



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 \$273,0000. 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 \$23,000–25,0000. 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 Members None.

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

Respectfully Submitted,

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Jeni Arndt
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Commission Chair, Jeni Arndt