



# NORTHERN COLORADO REGIONAL AIRPORT COMMISSION

4900 EARHART ROAD • LOVELAND, CO 80538

## SPECIAL MEETING AGENDA

FRIDAY, AUGUST 16, 2024

2:30PM – 5:00PM

### CALL TO ORDER

### ROLL CALL

### PUBLIC COMMENT

### CONSENT AGENDA

1. JUNE 27 REGULAR MEETING MINUTES – P.X
2. JULY 10 SPECIAL MEETING MINUTES – P. X
3. JULY PRELIMINARY FINANCIAL STATEMENT – P.X
4. JULY AIRPORT DIRECTOR'S REPORT – P. X
5. PDSC AGENDA – P. X

### APPROVAL OF CONSENT AGENDA

### AIRPORT DIRECTOR'S REPORT HIGHLIGHTS

### REGULAR AGENDA

6. DIRECTOR SEARCH UPDATE – INFORMATIONAL, 15 MINUTES, P. X
7. FINAL REVIEW OF 2025 BUDGET AND FEES – ACTION, 75 MINUTES, P. X
8. BUSINESS FROM MEMBERS

### PULLED CONSENT AGENDA ITEMS

### ADJOURN

## MEETING PLANNING CALENDAR

SEPTEMBER 19	OCTOBER 17	NOVEMBER 15
• TERMINAL BUDGET AND CONSTRUCTION UPDATE	• GOVERNANCE MODEL UPDATE	• FINAL REVIEW OF 2025 CIP

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=5pPT3wqwwantl9jljsxiaPkMwNNcin.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=5pPT3wqwwantl9jljsxiaPkMwNNcin.1>



## Regular Meeting Minutes for June 27, 2024

### CALL TO ORDER

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

### ROLL CALL

Chair Arndt and Commissioners Marsh, DiMartino, and Miller were present. Commissioners Stooksbury, Krenning, and Williams were absent.

### PUBLIC COMMENT

Chair Arndt opened the floor for public comment.

A letter submitted by Martin Lind was distributed to Commissioners.

### 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

A and B Hangar demolition is now complete.

Several meetings have been held with the Raytheon/Frequentis group to discuss the Digital Tower system model and subscription services.

Terminal building progress includes installation of the ceilings and other interior finishes, as well as curb, gutter, and sidewalk finishes.

Coulson Excavating was selected for the Taxiway B and D and GA Taxilane Rehabilitation projects. Construction will begin after FAA grant funds are awarded.

A meeting to discuss the Airport governance model will be held on July 8, 2024.

The Fort Collins Loveland Water District pipeline project will likely be complete in the next few weeks.

The reimbursable agreement for the Vista Siting Study will be presented to the Commission at a future meeting.

The fuel farm study is expected to be complete in June.

ADK released the brochure for the Director position and is currently accepting applications until the end of July. Rod Wensing, Acting City Manager for Loveland, has appointed Francis Robbins as the Acting Airport Director after Dave Ruppel's contract expires. Mr. Ruppel



agreed to have ADK make some amendments to the brochure at the Commission's request.

A meeting will be held in July to discuss the governance model and the funding options that could be made available as an authority.

## REGULAR AGENDA

### **6. 2023 FINANCIAL AUDIT REPORT**

Jeff Miller, City of Loveland Senior Accountant, and representatives from Plante Moran presented this item in accordance with the Agenda Item Summary. The Financial Statement Audit produced three deliverables including: unmodified opinion that all financial statements were provided with full cooperation, unmodified opinion that internal controls and compliance requirements are being met, and communications with staff and governing officials. The auditors reported that there were no findings, difficulties, or issues warranting the Commission's attention.

Public Comment: none presented.

**Commissioner DiMartino moved to accept the 2023 Financial Audit Report as presented. The motion, seconded by Commissioner Marsh, carried with all Commissioners present voting in favor thereof.**

### **7. INITIAL REVIEW OF 2025 BUDGET AND FEES**

Dave Ruppel, Interim Airport Director, presented this item in accordance with the Agenda Item Summary. Airport staff works with City of Loveland Budget personnel to create a preliminary budget and fee schedule to estimate revenues and expenditures. The Airport Commission can vote to recommend approval from both City Councils.

