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## August 19, 2021 Meeting Minutes

**Call to Order:** Chair Overcash called the meeting to order at 3:33 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

