

DATE: 11/17/2021
TIME: 3:00-5:19 PM
RE: Planning and Development Subcommittee Meeting (PDSC)
ATTENDEES: Tom Fleming, Diane Jones, Troy Bliss, Jason Licon, Aaron Ehle, James Hays, Scott Schorling, Stacy Pearson, Walter Sharp

Begin Meeting Record 11/17/2021

Agenda Item #1: Meeting Minutes – October 27, 2021

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

Agenda Item #2: Strategic Plan & Guiding Documents Consolidation & Resourcing

- At our September meeting, we discussed the need to create alignment with our guiding documents – the 2018 Strategic Plan, 2021 StratOp, 2020 Master Plan, and Airport budget – and to consolidate the plans where it is possible.
- We are looking to create a PDSC work plan for the next year or two that is impactful and realistic based on the staffing and financial resource available.
- Based on our previous discussions, the StratOp, and the focus area recommendations provided by Jason, Diane put together a framework for a 2022-2023 strategic work plan. Airport staff has reviewed the document and suggested some edits/additions.
- As part of the StratOp contract, we have one more ½-full day work session with Stacy Pearson to help refine the plan that was created earlier this year, integrate it with other guiding documents, and implement it.
 - We have two new members from Fort Collins on the Airport Commission who did not participate in the StratOp. It would be beneficial to include them in this work session to help bring them up to speed and allow them to provide input.
 - We would like to combine elements of the 2018 Strategic Plan with the StratOp and factor in the things that have changed since February to create an actionable plan for the next two years.
 - We need to be able to effectively update/adapt the plan as conditions and priorities change.
 - As we identify tasks, associating the resources that are needed will help us create a realistic plan.
- The Capital Improvement Plan (CIP) focuses on projects that are eligible for federal and state funding, but we need to be able to plan for projects that aren't.
- A Word version of the draft strategic work plan will be sent out via email for PDSC members to review and add comments to.

Agenda Item #3: Capital Improvement Plan 2022-2026

- The Capital Improvement Plan (CIP) is a critical planning tool that identifies planned projects for the next 5 years along with anticipated federal and state funding. It is updated every year.
- The 2020 Master Plan includes a 20-year financial implementation plan or capital needs. Most, but not all, of the projects noted are aviation related projects that are eligible for federal (primarily FAA) and state

funding. More work needs to be done on a capital improvement plan for other on-airport infrastructure needs related to roadways and other utilities that will support business development.

- The FAA is programming approximately \$14 million for the widening of runway 15-33 in 2024. Because the Airport is now supporting commercial air service, this is a high priority project. By widening the runway from 100 feet to 150 feet, the Airport will be able to support additional airliners such as the Airbus A320 family.
- The reconstruction of Stearman and Northrop Taxilanes will likely have to be funded through the Airport's budget. The pavement on these taxilanes is in poor condition in certain areas. The State was planning on supporting this project, but no longer has available funding due to the impacts of the COVID pandemic, which reduced fuel tax revenues.
- The relocation of the fuel farm has become a higher priority with the planned opening of a second FBO at the Discovery Air campus. The existing fuel farm is original to the Airport and the infrastructure needs to be replaced. It isn't large enough to support a second FBO. Staff has done some preliminary analysis on potential sites for the relocation.
- Federal and State funds can be used for the common-use area (Taxiway D) of the Discovery Air ramp. This is currently planned for 2025.
- The recently passed infrastructure bill may create opportunities for additional funding.
- We will create an updated version of the CIP that indicates whether projects are currently fully, partially, or not-yet funded.
- We may want to include the design for phase 2 of the terminal starting in 2026.
- A list of planned and potential projects that extends beyond 5 years and includes items that may not be on the CIP would be beneficial for planning purposes.
 - The exact timing of the Lindbergh Drive connection is unknown, but should be on our radar.
 - Projects that will encourage private development, such as the construction of public restrooms, could be included.

End Meeting Record