The proposed budget, totaling just over \$20.2M, accounts for expected revenues, CIP expenditures, and personnel expenses including an additional FTE for building maintenance. Three CIP projects are identified as being funded by local sources only, which include State Infrastructure Bank loans if the governance model is amended. A budget deficit of \$3.5M is expected if all locally-funded projects are completed, so the Airport must prioritize specific projects unless more funds become available.

Commissioner DiMartino requested more information on how the parking fees would be enforced and whether any capital investment for monitoring the parking lot would be required. Mr. Ruppel stated that the RFP process has not yet begun for determining a software provider to manage the parking and collect fees.

Chair Arndt requested more details regarding parking fee structure, including what the hourly rate would be and when is the cutoff for being charged for an additional day. Mr. Ruppel stated that the fee schedule



would determine a maximum rate which can be discounted or modified to an hourly rate.

Commissioner Marsh questioned how the system would monitor which vehicles are being charged and whether Groome customers would be charged for parking in the lot. Mr. Ruppel clarified that the system would likely read license plates and be regularly audited to ensure that all cars located in the airport lot are paying the required fee, including Groome customers.

Commissioner DiMartino questioned whether the digital tower expenses are included in the budget. Mr. Ruppel confirmed that the mobile tower expenses which the Airport currently covers is accounted for in the proposed budget.

Commissioner DiMartino questioned whether the \$3.5M budget deficit includes any use of the reserve funds. Mr. Ruppel stated that the deficit does not include the use of any reserve funds.

Chair Arndt questioned why the proposed landing fee is being increased from \$0.95 to \$3.99 per 1,000lbs of gross landing weight. Mr. Ruppel clarified that the proposed fee would be imposed on transient (non-based) aircraft of certain weight thresholds, and those rates would put FNL in the middle of the average rates imposed by other airports in Colorado.

Commissioners unanimously agreed to take no action on the proposed rates and fees so that they can be approved with the final budget review at a future meeting.

Public Comment:

- Jim Sampson identified the current parking rates in Fort Collins as \$1 per hour.
- Michael Fulholt questioned whether the budget includes monitoring and management of airplane noise for impacted residents. Mr. Ehle explained that this budget does not take this into consideration at this time, but the State did pass a bill requiring airports to create a noise abatement and lead fuel phase-out plan by 2026.

## **8. REQUEST FOR EXPRESSIONS OF INTEREST REVIEW**

Aaron Ehle, Airport Planning and Development Specialist, presented this item in accordance with the Agenda Item Summary. In response to the Requests for Expressions of Interest, the Airport received submittals for hangar development on sites B, C, and D. All submittals provided sufficient information to be considered by the Commission. Leases can be incentivized to cost-share with developers since they would be providing shared infrastructure. Staff would like to schedule concept



review meetings with the developers and requested guidance from the Commission on how to proceed.

Public Comment:

- Kelly Freeland questioned whether the destruction of all city-owned hangars was considered when calculating the number of proposed hangars compared to the Master Plan projections.
- Jim Sampson stated that he submitted the Scion Aviation plan on site C in collaboration with the other developers and he would be happy to build more hangars.

Commissioner Marsh questioned whether setting up a special district for the development of these hangars would be a possibility. Ms. Wilson stated that the lease of on-airport property may make it difficult to establish a special district.

Chair Arndt questioned how an anonymous submittal was allowable. Mr. Ehle clarified that the RFEI document allowed redaction of the company identifier to eliminate concern for businesses currently operating at another airport.

Commissioner Miller questioned how a decision can be made. Mr. Ruppel stated that there is room for all submittals and there is an incentive for all of the developers to work together. Staff can proceed with discussions and negotiations and then present the lease deals to the Commission for approval.

Commissioner DiMartino questioned who makes decisions on where infrastructure gets placed. Mr. Ruppel stated that the Airport would work with the Planning Commission to determine the best locations.

## **9. FUEL FARM UPDATE**

Dave Ruppel and Jared Bass, Vice President for Dibble Engineering, presented this item in accordance with the Agenda Item Summary. Three sites were identified as potential fuel farm locations on the east side of the airport at Lear, Earhart, and Lindbergh. The estimated cost for full buildout of the fuel farm would be approximately \$9M at any of the sites selected. The FAA will not allow the use of entitlement funds for this project since the airport already has an existing fuel farm. A tank for no-lead fuel could be added to any of the sites.

Public Comment:

- Marty Brokey stated that the general aviation community would support a self-service fueling station inside the fence.
- Scott Holst confirmed that no special license such as a CDL would be required for fueling trucks at any of the sites, and asked that fuel truck traffic for airport patrons be considered.



