



NORTHERN COLORADO REGIONAL AIRPORT COMMISSION

4900 EARHART ROAD • LOVELAND, CO 80538

REGULAR MEETING AGENDA

THURSDAY, MARCH 21, 2024

2:00PM – 5:00PM

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

CONSENT AGENDA

1. FEBRUARY 15, 2024 MEETING MINUTES – P. 2
2. FEBRUARY PRELIMINARY FINANCIAL STATEMENT – P. 10
3. FEBRUARY AIRPORT DIRECTOR'S REPORT – P. 11

APPROVAL OF CONSENT AGENDA

AIRPORT DIRECTOR'S REPORT HIGHLIGHTS

REGULAR AGENDA

4. TERMINAL PROJECT UPDATE (Informational, 15 min.) – P. 33
5. 2024 COMMISSION MEETING SCHEDULE UPDATES (Action item, 5 min.) – P. 38
6. AIR SERVICE DEVELOPMENT UPDATE (Informational, 45 min.) – P. 42
7. PLANNING & DEVELOPMENT SUBCOMMITTEE (PDSC) CHARTER UPDATE AND MEMBERSHIP (Action item, 20 min.) – P. 54
8. AIRPORT DEVELOPMENT SOLICITATIONS (Action item, 45 min.) – P. 59
9. AIRPORT COMMISSION RULES OF PROCEDURE (Informational, 20 min.) – P. 104
10. RUNWAY WIDENING CONTRACT AMENDMENT (Action item, 20 min.) – P. 107
11. BUSINESS FROM MEMBERS

PULLED CONSENT AGENDA ITEMS

ADJOURN

Meeting Planning Calendar

April 18	May 16	June 13
<ul style="list-style-type: none">• Airport Director Search Update• Terminal Public Art Discussion	<ul style="list-style-type: none">• Initial Budget Review for 2025• Initial Rates & Fees Review for 2025• Land Use & Leasing Policy Implementation Update	<ul style="list-style-type: none">• Final Budget Review for 2025• Final Rates & Fees Review for 2025

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=5pPT3wqwwantl9jlisxjaPkMwNNcin.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/81745121465?pwd=5pPT3wqwwantl9jlisxjaPkMwNNcin.1>



Special Meeting Minutes for February 15, 2024

- CALL TO ORDER** Vice Chair Stooksbury called the meeting to order at 12:05 p.m.
- ROLL CALL** Vice Chair Stooksbury and Commissioners DiMartino, Williams, and Marsh were present. Chair Arndt and Commissioner Krenning were absent.
- SPECIAL AGENDA**
- 1. Commission Roles and Responsibilities Training for 2024**

Laurie Wilson, Senior Assistant City Attorney, provided a presentation which reviewed open meetings and records laws, Airport Commission authority, and ethics.

Commissioner Arndt entered the meeting and assumed the Chair position.

Commissioner Krenning entered the meeting.

Chair Arndt suggested revising the Commission bylaws to clarify conflicts of interest as outlined in the Colorado Revised Statutes since members of the Commission are involved in Airport activities.
 - 2. Meeting Duration, Frequency, and Cadence**

Discussion item presented by Chair Arndt. Commissioners spoke in favor of moving to 10 regularly scheduled meetings annually and extending the meeting time from 3:30 to 5:30. Holding public meetings in a space with more capacity for attendees may also be considered at future meetings.
 - 3. Annual Conferences**

Discussion item presented by Dave Ruppel, Interim Airport Director. Commissioners spoke in favor of having a representative attend state and regional conferences. Conference or training event registration information will be distributed to Commissioners when it becomes available. The Airport's training budget can be used to help cover expenses for non-City employed Commissioners. Public notice can be provided if three or more Commissioners plan to attend any events.
 - 4. 2024 Calendar of Events**

Discussion item presented by Dave Ruppel, Interim Airport Director. Commissioners spoke in favor of hosting a special event in July with the Commission and stakeholders in lieu of a regular meeting. Commissioners also spoke in favor of consolidating the November and December meetings.
 - 5. 2020 Master Plan Overview**

Dave Ruppel, Interim Airport Director, provided a presentation of the Airport Master Plan which was established in 2020 as a guiding document for the Airport. The FAA must review and sign off on any changes to the Master Plan, which can be a lengthy process. The FAA expects to see an updated Master Plan and Airport Layout Plan every five to seven years, so the next Master Plan update for FNL would need to be determined in 2025. If no update is needed, a new Master Plan can be created with the FAA between 2030 and 2032.



6. **2023-24 Strategic Action Plan Overview** Agenda items 6 through 11 were consolidated as open discussion among the Commission and staff.
 7. **Break** Chair Arndt called a meeting break at 1:48 p.m.
 8. **Proposed Amendments** Chair Arndt called the meeting back to order at 2:02 p.m.
 9. **Current Projects** Francis Robbins, Airport Operations and Maintenance Manager, provided a presentation of the Airport's Strategic Action Plan which was established last year as a guiding document for 2023 and 2024.
 10. **Conclusion/**
 11. **Next Steps** Commissioners were prompted to indicate which three of the 11 Strategic Action Plan tasks they want to see prioritized. Commissioners chose to categorize the items into four actions as follows:
 - Tasks to monitor: Governance Study, Technology and Innovation Center
 - Completed tasks: Community Engagement
 - Tasks requiring more discussion: Commercial Transportation Hub
 - Tasks to be added: Mobile ATC Tower, Director AppointmentCommissioners requested that the contracted air service development company evaluates all variables including the economic impact of *not* having commercial air service, ticket prices that people are willing to pay, service locations, growth models, and potential air cargo and business travel traffic. A representative from the air service development company will be in attendance at the Commission meeting in March.
- Mr. Ruppel stated that staff will follow up with the new TSA Federal Safety Inspector, once appointed in Denver, to determine whether FNL can contract a TSA agent (with or without commercial air service available) to securely transport passengers to Denver International Airport.
- It was the consensus of the Commission to have a 2 p.m. start time for the regular meeting scheduled in March.
- ADJOURNMENT** Chair Arndt adjourned the meeting at 3:15 p.m.

Respectfully Submitted,

Commission Chair, Jeni Arndt

FEBRUARY 15, 2024 SPECIAL MEETING SIGN-IN SHEET

PLEASE PRINT:

NAME

ORGANIZATION

[illegible]



Regular Meeting Minutes for February 15, 2024

- 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, and Marsh were all present.
- PUBLIC COMMENT** Conrad Cichos expressed interest in developing Site C for Century Helicopters.
- Ryan Carlson stated that pattern should be considered to manage noise complaints and expressed concerns for the impacts of the runway widening project caused by runway 15-33 closure since data may not be capturing all operations occurring outside of ATC hours.
- Gina Gonzales spoke in favor of hiring more airport staff, testified to community members requesting commercial service, and offered ARFF education to Commissioners.
- Jim Sampson stated that his business is growing and plans to request a lease expansion for development soon.
- Stephen Hayne stated that he submitted a proposal for hangar development on Site B and has not yet received a response. He requested direction from the Commission and expressed concerns for hiring a broker.

CONSENT AGENDA

Commissioner Krenning moved to approve the Consent Agenda. The motion, seconded by Commissioner Stooksbury, 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 in process. A and B hangars will require environmental abatement prior to demolition.

Collins/Frequentis has installed their equipment at the Tech Center and intends to provide more information on the Digital Tower project and partnership with FNL. They tentatively plan to install equipment at FNL by the end of the year.

Hensel Phelps will begin exterior framing installation for the new terminal building next week. Exterior walls are expected to be complete in the next two months.



Approximately 55 people attended the stakeholder meeting virtually and in-person on February 6, 2024.

REGULAR AGENDA

4. Airport Director Hiring Process

Julia Holland, HR Director, presented this item in accordance with the Agenda Item Summary. Ms. Holland stated that the total not-to-exceed amount for contracted Interim Airport Director services from Aviation Management Consulting Group is \$273,000. The total compensation package of a benefited, full-time Director as a City of Loveland employee is estimated at \$206,000 annually. The timeline for hiring a permanent Airport Director is expected to take at least six to eight months. Executive recruiter services typically offer different package options. HR Assist is an option to help with active recruiting and would cost \$23,000–25,000. Full cycle recruitment is another option which would require a Request for Proposal (RFP) and cost approximately \$40,000.

Public Comment:

- Martin Lind encouraged the Commission to start the process of hiring a permanent Airport Director and spoke in favor of advertising a competitive wage to get quality candidates.

Ms. Wilson stated that the Commission may provide input to the City Managers regarding personnel decisions.

Commissioners spoke in favor of starting the hiring process immediately, prioritizing the quality of the candidate by looking for aviation-specific agencies, increasing the hiring wage to a competitive rate based on market analysis, and extending the existing Interim Airport Director service contract.

Commissioner Krenning moved to encourage the City Manager of Loveland to move forward with hiring a permanent Airport Director. The motion, seconded by Commissioner Williams, carried with all Commissioners present voting in favor thereof.

5. Airport Land Use & Leasing Policy Strategy

Aaron Ehle, Planning and Business Development Specialist, and Scott Schorling, Business Development Project Manager, presented this item in accordance with the Agenda Item Summary. Previously, members of the Commission requested a new Land Use Plan before considering proposals. Staff have not received any complete proposals requiring full review from the PDSC at this point. Staff recommends updating and consolidating documents to clarify the development process. Hiring an aviation real estate specialist with a broad scope of duties would help promote development at the direction of the Airport Commission.



Public Comment:

- Martin Lind stated that he submitted a plan to the PDSC for the development of hangars on Site B, but the plan was not presented to the Commission. Mr. Lind spoke in opposition of hiring a real estate broker and stated that private development should be responsible for marketing their property which the airport can incentivize.
- Steve McClintock stated that no one else was displaced and encouraged the Commission to build hangars to promote growth.
- Marty Brophy questioned the taxiways west of runway 15-33 that are outlined on the Airport Layout Plan and how that will be envisioned in the Master Plan.
- Stephen Hayne stated that he would like the opportunity to build hangars and needs to know how to proceed. Mr. Hayne spoke in opposition of hiring a real estate broker.

Commissioner Stooksbury stated that this should be treated like a business plan overlaid on the Master Plan for the Commission to determine zoning of areas. He suggested that an RFP be released for Sites B and C to let the market innovate for development. The Commission can choose whether to accept any proposals received.

Commissioner Arndt requested that the meeting agendas clarify which items are action items versus updates and suggested hiring a real estate specialist on staff for the Airport.

The consensus of the Commission was to oppose hiring a third-party broker who specializes in aviation real estate.

Diane Jones, member of the PDSC, encouraged the Commission to designate areas specifically for hangars instead of considering hangar development on all areas classified for aeronautical use.

Rod Wensing, Acting City Manager for Loveland, stated that the approved Master Plan for Loveland includes connecting Lindburgh Drive to Crossroads Boulevard and Rocky Mountain Avenue. The road will require reserved right of way which must be included in any proposals on Site B.

Ms. Wilson stated that RFPs could contain confidential information which the Commission would need to review in Executive Session. The RFP could be written to exclude information if it cannot be made public.



Commissioner Krenning moved to direct staff to bring three RFPs (one for Site B, one for Site C, and one for the West Side area) for the Commission to review and approve at the next meeting. The motion, seconded by Commissioner Marsh, carried with all Commissioners present voting in favor thereof.

Agenda items 6 and 7 were tabled due to time constraints.

8. Business from None.
Members

ADJOURNMENT Chair Arndt adjourned the meeting at 5:42 p.m.

Respectfully Submitted,

Commission Chair, Jeni Arndt

FEBRUARY 15, 2024 REGULAR MEETING SIGN-IN SHEET

PLEASE PRINT:

NAME

ORGANIZATION

[illegible]



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: March 21, 2024

PREPARED BY: Francis Robins, Airport Ops & Maint 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 the month of February include:

- The monthly statement indicates just over \$9.18 million within the net position available for use. This amount includes \$6 million set aside by the Airport Commission and City Councils to be applied toward the terminal project. Within this amount \$2 million is from the CARES Act operations and maintenance grant, which has been fully drawn down and input in the account, \$2 million for the local matching contribution, and \$2 million in City Contributions.
 - An accurate net position available for use is \$2.18 million which is planned for future federal funding grant matches, specifically \$1 million for the \$14 million runway widening project in 2025, and the remainder maintaining the operational financial reserve.

ATTACHMENT

Preliminary monthly financial statement for February 2024



NORTHERN COLORADO REGIONAL AIRPORT

Airport Statement of Revenues and Expenses

From 01/01/2024-02/29/2024

PRELIMINARY

	Y-T-D 2024 Actual	Y-T-D 2023 Actual	Y-T-D 2024 Budget	2023 Total Budget	% of Total Budget
OPERATING REVENUES					
Hangar Rental	31,587	41,250	35,834	215,000	15%
FBO Rent	15,695	15,695	17,502	105,008	15%
Gas and Oil Commissions	22,405	20,634	50,000	300,000	7%
Aviation Fuel Tax Reimbursement	53,169	30,399	25,000	150,000	35%
Land Lease	105,466	104,209	183,166	1,099,000	10%
Land Lease PD Training Ctr	0	0	0	0	0%
Terminal Lease and Landing Fees	2,861	1,978	12,552	75,300	4%
Parking	0	0	0	0	0%
Miscellaneous	10,919	7,474	8,766	52,600	21%
TOTAL OPERATING REVENUES	242,102	221,639	332,820	1,996,908	12%
OPERATING EXPENSES					
Personal Services	106,528	130,337.86	191,236.00	1,147,418	9%
Supplies	6,601	18,942.08	20,592.00	123,550	5%
Purchased Services	168,483	22,549.77	294,092.00	1,764,564	10%
TOTAL OPERATING EXPENSES	281,612	171,830	505,920	3,035,532	9%
OPERATING GAIN (LOSS)	(39,510)	49,809	(173,100)	(1,038,624)	
NONOPERATING REVENUES (EXPENSES)					
Passenger Facility Charge	0	0	0	0	
Interest Income	20,435	8,048	8,166	49,000	42%
Contributed Asset	0	0	0	0	
Capital Expenditures	(964,891)	0	(3,734,542)	(39,369,643)	2%
TOTAL NONOPERATING REVENUES (EXPENSES)	(944,456)	8,048	(3,726,376)	(39,320,643)	
NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS	(983,966)	57,857	(3,899,476)	(40,359,267)	
Capital Contributions	1,740,485	0	1,829,833	21,958,000	8%
CHANGE IN NET POSITION	756,519	(195,863)	(239,810)	(18,401,267)	
NET POSITION, Beginning	28,274,198	21,237,480	0	0	
NET POSITION, Ending	29,030,717	21,041,617	(239,810)	(18,401,267)	
Investment in Capital Assets	19,843,609	15,440,026	0	0	
Net Position Available for use	9,187,108	5,601,591	(239,810)	(18,401,267)	



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

Date: March 18, 2024
To: Northern Colorado Regional Airport Commission
From: David Ruppel, Airport Director
Re: Airport Report for February 2024

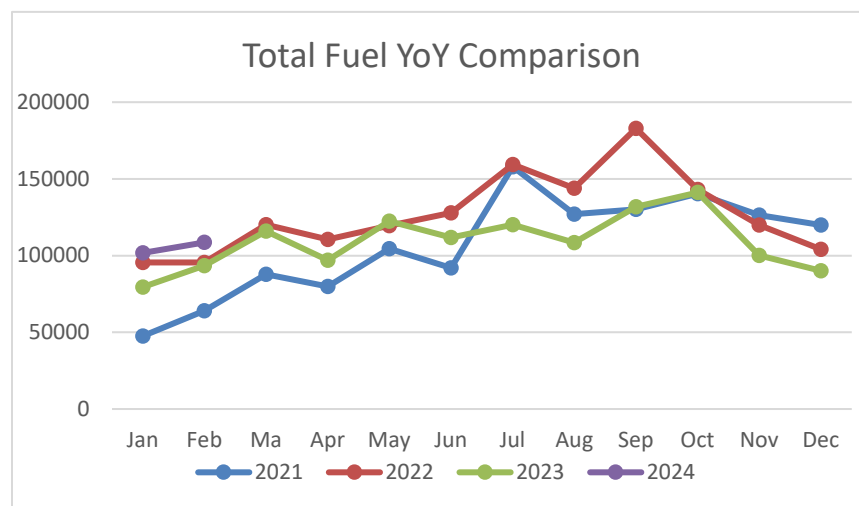
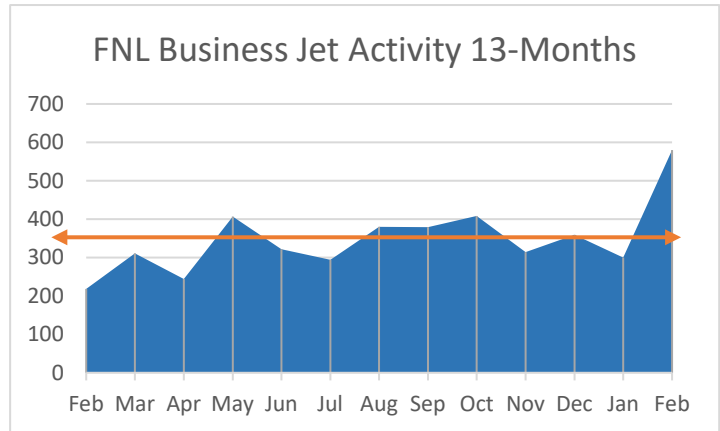
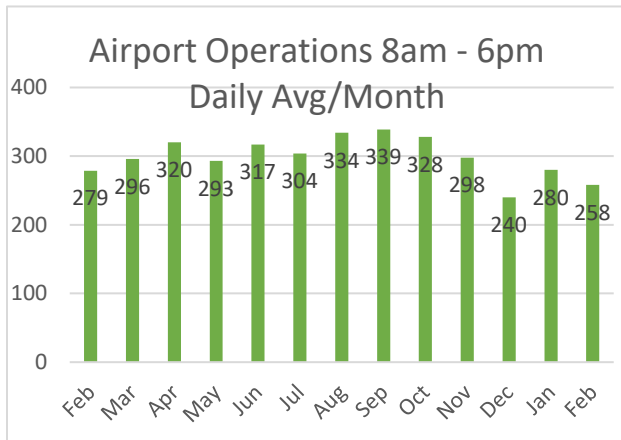
Report Highlights

- Airport staff did an outstanding job on the FAA Annual Part 139 Certification Inspection for the Northern Colorado Regional Airport (FNL) that was conducted February 26-28, 2024. The inspection revealed that the airport is being operated in compliance with 14 CFR Part 139, the Airport Certification Manual, and the Airport Operating Certificate. The inspector identified no discrepancies and noted that the appearance of the airport indicates that procedures developed are effective. The Inspection Letter is attached.
- The C-Hangar repairs are completed and have been accepted by the Airport's Engineer. FNL is in the process of offering the empty hangars to interested aircraft owners on the waiting list.
- The A and B Hangar demolition has been released and the Pre-Bid meeting was held on March 8th with 12 companies in attendance. The bids are due March 21st and we will make a selection following review of the bids.
- Digital Tower Vendor, RTX/Frequentis, is proceeding with their work at the FAA Tech Center in Atlantic City and plans to meet with airport staff later this month to begin negotiations for a future system installation.
- Hensel Phelps is completing the exterior wall framing and sheathing. In wall mechanical, electrical, and plumbing rough in is underway this week. Overhead fire protection layout and rough in and exterior wall air barrier application are also underway. Roofing materials have been delivered and stored onsite. Work progress has been restricted due to inclement weather.
- We are officially out for bid for the Taxiway B & D and GA Taxilane Rehabilitation. The earliest start date is June 25th with a planned duration of 10 days for construction and 2 days for painting. We will provide additional updates at the Airport Stakeholder meeting on April 2nd.
- FCLWD Potable Water Pipeline construction has mobilized and their contractor, Connell Resources, Inc., has established their construction trailer and laydown area for the project, and began fusing water pipe on the west side of the airport last week. The project should be completed by September.
- The next FNL Stakeholder meeting will be held on April 2nd and will include in-person and on-line options.

Airport Activity Dashboard

- Flight operations for the month of February averaged 258 per day, and the thirteen-month rolling average is 299.
- Wholesale fuel ordered by the jetCenter FBO was 108,584 gallons for the month of February, an increase of 14% compared to the previous February at 93,529 gallons.
 - Total year to date fuel for jetCenter is up 18% year over year.
 - Total fuel flowage through February 2024, is 210,339 gallons compared to 173,042 gallons in February 2023.

- Business jet activity for February compared to the same month in 2023 was up 62%, going from 218 to 580 operations.



Airport Owned T-Hangars Update

All repairs are completed on the C-Hangars and have been accepted by the Airport's Engineer. FNL will begin regular maintenance reviews to look at painting, hangar door repairs, and roof evaluation for leaks. FNL is working through the hangar waiting list and expects to be able to offer hangars to the interested parties.

All tenants must have an operational aircraft or be able to get their aircraft operational within no more than 6 months. If this cannot be achieved the tenant must provide a detailed plan for making their aircraft operational to the Airport Director.

Digital Tower

RTX/Frequesntis, began their work at the FAA Tech Center in Atlantic City and expects to begin development work at FNL as soon as their system receives hardware approval. FNL will continue to pursue both a traditional tower process and the digital tower to be able to take advantage of whichever is ready in the shortest amount of time.

RTX plans to meet with airport staff later this month to begin negotiations for a future system installation once their system receives approval. FNL expects to have the option of either purchasing or leasing the system as an FAA approved acceptable alternative to the traditional

tower systems. If the system is successful, installation and approval could be completed in less than a year and at a fraction of the cost for a traditional tower.

Federal Contract Tower (FCT)

FNL had its first discovery meeting with the VISTA Program Office that is responsible for traditional tower siting. This process will take roughly 18 months to complete and will provide FNL with the data required to select the best location for a potential traditional tower. VISTA stands for Virtual Immersive Siting Tower Assessment and is approved for use when siting designated FAA Airport Traffic Control Towers (ATCTs) and all Federal Contract Towers/Non-Federal Towers (FCTs/NFTs).

Terminal

Exterior wall framing and sheathing is progressing, and Hensel Phelps will continue to work from the southeast side around to the north, counterclockwise. Exterior wall sheathing will continue on the east building face and exterior framing installation along the west building face. In wall mechanical, electrical, and plumbing rough in is ongoing, along with overhead fire protection layout and rough in and exterior wall air barrier application.

The DiTesco construction summary is attached.

Mobile Tower Line-of-Sight

The FAA has notified the SERCO that the closure will continue to be required as long as the Line-of-Sight issue exists. FNL is also evaluating the cost and timeline to reposition the MATCT and has requested that the FAA schedule an SRM Panel to evaluate that potential move.

STARS

FNL continues to work with the FAA and the Digital Tower Project Team to get approval for a STARS repeater display in the Mobile ATCT. Both FNL and CDOT Aeronautics received responses from the FAA Administrator based on our request for his help in moving the repeater. The response came from Ronaldo Caparas, Vice President, Air Traffic Services for the FAA and detailed the FAA's reasons for not supporting the move. The two Cities and CDOT responded the Mr. Caparas' letter and continue to seek additional involvement from our Congressional Representatives and the Governor's Office. FNL is also working with the VISTA program team to establish the need for the STARS unit for any ultimate ATC solution at FNL.

Governance Study

The City of Loveland representatives to the Governance Board met for an internal staff and Council meeting on March 8th. Negotiations are ongoing between the two Cities concerning future meetings of the full Board. The study is available on the FNL website at, [2023-12-26-Airport-Governance.pdf \(flynoco.com\)](https://www.flynoco.com/2023-12-26-Airport-Governance.pdf).

Runway Widening Project

FNL is working with the FAA and CDOT Aeronautics to confirm grant funding available and get direction on project start timeframes. FAA requirements for bringing taxiway fillets and blast pads into compliance has been added to the project. The FAA is expecting that grant funding delays will push this project into 2026.

PDSC Meeting

The most recent meeting of the PDSC was held on 3-13-2024. The following items were addressed,

- Meeting Minutes for 12-6-2024 were reviewed and approved.
- The Airport Development RFPs requested by the Airport Commission for Site B, Site C, and Site D or west side development were reviewed and discussed.
 - The PDSC also discussed developing a Request for Information to support a broader evaluation of potential development.
 - Simplifying the development process.
 - Incentivizing agreements to support infrastructure development.
 - Support the City's Concept Review process.
- Respond to Commission input on the RFPs provided.
- Recommend to Commission that an RFI also proceed.
- Consider involvement in the Commuter Train discussion to support a stop near FNL and a multi-modal transportation site.

Other Projects

- FNL is reviewing and updating the development checklist to simplify and streamline development processes and to align more directly with the City of Loveland building process.
- TW B&D and GA Taxilanes Rehab project is out for bid and is on track for completion in mid-summer.

Airport Scheduled Events

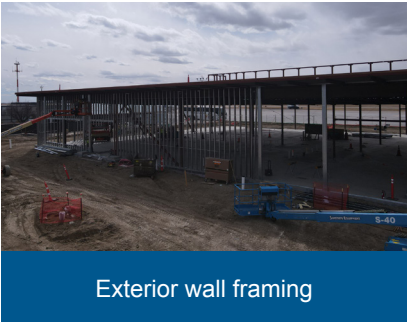
- March 21st Commission Meeting with Discussion of Air Service Development
- May 3-6 Cirrus Pilot Proficiency Program
- May 6-10 closure of Taxiway F for FCLWD waterline crossing
- Jun 20-24 Air Race Classic Terminus Airport
- June Crack Seal Dates TBD
- July Runway Painting Dates TBD
- Sep 14 Aims Aviation Day
- Oct 9 Terminal Target Completion
- Oct 12-18 NIFA SAFECON Event

Attachments

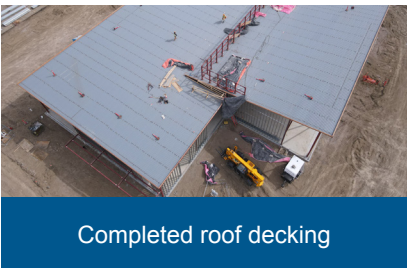
1. Northern Colorado Regional Airport Terminal Construction Report
2. Loveland Fire and Rescue Authority ARFF monthly report
3. Remote Air Traffic Control Contract Progress Report #30
4. FNL Part 139 Inspection Letter
5. Article— **"FAA Reauthorization Could Jump-Start Remote Towers"**



Northern Colorado Regional Airport Terminal



Exterior wall framing



Completed roof decking



Terminal construction progress

MAJOR MILESTONES

- Building steel detailing and reinforcing work is underway.
- Steel decking installation is complete.
- HVAC unit concrete pad placement is complete.
- Exterior wall framing installation is underway.

WORK UPCOMING

- Exterior wall sheathing.
- Roof membrane installation.
- Overhead plumbing rough in.
- Storefront/glazing installation.
- Site utilities (electrical/communications).
- Site improvements prep/paving.



