



## February 17, 2022 Meeting Minutes

**Call to Order:** Chair Overcash called the meeting to order at 3:34 pm

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

**Public Comments:** None

### Consent Agenda

**Commissioner Stooksbury moved to approve items 1-4 of the Consent Agenda. The motion, seconded by Commissioner Adams carried with all the Commissioners present voting in favor thereof.**

**Pulled Items** Commissioner Stooksbury pulled item 5: Boyd Lake Storage non-aeronautical short term ground lease agreement

**Consent Follow up** None

### Monthly Report Follow-up:

- Colorado Remote Tower Project testing has been rescheduled for March 21<sup>st</sup>
- Federal telecommunications infrastructure installation to serve the radar feed for the system will be complete by mid-April
- Due to COVID impacts to flights the airport lost the ability to charge the passenger facility charge (PFC), the threshold for 2,500 outbound passengers was met in 2021 thereby reinstating FNL's eligibility for PFCs.
- Airline ridership was high during the holidays and fell during January and February which was expected as they are the lowest travel months in the year
- Ridership numbers have improved likely due to the improved flight schedule change from Wednesday and Saturday to Monday and Friday
- Tomorrow's flight is the first full flight scheduled for Las Vegas with 184 passengers due to the Presidents Day weekend
- Destination marketing campaign efforts with local tourism groups and airport staff are underway to build awareness targeting inbound travelers from Los Angeles and Burbank which includes additional marketing support for digital campaigns
- Avelo extended their schedule through September
- Staff attended Centennial airport's corporate pilots monthly meeting last month
- Staff participated and assisted with the Christman flyover event to celebrate Bert Christman's 80<sup>th</sup> death anniversary
- FAA administrator, Steve Dickson, announced his retirement from the FAA, which is about two years early from his five-year term
- The bipartisan infrastructure bill will fall under two categories; one will have \$15 billion and the second will have \$5 billion allocated to airports over a five year term



- The \$15 billion dollar category is based on airport classification; FNL may expect to receive approximately \$295,000 this year and next year
- Terminal funding, would apply under the \$5 billion category but will need to be applied for, currently no guidance is out on application requirements yet
- The anticipated \$295,000 amount will likely change in 2024 with over \$2 million a year in 2024, 25 and 26, assuming air service continues
- Staff is working on an updated capital plan, to reflect which funding areas will be prioritized in alignment with the airport strategic plan and master plan

**Public Comments:** None

## **Regular Agenda**

### **6. STRATEGIC PLANNING RETREAT**

In February of 2021, Stacey Pearson of Spinnaker Strategy facilitated a two-day StratOp session with the Airport Commission. She was scheduled to return for a half day facilitated session on February 18<sup>th</sup> to refine, update, and further operationalize the plan. A tertiary goal of this meeting was to foster inclusion of the new members on the Airport Commission and incorporate these new perspectives and opinion with the updated plan.

The meeting unfortunately has been postponed due to the facilitator's inability to participate on the originally planned date. The result of the cancellation has had staff working to find another day that everyone can align schedules in order to participate, which has been identified as April 1. During the rescheduling outreach, commission members alternatively provided the option to conduct some additional strategic work planning through the Airport Commission's Planning and Development Subcommittee to bring back for Airport Commission approval in March.

Suggested agenda for half-day StratOp session:

- Review/Update
  - Bring new Commission members up to speed
  - Discuss staffing and day-to-day operations
  - Highlight the changes
  - Discuss the successes and illustrate the time and effort required
  - Discuss where we fell short and why
- Set the Action Plan:
  - Refine/scrub the 4 strategic focus areas



- Review/refine potential action steps for 2022-2023
- Prioritize focus areas and action items (What is important now?)
- Align funding/resources with focus areas/action items
- Refine success metrics
- Communicate the Plan
  - Format – Decide on the best format that adds value and will communicate the content internally and externally (i.e. 2018 strategic plan or plan-on-a-page format, or both, or other)

Communications – decide on the groups that need this content, then select the format and content to share

**Direction:** Staff will reschedule the StratOp Session in November for the 2023 StratOp plan. The Commission members will share their top two primary items for the PDSC to review at their February 23<sup>rd</sup> meeting.