Commissioner Miller stated that there is a benefit to fuel truck drivers having a CDL and asked whether two fuel trucks would have enough space to pass each other. Mr. Bass stated that this would be considered in the final design.

Chair Arndt requested that the aesthetics of a fuel farm at the main entrance be considered, and also requested to plan for legislation requiring the no-lead fuel.

Commissioner DiMartino stated that a fourth site option was mentioned in the public comment letter from Discovery Air. Mr. Ruppel stated that the fourth site was not analyzed because it was not centrally located, which is a priority for the fixed base operators.

**10. BUSINESS FROM  
MEMBERS**

Chair Arndt appreciated the opportunity to attend the Colorado Airport Operators Association conference which was very informative.

Chair Arndt acknowledged Dave Ruppel for his service to FNL now that his contract as Interim Airport Director is coming to an end.

**ADJOURNMENT**

**Chair Arndt adjourned the meeting at 5:23 p.m.**

**Respectfully Submitted,**

---

**Commission Chair, Jeni Arndt**



## Special Meeting Minutes for July 10, 2024

<b>CALL TO ORDER</b>	Chair Arndt called the meeting to order at 12:06 p.m.
<b>ROLL CALL</b>	Chair Arndt and Commissioners Stooksbury, DiMartino, Williams, Marsh, and Miller were present. Commissioner Krenning was absent.
<b>PUBLIC COMMENT</b>	Chair Arndt opened the floor for public comment. None presented.
<b>CONSENT AGENDA</b>	

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

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

### REGULAR AGENDA

<b>3. TRIAD TAXIWAY IMPROVEMENT AND EASEMENT AGREEMENT REVIEW WITH POSSIBLE EXECUTIVE SESSION AS AUTHORIZED BY COLORADO REVISED STATUTES §§ 24-6-402 (4)(B) AND (E)(I)</b>	Francis Robbins, Acting Airport Director, presented this item in accordance with the Agenda Item Summary. The Triad Business Agreement was established in 1982 to allow developments outside of airport property to access on-airport infrastructure. The agreement was amended in 1984 to allow additional time for Triad to construct the taxiway/runway infrastructure. The second amendment in 1986 increased the fuel flowage fees for private fuel tanks in the Triad development. Amended and Restated Declaration of Covenants and Restrictions for Loveland-Fort Collins Industrial Airpark in 1986 provided guidelines for what could be developed.
--	---

**Commissioner Marsh moved to recess the Northern Colorado Regional Airport Commission into Executive Session for the purpose of reviewing the Centrepont Business Park (aka “Triad”) Taxiway Agreement to:**

- **determine a position relative to issues subject to negotiation, to receive reports on negotiation progress and status, to develop negotiation strategy, and to instruct negotiators as authorized by Colorado Revised Statute § 24-6-402 (4)(e)(I) and any applicable provisions of the Loveland and Fort Collins City Charters.**
- **As needed, to discuss matters of attorney-client privilege and to receive legal advice from an attorney representing the City on specific legal questions, as authorized by Colorado Revised Statute § 24-6-402 (4)(b) and any applicable provisions of the Loveland and Fort Collins City Charters.**



The motion, seconded by Commissioner Williams, carried with all Commissioners present voting in favor thereof.

**Exited Public Session** 12:11 p.m.

**Entered Executive Session** 12:13 p.m.

**Exited Executive Session** 1:57 p.m.

**Entered Public Session** 1:59 p.m.

Commissioner Williams questioned how Airport staff will handle the additional workload without Dave Ruppel serving as Interim Airport Director and while multiple projects are progressing. Mr. Robbins stated that staff will continue prioritizing safety and airport operations. Hiring temporary staff to perform administrative tasks can be decided by management with the help of HR and does not require City Council approval.

**ADJOURNMENT** Chair Arndt adjourned the meeting at 2:03 p.m.

Respectfully Submitted,

---

Commission Chair, Jeni Arndt

**ITEM NUMBER:** 3

**MEETING DATE:** August 16, 2024

**PREPARED BY:** Francis Robins, Acting Airport Director

---

**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 July include:

- The monthly statement indicates \$5.6 million within the net position available for use. This amount includes roughly \$5 million set aside by the Airport Commission and City Councils to be applied toward the terminal project.
  - An accurate net position available for use is \$3 million which is planned to be used for future federal funding grant matches.
- The 2024 operational status shows a net loss of \$93,067. This loss is due to construction costs budgeted in the capital category which have been charged to operational budgets including electrical utility improvements of \$61,489, and the demolition of Hangars 4910 and 4920 Grumman for \$228,859. This early spending is being monitored closely.

