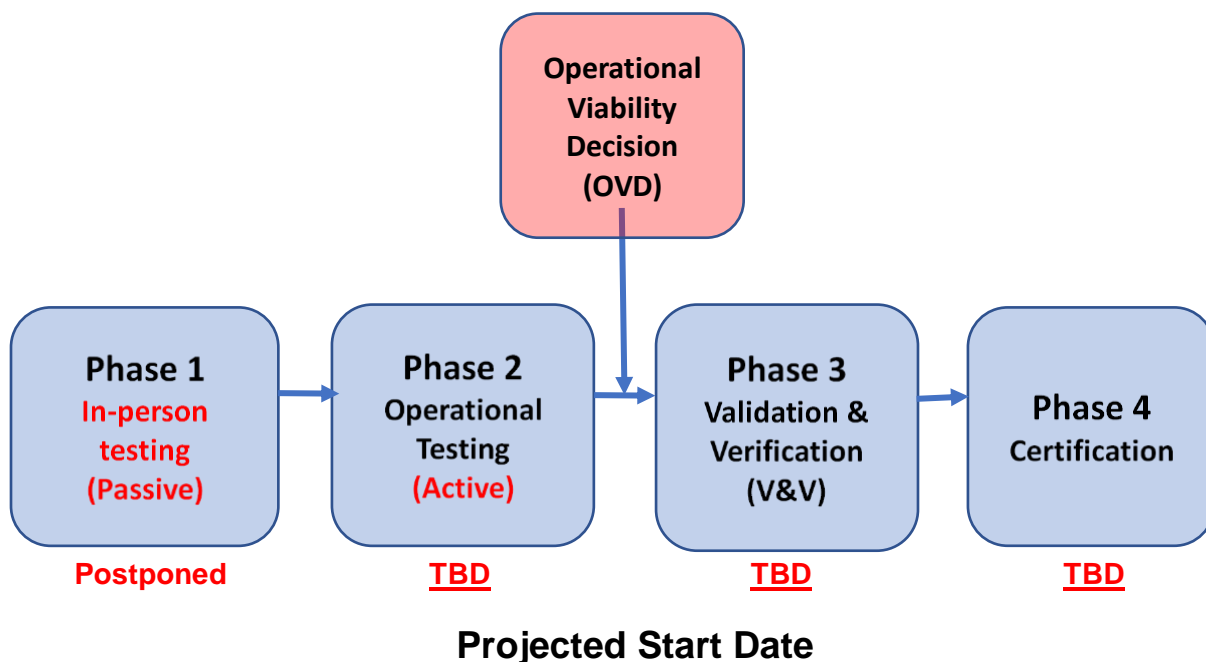
As Phase 1 testing has been postponed, we have suggested an alternative that would have the Serco controllers staff the remote tower for three to four hours a week per controller. This will allow the controllers to maintain proficiency and could provide situational awareness to the controllers in the mobile ATCT. The full complement of six controllers could support this testing on a limited basis. Controllers in the remote tower could act as a third position supporting local and ground. As the remote tower system is recording voice and video this data could be sent to the NextGen evaluation team.

Directors from NextGen, Air Traffic and National Air Traffic Controllers Association (NATCA) Director of Safety and Technology were at the site for three days the week of August 17<sup>th</sup> for an in-person introduction to the Colorado Remote Tower system. While the NextGen Director had seen the system in July and the Leesburg system several times, the Air Traffic and NATCA Directors had not seen the system. They wanted to become familiar with system operation so that when they attend test sessions, they will have had a preliminary exposure to the system. This will be the first visit to the site by the Director of Air Traffic and the NATCA Director of Safety and Technology, so we are hoping to present the system in the best light.

Separately, L3 Harris is in the process of replacing the Sensis remote units in Phase 1 of the Colorado Wide Area Multilateration (WAM) constellation with dual string ADS-B radios. With this change, the Phase 1 constellation will become part of the nationwide ADS-B Surveillance System operated for the FAA by L3 Harris as a service. When replacement of the radios is complete the Target Processor located in Rifle will be removed and the data sent to the L3 Harris service delivery point (SDP). L3 Harris has run into some issues with leases for the radio sites stemming from the fact that the owners of the individual sites are requiring commercial rates instead of the

preferential rates currently in place. The change in lease rates is because L3 Harris is a private entity, not a governmental agency. When the original Phase 1 was developed it was owned by the FAA and was able to get a preferential lease rate. In the past I was contacted by the FAA Surveillance Broadcast Services Group to assist them. I was able to open talks with the site owners, after which L3 Harris took over discussions, which apparently have not gone well as the cost has increased significantly.

### Proposed Remote Tower Testing Phases:

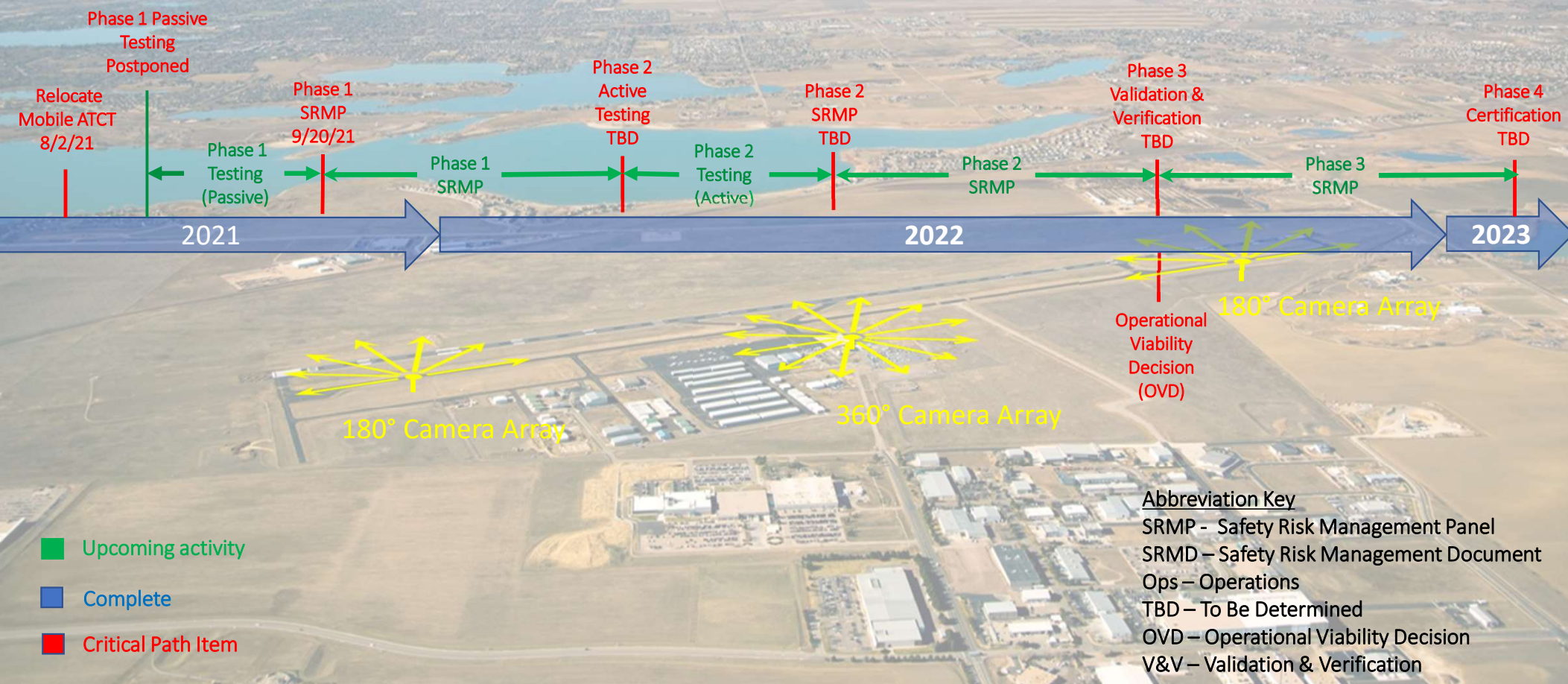


\*Dependent on local resources' ability to travel to FNL

**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.

Note: The FAA has replaced the term Initial Operating Capability (IOC) with Operational Viability Decision (OVD). This may change again as the terminology of remote tower certification is in flux.

# Colorado Remote Tower Timeline (Draft)



## MEETING RECORD

Page 1

**DATE:** 8/25/2021  
**TIME:** 3:30-5:08 PM  
**RE:** Planning and Development Subcommittee Meeting (PDSC)  
**ATTENDEES:** Tom Fleming, Diane Jones, Troy Bliss, Jason Licon, Aaron Ehle, James Hays, Curt Burgener, Scott Schorling

---

### **Begin Meeting Record 8/25/2021**

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

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

#### **Agenda Item #2: Airport Hangar Development Request for Proposals**

- The Airport Commission has directed staff to create a request for proposals (RFP) for redevelopment of the Airport-owned T-hangars and development of new T-hangars in the area east of Lear Drive. Staff has created a draft RFP for review by the PDSC and other stakeholders, with the intent of presenting a final draft for consideration and potential approval at the September 16th Airport Commission meeting.
- Proposals for Site A could include the management of the existing hangars as long as there is a timeline for redevelopment.
- We have received feedback that some people would like to have a third site – the area northern of runway 6/24 included in the RFP, as another potential location for new T-hangars.
  - It has been suggested by some that the highest and best use for Site B may not be T-hangars.
  - Rockwell Ave is currently being extended to this general area, but a considerable amount of additional investment would be necessary in order to extend taxiways and utilities to this area.
  - The Master Plan shows undefined aeronautical development in this area, but the southeast area of the Airport is anticipated to be able to accommodate the next 20 years of aeronautical development.
  - An analysis of pros and cons between this site and Site B (between Lindbergh Dr and Lear Dr) for T-hangar development would be helpful in determining whether to include it in the RFP.
  - A general statement that the Airport has large areas of land available for development outside of the two RFP sites might be sufficient. To date, the Airport has not received any interest in developing the area north of 6/24.
  - Including too many sites may distract from what we're trying to accomplish.
  - Airport staff will provide a pros/cons list and infrastructure/utilities analysis prior to the next meeting.
- In an effort to capture as many ideas and potential solutions as possible, staff avoided being overly prescriptive as to what can be built on the RFP sites. For example, someone might have a proposal to build box hangars or open-air shelters on Site B, so we didn't limit it to only T-hangars.



## MEETING RECORD

Page 2

- New road/taxilane infrastructure is going to be needed in order to build new T-hangars. Is the Airport or the developer expected to pay for these improvements?
  - Developers want a clear understanding of expectations. The more clarity we can provide, the more likely we are to get the types of proposals we're looking for.
  - Lease rates/terms can be adjusted based on level of investment.
  - Required/requested Airport investment should be factored into the evaluation criteria.
- Proposal Requirements
  - Some of the items listed as optional, such as resumes of key personnel and financial information should be required.
- Evaluation Criteria
  - We may want to make some of the less subjective criteria pass/fail, such as experience and financial capability.
  - Do we want to have different criteria for the different sites?

### Agenda Item #3: Open Discussion

- In meetings earlier this year, we discussed adding members to the PDSC – Scott Schorling, Loveland Economic Development Manager and possibly a planner from Fort Collins. This would require Airport Commission approval and will be included as an agenda item for the regular September PDSC meeting.
- Depending on COVID-19 conditions and availability PDSC members, PDSC meetings may be held in-person on virtually this fall and winter. We will try to provide as much notice as possible.
- We will be scheduling another meeting prior to the September Airport Commission meeting to go over an updated draft of the RFP and to discuss some development-related items.

**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:** 4

**MEETING DATE:** September 16, 2021

**PREPARED BY:** Jason Licon, Airport Director

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## **TITLE**

Terminal 30% Design Presentation

## **RECOMMENDED AIRPORT COMMISSION ACTION**

Informational, no action requested

## **BUDGET IMPACT**

None- Informational only

## **SUMMARY**

In November of 2020, the Airport with assistance from the Cities went began a qualification based federal procurement process to select a team of professionals to begin design for the future airport terminal building. As a result, the Airport contracted with the most qualified team that consisted of Denver based engineering firm Dibble Engineering and Fort Collins based VFLA Architects to begin work on the 30% design of the Airport Terminal project. Since this time the project team have conducted four Charrette exercises obtaining feedback from airport stakeholders at every critical design step, with the goal of creating a sustainable iconic new facility that will serve as a new gateway to Northern Colorado air travelers.

During the fourth Charrette the Airport Commission reviewed 15% design schematics and provided direction to staff and the design team to move forward with the original phased design. This The building at 30% design is 26,600 square feet, and includes high quality architectural themes and finishes. This item will share the new information about the terminal design to include the next steps in the process. At the October meeting the Airport Commission will be asked to provide the approval to move ahead with the next phase of design. This will include the recommendation to utilize a Construction Manager at Risk or CMaR delivery method which is a qualifications-based selection process and a negotiated guaranteed maximum price. Staff and the design team will be working this month through next to create the request for statements of qualifications so that this can be solicited for proposals upon approval from the Commission to continue to move forward with completing the design.

Below is the current breakdown for price estimates that was shared previously at the 15% design and Charrette #4. An updated 30% design cost estimate is anticipated to be provided at the meeting this Thursday, as it is expected to be provided to the design team that day.