**Public Comments:** None

**7. HANGAR  
DEVELOPMENT RFP  
DISCUSSION WITH  
POSSIBLE EXECUTIVE  
SESSION**

In February of 2021, staff received an unsolicited proposal from Fort Collins-Loveland jetCenter (FCLJC) to redevelop the Airport-owned T-hangars. Staff followed the policies and process for Airport development, negotiated lease terms with FCLJC, and presented the proposal at the June 2021 Airport Commission meeting. The proposal generated considerable stakeholder concern and at the July 2021 meeting, the Airport Commission directed staff and the Planning & Development Subcommittee (PDSC) to create a request for proposals (RFP).

The goals of the RFP were:

- Replace the aging Airport-owned T-hangars with new facilities that represent a higher and better use in alignment with the Airport Master Plan (2020).
- Support the construction and operation of new hangars to help offset the loss of redeveloped T-hangars.

At the November 2021 meeting, the Airport Commission approved the RFP and it was published and advertised. The RFP closed in December, with three entities responding to the entire RFP or components within. An Airport Commission approved evaluation committee, which includes staff from both cities, was



tasked with evaluating the proposals and making a recommendation to the Commission.

Evaluation Committee:

- Diane Jones – PDSC Citizen Member
- Troy Bliss – Senior Planner, Loveland Development Services
- James Hays – President, FNL Pilots Association
- Josh Birks - Fort Collins Economic Health Director
- Aaron Ehle - Airport Planning & Business Development Specialist
- Scott Schorling – City of Loveland Economic Development

Committee members reviewed the three proposals and met on December 17 to discuss and evaluate the proposals. It was determined that more information was needed from the groups that submitted proposals. Questions were submitted to the groups, and interviews were conducted on February 7 and February 9. After the interviews, the committee met to prepare a recommendation to the Airport Commission. The evaluation committee concluded that there were gaps and items of concern with all three proposals and that more information was needed in order to make a recommendation.

The committee has concerns about:

- Alignment with airport guiding documents and policies to include the Airport Master Plan, Minimum Standards, Aviation Activity Forecast, etc.
- Assurances that concurrent development of new hangars will assist to offset displaced tenants residing in redeveloped hangars
- The level of detail contained in the proposals was insufficient to perform a thorough financial analysis.
- The value of the land could be greater after the terminal is constructed and could lead to higher usage potential in the future.
- Lack of phasing commitment, with proposals citing that the development of hangars would be market driven vs. defined timeline, committing property.
- The income currently generated by the existing T-hangars is greater than that which would be generated by the proposals just leasing the land.
- Concern that we are being reactive, not driving the process; or that the RFP was not specific enough to clearly identify what is desired by the Cities.



Options:

- Ask the groups that responded to the RFP to provide more information and/or revise their proposals to address the concerns of the evaluation committee.
- Consider the RFP process failed and see what opportunities arise from future activity and market demand.

**Direction:** Staff will provide a confidential memo to the Commission before the next meeting with all of the Hangar RFP background information (including proprietary information submitted to the RFP) so that they have all the background and are not beginning from scratch.

**Commissioner Stooksbury moved to cancel the March 24th meeting and reschedule it for April 1st. The hangar RFP executive session will be included in that meeting, which will be the meeting's major focus. The motion, seconded by Commissioner Adams carried with all the Commissioners present voting in favor thereof.**

**Legal clarification:** Each member of the selection committee may be present in the executive session to provide additional information to the Commission.