**ATTACHMENT**

Preliminary monthly financial statement for July 2024



# NORTHERN COLORADO REGIONAL AIRPORT

## Airport Statement of Revenues and Expenses

From 01/01/2024-07/31/2024

PRELIMINARY

	Y-T-D 2024 Actual	Y-T-D 2023 Actual	Y-T-D 2024 Budget	2024 Total Budget	% of Total Budget
<b>OPERATING REVENUES</b>					
Hangar Rental	111,375	126,925	125,419	215,000	52%
FBO Rent	51,690	54,933	61,257	105,008	49%
Gas and Oil Commissions	138,245	147,735	175,000	300,000	46%
Aviation Fuel Tax Reimbursement	237,736	137,100	87,500	150,000	158%
State Aircraft Fuel Tax	193,148	86,513	0	0	#DIV/0!
County Aircraft Fuel Tax	44,588	50,587	87,500	150,000	30%
Land Lease	414,348	363,623	641,081	1,099,000	38%
Land Lease PD Training Ctr	216,833	206,086	0	0	0%
Terminal Lease and Landing Fees	24,476	16,576	43,932	75,300	33%
Terminal Lease and Landing Fees	4,722	2,546	43,932	75,300	6%
Concessions	19,754	14,031	0	0	0%
Parking	0	0	0	0	0%
Miscellaneous	49,185	34,181	30,681	52,600	94%
<b>TOTAL OPERATING REVENUES</b>	<b>1,243,888</b>	<b>1,087,159</b>	<b>1,164,870</b>	<b>1,996,908</b>	<b>62%</b>
<b>OPERATING EXPENSES</b>					
Personal Services	419,817	509,181.51	669,326.00	1,147,418	37%
Supplies	52,597	50,801.27	72,072.00	123,550	43%
Purchased Services	864,540	201,985.33	1,348,980.00	2,084,222	41%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,336,955</b>	<b>761,968</b>	<b>2,090,378</b>	<b>3,355,190</b>	<b>40%</b>
<b>OPERATING GAIN (LOSS)</b>	<b>(93,067)</b>	<b>325,191</b>	<b>(925,508)</b>	<b>(1,358,282)</b>	
<b>NONOPERATING REVENUES (EXPENSES)</b>					
Passenger Facility Charge	0	0	0	0	
Interest Income	54,510	31,099	28,581	49,000	111%
Contributed Asset	0			0	
Capital Expenditures	(9,245,630)	(627,697)	(30,265,369)	(39,412,604)	23%
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<b>(9,191,120)</b>	<b>1,403,402</b>	<b>(30,236,788)</b>	<b>(39,363,604)</b>	
<b>NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS</b>	<b>(9,284,187)</b>	<b>1,728,593</b>	<b>(31,162,296)</b>	<b>(40,721,886)</b>	
Capital Contributions	6,496,012	1,155,730	12,808,831	21,958,000	30%
<b>CHANGE IN NET POSITION</b>	<b>(2,788,175)</b>	<b>2,884,323</b>	<b>(18,353,465)</b>	<b>(18,763,886)</b>	
NET POSITION, Beginning	28,274,198	21,237,480	0	0	
NET POSITION, Ending	25,486,023	24,121,803	(18,353,465)	(18,763,886)	
Investment in Capital Assets	19,843,609	15,440,026	0	0	
Net Position Available for use	5,642,414	8,681,777	(18,353,465)	(18,763,886)	



# NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538  
(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

Date: August 15, 2024  
To: Northern Colorado Regional Airport Commission  
From: Francis Robbins, Acting Airport Director  
Re: Airport Report for July 2024

