

DATE: 1/26/2022
TIME: 3:00-5:17 PM
RE: Planning and Development Subcommittee Meeting (PDSC)
ATTENDEES: Tom Fleming, Jason Licon, Aaron Ehle, Josh Birks, Scott Schorling, Cameron Singh

Begin Meeting Record 1/26/2022

Agenda Item #1: Meeting Minutes – December 22, 2021

- **Tom moved to approve the minutes. The motion, seconded by Josh, passed unanimously, with Troy abstaining due to not being present at the meeting.**

Agenda Item #2: Boyd Lake Self Storage – West Airport Lease

- Boyd Lake Self Storage (BLSS) is requesting to lease 10 acres of land on the west side of the airport adjacent to their existing storage facility.
 - The land would be used for open storage of recreational vehicles (RV) and boats, allowing them to build more covered storage on the land that they own.
 - The 5-year lease would generate \$117,612 in the first year and would be adjusted annually according to CPI
 - The site is adjacent to the Northern Colorado Law Enforcement Training Center (NCLETC). BLSS is coordinating with NCLETC officials to mitigate any potential negative impacts.
 - No permanent structures would be built on Airport land, preserving flexibility for future development on the site.
 - There are access issues associated with this site that would need to be resolved in order to make it viable and attractive for most kinds of development.
 - The Master Plan does not contain suggestions on how this area should be developed as it was determined that development of the land is unlikely in the next 20 years.
 - The PDSC previously discussed creating a development plan for the west side of the Airport, something we may undertake this year.
 - **Tom moved to recommend approval of the 5-year lease to the Airport Commission. The motion, seconded by Josh, passed unanimously.**

Agenda Item #3: Fort Collins-Loveland Water District (FCLWD) Easement

- Staff have been in discussions with FCLWD regarding a water line easement along the boundary of the Airport.
 - The main purpose of the water line is to transport water from the pump station on the west side of the airport to the water towers on Crossroads Blvd
 - FCLWD has proposed to add infrastructure that could serve future Airport development as compensation for the encumbrance of Airport land.
 - The exhibit provided by FCLWD is conceptual and the final alignment would be coordinated in a way that considers future airport development, road alignment, etc.
 - Airport staff consulted with Loveland Water and Power staff to learn about how they obtain easements

- No one size fits all approach – focus on creating a win-win situation.
- In addition to stubs with hydrants/blowoffs, it was suggested that water tap credit(s) could be considered as in-kind contributions, possibly for the new Airport terminal or a public restroom to serve hangars.
- Since this is an informational item, the consensus from the group (without a formal vote) was to support the continuation of the discussion and planning work that will lead to the eventual creation of an easement, with the Airport receiving compensation through payment and/or in-kind contributions.

Agenda Item #4: U.S. Customs User Fee Facility

- Prior to the start of the COVID-19 Pandemic, Airport Staff was working with Airport stakeholders to investigate the establishment of a U.S. Customs User Fee Facility (UFF).
 - Most UFFs are supported by charging fees for customs clearances
 - Based on the relatively low number of expected international arrivals at FNL, higher fees would have to be charged compared to other area airports in order to support the ongoing costs.
 - To cover just the annual costs of personnel and equipment, the break even charge per clearance would be \$2,350, as compared to \$410 at other nearby ports of entry based on the 70 anticipated annual clearances and cost of \$165,000 for US Customs fees for staff and equipment.
 - Due to decreased international travel associated with the pandemic and more pressing priorities, this effort stalled.
- On January 19th, Airport Staff and representatives of Discovery Air met with the Customs and Border Protection (CBP) Assistant Port Director for the Denver Area.
 - Discovery Air has offered to provide space in one of their buildings for the UFF. This could greatly reduce the financial burden of establishing a facility.
 - Discovery Air is proposing a reimbursement agreement that would allow the program to operate with no costs to the Airport or Cities.
 - CBP indicated that a UFF at the Airport is possible and outlined the following steps for establishing one.
 - Orientation meeting with CBP
 - Submit application
 - Business plan
 - Sponsor assurances
 - Written support from governor
 - Review and conditional approval by CBP
 - Obtain design standards (requires non-disclosure agreement)
 - Design facility
 - Construct facility
 - Begin operations
- PDSC members provided their support of continuation of the discussion and were in support of the Discovery Air proposal of providing space and reimbursement from the users that are predominantly their tenants.

Agenda Item #5: Fuel Farm Relocation

- The existing fuel farm at the Airport is nearing the end of its useful life and is in need of replacement/relocation/expansion to meet future capacity needs.

- The fuel farm is owned by the Airport and managed/maintained by the fixed base operator (FBO) Fort Collins-Loveland jetCenter as part of their lease agreement.
- A new fuel farm is not a high priority for grant funding.
 - \$1,700,000 in local funding for relocation of the fuel farm is programmed for 2024 in the current Capital Improvement Plan (CIP).
 - Department of Local Affairs (DOLA) grant is a possibility.
 - State Aeronautics is considering funding fuel farm needs at airports, but does not have clear guidance on when this could occur.
- Discovery Air recently announced that MillionAir will operate a second FBO at the south end of the Airport.
 - Because a new permanent facility will not be ready in time, the Discovery Air team is investigating a temporary solution in order to store and provide fuel to their customers.
- Airport staff is considering a siting and future capacity need study to determine the best location, size, and timing for the new facility.
 - Possible model - The Airport would provide the location, containment, access, and security, but the FBOs would provide the actual storage/dispensing infrastructure.
 - The location identified in the Master Plan may need to be reconsidered due to aesthetic concerns.
 - Establish standards for tanks and other infrastructure.

End Meeting Record