



**REGULAR MEETING AGENDA
THURSDAY, NOVEMBER 21, 2024
3:30PM – 5:30PM**

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

CONSENT AGENDA

1. OCTOBER 17 REGULAR MEETING MINUTES – P. 2
2. OCTOBER PRELIMINARY FINANCIAL STATEMENT – P. 5
3. PDSC AGENDA – P. 7
4. LAND LEASE ASSIGNMENT & ASSUMPTION – 5243 GULFSTREAM CT – P.8

APPROVAL OF CONSENT AGENDA

PULLED CONSENT AGENDA ITEMS

REGULAR AGENDA

5. AIRPORT DIRECTOR'S REPORT – INFORMATIONAL, 15 MINUTES, P. 15
6. LANDING FEE POLICY – ACTION, 10 MINUTES, P. 45
7. GROUND TRANS. POLICY UPDATE – INFORMATIONAL, 10 MINUTES, P. 49
8. 2025 PUBLIC MEETING SCHEDULES – ACTION, 10 MINUTES, P. 54
9. ELECTION OF 2025 COMMISSION OFFICERS – ACTION, 10 MINUTES, P. 58
10. BUSINESS FROM MEMBERS

ADJOURN

FUTURE MEETING TOPICS

COMMISSION ROLES & RESPONSIBILITIES
STRATEGIC PLAN REVIEW
2025 CIP PRESENTATION
VEHICLE PARKING FEE POLICY
AIRCRAFT PARKING FEE POLICY

All members of the public are invited to attend this meeting in-person at 4900 Earhart Rd.
Loveland, CO 80538 or observe virtually using the information below:

Join Zoom Meeting: <https://us06web.zoom.us/j/81745121465?pwd=5pPT3wqwwantI9jlIsxjaPkMwNNcin.1>

Meeting ID: 817 4512 1465

Passcode: 259087

Dial by your location: +1 719 359 4580 US

Find your local number: <https://us06web.zoom.us/j/kCGGEYWeg>



Regular Meeting Minutes for October 17, 2024

CALL TO ORDER	Meeting called to order at 3:31 p.m.
ROLL CALL	Chair Arndt and Commission Members Stooksbury, DiMartino, Williams, Miller, and Marsh were present. Commissioner Krenning was absent.
PUBLIC COMMENT	Chair Arndt opened the floor for public comment. Ryan Carlson spoke in favor of the landing fee policy and thanked Francis Robbins for his work as Acting Airport Director.

CONSENT AGENDA

Commissioner Miller moved to approve the Consent Agenda. The motion, seconded by Commissioner Marsh, carried with all Commissioners present voting in favor thereof.

Pulled Items:	None
Consent Follow up:	None
Public Comments:	None

REGULAR AGENDA

4. AIRPORT DIRECTOR'S REPORT

John Kinney will be serving as the new Airport Director starting on November 12th.

Reduced ATC tower hours will continue until new controllers are fully trained.

Taxiway B and D rehabilitation is complete. GA taxilane rehabilitation is nearly finished.

Adjustments to the CIP are being made at the FAA's direction after they reaffirmed that all federal funding must go towards the Runway 15-33 widening project. The FAA will not provide any grant funds for the A1 realignment until after the runway widening construction is complete, which is expected in 2026.

Development proposals for sites C and B have been received and are currently under review.

Commissioner DiMartino moved to approve the Director's Report. The motion, seconded by Commissioner Williams, carried with all Commissioners present voting in favor thereof.

5. GOVERNANCE MODEL UPDATE

Chair Arndt and Commissioner Marsh presented this item in accordance with the Agenda Item Summary.

- The committee has assessed the governance model options and decided to move forward with exploring an authority model as the best option for both cities to maintain control of the airport. The next meeting will be held in December to discuss more



details on the process for standing up an airport authority, which is expected to take approximately 12-18 months.

- If an airport authority is established, the cities would still maintain the ability to dissolve the authority in the future.

Public Comment: none presented.

6. VEHICLE PARKING FEE POLICY

Francis Robbins, Acting Airport Director, presented this item in accordance with the Agenda Item Summary. There are different options for implementing a reduced fee structure after various grace periods or for specific parking areas.

- Parking is limited but capacity has improved since construction of the terminal building is now complete. In 2023, demand for parking over the holidays was approximately 700 stalls, which still exceeds current capacity. Implementing a fee would help improve the capacity issue and reassure airlines that space will be available for their passengers.
- Commissioners requested information on whether combustion engine vehicles can be separated from electric vehicles, what is the Airport's liability for vehicle fires, what are options for a covered parking area which includes solar panels, how will the shuttle leases be renegotiated, what data is currently available from the shuttle companies, and can modeling be done to represent a variety of scenarios.
- Commissioners requested that space in the paved parking area be cleared for the Terminal Grand Opening event.
- Fort Collins may have resources available to assist with data analysis and modelling of different scenarios.

Public Comment:

Nick Johnson with Landline stated that he is excited to see growth but customers are sensitive to any cost increases.

Gina Gonzales with LFRA stated that the majority of fire calls to Denver Airport are for vehicles in parking garages. Ms. Gonzales spoke in favor of parking fees to fund safety and security.

Commissioner Williams moved postpone this item until a future meeting date. The motion, seconded by Commissioner Stooksbury, carried with all Commissioners present voting in favor thereof.

7. AIRCRAFT PARKING FEE POLICY

Item tabled until a future meeting.

8. LANDING FEE POLICY

Francis Robbins, Acting Airport Director, presented this item in accordance with the Agenda Item Summary. The policy details landing fee implementation and exemptions.



- Commissioners requested that the policy be modified to exempt aircraft taking off and landing at FNL without first landing at another airport. Also, consider an exemption for local government entities along with federal and state agencies.

Public Comment: None presented.

Commissioner Marsh moved postpone this item until a future meeting date. The motion, seconded by Commissioner Stooksbury, carried with all Commissioners present voting in favor thereof.

**9. BUSINESS FROM
MEMBERS**

Commissioner Miller requested that a waitlist for the T-hangars be reinstated and any vacant units be filled with tenants. Also, consider moving equipment storage and staging area.

Commissioner Stooksbury requested that the Groome and Landline leases be added to a future meeting agenda for review.

Commissioner Miller requested that the 2025 Commission, PDSC, and stakeholder meeting schedules be presented in November.

Commissioner Miller requested information on how Leesburg Airport secured funding for a traditional ATC tower after ending the digital tower project.

ADJOURNMENT

Chair Arndt adjourned the meeting at 5:09 p.m.

Respectfully Submitted,

Airport Commission Chair, Jeni Arndt



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538
(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 2

MEETING DATE: November 21, 2024

PREPARED BY: Francis Robins, Operations & Maintenance Manager

TITLE

Monthly Financial Statement

RECOMMENDED AIRPORT COMMISSION ACTION

Staff recommend acceptance of the preliminary financial statement as presented.

BUDGET IMPACT

Neutral

SUMMARY

Financial Highlights for October

- **Net Position:**

The monthly statement reflects a net position of \$6 million available for use. This total includes approximately \$3 million designated by the Airport Commission and City Councils for the terminal project.

- The actual net position available for discretionary use is \$3 million, earmarked for future federal funding grant matches.

- **Operational Status for 2024:**

The operational status currently shows a net loss of \$166,695. This loss is attributed to construction costs budgeted under the capital category but charged to operational budgets. These expenses include:

- **Electrical utility improvements:** \$61,489.
- **Demolition of Hangars 4910 and 4920 Grumman:** \$228,859.

This early spending is being closely monitored to ensure alignment with budgetary plans.

ATTACHMENT

Preliminary monthly financial statement for October 2024



NORTHERN COLORADO REGIONAL AIRPORT

Airport Statement of Revenues and Expenses

From 01/01/2024-10/31/2024

PRELIMINARY

	Y-T-D 2024 Actual	Y-T-D 2023 Actual	Y-T-D 2024 Budget	2024 Total Budget	% of Total Budget
<u>OPERATING REVENUES</u>					
Hangar Rental	159,679	175,497	179,170	215,000	74%
FBO Rent	79,392	78,476	87,510	105,008	76%
Gas and Oil Commissions	212,910	226,271	250,000	300,000	71%
Aviation Fuel Tax Reimbursement	160,896	214,602	125,000	150,000	107%
Land Lease	574,356	522,465	915,830	1,099,000	52%
Land Lease PD Training Ctr	325,249	309,128	0	0	0%
Terminal Lease and Landing Fees	51,329	35,823	62,760	75,300	68%
Parking	0	0	0	0	0%
Miscellaneous	80,771	69,730	43,830	52,600	154%
TOTAL OPERATING REVENUES	1,644,582	1,631,992	1,664,100	1,996,908	82%
<u>OPERATING EXPENSES</u>					
Personal Services	639,893	691,043.09	956,180.00	1,147,418	56%
Supplies	82,204	74,139.13	102,960.00	123,550	67%
Purchased Services	1,089,180	503,148.08	1,790,118.00	2,084,222	52%
TOTAL OPERATING EXPENSES	1,811,277	1,268,330	2,849,258	3,355,190	54%
OPERATING GAIN (LOSS)	(166,695)	363,662	(1,185,158)	(1,358,282)	
<u>NONOPERATING REVENUES (EXPENSES)</u>					
Passenger Facility Charge	0	0	0	0	
Interest Income	80,329	59,207	40,830	49,000	164%
Contributed Asset	0				
Gain on Disposal of Capital Assets	2,905	0			
Capital Expenditures	(13,007,289)	(3,202,927)	(35,753,710)	(39,412,604)	33%
TOTAL NONOPERATING REVENUES (EXPENSES)	(12,924,056)	(1,143,720)	(35,712,880)	(39,363,604)	
NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	(13,090,750)	(780,058)	(36,898,038)	(40,721,886)	
Capital Contributions	10,692,959	1,743,119	18,298,330	21,958,000	49%
CHANGE IN NET POSITION	(2,397,792)	963,061	(18,599,708)	(18,763,886)	
NET POSITION, Beginning	28,274,198	21,237,480	0	0	
NET POSITION, Ending	25,876,406	22,200,541	(18,599,708)	(18,763,886)	
Investment in Capital Assets	19,843,609	15,440,026	0	0	
Net Position Available for use	6,032,797	6,760,515	(18,599,708)	(18,763,886)	



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ITEM NUMBER: 3

MEETING DATE: November 21, 2024

PREPARED BY: Aaron Ehle, Airport Planning & Development Specialist

TITLE

PDSC Agenda

RECOMMENDED AIRPORT COMMISSION ACTION

Informational – The Airport Commission may make changes to the PDSC Agenda

BUDGET IMPACT

Neutral

SUMMARY

Previous meeting: The November 13th meeting was cancelled. We had planned on reviewing development plans and lease terms for two projects on Site C, but the development teams need more time to work on their proposals.

