

**DATE:** 9/22/2021  
**TIME:** 3:00-5:12 PM  
**RE:** Planning and Development Subcommittee Meeting (PDSC)  
**ATTENDEES:** Tom Fleming, Diane Jones, Troy Bliss, Jason Licon, Aaron Ehle, James Hays, John Howell, Conrad Cichos, Curt Burgener

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### **Begin Meeting Record 9/22/2021**

#### **Agenda Item #1: Meeting Minutes – August 25<sup>th</sup> & September 9<sup>th</sup>**

- The meeting packet includes the minutes for August 25<sup>th</sup>, but the ones for September 9<sup>th</sup> are not done yet. The minutes from both sessions will be circulated by email. Please review the minutes, let Aaron know if there are any questions, corrections, or additions, and indicate approval of the minutes by email.

#### **Agenda Item #2: Hangar Development Proposal – 5261 Gulfstream Ct**

- The developer, John Howell is currently constructing a 185' X 61' 3-unit hangar building (Phase 1) on the lot east of Trans Aero Helicopters.
- Mr. Howell is proposing to construct an additional 4-unit, 160' X 120' = 19,242 square foot hangar building (Phase 2) to the east of the building that is under construction.
  - The hangars will have 62' wide X 19' tall doors.
  - 2 units will open to the west and 2 will open to the east
  - All units will have their own restrooms. Separate restrooms within a single building can share water and sewer taps.
  - Aesthetically, the building and landscaping will be very similar to the phase 1 building. The buildings will be the same color and have the same wainscoting.
  - Phase 2 construction is anticipated to begin next spring.
  - By including roadside access, the owners/tenants of the hangars will be subject to additional security requirements by TSA. Several other hangars in the area also have roadside access.
- Both phases are aligned with the Master Plan and make efficient use of the available land.
- A condominium association will be created that will manage all 7 units and govern the maintenance of the exterior of buildings and shared infrastructure. This will provide one point of contact for the ground lease with the Airport. There are several other condominium associations at the Airport.
- The normal procedures for leasing land have been followed with this lot. This lot has been marketed for several decades. There have been inquiries about this lot in the past, but staff are not aware of any other parties that are currently interested in leasing it.
  - Staff believes requests for proposals (RFPs) should apply to lots with multiple interested parties or for lots where we are seeking a specific business use. It would be helpful to develop an official policy regarding RFPs with direction from the Airport Commission.

- **Diane made a motion to recommend approval of the land lease to the Airport Commission. The motion, seconded by Tom, passed unanimously.**

**Agenda Item #3: StratOp Update**

- The mission and vision statements were approved at the last Airport Commission meeting.
- The StratOp contract includes a ½-full day work session with Stacey Pearson to maintain momentum and operationalize the plan. This session would be a good opportunity for us to create a strategic work plan for 2022.
- If we conduct this session without the Airport Commission, we may run the risk of creating a work plan won't be fully supported.
  - In order to create a solid work plan, we likely need more direction from the Commission.
- With two new Airport Commission members who were not present when we held the StratOp in February, we may want to include them in this session. It would be a good opportunity to educate them about issues that affect the Airport.
- We have the 2020 Master Plan, 2018 Strategic Plan and the 2021 StratOp that haven't been fully integrated with each other. It may be a better use of time to attempt to mesh these plans together rather than focusing only on the StratOp.
  - The PDSC work plans that were created from the 2018 Strategic Plan were useful and helped to focus staff time and energy on high priority items. With the level of staffing and funding the Airport has, it seemed that good progress was being made.
    - Communicating progress can be difficult because the Commission is inherently focused on the future, but we need to find ways to provide status updates on our accomplishments and the challenges we're facing.
- The output of the recent strategic planning sessions seems overly ambitious in relation to the resources the Airport has. Without appropriate staffing and funding, it's going to be difficult to achieve many of the strategic goals/objectives that we have identified.
  - We need to be more realistic about what we can achieve. Putting our time and energy into one or two priority items would probably be more productive than trying to take on a wide-ranging work plan that pulls us in too many directions.
  - The PDSC needs to be able focus on the planning and development related issues that it was created to respond to. Most of the members of the PDSC are extremely busy and can't commit to longer or more frequent meetings, so we need to be cautious of how much we take on in relation to the Strategic Plan/StratOp.
  - The CARES act funding has provided a golden opportunity for us to build a new terminal. Getting the terminal right and attracting/maintaining commercial air service should be top priorities. Success in these areas will impact a lot of the other things we talked about in the StratOp.
  - An updated staffing plan for the Airport is in the final stages of development.

- The infrastructure and reconciliation bills in congress could increase funding for the Airport, but there isn't much clarity at this point.
- A subset of PDSC members will meet in the prior to the next PDSC meeting to create a framework for integrating the existing plans and to collect some ideas on how to make another strategic session most valuable.

**Agenda Item #4: Hangar Development RFP Update**

- The Airport staff presented the draft RFP at the September 16th Airport Commission meeting.
  - Members of the Commission raised questions about the appropriateness of building T-hangars in the area between Lear Drive and Lindbergh Drive (Site B), as shown in the Master Plan, and inquired about alternate sites.
  - Staff requested Commission members provide the PDSC with ideas or concepts of how Site B could or should be developed.
  - The item was tabled without any formal direction being given and will be considered again at the October meeting.

**Agenda Item #5: West Airport Conceptual Plan**

- Airport staff have had some conceptual discussions with Lance Fitzgerald, owner of Boyd Lake Self Storage (BLSS), which is located adjacent to the southwest area of the Airport, and David Eisenbraun of Terra Firma Project Navigation, regarding land use and partnership opportunities on the west side of the Airport.
- BLSS is at capacity and is interested in leasing land for more storage. Other non-aeronautical uses are being explored as well.
  - They are also potentially interested in developing hangars.
  - Development would be phased.
- There could be some good opportunities to build off of the access and utilities that the Northern Colorado Law Enforcement Training Center has recently brought in.
  - New infrastructure could encourage both non-aeronautical and aeronautical use.
- The area along Boyd Lake Ave would not be a good place for outdoor storage due to its high visibility, but the area to the south along the railroad tracks might support storage.
  - Outdoor storage could easily be converted to aeronautical use in the future.
- Canopies for outdoor storage could be utilized for generating solar power too.
  - This could create glare problems and would need to be approved by the FAA.
- The PDSC hasn't had much of a chance to discuss development on the west side of the Airport and will need more time to consider its potential buildout.
  - Airport staff will create some conceptual diagrams that incorporate the planned runways and taxiways in the area.
  - A concept review meeting with the City of Loveland could help answer some important questions regarding access and traffic planning.

- BLSS will provide some information on their short-term aspirations. They would like to work closely with the Airport and Cities so that improvements made to the area can be mutually beneficial.

**End Meeting Record**

DRAFT