



Regular Meeting Minutes for March 21, 2024

CALL TO ORDER Chair Arndt called the meeting to order at 2:04 p.m.

ROLL CALL Chair Arndt and Commissioners Stooksbury, DiMartino, Williams, and Marsh were present. Commissioner Krenning was absent.

PUBLIC COMMENT Rick Turley commended Airport staff and Iron Fly for the successful completion of hangar C repairs and noted that the consultant expressed that the repairs could be good for up to 10 years.

Scott Holst thanked staff for coordinating snow removal efforts during the recent storm.

CONSENT AGENDA

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

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

AIRPORT DIRECTOR'S REPORT HIGHLIGHTS C hangar repairs are complete and six hangar units are available and six tenants have requested to lease them. Bids are due today for A and B hangar demolition.

The Digital Tower vendor is proceeding with their work at the FAA Tech Center and plan to meet with airport staff later this month.

Hensel Phelps is completing sheathing and framing on the terminal building. The roof is expected to be complete in approximately two weeks.

Bids are currently being accepted for the Taxiway B, D, and GA rehabilitation project. Work is scheduled to start at the end of June.

The potable water pipeline construction has begun at the north side of the airport property. Taxiway F will be closed for five days at the beginning of May to lay the pipe and repair the taxiway.

The next Airport Stakeholder Meeting will be held on April 2, 2024 at 3:00 p.m.

The spike in business jet activity in February may not be a consistent increase. Similar spikes have occurred in past years.

The mobile tower engineering review will provide a cost estimate for moving the trailer. Paperwork for will be submitted on April 17th to the



FAA for a Safety Risk Management Review regarding the relocation of the trailer. The review will take approximately 60 days.

REGULAR AGENDA

4. TERMINAL PROJECT UPDATE

Keith Meyer with Ditesco presented an update on the terminal project progress and budget allocation. The project is currently meeting budget and timeline expectations. It is standard to hold contingency funds which may be used to help complete items which were originally excluded from the design due to budget constraints, such as parking lot restoration. The Certificate of Occupancy is expected to be issued in September.

Chair Arndt questioned whether the FFE budget would be sufficient. Mr. Meyer stated that it should be sufficient based on the cost estimates received by suppliers.

Commissioner Williams questioned whether airside to airside bus services would be the same experience as on an airplane once security services are available. Mr. Robbins confirmed that it would be.

5. 2024 COMMISSION SCHEDULE UPDATES

Kate Morgan, Airport Executive Assistant, presented this item in accordance with the Agenda Item Summary. Commissioners discussed amending the 2024 meeting schedule during the special meeting in February. These amendments included adjusting the regular meeting time to begin at 3:30 p.m. and end at 5:30 p.m., removing the July and December regular meeting dates, and allowing flexibility to hold public meetings outside of the Airport conference room.

Chair Arndt suggested moving the June meeting date to June 27th to ensure that a quorum would be present.

Commissioner Stooksbury moved to approved the 2024 Airport Commission Schedule as amended. The motion, seconded by Commissioner Williams, carried with all Commissioners present voting in favor thereof.

6. AIR SERVICE DEVELOPMENT UPDATE

Aaron Ehle, Planning and Development Specialist, and Matt Skinner with Global Flight, LLC Services presented this item in accordance with the Agenda Item Summary. Global Flights was awarded a bid contract in the fall of 2023 to provide air service development at the airport. Mr. Skinner provided a market overview and long-term vision for air service at FNL. He also outlined the different air service options and target carriers. Focusing on smaller budget carriers to build baseline service helps increase chances of success at smaller airports.

Mr. Skinner suggested refreshing the demand study that was conducted in 2018 which would cost approximately \$7-10,000. He



stated that carriers are typically looking for financial partnership with an airport to help mitigate their risk. Concerns regarding air traffic control have been managed with the mobile tower. Growth challenges at DEN and expansion of the metro area is encouraging passengers to use other airports. Noise complaints with occasional jets are expected to be minimal but air space is controlled by the FAA.

Mr. Skinner stated that he is currently engaging airlines to draw interest, and the next step is to negotiate numbers and develop a partnership. Mr. Ruppel stated that a community task force will be started to help assist with community outreach.

Commissioner Stooksbury requested that the Airport think strategically to choose service which is most beneficial, not just the cheapest provider. Also, he suggested developing a long-term vision and plan for achieving it while working with the airlines.

Commissioner Williams stated that six to eight flights per day would be considered a huge success, but that may be years away.

Commissioner DiMartino requested updates regarding the current economic impact of having versus not having commercial air service as information becomes available.

Chair Arndt called for a break at 3:21 p.m.

Chair Arndt called the meeting back to order at 3:32 p.m.

Chair Arndt reopened the public comment portion of the meeting.

Public Comment:

- Steve McClintock expressed his appreciation for Staff's assistance with the C hangar unit lease.
- Iver Retrum with Business in Aviation provided an update on the AeroFNL hangars being developed. He is expecting to delivery three hangar buildings in April.