Upcoming meeting: The next meeting will be on December 11th. The PDSC will continue collaborating with Dibble Engineering on land and utility planning, and with potential developers on hangar projects for Site C.



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ITEM NUMBER: 4

MEETING DATE: November 21, 2024

PREPARED BY: Aaron Ehle, Planning & Business Development Specialist

TITLE

Land Lease Assignment and Assumption - 5243 Gulfstream Ct

RECOMMENDED AIRPORT COMMISSION ACTION

Staff recommends acceptance of the assignment and assumption as presented

BUDGET IMPACT

Neutral, the lease rates will remain unchanged

SUMMARY

This is an administrative item. The transfer of lease agreements is frequent at the Airport and requires the approval of the Airport Commission. The existing leaseholder, Latched Kowell, LLC has requested for the lease agreement to be transferred to the homeowners association, Tailwinds HOA #1, that manages the 3-unit building. The lease agreement was executed in February of 2023 and the account is in good standing.



ATTACHMENT

Least transfer request letter for 5243 Gulfstream Ct

Land Lease Assignment and Assumption - 5243 Gulfstream Ct

LATCHED KOWELL

512-507-9261
Jawhowell@Gmail.com

3803 Oak Shadow Way
Fort Collins CO 80528

November 13, 2024

NOCO Airport
Attn: Aaron Ehle
4900 Earheart Rd.
Loveland CO 80538

To whom it may concern,

We are requesting the lease for 5243 Gulfstream Ct. in the name of Latched Kowell LLC be transferred to Tailwinds HOA #1.

The address for Tailwinds HOA #1 is:

5243 Gulfstream Ct.,

Unit 1

Loveland CO 80538

John A Howell

Sender Name

ASSIGNMENT AND ASSUMPTION OF LEASE AGREEMENT

5243 Gulfstream Court Loveland, Colorado 80538

WHEREAS, the Cities of Fort Collins and Loveland, Colorado (the “Cities”) acting by and through the Northern Colorado Regional Airport Commission (“NCRAC”) are the Lessors under that Amended and Restated Hangar Ground Lease Agreement dated February 16, 2023, a copy of which is attached hereto as **Attachment 1** and incorporated herein by this reference (the “Lease Agreement”) to Latched Kowell, LLC as Lessee (“Assignor”) concerning that property at the Northern Colorado Regional Airport described in Exhibit A to the Lease Agreement (the “Leased Premises”); and

WHEREAS, the Cities are parties to an Amended and Restated Intergovernmental Agreement for the Joint Operation of the Northern Colorado Regional Airport signed on January 22, 2015 and paragraph 4.A. of said Agreement delegates to the NCRAC the authority to enter into lease agreements in a form generally approved by the Cities; and

WHEREAS, the form of this lease agreement has been previously generally approved by the Cities; and

WHEREAS, Commission Bylaws adopted on October 15, 2015 authorize the Commission Chair to sign such agreements on behalf of NCRAC; and

WHEREAS, Assignor desires to assign all of its lease rights and obligations for the Leased Premises, as well as all improvements located thereon, to Tailwinds HOA #1 (“Assignee”); and

WHEREAS, Article 13 of the Lease Agreement permits this assignment under the conditions as set forth therein; and

WHEREAS, Assignee intends to benefit the Cities by promising to perform all terms and conditions of the Lease Agreement with respect to the Leased Premises as Lessee under the Lease Agreement.

NOW, THEREFORE, in consideration of the Cities’ approval, the mutual covenants and agreements expressed in the Lease Agreement, the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Assignor, by its signature below, hereby assigns all of its right, title and interest in and to the Lease Agreement and the Leased Premises, to Assignee as of November 21, 2024 (the “Effective Date”).

2. Assignee, by its signature below, hereby assumes and agrees to be bound by all obligations, responsibilities and terms of the Lease Agreement with respect to the Leased Premises and hereby becomes the Lessee of the Leased Premises under the Lease Agreement as of the Effective Date.

3. Assignee acknowledges and agrees that the annual rent payment for the Leased Premises under the Lease Agreement is \$12,410.11 per year, payable in monthly installments, which rental amount shall be adjusted on May 1, 2025 and on each anniversary thereafter pursuant to Article 4 of the Lease Agreement.

4. Assignee submits to the Cities herewith, the proof of insurance as required in Articles 8 and 9 of the Lease Agreement, attached hereto as **Attachment 2** and incorporated herein by this reference.

5. Assignee submits to the Cities the following notice address pursuant to Article 23 of the Lease Agreement:

Tailwinds HOA #1
John Howell
5243 Gulfstream Ct, Unit 1
Loveland, CO 80538
512-507-9261
jawhowell@gmail.com

6. The Cities designate the NCRAC and the Airport Manager as its representatives who shall make, within the scope of their authority, all necessary and proper decisions with reference to the Lease.

7. For purposes of this Agreement, there may be any number of counterparts, each of which shall be deemed as originals. Facsimile, scanned and other electronic signatures permitted by law, for purposes of this Agreement, shall be deemed as original signatures.

Dated this ____ day of _____, 20 ____.

[end of page 2]

**Northern Colorado Regional Airport
Commission acting on behalf of the City of
Loveland, Colorado and the City of Fort Collins,
Colorado**

By:

Commission Chair

ATTEST:

Secretary

APPROVED AS TO FORM:

Senior Assistant City Attorney

ATTACHMENT 1

(Lease Agreement, including all prior amendments and assignments)

**Lease agreement to be attached – Document is available on page
43 of the February 16, 2023 Airport Commission packet**

[https://www.flynoco.com/wp-content/uploads/2023/02/2023-02-16-
Commission-Packet.pdf](https://www.flynoco.com/wp-content/uploads/2023/02/2023-02-16-Commission-Packet.pdf)



NORTHERN COLORADO REGIONAL AIRPORT

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Date: November 21, 2024
To: Northern Colorado Regional Airport Commission
From: Francis Robbins, Operations & Maintenance Manager
Re: Airport Report for November 2024

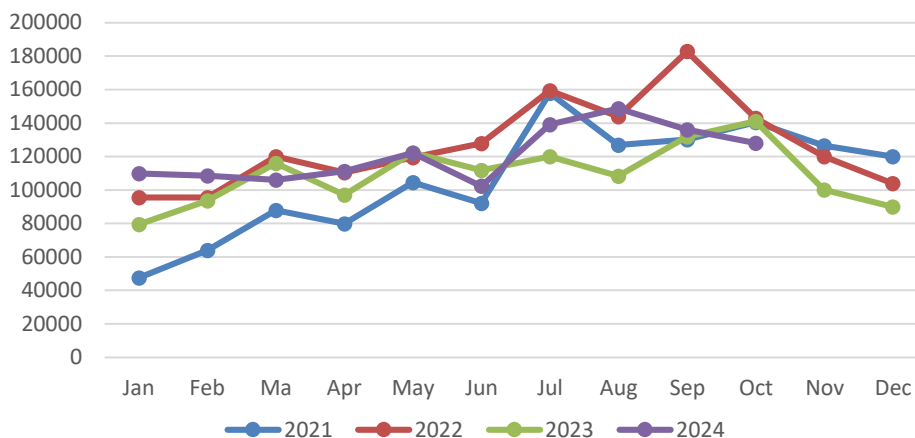
Report Highlights

- FNL Tower resumes full hours 7 days per week.
- Construction completed at Aero FNL and hangars are beginning to be occupied.
- The New terminal held a grand opening event

Airport Activity Dashboard

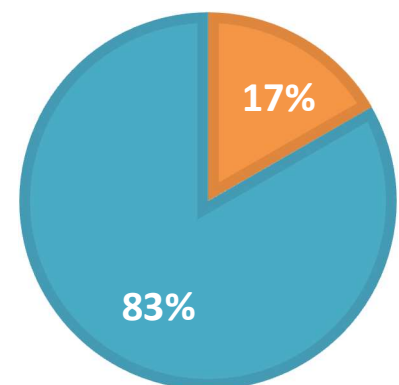
- Flight operations for the month of October averaged 286 per day, and the thirteen-month rolling average is 329 operations per day.
- Wholesale fuel ordered on and off airport was 128,038 gallons for the month of October, a decrease of 10% compared to the previous October at 141,103 gallons.
 - Total year to date fuel is up 8% year over year.
 - Total fuel flowage through October 2024, is 1,220,285 gallons compared to 1,121,628 Gallons YTD in October 2023.

Total Fuel YoY Comparison



YTD 2024

100LL Jet A



Airport Director

John Kinney started his first week as Airport Director at FNL on November 12, 2024. As part of the onboarding process he will be meeting with all the commissioners and airport businesses over the next few weeks.

Federal Contract Tower (FCT)

Air traffic controllers at FNL continue to be certified. NoCO tower now has sufficient staff certified to operate as published, 8 am to 6 pm daily. Additional controllers are in training to provide the depth of staffing desired in case of illness, or other leave of absence.

New Terminal

The Terminal grand opening event was a resounding success. The event was planned to accommodate optimistically 300 people over the course of the evening. Final counts showed over 1,600 attendees. The evening included speeches from the Mayor Arndt and Mayor Marsh, food, beverages, live music, business interactions for companies based at FNL and businesses involved with design and construction. The large attendance demonstrates the attention on the airport and specifically in commercial air service at FNL.