EXPENDITURE TO DATE

\$5,178,506

CONTRACT VALUE: \$15,106,969

CHANGE ORDER PERCENTAGE

1.6%

DAYS CHARGED TO DATE

227

ORIGINAL CONTRACT: 422 DAYS

LOOK AHEAD SCHEDULE

	FEBRUARY	MARCH	APRIL	MAY
Building steel detailing and reinforcing				
Exterior wall framing and sheathing				
Interior wall framing				
Roof membrane installation				
Overhead plumbing rough in				
Storefront/glazing installation				
Site utilities (electrical/communications)				
Site surface improvements prep				



Weekly Report

3/15/24

Northern Colorado Regional Airport Terminal (FNL)

Owner: Northern Colorado Regional Airport
Engineer: Dibble
Contractor: Hensel Phelps

Owner's Project No.: AP2004
Engineer's Project No.: 2019-129

Tasks completed/underway 03/11/24 – 03/15/24:

Exterior wall framing and sheathing is underway. Roofing materials delivered and stored onsite. Work progress restricted due to inclement weather.

Work scheduled for 03/18/24 - 03/22/24:

Exterior wall sheathing on east building face. Exterior framing installation along the west building face. In wall mechanical, electrical, and plumbing rough in. Overhead fire protection layout and rough in. Exterior wall air barrier application.

Upcoming Activity Schedule	3/11/24-3/15/24	3/18/24-3/22/24	3/25/24-3/29/24
Exterior Framing			
Exterior Blocking/Backing			
Exterior Sheathing			
Mechanical/Electrical Rough In			
Air Barrier			
Roofing			
Overhead Fire Protection Piping Rough In			

Photos attached represent status of work over the last seven days.

Weekly Report Northern Colorado Regional Airport Terminal (FNL)

Photos

Weekly Report

Taken On
03/12/2024

Description
Exterior wall
sheathing (East
building face)



Weekly Report

Taken On
03/12/2024

Description
Exterior wall
backing.



From: [Gina Gonzales](#)
To: [LFRA](#); [Jim Pietrangelo](#); [Dustin DeBaere](#); ["Mark Williams"](#); ["Darren Jaques"](#); ["Todd Vess"](#); [Spencer Rice](#); ["mike.wilson@poudre-fire.org"](#); ["tom.johnson@poudre-fire.org"](#); ["Brian Raisley"](#); ["mhaynie@wsfr.us"](#); ["Joe Seaman"](#); ["Brian Pegg"](#); [Travis Grenz](#); [Francis Robbins](#); [Aaron Ehle](#); [Simeon Anderson](#); [Jeremy Rynders](#); [Emma Speshock](#); [David Ruppel](#); [Katherine Morgan](#); [Ron Simms](#); [Mike Pottle](#); [tom.pickles@poudre-fire.org](#); [Jeramie Greer](#)
Cc: [Police Communications](#); [Teresa Richards](#); ["Brandon Garcia"](#); ["Nico Romero"](#); [Steve Forman](#); [James Robinson](#); [keith.matas@state.co.us](#); [Anthony Solla](#); [Rob Pride](#)
Subject: March 2024 ARFF Update
Date: Thursday, February 29, 2024 11:17:42 PM
Attachments: [Outlook-uwe14lfk.png](#)
[Outlook-mrdonxf1.png](#)

Lucky March!

ARFF:

- February was the annual FAA inspection for the Airport. ARFF is just a small portion of what the airport is responsible for in an inspection by the FAA. With another successful year under our belt, our ARFF program passed!
 - In the Code of Federal Regulations (eCFR), Federal Aviation Regulations Title 14, Part 139, the Certification of Airports. As a certified airport, it has to meet ALL of the regulations in Part 139. Sections 139.315-139.319 detail exactly what requirements Aircraft Rescue Firefighting has to meet.
- ****The upper card access at gate #3 is still inoperable. The lower reader works fine. The other card readers for lift gates #1-5 work fine.

Scheduled Air-Carrier Flights for March:

- We currently have some flights for the CSU women's and men's basketball teams, which are scheduled just a week ahead of time. So far we have the CSU Women's Basketball flights on March 1st, 2nd, 4th, and 5th.

Airport - Important Meetings:

- Airport Commission meeting will be held on **March 21st, 3:30-5:00pm** at the Fire Station conference room

Other Airport News:

- Airport terminal construction is on schedule and well underway! The walls are filling in!
- Please see the www.flynoco.com website for all airport commission updates involving the terminal construction!
- Get connected to Denver flights through Landline! You can search your favorite travel site (ie. [Priceline](#), [Expedia](#)) and enter Loveland/Fort Collins (FNL) as your

departure airport.

- Kids ride free and parking at NoCo Regional is free! There are over 8 trips a day to Denver International!
- <https://landline.com/>

Have a wonderful month!

Gina Gonzales

ARFF Engineer

Loveland Fire Rescue Authority

LFRA Fire Station 4, Northern Colorado Regional Airport



970-568-6026

– business cell – for messages as well

gina.gonzales@lfra.org - email

www.lfra.org



www.flynoco.com

***Like the flight attendant says, “First put the oxygen mask on yourself... only then can you help someone else with theirs”*



February 29, 2024

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

Section A – Remote Air Traffic Control Contract Progress Report #32

Re: Period: February 1 through February 29, 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 Agreement	1/18/2024	2/2/2024	Raytheon to Create Proposal
Raytheon/Frequentis Digital Tower Proposal	TBD	TBD	
Digital Tower Testing			
Meeting with sucesor vendor - Site Survey	11/14/2023	12/13/2023	Complete
FCT Tower Operting Agreement (TOA)	11/14/2023	12/19/2023	Complete
ORI of the Mobile ATCT	11/28/2023	11/28/2023	Complete
NextGen Equipment Inventory and final ORI	12/11/2023	12/14/2023	Complete
Searidge Transfer MEL to FNL	12/14/2023	2/5/2024	Estimated completion date
FNL Executes Agreement with Aegis for Mobile ATCT	12/15/2023	2/5/2024	Estimated completion date
Raytheon-Frequentis Completes System Design Approval	2/1/2024	TBD	
Raytheon-Frequentis to FNL	TBD	TBD	
Functional Acceptance Decision	TBD	TBD	

Remote Tower Project Narrative:

In an effort to support project continuity, we have requested that the FAA renew the Memorandum of Understanding (MOU) with the Aeronautics Division dated November 9, 2021 (attached). To date, they have not responded.

FNL has completed the purchase of the Minimum Equipment List (MEL) items procured by Searidge as their in-kind contribution to the program.

The FAA has yet to produce a project closeout report or a list of equipment. It is important that we receive the equipment list to determine what impact it will have going forward with the RTX/Frequentis digital tower system after they get System Design Approval.

The equipment list below will be critical to support safe operations of the mobile tower until a replacement digital tower system or legacy tower is implemented:

1. Standard Terminal Automation Replacement System (STARS);
2. Flight Data Input/Output (FDIO);
3. Emergency/Standby Generator;
4. Uninterruptible Power Supply (UPS) – 2;
5. Camera Masts – 3;
6. Wireless Routers;
7. FTI lines and Demarcation Point (DeMarc);
8. Supporting Components;
9. Etc.

The FAA has stated verbally that they do not intend to remove this equipment; however, in order to minimize any problem in the future, we are working to craft an agreement to avoid this possibility.

The State of Colorado, in the same spirit of partnership that saw the successful deployment of the first of its kind ADS-B Wide Area Multilateration system, provided funding to the FAA to develop a digital tower system and help populate their qualified vendors list (QVL).

It is my contention that the \$8.8 million provided to the FAA to deploy, test and approve the digital tower system is a fungible asset, and therefore the above equipment is part of the State's contribution to the program and should be turned over to the State.

Frequentis will start installing equipment in the National Aerospace Research and Technology Park (NARTP) adjacent to the William J. Hughes Technical Center in late February or early March. They are experiencing some supply chain issues in obtaining the video displays. It is expected that they should have the full installation complete in May or June, after which passive testing will begin. The length of the testing will strictly depend on the FAA. As the camera mast configuration on the Atlantic City International Airport (ACY) closely resembles the FNL deployment, it is hoped that the FAA can benefit from lessons learned at FNL. One complicating factor from Air Traffic and NATCA perspectives is FAA's stated goal to approve the system for multiple runways, not unlike FNL.

The good news is that FAA has indicated that RTX/Frequentis have provided the majority of the System Design Approval (SDA) documents in the desired format and are to be acceptable. This is a giant step in the right direction.

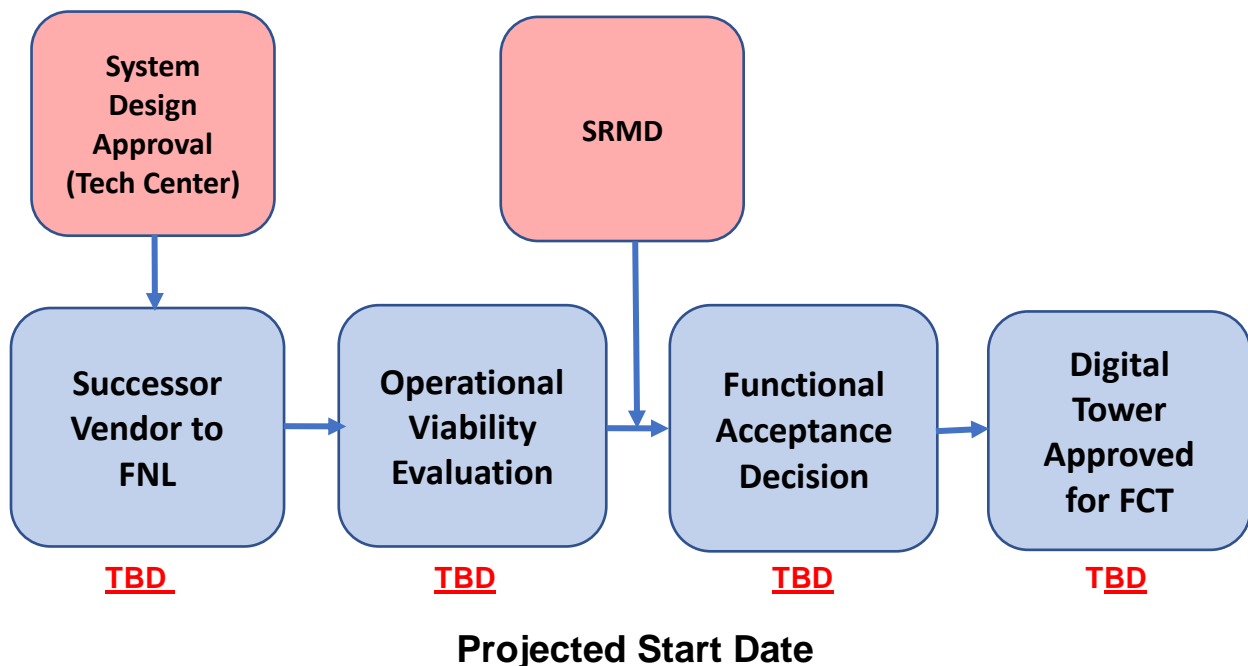
The RTX/Frequentis team indicated they want the State to be involved with the digital tower solution at the Northern Colorado Regional Airport (FNL), as the camera masts and fiber network will belong to the State and because of our knowledge of digital towers and the configuration at FNL.

The FAA continues to resist testing radar as a baseline component of the RTX/Frequentis system although they will have an RTX automation as a tool during testing. They will deploy ADS-B radios as the sensor to provide target and tag information to the automation. The FAA will not allow them to integrate any of the radars serving ACY to be used—why, I can only guess.

The vice president of Air Traffic (AJT) has indicated that the FAA intends to remove the STARS from the digital tower facility at FNL. This decision is based on two Memoranda—one from the Director, Operational Policy and Implementation, AJT-2 and the other from the Director, Operations Support, AJW-1 Technical Operation, indicating that Federal Contract Towers (FCT) are not and will not be eligible to receive a STARS regardless of whether they meet the requirement or not. This is an incredibly short-sighted position, and they are only one accident away from having their collective minds changed.

FNL has begun the siting process via the Visual Immersive Siting Tower Assessment (VISTA) process. I have provided the VISTA team with a set of preliminary data. The first meeting, the “Discovery Meeting,” is scheduled for March 18, 2024.

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.

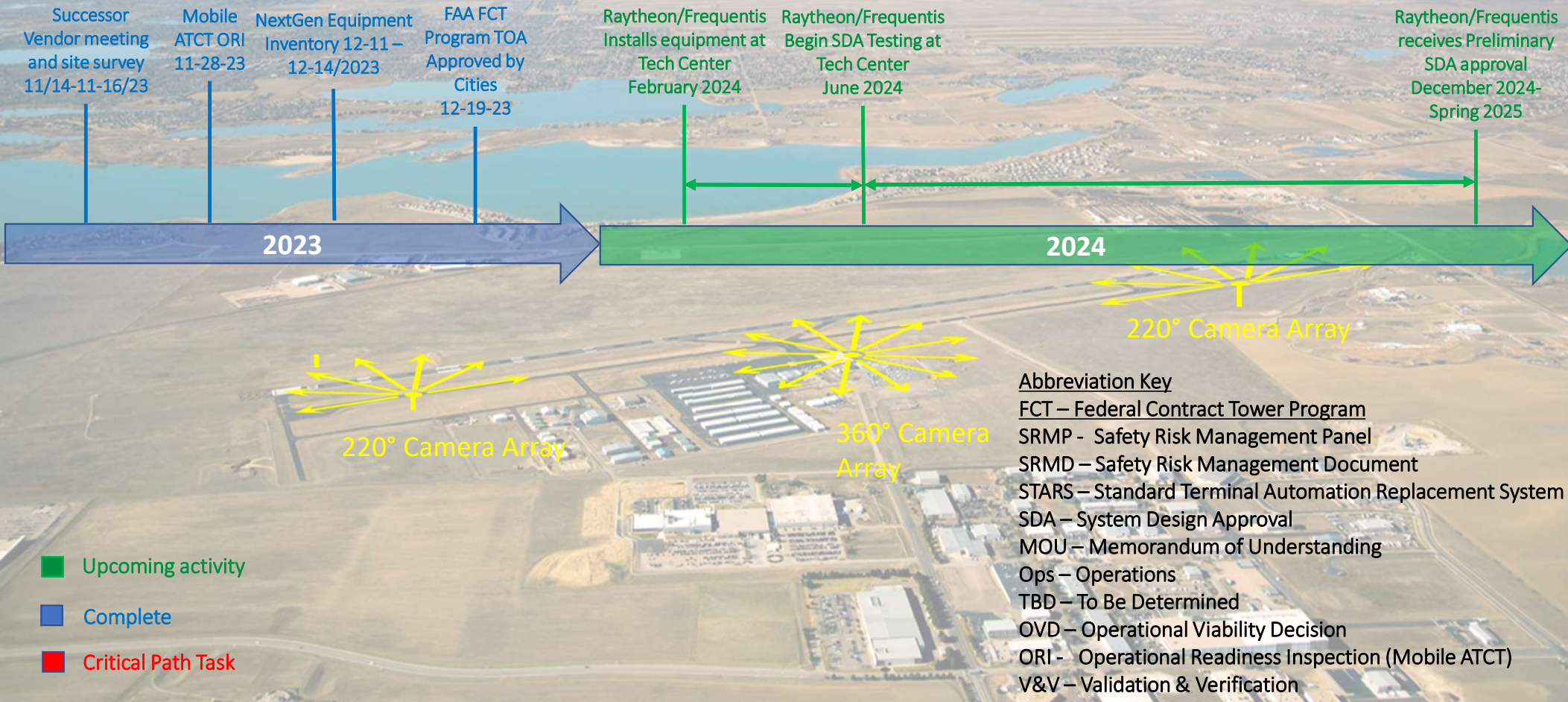
Glossary of Project Technical Acronyms

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. FNL "Draft Graphic Remote Tower Timeline" as of February 29, 2024.

Colorado Digital Tower Timeline (Draft)





U.S. Department
of Transportation
**Federal Aviation
Administration**

Airports Division, ANM-620
2200 S. 216th Street
Des Moines, WA 98198
Email: Rick.Schoder@faa.gov
Phone: 206-231-4116

March 6, 2024

Mr. David Ruppel
Airport Director
Northern Colorado Regional Airport
4900 Earhart Road
Loveland, CO 80538

Subject: Periodic Inspection Closeout Letter

Dear Mr. Ruppel,

The periodic certification inspection of the Northern Colorado Regional Airport (FNL) was conducted February 26-28, 2024. The inspection revealed that the airport is being operated in compliance with 14 CFR Part 139, the Airport Certification Manual, and the Airport Operating Certificate.

The appearance of the airport indicates that procedures developed are effective.

Thank you for your cooperation during the inspection. Please do not hesitate to call if we may be of assistance.

Sincerely,

Rick Schoder
Airport Certification Safety Inspector
FAA Northwest Mountain, Airports Division

cc: Jason Ritchie, ANM-620 Manager
Todd Minnich, DEN-ADO
Keenan Cummings, ANM-620
Francis Robbins, FNL Operation and Maintenance Manager

RECOMMENDATIONS/COMMENTS

The following recommendations were provided during the out brief:

1. Movement area self-inspections are being conducted in accordance with the ACM, however, it is recommended that the certificate holder conduct an inspection during the hours of darkness at least once per week. When air service begins again, the airport shall ensure these inspections occur daily.



Aviation Policy News

By Robert W. Poole, Jr.

Searle Freedom Trust Transportation Fellow and Director of Transportation Policy

February 2024

FAA Reauthorization Could Jump-Start Remote Towers

By Marc Scribner

Earlier this month, the Senate passed its FAA reauthorization bill out of committee, seven months after the House had passed its version. Both bills largely perpetuate the status quo and decline to make major changes in aviation policy that would generate the greatest benefits, such as badly needed air traffic control governance reform.

While not as ambitious, both bills do attempt to encourage the adoption of remote and digital air traffic control towers, another area where the U.S. continues to lag peer countries. The House bill's attempt mostly fails in this regard. But if minor tweaks to the Senate bill are made and adopted by both chambers, Congress could finally clear a path to remote tower deployment in the U.S.

Last year, the House quickly moved and passed its FAA reauthorization bill ([H.R. 3935](#)) on July 20 in a bipartisan vote of 351-61. After seven months of behind-the-scenes partisan negotiations, the Senate Commerce Committee was finally able to meet and approve its FAA Reauthorization Act of 2023 ([S. 1939](#)) by voice vote on Feb. 8. As of this writing, it is unclear when it will reach the Senate floor.

Readers of this newsletter are likely familiar with the bureaucratic problems facing remote tower deployments in the United States. FAA has imposed ad hoc, expensive requirements on remote tower technology vendors that look nothing like international best practices. Due to FAA's Kafkaesque certification process, Saab and Searidge withdrew as technology providers from the two most promising remote tower projects in the U.S. These related debacles are discussed in detail in the [May](#) and [Nov.](#) 2023 editions of this newsletter.

The solution to FAA's regulatory dithering is for Congress to mandate that FAA establish a formal, transparent remote tower certification process. This would allow airport sponsors and vendors to clearly understand their obligations throughout the process, as well as allow Congress to conduct better oversight of FAA.

Unfortunately, [Section 529](#) of the House bill misses the mark. Rather than breaking the bureaucratic logjam, it orders another study to examine "the viability and feasibility of remote tower technology" before FAA can begin establishing a certification process. This is bizarre because it

ignores that Congress already ordered essentially the same study in the 2018 FAA reauthorization ([Section 161](#)) when it created the remote tower pilot program.

Since then, MITRE Corporation's Center for Advanced Aviation System Development worked with FAA to develop the [remote tower camera visibility toolkit and siting analysis](#). An [Aug. 2023 presentation](#) from FAA provides an updated look at FAA's work on remote tower certification since 2018, none of which is reflected in the House bill. If enacted, Section 529 of the House bill would likely add years of further delay rather than make up for lost time.

Unlike the House's misguided approach, [Section 619](#) of the Senate's bill orders FAA to "create a structured program and publish milestones to achieve system design approval for a remote tower system" within 180 days of enactment. This directly addresses a central problem that has plagued FAA's approach to remote tower certification.

Even better, the Senate's bill would partially reverse a [2022 FAA decision](#) to force vendors to install their systems at the FAA Technical Center in Atlantic City, New Jersey, for evaluation rather than allow those systems to be evaluated at the airports at which they would be operated, a costly deviation from international best practices. Specifically, the Senate bill would require that FAA expand system design approval to three locations outside the Tech Center by the end of Sept 2024.

While Section 619 of the Senate bill is vastly superior to the House bill's remote tower provisions, it could be improved in four ways.

First, in mandating the publication of certification milestones, Congress could be more specific on the technical requirements and benefit/cost analysis to better ensure FAA's evaluations will be fair and reasonable.

Second, the provision requiring system design approval evaluation outside the Tech Center should be expanded by requiring that all evaluation is undertaken at the airports at which the tower will be operated, rather than limited to three sites. This would realign FAA with international best practices and fully reverse its ill-advised 2022 decision.

Third, while Saab and Searidge have exited the remote tower projects at Leesburg, VA, and Loveland, CO, respectively, the Colorado Department of Transportation is attempting to salvage its project with vendors Frequentis and RTX. Their certification progress to date should be preserved, so the FAA bill should be clear that nothing in the legislation should be interpreted to invalidate any system design approval activity up to the date of enactment.

Fourth and finally, as the House bill's remote tower 2018 rerun shows, FAA needs to keep Congress in the loop on remote tower progress. As such, Congress should mandate that FAA make regular reports to the committees of jurisdiction that detail the status of individual remote tower projects in the U.S.

To this end, Reason Foundation has produced model amended legislative text that incorporates these improvements, which is available [here](#).



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 4
MEETING DATE: March 21, 2023
PREPARED BY: Kate Morgan, Airport Executive Assistant

TITLE

Terminal Project Update

RECOMMENDED AIRPORT COMMISSION ACTION

No action requested; this is an informational item.

BUDGET IMPACT

Neutral

SUMMARY

Keith Meyer, President of Ditesco, will be in attendance to provide an update on the terminal project progress and current budget breakdown.

ATTACHMENTS

Terminal Project Update Slides

FNL

NEW TERMINAL

PROJECT UPDATE
AIRPORT COMMISSION



FNL NEW TERMINAL | AIRPORT COMMISSION PRESENTATION | MARCH 21, 2024

1



CURRENT STATISTICS

SIZE: 19,400 SF

BUDGET: \$22M PROJECT BUDGET

SCHEDULE: COMPLETED BY Q4 OF 2024

GATES: 2 - SERVING A320 AIRCRAFT

GOAL: COMMERCIAL AIR TRAVEL

LEED: STRIVING FOR SILVER

FNL NEW TERMINAL | AIRPORT COMMISSION PRESENTATION | MARCH 21, 2024

2



BUDGET

DESIGN and CONSTRUCTION ADMIN:
\$3,790,000

PERMITTING/FEES: \$836,000

CONSTRUCTION: \$14,864,000

FURNISHINGS: \$225,000

CONTINGENCY: \$2,247,000

TOTAL: \$21,963,000

FNL NEW TERMINAL | AIRPORT COMMISSION PRESENTATION | MARCH 21, 2024

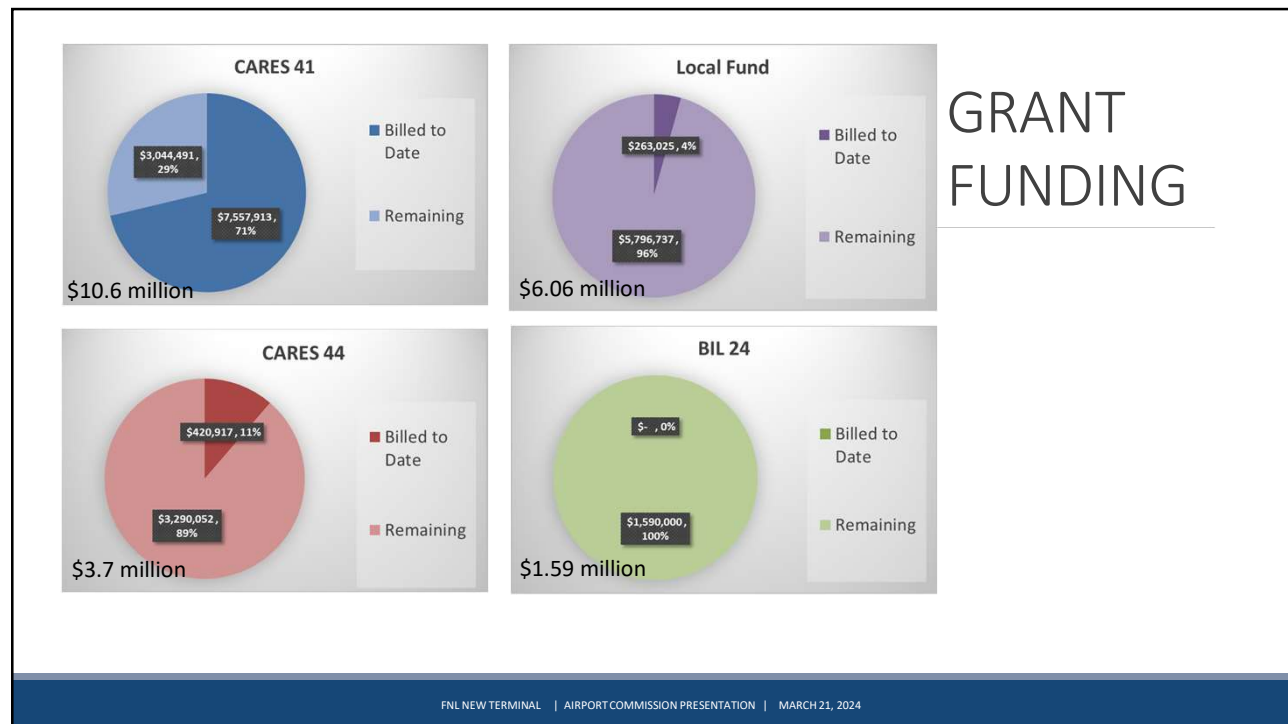
3

COST TO DATE

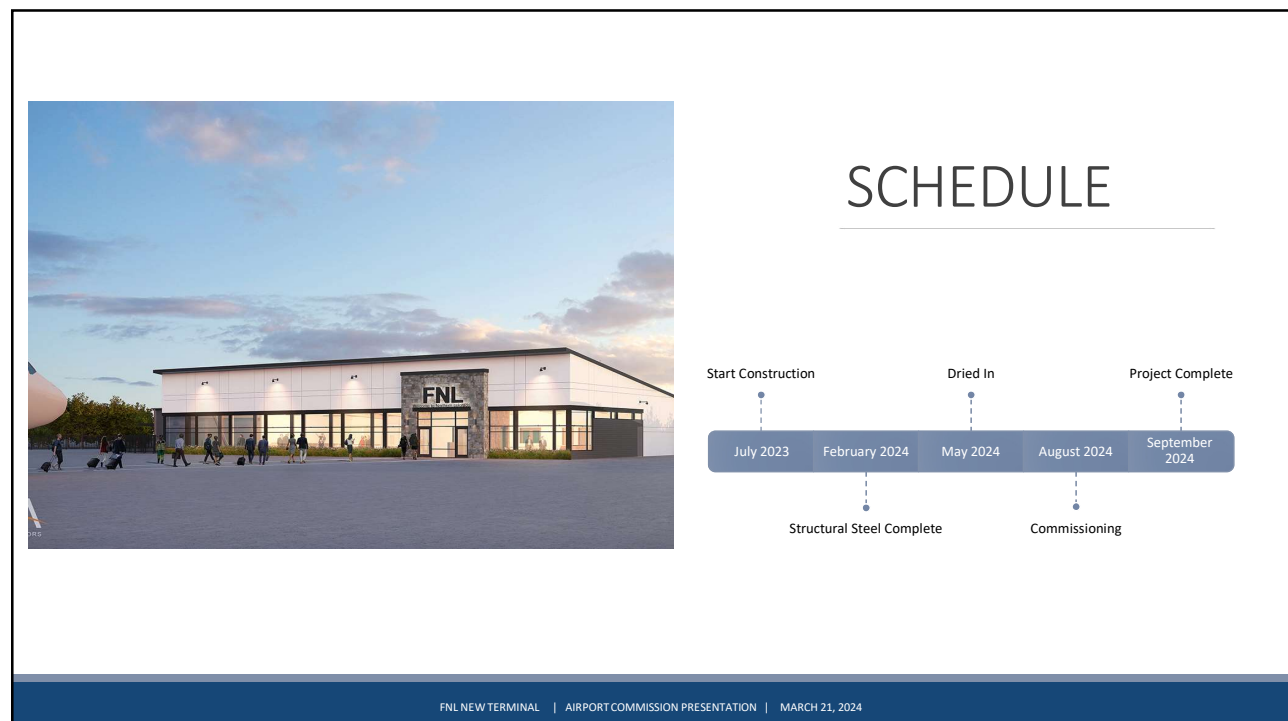
	Budget	Current Value	Amount Spent	%
Design and Construction Admin	3,790,608	3,751,152	2,996,761	79.8%
Permitting/Fees	836,088	697,177	61,489	8.8%
Construction	14,864,000	15,106,969	5,178,506	34.2%
Furnishings	225,000	225,000	-	0.0%
Contingency	2,247,439	2,004,470	242,969	12.1%
Total	21,963,135			

FNL NEW TERMINAL | AIRPORT COMMISSION PRESENTATION | MARCH 21, 2024

4










5



6

QUESTIONS



FNL NEW TERMINAL | AIRPORT COMMISSION PRESENTATION | MARCH 21, 2024



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 5
MEETING DATE: March 21, 2024
PREPARED BY: Kate Morgan, Airport Executive Assistant

TITLE

2024 Commission Meeting Schedule Updates

RECOMMENDED AIRPORT COMMISSION ACTION

Make a motion to adopt Resolution #R-01-2024 and amend the 2024 Commission Regular Meeting Schedule.