Project Funding Availability	
Cares Act Funding	\$16,865,798
FAA AIP 40	\$2,459,621
<b>Total Funding</b>	<b>\$19,325,419</b>
Item	15% Estimate
Design Fee	\$1,542,321
Construction Mgmt Fee	\$1,000,000
CMAR PreCon Fee	\$300,000
Owner's Contingency	\$650,000
<b>Site - Civil / Landscaping</b>	<b>\$3,610,911</b>
<b>Terminal Building (incl BHS)</b>	<b>\$16,635,649</b>
<i>Total Terminal / Site Cost</i>	<i>\$23,738,881</i>
<i>Apron Improvement Cost</i>	<i>\$3,011,046</i>
<b>Total Project Cost</b>	<b>\$26,749,927</b>
Site VE Savings	
Building VE Savings	
Total VE Savings	
<b>Building Area (interior)</b>	<b>26,350 SF</b>
<b>Building Area Reduction</b>	
<b>Building Cost/SF</b>	<b>\$ 631 SF</b>
Shortfall vs. Funding	-\$7,424,508
Potential Loan	\$5,000,000
<b>Delta with Loan</b>	<b>-\$2,424,508</b>

## **ATTACHMENTS**

- FNL Airport Terminal 30% Design Update
- FNL Terminal Design Schedule



# FNL

## NEW TERMINAL

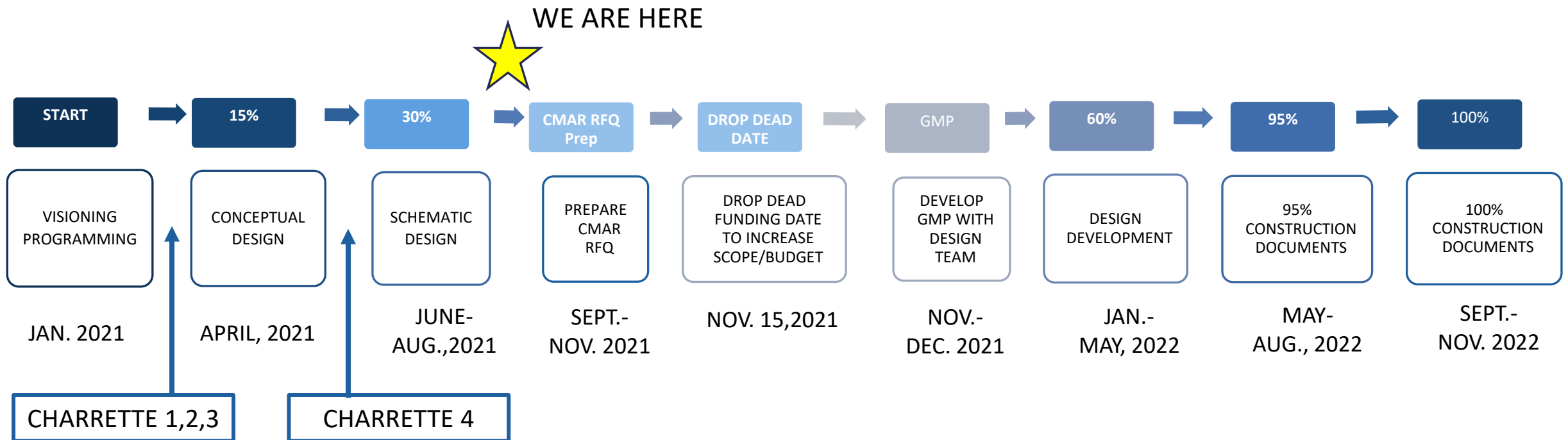
PLANNING AND DESIGN

STAKEHOLDER UPDATE: 30% DESIGN REVIEW

*SEPTEMBER 16, 2021*



# DESIGN SCHEDULE



# CHARRETTE SCHEDULE

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## CHARRETTE 1

- Today January 21, 2021
- Establish goals and priorities
- Stakeholder Collaboration



## CHARRETTE 2

- February 11, 2021
- Sustainability Visioning
- Design Team Only



## CHARRETTE 3

- March 11, 2021
- Presenting 3 design concepts
- Stakeholder Input



## CHARRETTE 4

- June 17, 2021
- Reviewing 15% Concept Design/ Value Engineering Options
- Stakeholder Input

# CURRENT DESIGN ASSUMPTIONS

---

**SIZE:** 25,000-30,000 SF

**BUDGET:** \$16.7M FOR TERMINAL CONSTRUCTION

**SCHEDULE:** COMPLETED BY JULY 2024

**GATES:** 2 - SERVING 737-800 (AVELO) AIRCRAFT

**GOAL:** COMMERCIAL AIR TRAVEL

**LEED:** STRIVING FOR GOLD



# PROJECT CRITICAL PRIORITIES

---

Based on the conversations during the charrette 1, the following critical priorities were identified.



## CRITICAL PRIORITIES – OPERATIONAL & FUNCTIONAL

- EXPANDABLE & ADAPTABLE
- DELIVER ON SCHEDULE
- PASSENGER EASE
- MAXIMIZING VIEWS TO MOUNTAINS
- MAXIMIZING INTERIOR DAYLIGHTING
- MARKETABLE TO AIRLINES
- DELIVER ON BUDGET
- ENERGY EFFICIENT
- DURABLE & EASY TO MAINTAIN

# PROJECT GOALS

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Based on the conversations during the charrette 1, the highlighted goals were identified.



## GOALS – OVERALL PROJECT ASPIRATIONS

- GATEWAY TO THE REGION
- COMMUNITY FOCUSED
- CREATE A SENSE OF ARRIVING IN NORTHERN COLORADO FOR VISITORS & CREATE A SENSE OF ARRIVING AT HOME FOR RESIDENCE.
- FAMILY FRIENDLY
- SUSTAINABLE
- FLEXIBLE FOR GROWTH
- ICONIC & REGIONALLY BASED ARCHITECTURE
- WORLD CLASS FACILITY

# WHAT WORDS WOULD YOU LIKE TO USE TO DESCRIBE THE NEW TERMINAL?

---



- WORDS TO AVOID
- ANXIETY
  - STRESSFUL

# SUSTAINABILITY GUIDING PRINCIPLES

## FNL AIRPORT TERMINAL PROJECT

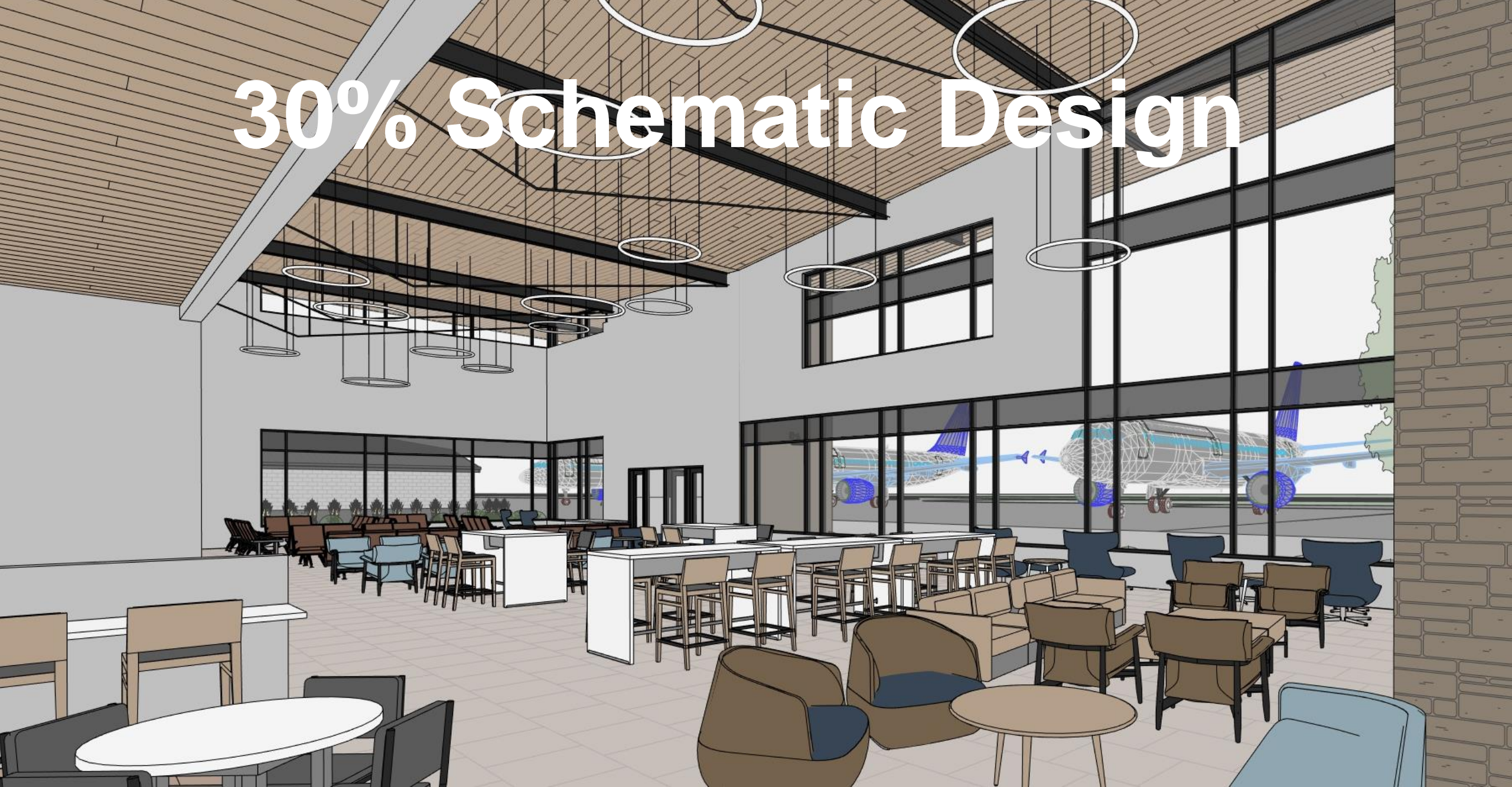
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*Guiding Principles, synthesized from owner, stakeholder, and project team visions and goals, foster collaboration as all project stakeholders work to achieve the collective vision*

- Demonstrate how to achieve economic, social, and environmental health and sustainability
- Create a welcoming, home-like atmosphere while capturing the sense of place and spirit of Colorado
- Demonstrate to Northern Colorado the promise of buildings powered by clean and efficient energy
- Showcase Northern Colorado's cultural heritage and widely recognized focus on the creative arts
- Reflect and Embody Colorado's climate, natural materials, and majesty
- Showcase Northern Colorado's emphasis on education, research, and innovation



# 30% Schematic Design





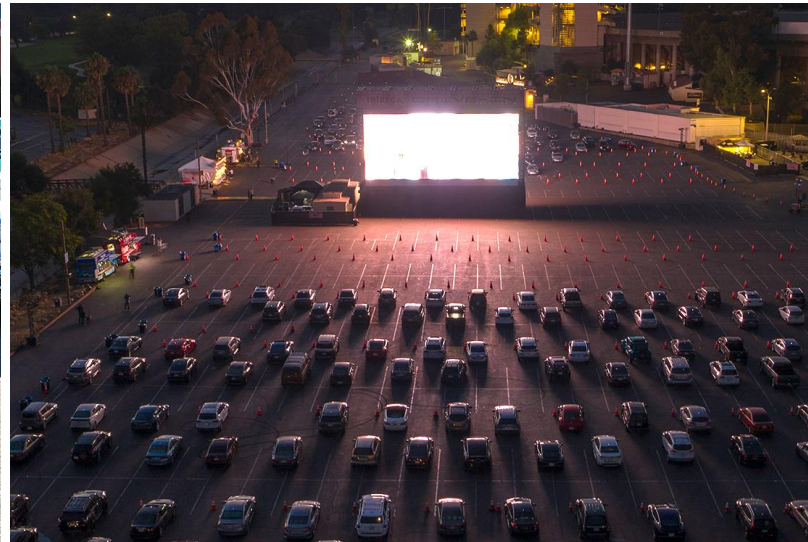
# 30 % SCHEMATIC DESIGN: BASE BID SITE PLAN





# CONCEPT - NOCO'S LIVING ROOM

“IT’S MORE THAN A  
TERMINAL, IT’S A  
PLACE TO GATHER.”





