

DATE: 8/24/2022
TIME: 3:33-5:20 PM
RE: Planning and Development Subcommittee Meeting (PDSC)
ATTENDEES: Tom Fleming, Jason Licon, Aaron Ehle, Troy Bliss, James Hays

Begin Meeting Record 8/24/2022

Agenda Item #1: Meeting Minutes – July 20th, 2022

- **Tom moved to approve the minutes. The motion, seconded by Troy, passed unanimously.**

Agenda Item #2: New Hangar Development – Conceptual Site Plan and Cost Estimates

- At the July meeting, the PDSC reviewed two conceptual layouts for new general aviation hangars in the area north of Runway 6/24 and provided feedback to staff. The PDSC directed staff to work with Dibble Engineering to refine the layouts, and provide infrastructure cost estimates.
 - The first layout in the packet shows the building restriction line (BRL) shifted 180 ft. to the south
 - Building heights at this shifted BRL could still be approximately 30 ft. tall.
 - This layout is in alignment with the Master Plan and takes into consideration a future parallel taxiway on the north side of Runway 6/24
 - The second layout builds off of the first one, considering a scenario where Runway 6/24 is eventually closed and converted to a taxiway.
 - Closing Runway 6/24 is not a decision that needs to be made now, but the area should be developed in a way that keeps this option open.
 - Closing the runway would require public input, amending the Airport Master Plan, and approval by the City Councils
 - The parallel taxiway on the north side of Runway 6/24 that is shown on the Airport Layout Plan (ALP) would not be necessary if the runway is converted to a taxiway.
- Plan and timeline – next steps
 - How do we get from a conceptual layout to having shovel-ready land for new hangar development?
 - Develop step-by-step timeline
 - How will this align with redevelopment of the Airport-owned T-hangars?
 - Financial details
 - Funding
 - Understanding costs and phasing options is critical.
 - How will the infrastructure improvements be funded?
 - Developer(s) creating displacement of existing T-hangars on Site A
 - Cities
 - Airport reserves
 - In-kind contributions associated with other projects in the area

- Fort Collins-Loveland Water District water line easement
- Potential Rockwell Ave extension
- Will developers take on some of the infrastructure costs?
 - Incentivized lease rates
- Revenues
 - How will leaseholds be defined maximize revenues and minimize Airport pavement maintenance responsibility?
 - Define public vs. private areas
 - Payback period/return on investment (ROI) estimates
- How will the private improvements be developed?
 - Conduct outreach to gather information about market demand and leasing commitments
 - Master development/PPP (large tracts) vs. creating and marketing individual lots
 - Requests for proposals/interest
 - How do we manage landside access?

Agenda Item #3: Air Service Development Plan (60 minutes)

- The purpose of this item is to provide information on air service development efforts and future plans in order to position the Airport most effectively with available resources, partnerships, and relationships.
 - The Small Community Air Service Development Program (SCADP) provides grants of up to \$1 million to help small communities address air service and airfare issues.
 - Airports are eligible for grants through the program every 10 years
 - FNL received a grant in 2012, so we will be eligible for a new one next spring.
 - The SCASDP application will take a considerable amount of staff time and effort.
 - Good market data is important
 - Some airports hire a consultant to produce the application. Airport staff will research costs and investigate issuing an RFP.
 - The average amount received by airports this year is \$677,000.
 - Funds can be used for a more robust incentive programs, including minimum revenue guarantees and marketing assistance.
 - Strategically identify the best airline partner(s) for FNL and the region
 - SCASDP grant would allow us to attract a carrier/route that we want.
 - Service from a major airline to a major hub preferably on a daily basis
 - Obtain aligned support from local community organizations and elected officials
 - Recent successful applications demonstrated a high level of community support
 - Obtain letters of support from local officials, organizations, businesses, etc.
 - Develop a campaign to draw people to Northern Colorado as a destination
 - Work with local tourism entities to quantify the value of visitors to the region.

- Educate about the benefits of the Airport and illustrate the Airport's potential
 - Leverage local media to spread our message. Newspaper stories about the Airport generate high levels of interest.
 - Create marketing materials and attend events to promote the Airport and air service.
- Airport staff has limited time to conduct outreach and may need help from others.
 - Leverage the current Landline Partnership
 - Landline will benefit directly by having air service return to FNL.
 - A new terminal will provide the capacity and functionality, making FNL more attractive to airlines.
 - Keeping operating costs low for airlines is very important to attracting and retaining routes.
 - This is one of our main competitive advantages

Agenda Item #4: Open Discussion

- U.S Customs update
 - A U.S. Customs Reimbursable Services Program proposal from Discovery Air was presented at the August 22 Airport Commission meeting.
 - Discovery Air is offering to provide the space and administrative support for the program.
 - Discovery Air is requesting outside support to pay the salary of the agent, which could be up to \$200,000 per year.
 - Staff presented some options to fund the request.
 - Cities' Economic Development cost centers
 - Larimer County
 - Airport Reserves
 - The Airport Commission directed staff to continue to identify potential funding sources.
 - The City Managers plan to engage Larimer County as a potential partner.

End Meeting Record