One design goal established in the Inter Governmental Agreement of 2023 for terminal capital contributions is to achieve LEED Silver building certification. One component which was held outside the Hensel Phelps construction contract was the rooftop photovoltaic solar array. The system has been designed and quoted with Sandbox Solar who holds an Indefinite Deliverable Contract with Fort Collins. The system is within the established project budget and is eligible for a federal credit offset of up to \$45,000 the Airport can seek in partnership with the Cities. Construction is anticipated to take less than 6 months.

Community Outreach

The Northern Colorado Regional Airport was the topic of discussion at the Fort Collins Chamber of Commerce Civil Conversations on October 28th. The event series is an opportunity for community members to talk about community needs on topics that they may not know well or may be sensitive. Mayor Arndt, Diane Jones (from the PDSC), and Francis Robins were in attendance and were able to hear the questions from the community and provide education about current topics including air service, the control tower, noise, and airport governance. Loveland's Chamber is hosted a similar event November 19th and Francis Robbins and John Kinney attended. Common questions included how the community could benefit from commercial air service, what is the master plan for development on and off airport, and how the community and airport can work together to attract innovative business development around the airport.

Aero FNL

Construction for the Aero FNL Development has come to a close. Final certificate of occupancy has been issued and some hangars are moving in. the project represents the largest single phase hangar construction project completed at FNL to date adding 23 hangar units to the FNL airport storage capacity and a capital investment of over \$23 million.

GA Taxi lane Rehabilitation

The GA taxi lane project is now complete. To enhance the situational awareness, center lines have been added to Stearman and Northrop taxiways as aircraft using them now include design group II aircraft with larger wingspans.

Attachments

1. Digital Tower Progress Report
2. FNL Terminal Information Handout
3. Photovoltaic Rooftop Array Layout



October 31, 2024

From: William E. Payne, P.E.
To: Colorado Division of Aeronautics

Section A – Remote Air Traffic Control Contract Progress Report #40

Re: Period: October 1 through October 31, 2024

Colorado Digital Tower Project Activity Status

Activity	Status/Start Date (Projected)	Finish Date (Projected)	Remarks
Digital Tower Implementation			
STARS Operational at FNL	11/25/2022	12/15/2022	Complete
Move STARS Slave Display to Mobile ATCT	8/2/2023	TBD	FAA withholds approval
Digital Tower System			
FNL Non-Binding Letter of Intent to RTX/Frequentis	1/18/2024	2/2/2024	Complete
RTX/Frequentis Letter of Intent to FNL	2/15/2024	2/15/2024	Complete
RTX/Frequentis Digital Tower Proposal	4/18/2024	4/18/2024	Being Reviewed
Response Letter to RTX/Frequentis Proposal	5/1/2024	5/1/2024	Complete
Digital Tower Testing			
RTX/Frequentis Installs Equipment at Tech Center	4/21/2024	8/26/2024	Complete
RTX/Frequentis System Optimization	7/31/2024	10/25/2024	Complete
Site Approval Test (SAT)	12/15/2024	TBD	In Progress
RTX/Frequentis Begins Testing at Tech Center	1/25/2024	TBD	
RTX/Frequentis Completes System Design Approval	TBD	TBD	
RTX/Frequentis to FNL	TBD	TBD	
FAA Testing at FNL	TBD	TBD	
Digital Tower Receives Op Viability Decision	TBD	TBD	
Digital Tower System and ATCT Commissioned	TBD	TBD	

Remote Tower Project Narrative:

On Monday, October 28, 2024, the Division Director, Greeley-Weld County (GXY) Airport Manager and me along with representatives from RTX and Frequentis met with the Airports District Office (ADO) Staff. The purpose of the meeting was to discuss Airport Improvement Program (AIP) funding opportunities for digital towers. The ADO explained that digital towers would be eligible for funding under the Small Airport Fund and the Bipartisan Infrastructure Law (BIL) **provided the system was certified by the FAA** per the current Program Guidance Letter

(PGL 19-02). In the case of digital towers, certification requires achieving System Design Approval (SDA). The current PGL states that “certified remote towers” would be eligible for AIP and BIL funding. The bottom line is that the digital tower system would have to have been approved by the FAA before AIP or BIL funding would be available. The ADO explained that in order for an airport to secure either AIP, Small Airport or BIL funds, they would have to apply and that the process would be competitive.

On Tuesday, October 29, the ADO Manager briefed the Associate Administrator for Airports on the funding status of Federal Contract Towers (FCT) funding.

Additionally, there was discussion of investigation of a digital tower center in Colorado to serve some of our General Aviation (GA) airports by providing airport traffic control. There are several GA airports in Colorado that would be good candidates for a digital tower solution, either full-time or on a seasonal basis. To list a few:

1. Northern Colorado Regional Airport (FNL)
2. Greeley-Weld County Airport (GXY)
3. Durango-La Plata County Airport (DRO)
4. Yampa Valley Regional Airport (HDN)
5. Montrose Regional Airport (MTJ)
6. Telluride Regional Airport (TEX)

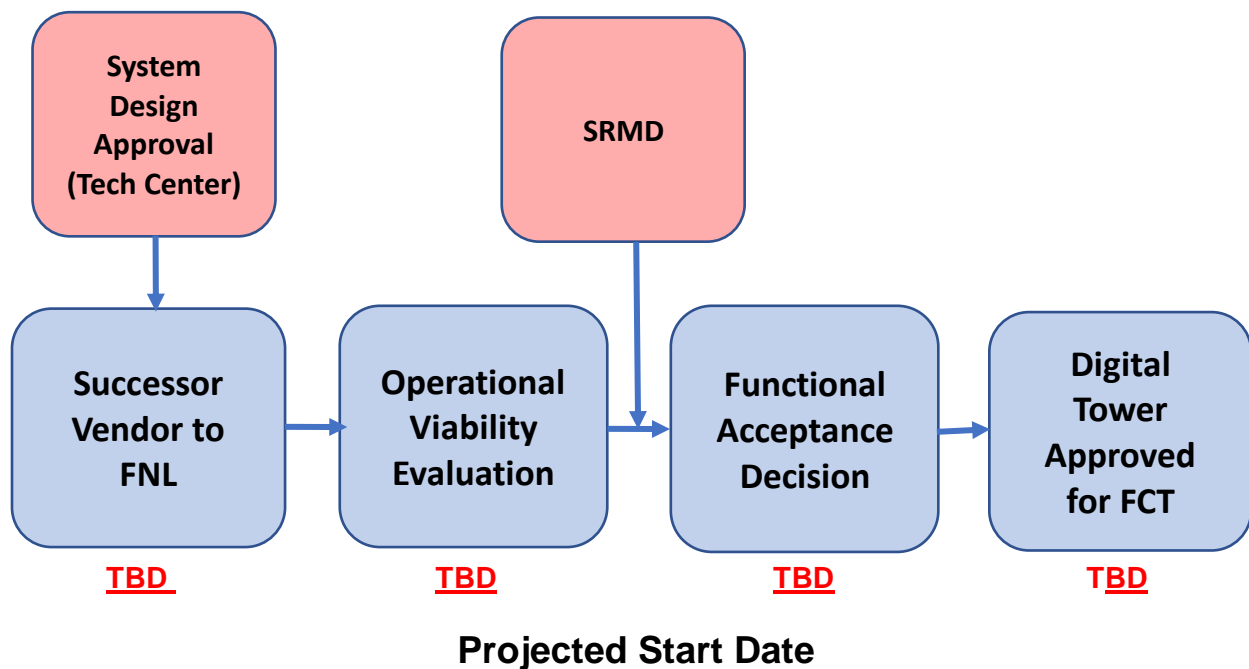
RTX/Frequentis has completed installation of the additional monitors at the FAA’s Technical Center. This clears the way to begin testing of the system. They have secured the services of controllers to do the testing which will be observed by the NextGen, Tech Ops and their contractors, as well as representatives of the National Air Traffic Controllers Association (NATCA). RTX/Frequentis is hoping to begin formal testing by the spring of 2025 with completion in late 2025 or early 2026. This schedule is totally dependent on the FAA. Having seen the Frequentis system in operation, it is my contention that there should be no substantial issues with meeting Operational Visual Requirements (OVR). The major element of obtaining SDA will be the preparation and approval of the numerous documents (33) that are required by FAA.

Subsequent to my meeting with Tech Ops manager, it became apparent that at this point surveillance, i.e. radar, is not intended to be a part of SDA but rather as an add on. It is unclear as to the process to permit surveillance to be ingested into the Frequentis automation platform as SWIM is in the system at the Northern Colorado Regional Airport (FNL).

In legacy airport traffic control towers (ATCT) surveillance data is provided via stand-alone displays--typically Standard Terminal Automation Replacement System (STARS). However, in a digital tower, surveillance can be provided by stand-alone displays and/or by ingesting the data into the video automation and displaying it on the video wall or local displays at the individual controller working positions. It is my firm belief that a digital tower system based solely on visual requirements and not taking advantage of surveillance will not meet its full potential to provide controllers with superior situational awareness. The FAA is loathe to allow FCTs to have STARS so many busy FCTs do not have the situational awareness provided by a surveillance display that would greatly increase efficiency and safety, FNL being one.

RTX has agreed to provide updates of the progress at the Tech Center which will be included in my report going forward each month. See the attached SBA Update provided by RTX. Note the video wall and three camera mast configuration is similar to the FNL system.

Proposed Digital Tower Process Moving Forward:



Schedule Note: This status is based on the latest proposed schedule and is dependent upon System Design Approval at the Tech Center.

REMOTE TOWER PROJECT PROGRAM MANAGEMENT

Program Description/Background

The Program Manager for this project, William E. Payne, will serve as a technical subject matter expert to represent the Division's investment and interest in the Remote Tower and facilitate the project's forward progress to FAA certification and deployment. The Program Manager will participate in and assist with the development of all evaluation, testing, and certification activities, as well as attend all project meetings, and will serve as the technical representative for the Division of Aeronautics during all phases of the project as enumerated below.

Tasks:

1. Provide Technical Representation and Oversight of the Project

Effort this Period: Completed.

2. Participate in Development of the FAA's Operational Safety Assessment (OSA) Basis for Evaluation of Non-Federal Remote Tower Equipment

Effort this Period: The OSA is still in draft form and is continuing to be developed as the project proceeds toward System Design Approval.