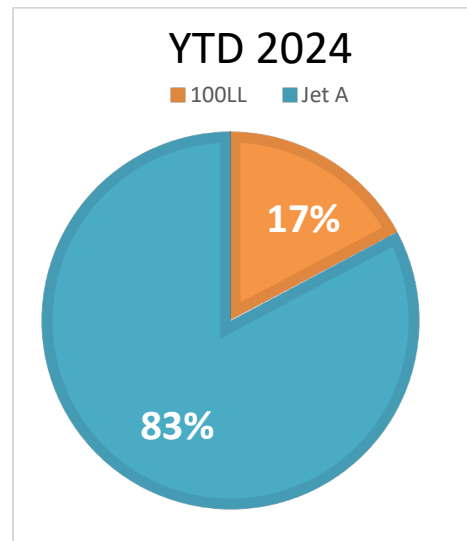
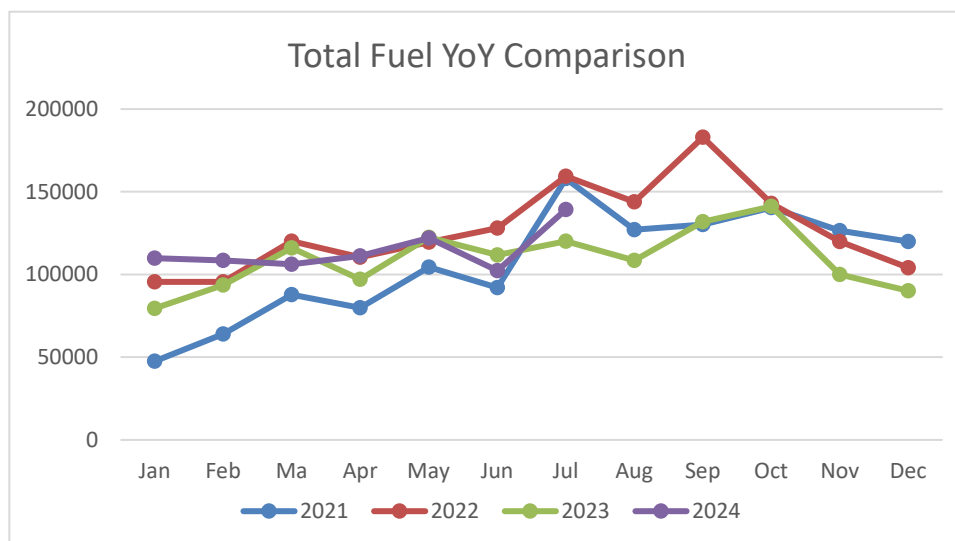
## Report Highlights

- FNL experienced its first ATC Zero time on August 12<sup>th</sup>. The current air traffic control schedule is as follows:
  - Sunday through Friday: Tower open 0800-1200, closed 1200-1245, reopen 1245-1645
  - Saturday: Tower closed
- A controller on temporary duty assignment is in training which will reduce the number of days anticipated to experience ATC Zero.
- TAXIWAY B&D/HANGAR TAXILANES. The Taxiway B&D rehabilitation is awaiting the release of FAA grant funding. The grant has been executed by the airport sponsors and the airport is in the contracting process with the vendor.
- GOVERNANCE Study. The second governance board meeting was held Monday August 12<sup>th</sup> at which staff was directed to bring more information about 2 specific governance models for comparison, Airport Authority and Amending the Inter-Governmental Agreement. The next meeting is scheduled for 3:30 pm October 10<sup>th</sup> at Platte River Power Authority building in Fort Collins.
- Wildland Fire Fighting increased the aviation activity level in the last 30 days with responses to multiple fires along the front range. At peak 9 aircraft were basing operations at FNL. Currently that has been reduced to 3 aircraft.
- The Airport Director position received over 60 applicants. ADK, the aviation recruiting company, is working with the Loveland City Manager and HR director to create a short list for interviews.

## Airport Activity Dashboard

- Flight operations for the month of July averaged 252 per day, and the thirteen-month rolling average is 290 operations per day.
- Wholesale fuel ordered on and off airport was 139,226 gallons for the month of July, an increase of 15% compared to the previous July at 120,048 gallons.
  - Total year to date fuel is up 8% year over year.
  - Total fuel flowage through July 2024, is 799,472 gallons compared to 620,235 Gallons YTD in July 2023.

Business jet activity for July is up compared to the same month in 2023. The Preliminary count includes the Fire Fighting Aircraft making the 829 operations unreliable. An FAA anticipated by the end of the month will deflate that number to remove firefighting aircraft



### Federal Contract Tower (FCT)

Serco has brought a controller to FNL on Temporary duty assignment who is anticipated to continue at FNL for 3 months. The controller is experienced in complex airport activities and is anticipated to receive a Certificate to Operate (CTO) for FNL in 1-2 weeks. Starting August 12<sup>th</sup>, the temporary tower hours have been Sunday through Friday: Tower open 0800-1200, closed 1200-1245, reopen 1245-1645 and Saturday Closed. The full ATC closure on Wednesday Aug 14<sup>th</sup> is for resetting the controller rest day from Wednesday to Saturday required to meet minimum rest requirements.