# CONCEPT MOOD BOARD





# EXTERIOR MATERIAL PALETTE



LOCAL SANDSTONE



OXIDIZED COPPER CLADDING



ACM METAL PANEL

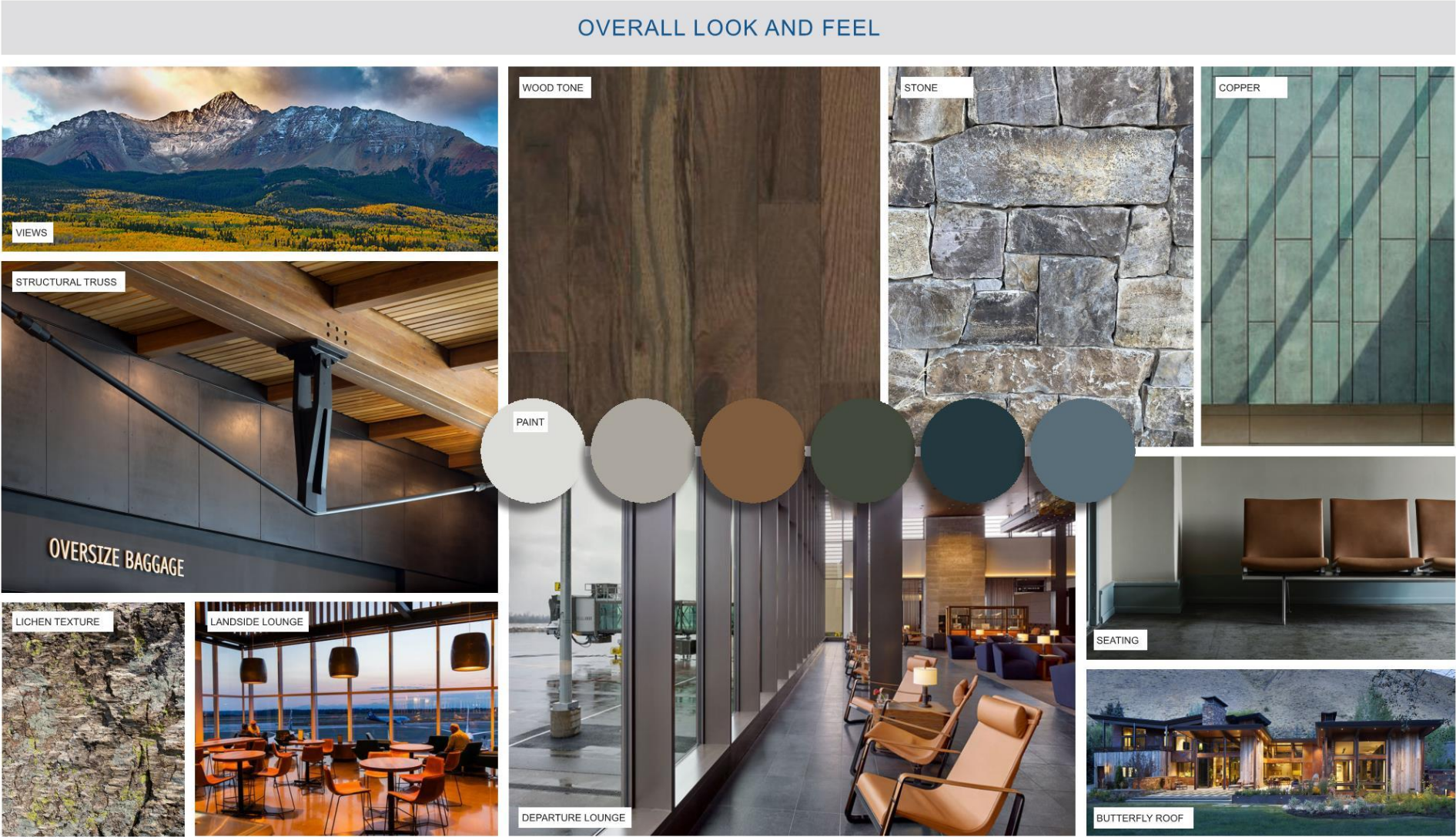


DEEP DECK SIDING





# CONCEPT INTERIOR MATERIAL PALETTE





# CONCEPT INTERIOR MATERIAL PALETTE

DEPARTURE LOUNGE

SEATING & GLAZING

ACCESS CONTROL INTO RECOMPOSURE

CEILING & LIGHTING

SEATING STYLE

WARM TONES & FEEL

DOOR HARDWARE

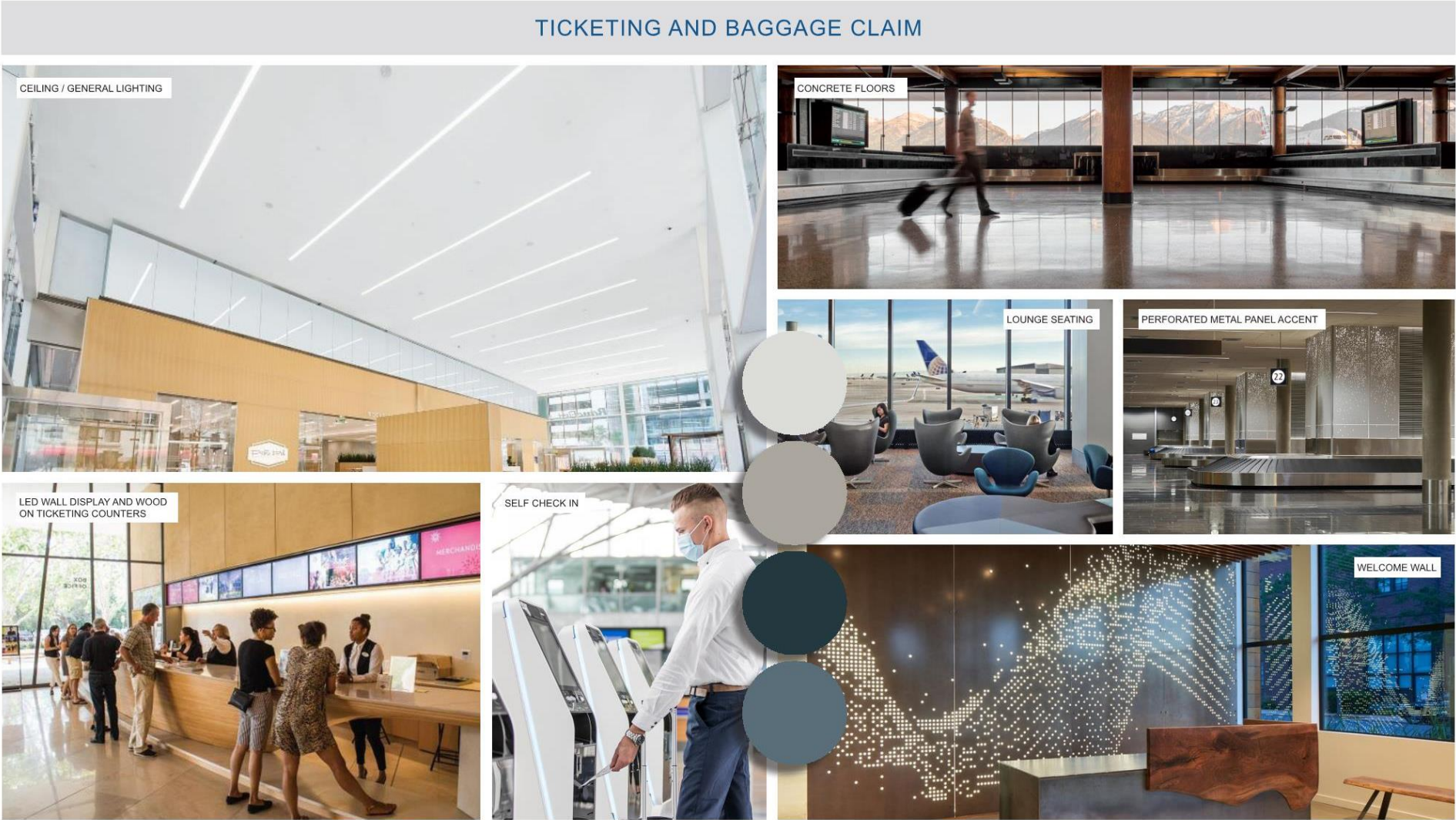
RESTROOM TILE

WOOD TONE

UPHOLSTERY



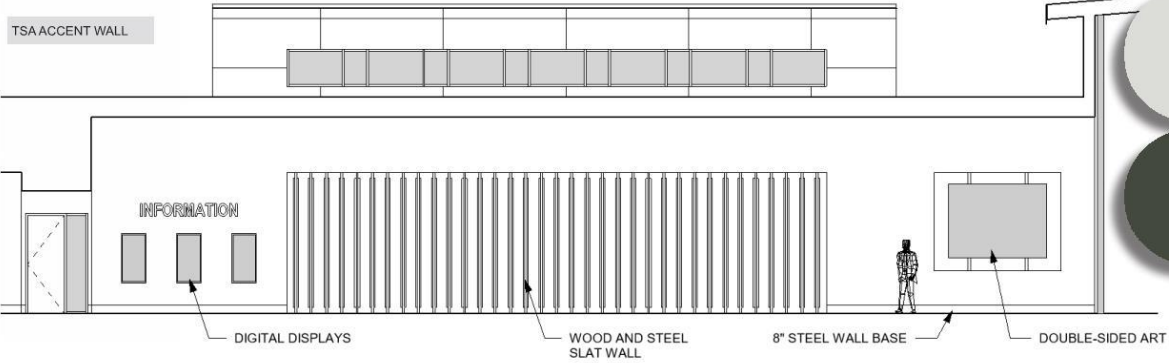
# CONCEPT INTERIOR MATERIAL PALETTE





# CONCEPT INTERIOR MATERIAL PALETTE

## GRAND LOBBY AND GALLERY HALL



# CONCEPT INTERIOR MATERIAL PALETTE

AIRLINE OFFICES

AIRLINE OFFICE DOORS

SHARED OFFICE DESK LAYOUT

KITCHENETTE

LVT FLOORING

CARPET TILE 1

CARPET TILE 2

TV WALL

AIRLINE 1

AIRLINE 2

TSA OFFICES

STAFF RR

SECURE HALL

BUILDING IT

AIRLINE IT

TSA IT

OUTBOUND

SC

CPT RB

116

117

119

118

115

113

111

114

120

LVT / CPT RB

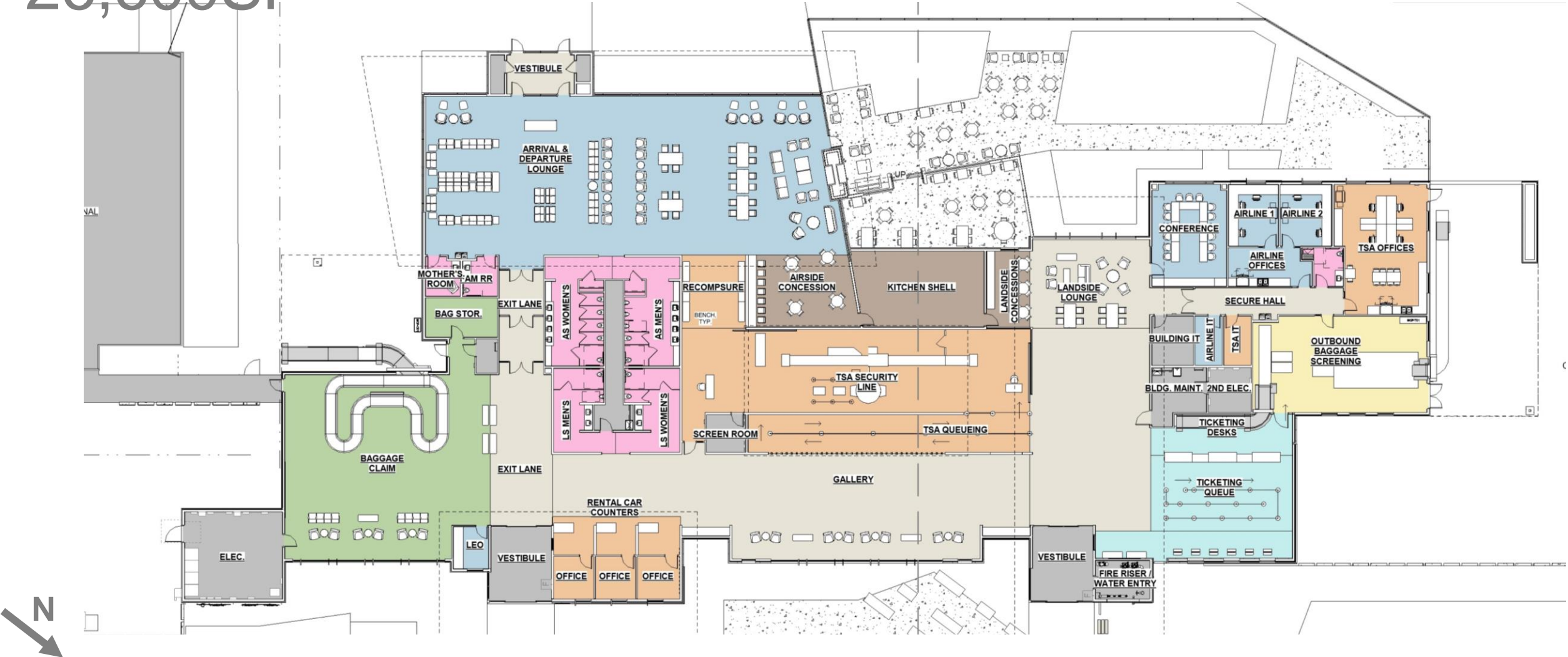
TILE

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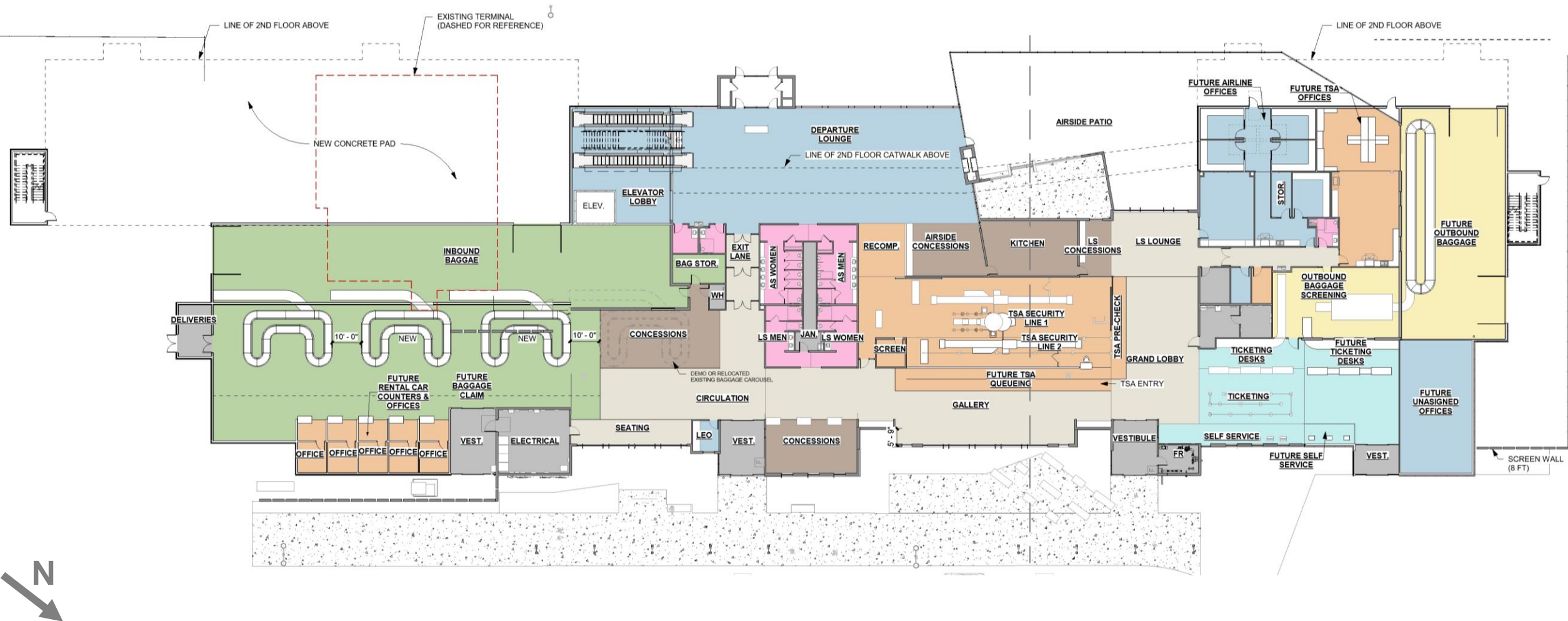
# 30% CONCEPTUAL FLOOR PLAN – PHASE 1

26,600SF



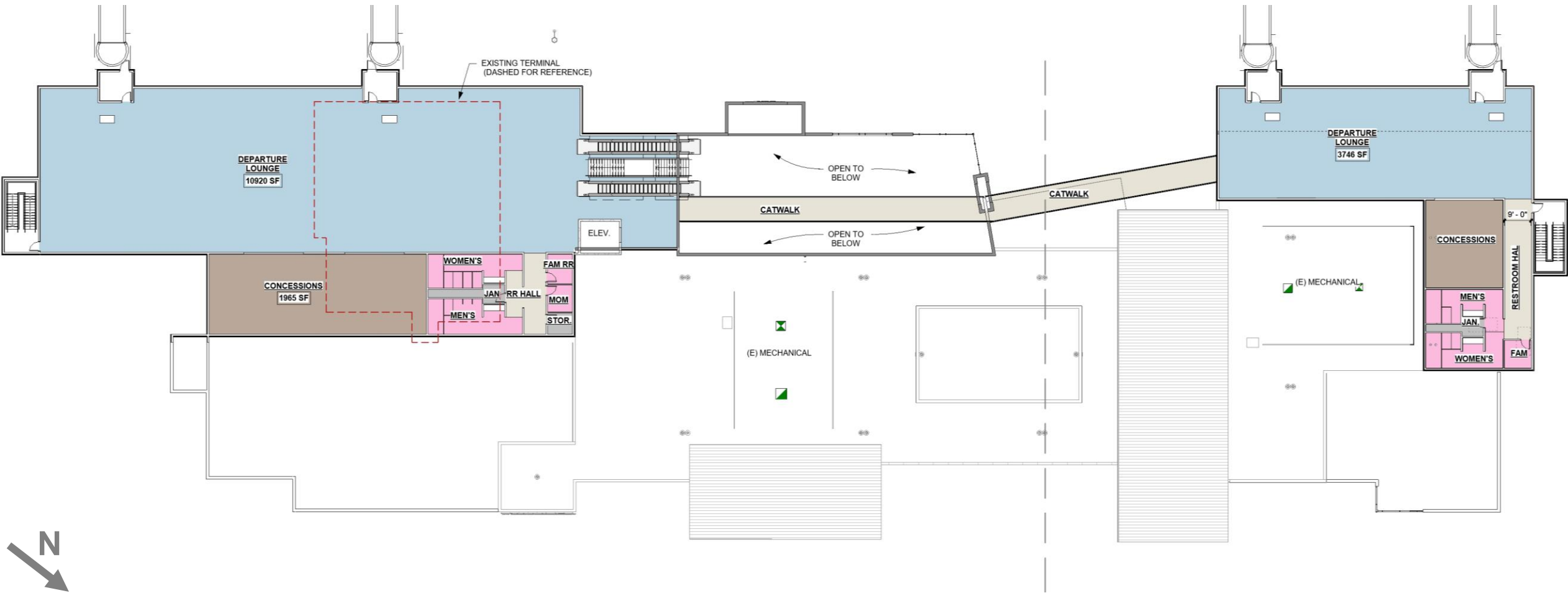
# 30% CONCEPTUAL FLOOR PLAN – FULL BUILD OUT