3. Participate in Development of the Operational Visual Requirements (OVR)

Effort this Period: The OVR Version 2.1 has been issued.

4. Participate in Development of the Requirements/Specifications for Non-Federal Tower Equipment

Effort this Period: Participated in the FAA TechOps review and commented on the Remote Tower Requirements Document and prepared comments on OVR 2.1. Completed.

5. Assist with Development of System Configuration

Effort this Period: The system configuration will be modified based on lessons learned 4K cameras and displays for demonstration on March 27, 2023.

6. Modify System Configuration Based on Testing Phase Comments

Effort this Period: Completed by Searidge.

7. Run Periodic Tests of the Remote Air Traffic Control Tower System During Periods of Evaluation/Testing Inactivity

Effort this Period: Complete.

8. Attend System FAA Technical Interchange Meetings (TIM)

Effort this Period: Provided SME representation in the recent FAA discussion of OVR 2.1. Completed.

9. Participate in FAA Configuration Review Board (CRB) Activities

Effort this Period: NextGen has yet to establish the CRB. This effort may be rolled into development of the Remote Tower AC.

10. Evaluate an Air Situation Display in Preparation for Testing Against Standard Terminal Automation Replacement System Radar Equipment (STARS).

Effort this Period: Complete.

11. Collaborate with FAA on Alternate Phase 1 Virtual/Remote Testing

Effort this Period: Complete

12. Work with FAA to develop and Implement Phase 1 Passive Remote Tower Testing

Effort this Period: Complete

13. Work with FAA to Develop and Implement Phase 2 Active Remote Tower Testing

Effort this Period: There has been no activity on this task this period.

14. Work with FAA and FNL on Phase 3 Industry-Led Initial Operational Capability (IOC)

Effort this Period: This task has been renamed Validation & Verification (V&V.) There has been no activity on this task this period. Phase 3 Active Remote Tower Testing will begin after Phase 2 Active Remote Tower testing is complete and the SRMD has been signed.

15. Work with FAA on Phase 4 Remote Tower System Certification and Commissioning

Effort this Period: There has been no activity on this task this period. Phase 4 System Design Approval and Commissioning will begin after the conclusion of Phase 3 V&V and the SRMD has been signed.

16. Participate in Development of the FAA's Advisory Circular (AC) for Remote Tower Systems for Non-Federal Applications

Effort this Period: Continue participation in the FAA TechOps TIM to review and comment on the Remote Tower Advisory Circular.

17. Provision of Regular Written Reports, Presentations and Updates on the Project's Progress to Internal and External Stakeholders

Effort this Period: Preparation of the monthly Program status report.

18. Travel as Needed (In-State and Out of State) for Meetings with FAA, Airport and Division Personnel

Effort this Period: Travel to FNL for meetings with Airport Board and the Cities of Fort Collins and Loveland.

DEVELOPMENT OF POTENTIAL ENHANCED SITUATIONAL AWARENESS TOOLS FOR NON-TOWERED AIRPORTS

Tasks:

- 1. Explore the Potential Development of a System Consisting of Existing and New Surveillance Sources that can be Deployed, Owned and Operated by Non-Towered Airports to Provide Airport Staff with Improved**

Visibility into the Local Airspace and on the Airport Surface, with the Ultimate Goal of Improving Aviation Safety and System Efficiency.

Effort this Period: No activity this period.

- 2. Prepare System Requirements to be Used by Airports and/or the Division when Seeking Vendor Proposals to Implement a Situational Awareness System.**

Effort this Period: No activity this period.

Glossary of Project Technical Acronyms

ADS-B	Automatic Dependent Surveillance – Broadcast
AGL	Above Ground Level
ARTCC	Air Route Traffic Control Center
ASDE-X	Airport Surface Detection Equipment – Model X
ASOS	Automatic Surface Observation System
ASR-9	Airport Surveillance Radar – Model 9
AWOS	Automatic Weather Observation System
ATC	Air Traffic Control
ATIS	Automatic Terminal Information System
AJT	Air Traffic Services
AJI	Safety Technical Training Services
AJV	Mission Support Policies and Procedures
CTAF	Common Traffic Advisory Frequency
ERAM	En Route Automation Modernization
FAA	Federal Aviation Administration
FAT	Factory Acceptance Test (alternately - First Article Test)
FDIO	Flight Data Input/Output
FTI	Federal Communications Infrastructure (Harris Corp.)
GA	General Aviation
HITL	Human In the Loop
HMI	Human Machine Interface
ILS	Instrument Landing System
IOC	Initial Operating Capability
IMC	Instrument Meteorological Condition
LOA	Letter of Agreement
MLAT	Multilateration
MSL	Mean Sea Level (above)
NAS	National Air Space
NATCA	National Air Traffic Controllers Association
NESG	NAS Enterprise Security Gateway
NextGen	Next Generation Air Transportation System
NORDO	No Radio
OSA	Operational Safety Assessment
OTW	Out of the Window
OVD	Operational Viability Decision
RSA	Runway Safety Area
SAT	Site Acceptance Test
SDA	System Design Approval
SMR	Surface Movement Radar
SMS	Safety Management System
SRA	Safety Risk Assessment
SRMD	Safety Risk Management Document
SRMDM	Safety Risk Management Document Memorandum
SRMP	Safety Risk Management Panel
SHA	System Hazard Analysis
SSHA	Sub-System Hazard Analysis
STARS	Standard Terminal Automation Replacement System
SWIM	System Wide Information Management
TAMR	Terminal Automation Modernization and Replacement
TRACON	Terminal Radar Control Facility
UHF	Ultra High Frequency
VFR	Visual Flight Rules
VHF	Very High Frequency
VMC	Visual Meteorological Condition

ATTACHMENTS

1. SDA Update
2. FNL "Draft Graphic Remote Tower Timeline as of October 31, 2024.

SDA UPDATE

Installation

- Installation has been prioritized since ~May'24. We are wrapping up with SAT planned for first two weeks in Dec'24.
 - During our ATC optimization activity, it was discovered that there was a discrepancy in the Operational Visual Requirement (OVR) resulting in some rework.
 - Ultimately, 4 additional panorama displays and their associated workstations were added to the control room configuration.
- The FAA will begin their batch testing in Jan'25 which is ~2 months later than expected attributed to the control room reconfiguration.

Documentation

- 11 of 33 deliverables have been fully accepted
- 19 are in progress, of which 7 are at 60+% complete
- An additional 3-4 deliverables are on track to be fully accepted by the end of 2024
- 3 have yet to be started as they are post-testing deliverables



Reconfigured Control Room

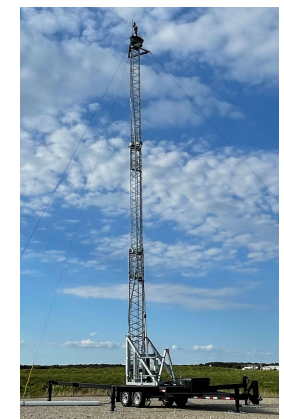
Note: the 2 displays/stands on each end were temporarily installed to support OVR assessment but have since been swapped out with permanent replacements, so the full panorama is at the same height.



Threshold 13 Mast – 55'

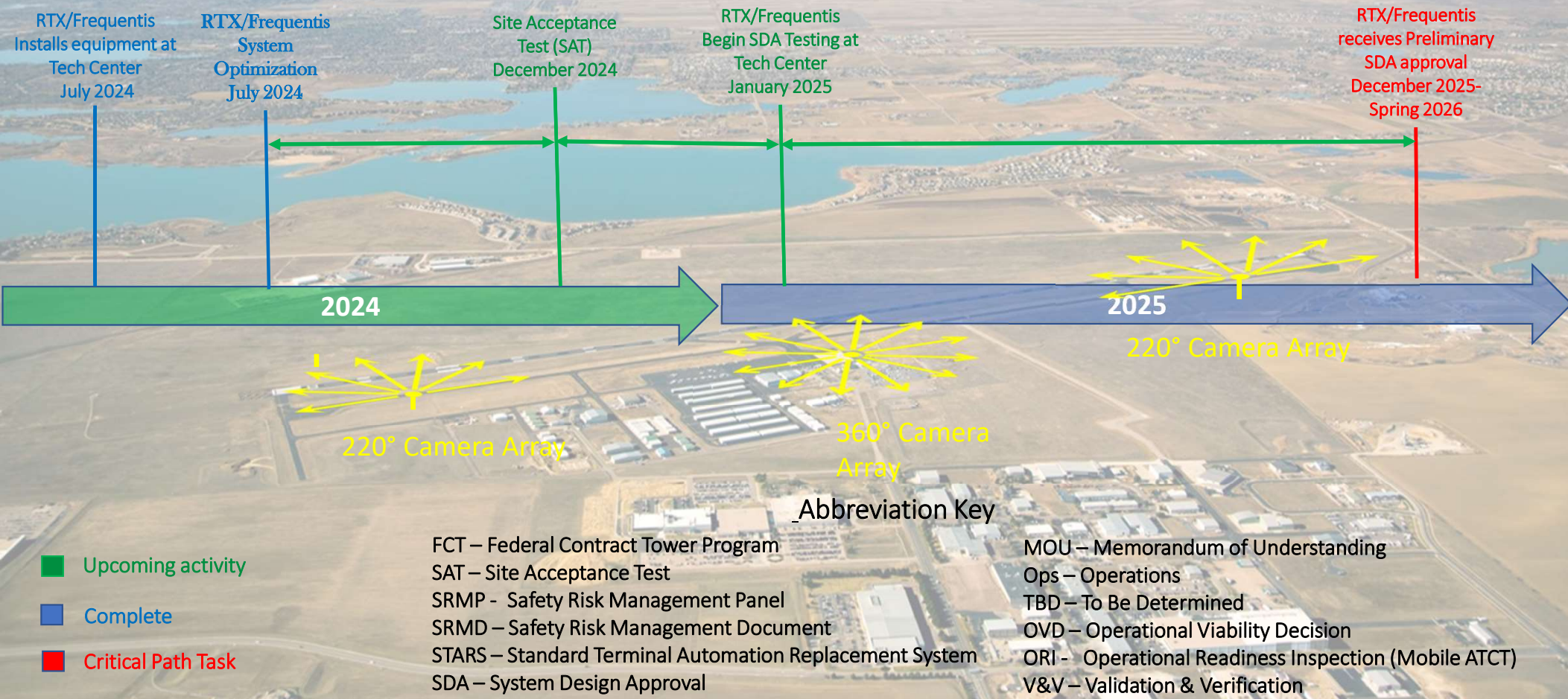


Central Mast – 106'



Threshold 31 Mast – 55'

Colorado FNL Digital Tower Timeline (Draft)



ABOUT THE AIRPORT

Located 50 miles north of Denver and minutes from the historic downtowns of Loveland and Fort Collins, FNL serves as the aviation hub of Northern Colorado. The airport was established in 1963 with the assistance of an FAA land grant and is jointly owned by the Cities of Loveland and Fort Collins. While providing general aviation, business, and commuter air travel services for more than 60 years, the airport has continued to grow along with the population of the region. Today, FNL is an FAR Part 139 commercially certified airport which accommodates over 125,000 annual flight operations, 202 hangar units, and 300 based aircraft. The airport, its FBO (jetCenters of Colorado), and many other businesses cater to the diverse needs of the aviation community on site. The list of amenities and services is constantly expanding with demand and further solidifies FNL as a thriving center of aviation activity.

