

**DATE:** 1/25/2022  
**TIME:** 3:32-5:10 PM  
**RE:** Planning and Development Subcommittee Meeting (PDSC)  
**ATTENDEES:** Tom Fleming, Diane Jones, Jason Licon, Aaron Ehle, Troy Bliss

---

### Begin Meeting Record 1/25/2023

#### **Agenda Item #1: Meeting Minutes – December 20, 2022**

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

#### **Agenda Item #2: Strategic Plan - Action Plan and Key Performance Indicators**

- The Airport Commission and PDSC held a strategic planning session on January 19<sup>th</sup>. The Strategic Plan draft has been updated based on the feedback from that meeting.
  - Focus Areas – additions underlined
    - Safe, Secure & Financially Sustainable Operations
  - Strategic Objectives - additions underlined
    - The Airport is supported by a team of well-trained, highly motivated, and appropriately compensated employees who operate in an efficient and consistently exceptional manner.
    - The Airport is run efficiently and is financially self-sustaining for ongoing operations and maintenance. It is viewed as an asset and is appropriately supported by the FAA, State, County, owner Cities, and the public.
    - The Airport maintains a well-developed land use plan and leasing policy for a range of aviation activities and business opportunities, characterized by capital improvement projects that reflect the Airport vision.
  - Projects & Action Items
    - Added reference to “air traffic control” contingency planning under the Remote Tower item.
    - Added project – “Governance Study”
    - Changed “Public Relations” to “Community Engagement”
    - Changed “Local TSA Security Screening” to “Multimodal Links to Air Transportation Network”
- The goal of this meeting is to start developing a Strategic Action Plan. Staff has created a draft, but it is not comprehensive.
  - Identify tasks, assign tasks, establish timelines, identify resources needed, and develop key performance indicators. Many tasks will have sub-tasks, but we want to create a Gantt chart that tracks the major tasks.
    - Remote Tower

- Timeline and success are mostly dependent on the vendor and FAA, but we can play an important advocacy role.
- This project started before many of the Commissioners were appointed and there have been many delays. It may help to create educational materials about the history of the project and the path forward.
- New Terminal
  - Fort Collins' contribution is still in question. Further cuts may be necessary if they choose not to help fund the terminal. They are requesting that performance measures be linked to any contribution or loan.
    - This may also jeopardize Loveland's contribution, which is contingent on Fort Collins' participation.
    - Fort Collins' contribution will be reconsidered at the February 2<sup>nd</sup> Finance Committee meeting.
- Commercial Air Service
  - The Airport is eligible for a Small Community Air Service Development Grant (SCASD). This would be a good tool to help attract air service.
  - Funding for air service development is included in this year's budget.
  - Enplanements are extremely important in obtaining future funding from the FAA.
- Updated Land Use Plan and Leasing Policy
  - Form committee that includes planning staff from the Cities.
  - This will help staff communicate information to developers and market the Airport. It will also provide clear criteria for the Commission to evaluate proposals.
  - Include policy for non-aeronautical leases and revenue sharing
  - Determine infrastructure needs and potential funding sources.
  - Eventually create Airport Influence Area (AIA) plan. This may be further out than two years.
  - Address Through-the-Fence (TTF) operations
- Enhance/Increase Airport Staffing Support
  - The Airport has a lean staff. Additional support from new employees, City employees, volunteers, consultants, etc. will be needed to achieve the objectives of the plan.
    - How will this be funded?
  - Align staffing analysis with strategic plan objectives
- Runway 15-33 Widening Design & Construction
  - This will allow a wider range of aircraft to use the runway and make the Airport more marketable to airlines.

- Governance Study
  - CFOs from both Cites are assisting with this.
- Multimodal Links to Air Transportation Network
  - Bus service to new terminal will be included in Loveland's plan when demand warrants.
  - Support Landline success and expansion
    - Advocate for bus trips to count as enplanements or partial enplanements.
  - Don't treat Denver International Airport as a competitor. Provide better options to get people there.
- Community Engagement
  - Educate communities and decision makers on the benefits and potential of the Airport.
- Technology and Innovation Center
  - This will likely be driven by Aims Community College, with the Airport playing a supporting role.
    - The currently identified location will only support small-mid size aircraft. We may want to place it in a location that can support larger aircraft.
- Hangar Redevelopment
  - Staff have been working on this and the item will be discussed at the February 16 Airport Commission meeting.
- The draft Action Plan will be sent out by email. If you have written feedback, please provide it.

**Updates/Planning/Open Discussion**

- An update on the unresolved/pending topics will be provided at the February PDSC meeting.

**End Meeting Record**