APPROX. 68,720SF



# 30% CONCEPTUAL FLOOR PLAN – FULL BUILD OUT

APPROX. 68,720SF





# 30% CONCEPT DESIGN: EXTERIOR VIEWS



AERIAL OF EAST SIDE

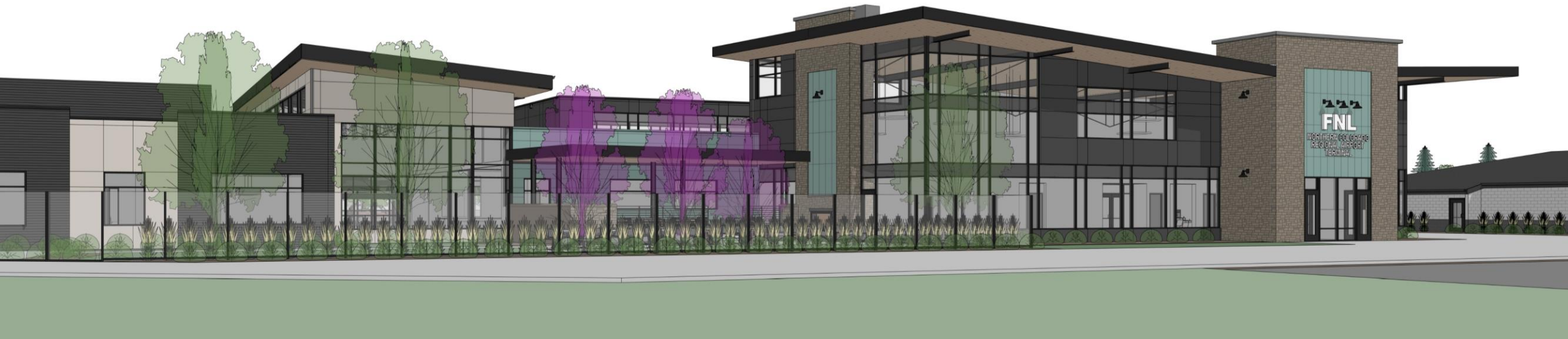


# 30% CONCEPT DESIGN: EXTERIOR VIEWS



VIEW OF LAND SIDE ENTRANCE

# 30% CONCEPT DESIGN: EXTERIOR VIEWS



VIEW OF AIR SIDE

# 30% CONCEPT DESIGN: EXTERIOR VIEWS





# 30% CONCEPT DESIGN: EXTERIOR VIEWS





# 30% CONCEPT DESIGN: EXTERIOR VIEWS



# 30% CONCEPT DESIGN: EXTERIOR VIEWS



# LEED SCORE CARD – PATH TO GOLD

## LEED BD+C: New Construction and Major Renovation v4 & v4.1

### Northern Colorado Regional Airport Terminal

Date Registered: TBD  
Date Updated: 8/24/21  
Goal: LEED Gold



Yes	SM	WM	No	Cells highlighted in salmon color indicate alternative compliance paths using LEED v4.1	
54	16	18	22	<b>Project Totals (Pre-certification estimates)</b>	
Current		es's =		Certified 40-49   Silver 50-59 points   Gold 60-79 points   Platinum 80-110 points	
Go d				d = Design Submittal c = Construction Submittal	

## Sustainability Guiding Principles

- Demonstrate how to achieve economic, social, and environmental health and sustainability
- Create a welcoming, home-like atmosphere while capturing the sense of place and spirit of Colorado
- Demonstrate to Northern Colorado the promise of buildings powered by clean and efficient energy
- Showcase Northern Colorado’s cultural heritage and widely recognized focus on the creative arts
- Reflect and Embody Colorado’s climate, natural materials, and majesty
- Showcase Northern Colorado’s emphasis on education, research, and innovation



# 15% CONCEPT DESIGN PRICING

THE 30% PRICING WAS NOT READY FOR THE PACKET. IT WILL BE PRESENTED AT THE COMMISSION MEETING.  
THE PRICING SHOWN BELOW IS FROM THE 15% CONCEPT DESIGN



## ROSS5D Project Analysis

DEN10027 - Northern Colorado Regional Airport New Terminal  
3 - 15% Conceptual Design Cost Estimate

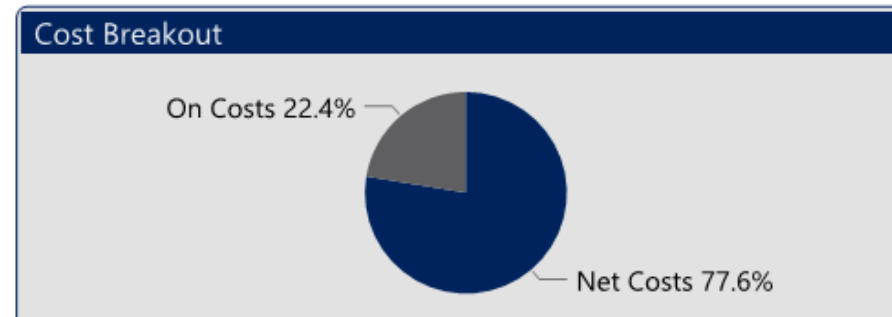
June 11, 2021

Submitted Date

Net Cost	On Costs	Estimated Total Cost	Total Budget (if available)	Variance to Budget
\$12,908,807	\$3,726,842	\$16,635,649	\$14,000,000	18.8%

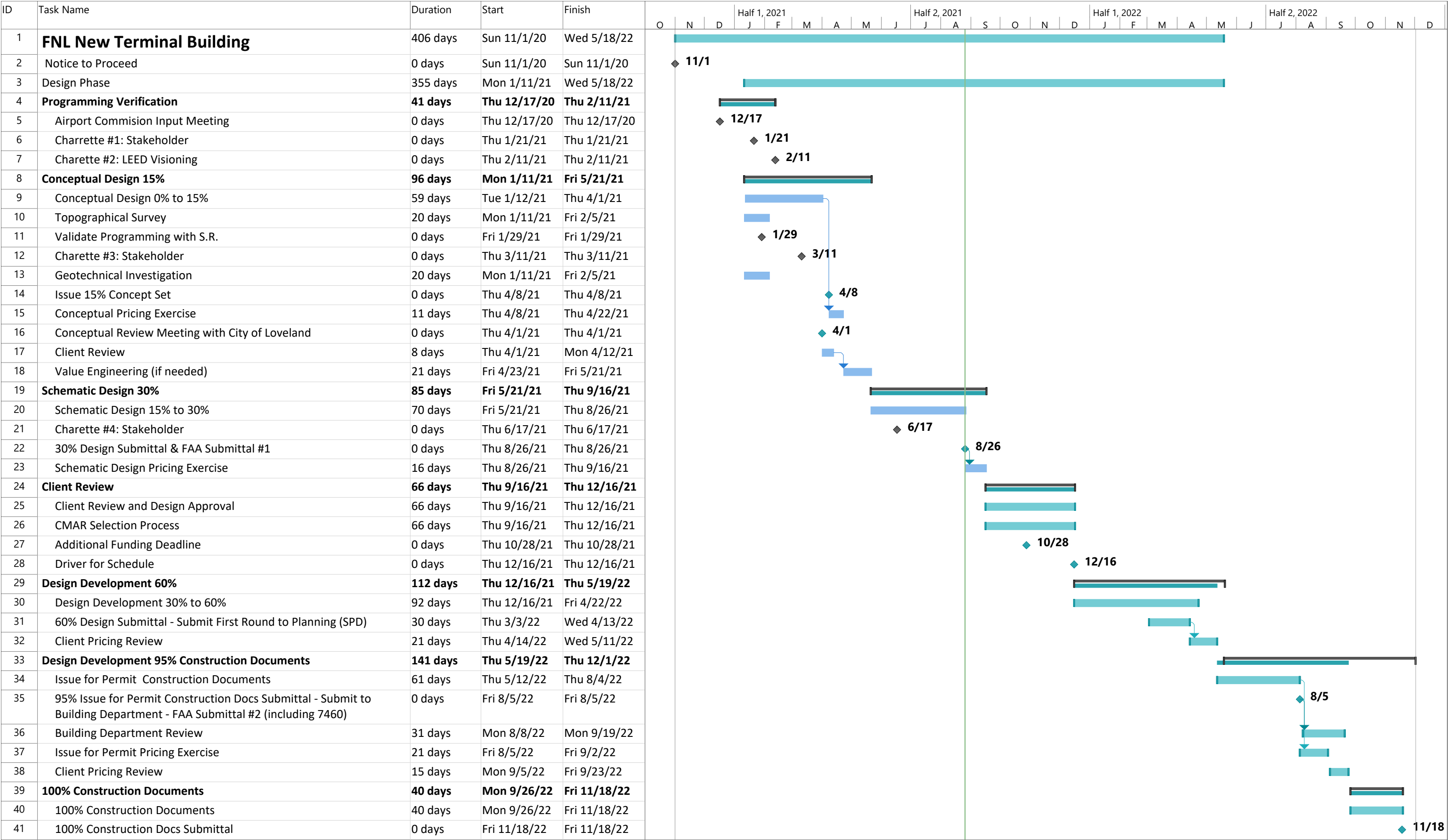
Parent Category	Estimated Cost
<input checked="" type="checkbox"/> Net Costs	\$12,908,807
Building	\$11,859,294
FF&E	\$300,000
Site	\$749,513
<input checked="" type="checkbox"/> On Costs	\$3,726,842
General Conditions & General Requirements -	\$774,529
Insurances & Bonds - 2%	\$273,667
Overhead & Profit - 3%	\$418,711
Estimating Contingency - 5%	\$718,786
Construction Contingency - 3%	\$452,835
Cost Escalation (Q1 2023) - 7%	\$1,088,314
<b>Total</b>	<b>\$16,635,649</b>

Current GFA	Total Cost per GFA (SF)
26,755 SF	\$621.78



# THANK YOU





Thu 8/26/21



NORTHERN COLORADO REGIONAL AIRPORT  
NEW TERMINAL BUILDING





# NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

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

**ITEM NUMBER:** 5

**MEETING DATE:** September 16, 2021

**PREPARED BY:** Jason Licon, Airport Director

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## **TITLE**

Vision & Mission StratOp Recommendation

## **RECOMMENDED AIRPORT COMMISSION ACTION**

Make a motion to select an option for the Airport's Vision & Mission statement as presented

## **BUDGET IMPACT**

None

## **SUMMARY**

This item is seeking the approval of the drafted Vision & Mission statements as created by Chair Overcash, PDSC member Diane Jones, and Stacy Pearson from Spinnaker Strategies. The statements were reviewed again and a recommendation was provided for this item to help expedite the approval process. The mission statement was adjusted slightly to reflect this further review by those that were tasked with their creation. The recommended statements for the Vision is item A and the Mission is also item A, which have been highlighted in the attached Mission and Vision Recommendations document.

## **ATTACHMENTS**

- StratOp Vision & Mission Recommendations
- StratOp Plan on a Page

# Vision and Mission Statements

At the next meeting, we are seeking your input and approval on the included options in this powerpoint.

Perspective from Don and Diane is provided on slide 4 – thank you Diane and Don for drafting this work for us to finalize together!



# MISSION: Why we exist? What do we do? Who do we serve? (Why and How)

a) Serving the region, we are a catalyst for innovation in all modes of transportation, a driving force for innovation in business and training, and a global gateway to a magnificent Colorado.

b) We are a “smart” regional airport. We are a catalyst for innovative business development, research, training and education. We are a global gateway to a magnificent Colorado!

c) Accelerating innovation and leading edge transportation through collaboration, continuous improvement, and top notch expertise.

VISION: To what do we aspire? What does it look like when we get there...the future? (What)

Tag Line: Partnering Today to Improve Tomorrow

a) Northern Colorado Regional Airport...sparking innovative transportation and leading edge economic development, training, research and education throughout the region.

b) Northern Colorado Regional Airport...accelerating innovation and research in leading edge transportation solutions and services and driving fresh economic opportunities in aviation, aerospace and business technologies.



Our thinking was based on comments from the StratOps session and our subsequent conversations. We tried to sort and identify some words and phrases that seemed to be prevalent. Here are the themes and concepts we considered:






There are two major components: innovative transportation and driving force for regional economic development

- Mobility/transportation (of all types) hub
- Airport going vertical
- Safe, reliable transportation solutions
- See the airport as: an accelerant; catalyst; a driver
- Airport is MUCH MORE than a fixed-wing facility
- Smart evolutionary growth of aviation
- Premier area and center for employment, transportation and economic development
- Technological research and development
- Partnerships: action will be with and through partners
- The airport provides \_\_\_\_\_ for/with \_\_\_\_\_ to \_\_\_\_\_.
- Safe and operationally excellent
- The airport is a catalyst to “do life” — work, recreate, innovate
- It will promote better everyday living
- Entrepreneurial, collaborative, connected, beacon of innovation
- Sense of place
- How to craft statements that convey a picture and/or story about what we aspire to

1. Our Mission

[Statement being refined by team at 4/15]

3. Our Big Idea Core Strategies

 Location and Climate	Our Rocky Mountain backdrop, the \$50M view, our weather, our people, and ranked a top place to live.
 Northern Colorado Aviation and Tourism	A front leader for all things aviation related in Northern Colorado, and connecting tourism entities throughout the state.
 Customer Experience	Positive customer experience for all customer segments, providing low cost, convenience, and quality at a good deal.
 Mobility Hub	Leveraging and creating a safe and reliable multi-modal transportation capability, with close proximity to I-25 and rail.
 Innovation and Aerospace Education Hub	Premier entity providing education and training focused on Innovation and Technology.

