

## PDSC MEETING AGENDA

**DATE:** 6/22/2022  
**TIME:** 3:30-5:00 PM  
**LOCATION:** Airport Conference Room  
**RE:** Planning and Development Subcommittee

### PDSC Objectives:

- Support the development and implementation of an updated Strategic Plan and the 2020 Airport Master Plan Update
- Provide ongoing support and input on specific plans and proposals for the development of Airport
- Provide input on other business development efforts as appropriate.

### PDSC Agenda Items:

- 1) **Meeting Minutes – May 25<sup>th</sup> (5 minutes)**
- 2) **Land Use Plan for Airport Property (40 minutes)**
- 3) **2023-2025 Strategic Planning (40 minutes)**
- 4) **Open Discussion (5 minutes)**

### Unresolved/Pending Topics:

- US Customs
- Fort Collins – Loveland Water District Water Line Extension
- West & Northeast Airport Area Planning
- Terminal Funding

**DATE:** 5/25/2022  
**TIME:** 3:32-5:09 PM  
**RE:** Planning and Development Subcommittee Meeting (PDSC)  
**ATTENDEES:** Tom Fleming, Jason Licon, Diane Jones, Troy Bliss, James Hays, Aaron Ehle, Scott Schorling, Cameron Singh

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### Begin Meeting Record 5/25/2022

#### **Agenda Item #1: Meeting Minutes – April 27, 2022**

- Discovery Air has requested financial support for a U.S. Customs facility at their campus. Staff will be meeting with them to better understand the request and discuss the roles that the Airport and Cities can play in supporting the program.
- A legal review is being conducted regarding the “enterprise fund” status of the Airport. This could affect our ability to borrow funds for the terminal project through the State Infrastructure Bank. A consultant has been hired to assist with the review and provide recommendations on funding options.
- The terminal design is approaching the 60% design mark. Lower cost design alternatives are being prepared to provide options that align with different levels of funding.
- Airport staff continues to work with Fort Collins-Loveland Water District on an easement for a new water line.
- The June 9<sup>th</sup> meeting of regional elected officials that will be held at the Airport is intended to be more of a social event than an informational meeting. There will be a brief presentation and a tour of the remote tower facility.
- **Tom moved to approve the minutes. The motion, seconded by James, passed unanimously.**

#### **Agenda Item #2: Infrastructure Plan for New General Aviation Hangar Development**

- The Airport Commission has directed the PDSC to work on the creation of an infrastructure plan that will create more improved sites for future hangar development projects
  - In the 1980s, the Cities issued bonds to build out the horizontal infrastructure in the southeast area of the Airport. This area is largely built-out now, leading to a shortage of “shovel-ready” land.
  - Two sites have been discussed as the best options for new hangar development, the area east of the existing T-hangars (site 1) and the area north of Runway 6/24 (site 2).
    - Dibble Engineering prepared cost estimates to bring horizontal infrastructure to the sites.
      - The estimates do not include access gates.
      - Site 1 estimate: \$493,505
        - Estimate does not include improvements to Lindbergh Dr, which would likely be necessary based on the Larimer County Urban Street Standards.
        - There is some uncertainty regarding the utility corridor along the eastern edge of the site. There is a possibility that conflicts will arise and exiting utilities will need to be relocated.