BUDGET IMPACT

Neutral

SUMMARY

On December 14, 2023, the Commission voted to approve the 2024 Airport Commission Meeting Schedule. During the special meeting on February 15, 2024, it was the consensus of the Commission to amend the schedule by extending the regular meeting time to 5:30 and reducing the annual number of meetings to 10. Moving the meeting location was also discussed. These changes are reflected in the redlined Draft 2024 Airport Commission Regular Meeting Schedule.

ATTACHMENTS

Draft 2024 Airport Commission Regular Meeting Schedule
Resolution #R-01-2024



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538
(970) 962-2852 • FAX (970) 962-2855 • TDD (970) 962-2620

Northern Colorado Regional Airport Commission 2024 Regular Meeting Schedule

Regular meetings are held on the third Thursday of every month
unless otherwise noted below:

- January 18th
- February 15th
- March 21st
- April 18th
- May 16th
- June 13th (scheduled for the second Thursday to avoid conflict with CML Conference)
- July 18th (In lieu of a regular meeting, the Airport will host a community event on this date)
- August 15th
- September 19th
- October 17th
- November 21st
- ~~December 19th~~

Meetings are held in the Airport Administrative Office located at 4900 Earhart Road in Loveland, Colorado **unless otherwise stated on the public meeting notice**. All meetings shall commence at 3:30 p.m. and adjourn by ~~5:00~~ **5:30** p.m. City holidays, conferences, and other events to be considered when determining the schedule include:

Martin Luther King, Jr. holiday January 15th

National League of Cities Conference March 11th-13th

PSD Spring Break March 11th-15th

TSD Spring Break March 18th-22nd

Colorado Municipal League Annual Conference June 18th-21st

Juneteenth holiday Wednesday, June 19th

Christmas holiday Wednesday, December 25th

RESOLUTION #R-01-2024

A RESOLUTION ADOPTING THE AMENDED 2024 MEETING LOCATION, TIME AND DATES AND DESIGNATING THE LOCATION FOR POSTING MEETING NOTICES FOR THE NORTHERN COLORADO REGIONAL AIRPORT COMMISSION

WHEREAS, on January 22, 2015, pursuant to that Amended and Restated Intergovernmental Agreement for the Joint Operation of the Northern Colorado Regional Airport, the City of Loveland and the City of Fort Collins created the Northern Colorado Regional Airport Commission (“Commission”); and

WHEREAS, the Commission desires to hold regular meetings at a time and place fixed by resolution of the Commission; and

WHEREAS, pursuant to Section 4(c) of the Commission Bylaws, all meetings of the Commission are subject to the Colorado Open Meetings Law found at C.R.S. § 24-6-402; and

WHEREAS, C.R.S. § 24-6-402 requires that the Commission provide full and timely notice of such meetings by annually designating a public place for posting of such notices that is within the local public body’s boundaries and by posting such notices; and

WHEREAS, the purpose of this resolution is to amend the Commission’s 2024 regular meeting location, time and dates and to designate a public place for posting notice of such meetings.

NOW THEREFORE BE IT RESOLVED BY THE NORTHERN COLORADO REGIONAL AIRPORT COMMISSION AS FOLLOWS:

Section 1. That the following regular meetings of the Commission in 2018 shall be held at 4900 Earhart Road, Loveland, Colorado 80538, in the Airport Conference Room at 3:30PM until 5:30PM, on the following dates:

January 18	<i>(July meeting described below)</i>
February 15	August 15
March 21	September 19
April 18	October 17
May 16	November 21
June 13	<i>(December meeting cancelled)</i>

Section 2. That the July regular meeting shall be held on July 18, 2024 at a future specified time and location to hold a community and stakeholder event.

Section 3. That the Commission may, from time to time, change by motion the date, time and place of any of its regular meetings in 2024 as established by this Resolution.

Section 4. That the designated location for the posting of meeting notices of the Commission shall be the Airport's website and/or the City of Loveland's website.

Section 5. That this Resolution shall go into effect as of the date and time of its adoption.

ADOPTED this 21st day of March, 2024.

Jeni Arndt, Chairperson

ATTEST:

Secretary

APPROVED AS TO FORM:



Senior Assistant City Attorney



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: March 21, 2024
PREPARED BY: Aaron Ehle, Planning and Development Specialist

TITLE

Air Service Development Update

RECOMMENDED AIRPORT COMMISSION ACTION

No action requested; this is an informational item.

BUDGET IMPACT

Neutral

SUMMARY

Airport staff issued an RFP for Air Service Development services in the fall of 2023. Global Flights, LLC, a company with 30 years of experience providing planning and marketing services in the aviation industry, was awarded and services were contracted. The designated primary contact is Matt Skinner, Managing Partner with Global Flights. Today, Airport Staff and Global Flights will provide an update of the economic impact of the airport currently, the demand for air service connection to Northern Colorado, and the economic impact of obtaining air service to key demand markets.

ATTACHMENTS

Air Service Development Presentation



NORTHERN COLORADO REGIONAL AIRPORT



Global Flights
Aviation Consulting



Air Service Objectives

- Short and Long-term Objectives
 - Improve access for regional businesses, residents and the larger economic region
 - Improve access for both inbound and outbound leisure travel
 - Add Peak and Year-Round Service

→ Generate increased regional economic output and benefits through FNL



Air Service Strategies

- Add Network Carrier Connectivity
 - Direct with Network Carrier
 - Regional Code or Interline Partner
- Add Leisure Carrier Routes
 - ULCC
 - Hybrid U/LCC
- Add Public Charter
 - Preferably w/Interline

EXECUTIVE SUMMARY



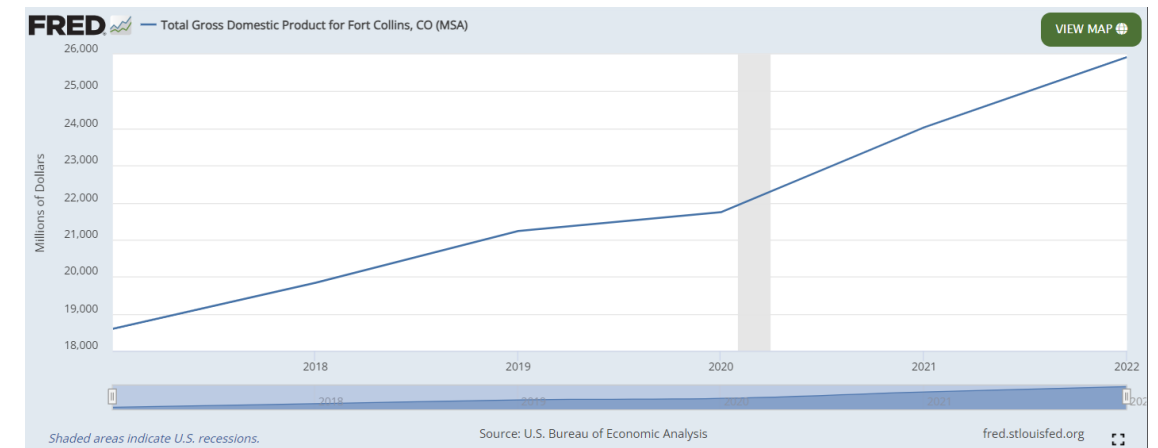
- Serving Fort Collins, Loveland, and Rocky Mountain National Park/Estes park, the NOCO/FNL Airport is uniquely positioned to take advantage of historic established demand, a robust and growing population base, diversified industries and economic drivers, coinciding with major development of the airport itself.
- With the Denver metro area also experiencing a population boom, and already stressing the limits of Denver International, FNL is perfectly situated to become the greater metropolitan area's second major commercial airport over time.
- An operator entering the market now will have a heavily advantaged position as the airport and region grow.





Market Overview: Diversified Industries

- A diversified industrial base has historically translated to successful and well-balanced air service, realizing quicker establishment and success as compared to seasonally driven regions.
- The catchment area served by FNL includes a range from tourism at RMNP, multiple colleges and universities, corporate industry, group, ranching & agriculture, burgeoning technology, outbound leisure and much more.



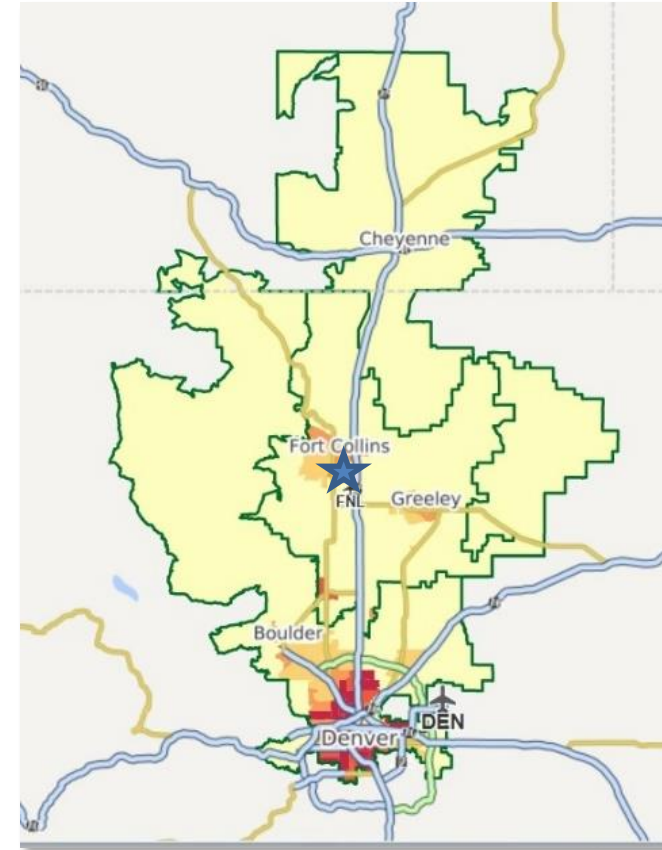
Market Overview: Catchment

With the growing demand for Colorado, and particularly the northern I-25 corridor, the region is critically under-served in terms of air service, with Denver International pulling from extended distances.

The specific catchment area for the FNL airport sits at nearly 900,000 people, excluding northern Denver, with a solid demographic mix.

However, realistically adding the northern Denver metro to the airport's usage area puts the catchment population at 3.49 million.

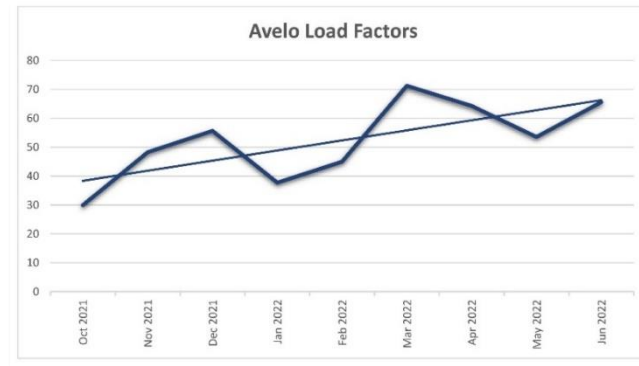
Using just a 60-mile distance from FNL, the functional catchment reaches from north Denver to Cheyenne, providing a more than sustainable population base for multiple flights and expanding service at FNL.



- Population: 3.49 Million
- Households: 1.16 Million
- Avg HHI: \$75,000
- Avg Home Value: \$382,000
- Businesses: 103,000
- Purchasing Power: \$107 Billion

Market Overview: Demand & Development

- The historic success of the Allegiant flights, the building strength of the Avelo flights, as well as the current linkage efforts with Landline and the Groome Transportation shuttle, demonstrate overflowing and already established air demand for the region.



Mkt AI	Orig	Dest	Miles	Deps/Day	Seats/Dep	Pax/Dep	Load Factor	Lcl %	Lcl Fare
XP	HVN	RSW	1,134	0.8	147	130.7	89	100.0	83
XP	HVN	MCO	1,005	1.0	147	132.1	90	100.0	74
XP	HVN	SRQ	1,103	0.4	147	115.3	78	100.0	89
XP	FLL	HVN	1,126	0.8	147	131.1	89	100.0	71
XP	HVN	PBI	1,086	0.8	147	129.5	88	100.0	70
XP	HVN	TPA	1,067	0.5	147	123.2	84	100.0	71
XP	BUR	EUG	732	0.6	189	129.3	68	100.0	49
XP	BUR	OGD	594	0.4	189	140.7	74	100.0	39
XP	BUR	PSC	833	0.4	189	135.3	72	100.0	47
XP	ACV	BUR	564	0.4	189	129.8	69	100.0	40
XP	BUR	RDM	709	0.4	189	123.2	65	100.0	43
XP	LAS	STS	454	0.5	189	118.7	63	100.0	34
XP	BUR	STS	387	0.9	189	111.2	59	99.9	34
XP	FNL	LAS	628	0.3	189	105.1	56	100.0	42
XP	LAS	RDD	493	0.3	189	108.7	58	100.0	33
XP	BUR	MFR	615	0.4	189	106.6	56	100.0	37
XP	BUR	RDD	496	0.4	189	99.2	52	100.0	36
XP	BUR	FNL	851	0.3	189	88.6	47	100.0	41
XP	ACV	LAS	591	0.3	189	104.0	55	100.0	28



Mkt AI	Date	Deps	Deps/Day	Onboards	Seats	Load Factor
G4	YE Nov 2003	143	0.4	14,433	23,171	62.29
G4	YE Nov 2004	508	1.4	60,291	80,483	74.91
G4	YE Nov 2005	547	1.5	64,204	81,470	78.81
G4	YE Nov 2006	545	1.5	63,725	81,750	77.95
G4	YE Nov 2007	435	1.2	53,381	65,250	81.67
G4	YE Nov 2008	451	1.2	60,559	67,650	89.52
G4	YE Nov 2009	454	1.2	60,107	68,080	88.29
G4	YE Nov 2010	461	1.3	62,667	69,150	90.62
G4	YE Nov 2011	600	1.6	83,764	90,064	93.01
G4	YE Nov 2012	499	1.4	70,623	78,738	89.66

Data & Intel

Passenger Demand Study Refresh

A refresh on the passenger demand study would provide a needed baseline of air traffic intelligence out of the current region.

As we do not have recent O&D data, this would serve both as helpful intelligence in target planning and a critical piece in talking with airlines.

Costs range from \$7-\$10K, using local firm RRC Associates.

TABLE 5.3 TOP 25 DOMESTIC DESTINATIONS

RANK	DESTINATION	FNL FLOWN PAX	DEN DIVERTED PAX	TRUE MARKET	PDEW
1	Phoenix, AZ (PHX)	0	124,461	124,461	170.5
2	Los Angeles, CA	0	115,178	115,178	157.8
3	Seattle, WA	0	94,302	94,302	129.2
4	San Francisco, CA	0	83,089	83,089	113.8
5	Las Vegas, NV	0	75,922	75,922	104.0
6	Minneapolis, MN	0	60,871	60,871	83.4
7	Chicago, IL (ORD)	0	58,860	58,860	80.6
8	Dallas, TX (DFW)	0	58,031	58,031	79.5
9	Orlando, FL (MCO)	0	51,738	51,738	70.9
10	San Diego, CA	0	46,260	46,260	63.4
11	Atlanta, GA	0	46,079	46,079	63.1
12	New York, NY (LGA)	0	44,564	44,564	61.0
13	Boston, MA	0	44,438	44,438	60.9
14	Philadelphia, PA	0	38,510	38,510	52.8
15	Orange County, CA	0	34,486	34,486	47.2
16	Portland, OR	0	33,114	33,114	45.4
17	Salt Lake City, UT	0	32,763	32,763	44.9
18	Austin, TX	0	30,324	30,324	41.5
19	Kansas City, MO	0	29,237	29,237	40.1
20	Detroit, MI	0	29,204	29,204	40.0
21	Tampa, FL	0	28,548	28,548	39.1
22	New York, NY (JFK)	0	28,127	28,127	38.5
23	Washington, DC (IAD)	0	27,619	27,619	37.8
24	Chicago, IL (MDW)	0	27,166	27,166	37.2
25	St. Louis, MO	0	27,072	27,072	37.1
Top 25 destinations		0	1,269,963	1,269,963	1,739.7
Total domestic		0	2,181,758	2,181,758	2,988.7

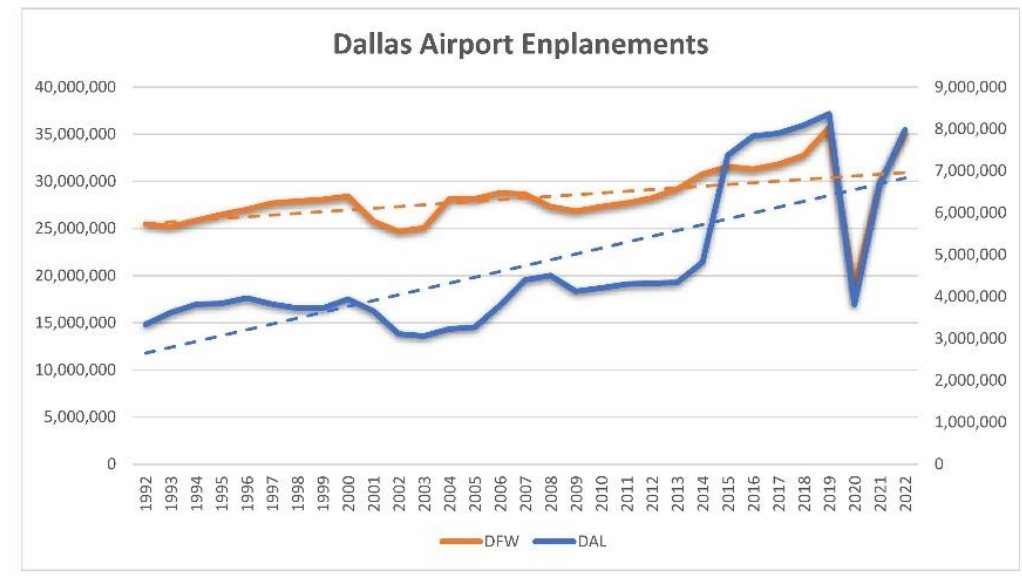
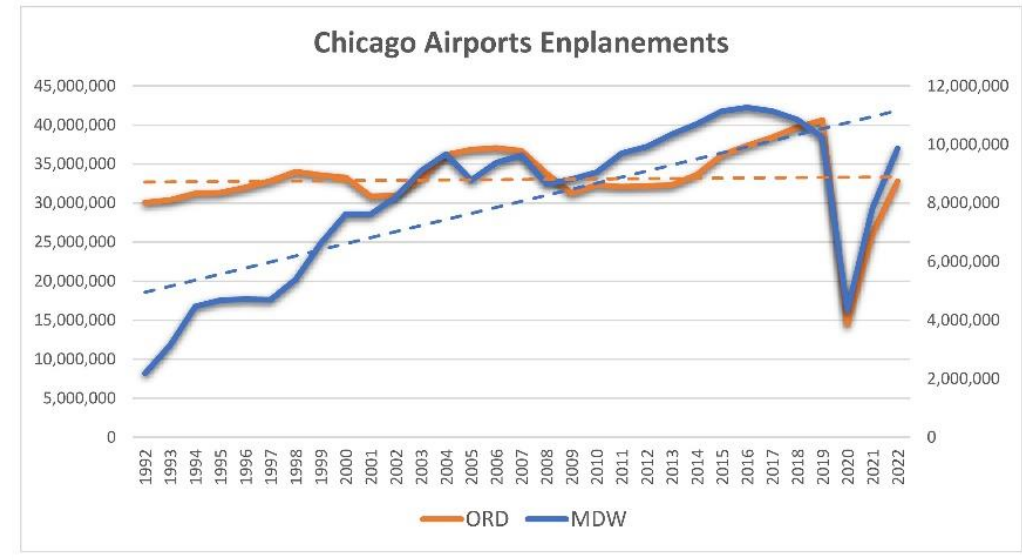
FNL:

Long-term Vision

What does developed air service look like?

As has been readily seen in other major metropolitan markets, there is a healthy appetite for an option other than the established hub, for many reasons ranging from ease, timing, location, and some specificity of routes.

- Two prime examples are Chicago and Dallas, where the growth in the second metro airport has handily outpaced growth at the initial hub over their recent development arcs. *(Please note the volumes are separated in the graphs, and the layout is shown to display growth trends).*
- In both cases the traffic at the second hub has nearly doubled while the initial hub has remained relatively flat.



Air Service Options



National & International Alliance Networks						
National & International Networks						
National & International Route System						
Local Market with National Network						
Local Market						
Air Carrier Type	Public Charter (135)	Regional Hybrid Interline/Codeshare (121/135)	ULCC	Hybrid U/LCC	Regional	Network/Legacy
Examples:	JSX, Advanced Air	Denver Air, Contour, Southern	Allegiant, Avelo, Breeze, Frontier	Southwest, JetBlue	SkyWest, Mesa, GoJet, Envoy	United, American, Delta, Alaska



NORTHERN COLORADO REGIONAL AIRPORT





NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 7

MEETING DATE: March 21, 2024

PREPARED BY: Aaron Ehle, Airport Planning & Development Specialist

TITLE

Planning & Development Subcommittee (PDSC) Charter Update and Membership

RECOMMENDED AIRPORT COMMISSION ACTION

Make a motion to adopt the updated charter as presented.

Make a motion to appoint an Airport Commission member to the PDSC.

BUDGET IMPACT

Neutral

SUMMARY

According to the Northern Colorado Regional Airport Commission bylaws:

The Commission may establish both subcommittees comprised of Commission members and work groups comprised of individuals who are not Commission members to provide research assistance or recommendations to the Commission; provided that any work group established by the Commission shall have a Commission member assigned as a liaison. Subcommittees and work groups established by the Commission shall be subject to the Colorado Open Meetings Law, C.R.S. §24-6-402.

The Planning & Development Subcommittee (PDSC), which is technically a work group according to the bylaws, serves in an advisory role to the Airport Commission. At the July 2023, August 2023, and January 2024 Airport Commission Meetings, changes to the PDSC charter were discussed. Based on feedback from those meetings and recommendations from the PDSC, the charter has been updated.

At the January Airport Commission meeting, Rick Turley was appointed to the PDSC as a representative of the FNL Pilots Association. An Airport Commission member still needs to be appointed as a liaison.

ATTACHMENT

Updated PDSC Charter - Redline

Updated PDSC Charter

Northern Colorado Regional Airport Commission Planning and Development Subcommittee Charter

Amended ~~2/15/18~~ 2/24/2024

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)
- Representative from the City of Loveland Economic Development Department
- Representative from the City of Fort Collins Department of Economic Health
- Representative from the City of Loveland Current Planning Division

Citizen Members

- ~~Rick Turley, Representative of~~ FNL Pilots Association
- Tom Fleming, ~~Former Airport Commission Vice-Chair~~
- Diane Jones, ~~The Formation Group~~

The Airport will select an Airport staff member to participate as staff liaison to the PDSC. ~~The Airport Commission will assign an Airport Commission 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 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, ~~the start date of~~ their terms shall begin on the effective date of this Charter amendment. There shall be no term limits for either City Members or Citizen Members.

V. Changes in Membership

Airport Commission approval by motion or resolution to amend this Charter with respect to membership shall be required for ~~the following membership changes~~ all membership changes including but not limited to:

- Removal of any City Member position or Citizen Member listed in this Charter;
- Addition of a City Member or Citizen Member to the PDSC membership; and
- Replacement of a Citizen Member who is removed or vacates their membership.

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 meet monthly on the ~~fourth-first~~ Wednesday of each month beginning at 3:30PM ~~at the Airport Conference Room. Meetings may be held in person or virtually or a combination of both.~~ A majority of the members of the PDSC constitutes a quorum. ~~PDSC members may attend meetings either in person or virtually.~~

VI. Duration

The duration of the PDSC will be determined by 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.

Northern Colorado Regional Airport Commission Planning and Development Subcommittee Charter

Amended 2/15/2024

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Citizen Members

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

At each regular meeting of the Airport Commission, the Airport Commission shall appoint one Airport Commissioner to attend the next scheduled PDSC meeting(s) as a voting member of the PDSC. The Airport Commissioner appointee may change each month or may be the same Airport Commissioner for more than one meeting.

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.