2. Our Long Term Vision

Vision Statement: [being refined by the team]

Describing Where We are Headed:

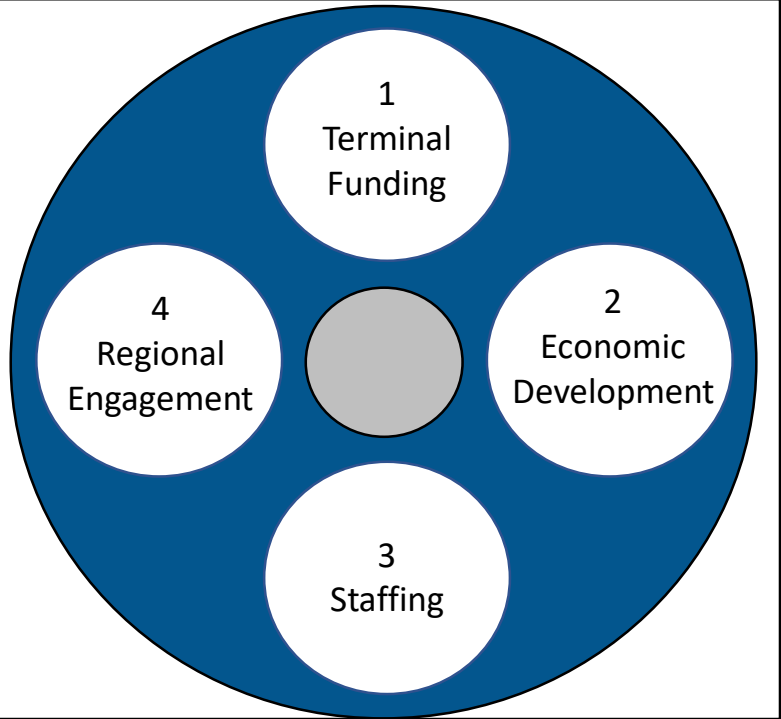
- By 2040, population in the northern region projected to reach 900,000, with 350,000 households, 430,000 employees. By 2050, population increase projected to 1 million, increase by 50%
- Between 2014 and 2045, growth rate in all of Colorado is 53%, with a rate of 83% in northern Colorado
- Serves as technology center, high tech as an emphasis, supporting training and education, and catalyst for innovation Partnerships between the Triple Helix - government, business, research enterprises
- Airport foundationally exists and is safe and operationally excellent
- We have high security areas surrounding airport, extending deep, technological research and development
- We see our airport going vertical, leading a regional consistent approach to the vertical airspace within our communities; focused on safety and minimizing noise
- Our airport has a role and function in our community, we are something that our community wants and needs into the future Delivering safe reliable transportation solutions and a driving force for regional economic vitality
- Our airport provides a sense of place, and is an important part of promoting the brand of northern Colorado, bolstering that northern Colorado vision
- Intentionally providing transportation options that are "quintessential Colorado" (i.e. peaceful, proud, sustainable, transparent)
- Smart evolutionary growth of aviation to serve all segments of population Practical growth and a vital part of our business economy Northern Colorado is the most connected region in the world Our federal state research facilities are tied to the airport
- We see growth leading companies of the world within our region
- We are an airport that supports the economic activity -entrepreneurial, collaborative, connected, beacon of leading innovation We have become a cluster of airports that are important assets of northern Colorado in conjunction working together
- A multi-modal way of thinking People are choosing our airport over DIA
- A world class airport that is a catalyst for economic development, and that benefits our region and beyond
- Opportunity where businesses and people want to be; lined up
- Through innovation and collaboration, creating opportunity for all people
- We are partnering with tourism entities and attracting visitors, travelers, and targeted businesses
- We're attracting people here to northern Colorado recreation travel
- We are retaining and supporting existing businesses while attracting businesses in industries that are in our targeted plan
- We must continue to be intentional about safety and noise mitigation



#### 4. Our 2021 Strategic Dashboard (Success Metrics)

1. Terminal Funded and Design Complete
  - Fully funded Terminal to at least \$35m, funding in hand
  - Design plan 60% complete by December
2. Remote Tower Certification and Utilization
  - Remote Tower certification process delivering to phased targets
  - Functional and fully utilized
3. Plan for Economic Development, designed and started
  - Define what sectors/industries to attract
  - Existing business retention
  - Public/Private Partnerships including Educ. and Research
  - Airport Influence Area Plan
  - Attracting Primary Employers
  - Brand Strategy
4. Achieve 10,000 enplanements on commercial service (Wingless success, Commercial Service started this year)
5. Development projects completed (ex. Discovery, VA Hospital, Flex Industrial)
6. Increase Regional engagement and public support (Measurement via survey TBD)
7. Aligned and High Performing Board (Onboard/ integrate new members to commission & PDSC)
8. Implement staffing plan that aligns to the strategic plan (Econ dev. role, Wingless, Construction build, commercial carrier)
9. Airport Generated Revenues \$TBD (Land Leasing, Fuel Sales, Commercial air service passengers)

#### 5. Our W.I.N. Wheel



#### 6. Action Initiative Profile

#	Objective	Key Deliverables	Lead and Team
1	Design and construct a new airport terminal with the maximum amount of capital investment to create an iconic, sustainable, and multi-modal transportation facility that embodies Northern Colorado.	1. Develop a request for expressions of interest solicitation to gauge private sector investment potential (2/28) 2. Determine funding feasibility and review proposals (4/30) 3. Obtain private sector philanthropic consultant that will assist with marketing and communicating the project to the community and create outreach for donative funding (4/30) 4. Complete 30% design & begin qualifications-based contractor selection (10/31) 5. Identify all sources of capital to be used toward the project and have a plan that will ensure all federal funding will be utilized within designated time requirements (12/31)	<b>Jason Licon</b> - Melanie Ulle; Josh Birks, Nina Bodenheimer, Gerry Paul, Travis Storin; Kelly Jones, Alan Krcmarik, Cindy Scymanski; Special Resources: AC PDSC, Terminal Design Team (Dibble Engineering & VFLA)
2	To develop a subarea plan for the Airport Influence Area (AIA) that provides clear direction on business and economic development, brand strategy, infrastructure requirements, and funding strategies.	1. Develop an RFP and hire a consulting team to lead the effort (6/1) 2. Engage key stakeholders in plan development, including but not limited to area Chambers, NoCo REDI, educational institutions, private property owners, Cities (Start May 2021, then ongoing) 3. Develop a subarea plan that addresses the objective (draft by 12/31)	<b>AIP Project Manager TBD</b> - Josh and Kelly (sponsors); Darin, Diane, Don, Troy, Scott; Special Resources: Curt B., Wade, Engineering, Utilities Dept. Reps
3	To establish the funded resource staffing for the airport needed to deliver on the 2021-2022 strategic plans.	1. Assess and identify Staffing Needs 2. Draft job descriptions for needed positions 3. Funding approval (engage public and private options) 4. Post, recruit, and hire 5. Establish process for how to facilitate this going forward as cities	<b>Steve</b> - Darin, Jason; Special Resources: HR, Legal, Josh, Kelly
4	To build and expand northern Colorado awareness, support, and community connections with the airport.	1. Identify targeted community organizations with which we'd like to connect (4/30) 2. Develop Success metrics for what strategic regional engagement looks like (5/28) 3. Develop and implement a Regional Engagement Plan (12/31)	<b>AIP Lead TBD</b> - Steve and Darin (sponsors); Jason, Tom, Aaron; Special Resources: Wade



# 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:** September 16, 2021  
**PREPARED BY:** Jason Licon, Airport Director

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## **TITLE**

Review Request for Proposals (RFP) For Hangar Redevelopment

## **RECOMMENDED AIRPORT COMMISSION ACTION**

Approve the RFP as created by staff and recommended by the PDSC

## **BUDGET IMPACT**

Unknown

## **SUMMARY**

At the June 17<sup>th</sup> Airport Commission meeting, a proposal from Fort Collins-Loveland jetCenter involving redevelopment of the Airport-owned T-hangars was presented. Airport stakeholders expressed concern with the proposal, resulting in the item being Tabled. The Commission directed Airport staff and the Planning & Development Subcommittee (PDSC) to provide more opportunity for feedback and to examine potential options and solutions.

At the July 15<sup>th</sup> Commission, the item was considered for a second time. Stakeholder feedback gathered by email and from the PDSC meeting, considerations, and options were presented to the Commission. Airport Staff and the PDSC were instructed to create a request for proposals (RFP) for redevelopment of the Airport-owned T-hangars and development of new hangars in the area east of Lear Drive.

Airport Staff and the PDSC have met on three occasions and feedback has been provided to create a draft RFP. Based on feedback from those meetings and the August 19<sup>th</sup> Airport Commission meeting, a third site has been added to the RFP. The site, which is located north of runway 6/24 and west of the Centre Point Business Park, has been identified as a suitable location for T-hangars or small box hangars, but lacks infrastructure.

## **Proposed Evaluation Committee (PDSC except for Airport Commission members)**

- Diane Jones – PDSC Citizen Member



- Troy Bliss – Senior Planner, Loveland Development Services
- James Hays – FNL Pilots Association President
- Josh Birks - Fort Collins Economic Health Director
- Jason Licon – Airport Director
- Aaron Ehle - Airport Planning & Business Development Specialist

#### Proposed Advertising and Selection Process Timeline

- September 16 – Airport Commission approval of RFP
- September 23 – Publish RFP (six-week advertisement)
- November 4 – Close RFP and record submittals
- November 5-19 – Evaluate and score proposals
- November 29-December 3 – Interviews/presentations with top scoring proposers
- December 6-10 – Evaluation Committee prepare final recommendation
- December 16 – Evaluation Committee recommendation to Airport Commission

A shorter timeframe could be utilized; however, the November Airport Commission meeting is scheduled for Wednesday November 10<sup>th</sup>, which would not provide adequate time to publish, score, and conduct interviews. If the Commission desires, staff can post the RFP for four weeks, and eliminate the interview/presentations portion to fast-track the process.

#### **ATTACHMENT**

Draft RFP



**REQUEST FOR PROPOSALS (RFP)**  
**CITIES OF LOVELAND AND FORT**  
**COLLINS**  
**500 EAST 3<sup>RD</sup> STREET**  
**LOVELAND, COLORADO**



**NORTHERN COLORADO**  
**REGIONAL AIRPORT**

SOLICITATION NUMBER: 2021-109  
DESCRIPTION: Northern Colorado Regional Airport Hangar Development Opportunity  
RECORDING DATE: XXXX

## **I. INTRODUCTION**

The Cities of Loveland and Fort Collins (hereafter the “Cities”) are soliciting proposals from qualified parties to finance, build, manage, and operate aircraft hangars at Northern Colorado Regional Airport (“Airport”), located in Loveland, Colorado. The Cities are offering three parcels of land to be leased in accordance with the Proposed Airport Lease Agreement (“Lease”) appearing in section XXX hereof, and all other provisions of this Request for Proposals (“RFP”), and to be developed for aeronautical use in alignment with the Airport Master Plan, Strategic Plan, Minimum Standards, and other guiding documents. Those documents can be found at: <https://www.flynoco.com/airport-commission/guiding-documents/>.

The issuance of this RFP **does not** constitute a commitment by the Cities to award a contract, or an agreement to pay any costs incurred by any individual or company in the preparation of a response to this RFP. The Cities reserve the right to engage in discussions with any of the respondents to this RFP to explore the viability of a development arrangement or partnership and/or to negotiate a potential memorandum of agreement and/or definitive contract.

## **II. PROPOSAL INSTRUCTIONS**

Responses to this RFP must be addressed to the City of Loveland Purchasing Division at: [bids@cityofloveland.org](mailto:bids@cityofloveland.org).

Your email shall state “**Response to Airport Hangar Development Opportunity RFP**” in the subject line. *Please note that email responses to this request are limited to a maximum of 25 MB capacity. Your electronic file shall be one*

*(1) .pdf file only; **NO ZIP FILES ALLOWED**. Electronic Submittals must be received at the e-mail provided above. Submittals sent to any other email address will NOT be forwarded or accepted.*

Responses will be accepted until XXX p.m. Mountain Time, XXXX, XXXX, 2021, at which time they will be recorded. There will be a virtual bid opening on Zoom

<https://zoom.us/j/92900034362?pwd=MTEwUEs5N0NIa01YY2hzODFZUm4yQT09>,

Meeting ID: 929 0003 4362

Passcode: 619491 or call in 1-346-248-7799

All questions regarding this RFP must be in writing and sent to Aaron Ehle, Planning & Business Development Specialist for the Airport, at [aaron.ehle@cityofloveland.org](mailto:aaron.ehle@cityofloveland.org). Questions will be accepted until 5:00 p.m. Mountain Time, XXX, 2021.

All questions received by the question deadline stated above will be responded to via Addendum, which will be published at Rocky Mountain e-Purchasing System ([www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado)).

The Cities are subject to section 24-72-201 *et seq.* of the Colorado Revised Statutes, the Colorado Open Records Act. If you object to the disclosure of any confidential or privileged information as such is defined in the Colorado Open Records Act, any such pages must be marked confidential and submitted as outlined below in the Submittal Instructions. If you fail to mark the documents confidential and fail to include the explanation, any objection to the release of any information will be deemed waived by the Cities.

Please note that your objection will be considered, but is not binding on the Cities. The Cities are required to make a determination under the Colorado Open Records Act, and may only withhold documents that are confidential under the law. If the Cities release documents marked as confidential in compliance with the Colorado Open Records Act, the Proposer(s) waive any claims for liability or damages.

Interested parties are highly encouraged to submit proposals and other relevant information pursuant to this RFP. The Cities reserve the right to engage in discussions with any of the Proposers to this RFP to explore the viability of proposals and to negotiate lease terms.

Responsibility for timely submittal and routing of responses, prior to recording, lies solely with the Proposer(s). Responses received after the closing time specified will not be accepted.