FNL DIRECT ECONOMIC IMPACTS



JOBS

1,072



VALUE ADDED

\$83.19 Million



BUSINESS REVENUE

\$160.87 Million

**VIEW OUR 2020
ECONOMIC IMPACT
STUDY**

The next EIS will be available in 2025



FACTS



AIR SERVICE

Charters and vacation packages are currently available through third-party vendors on a limited basis. FNL is actively pursuing regularly scheduled commercial air service. Follow us on social media for more updates as they become available!



AIR TRAFFIC CONTROL

FNL is part of the Federal Contract Tower Program. We currently have a mobile air traffic solution in place that operates 7 days a week from 0800-1800 local time. A permanent solution is on track to be in place within 4 years.



GROUND TRANSPORTATION

FNL offers shuttle services to Denver International Airport and other regional destinations through multiple companies. There are over 30 departures daily! Rental car services are also available on site.

Contact Us:

W: www.flyfnl.com T: 970.962.2850

E: airport@cityofloveland.org



Federal Aviation
Administration



NORTHERN COLORADO
REGIONAL AIRPORT



COLORADO
Department of Transportation

Northern Colorado Regional Airport Terminal

Providing greater options for air travel with the same convenience and ease of access that travelers have always loved at FNL!

19,400 SF Terminal Building



\$22 Million Project Budget

Completed September of 2024

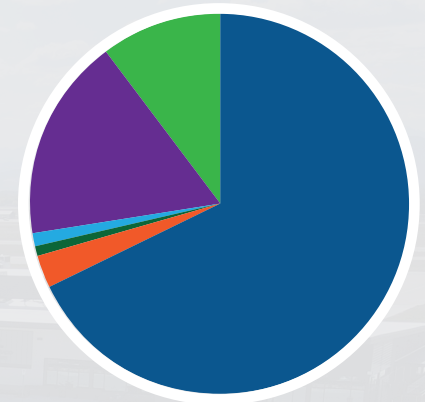


2 Gates Serving A320 Aircraft

Striving for LEED Silver

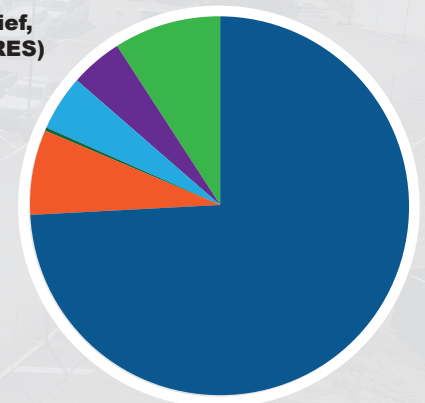
BUDGET OVERVIEW

Construction	\$14,952,333
Water/Sewer Tap Fees	\$635,688
Development Fees	\$200,400
Furnishings	\$225,000
Professional Services	\$3,790,608
Misc. Costs/Contingency	\$2,247,439



FUNDING OVERVIEW

Federal – Coronavirus Aid, Relief, & Economic Security Act (CARES)	\$16,373,135
Federal – Bipartisan Infrastructure Law (BIL)	\$1,590,000
State – Bipartisan Infrastructure Law (BIL)	\$88,333
City of Fort Collins	\$1,000,000
City of Loveland	\$1,000,000
Northern Colorado Regional Airport	\$2,000,000



PROJECT TIMELINE





SANDBOX SOLAR



20% Offset

NOCO Regional Airport

4900 Earhart Rd
Loveland CO 80538

(970) 673-7733
Francis.Robbins@cityofloveland.org

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1 ABOUT US



Ian Skor
CEO/Owner



Allysa Johansen
Commercial Project Coordinator



Danny Weaver
Senior Commercial PM

OUR HISTORY

Since forming in early 2015, Sandbox Solar has grown to be a leader in solar electric installations on the Front Range. We have a history of installing a broad range of system types: from ground mounts and flat roofs to pitched metal and composite shingle roofs. This gives our designers and installers a competitive edge when it comes to all installation conditions. Our team's cumulative experience lets us excel at problem solving and promotes occasional out-of-the-box thinking to complete any challenge thrown our way. Sandbox is a full-service company with all aspects of the project handled in-house, helping us maintain a consistently high level of quality while still bringing competitive pricing.

OUR MISSION

*To increase the deployment of solar energy in our community to promote energy independence and **self-sufficiency**.*

Sandbox Solar is based out of Fort Collins, Colorado. We are proud to be voted Northern Colorado's Best Solar Company, Colorado Top Solar Contractor, and a Nextdoor Neighborhood Favorite thanks to our community.

We are just as proud of the work we've done for our C&I clients. Through our work with municipalities, corporate clients, multifamily developers, and our work in Agrivoltaics we've developed a number of glowing references we'd be happy to share.

2 PROJECT PORTFOLIO



AZTLAN COMMUNITY CENTER

System Rating: 53 kW DC

Services Provided: Design, Development, and EPC for the rooftop system and 280 kWh battery



L'Avenir Living Building Challenge

System Rating: 28 kW DC

Services Provided: Design, Development, and EPC of PV and ESS



In-Situ Solar Carport & EV Charging

System Rating: 20 kW DC

Services Provided: Design, Development, and EPC



Native Hill Farms Agrivoltaics

System Rating: 16 kW DC

Services Provided: Development and EPC of Proof-of-concept movable array.

3 PROJECT SUMMARY

Payment Options	Cash Purchase
IRR - Term	11.0%
LCOE PV Generation	\$0.048 /kWh
Net Present Value	\$89,754
Payback Period	8.7 Years
Total Payments	\$157,829
Total Incentives	\$47,349
Net Payments	\$110,480
Electric Bill Savings - Term	\$378,277
Upfront Payment	\$157,829