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NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 8

MEETING DATE: March 21, 2024

PREPARED BY: Aaron Ehle, Airport Planning & Development Specialist

TITLE

Airport Development Solicitations

RECOMMENDED AIRPORT COMMISSION ACTION

Provide direction to staff on the issuance of solicitations for Airport development

BUDGET IMPACT

Unknown

SUMMARY

At the February Airport Commission meeting, staff presented information on the development review and approval process, plans and policies in place, and current challenges that have contributed to an atmosphere of confusion and frustration. A proposal to hire an aviation-focused real estate specialist to help guide a more proactive approach and marketing strategy was presented. The Commission opted not to pursue that option and directed staff and the PDSC to prepare three requests for proposals (RFP) for development at the Airport. These three sites, which developers have expressed interest in are:

- Site B – Triangle-shaped area between Lindbergh Dr, Lear Dr, and Earhart Rd
- Site C – The northeast area of the Airport near the end of Rockwell Ave
- Site D – The western area of the Airport, south of the Northern Colorado Law Enforcement Training center

Drafts of the three RFPs are included in the packet.

- The RFP for Site B includes both aeronautical and non-aeronautical possibilities to reflect the potential for mixed development along the new entrance to the Airport.
- The RFP for Site C is strictly aeronautical (both private and commercial).
- The RFP for Site D is currently structured with both aeronautical and non-aeronautical possibilities to reflect the land use designation from the Master Plan. At present, there probably isn't much non-aeronautical potential in this area, except for passive uses such as solar, and there are major access and

infrastructure issues with the site. This RFP was included because the owner of the private property adjacent to the site is interested in development opportunities and may be able to help alleviate some of the access restrictions.

Throughout the process, staff engaged with the Loveland's Development Review Team, the PDSC, and Jeff Kohlman, the founder of AMCG, who is an expert in airport development and leasing issues. We were able to leverage our contract with AMCG for Dave Ruppel's Interim Director services to bring Jeff into the conversation. Feedback from respondents of the RFP that was issued in late 2021, but closed a year later without award, was also considered.

In the spring of 2021, Airport staff received a proposal from Fort Collins-Loveland jetCenter (FCLJC) to redevelop the Cities' T-hangars with larger hangars capable of supporting the increased demand for business jet storage. This proposal was in alignment with the Master Plan, which had been planning for the redevelopment of the aging T-hangars for many years. Staff and the Commission quickly learned that the established development review and approval process was not sufficient for such a complex proposal that involved so many stakeholders. The proposal generated considerable controversy and at the July 2021 meeting, the Airport Commission directed staff and the PDSC to create a request for proposals (RFP) for redevelopment of the T-hangars and the development of replacement hangars. Much has been said and written about the process that followed. Without rehashing the entire saga, it's important to understand why the RFP failed, why it created so much frustration, and how future RFPs can be successful.

Lessons that have been learned:

- RFPs should be clearly defined and proactive. We should know what kind of development we want, where we want it, and how to market the opportunity.
 - o The previous RFP was reactive. It was too broad, covering multiple sites with incongruous objectives. The responses were dissimilar, and difficult to evaluate/compare.
- RFP responses require substantial effort and can be expensive to prepare.
 - o The previous RFP asked for audited company financial statements, colored elevation drawings, performance bonds, and other detailed information, some of which may have been unnecessary or impractical based on the broad scope of the RFP.
 - o Some of the important information that we requested was missing in the responses. This made evaluation and comparison difficult.
- The evaluation, interview, and negotiation process can be lengthy and messy.

- Information had to be summarized/filtered and confidential/proprietary data had to be discussed in executive sessions. We certainly didn't expect it to take a year, but it did. During this time, interest rates increased, and frustration and suspicion mounted.
- Communication is vital.
 - Communication is tightly restricted and regulated to preserve the integrity of the RFP process, but there's more we could have done to explain the process, manage expectations, and provide feedback.

This list is not intended to be a comprehensive assessment of the last RFP but does summarize some of the topics that came up when discussing the new RFPs. While we can apply lessons learned from the previous process, there is some concern from staff and the PDSC that the objectives of the RFPs are not clearly defined and we could end up in a similar situation, with responses that are vastly different, thus difficult to compare and choose from. There's also a possibility that we won't have to choose one or more projects over others and that all interested developers can coexist and/or collaborate.

RFEI Approach

An alternative to issuing the RFPs could be to issue a request for expressions of interest (RFEI). By pursuing this approach, we may be able to avoid some of the pitfalls that we experienced with the last RFP. Much of the information contained in the RFPs could be repackaged into an RFEI. Pertinent information about potential projects could still be gathered, with the finer details that would be required to execute lease agreements coming along later.

We still haven't clearly defined what types of development we want to see and where we want to see them. An RFEI that is broad in scope would let the private sector know that we are open for business and are interested in gathering information and insights to inform our decision-making. By lowering the barrier for submission, we could quickly collect information to understand market trends, assess developer interests and capabilities, and explore available options before determining next steps.

Some developers have expressed frustration with the unclear path for having their projects considered by the PDSC and Commission. An RFEI could be structured in a way that submittals would be less formal and most or all of the information could be quickly and directly shared with the Commission, bypassing the need for detailed evaluation and negotiation by an evaluation committee and executive sessions to discuss proprietary/confidential information. This would be a transparent process that

could combat the notion that staff and/or the PDSC are gatekeeping or improperly filtering information.

An RFEI would not require respondents to prepare detailed and expensive submittal packages. By simply asking developers what they want to build and where they want to build it, we could begin to understand the landscape and possibilities better. An RFEI could also assess developers' appetite for master development, collaboration opportunities and other information.

Through this process, we may identify proposals that the Cities/Airport deem beneficial and don't have competitive considerations. The Commission could direct staff to move forward with planning and lease negotiations.

Alternatively, we may find that there are complex interactions and/or competitive factors that require a more formal solicitation. The information gathered through this RFEI process may help develop the criteria for more focused RFPs that have higher chances of success.

ATTACHMENTS

Draft RFPs for Sites B, C, and D

REQUEST FOR PROPOSALS
AIRPORT DEVELOPMENT OPPORTUNITY –
SITE B

RFP #2024-XX
PROPOSAL DUE DATE: MAY 16, 2024



NORTHERN COLORADO
REGIONAL AIRPORT



MARCH 28, 2024

NOTICE TO PROPOSERS

The Cities of Loveland and Fort Collins (hereafter the “Cities”) are soliciting proposals from qualified parties for **Airport Development Opportunity – Site B, RFP #2024-XX** at Northern Colorado Regional Airport (“Airport”). Proposals must be received electronically at bids@cityofloveland.org on or before **2:00 p.m.** (Mountain Time “MT”) on **May 16, 2024**, at which time they will be recorded, but not publicly opened. There will be a virtual bid opening on Zoom using the following link:

<https://us06web.zoom.us/j/87360734226?pwd=bDdWbDE4TzJTYkRSNVhHNkp0SFNxQT09>

Meeting ID: 873 6073 4226

Passcode: 968706

or call in 1-346-248-7799

The RFP is available at www.bidnetdirect.com. If you are not registered with BidNet, please visit their website and select “Vendor Registration,” or call 800-835-4603. There is a free registration option available for inquiry.

No submissions will be considered which have not been received by the deadline set forth above, as determined by the City email server. The City is not responsible for delays occasioned by the internet, outages of service, the City email server, or any other electronic delay. The City email server scans all emails with attachments and delays the receipt of those emails up to 4 minutes, please plan your submission accordingly.

The City will hold a **pre-submittal meeting on April 24, 2024 at 2:00 p.m.** at 4900 Earhart Rd, Loveland, Colorado 80538 to allow proposers an opportunity to ask questions prior to the submission of proposals. This meeting is not mandatory. Proposals may be submitted without being represented at the meeting.

Questions concerning the RFP shall be directed only to Aaron Ehle, Planning & Business Development Specialist for the Airport, at aaron.ehle@cityofloveland.org. **Questions will be accepted until May 2, 2024 at 12:00 p.m.** All questions received by the question deadline stated above will be responded to via Addendum, which will be published at Rocky Mountain e-Purchasing System (www.bidnetdirect.com/colorado).

Equal Opportunity Employer

The City of Loveland is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. For more information on non-discrimination or for translation assistance, contact the City’s Title VI Coordinator at TitleSix@cityofloveland.org or 970-962-2372. The City will make reasonable accommodations for Proposers in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, contact the City’s ADA Coordinator at jason.smitherman@cityofloveland.org or 970-962-3319.

“La Ciudad de Loveland está comprometida a proporcionar igualdad de oportunidades para los servicios, programas y actividades y no discriminar en base a discapacidad, raza, edad, color, origen nacional, religión, orientación sexual o género. Para más información sobre la no discriminación o para asistencia en traducción, contacte al Coordinador Título VI de la Ciudad al TitleSix@cityofloveland.org o al 970-962-2372. La Ciudad realizará las acomodaciones razonables para los Proponedores de acuerdo con la Ley de Discapacidades para Americanos (ADA). Para más información sobre ADA o acomodaciones, contacte al Coordinador de ADA de la Ciudad: jason.smitherman@cityofloveland.org o al 970-962-3319.

COLORADO OPEN RECORDS ACT NOTIFICATION

The City of Loveland is subject to section 24-72-201 *et seq.* of the Colorado Revised Statutes, the Colorado Open

Records Act. If you object to the disclosure of any confidential or privileged information as such is defined in the Colorado Open Records Act, any such pages must be marked confidential and submitted as outlined below in the Submittal Instructions. If you fail to mark the documents confidential and fail to include the explanation, any objection to the release of any information will be deemed waived by the City.

Please note that your objection will be considered, but is not binding on the City. The City is required to make a determination under the Colorado Open Records Act, and may only withhold documents that are confidential under the law. If the City releases documents marked as confidential in compliance with the Colorado Open Records Act, the Proposer waives any claims for liability or damages.

I. INVITATION

The Cities of Loveland and Fort Collins (hereafter the “Cities”) are soliciting proposals from qualified parties to lease property for the construction and operation of new aircraft hangars, aeronautical business facilities, and/or non-aeronautical facilities at Northern Colorado Regional Airport (“Airport”), located in Loveland, Colorado. The Cities are offering a parcel of land to be leased in accordance with the Airport’s Hangar Ground Lease Agreement (“Lease”), which is attached as a separate document, and all other provisions of this Request for Proposals (“RFP”), and to be developed for in alignment with the Airport and Cities policies and guiding documents, which can be accessed at: <https://www.flynoco.com/airport-commission/guiding-documents/>.

RFP Timeline

RFP Issue Date	March 28, 2024
Non-Mandatory Pre-Submittal Meeting	April 24, 2024
Questions Deadline	May 2, 2024
Final Addendum Posted	May 3, 2024
RFP Response Due Date	May 16, 2024
Evaluation/Interviews/Negotiations	May 20 – July 11, 2024 (approximate, subject to change)
Notification of Award Decision	July 18, 2024 (approximate, subject to change)

II. AIRPORT BACKGROUND

Since its opening in 1964, Northern Colorado Regional Airport has evolved to accommodate the aviation demands of the Northern Colorado Region. Owned and operated by the Cities of Fort Collins and Loveland, it supports a diverse mix of general aviation and commercial aviation users. The Airport generates approximately \$296 million annually in economic impact according to a Colorado Department of Transportation Division of Aeronautics study <https://www.codot.gov/programs/aeronautics/studies-plans-reports/2020ceis/2020ceisreports/northern-co-regional-loveland-fnl.pdf>.

Situated adjacent to Interstate 25 in Loveland, Colorado, approximately an hour's drive north of Denver, the Airport has witnessed remarkable population and economic growth in recent decades. Today, it stands as a focal point amid a dynamic mix of industrial, commercial, and residential development. It serves Larimer County and portions of Weld County and is centrally located among the cities of Fort Collins, Loveland, and Greeley, with more than 850,000 people living within 30 miles.

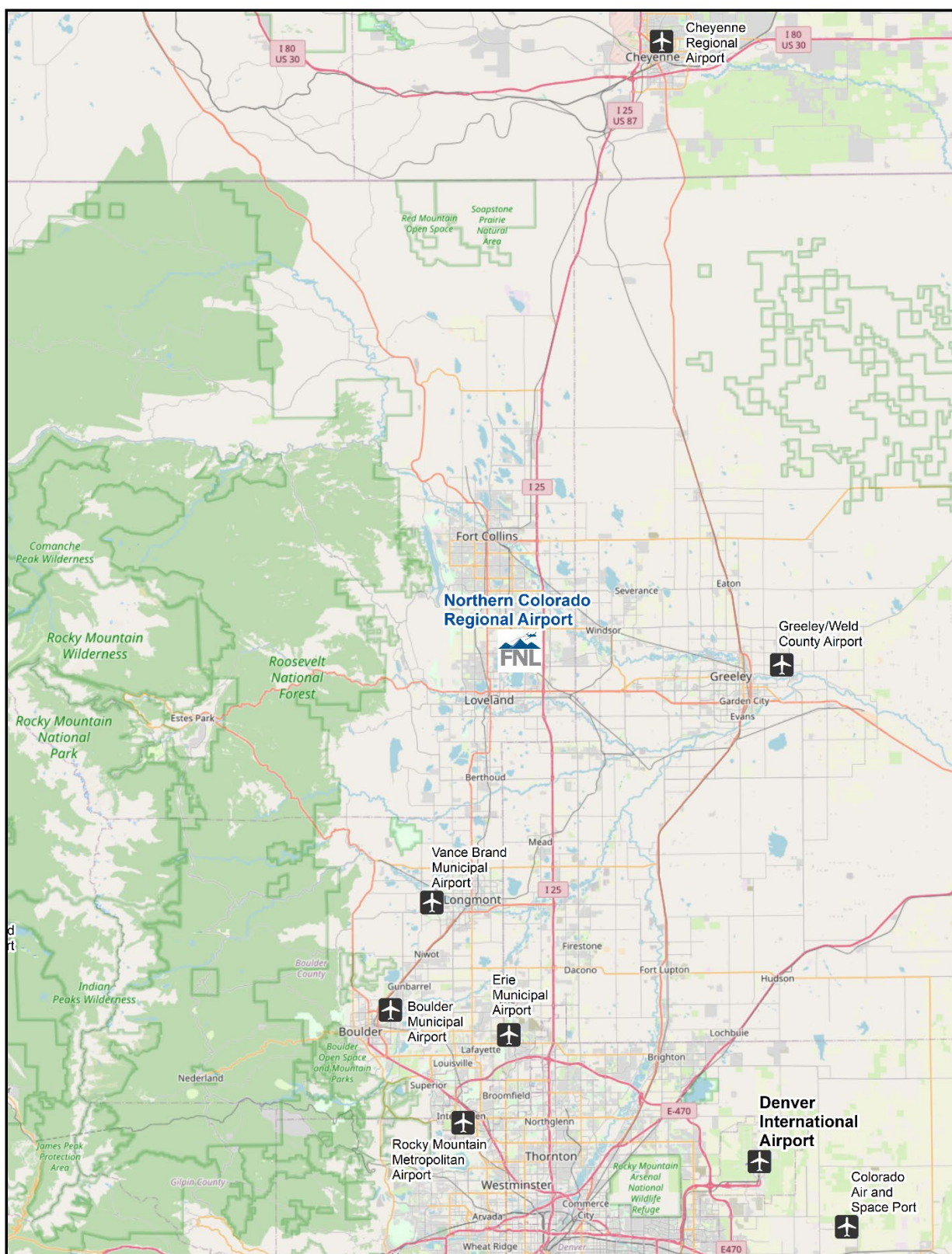


Figure 1 - Airport Vicinity Map

With approximately 225 aircraft hangars and 300 based aircraft, the Airport is home to many private-sector developments and businesses that support a wide array of aeronautical activities. Air traffic control services are provided 7 days a week from 8:00 a.m. to 6:00 p.m. The 8,500-foot-long, 100-foot-wide runway supports more than 115,000 aircraft operations per year.

The Airport is one of 14 commercial service airports in the state of Colorado. For much of its history, the Airport has supported commercial air service; most recently with Allegiant Airlines from 2003-2012 and Avelo Airlines from 2021-2022. Currently, there is no scheduled service at the Airport. The Airport also supports ground transportation services to Denver International Airport, provided by Landline in partnership with United Airlines and Groome Transportation.

Table 3-11: Summary of Aviation Activity Forecasts, 2018-2038

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Glider/Ultra-Light	2 ¹	3	4	5	6
Business Jet	9 ¹	11	13	15	17
Helicopter	13 ¹	15	17	19	21
Total Based Aircraft	256⁴	275	291	308	325

SOURCE: Mead & Hunt, 2018.

NOTES:

1. FAA 2018 APO Terminal Area Forecast Detail Report for FNL
2. Base year data source: FAA Form 5010.
3. Percentages of GA operations by aircraft by type were extrapolated using the percentages identified in the 2007 Fort Collins-Loveland Airport Master Plan.
4. National Based Aircraft Inventory

Figure 2 – Aviation Activity Forecasts from 2020 Northern Colorado Regional Airport Master Plan
<https://www.flynoco.com/airport-commission/guiding-documents/master-plan/>

Construction of a new \$25 million, 20,000 square foot multimodal passenger terminal is anticipated to be complete in the fall of 2024. This facility promises to significantly enhance the Airport's capacity and passenger experience.

III. SITE LOCATION

The Cities are accepting development proposals for Site B, consisting of vacant land located between Earhart Road, Lindbergh Drive, and Lear Drive. The Site covers approximately 372,775 square feet (8.56 acres).

In addition to this Site, the Cities are accepting proposals for two other sites – Site C and Site D. RFP information for these sites can be found at www.bidnetdirect.com.



Figure 3 – Site B Map

IV. EXISTING CONDITIONS

Site B consists of undeveloped grassland that is currently outside of the Airport perimeter fence. There is a major utility corridor running along the east side of the Site.

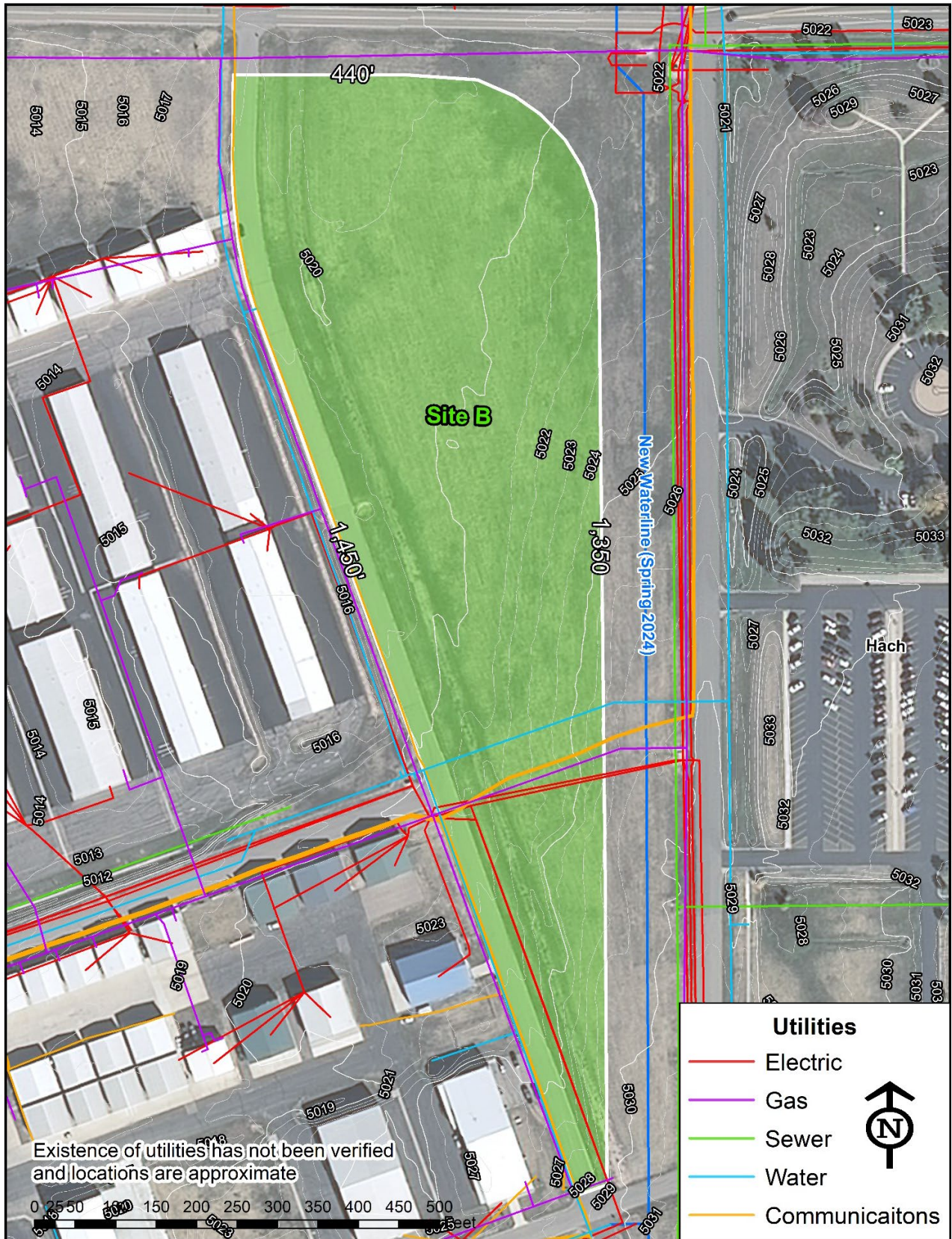


Figure 4 – Site C Utilities

V. DESIGN CRITERIA

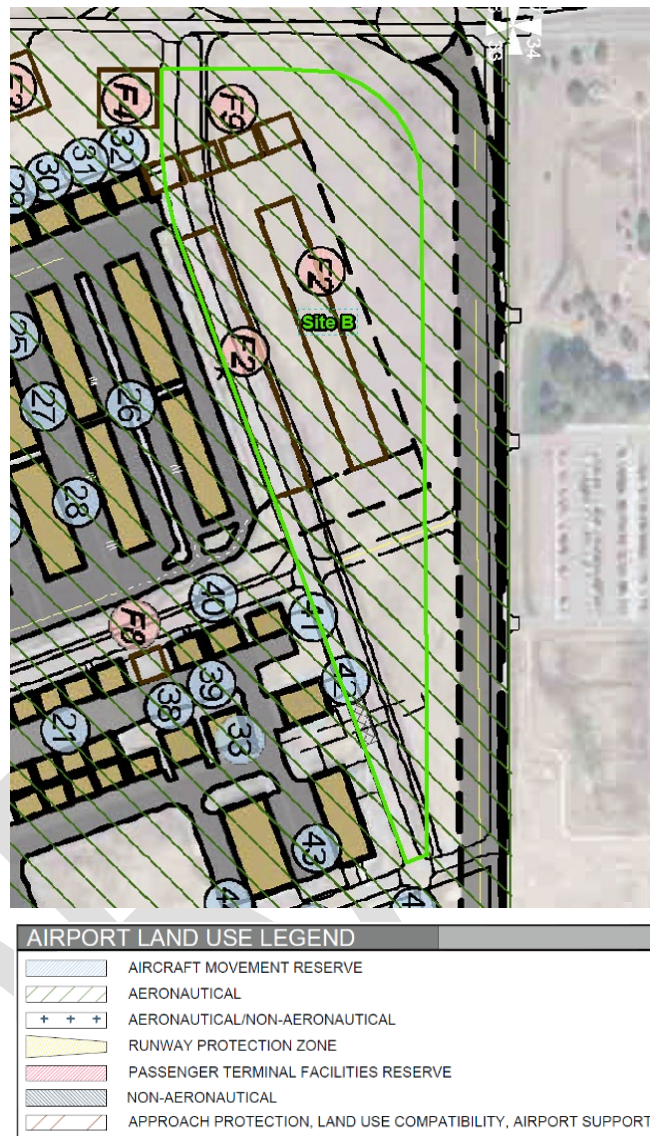


Figure 5 – Site C Airport Land Use Plan from 2020 Northern Colorado Regional Airport Master Plan
<https://www.flynoco.com/airport-commission/guiding-documents/master-plan/>

1. The Airport Layout Plan depicts two 30,000 square foot fixed T-hangar buildings and four 3,000 box hangars with accompanying apron, taxilane, and vehicle access. The remainder of the area is classified as undefined aeronautical use. The Cities will not limit proposals to this building layout and will consider layouts that suit the Proposer(s)' requirements. Hangar configurations may include T-hangar(s) and/or box hangar(s). Layouts shall make efficient use of the available parcel.
2. To accommodate aeronautical development, Lear Drive needs to be closed/removed in order for taxilanes to be constructed to the Site. Before Lear Drive is closed, Cessna Drive needs to be connected to Lindberg Drive to provide access to hangars and businesses west of the Site. Proposal(s) shall include plans to construct this road connection.

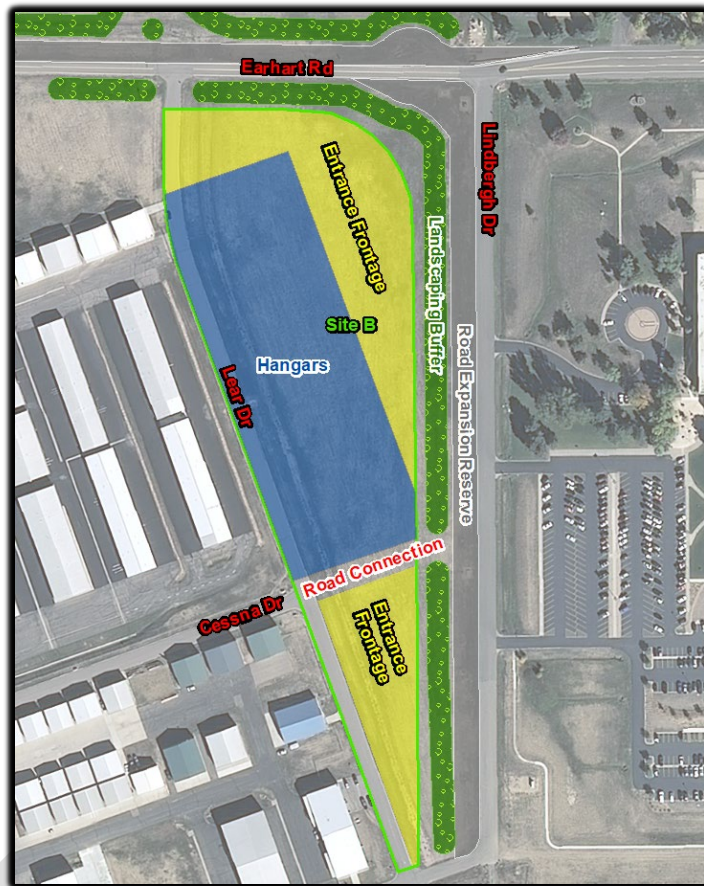


Figure 6 – Site B Setbacks and Entrance Frontage

3. The Cities will consider proposals that include non-aeronautical uses on Site B. Furthermore, plans are underway for the future connection of Lindbergh Drive to Rocky Mountain Avenue to the south, establishing a new entrance to the Airport. These developments are set to transform the frontage areas (yellow areas in figure 6) along Lindbergh Drive and Earhart Road into prime locations, offering high visibility and presenting ideal opportunities for businesses, complemented by inviting landscaping.
4. The minimum Leasehold Area for proposals within Site C is 20,000 square feet.
5. All proposed improvements shall adhere to the Airport Land Use and Design Standards. The Standards will serve as criteria for the review and approval of proposed projects by the Northern Colorado Regional Airport Commission (NCRAC). <https://www.flynoco.com/wp-content/uploads/2020/12/Airport-Land-Use-Design-Standards.pdf>
6. Per 2021 International Building Code, which has been adopted by the City of Loveland, aircraft hangars shall have restrooms or unrestricted access to a shared restroom within 500 feet. https://library.municode.com/co/loveland/codes/code_of_ordinances?nodeId=TIT15BUCO.
7. The successful Proposer(s) shall construct pavement connection(s) to the Airport's adjoining taxiways/taxilanes. The connecting connection(s) must adhere to the design standards contained in the most-current version of FAA Advisory Circular 15/5300-13A Airport Design, Chapter 4, Section 404. https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5300-13B-Airport-Design.pdf
8. During construction and upon completion, the project shall ensure integrity of the Airport security fence and boundary to prevent unauthorized persons from entering the AOA.