- Estimate includes improvements to the existing taxiway southwest of the site that would be necessary to provide sufficient access to the site.
- Site 2 estimate: \$648,064
  - Estimate is based on existing water infrastructure. The water district is planning on adding a new water line along the northern boundary of the site, which may provide service at a lower cost.
  - Estimate does not include a taxiway runup/bypass that would possibly be needed to mitigate traffic conflicts. The Master Plan shows a taxiway parallel to Runway 6/24 in the future. The construction of the taxiway will likely be driven by development further to the west.
- Analysis/Considerations
  - Site 1
    - This site is constrained by existing development and roads. There is approximately 7 acres available for development.
    - The exact alignment of the Cessna Dr extension is unknown. It will likely have to align with one of the accesses to Hach.
    - With the new terminal, commercial air service, and future entrance road, this site may be better suited for aeronautical businesses and/or non-aeronautical use. T-hangars may not provide the level of aesthetic value that we are looking for in this area.
  - Site 2
    - Rockwell Ave has recently been extended 700 ft. to the west, providing better access to the site
    - This site is much less constrained than site 1, with approximately 33 acres available for development. With strong demand for new hangars, this is an important consideration.
      - Phased development makes more sense on a larger site like this.
    - This area will require some grading and stormwater infrastructure, but it is flatter than the land to the west.
    - Fuel trucks could service this area via Taxiway A and Runway 6/24. This is already taking place with through-the-fence users.
    - This site would be better for open-air shelters as it is located away from the central part of the Airport.
- Questions/Issues
  - How will this infrastructure plan be funded?
    - Are FAA or State grants available?
      - Probably not, these projects would likely be non-eligible or low priority.
    - What is the willingness of the two cities to invest capital in infrastructure at the airport given their many other priorities?
    - How will the party(s) causing redevelopment of the existing T-hangars participate?

- Property/sales/use taxes
- What infrastructure will provide the most benefit and attract private development?
  - A water tap and/or community restroom. This would allow developers to build hangars without restrooms, significantly reducing overall costs.
    - We need assurances from the Building Department and Water District that this is feasible.
  - Public roads and taxiways
  - Extension of utilities
- Is there a way that we can ensure that displaced tenants from the existing hangars have a right of first refusal to buy/rent new hangars that are built?
- Should we layout infrastructure improvements and lots for different sized buildings/specific uses or wait for the private sector to tell us what they want/need?
- Which is more important - a strategy to provide cost-effective GA hangars or a land use/business development strategy all Airport property?
  - How do we gain a better understanding of market demand?
  - A full land use plan would likely take several months, and the construction of new general aviation hangars is a near-term priority.
- We need to develop a clear communications plan so that stakeholders are informed and engaged.
- **Diane moved to recommend site 2 (the area north of Runway 6/24) to the Airport Commission as the site where we should focus our infrastructure planning efforts for new general aviation hangars. The motion, seconded by Scott, passed unanimously.**
  - The details of how this area will be developed will be determined based on Airport Commission direction and coordination with stakeholders.
  - Cameron Singh with Business Aviation Group, noted that his company is working with other airports in the country to master develop parcels of land. They are finalizing a research paper on the benefits of master development, and will share it with the PDSC when it is complete.

**Agenda Item #3: Infrastructure Plan for New General Aviation Hangar Development**

- Due to lack of time, this item was postponed until the next meeting.
- **End Meeting Record**



# NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

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**ITEM NUMBER:** 2

**MEETING DATE:** June 22, 2022

**PREPARED BY:** Aaron Ehle, Airport Planning & Development Specialist

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## **TITLE**

Land Use Plan for Airport Property

## **RECOMMENDED PDSC ACTION**

Advise on the creation of a land use plan.

## **SUMMARY**

Airport Commission members have suggested creating a detailed land use plan for aeronautical and non-aeronautical development of Airport property. Using the 2020 Master Plan as a foundation, such a plan would identify specific uses for undeveloped/redevelopment areas to assist with decision-making and infrastructure planning.

This item aligns with the following Airport Action Plan objectives:

- Develop sub-area land plans and procedures for on-airport development.
- Complete planning relevant to the hangar proposal submitted by Jet Center, which led to the ongoing request for proposals (RFP)

Questions to guide discussion:

- How do we define highest and best use and to what extent should it guide land use decisions?
- Who is responsible for providing certain kinds of infrastructure?
  - In the past, the Cities invested in roads, taxiways, etc., but this area is built-out now.
- Where do we want T-hangars, box hangars, corporate hangars, and aviation-related businesses?
- What kinds of non-aeronautical uses do we want and where should they go?
- Who will develop the plan?
  - Airport/City staff or consultant?
- What should the scope of work for this plan contain?
  - Should the Cities Planning Departments provide this expertise?
- What level of detail is appropriate?
  - Do we want to define lots or general areas for specific types of future development?
- How can we market Airport property to attract the uses we want?
- How do we fund and implement the plan?