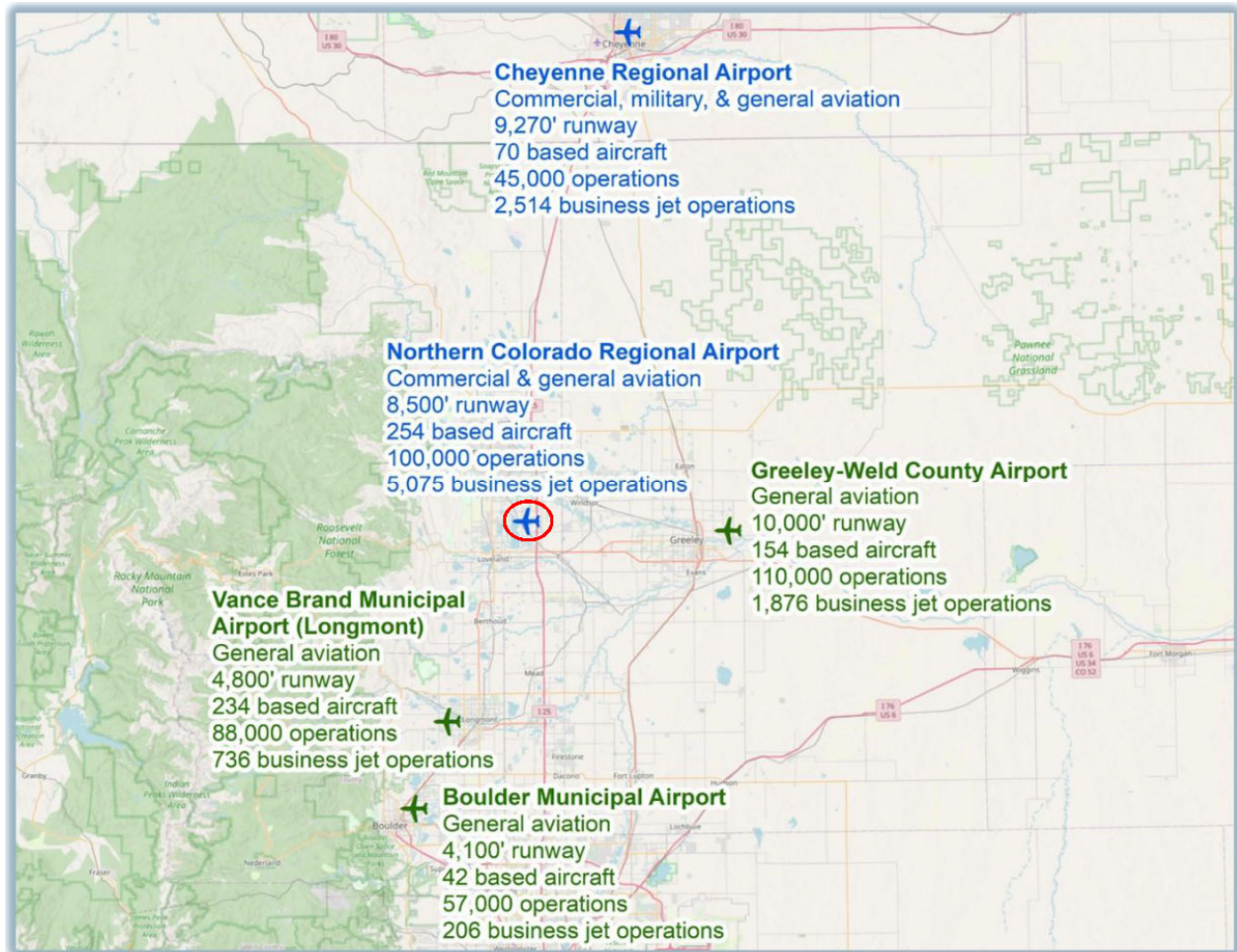
The Cities are committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. For more information on non-discrimination or for translation assistance, contact the City of Loveland's Title VI Coordinator at [TitleSix@cityofloveland.org](mailto:TitleSix@cityofloveland.org) or 970-962-2372. The Cities will make reasonable accommodations for Proposers in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, contact the City of Loveland's ADA Coordinator at [jason.smitherman@cityofloveland.org](mailto:jason.smitherman@cityofloveland.org) or 970-962-3319.

“Las Ciudades están comprometida a proporcionar igualdad de oportunidades para los servicios, programas y actividades y no discriminar en base a discapacidad, raza, edad, color, origen nacional, religión, orientación sexual o género. Para más información sobre la no discriminación o para asistencia en traducción, contacte al Coordinador Título VI de la Ciudad de Loveland al [TitleSix@cityofloveland.org](mailto:TitleSix@cityofloveland.org) o al 970-962-2372. Las Ciudades realizará las acomodaciones razonables para los Proposeres de acuerdo con la Ley de Discapacidades para Americanos (ADA). Para más información sobre ADA o acomodaciones, contacte al Coordinador de ADA de la Ciudad de Loveland: [jason.smitherman@cityofloveland.org](mailto:jason.smitherman@cityofloveland.org) o al 970-962-3319.

### **III. AIRPORT BACKGROUND**

Since its opening in 1964, Northern Colorado Regional Airport has evolved to accommodate the aviation demands of the Northern Colorado Region. It is jointly owned and operated by the Cities of Fort Collins and Loveland and supports a diverse mix general aviation and commercial aviation users. The Airport generates approximately \$296 million annually in economic impact according to a Colorado Department of Transportation Division of Aeronautics study <https://www.codot.gov/programs/aeronautics/studies-plans-reports/2020ceis/2020ceisreports/northern-co-regional-loveland-fnl.pdf>.

The Airport is located adjacent to Interstate 25 in Loveland, Colorado, approximately a one-hour drive north of Denver. In recent decades, remarkable population and economic growth have occurred in the Northern Colorado region, particularly in areas along I-25 near the Airport. Once surrounded by empty fields, the Airport is now at the center of a vibrant mix of industrial, commercial, and residential development.



*Figure 1 - Airport Vicinity Map*

The Airport serves Larimer County and portions of Weld County and is centrally located among the cities of Fort Collins, Loveland, and Greeley. The Airport is home to the innovative Remote Air Traffic Control Tower project: a first of its kind technologically advanced air traffic control tower system that is currently being tested by the Federal Aviation Administration (“FAA”).

The Airport is home to many private-sector developments and businesses that support a wide array of aeronautical activities. There are approximately 200 aircraft hangars and 254 based aircraft. The Airport is one of 12 commercial service airports in the state of Colorado and the only one serving the Northern Colorado region. Avelo Airlines recently announced that scheduled airline service will return to the Airport in October of 2021, with twice weekly service to Burbank CA. In addition to flights, the Airport also supports ground transportation services to Denver International Airport provided by United Airlines and Groome Transportation.



**Table 3-11: Summary of Aviation Activity Forecasts, 2018-2038**

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

**SOURCE:** Mead & Hunt, 2018.

**NOTES:**

1. FAA 2018 APO Terminal Area Forecast Detail Report for FNL.

2. Base year data source: FAA Form 5010.

3. Percentages of GA operations by aircraft by type were extrapolated using the percentages identified in the 2007 Fort Collins-Loveland Airport Master Plan.

4. National Based Aircraft Inventory

*Figure 2 – Aviation Activity Forecasts from 2020 Northern Colorado Regional Airport Master Plan*  
<https://www.flynoco.com/airport-commission/guiding-documents/master-plan/>

In 2020, the Airport was awarded a \$16.87 million grant through the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). A new multimodal passenger terminal is currently being designed, with construction anticipated to be finished in mid-2024.

#### **IV. SITE LOCATIONS**

The Cities are accepting proposals for three separate sites. Submittals may contain a proposal to develop one of the sites or a proposal to develop multiple sites.

**Site A:** Redevelopment of the area housing existing City-owned T-hangars - Approximately 175,752 square feet.

**Site B:** Vacant land currently outside of the Air Operations Area (AOA) with a road, Lear Drive, to be abandoned to accommodate aeronautical use - Approximately 324,910 square feet. This site has been identified as suitable location for the construction of new aircraft hangars to help offset the loss of T-hangar units from the redevelopment of Site A.

**Site C:** Vacant land north of runway 6/24, west of Rockwell Ave – Approximately 578,812 square feet.



*Figure 3 - RFP Site Locations*

In addition to the three sites included in this RFP, the Airport has approximately 160 acres of land available for both aeronautical and non-aeronautical development. For more information, please visit <https://www.flynoco.com/airport-development/>.

## **V. Existing Conditions**

**Site A:** There are four T-hangar buildings on site A that are owned by the Cities and rented out on a month-to-month basis. There are currently 24 people on waiting lists for T-hangar rental.

- A- Building – 4920 Grumman Street
  - 56 years old
  - 9,100 square feet



- Has been relocated and shortened
- Sliding door
- 8 units with 5 units usable due to ground heaving & door issues
- B- Building – 4910 Grumman Street
  - 51 years old
  - 12,735 square feet
  - Sliding steel door
  - 10 units all usable, but require cabling roof so wind does not blow the doors off and some have frequent flooding issues
- C- Buildings 4930 & 4960 Grumman Street
  - 44 years old
  - 21,330 square feet each
  - Electric bifold doors
  - 40 units all usable, structures are noticeably bent due to soil heaving, frequent flooding issues

Site A is entirely paved. The asphalt is in fair condition.