9. All development shall conform to requirements contained in the currently adopted Loveland Municipal Code https://library.municode.com/co/loveland/codes/code_of_ordinances?nodeId=LOCOMUCO.
10. Prior to construction, the successful Proposer(s) must submit a Form 7460 and receive a Determination of No Hazard from FAA Obstruction Evaluation/Airport Airspace Analysis in accordance with 14 CFR 77.9. This requirement is to ensure the construction does not create an obstruction to air navigation, operationally impact the airport, or cause interference with any radio navigational aids <https://oeaaa.faa.gov>.

VI. PERMITTED USES

1. The successful Proposers, upon execution of a Lease, shall use and occupy the Leased Premises for the purposes of construction, installation, maintenance, and operation of aeronautical facilities to be used for the parking, storage, servicing, repair, maintenance, modification, and construction of aircraft as specified by the Lease Agreement.
2. The successful Proposer(s), upon execution of a Lease, will have a non-exclusive right to provide commercial aviation services in a manner consistent with and as described in the most recent Airport Rules and Regulations https://www.flynoco.com/wp-content/uploads/2016/01/rules-regs-final-draft_6-22-06.pdf, and Minimum Standards. <https://www.flynoco.com/wp-content/uploads/2020/03/Minimum-Standards-8-22-18.pdf>. Commercial aviation businesses must apply for and receive an Airport Business License. <https://www.flynoco.com/wp-content/uploads/2020/03/Business-License-Application.pdf>.
3. The successful Proposer(s), upon execution of a Lease, may sublease or license use of the hangar to third parties for aviation purposes. Any sublease, sale, or transfer of the Lease shall require approval by the Airport Director or Northern Colorado Regional Airport Commission (NCRAC), as applicable.
4. Approvals for non-aeronautical uses will be subject to additional Federal Aviation Administration (FAA) regulatory compliance and different Airport Lease terms. Obtaining these approvals is expected to be more complex and time-consuming.

VII. IMPROVEMENTS TO BE CONSTRUCTED BY SELECTED PROPOSER(S)

1. All improvements, including proposed hangar facilities, constructed on Airport property shall be subject to conditions, restrictions, reservations, and prior approvals for the following purposes:
 - a. To encourage and leverage private investment in the Airport and create economic benefit for the Airport, Cities, and region;
 - b. To enhance aesthetic value through consistent, attractive, and compatible development;
 - c. To ensure proper, desirable use, and appropriate development and improvement of each site within the Airport;
 - d. To ensure and maintain proper setbacks from streets, runways, taxiways, and aprons, and adequate, safe spaces between structures;
 - e. To ensure the safety and security of the Airport operation and the operations of Airport Tenants.
2. Upon approval and execution of an Agreement with Airport Commission/Cities, the selected Proposers(s) will be responsible for all planning, development, and costs associated with due diligence, development, construction, improvements, management and operation of the proposed property, including but not limited to, planning, designing, entitlement, environmental compliance, permit fees, utility charges, and all other project costs associated with the operation of the parcel improvements.

3. The selected Proposer(s) shall be responsible for constructing the improvements in accordance with plans and specifications prepared by a professional architectural engineering firm, which shall be reviewed and approved in accordance with the site plan by City of Loveland Development Services. All necessary building and other permits must be obtained from the City of Loveland.

VIII. LEASE TERMS

1. The Lease is offered with a 25-year term (“Initial Term”) with three 5-year extensions (“Extended Term(s)”). At the conclusion of the Extended Terms, ownership of all improvements shall revert to the Cities. If Lessee desires to continue occupying the Leased Premises after the expiration of all three Extended Terms, Lessee may request that the Cities negotiate a new Lease Agreement.
2. The 2024 lease rate for unimproved property (limited or no nearby infrastructure/utilities) is \$0.353 per square foot annually. The 2024 lease rate for improved property (adequate access to nearby infrastructure/utilities) is \$0.501 per square foot annually. Site B has adequate access to utilities, but significant road and taxilane improvements are needed to develop it. Therefore, the lease rate for the Site will likely fall between the unimproved and improved rates.

Incentivized lease rates may be considered based on the following factors:

- a. Total area of the Leased Premises
 - b. Exceptional levels of private investment
 - c. Catalyst projects that are likely to attract additional activity/development
 - d. Construction of offsite infrastructure/public improvements by the developer
 - e. Auxiliary Airport revenues from businesses associated with the development
3. The lease rate will include annual adjustments based on Consumer Price Index for all Urban Consumers (CPI-U), All Items, for Denver-Aurora-Lakewood, CO as published by the Bureau of Labor Statistics of the United States Department of Labor, 1982-84 base = 100.
 4. The actual Leasehold Parcel shall be determined from the successful Proposer(s) approved site plan and shall include all exclusive-use space necessary to operate the facility. The Leasehold Parcel shall include hangar building(s), automobile parking areas, landscaped buffers and/or setbacks, aircraft parking aprons, and any exclusive-use taxilane(s) including the Taxilane Object Free Area described in FAA Advisory Circular 150/5300-13A Section 404 https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5300-13A-chg1-interactive-201612.pdf.
 5. The successful Proposer(s) shall be responsible for, and shall pay for all maintenance and repair of the land, structures, utilities, and facilities located upon the Leasehold Parcel during the term of the subject Lease. The successful Proposer(s) shall be responsible for all grass cutting, landscaping, and routine cleaning of the Leased Premises.

IX. PROPOSAL REQUIREMENTS

Please submit your response addressing, at a minimum, each of the following items, in the order outlined below. Your PDF shall be one (1) single file only.

1. Letter of Interest

- a. Include the name of the Proposer(s), address, telephone number, name of contact person, and the title of the RFP.
- b. Provide a description of the submitting Proposer(s)’ current legal status (i.e., Corporation, Partnership, Sole Proprietor, Joint Venture, etc.).

- c. Expression of interest in leasing Airport property for the development of aeronautical and/or non-aeronautical facilities.
- d. Identification of the type of development that the Proposer(s) has the capability to deliver, along with additional information that assists in highlighting and clarifying potential possible concepts, structures, funding, and creative approaches that could benefit the Airport and its users.
- e. Letter must be signed by an individual who is authorized to certify, on behalf of the Proposer(s), that all statements in the submittal are true and correct. The letter must indicate the title or position that the individual holds and must include the federal tax I.D. number of all firms associated with the submittal.

2. Development Proposal Details (see VI. Design Criteria for requirements)

- a. Project Narrative: A written description of the uses and activities associated with the planned facilities, including number and type of aircraft, frequency of aircraft operations, and business activities.
- b. Leasehold Area: A written description and/or diagram identifying the extent of the proposed Leasehold Area, including dimensions and total area.
- c. Rent: A comprehensive pro forma detailing projected rent payments to the Airport. The pro forma should be presented in a clear and organized format, preferably in a spreadsheet or financial modeling software, and should include the following details:
 - i. Annual rent payments for each year of the Lease
 - ii. Methodology used for calculating rent payments, including any assumptions or variables considered.
 - iii. Explanation of any escalations or adjustments applied to the rent payments over time.
- d. Site Plan: Site plan drawn to scale showing the locations of all improvements, including structures, aprons, taxilanes, walks, patios, driveways, parking, fences and walls, utilities, and the location of all improvements that may occur in future phases. All site data and dimensions shall be included.
- e. Investment: A projected cost estimate for the construction of the proposed improvements.
- f. Development Plan and Schedule: A detailed design and construction schedule for the proposed development including any anticipated phasing considerations.

3. Additional Information

- a. A profile of the individual/organization and description of legal structure, principal officers, and organizational structure. Submitting individuals/organizations should identify and distinguish between their own experience and qualifications and that of any parent entity, predecessor, and/or wholly owned or partially owned subsidiary.
- b. Resumes of key personnel and principals.
- c. A letter from a bank or other lending institution indicating that the entity has pre-approved funding for the project. If the project is being funded without a loan, Proposer(s) must provide a letter from a financial institution confirming that sufficient liquid capital is available to fund the project as proposed.
- d. Experience financing, constructing, managing, and/or operating aircraft hangars or other aeronautical facilities within the last ten years, with an emphasis on similar projects. Information provided should include a description of services provided, examples of successful strategies, with particular attention to:
 - i. Professional references from other entities with whom the Proposer(s) have development, management, operation, or public-private-partnership experience within the last ten years, including contact name(s), address(es), telephone number(s), and industry/facility/project type.
 - ii. An explanation of Proposer(s) experience in working with public entities, including cooperative efforts, philosophy, and results.

- iii. Other information that could be helpful to the Cities in their evaluation of the qualifications and experience of the Proposer(s). Items could include:
 1. Additional information about relevant project experience and past project results.
 2. Concept(s) for potential development and funding opportunities.
 3. Concept(s) for potential contractual management/operations and Lease term frameworks.
 4. Other concepts or creative implementations that could benefit the Airport and its users and serve the Cities' desired short and long-term objectives.

X. PROPOSAL INSTRUCTIONS AND CONDITIONS

1. All proposals must be received at bids@cityofloveland.org before the date and time specified in the notice section above. Any proposal arriving after the deadline will not be considered. Submittals sent to any other email address will NOT be forwarded or accepted. The electronic date and time on the email will determine if the proposal was received before the prescribed time. Responsibility for timely submittal and routing of proposals prior to recording lies solely with the Proposer.
2. Please put the name of the RFP in the subject line of the email and name the attached proposal: Name of RFP-company name.
3. Email responses to this request are limited to a maximum of 25 MB capacity. Your proposal shall be one (1) single PDF file and not more than twenty (20) pages in length; NO ZIP FILES ALLOWED.
4. All prospective Proposers shall comply with the requirements, conditions, and specifications contained within this RFP. Failure to do so may result in rejection of the proposal.
5. A representative of the proposing company who has contractual authority must sign the proposal. Only one proposal will be accepted from any one company serving as a prime Proposer. Sub-Proposers to the prime Proposer may be included in the proposal of more than one firm.
6. All costs incurred to prepare and submit the proposal shall be the Proposer's responsibility and will not be reimbursed by the City.
7. In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted at <http://www.bidnetdirect.com/colorado>. The schedule above lists the deadline for submission of questions and the expected date of responses from the Cities. It shall be the responsibility of the Proposers to monitor <http://www.bidnetdirect.com/colorado> for any such postings.
8. The Cities reserve the right to reject any or all proposals and waive any informalities therein and to accept or reject any portion of the proposal if deemed to be in the best interest of the Cities to do so.
9. The issuance of this RFP does not constitute a commitment by the Cities to award a contract. The Cities reserve the right to engage in discussions with any of the respondents to this RFP to attain additional information and/or to negotiate a definitive contract.
10. Proposers shall not contact anyone other than Aaron Ehle at aaron.ehle@cityofloveland.org regarding the RFP during the solicitation and selection process. Proposers who communicate with other City staff members, elected officials, or Airport Commission members regarding the RFP during the solicitation and selection process shall automatically be disqualified from consideration.

XI. EVALUATION CRITERIA

The Cities, utilizing an Evaluation Committee, will review and evaluate all proposals. Incomplete proposal(s) will not be considered. The Evaluation Committee will evaluate each proposal according to the criteria established below and will analyze information obtained from the RFP package, references, and other sources as appropriate. The Cities may request presentations or interviews with any or all of the Proposer(s). After final scoring, recommendations for an award will be made to the Northern Colorado Airport Commission, which intends to offer Lease Agreement(s) that are in the best interest of the Airport. Depending on the nature of the proposed Lease Agreement(s), approval by both City Councils may be required.

1. **Experience and Detail (25 points)**

The Proposer has demonstrated the capacity and support required to successfully complete the project as proposed. The Proposer has experience with successfully completing previous similar projects. The proposal indicates how capable the submitting individual/organization is. There is enough information to indicate that the proposal will be successful.

2. **Capital Investment and Financial Viability (25 points)**

The Proposer has the necessary financial resources and/or ability to obtain funding to achieve the desired outcome. The proposal includes cost-related information as required. The level of investment meets or exceeds what is typical of similar projects. The potential financial impacts associated with Airport's involvement in site preparation/infrastructure improvements are well understood and reasonable. Airport revenue associated with the Lease is clearly outlined and supportive of the Airport's ability to remain financially self-sustaining.

3. **Project Management and Timelines (25 points)**

The Proposal outlines a clear and feasible project management approach. Timelines and milestones are realistic, achievable, and aligned with the overall project objectives. The proposal addresses organization of tasks, delegation of responsibilities, and coordination of resources. Risk management strategies are addressed and measures to mitigate potential delays have been considered.

4. **Alignment with Airport Guiding Documents (25 points)**

The proposal provides enough information to determine if the guiding documents were referenced when creating the proposal. The proposal furthers the vision and mission of the Airport. The design and operation of proposed facilities align with the Master Plan, Strategic Plan, Minimum Standards, and Land Use and Design Standards of the Airport.

XII. STANDARD AIRPORT LEASE AGREEMENT (To be included in final RFP document)

REQUEST FOR PROPOSALS
AERONAUTICAL DEVELOPMENT OPPORTUNITY –
SITE C

RFP #2024-XX
PROPOSAL DUE DATE: MAY 16, 2024



NORTHERN COLORADO
REGIONAL AIRPORT



MARCH 28, 2024

NOTICE TO PROPOSERS

The Cities of Loveland and Fort Collins (hereafter the “Cities”) are soliciting proposals from qualified parties for **Aeronautical Development Opportunity – Site C, RFP #2024-XX** at Northern Colorado Regional Airport (“Airport”). Proposals must be received electronically at bids@cityofloveland.org on or before **2:00 p.m.** (Mountain Time “MT”) on **May 16, 2024**, at which time they will be recorded, but not publicly opened. There will be a virtual bid opening on Zoom using the following link:

<https://us06web.zoom.us/j/87360734226?pwd=bDdWbDE4TzJTYkRSNVhHNkp0SFNxQT09>

Meeting ID: 873 6073 4226

Passcode: 968706

or call in 1-346-248-7799

The RFP is available at www.bidnetdirect.com. If you are not registered with BidNet, please visit their website and select “Vendor Registration,” or call 800-835-4603. There is a free registration option available for inquiry.

No submissions will be considered which have not been received by the deadline set forth above, as determined by the City email server. The City is not responsible for delays occasioned by the internet, outages of service, the City email server, or any other electronic delay. The City email server scans all emails with attachments and delays the receipt of those emails up to 4 minutes, please plan your submission accordingly.

The City will hold a **pre-submittal meeting on April 25, 2024 at 2:00 p.m.** at 4900 Earhart Rd, Loveland, Colorado 80538 to allow proposers an opportunity to ask questions prior to the submission of proposals. This meeting is not mandatory. Proposals may be submitted without being represented at the meeting.

Questions concerning the RFP shall be directed only to Aaron Ehle, Planning & Business Development Specialist for the Airport, at aaron.ehle@cityofloveland.org. **Questions will be accepted until May 2, 2024 at 12:00 p.m.** All questions received by the question deadline stated above will be responded to via Addendum, which will be published at Rocky Mountain e-Purchasing System (www.bidnetdirect.com/colorado).

Equal Opportunity Employer

The City of Loveland is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. For more information on non-discrimination or for translation assistance, contact the City’s Title VI Coordinator at TitleSix@cityofloveland.org or 970-962-2372. The City will make reasonable accommodations for Proposers in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, contact the City’s ADA Coordinator at jason.smitherman@cityofloveland.org or 970-962-3319.

“La Ciudad de Loveland está comprometida a proporcionar igualdad de oportunidades para los servicios, programas y actividades y no discriminar en base a discapacidad, raza, edad, color, origen nacional, religión, orientación sexual o género. Para más información sobre la no discriminación o para asistencia en traducción, contacte al Coordinador Título VI de la Ciudad al TitleSix@cityofloveland.org o al 970-962-2372. La Ciudad realizará las acomodaciones razonables para los Proponedores de acuerdo con la Ley de Discapacidades para Americanos (ADA). Para más información sobre ADA o acomodaciones, contacte al Coordinador de ADA de la Ciudad: jason.smitherman@cityofloveland.org o al 970-962-3319.

COLORADO OPEN RECORDS ACT NOTIFICATION

The City of Loveland is subject to section 24-72-201 *et seq.* of the Colorado Revised Statutes, the Colorado Open

Records Act. If you object to the disclosure of any confidential or privileged information as such is defined in the Colorado Open Records Act, any such pages must be marked confidential and submitted as outlined below in the Submittal Instructions. If you fail to mark the documents confidential and fail to include the explanation, any objection to the release of any information will be deemed waived by the City.

Please note that your objection will be considered, but is not binding on the City. The City is required to make a determination under the Colorado Open Records Act, and may only withhold documents that are confidential under the law. If the City releases documents marked as confidential in compliance with the Colorado Open Records Act, the Proposer waives any claims for liability or damages.

I. INVITATION

The Cities of Loveland and Fort Collins (hereafter the “Cities”) are soliciting proposals from qualified parties to lease property for the construction and operation of new aircraft hangars and/or aeronautical business facilities at Northern Colorado Regional Airport (“Airport”), located in Loveland, Colorado. The Cities are offering a parcel of land to be leased in accordance with the Airport’s Hangar Ground Lease Agreement (“Lease”), which is attached as a separate document, and all other provisions of this Request for Proposals (“RFP”), and to be developed for in alignment with the Airport and Cities policies and guiding documents, which can be accessed at: <https://www.flynoco.com/airport-commission/guiding-documents/>.

RFP Timeline

RFP Issue Date	March 28, 2024
Non-Mandatory Pre-Submittal Meeting	April 25, 2024
Questions Deadline	May 2, 2024
Final Addendum Posted	May 3, 2024
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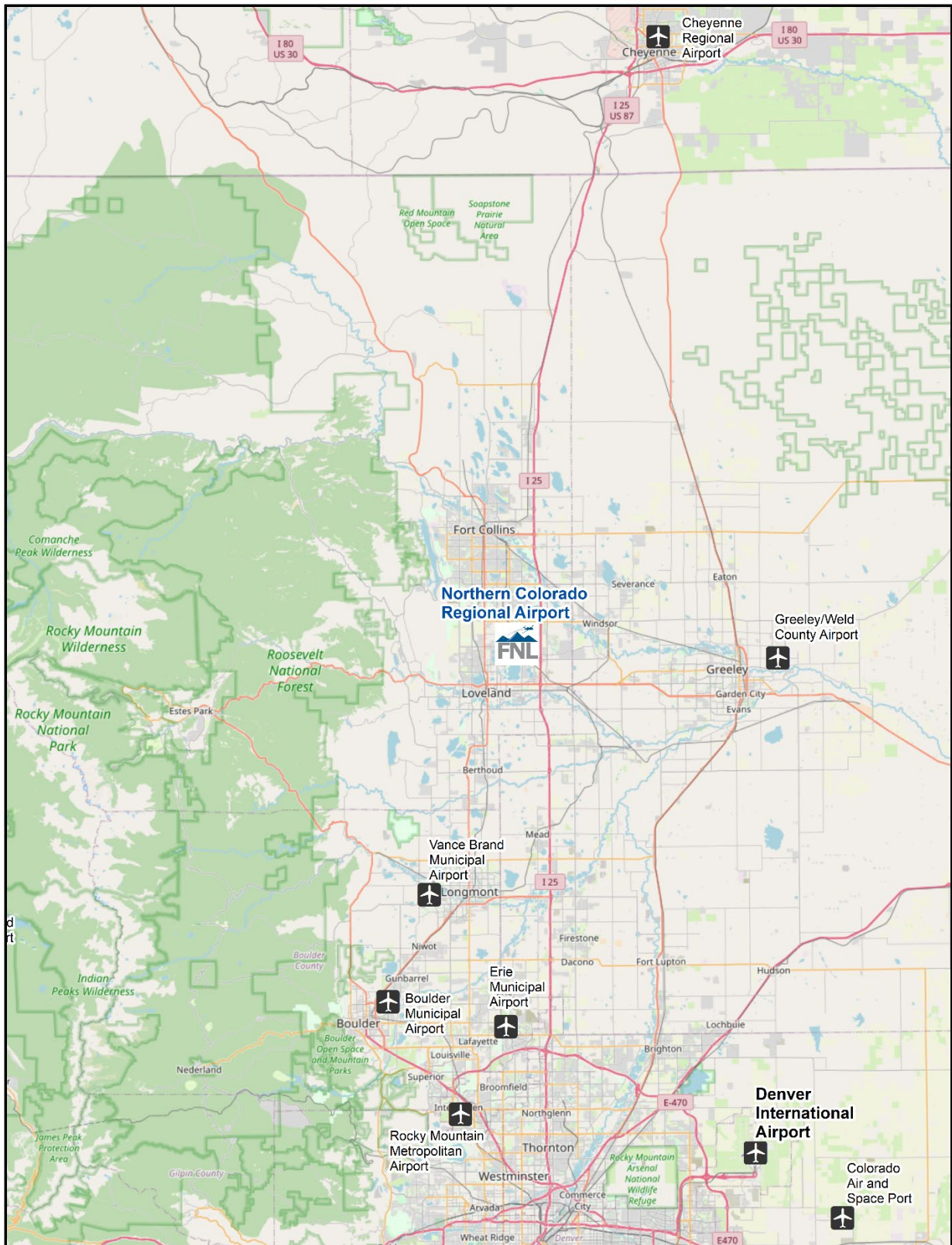


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Business Jet	9 ¹	11	13	15	17
Helicopter	13 ¹	15	17	19	21
Total Based Aircraft	256⁴	275	291	308	325

SOURCE: Mead & Hunt, 2018.

NOTES:

1. FAA 2018 APO Terminal Area Forecast Detail Report for FNL.

2. Base year data source: FAA Form 5010.

3. Percentages of GA operations by aircraft by type were extrapolated using the percentages identified in the 2007 Fort Collins-Loveland Airport Master Plan.

4. National Based Aircraft Inventory

Figure 2 – Aviation Activity Forecasts from 2020 Northern Colorado Regional Airport Master Plan
<https://www.flynoco.com/airport-commission/guiding-documents/master-plan/>

Construction of a new \$25 million, 20,000 square foot multimodal passenger terminal is anticipated to be complete in the fall of 2024. This facility promises to significantly enhance the Airport's capacity and passenger experience.

III. SITE LOCATION

The Cities are accepting development proposals for Site C, consisting of vacant land north of runway 6/24, west of Rockwell Ave. The Site covers approximately 855,913 square feet (19.65 acres).

The Site is located west of the Centre Pointe Business Park and southwest of the new 3.5 million square foot Amazon fulfillment center. An Old Dominion freight transfer facility is planned to the north of the Site.

<https://maps.cityofloveland.org/CDA/23-00083.pdf>

In addition to this Site, the Cities are accepting proposals for two other sites – Site B and Site D. RFP information for these sites can be found at www.bidnetdirect.com.



Figure 3 – Site C Map

IV. EXISTING CONDITIONS

Site C consists of undeveloped grassland. In the spring of 2024, a regional 24-inch waterline will be installed along the north and east boundaries of the Site. Several 8-inch service connection points will be included in the Site C area.