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**ITEM NUMBER:** 3

**MEETING DATE:** June 22, 2022

**PREPARED BY:** Aaron Ehle, Airport Planning & Development Specialist

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## **TITLE**

2023-2025 Strategic Planning

## **RECOMMENDED PDSC ACTION**

Provide guidance on strategic planning items for the next few years

## **SUMMARY**

The purpose of this agenda item is to review the current action plan and begin identifying longer-term projects and initiatives, prioritizing them, and aligning them with funding resources.

This will help set the stage for strategic planning and budgeting discussions with the Airport Commission later this year.

## Potential Projects/Initiatives:

- Fuel farm
- Remote tower permanent facility
- Infrastructure for general aviation hangars
- Pavement rehabilitation/reconstruction
- Runway widening
- Landside access/capacity improvements
- New snow removal/ARFF equipment
- U.S. Customs
- Terminal phasing plan

## **ATTACHMENT**

Action Plan Update

## Action Plan Update

Objective	Focus	Target	Update
Enhance and Increase Airport Staffing	Organization Excellence	6/16/22	Staffing plan analysis is complete and recommendations were presented at the June Commission meeting. Commission approved Business Services Technician. Deputy Director job description will be refined and presented for approval at the September meeting.
Complete planning and design of new terminal building	Multi-modal transit & terminal	12/15/22	The design team and Hensel Phelps have completed the design at the 60% level. Four levels of design have been created to align with available resources.
Complete planning relevant to the hangar proposal submitted by Jet Center, which led to the ongoing request for proposals (RFP)	Capital Projects	10/20/22	PDSC representatives have been directed to enter into negotiations with jetCenter on Site A. Staff obtained engineering consultant cost options for sites B & C as an alternate for offsetting t-hangars. PDSC met on May 25 and evaluated the cost and benefits for both sites, recommending site C as the preferred alternative. Airport Commission directed PDSC to focus infrastructure planning efforts on site C.
Enhance political support for the remote tower project	Multi-modal transit & terminal	ongoing	Testing for Phase 1 is completed in April. SRMP (safety risk management panel) is planned for July 11-15. Funding for the project has been gained through the 2023 federal fiscal year.
Develop local support for an education and training center/facility focused on Innovation, Technology, and Aviation	Private & Public Economic Development	7/21/22	Airport Director participated in a presentation to the Aims Community College Board of Trustees to obtain support for their participation in the center. This was given a thumbs up for both participation and possible financial contributions amounting to up to the 25% grant match for the ARPA funding being sought through the State of Colorado. Legislation was passed at the end of the Colorado General Assembly session (House Bill 22-1350 or the "Regional Talent Development Initiative Act") outlining the direction for a state agency to create a grant application process for this funding with a requirement to have

			them available no later than December 2022.
Enhance commercial air service	Multi-modal transit & terminal	ongoing	At the special meeting on May 27, staff provided options for paths forward for air service development. Staff is creating a request for proposals in alignment with the Cities' procurement requirements to recruit and obtain a professional consultant to assist with air service development efforts. The Airport Director is attending the Airports Council International Air Service Development Conference June 13-15.
Establish the airport as a true Multi-modal transportation hub, including exploration of Union Pacific Railroad opportunities	Multi-modal transit & terminal	2023	The Airport will be participating and presenting at the June 2 North Front Range Metropolitan Planning Organization NFRMPO meeting. The NFRMPO is the transportation and air quality planning agency for our region.
Complete the 2022 scheduled capital improvement projects	Capital Projects	10/20/22	The largest project is the terminal design, which at the end of May reached a 60% design milestone. During the month of June and July the 60% design will be evaluated for additional ways to reduce costs.
Develop sub-area land plans and procedures for on-airport development	Private & Public Economic Development	2023	This item is to be budgeted for in 2023. Costs are being estimated for this and a draft scope of work will be developed in 4Q 2022.