**Public Comments:**

**James Aden:** I'm a active current airport tenant. Since the jetCenter proposal, I have been actively shopping for a hangar. Six have been built in Greeley. I missed at least three opportunities here, including one this week where I went to look at the hangar. I went to lunch to try to contact the title company but by the time I called the seller back, he had two competing offers. That should give you an idea of how hot the market is. And I agree with the earlier comment that I think the waitlist might be misleading since it is frozen. My second comment, is that it's obvious that new construction with a modern hangar will certainly be more expensive than the three existing hangar rows we're replacing. However, a 985 square foot hangar will, by definition, always be much cheaper than a 2,500 square foot box hangar that's designed to exclude the little guy. **Adam Woodward:** I've was a part of a committee to develop hangars. I have since removed my name from any of the submissions that were submitted for the RFP. Pretty much because of all the discrepancies that I had brought up in the past with the available options. Some of the land is not shovel ready. To have a development that was meant for the little guy, like Kelly was mentioning. If that property was developed with Lear Road taken out, Cessna drive extended, the perimeter fence installed to get that kind of stuff (covered by the Cities) would only be somewhere around a quarter million dollars worth of infrastructure. Then you'd have opportunity for somewhere around 5,560 hangars out there that the little guy then could come in and do one by himself or with his group of buddies before he could do four. But right now, the RFP requested somewhere around 60,000 square feet for the minimum proposal and at that point, you're talking to buildings 50 by a 231. So whatever that is in square footage, 23,000 square feet times two, you're over \$1.2M to \$1.3M per building. So now you're talking to someone just interested in covering their



airplane needing a \$2.5M loan at that point. If you're an investment banker, you need 20% down and you really need to have your stuff together. So right now, that property for Site B is not meant for the little guy's development. If it was to be improved so that it was shovel ready, I think the submissions you would receive for the RFP would be a little more promising than what you've received.

**7. SHORT-TERM  
LEASE  
AGREEMENT –  
BOYD LAKE SELF  
STORAGE**

Boyd Lake Self Storage (BLSS) requested a 5-year lease of 10 acres of land on the west side of the airport adjacent to their existing storage facility, which is located between the western boundary of the Airport and the railroad tracks. The leased land would be used for open storage of recreational vehicles (RVs) and boats. No buildings or other permanent structures would be permitted on the leasehold, meaning the land could easily be converted to other uses in the future. The site is adjacent to the Northern Colorado Law Enforcement Training Center (NCLETC). BLSS is coordinating with NCLETC officials to identify and mitigate any potential negative impacts.

The short-term lease agreement is in line with all guiding documents and policies. This area within the airport's adopted master plan identifies this area as a flexible aeronautical or non-aeronautical development zone. The master plan does not show any need in this location to accommodate aviation demands for the next 20 years, nor is there any infrastructure planned for this area to support future access or development within the same timeframe. The proposed use would not change any aesthetic preservation visibility corridors or impede future access from rail or proposed future roads.

The Planning and Development Subcommittee (PDSC) reviewed this proposal at their January meeting and voted unanimously to recommend approval of the short-term lease agreement to the Airport Commission.

**Commissioner Arndt moved to approve the short-term land lease with the stipulation that it would be verified the proximity of the RVs would not negatively impact aviation or navairs. The motion, seconded by Commissioner Burgener carried with all the Commissioners present voting in favor thereof.**

**Public Comments:** None

**9. BUSINESS FOR  
MEMBERS**

**Stooksbury**

Requested the submittals for the P3 RFP be revisited in a future executive session, preferably at the next meeting, as there may



be opportunity available and funding for the terminal will need to be found as it will cost more to construct than anticipated.

**Legal Counsel Junglas** Clarified the additional executive session item would need to be a separate executive session item and could not be added on to the existing one for the hangar RFP.

**Adjournment:** Meeting adjourned at 5:12 p.m.

Respectfully Submitted,

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Vice-Chair, Tom Fleming

## Feb 17 , 2022 REGULAR MEETING SIGN IN SHEET

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