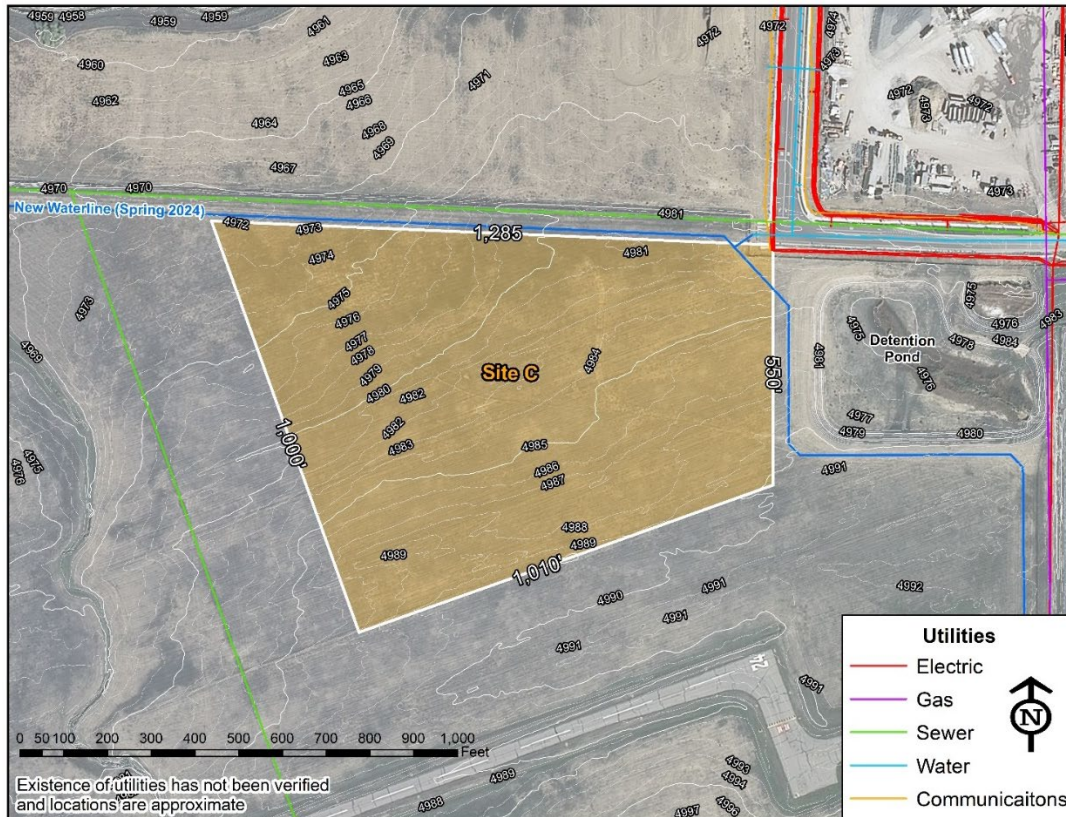


Figure 4 – Site C Utilities

V. DESIGN CRITERIA

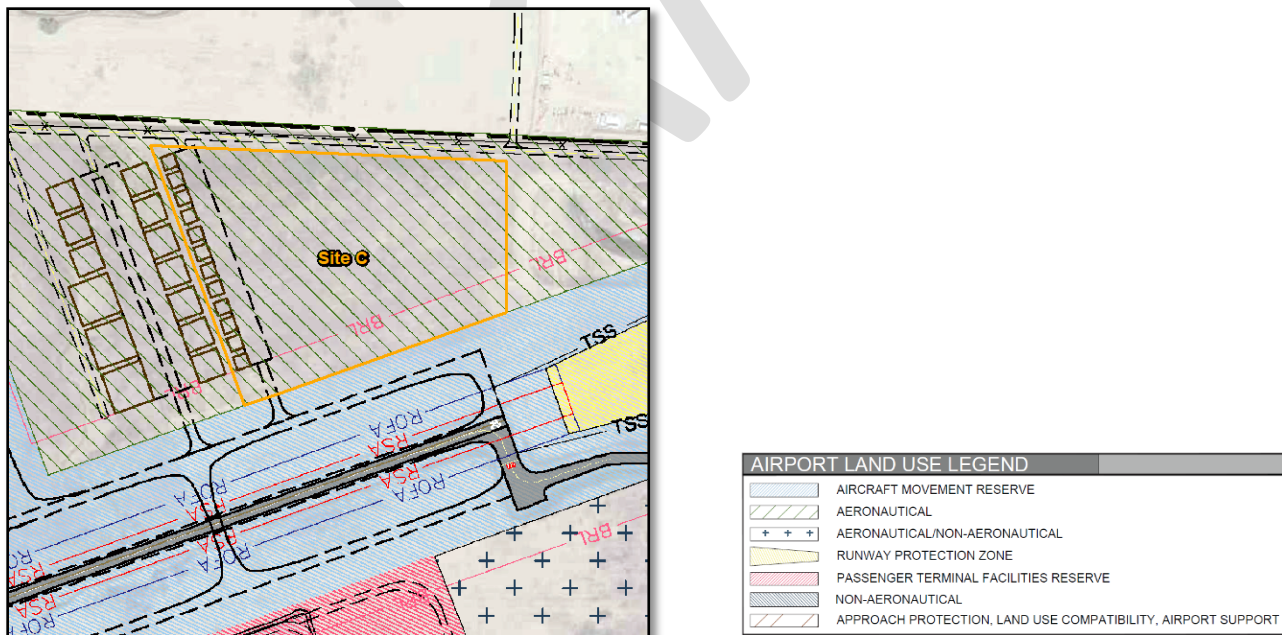


Figure 5 – Site C Airport Land Use Plan from 2020 Northern Colorado Regional Airport Master Plan
<https://www.flynoco.com/airport-commission/guiding-documents/master-plan/>

1. The Airport Land Use Plan depicts undefined aeronautical development in this area. A row of 2,500 square foot conceptual box hangars with an accompanying taxiway is shown along the western edge. These hangars don't need to be reflected in proposal layouts. Hangar configurations may include T-hangar(s), box hangar(s), and/or open-air aircraft shelters in a layout that suits the Proposer(s) requirements. Layouts shall make efficient use of the available parcel.
2. The minimum Leasehold Area for proposals within Site C is 20,000 square feet.
3. The exact location of the Building Restriction Line (BRL) has yet to be determined. It is anticipated that the BRL will be established approximately 130 feet further south than is depicted on the Airport Layout Plan (ALP). Please refer to the Airport Airspace Plan – Conical Surface (Sheet No. 5) of the ALP for more information on maximum elevations of improvements. https://www.flynoco.com/wp-content/uploads/2020/11/AppendixG_MP2018.pdf
4. All proposed improvements shall adhere to the Airport Land Use and Design Standards. The Standards will serve as criteria for the review and approval of proposed projects by the Northern Colorado Regional Airport Commission (NCRAC). <https://www.flynoco.com/wp-content/uploads/2020/12/Airport-Land-Use-Design-Standards.pdf>
5. Per 2021 International Building Code, which has been adopted by the City of Loveland, aircraft hangars shall have restrooms or unrestricted access to a shared restroom within 500 feet. https://library.municode.com/co/loveland/codes/code_of_ordinances?nodeId=TIT15BUCO.
6. The successful Proposer(s) shall construct pavement connection(s) to the Airport's adjoining taxiways/taxilanes. The connecting connection(s) must adhere to the design standards contained in the most-current version of FAA Advisory Circular 15/5300-13A Airport Design, Chapter 4, Section 404. https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5300-13B-Airport-Design.pdf
7. During construction and upon completion, the project shall ensure integrity of the Airport security fence and boundary to prevent unauthorized persons from entering the AOA.
8. All development shall conform to requirements contained in the currently adopted Loveland Municipal Code https://library.municode.com/co/loveland/codes/code_of_ordinances?nodeId=LOCOMUCO.
9. Prior to construction, the successful Proposer(s) must submit a Form 7460 and receive a Determination of No Hazard from FAA Obstruction Evaluation/Airport Airspace Analysis in accordance with 14 CFR 77.9. This requirement is to ensure the construction does not create an obstruction to air navigation, operationally impact the airport, or cause interference with any radio navigational aids <https://oeaaa.faa.gov>.

VI. PERMITTED USES

1. The successful Proposers, upon execution of a Lease, shall use and occupy the Leased Premises for the purposes of construction, installation, maintenance, and operation of aeronautical facilities to be used for the parking, storage, servicing, repair, maintenance, modification, and construction of aircraft as specified by the Lease Agreement.
2. The successful Proposer(s), upon execution of a Lease, will have a non-exclusive right to provide commercial aviation services in a manner consistent with and as described in the most recent Airport Rules and Regulations https://www.flynoco.com/wp-content/uploads/2016/01/rules-regs-final-draft_6-22-06.pdf, and Minimum Standards. <https://www.flynoco.com/wp-content/uploads/2020/03/Minimum-Standards-8-22-18.pdf>. Commercial aviation businesses must apply for and receive an Airport Business License. <https://www.flynoco.com/wp-content/uploads/2020/03/Business-License-Application.pdf>.

3. The successful Proposer(s), upon execution of a Lease, may sublease or license use of the hangar to third parties for aviation purposes. Any sublease, sale, or transfer of the Lease shall require approval by the Airport Director or Northern Colorado Regional Airport Commission (NCRAC), as applicable.

VII. IMPROVEMENTS TO BE CONSTRUCTED BY SELECTED PROPOSER(S)

1. All improvements, including proposed hangar facilities, constructed on Airport property shall be subject to conditions, restrictions, reservations, and prior approvals for the following purposes:
 - a. To encourage and leverage private investment in the Airport and create economic benefit for the Airport, Cities, and region;
 - b. To enhance aesthetic value through consistent, attractive, and compatible development;
 - c. To ensure proper, desirable use, and appropriate development and improvement of each site within the Airport;
 - d. To ensure and maintain proper setbacks from streets, runways, taxiways, and aprons, and adequate, safe spaces between structures;
 - e. To ensure the safety and security of the Airport operation and the operations of Airport Tenants.
2. Upon approval and execution of an Agreement with Airport Commission/Cities, the selected Proposers(s) will be responsible for all planning, development, and costs associated with due diligence, development, construction, improvements, management and operation of the proposed property, including but not limited to, planning, designing, entitlement, environmental compliance, permit fees, utility charges, and all other project costs associated with the operation of the parcel improvements.
3. The selected Proposer(s) shall be responsible for constructing the improvements in accordance with plans and specifications prepared by a professional architectural engineering firm, which shall be reviewed and approved in accordance with the site plan by City of Loveland Development Services. All necessary building and other permits must be obtained from the City of Loveland.

VIII. LEASE TERMS

1. The Lease is offered with a 25-year term (“Initial Term”) with three 5-year extensions (“Extended Term(s)”). At the conclusion of the Extended Terms, ownership of all improvements shall revert to the Cities. If Lessee desires to continue occupying the Leased Premises after the expiration of all three Extended Terms, Lessee may request that the Cities negotiate a new Lease Agreement.
2. The 2024 lease rate for unimproved property (limited or no nearby infrastructure/utilities) is \$0.353 per square foot annually. The 2024 lease rate for improved property (adequate access to nearby infrastructure/utilities) is \$0.501 per square foot annually. Site C is considered unimproved property.

Incentivized lease rates may be considered based on the following factors:

- a. Total area of the Leased Premises
 - b. Exceptional levels of private investment
 - c. Catalyst projects that are likely to attract additional activity/development
 - d. Construction of offsite infrastructure/public improvements by the developer
 - e. Auxiliary Airport revenues from businesses associated with the development
3. The lease rate will include annual adjustments based on Consumer Price Index for all Urban Consumers (CPI_U) U), All Items, for Denver-Aurora-Lakewood, CO as published by the Bureau of Labor Statistics of the United States Department of Labor, 1982-84 base = 100.

4. The actual Leasehold Parcel shall be determined from the successful Proposer(s) approved site plan and shall include all exclusive-use space necessary to operate the facility. The Leasehold Parcel shall include hangar building(s), automobile parking areas, landscaped buffers and/or setbacks, aircraft parking aprons, and any exclusive-use taxilane(s) including the Taxilane Object Free Area described in FAA Advisory Circular 150/5300-13A Section 404 https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5300-13A-chg1-interactive-201612.pdf.
5. The successful Proposer(s) shall be responsible for, and shall pay for all maintenance and repair of the land, structures, utilities, and facilities located upon the Leasehold Parcel during the term of the subject Lease. The successful Proposer(s) shall be responsible for all grass cutting, landscaping, and routine cleaning of the Leased Premises.

IX. PROPOSAL REQUIREMENTS

Please submit your response addressing, at a minimum, each of the following items, in the order outlined below. Your PDF shall be one (1) single file only.

1. Letter of Interest

- a. Include the name of the Proposer(s), address, telephone number, name of contact person, and the title of the RFP.
- b. Provide a description of the submitting Proposer(s)' current legal status (i.e., Corporation, Partnership, Sole Proprietor, Joint Venture, etc.).
- c. Expression of interest in leasing Airport property for the development of aeronautical facilities.
- d. Identification of the type of development that the Proposer(s) has the capability to deliver, along with additional information that assists in highlighting and clarifying potential possible concepts, structures, funding, and creative approaches that could benefit the Airport and its users.
- e. Letter must be signed by an individual who is authorized to certify, on behalf of the Proposer(s), that all statements in the submittal are true and correct. The letter must indicate the title or position that the individual holds and must include the federal tax I.D.number of all firms associated with the submittal.

2. Development Proposal Details (see VI. Design Criteria for requirements)

- a. Project Narrative: A written description of the uses and activities associated with the planned facilities, including number and type of aircraft, frequency of aircraft operations, and business activities.
- b. Leasehold Area: A written description and/or diagram identifying the extent of the proposed Leasehold Area, including dimensions and total area.
- c. Rent: A comprehensive pro forma detailing projected rent payments to the Airport. The pro forma should be presented in a clear and organized format, preferably in a spreadsheet or financial modeling software, and should include the following details:
 - i. Annual rent payments for each year of the Lease
 - ii. Methodology used for calculating rent payments, including any assumptions or variables considered.
 - iii. Explanation of any escalations or adjustments applied to the rent payments over time.
- d. Site Plan: Site plan drawn to scale showing the locations of all improvements, including structures, aprons, taxilanes, walks, patios, driveways, parking, fences and walls, utilities, and the location of all improvements that may occur in future phases. All site data and dimensions shall be included.
- e. Investment: A projected cost estimate for the construction of the proposed improvements.
- f. Development Plan and Schedule: A detailed design and construction schedule for the proposed development including any anticipated phasing considerations.

3. Additional Information

- a. A profile of the individual/organization and description of legal structure, principal officers, and organizational structure. Submitting individuals/organizations should identify and distinguish between their own experience and qualifications and that of any parent entity, predecessor, and/or wholly owned or partially owned subsidiary.
- b. Resumes of key personnel and principals.
- c. A letter from a bank or other lending institution indicating that the entity has pre-approved funding for the project. If the project is being funded without a loan, Proposer(s) must provide a letter from a financial institution confirming that sufficient liquid capital is available to fund the project as proposed.
- d. Experience financing, constructing, managing, and/or operating aircraft hangars or other aeronautical facilities within the last ten years, with an emphasis on similar projects. Information provided should include a description of services provided, examples of successful strategies, with particular attention to:
 - i. Professional references from other entities with whom the Proposer(s) have development, management, operation, or public-private-partnership experience within the last ten years, including contact name(s), address(es), telephone number(s), and industry/facility/project type.
 - ii. An explanation of Proposer(s) experience in working with public entities, including cooperative efforts, philosophy, and results.
 - iii. Other information that could be helpful to the Cities in their evaluation of the qualifications and experience of the Proposer(s). Items could include:
 1. Additional information about relevant project experience and past project results.
 2. Concept(s) for potential development and funding opportunities.
 3. Concept(s) for potential contractual management/operations and Lease term frameworks.
 4. Other concepts or creative implementations that could benefit the Airport and its users and serve the Cities' desired short and long-term objectives.

X. PROPOSAL INSTRUCTIONS AND CONDITIONS

1. All proposals must be received at bids@cityofloveland.org before the date and time specified in the notice section above. Any proposal arriving after the deadline will not be considered. Submittals sent to any other email address will NOT be forwarded or accepted. The electronic date and time on the email will determine if the proposal was received before the prescribed time. Responsibility for timely submittal and routing of proposals prior to recording lies solely with the Proposer.
2. Please put the name of the RFP in the subject line of the email and name the attached proposal: Name of RFP-company name.
3. Email responses to this request are limited to a maximum of 25 MB capacity. Your proposal shall be one (1) single PDF file and not more than twenty (20) pages in length; NO ZIP FILES ALLOWED.
4. All prospective Proposers shall comply with the requirements, conditions, and specifications contained within this RFP. Failure to do so may result in rejection of the proposal.
5. A representative of the proposing company who has contractual authority must sign the proposal. Only one proposal will be accepted from any one company serving as a prime Proposer. Sub-Proposers to the prime Proposer may be included in the proposal of more than one firm.

6. All costs incurred to prepare and submit the proposal shall be the Proposer's responsibility and will not be reimbursed by the City.
7. In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted at <http://www.bidnetdirect.com/colorado>. The schedule above lists the deadline for submission of questions and the expected date of responses from the Cities. It shall be the responsibility of the Proposers to monitor <http://www.bidnetdirect.com/colorado> for any such postings.
8. The Cities reserve the right to reject any or all proposals and waive any informalities therein and to accept or reject any portion of the proposal if deemed to be in the best interest of the Cities to do so.
9. The issuance of this RFP does not constitute a commitment by the Cities to award a contract. The Cities reserve the right to engage in discussions with any of the respondents to this RFP to obtain additional information and/or to negotiate a definitive contract.
10. Proposers shall not contact anyone other than Aaron Ehle at aaron.ehle@cityofloveland.org regarding the RFP during the solicitation and selection process. Proposers who communicate with other City staff members, elected officials, or Airport Commission members regarding the RFP during the solicitation and selection process shall automatically be disqualified from consideration.

XI. EVALUATION CRITERIA

The Cities, utilizing an Evaluation Committee, will review and evaluate all proposals. Incomplete proposal(s) will not be considered. The Evaluation Committee will evaluate each proposal according to the criteria established below and will analyze information obtained from the RFP package, references, and other sources as appropriate. The Cities may request presentations or interviews with any or all of the Proposer(s). After final scoring, recommendations for an award will be made to the Northern Colorado Airport Commission, which intends to offer Lease Agreement(s) that are in the best interest of the Airport. Depending on the nature of the proposed Lease Agreement(s), approval by both City Councils may be required.

1. **Experience and Detail (25 points)**
The Proposer has demonstrated the capacity and support required to successfully complete the project as proposed. The Proposer has experience with successfully completing previous similar projects. The proposal indicates how capable the submitting individual/organization is. There is enough information to indicate that the proposal will be successful.
2. **Capital Investment and Financial Viability (25 points)**
The Proposer has the necessary financial resources and/or ability to obtain funding to achieve the desired outcome. The proposal includes cost-related information as required. The level of investment meets or exceeds what is typical of similar projects. The potential financial impacts associated with Airport's involvement in site preparation/infrastructure improvements are well understood and reasonable. Airport revenue associated with the Lease is clearly outlined and supportive of the Airport's ability to remain financially self-sustaining.
3. **Project Management and Timelines (25 points)**
The Proposal outlines a clear and feasible project management approach. Timelines and milestones are realistic, achievable, and aligned with the overall project objectives. The proposal addresses organization of tasks, delegation of responsibilities, and coordination of resources. Risk management strategies are addressed and measures to mitigate potential delays have been considered.

4. **Alignment with Airport Guiding Documents** (25 points)

The proposal provides enough information to determine if the guiding documents were referenced when creating the proposal. The proposal furthers the vision and mission of the Airport. The design and operation of proposed facilities align with the Master Plan, Strategic Plan, Minimum Standards, and Land Use and Design Standards of the Airport.

XII. STANDARD AIRPORT LEASE AGREEMENT (To be included in final RFP document)

DRAFT

REQUEST FOR PROPOSALS
AIRPORT DEVELOPMENT OPPORTUNITY –
SITE D

RFP #2024-XX
PROPOSAL DUE DATE: MAY 16, 2024



NORTHERN COLORADO
REGIONAL AIRPORT



MARCH 28, 2024

NOTICE TO PROPOSERS

The Cities of Loveland and Fort Collins (hereafter the “Cities”) are soliciting proposals from qualified parties for **Airport Development Opportunity – Site D, RFP #2024-XX** at Northern Colorado Regional Airport (“Airport”). Proposals must be received electronically at bids@cityofloveland.org on or before **2:00 p.m.** (Mountain Time “MT”) on **May 16, 2024**, at which time they will be recorded, but not publicly opened. There will be a virtual bid opening on Zoom using the following link:

<https://us06web.zoom.us/j/87360734226?pwd=bDdWbDE4TzJTYkRSNVhHNkp0SFNxQT09>

Meeting ID: 873 6073 4226

Passcode: 968706

or call in 1-346-248-7799

The RFP is available at www.bidnetdirect.com. If you are not registered with BidNet, please visit their website and select “Vendor Registration,” or call 800-835-4603. There is a free registration option available for inquiry.

No submissions will be considered which have not been received by the deadline set forth above, as determined by the City email server. The City is not responsible for delays occasioned by the internet, outages of service, the City email server, or any other electronic delay. The City email server scans all emails with attachments and delays the receipt of those emails up to 4 minutes, please plan your submission accordingly.

The City will hold a **pre-submittal meeting on April 23, 2024 at 2:00 p.m.** at 4900 Earhart Rd, Loveland, Colorado 80538 to allow proposers an opportunity to ask questions prior to the submission of proposals. This meeting is not mandatory. Proposals may be submitted without being represented at the meeting.

Questions concerning the RFP shall be directed only to Aaron Ehle, Planning & Business Development Specialist for the Airport, at aaron.ehle@cityofloveland.org. **Questions will be accepted until May 2, 2024 at 12:00 p.m.** All questions received by the question deadline stated above will be responded to via Addendum, which will be published at Rocky Mountain e-Purchasing System (www.bidnetdirect.com/colorado).

Equal Opportunity Employer

The City of Loveland is committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. For more information on non-discrimination or for translation assistance, contact the City’s Title VI Coordinator at TitleSix@cityofloveland.org or 970-962-2372. The City will make reasonable accommodations for Proposers in accordance with the Americans with Disabilities Act (ADA). For more information on ADA or accommodations, contact the City’s ADA Coordinator at jason.smitherman@cityofloveland.org or 970-962-3319.

“La Ciudad de Loveland está comprometida a proporcionar igualdad de oportunidades para los servicios, programas y actividades y no discriminar en base a discapacidad, raza, edad, color, origen nacional, religión, orientación sexual o género. Para más información sobre la no discriminación o para asistencia en traducción, contacte al Coordinador Título VI de la Ciudad al TitleSix@cityofloveland.org o al 970-962-2372. La Ciudad realizará las acomodaciones razonables para los Proponedores de acuerdo con la Ley de Discapacidades para Americanos (ADA). Para más información sobre ADA o acomodaciones, contacte al Coordinador de ADA de la Ciudad: jason.smitherman@cityofloveland.org o al 970-962-3319.

COLORADO OPEN RECORDS ACT NOTIFICATION

The City of Loveland is subject to section 24-72-201 *et seq.* of the Colorado Revised Statutes, the Colorado Open

Records Act. If you object to the disclosure of any confidential or privileged information as such is defined in the Colorado Open Records Act, any such pages must be marked confidential and submitted as outlined below in the Submittal Instructions. If you fail to mark the documents confidential and fail to include the explanation, any objection to the release of any information will be deemed waived by the City.

Please note that your objection will be considered, but is not binding on the City. The City is required to make a determination under the Colorado Open Records Act, and may only withhold documents that are confidential under the law. If the City releases documents marked as confidential in compliance with the Colorado Open Records Act, the Proposer waives any claims for liability or damages.

I. INVITATION

The Cities of Loveland and Fort Collins (hereafter the “Cities”) are soliciting proposals from qualified parties to lease property for the construction and operation of new aircraft hangars, aeronautical business facilities, and/or non-aeronautical facilities at Northern Colorado Regional Airport (“Airport”), located in Loveland, Colorado. The Cities are offering a parcel of land to be leased in accordance with the Airport’s Hangar Ground Lease Agreement (“Lease”), which is attached as a separate document, and all other provisions of this Request for Proposals (“RFP”), and to be developed for in alignment with the Airport and Cities policies and guiding documents, which can be accessed at: <https://www.flynoco.com/airport-commission/guiding-documents/>.

RFP Timeline

RFP Issue Date	March 28, 2024
Non-Mandatory Pre-Submittal Meeting	April 23, 2024
Questions Deadline	May 2, 2024
Final Addendum Posted	May 3, 2024
RFP Response Due Date	May 16, 2024
Evaluation/Interviews/Negotiations	May 20 – July 11, 2024 (approximate, subject to change)
Notification of Award Decision	July 18, 2024 (approximate, subject to change)

II. AIRPORT BACKGROUND

Since its opening in 1964, Northern Colorado Regional Airport has evolved to accommodate the aviation demands of the Northern Colorado Region. Owned and operated by the Cities of Fort Collins and Loveland, it supports a diverse mix of general aviation and commercial aviation users. The Airport generates approximately \$296 million annually in economic impact according to a Colorado Department of Transportation Division of Aeronautics study <https://www.codot.gov/programs/aeronautics/studies-plans-reports/2020ceis/2020ceisreports/northern-co-regional-loveland-fnl.pdf>.

Situated adjacent to Interstate 25 in Loveland, Colorado, approximately an hour's drive north of Denver, the Airport has witnessed remarkable population and economic growth in recent decades. Today, it stands as a focal point amid a dynamic mix of industrial, commercial, and residential development. It serves Larimer County and portions of Weld County and is centrally located among the cities of Fort Collins, Loveland, and Greeley, with more than 850,000 people living within 30 miles.

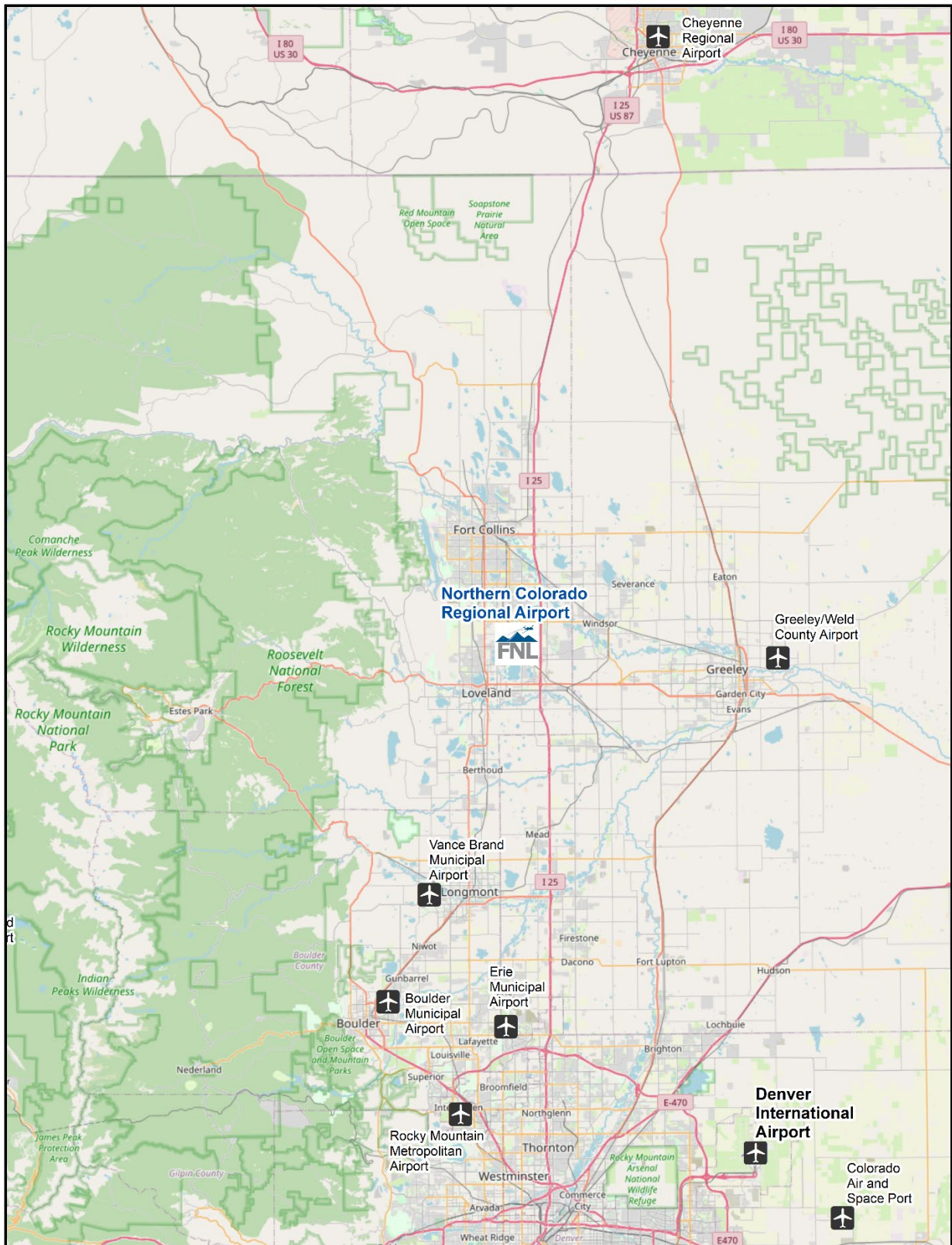


Figure 1 - Airport Vicinity Map

With approximately 225 aircraft hangars and 300 based aircraft, the Airport is home to many private-sector developments and businesses that support a wide array of aeronautical activities. Air traffic control services are provided 7 days a week from 8:00 a.m. to 6:00 p.m. The 8,500-foot-long, 100-foot-wide runway supports more than 115,000 aircraft operations per year.

The Airport is one of 14 commercial service airports in the state of Colorado. For much of its history, the Airport has supported commercial air service; most recently with Allegiant Airlines from 2003-2012 and Avelo Airlines from 2021-2022. Currently, there is no scheduled service at the Airport. The Airport also supports ground transportation services to Denver International Airport, provided by Landline in partnership with United Airlines and Groome Transportation.