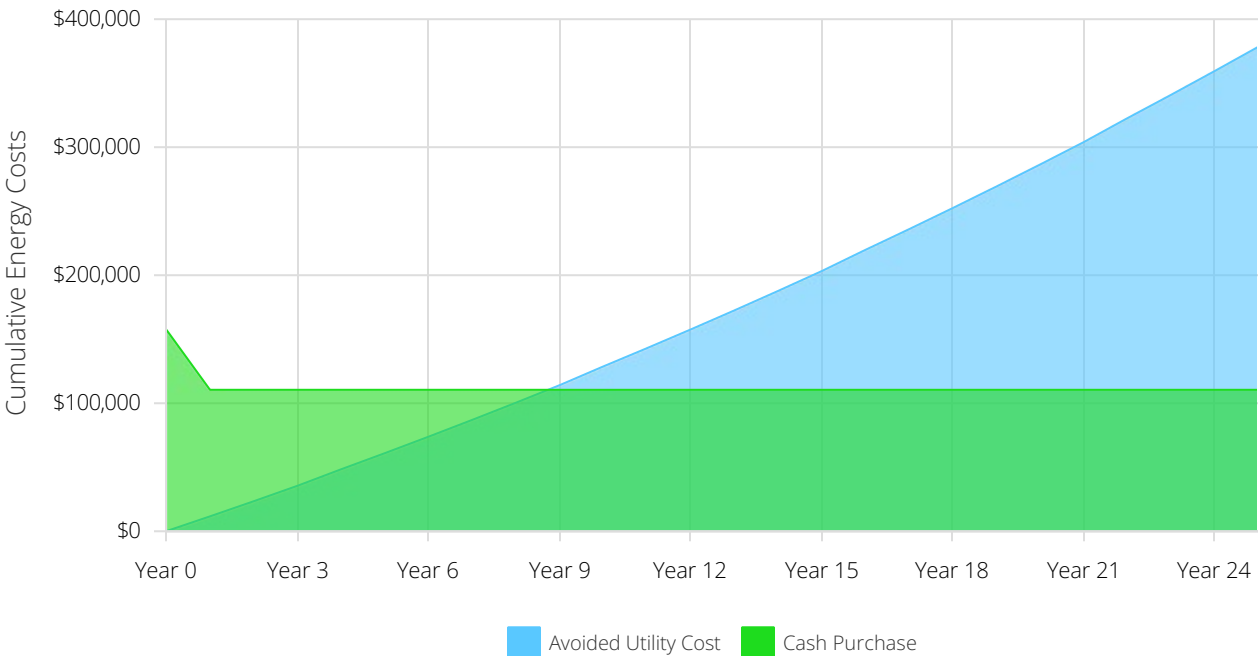
COMBINED SOLAR PV RATING

Power Rating: 65,400 W-DC
 Power Rating: 56,967 W-AC-CEC

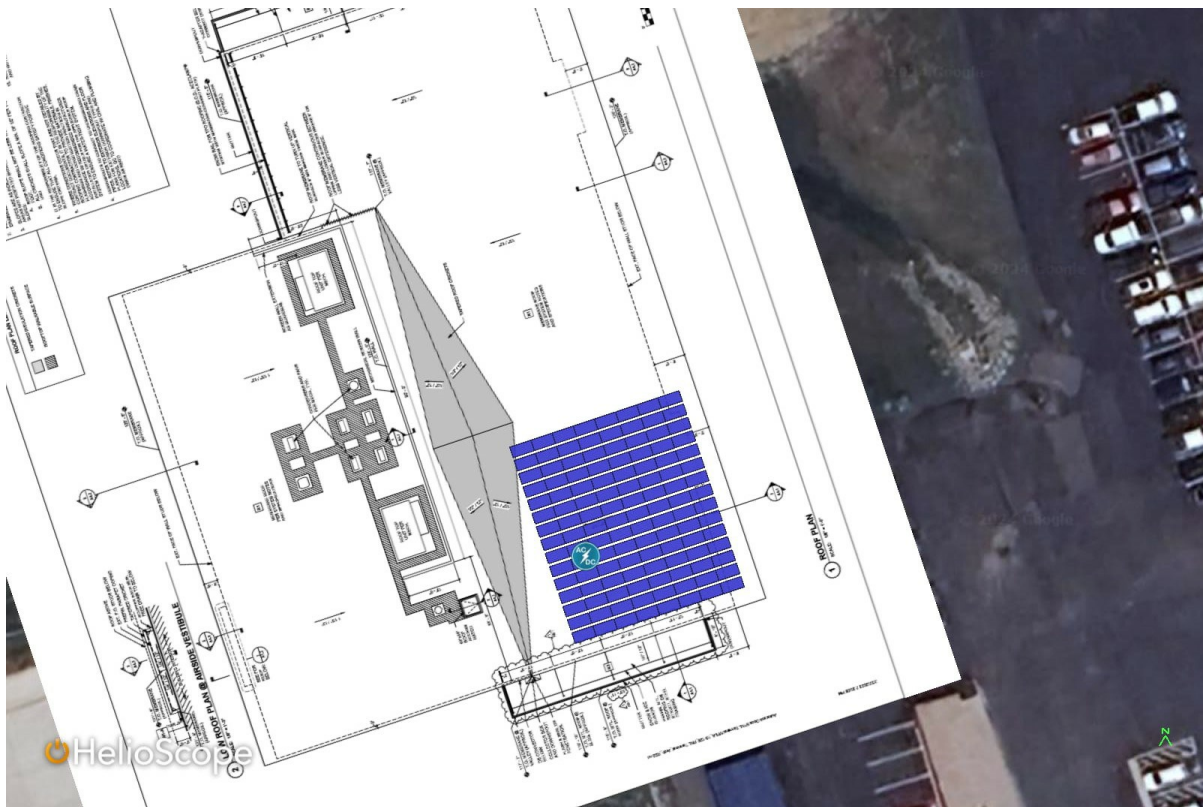
COMBINED ESS RATINGS

Energy Capacity: 0.0 kWh
 Power Rating: 0.0 kW

CUMULATIVE ENERGY COSTS BY PAYMENT OPTION



4.1.1 PV SYSTEM DETAILS



GENERAL INFORMATION

Facility: Meter #1
Address: 4900 Earhart Rd Loveland CO 80538

SOLAR PV EQUIPMENT DESCRIPTION

Solar Panels: (120) Longi Solar LR5-72HBD-545M
Inverters: (1) Solectria Solar PVI-60TL-480

SOLAR PV EQUIPMENT TYPICAL LIFESPAN

Solar Panels: Greater than 30 Years
Inverters: 15 Years

Solar PV System Cost and Incentives

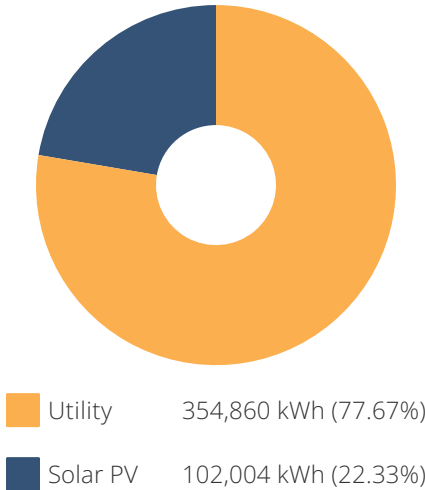
Solar PV System Cost	\$157,829
Federal Tax Credit	-\$47,349
Net Solar PV System Cost	\$110,480

SOLAR PV SYSTEM RATING

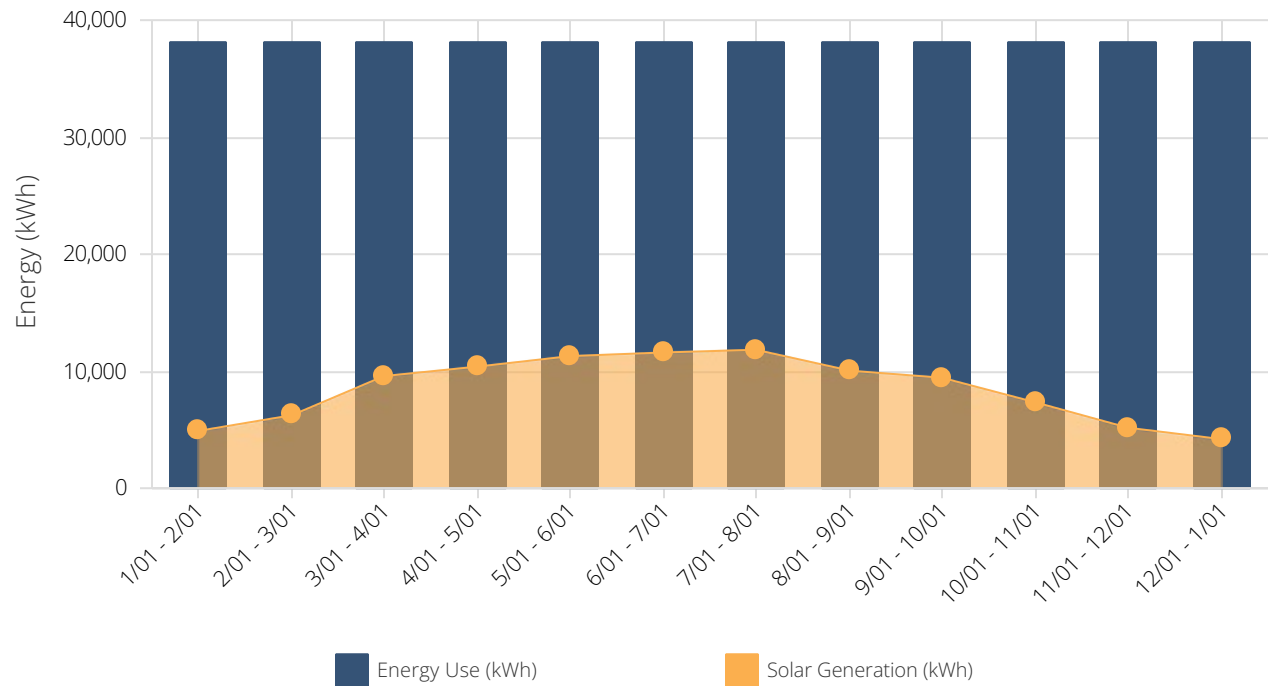
Power Rating: 65,400 W-DC
Power Rating: 56,967 W-AC-CEC

ENERGY CONSUMPTION MIX

Annual Energy Use: 456,864 kWh



MONTHLY ENERGY USE VS SOLAR GENERATION



4.1.2 REBATES & INCENTIVES

This section summarizes all incentives available for this project. The actual rebate and incentive amounts for this project are shown in each example.

Investment Tax Credit (ITC) - 30%

The Inflation Reduction Act (IRA) of 2022 establishes and extends the federal Investment Tax Credit (ITC) for solar photovoltaic (PV) systems at a rate of 30% of the total PV system cost. The 30% ITC was extended for 10 years, through 2032. Unlike tax deductions, this tax credit can be used to directly offset your tax liability dollar for dollar. The IRA extended the carryback period to 3 years, and the carryforward period to 22 years, in cases where the tax credit exceeds a customer's tax liability in the 'placed-in-service' year. For PV projects greater than 1 MW AC in size, the IRA established prevailing wage and apprenticeship requirements in order to qualify for the full 30% "increased rate", rather than a "base rate" which would only qualify for a 6% ITC. Projects with an output of less than 1 megawatt qualify for the "increased rate" irrespective of if prevailing wage or apprenticeship requirements are met.

Total Incentive Value: \$47,349



4.1.3 UTILITY RATES

The table below shows the rates associated with your current utility rate schedule (SG). Your estimated electric bills after solar are shown on the following page.

Customer Charges				Energy Charges			
Season	Charge Type	Rate Type	SG	Season	Charge Type	Rate Type	SG
W	Flat Rate	per billing period	\$38.35	W	Flat Rate	Import	\$0.10866
S	Flat Rate	per billing period	\$38.35	S	Flat Rate	Import	\$0.1229

4.1.4 CURRENT ELECTRIC BILL

The table below shows your annual electricity costs based on the most current utility rates and your previous 12 months of electrical usage.

