

Northern Colorado Regional Airport Commission  
**Planning and Development Subcommittee**  
**Charter**  
*Amended 3/21/2024*

## **I. Purpose**

The Planning and Development Subcommittee (“PDSC”) was formed by the Northern Colorado Regional Airport Commission (“Airport Commission”) pursuant to Section 12 of the Commission Bylaws to facilitate strategic planning for the Airport and its immediate surroundings. It pursues the following major objectives:

- i. To support the development of an updated Strategic Plan and the 2020 Airport Master Plan;
- ii. To provide ongoing support and input on specific plans and proposals for the development of Airport land; and
- iii. To provide input on other business development efforts as appropriate.

## **II. Authority and Limitations**

The PDSC serves only in an advisory role to the Airport Commission with respect to the objectives listed above and may provide recommendations to the Airport Commission as the PDSC deems appropriate or as requested by the Airport Commission. The PDSC has no authority to take any final action or to direct the expenditure of funds or resources.

## **III. Membership**

Membership of the PDSC will consist of the following Airport Commission representative, City of Loveland and City of Fort Collins representatives (“City Members”) and non-City representatives (“Citizen Members”):

### *Airport Commission Member*

#### *City Members*

- Airport Director (PDSC Chair)
- Staff member from the City of Loveland Economic Development Department
- Staff member from the City of Fort Collins
- Staff member from the City of Loveland Current Planning Division

#### *Citizen Members*

- Rick Turley, FNL Pilots Association
- Tom Fleming
- Diane Jones

The Airport Commission shall appoint an Airport Commissioner to be the Airport Commission Member of the PDSC with voting rights. The Airport Commission shall also appoint an alternate Airport Commission Member who may attend any meeting or meetings in the Airport Commission Member’s absence with all voting rights of the Airport Commission Member. Any Airport Commissioner may also attend any PDSC meetings.



The Airport will select an Airport staff member to participate as staff liaison to the PDSC. Membership may change over time, subject to approval by the Airport Commission as described in this Charter. Other individuals may be asked to take part in the PDSC from time to time in an ad-hoc, advisory role as needed, but shall not have any authority vote on any matter being considered by the PDSC.

Because of the breadth of the PDSC's charter, it may be necessary or appropriate to form other work groups from time to time to address related topics. If directly related to the purpose of the PDSC, then the PDSC may form the work group and advise the Commission. If the scope is unrelated to or exceeds the PDSC's charter, then the PDSC will submit the proposal to the Commission for consideration and approval as appropriate.

#### **IV. Member Terms**

The length of the Airport Commission Member's and alternate Airport Commission Member's terms shall be one (1) year. The length of a Citizen Member's term shall be four (4) years effective as of the date of the Airport Commission's approval of such Citizen Member's appointment. For the Citizen Members listed in this Charter, their terms shall begin on the effective date of this Charter amendment. There shall be no term limits for City Members positions as staff filling those positions may change over time.

#### **V. Changes in Membership**

Airport Commission approval by motion or resolution to amend this Charter with respect to membership shall be required for all membership changes.

A new or replacement Citizen Member may be nominated and presented to the Airport Commission for consideration by any member of the PDSC or Airport Commissioner. The Airport Commission may, in its discretion, hold interviews by an interview committee of its choosing with no more than two Airport Commissioners.

#### **VI. Meetings**

In accordance with the Airport Commission Bylaws, PDSC meetings shall be held in accordance with the Colorado Open Meetings Law. The PDSC shall generally meet monthly on the first Wednesday of each month beginning at 3:00PM, but may be rescheduled as needed with proper notice to the PDSC Members and the public. Meetings may be held in person or virtually or a combination of both. A majority of the members of the PDSC constitutes a quorum.

#### **VI. Duration**

The duration of the PDSC will be determined by the need for support on current and future Airport planning and development projects. However, the Airport Commission, at its sole direction, may dissolve or alter the focus of the PDSC to best serve the Airport's interests.