Figure 4 - Site A Aerial Image



**Site B:** This site consists of a vacant grassland with a road, Lear Drive, on the western edge.



*Figure 5 - Site B Aerial Image*

**Site C:** This site consists of a vacant grassland.



*Figure 6 - Site C Aerial Image*



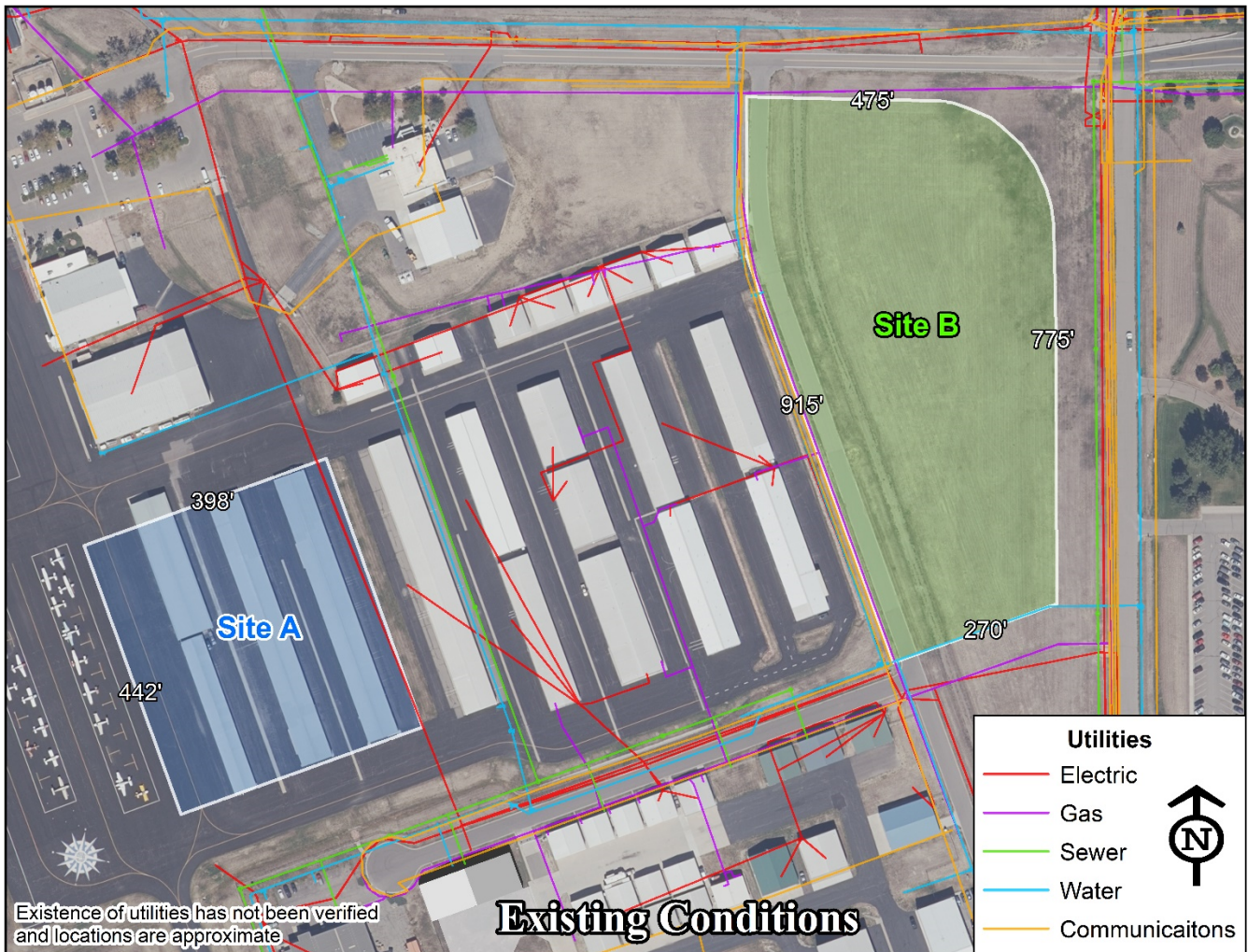


Figure 7 – Site A&B Utilities

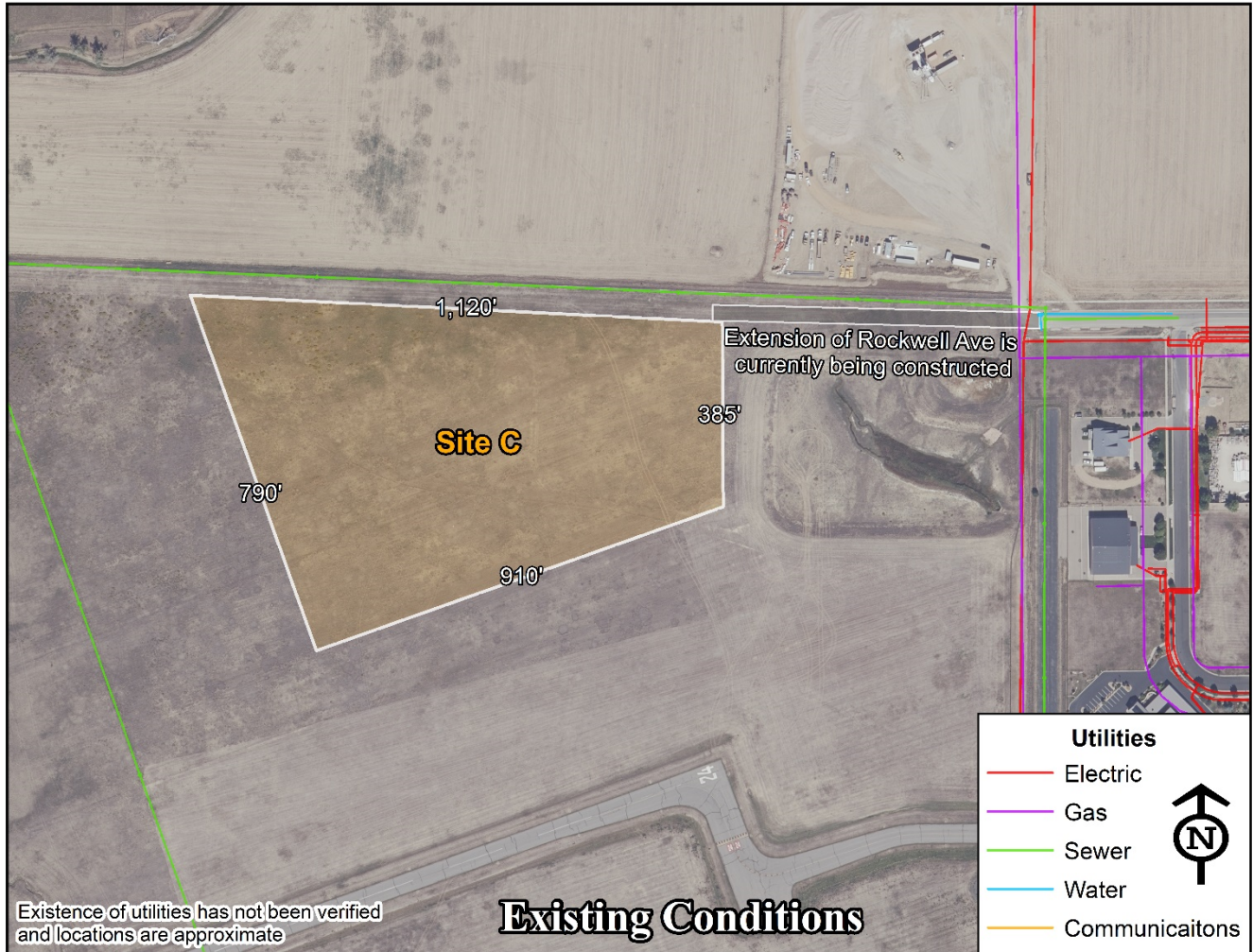


Figure 8 – Site C Utilities



## VI. DESIGN CRITERIA

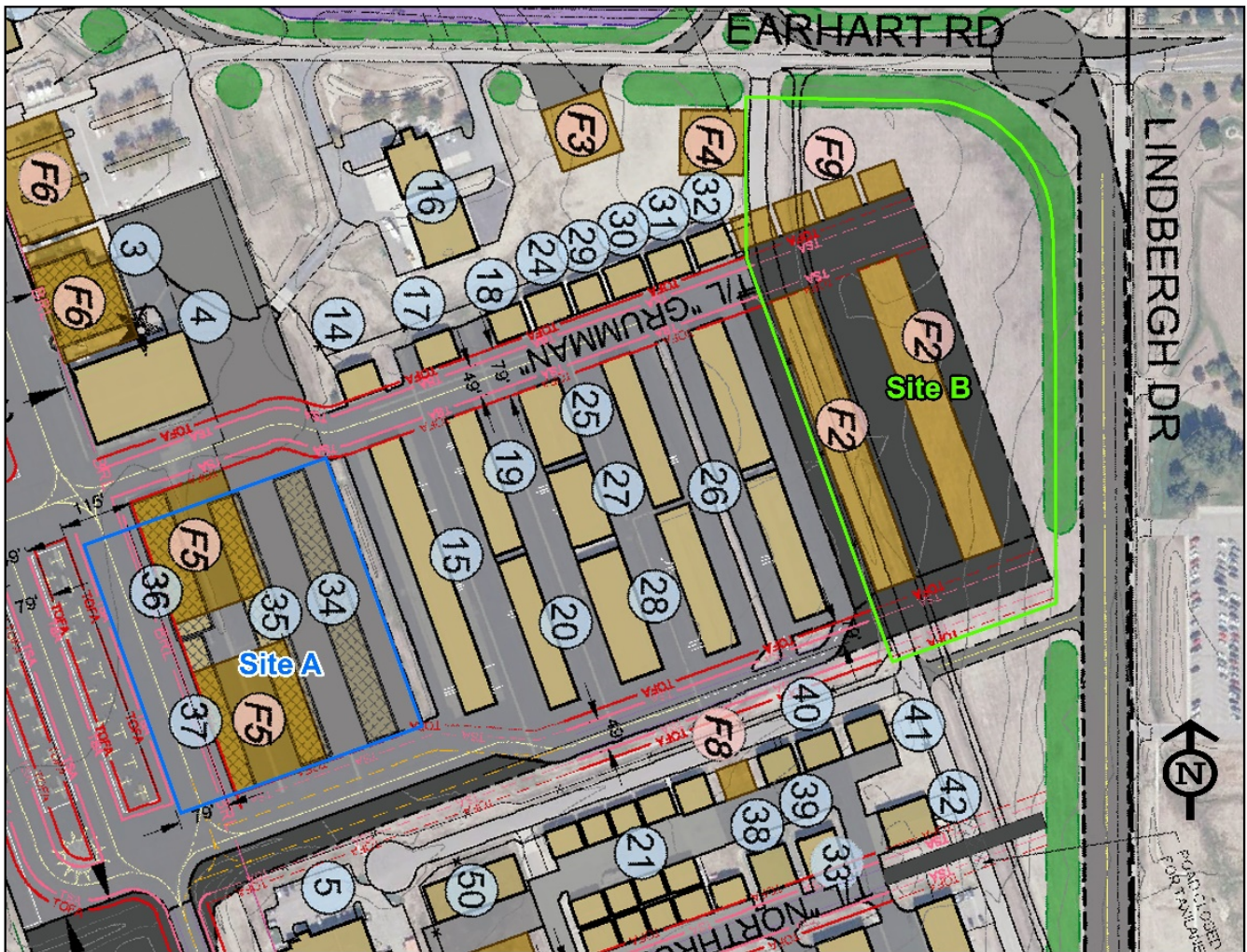


Figure 9a – Site A&B Airport Layout Plan from 2020 Northern Colorado Regional Airport Master Plan  
<https://www.flynoco.com/airport-commission/guiding-documents/master-plan/>



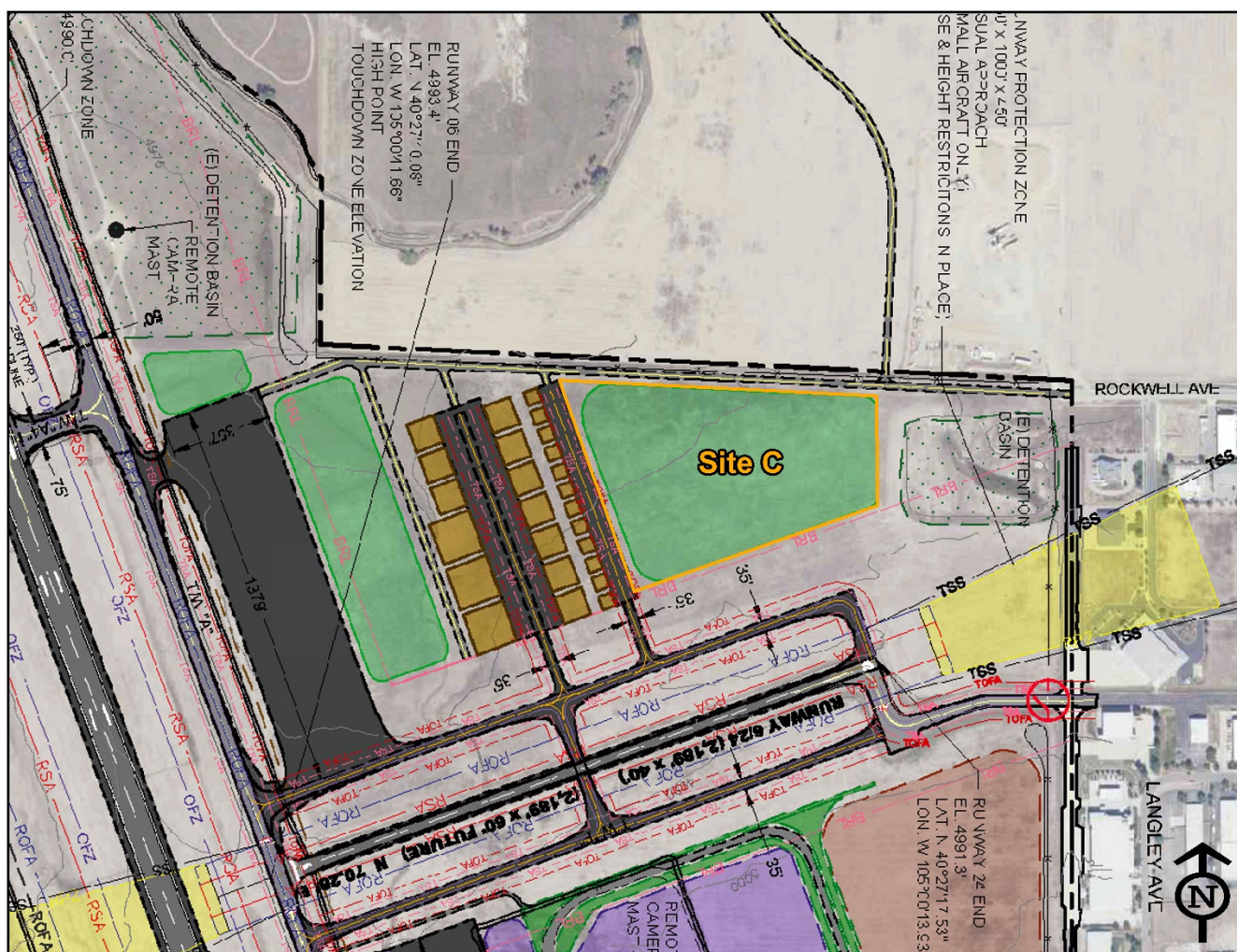


Figure 9b – Site C Airport Layout Plan from 2020 Northern Colorado Regional Airport Master Plan  
<https://www.flynoco.com/airport-commission/guiding-documents/master-plan/>

<https://www.flynoco.com/airport-commission/guiding-documents/master-plan/>



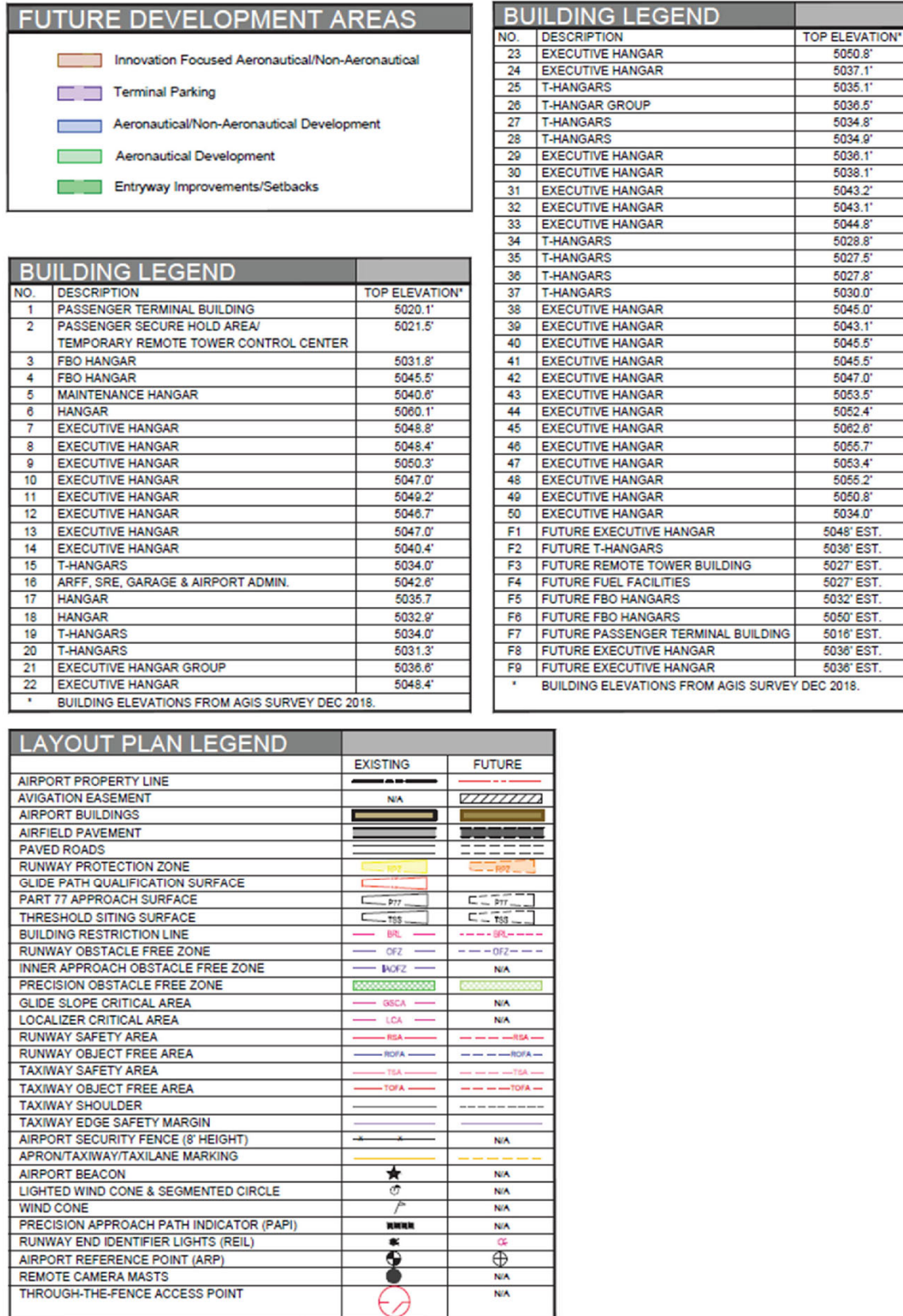


Figure 9c – Airport Layout Plan Legend

**Site A:**

1. The minimum leasehold area for proposals within site A is 60,000 square feet.
2. The Airport Layout Plan depicts the replacement of the City-owned T-hangars with two 30,000 square foot aircraft hangars with accompanying apron and vehicle access. The Cities will not limit proposals to this particular building layout and will consider layouts that suit the Proposer(s)' aircraft storage and business requirements. Hangar configurations may include corporate hangar(s) or multi-bay box hangars. Hangar buildings shall be at least 20,000 square feet in area with door heights of at least 18 feet. Layouts shall make efficient use of the available parcel.
3. Hangar buildings shall be modern, fully enclosed, high quality, steel buildings equipped with interior and exterior lighting, electrical services, and other amenities as required by the most recent Airport Minimum Standards <https://www.flynoco.com/wp-content/uploads/2020/03/Minimum-Standards-8-22-18.pdf>.
4. Per 2018 International Building Code, which has been adopted by the City of Loveland, hangars shall have restrooms or unrestricted access to a shared restroom within 500 feet [https://library.municode.com/co/loveland/codes/code\\_of\\_ordinances?nodeId=TIT15BUCO](https://library.municode.com/co/loveland/codes/code_of_ordinances?nodeId=TIT15BUCO).
5. During construction and upon completion, the project shall ensure integrity of the Airport security fence and boundary to prevent unauthorized persons from entering the AOA.
6. All development shall conform to requirements contained in the currently adopted Loveland Municipal Code [https://library.municode.com/co/loveland/codes/code\\_of\\_ordinances?nodeId=LOCOMUCO](https://library.municode.com/co/loveland/codes/code_of_ordinances?nodeId=LOCOMUCO).
7. The successful Proposer(s) must submit a Form 7460 and receive a Determination of No Hazard from the FAA Obstruction Evaluation / Airport Airspace Analysis in accordance with 14 CFR 77.9. This requirement is to ensure the construction does not create an obstruction to air navigation, operationally impact the airport, or cause interference with any radio navigational aids <https://oeaaa.faa.gov>.