RATE SCHEDULE: CL - SG

Time Periods	Energy Use (kWh)	Charges		
Bill Ranges & Seasons	Total	Other	Energy	Total
1/1/2024 - 2/1/2024 W	38,072	\$38	\$4,137	\$4,175
2/1/2024 - 3/1/2024 W	38,072	\$38	\$4,137	\$4,175
3/1/2024 - 4/1/2024 W	38,072	\$38	\$4,137	\$4,175
4/1/2024 - 5/1/2024 W	38,072	\$38	\$4,137	\$4,175
5/1/2024 - 6/1/2024 W	38,072	\$38	\$4,137	\$4,175
6/1/2024 - 7/1/2024 W	38,072	\$38	\$4,137	\$4,175
7/1/2024 - 8/1/2024 S	38,072	\$38	\$4,679	\$4,717
8/1/2024 - 9/1/2024 S	38,072	\$38	\$4,679	\$4,717
9/1/2024 - 10/1/2024 S	38,072	\$38	\$4,679	\$4,717
10/1/2024 - 11/1/2024 S	38,072	\$38	\$4,679	\$4,717
11/1/2023 - 12/1/2023 W	38,072	\$38	\$4,137	\$4,175
12/1/2023 - 1/1/2024 W	38,072	\$38	\$4,137	\$4,175
Total	456,864	\$460	\$51,811	\$52,272



4.1.5 NEW ELECTRIC BILL

RATE SCHEDULE: CL - SG

Time Periods	Energy Use (kWh)	Charges		
Bill Ranges & Seasons	Total	Other	Energy	Total
1/1/2024 - 2/1/2024 W	33,180	\$38	\$3,605	\$3,644
2/1/2024 - 3/1/2024 W	31,831	\$38	\$3,459	\$3,497
3/1/2024 - 4/1/2024 W	28,488	\$38	\$3,096	\$3,134
4/1/2024 - 5/1/2024 W	27,675	\$38	\$3,007	\$3,046
5/1/2024 - 6/1/2024 W	26,784	\$38	\$2,910	\$2,949
6/1/2024 - 7/1/2024 W	26,469	\$38	\$2,876	\$2,914
7/1/2024 - 8/1/2024 S	26,244	\$38	\$3,225	\$3,264
8/1/2024 - 9/1/2024 S	28,026	\$38	\$3,444	\$3,483
9/1/2024 - 10/1/2024 S	28,633	\$38	\$3,519	\$3,557
10/1/2024 - 11/1/2024 S	30,746	\$38	\$3,779	\$3,817
11/1/2023 - 12/1/2023 W	32,902	\$38	\$3,575	\$3,613
12/1/2023 - 1/1/2024 W	33,882	\$38	\$3,682	\$3,720
Total	354,860	\$460	\$40,177	\$40,638

ANNUAL ELECTRICITY SAVINGS: \$11,634



5.1 Cash Purchase

Assumptions and Key Financial Metrics

IRR - Term	11.0%	Net Present Value	\$89,754	Payback Period	8.7 Years
ROI	169.7%	PV Degradation Rate	0.80%	Discount Rate	5.0%
Energy Cost Escalation Rate	3.0%	Federal Income Tax Rate	30.0%	State Income Tax Rate	8.0%
Total Project Costs	\$157,829				

Years	Project Costs	Electric Bill Savings	Federal Tax Effect	Total Cash Flow	Cumulative Cash Flow
Upfront	-\$157,829	-	-	-\$157,829	-\$157,829
1	-	\$11,634	\$47,349	\$58,983	-\$98,846
2	-	\$11,887	-	\$11,887	-\$86,959
3	-	\$12,145	-	\$12,145	-\$74,814
4	-	\$12,408	-	\$12,408	-\$62,407
5	-	\$12,675	-	\$12,675	-\$49,731
6	-	\$12,947	-	\$12,947	-\$36,784
7	-	\$13,225	-	\$13,225	-\$23,559
8	-	\$13,507	-	\$13,507	-\$10,052
9	-	\$13,794	-	\$13,794	\$3,742
10	-	\$14,087	-	\$14,087	\$17,829
11	-	\$14,384	-	\$14,384	\$32,213
12	-	\$14,687	-	\$14,687	\$46,900
13	-	\$14,995	-	\$14,995	\$61,895
14	-	\$15,308	-	\$15,308	\$77,203
15	-	\$15,627	-	\$15,627	\$92,830
16	-	\$15,950	-	\$15,950	\$108,780
17	-	\$16,279	-	\$16,279	\$125,059
18	-	\$16,614	-	\$16,614	\$141,673
19	-	\$16,954	-	\$16,954	\$158,627
20	-	\$17,299	-	\$17,299	\$175,927
21	-	\$17,650	-	\$17,650	\$193,577
22	-	\$18,007	-	\$18,007	\$211,584
23	-	\$18,369	-	\$18,369	\$229,952
24	-	\$18,736	-	\$18,736	\$248,688
25	-	\$19,109	-	\$19,109	\$267,797
Totals:	-\$157,829	\$378,277	\$47,349	\$267,797	-



6.1 Cash Purchase

Assumptions and Key Financial Metrics

IRR - Term	11.0%	Net Present Value	\$89,754	Payback Period	8.7 Years
ROI	169.7%	PV Degradation Rate	0.80%	Discount Rate	5.0%
Energy Cost Escalation Rate	3.0%	Federal Income Tax Rate	30.0%	State Income Tax Rate	8.0%
Total Project Costs	\$157,829				

Years	Upfront	1	2	3	4	5	6	7	8	9	10	11	12
Cash													
Project Costs	-\$157,829	-	-	-	-	-	-	-	-	-	-	-	-
Electric Bill Savings	-	\$11,634	\$11,887	\$12,145	\$12,408	\$12,675	\$12,947	\$13,225	\$13,507	\$13,794	\$14,087	\$14,384	\$14,687
Cash Total	-\$157,829	\$11,634	\$11,887	\$12,145	\$12,408	\$12,675	\$12,947	\$13,225	\$13,507	\$13,794	\$14,087	\$14,384	\$14,687
Federal Taxes													
Federal Tax Credit	-	\$47,349	-	-	-	-	-	-	-	-	-	-	-
Change in Federal Tax Liability	-	\$47,349	-	-	-	-	-	-	-	-	-	-	-
Total Cash Flow	-\$157,829	\$58,983	\$11,887	\$12,145	\$12,408	\$12,675	\$12,947	\$13,225	\$13,507	\$13,794	\$14,087	\$14,384	\$14,687
Cumulative Cash Flow	-\$157,829	-\$98,846	-\$86,959	-\$74,814	-\$62,407	-\$49,731	-\$36,784	-\$23,559	-\$10,052	\$3,742	\$17,829	\$32,213	\$46,900



6.1 Cash Purchase

Assumptions and Key Financial Metrics

IRR - Term	11.0%	Net Present Value	\$89,754	Payback Period	8.7 Years
ROI	169.7%	PV Degradation Rate	0.80%	Discount Rate	5.0%
Energy Cost Escalation Rate	3.0%	Federal Income Tax Rate	30.0%	State Income Tax Rate	8.0%
Total Project Costs	\$157,829				

Years	13	14	15	16	17	18	19	20	21	22	23	24	25
Cash													
Project Costs	-	-	-	-	-	-	-	-	-	-	-	-	-
Electric Bill Savings	\$14,995	\$15,308	\$15,627	\$15,950	\$16,279	\$16,614	\$16,954	\$17,299	\$17,650	\$18,007	\$18,369	\$18,736	\$19,109
Cash Total	\$14,995	\$15,308	\$15,627	\$15,950	\$16,279	\$16,614	\$16,954	\$17,299	\$17,650	\$18,007	\$18,369	\$18,736	\$19,109
Federal Taxes													
Federal Tax Credit	-	-	-	-	-	-	-	-	-	-	-	-	-
Change in Federal Tax Liability	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Cash Flow	\$14,995	\$15,308	\$15,627	\$15,950	\$16,279	\$16,614	\$16,954	\$17,299	\$17,650	\$18,007	\$18,369	\$18,736	\$19,109
Cumulative Cash Flow	\$61,895	\$77,203	\$92,830	\$108,780	\$125,059	\$141,673	\$158,627	\$175,927	\$193,577	\$211,584	\$229,952	\$248,688	\$267,797



6.1 Cash Purchase

Assumptions and Key Financial Metrics

IRR - Term	11.0%	Net Present Value	\$89,754	Payback Period	8.7 Years
ROI	169.7%	PV Degradation Rate	0.80%	Discount Rate	5.0%
Energy Cost Escalation Rate	3.0%	Federal Income Tax Rate	30.0%	State Income Tax Rate	8.0%
Total Project Costs	\$157,829				

Years	Totals
Cash	
Project Costs	-\$157,829
Electric Bill Savings	\$378,277
Cash Total	\$220,448
Federal Taxes	
Federal Tax Credit	\$47,349
Change in Federal Tax Liability	\$47,349
Total Cash Flow	\$267,797
Cumulative Cash Flow	-





NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538
(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 6
MEETING DATE: November 21, 2024
PREPARED BY: Aaron Ehle, Airport Planning & Development Specialist
Francis Robbins, Operations & Maintenance Manager

TITLE

Landing Fee Policy

RECOMMENDED AIRPORT COMMISSION ACTION

A motion to adopt the Landing Fee Policy

BUDGET IMPACT

Positive: The Airport Commission has approved the 2025 Airport Rates & Fees, which now includes landing fees for transient aircraft. This new revenue stream is anticipated to generate at least \$118,000 per year.

SUMMARY

At the September meeting, the Airport Commission instructed staff to develop a landing fee policy, with exemptions for based aircraft and those engaged in specific operations. To inform this policy, staff reviewed landing fee practices at 10 airports in Colorado and surrounding states. Based on this research and Commission direction, a list of exemptions was created and presented to the Commission in October. The policy was well received, but a few adjustments were recommended:

- The exemption for government-owned aircraft was expanded to include local governments, in addition to state and federal entities.
- The exemption for aircraft departing from FNL and returning for emergency, weather, or mechanical reasons was revised to cover all aircraft that depart and return to FNL without stopping at another airport, regardless of the reason.

The Commission also directed staff to review the policy with the new Director, John Kinney, before presenting it for approval at the November meeting. Mr. Kinney suggested removing the following exemption:

- No landing fee will be assessed for signatory passenger or cargo air carriers operating at FNL.

- Landing fees for these types of operations can be addressed through airline operating agreements.

IMPLEMENTATION

To implement the policy, airport staff will procure a service to track aircraft landings and provide a payment portal. The chosen vendor will be required to:

- Ensure the information technology and content meet the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA success criteria, where practicable, for both airport staff and paying customers.
- Demonstrate a proven track record of accurately tracking aircraft landings using multiple data sources.
- Show a history of successfully collecting fees.
- Provide clear documentation of the service costs to the Airport.

