



Meeting Minutes for December 14, 2023

CALL TO ORDER	Chair Arndt called the meeting to order at 3:32 p.m.
ROLL CALL	Chair Arndt and Commissioners Stooksbury, DiMartino, Williams, Krenning, Marsh, and Burgener were all present.
RECOGNITION OF PREVIOUS COMMISSIONERS' SERVICE	The Commission and Staff recognized Don Overcash, Steve Adams, and Tom Fleming for their time spent serving on the Airport Commission.
INTRODUCTION OF NEW COMMISSIONERS	The Commission welcomed Jacki Marsh and Troy Krenning as newly appointed members of the Airport Commission. All members of the Airport Commission introduced themselves.
PUBLIC COMMENT	<p>Martin Lind provided a brief presentation of the Discovery Air lease and requested a response from Staff regarding the contract negotiations for Discovery Air. Mr. Lind identified the issues needing to be resolved as reimbursables for the ramp area, fuel farm, parking lot rent, stormwater, and Lear Drive/Lindburgh Drive connection to Crossroads Boulevard. Mr. Lind expressed that the minimum standards required in Discovery Air's agreement are causing financial hardship, are not being fulfilled by the competing FBO (jetCenter), and feels that the current agreement is unfair. Mr. Lind requested to have a Board Member attend Discover Air's meetings with Staff to act as liaison for the Commission.</p> <p>Rick Turley provided a brief history of the engineering review process for A, B, and C hangars, commended the Hangar C Repair Plan presented to tenants on December 12, 2023, and requested that planning stages begin for replacement hangars. Tenants have provided a proposal for new hangars which has not yet been approved. Mr. Turley would like plans to be approved for new hangars on shovel-ready ground years prior to the Hangar C building being decommissioned.</p> <p>Commissioner Krenning asked Staff what was holding up a response to Mr. Lind.</p> <p>Laurie Wilson, Senior Assistant City Attorney for Loveland, explained that Staff provided a response to Mr. Lind's attorney regarding the last proposal that the Cities received. A follow-up meeting was canceled when it was communicated to Staff that Mr. Lind did not feel the meeting would be beneficial.</p>



Commissioner Krenning requested that City attorneys continue working with Mr. Lind and his legal representative to resolve any miscommunication.

Commissioner DiMartino stated that she has been involved in conversations on this matter with Discovery Air and understood that the Cities provided a response to Mr. Lind and the meeting was canceled since it would not be beneficial. Staff has been waiting for follow-up communication since then.

Commissioner Stooksbury questioned whether the issue of parity is a City or Commission matter.

Ms. Wilson stated that, because the lease agreement was approved by the two City Councils, only the two Councils would be able to amend the lease. An expert in Airport law has been assisting in the process of negotiations and the Cities are open to continuing conversations.

Chair Arndt suggested holding an executive session to discuss the Discovery Air issue in more detail. Ms. Wilson agreed to work with the Airport legal expert and Dave Ruppel to schedule a special meeting.

CONSENT AGENDA

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

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

AIRPORT DIRECTOR'S REPORT HIGHLIGHTS

C-hangar repairs are moving forward. A meeting was held on December 12, 2023 for C-hangar tenants regarding the repair process for their units. The environmental review for A and B hangars. Once the results of the environmental review are complete, the formal bid process can begin for demolition.

The FAA has designated the Raytheon/Frequentis team as the follow-on vendor for the Digital Tower project. The Federal Contract Tower option will allow the Airport to proceed with a siting study for a traditional tower while still perusing a digital tower option at the same time.

Terminal construction is on track and on budget with the majority of the concrete slab now cured and steel erection expected to begin in January.



Patch repairs to Northrop and the parking area have been completed successfully.

REGULAR AGENDA

5. Election of Officers for 2024

Kate Morgan, Airport Executive Assistant, presented this item in accordance with the staff report.

Commissioner Marsh nominated Commissioner Arndt for the 2024 Chair position. The motion carried with all the Commissioners present voting in favor thereof.

Commissioner Marsh nominated Commissioner Stooksbury for the 2024 Vice Chair position. The motion carried with all the Commissioners present voting in favor thereof.

6. Commission Meeting Dates for 2024

Dave Ruppel, Interim Airport Director, presented this item in accordance with the staff report. The proposed meeting schedule remains the same as the previous years with meetings held on the third Thursday of every month, with the exception of June to avoid conflict with the Colorado Municipal League Conference.

Commissioner Williams recommended scheduling the June meeting for the second Thursday (June 13, 2024).

Commissioner Williams moved to approve the meeting schedule as recommended with an adjustment to June 13th for the June meeting date. The motion, seconded by Commissioner DiMartino, carried with all Commissioners present voting in favor thereof.

7. Commission Roles and Responsibilities Training for 2024

At the request of staff, the item was tabled for the next Commission meeting in January.

8. Federal Contract Tower Program Agreement

Francis Robbins, Airport Operations and Maintenance Manager, presented the item in accordance with the staff report and requested that the Commission recommend approval of the Federal Contract Tower (FCT) Program Agreement to both City Councils. Bill Payne, Program Manager for the Remote Tower Project, also stood for questions.

Acceptance into the FCT program would allow the traditional tower and digital tower options to be pursued concurrently while Airport funds are used to cover the monthly equipment rental expenses (estimated at \$170,000 annually) for the Mobile Tower facility to continue operating.

Remote Tower Pilot Program funding ends December 31, 2023. If the agreement is not approved by the January 1, 2024 deadline,



FCT funding would be pulled and the Mobile Tower operations could be compromised. There is no penalty for pulling out of the FCT program at any time and federal funds would not need to be repaid.

Commissioner Stooksbury moved to recommend approval of the FCT Program Agreement. The motion, seconded by Commissioner Williams, carried with all Commissioners present voting in favor thereof.

Commissioner Williams moved to grant the City of Loveland City Manager the authority to maintain Mobile Tower equipment (estimated at \$136,332) and negotiate with Aegis ATC, LLC. The motion, seconded by Commissioner DiMartino, carried with all Commissioners present voting in favor thereof.

Commissioner DiMartino moved to grant the City of Loveland City Manager the authority to purchase existing Remote Tower equipment (estimated at \$120,000) from Searidge. The motion, seconded by Commissioner Marsh, carried with all Commissioners present voting in favor thereof.

9. Airport Land Use and Leasing Policy Strategy At the request of the Commission, the item was tabled for the next Commission meeting in January.

10. Business from Members Chair Arndt requested that staff prepare a special meeting in January to hold an executive session as well as an extended afternoon session to review the Strategic Plan. Chair Arndt and Vice Chair Stooksbury will collaborate to form an agenda.

ADJOURNMENT Chair Arndt adjourned the meeting at 5:04 p.m.

Respectfully Submitted,



Commission Chair, Jeni Arndt