**Site B:**

1. The minimum leasehold area for proposals within site B is 60,000 square feet.
2. The Airport Layout Plan depicts two 30,000 square foot fixed T-hangar buildings and four 3,000 box hangars with accompanying apron, taxilane, and vehicle access. The Cities will not limit proposals to this particular building layout and will consider layouts that suit the Proposer(s)' aircraft storage and business requirements. Hangar configurations may include T-hangar(s), box hangar(s), and/or open-air aircraft shelters. Layouts shall make efficient use of the available parcel.
3. Hangar buildings and/or aircraft shelters shall be modern, high quality, steel structures equipped with interior and exterior lighting, electrical services, and other amenities as required by the most recent Airport Minimum Standards <https://www.flynoco.com/wp-content/uploads/2020/03/Minimum-Standards-8-22-18.pdf>.
4. Per 2018 International Building Code, which has been adopted by the City of Loveland, hangars shall have restrooms or unrestricted access to a shared restroom within 500 feet [https://library.municode.com/co/loveland/codes/code\\_of\\_ordinances?nodeId=TIT15BUCO](https://library.municode.com/co/loveland/codes/code_of_ordinances?nodeId=TIT15BUCO).
5. The successful Proposer(s) shall construct pavement connector(s) to the Airport's adjoining taxilanes. The connecting taxilane(s) must adhere to the design standards contained in the most-current version of FAA Advisory Circular 15/5300-13A Airport Design, Chapter 4, Section 404 [https://www.faa.gov/documentLibrary/media/Advisory\\_Circular/150-5300-13A-chg1-interactive-201612.pdf](https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5300-13A-chg1-interactive-201612.pdf).
6. Lear Drive needs to be closed/removed in order for taxilanes to be constructed to the site. Before Lear Drive is closed, Cessna Drive needs to be connected to Lindberg Drive to provide access to hangars and businesses west of the site. The successful Proposal(s) shall include plans to extend Cessna Drive to Lindbergh Drive as shown in Figure 10.



Figure 10 – Site B Criteria

8. During construction and upon completion, the project shall ensure integrity of the Airport security fence and boundary to prevent unauthorized persons from entering the AOA.
9. All development shall conform to requirements contained in the currently adopted Loveland Municipal Code [https://library.municode.com/co/loveland/codes/code\\_of\\_ordinances?nodeId=LOCOMUCO](https://library.municode.com/co/loveland/codes/code_of_ordinances?nodeId=LOCOMUCO).
10. Prior to construction, the successful Proposer(s) must submit a Form 7460 and receive a Determination of No Hazard from FAA Obstruction Evaluation/Airport Airspace Analysis in accordance with 14 CFR 77.9. This requirement is to ensure the construction does not create an obstruction to air navigation, operationally impact the airport, or cause interference with any radio navigational aids <https://ocaaa.faa.gov>.

#### Site C:

7. The minimum leasehold area for proposals within site C is 60,000 square feet.
8. The Airport Layout Plan depicts undefined aeronautical development in this area. Hangar configurations may include T-hangar(s), box hangar(s), and/or open-air aircraft shelters. Layouts shall make efficient use of the available parcel.
9. Hangar buildings and/or aircraft shelters shall be modern, high quality, steel structures equipped with interior and exterior lighting, electrical services, and other amenities as required by the most recent Airport Minimum Standards <https://www.flynoco.com/wp-content/uploads/2020/03/Minimum-Standards-8-22-18.pdf>.



10. Per 2018 International Building Code, which has been adopted by the City of Loveland, hangars shall have restrooms or unrestricted access to a shared restroom within 500 feet  
[https://library.municode.com/co/loveland/codes/code\\_of\\_ordinances?nodeId=TIT15BUCO](https://library.municode.com/co/loveland/codes/code_of_ordinances?nodeId=TIT15BUCO).
11. The successful Proposer(s) shall construct pavement connector(s) to the Airport's adjoining taxiways/runways. The connecting taxiway(s) must adhere to the design standards contained in the most-current version of FAA Advisory Circular 15/5300-13A Airport Design, Chapter 4, Section 404  
[https://www.faa.gov/documentLibrary/media/Advisory\\_Circular/150-5300-13A-chg1-interactive-201612.pdf](https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5300-13A-chg1-interactive-201612.pdf).
11. During construction and upon completion, the project shall ensure integrity of the Airport security fence and boundary to prevent unauthorized persons from entering the AOA.
12. All development shall conform to requirements contained in the currently adopted Loveland Municipal Code  
[https://library.municode.com/co/loveland/codes/code\\_of\\_ordinances?nodeId=LOCOMUCO](https://library.municode.com/co/loveland/codes/code_of_ordinances?nodeId=LOCOMUCO).
13. Prior to construction, the successful Proposer(s) must submit a Form 7460 and receive a Determination of No Hazard from FAA Obstruction Evaluation/Airport Airspace Analysis in accordance with 14 CFR 77.9. This requirement is to ensure the construction does not create an obstruction to air navigation, operationally impact the airport, or cause interference with any radio navigational aids <https://oeaaa.faa.gov>.

## **VII. PERMITTED USES**

1. The Lease shall permit the successful Proposer(s) to use the leased premises solely for the construction and operation of an aircraft hangar facility and/or commercial aeronautical business. The successful Proposer(s) may use the leased premises for the purpose of managing, storing, maintaining, and operating the Proposer(s) own aircraft and/or other aircraft. Stored aircraft shall be airworthy and comply with the FAA's Policy on the Non-Aeronautical Use of Airport Hangars <https://www.govinfo.gov/content/pkg/FR-2016-06-15/pdf/2016-14133.pdf>.
2. The successful Proposer(s) will have a non-exclusive right to provide commercial aviation services in a manner consistent with and as described in the most recent Airport Rules and Regulations [https://www.flynoco.com/wp-content/uploads/2016/01/rules-regs-final-draft\\_6-22-06.pdf](https://www.flynoco.com/wp-content/uploads/2016/01/rules-regs-final-draft_6-22-06.pdf), and Minimum Standards <https://www.flynoco.com/wp-content/uploads/2020/03/Minimum-Standards-8-22-18.pdf>. Commercial aviation businesses must apply and receive an Airport Business License <https://www.flynoco.com/wp-content/uploads/2020/03/Business-License-Application.pdf>.
3. The successful Proposer(s) may sublease or license use of the hangar to third parties for aviation purposes. Any sublease, sale, or transfer of the Lease shall require approval by the Airport Director or Northern Colorado Regional Airport Commission (NCRAC), as applicable.
4. The successful Proposer(s) shall insert and enforce the following provisions in any agreement, contract, lease, or other arrangement under which a right or privilege at the Airport is granted to any person, firm, or corporation to conduct or engage in any aeronautical activity for furnishing services to the public at the airport:
  - a. To furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and;
  - b. To charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
5. The successful Proposer(s) shall be responsible for and shall pay for maintenance and repair of the land, structures, utilities, and facilities located upon the premises during the term of the subject Lease. The

successful Proposer(s) shall be responsible for all, grass cutting, landscaping, weeding, and routine cleaning of the leased premises.

#### **VIII. IMPROVEMENTS TO BE CONSTRUCTED BY SELECTED PROPOSER(S)**

1. The selected Proposer(s) will finance, design, and construct all required utility extensions including water, sanitary sewer, electric power, natural gas, and telephone/data, as well as any necessary storm water management features at no cost to the Cities. The selected Proposer(s) shall be responsible for constructing the improvements in accordance with plans and specifications prepared by a professional architectural engineering firm, which shall be reviewed and approved in accordance with the site plan by City of Loveland Development Services.
2. The selected Proposer(s) shall furnish to the Cities, prior to the start of the work, a Performance Bond equal to 100% of the total construction cost, to guarantee completion of the approved construction.
3. All improvements, including the proposed hangar facilities, constructed on Airport property shall be subject to conditions, restrictions, reservations and prior approvals for the following purposes:
  - a. To encourage and leverage private investment in the Airport and create economic benefit for the Airport, Cities, and region;
  - b. To enhance aesthetic value through consistent, attractive, and compatible development;
  - c. To ensure proper, desirable use and appropriate development and improvement of each site within the Airport;
  - d. To protect Lessees and/or Tenants of buildings against improper and undesirable use of surrounding building sites which will depreciate the value of their leaseholds;
  - e. To ensure and maintain proper setbacks from streets, runways, taxiways, and aprons, and adequate, safe spaces between structures;
  - f. In general, to provide for a high type and quality of improvement of said property;
  - g. To ensure the safety and security of the Airport operation and the operations of Airport Tenants.

#### **IX. LEASE TERMS**

1. The Lease is offered with a 25-year term ("Initial Term") with three 5-year extensions ("Extended Term(s)"). At the conclusion of the Extended Terms, ownership of all improvements shall revert to the Cities. If Lessee desires to continue occupying the Leased Premises after the expiration of all three Extended Terms, Lessee may request that the Cities grant a new lease agreement.
2. The lease rate will include annual adjustments based on Consumer Price Index for all Urban Consumers (CPI-U), All Items, for Denver-Aurora-Lakewood, CO as published by the Bureau of Labor Statistics of the United States Department of Labor, 1982-84 base = 100.
3. The actual leasehold parcel shall be determined from the successful Proposer(s) approved site plan and shall include all exclusive-use space necessary to operate the facility. The leasehold parcel shall include hangar building(s), automobile parking areas, landscaped buffers and/or setbacks, aircraft parking aprons, and any exclusive-use taxilane(s) including the Taxilane Object Free Area described in FAA Advisory Circular 150/5300-13A Section 404 [https://www.faa.gov/documentLibrary/media/Advisory\\_Circular/150-5300-13A-chg1-interactive-201612.pdf](https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5300-13A-chg1-interactive-201612.pdf).
4. The successful Proposer(s) shall be responsible for, and shall pay for all maintenance and repair of the land, structures, utilities, and facilities located upon the leasehold parcel during the term of the subject Lease. The

successful Proposer(s) shall be responsible for all grass cutting, landscaping, and routine cleaning of the leased premises.

## **X. PROPOSAL REQUIREMENTS**

Please submit your response addressing, at a minimum, each of the following items, in the order outlined below. Your PDF shall be one (1) single file only.

### **1. Letter of Interest**

- a. Include the name of the Proposer(s), address, telephone number, name of contact person, and the title of the RFP.
- b. Provide a description of the submitting Proposer(s)' current legal status (i.e., Corporation, Partnership, Sole Proprietor, Joint Venture, etc.).
- c. Expression of interest in leasing Airport property for the development of aircraft hangars and related facilities.
- d. Identification of the type of development that the Proposer(s) has the capability to deliver, along with additional information that assists in highlighting and clarifying potential possible concepts, structures, funding, and creative approaches that could benefit the Airport and its users.
- e. Letter must be signed by an individual who is authorized to certify, on behalf of the Proposer(s), that all statements in the submittal are true and correct. The letter must indicate the title or position that the individual holds and must include the federal tax I.D. number of all firms associated with the submittal.

### **2. Development Proposal Details (see VI. Design Criteria for requirements specific to each site)**

- a. Description/exhibit of proposed leasehold area: Written description and/or diagram identifying the extent of the proposed leasehold area, including dimensions and total area.
- b. Proposed annual rent per square foot based on leasehold area. The current rate for unimproved property (limited or no nearby infrastructure/utilities) is \$0.31 per square foot. The current rate for improved property (adequate access to nearby infrastructure/utilities) is \$0.439 per square foot. If the Proposer(s) intend to generate revenue by sub-leasing existing facilities (Site A only) prior to redevelopment according to a pre-determined phasing schedule, higher rent rates will be required.
- c. Site Plan: Site plan drawn to scale showing existing and planned final contour grades, the location of all improvements, including structures, aprons, taxilanes, walks, patios, driveways, parking, fences and walls, utilities, and the location of all improvements that may occur in future phases. All site data and dimensions shall be included.
- d. Elevations: Colored exterior elevations drawn to scale illustrating all sides of planned structure(s). Building heights to the highest point shall be included. Elevations shall include building mounted signage and descriptions of all materials to be used, including colors, textures, and shapes.
- e. Landscape Plan: Landscape plan drawn to scale showing the size, type, location, and spacing of all plants and other materials, elevation changes, and irrigation systems for all unpaved areas within the leased area.
- f. Project Narrative: A written description of the uses and activities associated with the planned facilities, including number and type of aircraft, frequency of aircraft operations, and business activities. Explanation of anticipated project phasing and construction timelines.

### **3. Additional Information**

- a. A profile of the individual/organization and description of legal structure, principal officers, and organizational structure. Submitting individuals/organizations should identify and distinguish



- between their own experience and qualifications and that of any parent entity, predecessor, and/or wholly owned or partially owned subsidiary.
- b. Resumes of key personnel and principals.
  - c. Audited and certified financial statements, or other similar statement or information indicating financial capacity and capability.
  - d. Experience financing, constructing, managing, and/or operating aircraft hangars or other aeronautical facilities within the last ten years, with an emphasis on similar projects. Information provided should include a description of services provided, examples of successful strategies, with particular attention to:
    - i. Professional references from other entities with whom the Proposer(s) have development, management, operation, or public-private-partnership experience within the last ten years, including contact name(s), address(es), telephone number(s), and industry/facility/project type.
    - ii. An explanation of Proposer(s) experience in working with public entities, including cooperative efforts, philosophy, and results.
    - iii. Other information that could be helpful to the Cities in their evaluation of the qualifications and experience of the Proposer(s). Items could include:
      1. Additional information about relevant project experience and past project results.
      2. Concept(s) for potential development and funding opportunities.
      3. Concept(s) for potential contractual management/operations and lease/agreement term frameworks.
      4. Other concepts or creative implementations that could benefit the Airport and its users and serve the Cities' desired short and long-term objectives.

## **XI. EVALUATION CRITERIA**

The Cities intend to offer lease agreement(s) for proposal(s) that closely meets the evaluation criteria. Incomplete proposal(s) will not be considered. The Cities reserve the right to reject any or all proposals submitted, and to negotiate with any or all of the Proposer(s).

The Cities will evaluate each proposal submitted according to the criteria established below and will analyze information obtained from the RFP package, references, and other sources as appropriate. The Cities may request presentations or interviews with any or all of the Proposer(s). After final scoring, recommendations for an award will be made to the Northern Colorado Airport Commission.

Evaluations will be made using the following criteria:

### **1. Experience and Detail (20 points)**

The Proposer has demonstrated the capacity and support required to successfully complete the project as proposed. The Proposer has experience with successfully completing previous similar projects. The proposal indicates how capable the submitting individual/organization is. There is enough information to indicate that the proposal will be successful.

### **2. Financial Capability and Level of Proposed Investment (20 points)**

The Proposer has the necessary financial resources and/or ability to obtain funding to achieve the desired outcome. The proposal includes cost-related information as required. The level of investment meets or exceeds what is typical or can be accommodated on the site(s). What costs, if any, will the Cities be requested to provide?

3. **Alignment with Airport Guiding Documents** (20 points)

The proposal provides enough information to determine if the information contained in the guiding documents was used when creating the proposal. The proposal furthers the vision and mission of the Airport. The design and operation of proposed facilities aligns with the Master Plan, Strategic Plan, and Minimum Standards of the Airport.

4. **Innovation and Sustainability** (20 points)

The proposal demonstrates original ideas that increase efficiencies within the available space. Ideas are included that would contribute to energy efficiency or environmental stewardship. The proposal contains information about the impact to the financial sustainability of the Airport. There are components of the proposal that demonstrate innovative thinking that will allow the Airport to grow, adapt, and thrive.

5. **Economic & Community Impact** (20 points)

The proposal provides detail about economic benefit to the region. The proposal will help meet the demand for aeronautical facilities and benefit Airport users. The proposal creates long-term jobs and opportunities. The proposal has the ability to leverage revenues for the betterment of the Airport and the Cities. The proposal contains detail about how it will impact existing Airport users, nearby residents/businesses, the Cities, and the region.

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