ATTACHMENTS

Landing Fee Policy



NORTHERN COLORADO
REGIONAL AIRPORT

Landing Fee Policy

Effective Date

Effective January 1, 2025, landing fees will be charged to all transient aircraft operating at Northern Colorado Regional Airport (FNL). These fees will be assessed at the time of departure and billed at the following rates:

Rates

Landing fees will be assessed at the following rates based on Maximum Certificated Landing Weight (MLW):

- No landing fee for aircraft less than or equal to 12,499 lbs.
- \$1.99 per 1,000 lbs. for transient aircraft between 12,500 and 59,999 lbs.
- \$2.99 per 1,000 lbs. for transient aircraft 60,000 lbs. or greater
 - These rates are subject to change upon approval by the Airport Commission

Exemptions

- Government-Owned (Federal, State, and Local) and Military Aircraft registered as owned by the government according to the Federal Aviation Administration (“FAA”) Registry will be exempt from payment of landing fees.
- Aircraft with maximum gross landing weight less than 12,500 lbs. of will be exempt from payment of landing fees.
- Aircraft based at Northern Colorado Regional Airport (aircraft that are stored at the airport more than 183 days per year) will be exempt from payment of landing fees.
- Non-profit medical transport and firefighting aircraft will be exempt from payment of landing fees.
- No landing fee will be assessed in the event an aircraft lands at the airport due to a declared emergency.



NORTHERN COLORADO REGIONAL AIRPORT

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ITEM NUMBER: 7

MEETING DATE: November 21, 2024

PREPARED BY: Francis Robbins; Airport Operations and Maintenance Manager

TITLE

Ground Transportation Policy Update

RECOMMENDED AIRPORT COMMISSION ACTION

Informational Item. Recommend no action.

BUDGET IMPACT

Current impact

SUMMARY

Staff established a methodology to evaluate the appropriate shuttle fee structure by comparing operating and maintenance costs of facilities used, benchmarking the fee with other airports, and the market's ability to bear. During the evaluation period two key changes occurred which had substantive impact on the evaluation.

First, Groome Transportation expressed a letter of interest in developing a non-aeronautical lease in an area distant from the airport terminal. Development of a park-and-ride on the airport without conflict to the Airport Layout Plan is permitted by the FAA under certain conditions. Airport staff are evaluating the feasibility if this proposal as it changes the demand for parking near the terminal.

Secondly, after the terminal grand opening event, the TSA Federal Security Director at Denver expressed interest in renewing the discussion about secure bus transportation between to Northern Colorado Regional Airport (FNL) and Denver International Airport (DEN). This changes the nature of the operating and maintenance costs for the airport to support bus operations and needs further consideration before a recommendation can be made.

Staff will consider the impact of these developments, incorporate the information in the evaluation methodology, and bring a recommended policy to the Commission for approval. To allow for continued operation without interruption for both companies, staff can continue the current agreements and current facilities. Landline's operating agreement automatically renews annually unless the termination clause is activated by

either party. The Groome lease is a short term, non-aeronautical lease in a non-standard form so the IGA states that it is the responsibility of the City Managers to extend the lease for an additional term of 1 (one) year as outlined within the lease. The evaluation delay will have no operational impacts for either company or the passenger parking and facility use experience.

HISTORY

FNL has been a longer-term host of two park-and-ride shuttle services, Groome Transportation and Landline company. Groome started business at FNL in 2015 as Green Ride. The park-and-ride service has grown and the Green Ride was acquired by Groome Transportation in 2022.

Landline began operations in partnership with United Airlines in 2021 as a provider of sky cap services such as checking badge and printing boarding passes for the full itinerary. Landline's business model is to create a new niche for secure bus transportation where the riders board the bus from a Sterile Boarding Area under TSA's protocols for airline passenger security. This process has been delayed in this market but has commenced operations at Allentown, PA, Atlantic City, NJ, and Philadelphia, PA so the process is accepted by regulating agencies.

ATTACHMENTS

None

Evaluation methodology

Operating and Maintenance Costs

- Janitorial, utilities, building preventive maintenance

Benchmark

- Comparable airport fee amount and structure

Market Tolerance

- Evaluate data and with business partners

TSA

- Secure Bus Service not part of initial evaluation

Groome

- Letter of Interest to Lease another site

Parking Fee Policy

- Passenger costs and customer pivotal decision point

- Staff recommend maintaining or extending current agreements during this evaluation
 - Groome lease expires Dec. 31, 2024 and contemplates a 1 year renewal Action by City Managers needed to continue current agreement.
 - Landline operating agreement is 1 year with automatic renewals commencing April 1. No action for continuing present operation.



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ITEM NUMBER: 8

MEETING DATE: November 21, 2024

PREPARED BY: Kate Morgan, Airport Executive Assistant

TITLE

2025 Public Meeting Schedules

RECOMMENDED AIRPORT COMMISSION ACTION

Approve the recommended 2025 public meeting schedules

BUDGET IMPACT

Neutral

SUMMARY

The Commission meeting schedule remains the same as 2024 with monthly meetings held on the third Thursday of each month, unless otherwise noted. Shifting the meeting time to 3:00p.m.-5:00p.m. is recommended for consistency with other Airport meetings.

The Planning Development Subcommittee (PDSC) meeting cadence remains the same as 2024 with monthly meetings in 2025. Shifting the meetings to the first Thursday (unless otherwise noted) from 3:00p.m.-5:00p.m. is recommended for consistency with other Airport meetings.

The Stakeholder meeting cadence remains the same as 2024 with meetings being held every two months. Shifting the meetings to the second Thursday (unless otherwise noted) from 3:00p.m.-5:00p.m. is recommended for consistency with other Airport meetings.

All the proposed meeting schedules consider the known holidays, conferences, and other events which could present conflicts for City Officials and staff. Scheduled meetings may be cancelled if there is no business to discuss or quorum requirements are not met. Special meetings may be called by following the procedures in the bylaws for high priority approvals and other business as needed.

ATTACHMENTS

Draft 2025 Airport Commission Meeting Schedule

Draft 2025 Airport PDSC Meeting Schedule

Draft 2025 Airport Stakeholder Meeting Schedule



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Northern Colorado Regional Airport 2025 Commission Meeting Schedule

Meetings are scheduled for the third Thursday of every month unless otherwise noted.

- January 16th
- February 20th
- Commission and Staff Workshop (date TBD)
- March 20th
- April 17th
- May 15th
- June 12th (second Thursday)
- July 17th
- August 21st
- No meeting in September
- October 16th
- November 20st
- No meeting in December

Meetings are held in the Airport Administrative Office located at 4900 Earhart Road in Loveland, Colorado. All meetings shall commence at 3:00 p.m. and adjourn by 5:00 p.m. City holidays, conferences, and other events to be considered when determining the schedule include:

Martin Luther King, Jr. Day Monday, January 20th
CAOA Winter Conference January 28th-29th
Presidents' Day Monday, February 17th
National League of Cities Conference March 10th-12th
CAOA Spring Conference June 18th-20th
Juneteenth Day Thursday, June 19th
Colorado Municipal League Annual Conference June 24th-27th
Independence Day Friday, July 4th
Labor Day Monday, September 1st
Thunderbirds Air Show September 15th-22nd
Christmas Day Thursday, December 25th



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Northern Colorado Regional Airport 2025 PDSC Meeting Schedule

Meetings are scheduled for the first Thursday of every month unless otherwise noted.

- January 8th (second Thursday)
- February 6th
- March 6th
- April 3rd
- May 1st
- June 5th
- July meeting TBD
- August 7th
- September 4th
- October 2nd
- November 6th
- December 4th

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Independence Day Friday, July 4th

Labor Day Monday, September 1st

Thunderbirds Air Show September 15th-22nd

Christmas Day Thursday, December 25th



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Northern Colorado Regional Airport 2025 Stakeholder Meeting Schedule

Meetings are scheduled for the second Thursday every two months unless otherwise noted.

- February 13th
- April 10th
- No meeting in June
- August 14th
- October 9th
- December 11th

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ITEM NUMBER: 9

MEETING DATE: November 21, 2024

PREPARED BY: Kate Morgan, Airport Executive Assistant

TITLE

Election of 2025 Commission Officers

RECOMMENDED AIRPORT COMMISSION ACTION

Conduct the election of Commission officers to serve during the 2025 calendar year. This includes appointment of the Chair, Vice Chair, and Secretary.

BUDGET IMPACT

Neutral

SUMMARY

Section 6 of the Airport Commission Bylaws states that an election or appointment process shall be held annually for the Chair and Vice Chair positions on the Commission. The Chair and Vice Chair must be members of the Commission. The bylaws also require the Airport Commission to appoint a secretary. The secretary does not need to be a member of the Commission. Historically, this process has been conducted on an annual basis in advance of the new year. The adopted Bylaws of the Airport Commission pertaining to officers and personnel is provided below.

Section 6. Officers and Personnel.

a. Election of Officers. The officers of the Commission shall be a Chairperson and Vice-Chairperson, and such other officers and assistant officers as may be authorized by the Commission from time to time, to perform such duties as may be approved by the Commission. All officers shall be elected by a majority of the Commission Members present and voting. The Chairperson and Vice-Chairperson shall be members of the Commission. The Commission shall appoint a secretary, who need not be a member of the Commission. At the first meeting of the Commission, the Commission Members shall elect a Chairperson and Vice-Chairperson and appoint other officers who shall serve in their elected or appointed capacities, as applicable, for the remainder of the 2015 calendar year and for the full 2016 calendar year. Thereafter, officers shall be elected or appointed, as applicable, annually by the Commission Members at the Commission's last regularly scheduled meeting of each calendar year to serve a one calendar year term. Vacancies may be filled and new officers may be appointed at any meeting of the Commission.

b. Chairperson. The Chairperson shall preside at all meetings and, except as otherwise delegated by the Commission, shall execute on behalf of the Commission any legal instruments approved by the Commission except contracts and agreements that may be signed by the Airport Manager as authorized by the Commission. The Chairperson shall execute all ministerial documents on behalf of the Commission. The Chairperson, subject to these Bylaws, shall decide all points of order or procedure unless otherwise directed by a majority of the Commission present. The Commission, by a majority vote of all Commission Members, shall adopt meeting procedures that assure an orderly and focused discussion and facilitate the input of all Commission Members.

c. Vice-Chairperson. The Vice-Chairperson shall perform all of the Chairperson's duties in the absence of the Chairperson.

d. Additional Duties. The officers of the Commission shall perform such other duties and functions as may be required by the Commission from time to time, by the Bylaws or rules and regulations of Commission, by law, or by special exigencies which shall later be ratified by the Commission.

ATTACHMENT

None