### Terminal

Exterior concrete work continues along with parking lot reconstruction. The existing terminal access has been altered to access from the north side of the building. Interior finishing continues and progressive punch list and commissioning inspections schedule commences April 15<sup>th</sup> with all aspects being inspected by the middle of September. The terminal is on schedule for construction to conclude in October and provide time for furnishings and operations move in before the grand opening event planned for November 7<sup>th</sup>.

The Ditesco construction summary is attached.

### Governance

The Governance Board, established by the two Cities, had their second meeting on August 12<sup>th</sup>. Dan Reimer was able to provide expert information on multiple topics including those requested at the previous meeting. Staff have been asked to take a deeper look at two models, an Airport Authority organized under the state statute and modifying the current IGA. The date of the next meeting is set for October 10<sup>th</sup> at 3:30 pm.

## Wildland Fire Aerial Attack

FNL hosted several fire attack resources for the fire response to Alexander Mountain Fire and other in the area in July and early August. At peak response time, the Airport was host to 9 aerial assets connected with the fire attack, a key part of the wholistic property protection and fire containment strategy. The presence and activity of these are a key contributor to the spike in fuel sales in July and will contribute to August fuel sales as well.



### Airport Scheduled Events

- August 18<sup>th</sup> Young Eagles Rally
- August 19-22 Runway 15/33 overnight Painting 6pm -3am
- Sep 14 Aims Aviation Day
- Oct 12-18 NIFA SAFECON Event
- Nov 7 Terminal Grand Opening Event

### Attachments

1. Ditesco Progress report



## Weekly Report

8/9/24

### 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 08/05/24 - 08/09/24:

- *Concrete curb & gutter prep is underway*
- *Concrete sidewalk prep is underway*
- *Parking lot asphalt demolition is underway*
- *Interior lighting fixture installation is underway.*
- *Interior plumbing fixture installation is underway*
- *Carpet installation is underway*
- *Generator startup is underway.*
- *Entrance floor mat installation is underway*

#### Work scheduled for 08/12/24 - 08/16/24:

- *Parking subgrade prep (South)*
- *Remaining room build out and finishes*
- *Bathroom mirror installation*
- *Air barrier testing*
- *Interior room punch list (Restrooms, Rental Car)*

Upcoming Activity Schedule	8/5/24-8/9/24	8/12/24-8/16/24	8/19/24-8/23/24
Interior Drywall Finishes			
Concrete Sidewalk and Curb/Gutter Placements			
Parking Lot Demo and Subgrade Prep (South)			
Interior room finishes			
Interior room punch list (Restrooms, Rental Car)			
Interior room punch list (Arrivals/Departures area)			