Table 3-11: Summary of Aviation Activity Forecasts, 2018-2038

Aviation Activity	2018	2023	2028	2033	2038
OPERATIONS					
Commercial Service	50 ¹	590	692	812	954
General Aviation	94,650 ²	108,504	118,452	129,313	141,170
Single Engine Piston	63,298 ³	72,372	79,008	86,252	94,160
Multi-Engine Piston	28,470 ³	32,009	34,351	36,854	39,528
Turboprop	285 ³	597	948	1,358	1,835
Business Jet	2,847 ³	3,526	4,146	4,849	5,647
Military	200 ²	200	200	200	200
TOTAL OPERATIONS	94,900²	109,294	119,344	130,325	142,324
Local Operations	35,208 ²	43,280	50,244	58,125	67,034
Itinerant Operations	59,692 ²	66,013	69,100	72,200	75,289
PASSENGER ENPLANEMENTS					
Enplanements	3,388²	48,431	56,829	66,684	78,248
BASED AIRCRAFT BY TYPE					
Single Engine Piston	216 ¹	230	241	253	265
Multi-Engine Piston	16 ¹	16	16	16	16
Glider/Ultra-Light	2 ¹	3	4	5	6
Business Jet	9 ¹	11	13	15	17
Helicopter	13 ¹	15	17	19	21
Total Based Aircraft	256⁴	275	291	308	325

SOURCE: Mead & Hunt, 2018.

NOTES:

1. FAA 2018 APO Terminal Area Forecast Detail Report for FNL
2. Base year data source: FAA Form 5010.
3. Percentages of GA operations by aircraft by type were extrapolated using the percentages identified in the 2007 Fort Collins-Loveland Airport Master Plan.
4. National Based Aircraft Inventory

Figure 2 – Aviation Activity Forecasts from 2020 Northern Colorado Regional Airport Master Plan
<https://www.flynoco.com/airport-commission/guiding-documents/master-plan/>

Construction of a new \$25 million, 20,000 square foot multimodal passenger terminal is anticipated to be complete in the fall of 2024. This facility promises to significantly enhance the Airport's capacity and passenger experience.

III. SITE LOCATION

The Cities are accepting development proposals for Site D, consisting of vacant land in the southwest area of the Airport. The Site is adjoined by private property to the west and the Northern Colorado Law Enforcement Training Center to the north.

In addition to this Site, the Cities are accepting proposals for two other sites – Site B and Site C. RFP information for these sites can be found at www.bidnetdirect.com.



Figure 3 – Site D Map

IV. EXISTING CONDITIONS

Site D consists of grassland on the undeveloped west side of the Airport.



Figure 4 – Site D Utilities

V. DESIGN CRITERIA

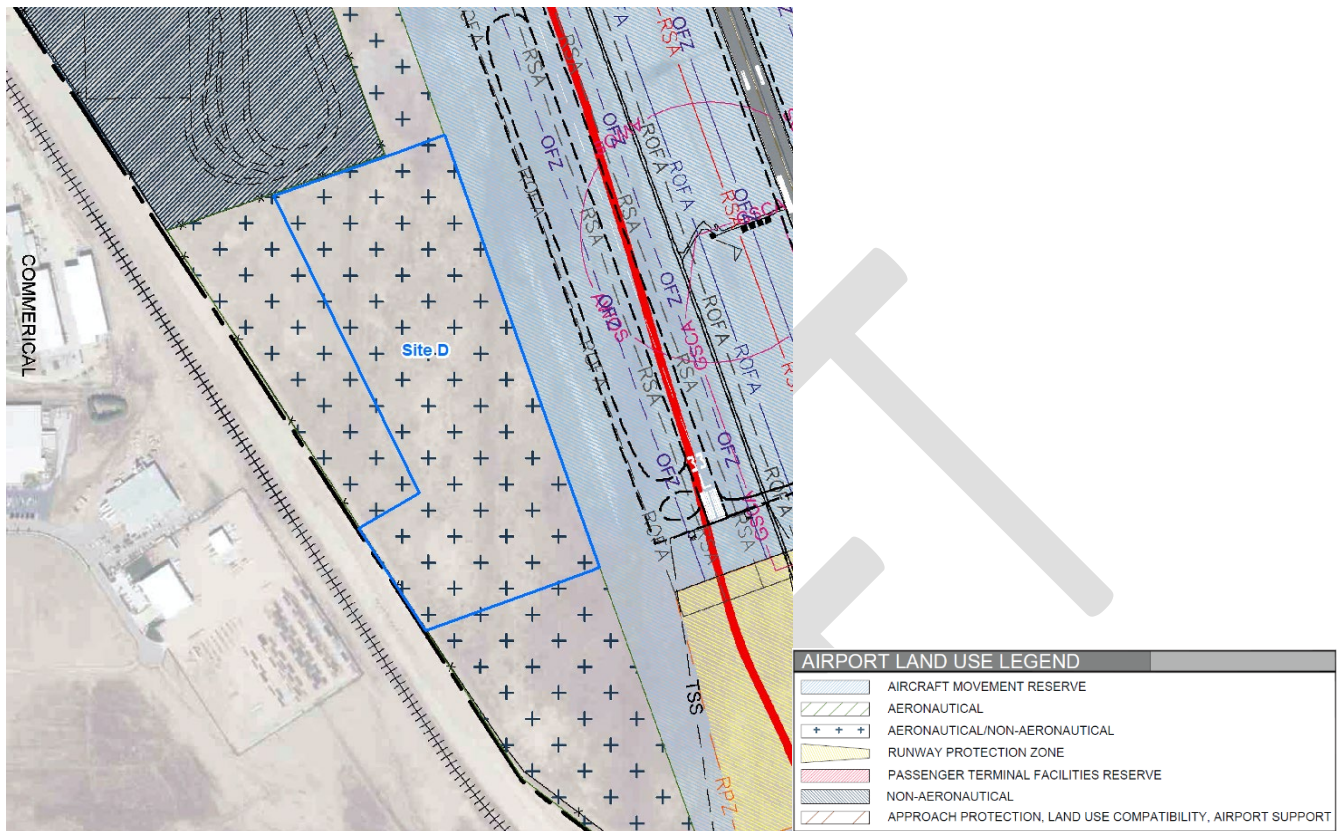


Figure 5 – Site D Airport Land Use Plan from 2020 Northern Colorado Regional Airport Master Plan
<https://www.flynoco.com/airport-commission/guiding-documents/master-plan/>

1. The Airport Land Use Plan depicts undefined aeronautical/non-aeronautical uses on Site D. Hangar configurations may include T-hangar(s), box hangar(s), and/or open-air aircraft shelters in a layout that suits the Proposer(s) requirements. Non-aeronautical or mixed uses may be proposed. Layouts shall make efficient use of the available parcel.
2. Access to Site D is severely restricted due to its remote location on the Airport and the presence of private property and a rail line to the west. Figure 6 illustrates potential access points via Rocky Mountain Avenue and Boyd Lake Avenue. Proposals for Site D shall include access plans.



Figure 6 – Site D Access

3. The minimum Leasehold Area for proposals within Site D is 80,000 square feet.
4. All proposed improvements shall adhere to the Airport Land Use and Design Standards. The Standards will serve as criteria for the review and approval of proposed projects by the Northern Colorado Regional Airport Commission (NCRAC). <https://www.flynoco.com/wp-content/uploads/2020/12/Airport-Land-Use-Design-Standards.pdf>
5. Per 2021 International Building Code, which has been adopted by the City of Loveland, aircraft hangars shall have restrooms or unrestricted access to a shared restroom within 500 feet. https://library.municode.com/co/loveland/codes/code_of_ordinances?nodeId=TIT15BUCO.
6. The successful Proposer(s) shall construct pavement connection(s) to the Airport's adjoining taxiways/taxilanes. The connecting connection(s) must adhere to the design standards contained in the most-current version of FAA Advisory Circular 15/5300-13A Airport Design, Chapter 4, Section 404. https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5300-13B-Airport-Design.pdf
7. During construction and upon completion, the project shall ensure integrity of the Airport security fence and boundary to prevent unauthorized persons from entering the AOA.
8. All development shall conform to requirements contained in the currently adopted Loveland Municipal Code https://library.municode.com/co/loveland/codes/code_of_ordinances?nodeId=LOCOMUCO.
9. Prior to construction, the successful Proposer(s) must submit a Form 7460 and receive a Determination of No Hazard from FAA Obstruction Evaluation/Airport Airspace Analysis in accordance with 14 CFR 77.9. This requirement is to ensure the construction does not create an obstruction to air navigation, operationally impact the airport, or cause interference with any radio navigational aids <https://ocaaa.faa.gov>.

VI. PERMITTED USES

1. The successful Proposers, upon execution of a Lease, shall use and occupy the Leased Premises for the purposes of construction, installation, maintenance, and operation of aeronautical facilities to be used for the parking, storage, servicing, repair, maintenance, modification, and construction of aircraft as specified by the Lease Agreement.
2. The successful Proposer(s), upon execution of a Lease, will have a non-exclusive right to provide commercial aviation services in a manner consistent with and as described in the most recent Airport Rules and Regulations https://www.flynoco.com/wp-content/uploads/2016/01/rules-regs-final-draft_6-22-06.pdf, and Minimum Standards. <https://www.flynoco.com/wp-content/uploads/2020/03/Minimum-Standards-8-22-18.pdf>. Commercial aviation businesses must apply for and receive an Airport Business License. <https://www.flynoco.com/wp-content/uploads/2020/03/Business-License-Application.pdf>.
3. The successful Proposer(s), upon execution of a Lease, may sublease or license use of the hangar to third parties for aviation purposes. Any sublease, sale, or transfer of the Lease shall require approval by the Airport Director or Northern Colorado Regional Airport Commission (NCRAC), as applicable.
4. Approvals for non-aeronautical uses will be subject to additional Federal Aviation Administration (FAA) regulatory compliance and different Airport Lease terms. Obtaining these approvals is expected to be more complex and time-consuming.

VII. IMPROVEMENTS TO BE CONSTRUCTED BY SELECTED PROPOSER(S)

1. All improvements, including proposed hangar facilities, constructed on Airport property shall be subject to conditions, restrictions, reservations, and prior approvals for the following purposes:
 - a. To encourage and leverage private investment in the Airport and create economic benefit for the Airport, Cities, and region;
 - b. To enhance aesthetic value through consistent, attractive, and compatible development;
 - c. To ensure proper, desirable use, and appropriate development and improvement of each site within the Airport;
 - d. To ensure and maintain proper setbacks from streets, runways, taxiways, and aprons, and adequate, safe spaces between structures;
 - e. To ensure the safety and security of the Airport operation and the operations of Airport Tenants.
2. Upon approval and execution of an Agreement with Airport Commission/Cities, the selected Proposers(s) will be responsible for all planning, development, and costs associated with due diligence, development, construction, improvements, management and operation of the proposed property, including but not limited to, planning, designing, entitlement, environmental compliance, permit fees, utility charges, and all other project costs associated with the operation of the parcel improvements.
3. The selected Proposer(s) shall be responsible for constructing the improvements in accordance with plans and specifications prepared by a professional architectural engineering firm, which shall be reviewed and approved in accordance with the site plan by City of Loveland Development Services. All necessary building and other permits must be obtained from the City of Loveland.

VIII. LEASE TERMS

1. The Lease is offered with a 25-year term ("Initial Term") with three 5-year extensions ("Extended Term(s)"). At the conclusion of the Extended Terms, ownership of all improvements shall revert to the Cities. If Lessee

desires to continue occupying the Leased Premises after the expiration of all three Extended Terms, Lessee may request that the Cities negotiate a new Lease Agreement.

2. The 2024 lease rate for unimproved property (limited or no nearby infrastructure/utilities) is \$0.353 per square foot annually. The 2024 lease rate for improved property (adequate access to nearby infrastructure/utilities) is \$0.501 per square foot annually. Site D is considered unimproved property.

Incentivized lease rates may be considered based on the following factors:

- a. Total area of the Leased Premises
 - b. Exceptional levels of private investment
 - c. Catalyst projects that are likely to attract additional activity/development
 - d. Construction of offsite infrastructure/public improvements by the developer
 - e. Auxiliary Airport revenues from businesses associated with the development
3. The lease rate will include annual adjustments based on Consumer Price Index for all Urban Consumers (CPI-U), All Items, for Denver-Aurora-Lakewood, CO as published by the Bureau of Labor Statistics of the United States Department of Labor, 1982-84 base = 100.
 4. The actual Leasehold Parcel shall be determined from the successful Proposer(s) approved site plan and shall include all exclusive-use space necessary to operate the facility. The Leasehold Parcel shall include hangar building(s), automobile parking areas, landscaped buffers and/or setbacks, aircraft parking aprons, and any exclusive-use taxilane(s) including the Taxilane Object Free Area described in FAA Advisory Circular 150/5300-13A Section 404 https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5300-13A-chg1-interactive-201612.pdf.
 5. The successful Proposer(s) shall be responsible for, and shall pay for all maintenance and repair of the land, structures, utilities, and facilities located upon the Leasehold Parcel during the term of the subject Lease. The successful Proposer(s) shall be responsible for all grass cutting, landscaping, and routine cleaning of the Leased Premises.

IX. PROPOSAL REQUIREMENTS

Please submit your response addressing, at a minimum, each of the following items, in the order outlined below. Your PDF shall be one (1) single file only.

1. Letter of Interest

- a. Include the name of the Proposer(s), address, telephone number, name of contact person, and the title of the RFP.
- b. Provide a description of the submitting Proposer(s)' current legal status (i.e., Corporation, Partnership, Sole Proprietor, Joint Venture, etc.).
- c. Expression of interest in leasing Airport property for the development of aeronautical and/or non-aeronautical facilities.
- d. Identification of the type of development that the Proposer(s) has the capability to deliver, along with additional information that assists in highlighting and clarifying potential possible concepts, structures, funding, and creative approaches that could benefit the Airport and its users.
- e. Letter must be signed by an individual who is authorized to certify, on behalf of the Proposer(s), that all statements in the submittal are true and correct. The letter must indicate the title or position that the individual holds and must include the federal tax I.D. number of all firms associated with the submittal.

2. Development Proposal Details (see VI. Design Criteria for requirements)

- a. Project Narrative: A written description of the uses and activities associated with the planned facilities, including number and type of aircraft, frequency of aircraft operations, and business activities.
- b. Leasehold Area: A written description and/or diagram identifying the extent of the proposed Leasehold Area, including dimensions and total area.
- c. Rent: A comprehensive pro forma detailing projected rent payments to the Airport. The pro forma should be presented in a clear and organized format, preferably in a spreadsheet or financial modeling software, and should include the following details:
 - i. Annual rent payments for each year of the Lease
 - ii. Methodology used for calculating rent payments, including any assumptions or variables considered.
 - iii. Explanation of any escalations or adjustments applied to the rent payments over time.
- d. Site Plan: Site plan drawn to scale showing the locations of all improvements, including structures, aprons, taxiways, walks, patios, driveways, parking, fences and walls, utilities, and the location of all improvements that may occur in future phases. All site data and dimensions shall be included.
- e. Investment: A projected cost estimate for the construction of the proposed improvements.
- f. Development Plan and Schedule: A detailed design and construction schedule for the proposed development including any anticipated phasing considerations.

3. Additional Information

- a. A profile of the individual/organization and description of legal structure, principal officers, and organizational structure. Submitting individuals/organizations should identify and distinguish between their own experience and qualifications and that of any parent entity, predecessor, and/or wholly owned or partially owned subsidiary.
- b. Resumes of key personnel and principals.
- c. A letter from a bank or other lending institution indicating that the entity has pre-approved funding for the project. If the project is being funded without a loan, Proposer(s) must provide a letter from a financial institution confirming that sufficient liquid capital is available to fund the project as proposed.
- d. Experience financing, constructing, managing, and/or operating aircraft hangars or other aeronautical facilities within the last ten years, with an emphasis on similar projects. Information provided should include a description of services provided, examples of successful strategies, with particular attention to:
 - i. Professional references from other entities with whom the Proposer(s) have development, management, operation, or public-private-partnership experience within the last ten years, including contact name(s), address(es), telephone number(s), and industry/facility/project type.
 - ii. An explanation of Proposer(s) experience in working with public entities, including cooperative efforts, philosophy, and results.
 - iii. Other information that could be helpful to the Cities in their evaluation of the qualifications and experience of the Proposer(s). Items could include:
 - 1. Additional information about relevant project experience and past project results.
 - 2. Concept(s) for potential development and funding opportunities.
 - 3. Concept(s) for potential contractual management/operations and Lease term frameworks.
 - 4. Other concepts or creative implementations that could benefit the Airport and its users and serve the Cities' desired short and long-term objectives.

X. PROPOSAL INSTRUCTIONS AND CONDITIONS

1. All proposals must be received at bids@cityofloveland.org before the date and time specified in the notice section above. Any proposal arriving after the deadline will not be considered. Submittals sent to any other email address will NOT be forwarded or accepted. The electronic date and time on the email will determine if the proposal was received before the prescribed time. Responsibility for timely submittal and routing of proposals prior to recording lies solely with the Proposer.
2. Please put the name of the RFP in the subject line of the email and name the attached proposal: Name of RFP-company name.
3. Email responses to this request are limited to a maximum of 25 MB capacity. Your proposal shall be one (1) single PDF file and not more than twenty (20) pages in length; NO ZIP FILES ALLOWED.
4. All prospective Proposers shall comply with the requirements, conditions, and specifications contained within this RFP. Failure to do so may result in rejection of the proposal.
5. A representative of the proposing company who has contractual authority must sign the proposal. Only one proposal will be accepted from any one company serving as a prime Proposer. Sub-Proposers to the prime Proposer may be included in the proposal of more than one firm.
6. All costs incurred to prepare and submit the proposal shall be the Proposer's responsibility and will not be reimbursed by the City.
7. In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted at <http://www.bidnetdirect.com/colorado>. The schedule above lists the deadline for submission of questions and the expected date of responses from the Cities. It shall be the responsibility of the Proposers to monitor <http://www.bidnetdirect.com/colorado> for any such postings.
8. The Cities reserve the right to reject any or all proposals and waive any informalities therein and to accept or reject any portion of the proposal if deemed to be in the best interest of the Cities to do so.
9. The issuance of this RFP does not constitute a commitment by the Cities to award a contract. The Cities reserve the right to engage in discussions with any of the respondents to this RFP attain additional information and/or to negotiate a definitive contract.
10. Proposers shall not contact anyone other than Aaron Ehle at aaron.ehle@cityofloveland.org regarding the RFP during the solicitation and selection process. Proposers who communicate with other City staff members, elected officials, or Airport Commission members regarding the RFP during the solicitation and selection process shall automatically be disqualified from consideration.

XI. EVALUATION CRITERIA

The Cities, utilizing an Evaluation Committee, will review and evaluate all proposals. Incomplete proposal(s) will not be considered. The Evaluation Committee will evaluate each proposal according to the criteria established below and will analyze information obtained from the RFP package, references, and other sources as appropriate. The Cities may request presentations or interviews with any or all of the Proposer(s). After final scoring, recommendations for an award will be made to the Northern Colorado Airport Commission, which intends to

offer Lease Agreement(s) that are in the best interest of the Airport. Depending on the nature of the proposed Lease Agreement(s), approval by both City Councils may be required.

1. **Experience and Detail (25 points)**

The Proposer has demonstrated the capacity and support required to successfully complete the project as proposed. The Proposer has experience with successfully completing previous similar projects. The proposal indicates how capable the submitting individual/organization is. There is enough information to indicate that the proposal will be successful.

2. **Capital Investment and Financial Viability (25 points)**

The Proposer has the necessary financial resources and/or ability to obtain funding to achieve the desired outcome. The proposal includes cost-related information as required. The level of investment meets or exceeds what is typical of similar projects. The potential financial impacts associated with Airport's involvement in site preparation/infrastructure improvements are well understood and reasonable. Airport revenue associated with the Lease is clearly outlined and supportive of the Airport's ability to remain financially self-sustaining.

3. **Project Management and Timelines (25 points)**

The Proposal outlines a clear and feasible project management approach. Timelines and milestones are realistic, achievable, and aligned with the overall project objectives. The proposal addresses organization of tasks, delegation of responsibilities, and coordination of resources. Risk management strategies are addressed and measures to mitigate potential delays have been considered.

4. **Alignment with Airport Guiding Documents (25 points)**

The proposal provides enough information to determine if the guiding documents were referenced when creating the proposal. The proposal furthers the vision and mission of the Airport. The design and operation of proposed facilities align with the Master Plan, Strategic Plan, Minimum Standards, and Land Use and Design Standards of the Airport.

XII. STANDARD AIRPORT LEASE AGREEMENT (To be included in final RFP document)



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 9

MEETING DATE: March 21, 2024

PREPARED BY: Laurie Wilson, Legal Counsel to the Commission

TITLE

Airport Commission Rules of Procedure

RECOMMENDED AIRPORT COMMISSION ACTION

Move to approve the draft Rules of Procedure.

BUDGET IMPACT

Neutral

SUMMARY

The Northern Colorado Regional Airport Commission (“Commission”) has not previously formally adopted its own rules of procedure for its meetings. The Commission has indicated interest in having such rules of procedure to follow going forward. Legal counsel has proposed the adoption of “Bob’s Rules of Order” prepared by municipal attorney Robert Widner along with additional simple rules of procedure similar to those adopted by the Loveland and Fort Collins City Councils for their meetings.

HISTORY

The Cities of Loveland and Fort Collins formed the Commission through intergovernmental agreement in 2015. The Commission operates pursuant to such IGA and the Bylaws approved by the two City Councils. However, neither the Bylaws nor the IGA proscribe any particular rules of procedure for the Commission, and the Commission has historically and generally followed Robert’s Rules of Order. The Commission has expressed interest in adopting specific rules of procedure that will guide the Commission and inform the public of what to expect in Commission meetings. Legal counsel is seeking feedback and potential approval of the draft additional Rules of Procedure (Attachment 1) and proposing the corresponding adoption of the simplified “Bob’s Rules of Order” (Attachment 2).

ATTACHMENTS

Att 1 - Draft Rules of Procedure

Att 2 - Bob’s Rules of Order (permission from and credit to attorney Robert Widner)

Northern Colorado Regional Airport Commission

Rules of Procedure

- 1. Bob's Rules of Order.** Bob's Rules of Order (attached hereto as Exhibit 1) are adopted as the rules guiding the conduct of business at meetings of the Northern Colorado Airport Commission (the "Commission").
- 2. Public Meeting Format.**
 - a. Opening of the meeting. The Chair shall call the meeting to order and the Secretary shall call role of the Commission members in attendance.
 - b. Recording of the meeting. The Secretary shall record the audio of the meeting.
 - c. Public comment. Public comment shall occur during the general Public Comment portion of the meeting held at the beginning of each regular or special meeting. Public comment during the Public Comment portion of the meeting may address any topic other than those listed on the regular agenda. No person shall be allowed to provide public comment more than once on the same matter during the same meeting. Members of the public will be asked to make comments in a manner that promotes civil discourse.
 - d. Members of the audience are not entitled to speak except as provided in these Rules of Procedure, or as expressly requested by the Chair or City staff.
 - e. Only a Commission member may remove a matter from the consent agenda to the regular agenda. Matters moved from the consent agenda will be taken up in the order in which they originally appeared on the consent agenda immediately after completion of the consent agenda.
 - f. It is the policy of the Commission to consider all matters on the agenda prior to the conclusion of a regular or special meeting. Some matters may be postponed to later meetings in the interest of time, but all will be addressed in some manner.
 - g. The Chair is free to limit the physical conduct or activity of any person or Commission member if such conduct or activity impairs the efficient function of the Commission. The Chair shall ask those participating in disruptive private conversations to discontinue their conversations or to leave the room.
 - h. Agenda items.
 - i. Consistent with these rules, the Airport Director shall, in consultation with the Chair and Vice-Chair, set and publish an agenda for each Commission meeting.
 - ii. A majority of the members of the Commission, by motion at a meeting, may direct the Airport Director to place a particular item on an upcoming Commission regular meeting agenda.
- 3. Order of Business for Commission Meetings.**
 - a. Commission meetings shall be conducted in the following order:
 - i. Call the meeting to order.
 - ii. Roll call.
 - iii. Proclamations and presentations.
 - iv. Public comment.
 - v. Adoption of consent agenda.
 - vi. Airport Director's Report follow-up.

- vii. Regular agenda.
- viii. Consideration of consent agenda items removed.
- ix. Other business.
- x. Adjournment.

4. Length of regular meetings.

- a. Regular Commission meetings shall begin at 3:30PM and will end at approximately 5PM unless the Commission votes to extend the meeting.

5. Public Comment.

- a. A member of the public must appear in-person at a regular or special Commission meeting in order to provide public comment during the meeting.
- b. Members of the public will be treated with respect at all times. The Commission encourages all persons making public comments to maintain a sense of decorum, and conduct themselves in a manner respectful of the rights and feelings of others.
- c. Public comments shall be limited to three minutes per person. Persons representing at least five other persons in attendance shall be allowed a maximum of ten minutes to speak to an item on the regular agenda during the regular agenda portion of the meeting. In the interest of time, the Commission shall have the discretion to further limit the time for public comment.
- d. Any person or Commission member wanting to speak shall do so only after being recognized by the Chair.
- e. The Chair shall limit the comments of any person or Commission member to the topic under Commission consideration.
- f. When a member of the public raises specific concerns during the Public Comment portion of the meeting, the Commission may ask questions only for clarification purposes and may refer the matter to the Airport Director for follow up. The Commission will not try to “solve” the problem at the meeting.
- g. Public comment shall not be permitted on Commission procedural changes or for information-only items unless the Commission by majority vote allows such comment.

6. Motions

- a. Any motion made by a Commission member during the regular agenda shall be read prior to accepting public comment on the matter and then read again immediately prior to a vote by Commission members when, in the judgment of the Chair, there is a significant lapse of time between the time the initial motion is made and the vote by the Commission occurs.
- b. No motion shall be permitted during the Public Comment portion of the agenda.

7. Procedural Decisions Subject to Modification by the Commission.

- a. Decisions by the Chair regarding procedures and procedural issues, including but not limited to time limits for public comment, may be overridden by a majority vote of the Commission.

8. Commission Questions and Debate.

- a. Commission questions and debate regarding an agenda item during a regular or special Commission meeting will occur immediately following public input and prior to voting on any main motion related to the item.



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 10
MEETING DATE: March 21, 2024
PREPARED BY: Francis Robbins Airport Operations & Maintenance Manager

TITLE

Contract Amendment with Dibble Engineering for Changer Order 2 Design and Bid Services for the Runway 15-33 Widening Project

RECOMMENDED AIRPORT COMMISSION ACTION

Make a motion to adopt Resolution #R-02-2024 recommending Change Order Request 2 be approved the Loveland City Council.

BUDGET IMPACT

Negative, The change order increases the contract by \$75,615.64 or 9.9% of the project amount. 90% of the change order amount (\$68,054.07) is eligible for federal grant reimbursement.

SUMMARY

This is an administrative item requesting the approval of change order 2 and contract amendment with Dibble Engineering for professional services increasing the contract by \$75,615.64. The Airport currently has an on-call contract with Dibble Engineering as its consultant on record through 2024. The contract was awarded after a thorough qualification-based selection process that included staff from both Cities serving on the selection committee. The initial contract amount was \$51,686.