7. PDSC CHARTER UPDATE AND MEMBERSHIP

Aaron Ehle, Planning and Development Specialist, presented the item in accordance with the Agenda Item Summary. The Airport Commission identified multiple updates to the PDSC charter at previous meetings, so the redlined version of all corrections was provided. Also, an Airport Commission member is not currently appointed to sit on the PDSC as the Commission Liaison.

Ms. Wilson stated that a PDSC meetings could be posted as a possible Airport Commission meetings in case more than three Commissioners attend. The meeting schedule and location is available online.



Commissioner Stooksbury requested that the Liaison and Alternate present the PDSC agenda and discussion items at each Airport Commission meeting.

Commissioner Marsh volunteered to serve as the Commission Liaison on the PDSC with Commissioner Williams serving as the Alternate. The appointed Liaison and Alternate will serve a one-year term.

Commissioner Marsh moved to approved the PDSC charter as amended. The motion, seconded by Commissioner Williams, carried with all Commissioners present voting in favor thereof.

Commissioner DiMartino moved to appoint Commissioner Marsh as the Commission Liaison to the PDSC with Commissioner Williams acting as Alternate. The motion, seconded by Chair Arndt, carried with all Commissioners present voting in favor thereof.

**8. AIRPORT
DEVELOPMENT
SOLICITATIONS**

Aaron Ehle, Planning and Development Specialist, presented the item in accordance with the Agenda Item Summary. At the Commission's request during the February meeting, staff developed requests for proposals (RFPs) on sites B, C, and D. Mr. Ehle noted that having three sites and a wide range of development types may lead to similar outcomes in the past when no proposal was awarded. A request for expressions of interest (RFEI) may be more appropriate to get information to the Commission faster and simplify the process for developers. The RFEI could be a stand-alone document to enter negotiations or it can be used in conjunction with an RFP.

Public Comment:

- Rick Turley stated that he is not in favor of releasing an RFP until the scope is more clearly defined, and noted that these RFPs would not allow owner-tenants to build hangars as they have in the past.
- Steve McClintock seconded Mr. Turley's points.

Commissioner DiMartino spoke in favor of the RFEI process.

Commissioner Stooksbury commented that putting an RFEI out would help developers resolve their own business problems and speed up the process.

Mr. Ehle stated that having multiple developers collaborating with staff and the Commission to build on site C would produce the best outcome. Staff can produce an RFEI which would allow responses to be reviewed by the Commission at the June meeting.

Commissioner DiMartino moved to direct staff to proceed with the RFEI process for sites B, C, and D. The motion, seconded by Commissioner Stooksbury, carried with all Commissioners present voting in favor thereof.



**9. AIRPORT
COMMISSION RULES
OF PROCEDURE**

Laurie Wilson, Legal Counsel to the Commission, presented the item in accordance with the Agenda Item Summary. The Airport Commission has not formally adopted rules of procedure in the past, so 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.

Chair Arndt requested some flexibility in the three-minute limit for each public comment and suggested keeping an opening public comment section for attendees to address the Commission with items not included on the agenda.

Commissioner DiMartino suggested moving the public comment before a motion is made, after the staff presentation.

Commissioner Marsh inquired about the procedure if quorum requirements are no longer met as the result of a Commissioner recusing themselves from voting. Ms. Wilson with review scenario and provide an update at a future meeting.

Commissioner Krenning entered the meeting at 4:26 p.m.

**10. RUNWAY
WIDENING CONTRACT
AMENDMENT**

Francis Robbins, Airport Operations and Maintenance Manager, presented the item in accordance with the Agenda Item Summary. A change order and contract amendment with Dibble Engineering is required due to the FAA’s changing taxiway geometry and light standards. If approved by both City Councils, \$7,561.57 in local funds would be used to reach 100% completion of the runway widening design phase.

Mr. Ruppel stated that the negative impacts of not completing the runway widening project would include deterring some airline providers and failing to fulfill federal grant requirements, which could result in less money being awarded in the future. The two-phase plan for construction would help mitigate the impacts of a runway closure to stakeholders.

Commissioner Marsh stated that she is opposed to closing the runway for the widening project.

Commissioner Krenning stated that he is opposed to the runway widening project and requested a larger discussion outside of this contract amendment.

Commissioner DiMartino asked what would happen if no action was taken today. Mr. Robbins stated that it could push back the construction timeline and delay other funding.



Chair Arndt stated that she is in favor of completing the design phase but not deciding to proceed with subsequent phases of the widening project.

Commissioner Stooksbury Moved to recommend approval of the runway widening contract amendment for completion of the design phase. The motion, seconded by Commissioner Williams, carried with all Commissioners present voting in favor thereof.

11. BUSINESS FROM MEMBERS

Commissioner Marsh requested the fuel farm be included as a discussion item at a future meeting.

Commissioner Arndt inquired about the vacant Loveland Citizen Member position on the Commission. Three applications were received for the position before the closing date.

Commissioner Stooksbury requested a comprehensive discussion regarding the Triad Business Park.

ADJOURNMENT

Chair Arndt adjourned the meeting at 4:56 p.m.

Respectfully Submitted,

DocuSigned by:

Jeni Arndt

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Commission Chair, Jeni Arndt