The Dibble contract was amended July of 2023 to include design and bid services for the Runway 15-33 Widening project for the amount of \$763,460. This important project will enhance safety and help to attract commercial air service. Construction of the runway improvements is scheduled for 2025. The project is also included in the adopted Airport Master Plan and Capital Improvement Plan. In October, a change to the FAA design process resulted in a change order of \$75,647.24 or 9.9% of the project amount. In review of the 30% design in February of this year, The FAA found that certain taxiway geometry and lighting standards needed to be included in the scope of construction and thus needed to be added to the scope of design. The changes include designing taxiway connector pavements to meet geometry standards by pavement reductions or additions, adjusting the runway and taxiway edge lights back to standard geometry for

the adjusted pavement, and adjusting the blast pad to standard dimensions for the new runway width.

This impact to the design process is relatively minor compared to the scope of the project and leveraging the economies of scale during this large construction project make it smart business to accomplish these during a single project to reduce costs and runway downtime. The design cost is eligible for federal grant reimbursement under a future grant making \$68,054.07 (90%) federally reimbursable and \$7,561.57 a local responsibility for the project. This second change order brings total project change orders to date is \$151,262.88 or 19.8%. This is typically within the administrative authority of the Airport Director. However, a contracting decision to contract this project as an amendment to an existing contract instead of as a stand-alone contract results in approval needed from the Commission and Loveland City Council to follow Administrative Regulation 01 - Procurement.

ATTACHMENTS

Resolution R#-02-2024

Sixth Amendment to Dibble Engineering and Architecture Services
Change Order No. 2 Proposal Dibble Engineering

RESOLUTION #R-02-2024

A RESOLUTION RECOMMENDING APPROVAL TO THE LOVELAND CITY COUNCIL OF A SIXTH CONTRACT AMENDMENT WITH DIBBLE ENGINEERING FOR ENGINEERING SERVICES FOR THE RUNWAY 15-33 WIDENING PROJECT

WHEREAS, the Northern Colorado Regional Airport Commission (“Commission”) was established by the City of Loveland (“Loveland”) and the City of Fort Collins (“Fort Collins”) pursuant to that certain Amended and Restated Intergovernmental Agreement for the Joint Operation of the Fort Collins-Loveland Municipal Airport dated January 22, 2015 (“2015 IGA”), to effectuate changes to the governance structure and pursue development of the Fort Collins-Loveland Airport (now known as the Northern Colorado Regional Airport) as a regional airport. The IGA was amended in 2016 and 2019; and

WHEREAS, pursuant to the 2015 IGA, as amended, the Cities granted certain authority to the Commission, including the authority to enter into Airport contracts for goods and services so long as certain parameters are met. Specifically, one such parameter is that contracts are “entered into in accordance with City of Loveland Purchasing policies;” and

WHEREAS, Dibble Engineering (“Dibble”) was selected to provide engineering services to the Airport future projects as the Airport’s “on call” engineering firm after a competitive qualification-based selection process. Loveland, on behalf of both Loveland and Fort Collins, entered into a services contract for such engineering services with Dibble in the initial amount of \$51,686 (the “Contract”). The Contract has been amended five times as new projects have been required Dibble’s engineering services, including to add services related to the Runway 15-33 Widening Project (the “Project”), bringing the total amount of the Contract to \$1,461,596.24;

WHEREAS, Loveland Purchasing policies require Loveland City Council approval of contracts of \$500,000 or more and of any change orders once the combined amount of change orders exceeds 20% of the original contract amount; and

WHEREAS, a change order to the Contract is required in the amount of \$75,615.64 for Dibble’s services related to FAA-required changes to the scope of the Project. This will bring the total contract amount to \$1,537,211.88;

WHEREAS, with respect to the Project alone, the amendments to the Contract total \$914,722.88 including the requested amendment herein; and

WHEREAS, the Commission desires to recommend to the Loveland City Council that it approve a sixth amendment to the Contract for additional engineering services for the Project.

NOW, THEREFORE, BE IT RESOLVED BY THE NORTHERN COLORADO REGIONAL AIRPORT COMMISSION:

Section 1. That the Commission recommends that the Loveland City Council, in accordance with City of Loveland purchasing policies, approve a sixth amendment to the Contract with Dibble Engineering to provide additional engineering services for the Project.

Section 2. That this Resolution shall be effective as of the date and time of its adoption.

ADOPTED this 21st day of March, 2024.

Jeni Arndt, Chair of the
Northern Colorado Regional Airport Commission

ATTEST:

Secretary

APPROVED AS TO FORM:


Senior Assistant City Attorney

SIXTH AMENDMENT
Services Contract

This amendment ("Amendment") is entered into by and between the **Northern Colorado Regional Airport Commission acting on behalf of the City of Loveland, Colorado and the City of Fort Collins, Colorado** ("City") and **Dibble Engineering** ("Contractor").

Whereas, the parties entered into a contract for **Airport Engineering and Architectural Services** on January 23, 2020 ("Contract"); and

Whereas, the Contract was amended on **March 5, 2020** increasing the price to **\$51,686**; and

Whereas the contract was amended **June 8, 2020 to increase the price by \$287,521.00 to a not to exceed amount of \$339,207.00**, and

Whereas the contract was amended on **July 30, 2021** to increase the price by **\$283, 282.00** to a not to exceed amount of **\$622,489.00**, and

Whereas the contract was amended on **July 6, 2023** to increase the price by **\$763,460.00** to a not to exceed amount of **\$1,385,949.00**, and

Whereas the contract was amended on November 21, 2023 to increase the price by **\$75,647.24** to a total amount not to exceed **\$1,461,596.24**.

Whereas, the parties desire to amend the Contract as set forth herein.

Now, therefore, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. The Contract price shall be changed by **\$75,615.64** to a total amount not to exceed **\$1,537,211.88**.

2. Exhibit A shall remain the same, unless an amended Exhibit A is attached to this Amendment. Any Exhibit A attached to this Amendment shall be read to amend Exhibit A only as to the specific terms set forth in the attachment, unless the amended Exhibit A sets forth clearly that it replaces Exhibit A in its entirety.

3. All other terms and conditions of the Contract shall remain in full force and effect according to the provisions thereof.

4. This Amendment may be executed in two or more counterparts, including by facsimile or electronic mail, each of which shall be deemed an original and all of which shall constitute one and the same Amendment. By affixing an image of one's own signature to this

Amendment in an electronic format, the person is signing the Amendment as if it were an original, wet ink signature.

(Remainder of page left intentionally blank.)

Contractor

Signature: _____

Printed Name: _____

Title: _____

City of Loveland, Colorado

Signature: _____

Printed Name: _____

Title: _____

ATTEST:

City Clerk

Date

APPROVED AS TO FORM:

Assistant City Attorney

p 303.872.5756 | 2696 South Colorado Blvd, Suite 330
f 303.353.4068 | Denver, CO 80222

dibblecorp.com

February 26, 2024

Northern Colorado Regional Airport
4900 Earhart Road
Loveland, CO 80538

Attention: Mr. David Ruppel
Interim Airport Director

RE: ENGINEERING SERVICES PROPOSAL

City Project Number: TBD

FAA AIP No. 3-08-0023-043-2023

Change Order Request No. 2

Runway 15-33 Widening – COR No. 2 - Update Geometric Standards

We appreciate the opportunity to provide additional design phase services for the *Runway 15-33 Widening* project at the Northern CO Regional Airport (FNL). This change order proposal has been prepared in accordance with the communication and coordination with the FAA and FNL over the past several months regarding the additional work that needs to be performed to bring the blast pads and connector taxiways into current geometric standards, in accordance with FAA AC 150/5300-13B. Our original February 2023 approved scope and fee was based on only matching the existing connector taxiway geometry at the widened runway pavement and not modifying the existing blast pads as discussed with the FAA during the pre-design kick-off meeting on December 5, 2022.

The scope of work for this change order includes the additional project meetings, coordination, and design efforts that are required to bring the blast pads and connector taxiways into compliance with current geometric standards. Since the project has progressed to the 30% level based on the original scope, this additional work will be performed for the 90% and 100% design submittals. The FAA has asked the design team to hold the previously agreed upon design schedule for these submittals. The additional effort includes taxiway pavement section design, taxiway geometric realignments at each connector and portions of Taxiway A, modifications to the runway and taxiway lighting and signage, and modifications to existing drainage infrastructure and infield grading. The pre-design cost analysis of this work is estimated to be approximately an additional \$1.5M in construction costs. An exhibit and cost estimate for this additional work are included in this proposal.

Dibble, as the prime consultant, is proposing to complete the change order scope of work as follows:

COR No. 2 Services Update Geometric Standards:

1. Dibble (Civil).....	\$51,064.64
2. CR Engineers (Electrical - DBE).....	<u>\$24,551.00</u>
Total.....	\$75,615.64

DIBBLE

Transmitted herewith is our Fee Summary, Derivation of Fee Proposal, Estimated Manhours matrix, Estimated Direct Costs worksheet, project exhibit and cost estimate, and full subconsultant proposal for your review.

If you need additional information or have questions, please do not hesitate to contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jared Bass', with a long horizontal flourish extending to the right.

Jared Bass, P.E.

Vice President - Sr. Project Manager

Firm: Dibble
On-Call Engineering

Project: **Runway 15-33 Widening**

COR No. 2 - Update Geometric Standards

Northern Colorado Regional Airport

Date: 2/26/2024



NORTHERN COLORADO
REGIONAL AIRPORT



Contract Number: TBD

Project Number: TBD

Task Number: 6

Amendment Number: 2

FAA Number: 3-08-0023-043-2023

CDOT Number: TBD

Summary

Dibble

Subs

COR No. 2 - Update Geometric Standards

	Fee	Type		
1 Dibble.....	\$51,068.64	Lump Sum	\$51,068.64	
2 CR Engineers (Electrical - DBE).....	\$24,551.00	Lump Sum		\$24,551.00
COR No. 2 Total.....	\$75,619.64		\$51,068.64	\$24,551.00

	TOTAL	Dibble	Subconsultants
Total.....	\$75,619.64	\$51,068.64	\$24,551.00

DBE % Participation

32.5%

Firm: Dibble
On-Call Engineering

Project: **Runway 15-33 Widening**
COR No. 2 - Update Geometric Standards

Northern Colorado Regional Airport

Date: 2/26/2024

Contract Number: TBD

Project Number: TBD

Task Number: 6

Amendment Number: 2

FAA Number: 3-08-0023-043-2023

CDOT Number: TBD

DESIGN PHASE SERVICES SUMMARY

Classification	Total Hours	Billing Rates	Total Costs
1 Principal	0	\$250.01	\$0.00
2 Senior Project Manager	52	\$230.02	\$11,961.04
3 Project Manager	0	\$210.00	\$0.00
4 Senior Engineer	20	\$210.00	\$4,200.00
5 QA/QC Manager	0	\$210.00	\$0.00
6 Project Engineer	100	\$172.01	\$17,201.00
7 Senior Designer	108	\$150.05	\$16,205.40
8 Admin Assistant	10	\$105.02	\$1,050.20

Totals:

290

\$50,617.64

DESIGN PHASE SERVICES DIRECT COSTS

Item	Cost	Type of Compensation
1 Submittal Printing (Dibble).....	\$0.00	Direct Cost
2 Travel (Dibble).....	\$175.00	Direct Cost
3 Meals (Dibble).....	\$276.00	Direct Cost

Sub-Total for Direct Costs.....

\$451.00

DESIGN PHASE SERVICES SUBCONSULTANTS

Firm	Cost	Type of Compensation
1 CR Engineers (Electrical - DBE).....	\$24,551.00	Lump Sum

Sub-Total for Subconsultants:

\$24,551.00

DESIGN PHASE SERVICES TOTAL FEE

TOTAL FEE.....

\$75,619.64

Firm:	Dibble On-Call Engineering	Contract Number: TBD Project Number: TBD Task Number: 6 Amendment Number: 2 FAA Number: 3-08-0023-043-2023 CDOT Number: TBD
Project:	Runway 15-33 Widening COR No. 2 - Update Geometric Standards Northern Colorado Regional Airport	
Date:	2/26/2024	

DESIGN PHASE SERVICES - ESTIMATED MANHOURS									
TASK	PRINCIPAL	SENIOR PROJECT MANAGER	PROJECT MANAGER	SENIOR ENGINEER	QA/QC MANAGER	PROJECT ENGINEER	SENIOR DESIGNER	ADMIN ASSISTANT	TOTAL HOURS BY TASK
1 General Project Management and Pre-Design Tasks									
1a Project Management & Administration		20						10	30
1b Project Meetings		4		4		4	4		16
2 Design Start-Up and Data Collection									
2a Existing Document Research and Coordination				2		4			6
2b Base Map Development and Coordination						4	40		44
3 90% Progress Submittal									
3a 90% Design Plans		10		10		20	40		80
3b Update Engineer's Design Report		4		4		20			28
3c 90% Quantities and Engineer's OPCC		2				8	4		14
3d Final Construction Safety and Phasing Plan (CSPP) & 7460-1 Exhibit		2				16			18
4 100% Final Documents (Bid Ready)									
4a 100% Final Plans		4				8	16		28
4b 100% Quantities and Engineer's OPCC		2				2			4
4c Final Engineer's Design Report		2				6			8
4d Final Drainage Analysis and Memorandum		2				8	4		14
TOTAL HOURS BY CLASSIFICATION	0	52	0	20	0	100	108	10	290

Firm:	Dibble On-Call Engineering	Contract Number: TBD Project Number: TBD
Project:	Runway 15-33 Widening COR No. 2 - Update Geometric Standards Northern Colorado Regional Airport	Task Number: 6 Amendment Number: 2 FAA Number: 3-08-0023-043-2023
Date:	2/26/2024	CDOT Number: TBD

DESIGN AND BID PHASE SERVICES DIRECT COSTS

1. PRINTING (90% and 100% 'Bid Set' Submittals)

a.	0 Submittals of (2 Copies Full-Size Bond Plans)	128 sheets =	128 Sheets @	\$2.50 /sheet	\$0
b.	0 Submittals (4 Copies Scaled 1/2-Size Plans)	128 sheets =	128 Sheets @	\$0.30 /sheet	\$0
c.	0 Plotting	128 sheets =	128 Sheets @	\$1.50 /sheet	\$0
d.	0 Submittals for Spec Book (2 copies @ 650 pages each)	@	700 Sheets @ (double-sided)	\$0.10 /sheet	\$0
e.	0 Submittals for Eng. Report (2 copies @ 300 pages each)	@	300 Sheets @ (single-sided)	\$0.60 /sheet	\$0

2. Lodging

a.	0 Day	0 Staff	\$113.00 /Day (2024 Federal Per Diem)	\$0
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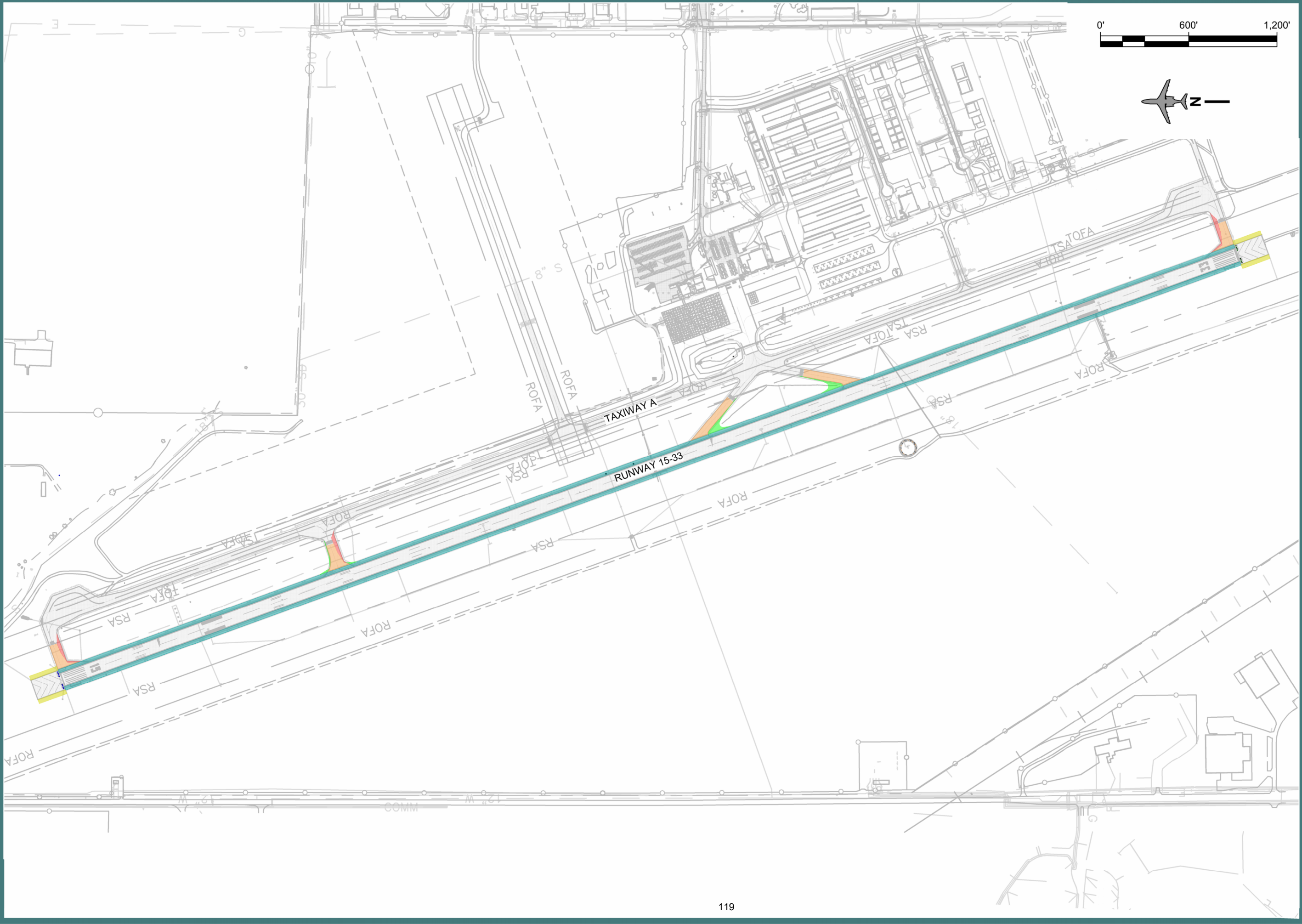
3. Travel

a.	2 Trips	130 miles	\$0.670 /mile (2024 Federal Per Diem)	\$175
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4. Meals

a.	2 Days	2 Staff	\$69.00 /Day (2024 Federal Per Diem)	\$276
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DESIGN AND BID PHASE TOTAL \$451



LEGEND (CURRENT SCOPE):

RUNWAY 15-33 WIDENING

LEGEND (NOT IN CURRENT SCOPE):

TAXIWAY PAVEMENT REMOVAL

EXISTING TAXIWAY PAVEMENT

NEW TAXIWAY PAVEMENT

BLAST PAD PAVEMENT

SCALE IS BASED ON A 11"x17"
SHEET.

**NORTHERN CO REGIONAL AIRPORT
RW 15-33 WIDENING
PRELIMINARY COST ESTIMATE - UPDATED STANDARDS**

LINE No.	DESCRIPTION	APPROX. QTY.	UNIT	UNIT PRICE	AMOUNT
CIVIL					
1	Contractor's Quality Control Program (CQCP)	1	LS	\$20,000.00	\$20,000.00
2	Mobilization	1	LS	\$130,000.00	\$130,000.00
3	Sawcut (Full Depth)	1,550	LF	\$4.00	\$6,200.00
4	Pavement Removal (Full Depth)	1,247	SY	\$20.00	\$24,940.00
5	Earthwork	13,364	CY	\$12.00	\$160,368.00
6	Drainage	1	LS	\$50,000.00	\$50,000.00
7	Treated Subgrade	4,121	SY	\$18.00	\$74,178.00
8	Crushed Aggregate Base Course	4,121	SY	\$50.00	\$206,050.00
9	AC Surface Course	2,550	TON	\$140.00	\$357,000.00
10	Emulsified Asphalt Seal Coat	12,051	SY	\$2.00	\$24,102.00
11	Temporary Pavement Markings	7,000	SF	\$2.00	\$14,000.00
12	Final Pavement Markings	7,000	SF	\$2.00	\$14,000.00
Civil Subtotal					\$1,080,838.00
ELECTRICAL					
1	Remove and Salvage Existing Runway Edge Light and Isolation Transformer, Remove Base Can.	1	EA	\$1,020.00	\$1,020.00
2	Remove and Salvage Existing Taxiway Edge Light and Isolation Transformer, Base Can to Remain.	29	EA	\$300.00	\$8,700.00
3	Remove and Salvage Existing Taxiway Edge Light and Isolation Transformer, Remove Base Can.	40	EA	\$540.00	\$21,600.00
4	Excavate and Remove Existing Conduit and Conductor.	2,083	LF	\$10.20	\$21,246.60
5	Remove Existing Conductor, Conduit to Remain.	1,510	LF	\$5.40	\$8,154.00
6	Remove Airfield Guidance Sign and Concrete Sign Base.	4	LF	\$1,440.00	\$5,760.00
7	Remove Existing Counterpoise and Ground Rods.	3,035	LF	\$7.80	\$23,673.00
8	Install New L-850C(L) LED In-Pavement Runway Edge Light with Arctic Kit and Isolation Transformer on New L-868 Base Can.	1	EA	\$4,200.00	\$4,200.00
9	Install Salvaged Incandescent Taxiway Edge Light and Isolation Transformer on New L-867 Base Can.	84	EA	\$1,800.00	\$151,200.00
10	Install Salvaged Incandescent Taxiway Edge Light and Isolation Transformer on Existing Base Can.	1	EA	\$960.00	\$960.00
11	1-2" C Direct Buried	1,805	LF	\$42.00	\$75,810.00

DIBBLE

**NORTHERN CO REGIONAL AIRPORT
RW 15-33 WIDENING
PRELIMINARY COST ESTIMATE - UPDATED STANDARDS**

LINE No.	DESCRIPTION	APPROX. QTY.	UNIT	UNIT PRICE	AMOUNT
12	New 1/C, #8 5KV L-824, Type "C" Airfield Lighting Cable.	4,735	LF	\$5.40	\$25,569.00
13	New 2/C, #8 5KV L-824, Type "C" Airfield Lighting Cable.	2,756	LF	\$6.60	\$18,189.60
14	Install New L-858(L) Led Size 1, 3-Module Airfield Guidance Sign and Isolation Transformer on New Concrete Sign Base.	4	EA	\$7,680.00	\$30,720.00
15	Install New Steel Blank Cover on Existing Base Can.	16	EA	\$180.00	\$2,880.00
Electrical Subtotal					\$399,682.20
CONSTRUCTION SUBTOTAL					\$1,480,520.20
Misc & Other Unknown Items					\$100,000.00
CONSTRUCTION TOTAL					\$1,580,520.20
Engineering					
Construction Admin					
Airport Admin					
PROJECT TOTAL					\$1,580,520.20

DIBBLE



February 21, 2024

Dibble Engineering
2696 South Colorado Blvd., Suite 330
Denver, Colorado 80222

Attn.: Mr. Jared Bass, P.E.

Re: Northern Colorado Regional Airport RWY-15-33 Widening: Updated Geometry Standards
Proposal for Additional Electrical Design Services
CRE Project No. 22042

Dear Mr. Bass,

We thank you for choosing our firm to work as your engineer for the above project. We are pleased to present our proposal for additional design services in the listed attachments below.

Scope of Work: The scope of work is to provide electrical design services required to modify the existing taxiway lighting and airfield guidance signs for the Taxiway A connectors revised geometry to meet current FAA AC standards. Specification for removal and salvage for relocation of the following electrical components: existing taxiway lights and airfield guidance signs within the area of the construction for the connectors will be provided as well as specification for demolition conduits and cable system infrastructure for the revised geometry changes required. Modifications to the alignment of the existing Taxiway A and Runway 15-33 edge lighting will also be required. Taxiway A connector lighting will be specified as LED. Specifications will be provided for temporary airfield lighting systems during construction phasing to maintain the taxiway lighting and signage circuits.

Fee Proposal: See attached Exhibit B.

Please do not hesitate to call if you have any questions.

Sincerely yours,

CR ENGINEERS, INC.

A handwritten signature in blue ink, appearing to read 'Catherine Alcorn', written in a cursive style.

Catherine Alcorn, P.E.
President

CR Engineers, Inc.
Fee Proposal Summary

Project Name: Northern CO Regional Airport - Runway 15-33 Widening - Updated Standards
Date: 02/21/24
CRE Proposal No.: 22042

FEES

Overhead Rate: 150 %
Profit Margin: 10 %

1.0 Design Fees \$23,036.75

Total Design Fees **\$23,036.75**

Direct Costs

Lodging
2.0

\$117.00 /Day = \$234
(2023 Federal Per Diem)

Travel (Mileage: 1800 Miles Roundtrip)
1800.0

\$0.63 /mile = \$1,125

Meals
3.0

\$51.75 /Day = \$155.25
(2023 Federal Per Diem)

Total Direct Costs \$1,514

Total Fees	\$24,551.00
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CR Engineers, Inc.

1.0 Design Fee Proposal Worksheet

Project Name: Northern CO Regional Airport - Runway 15-33 Widening - Updated Standards

Date: 02/21/24

CRE Proposal No.: 22042

	Task		Senior Electrical Engineer	Senior Designer	Senior CADD Designer	Senior Inspector	Project Administrator	Total Hours
	Description	Quantity						
1.1	Meetings & Site Visits							
1.1.1	Coordination Meetings		2.0	2.0				4.0
1.1.2	Site Visit					33.0		
1.3	Contract Documents							
1.3.1	Electrical Drawing(s)		8.0	36.0	40.0	8.0		92.0
1.3.2	Specifications			4.0			2.0	6.0
1.3.3	Engineers Report		2.0	4.0				6.0
1.3.4	Cost Estimate					16.0		16.0
1.3.6	90% Submittal		4.0	4.0	3.0		1.0	12.0
1.3.7	100% Submittal		2.0	2.0	2.0		1.0	7.0
1.3.8	Client Coordination		3.0	2.0	3.0	1.0	2.0	11.0
1.0	Totals		21.0	54.0	48.0	58.0	6.0	154.0

Overhead Rate 150 %

Profit Margin 10 %

	Labor Rates Per Hour:		\$74.50	\$43.75	\$35.40	\$44.80	\$25.40	
	Direct Labor:		\$1,564.50	\$2,362.50	\$1,699.20	\$2,598.40	\$152.40	
	Overhead:		\$2,346.75	\$3,543.75	\$2,548.80	\$3,897.60	\$228.60	
	Overhead + Direct Lab:		\$3,911.25	\$5,906.25	\$4,248.00	\$6,496.00	\$381.00	
	(OH + Direct) x Profit:		\$391.13	\$590.63	\$424.80	\$649.60	\$38.10	
1.0	Total Fees		\$4,302.38	\$6,496.88	\$4,672.80	\$7,145.60	\$419.10	\$23,036.75