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

## Weekly Report Northern Colorado Regional Airport Terminal (FNL)

### Photos

#### Weekly Report

**Taken On**  
08/09/2024

**Description**  
ticketing light  
fixtures and ceiling  
grid installation.



#### Weekly Report

**Taken On**  
08/09/2024

**Description**  
carpet installation



Weekly Report

**Taken On**  
08/09/2024

**Description**  
TSA security lane



Weekly Report

**Taken On**  
08/09/2024

**Description**  
exit lane wood trim  
and light cove



Weekly Report

**Taken On**  
08/09/2024

**Description**  
Acoustic wall panels



Weekly Report

**Taken On**  
08/09/2024

**Description**  
Mens restroom  
finishes and fixtures



Weekly Report

**Taken On**  
08/09/2024

**Description**  
Baggage handling  
carousel framing



Weekly Report

**Taken On**  
08/09/2024

**Description**  
Security queue area  
finishes



Weekly Report

**Taken On**  
08/09/2024

**Description**  
Security gate  
installation



Weekly Report

**Taken On**  
08/09/2024

**Description**  
TSA general use/  
storage area



Weekly Report

**Taken On**  
08/09/2024

**Description**  
Women's bathroom  
finihsing/fixtures



Weekly Report

**Taken On**  
08/09/2024

**Description**  
Entrance floor mat  
installation



Weekly Report

**Taken On**  
08/09/2024

**Description**  
Mirror light coves





July 31, 2024

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

**Section A – Remote Air Traffic Control Contract Progress Report #37**

Re: Period: July 1 through July 31, 2024

**Colorado Digital Tower Project  
Activity Status**

Activity	Status/Start Date (Projected)	Finish Date (Projected)	Remarks
<b>Digital Tower Implementation</b>			
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
<b>Digital Tower System</b>			
FNL Non-Binding Letter of Intent to RTX/Frequentis	1/18/2024	2/2/2024	Complete
RTX/Frequentis Letter of Intent to FNL	2/15/2024	2/15/2024	Complete
RTX/Frequentis Digital Tower Proposal	4/18/2024	4/18/2024	Being Reviewed
Response Letter to RTX/Frequentis Proposal	5/1/2024	5/1/2024	Complete
<b>Digital Tower Testing</b>			
RTX/Frequentis Installs Equipment at Tech Center	4/21/2024	7/26/2024	Complete
RTX/Frequentis System Optimization	7/31/2024	TBD	In Progress
RTX/Frequentis Begins Testing at Tech Center	10/15/2024	TBD	
RTX/Frequentis Completes System Design Approval	TBD	TBD	
RTX/Frequentis to FNL	TBD	TBD	
FAA Testing at FNL	TBD	TBD	
Digital Tower Receives Op Viability Decision	TBD	TBD	
Digital Tower System and ATCT Commissioned	TBD	TBD	
<b>Functional Acceptance Decision</b>	<b>TBD</b>	<b>TBD</b>	

**Remote Tower Project Narrative:**

As there is a substantial disparity between the detailed cost estimate we prepared and the lump sum estimate provided by RTX/Frequentis, we have requested that the RTX/Frequentis team provide a cost breakdown of their digital tower proposal in the same

format as the one we prepared and provided to them. This will allow us to compare and contrast the two with an eye to coming to an equitable solution.

For RTX/Frequentis to be competitive, they must know their market--small and medium activity level airports. Airports that have benefit/cost ratios greater than 1.0, which is necessary to be accepted into the Federal Contract Tower (FCT) Program, and can support a positive business case typically are not awash in cash and must therefore rely on obtaining a grant--predominately AIP small airport funds, BIL and/or state grants. Colorado is unique in that it has an exceptionally innovative funding mechanism in the State Infrastructure Bank (SIB), a low interest revolving loan program. It may be possible for Colorado airports to utilize the SIB to either fully or partially fund a digital tower provided it has achieved System Design Approval (SDA) and deemed to be eligible by the Aeronautics Board and the Transportation Commission.

Frequentis is completing installation of their digital tower system at the National Aerospace Research and Technology Park (NARTP) at the Atlantic City International Airport (ACY). Optimization will begin the week of July 29, 2024, followed by the eventual testing of the system by FAA Tech Ops and NextGen. It is hoped that testing can start in September. Simultaneously, RTX/Frequentis is working to finish the 40+ documents required to satisfy the SDA requirements.

### **Frequentis Digital Tower Control Room at the NARTP**



### **Look Familiar?**

## Colorado Digital Tower Control Room at FNL



The airfield camera configuration is the same as FNL with three camera masts, one center mast 360° camera array and two runway end masts.

The longtime NextGen Remote Tower Project Manager has left the FAA for an industry job. Interestingly, he has gone to work for Frequentis. He will, however, be unable to work directly on the Digital tower for one year. I suspect he will be able to give Frequentis some insight into the project's workings. We have been speaking with the new Project Manager. He is getting up to speed on the project and appears to have a good grasp of the issues and path forward.

Senate Fiscal Year 2025 Appropriations Committee Remote/Digital Tower language:

**Remote ATC Towers** - *The Committee is aware of the interest in remote tower systems to provide a safe, cost-effective alternative to brick and mortar towers at small and non-towered airports. The Committee expects the FAA to transparently inform stakeholders of the development and validation of defined safety, performance, and functional requirements, as well as a defined process for approval. The Committee directs the FAA to follow its formal advisory circular process, including notice and comment, and to provide a plan to finalize system design approval documents. The plan should be made available in a reasonable amount of time, without compromising safety and without undue pressure from industry.*

**Enhanced Remote Digital Tower Certification** - *The Committee is aware of the growing need from small and rural communities to improve safety and modernize the air traffic control capabilities of their airports in a timely manner. The Committee supports the FAA's work on remote digital towers as a potential solution to address this need. The FAA is currently allowing vendors to participate in a system design approval (SDA) process.*

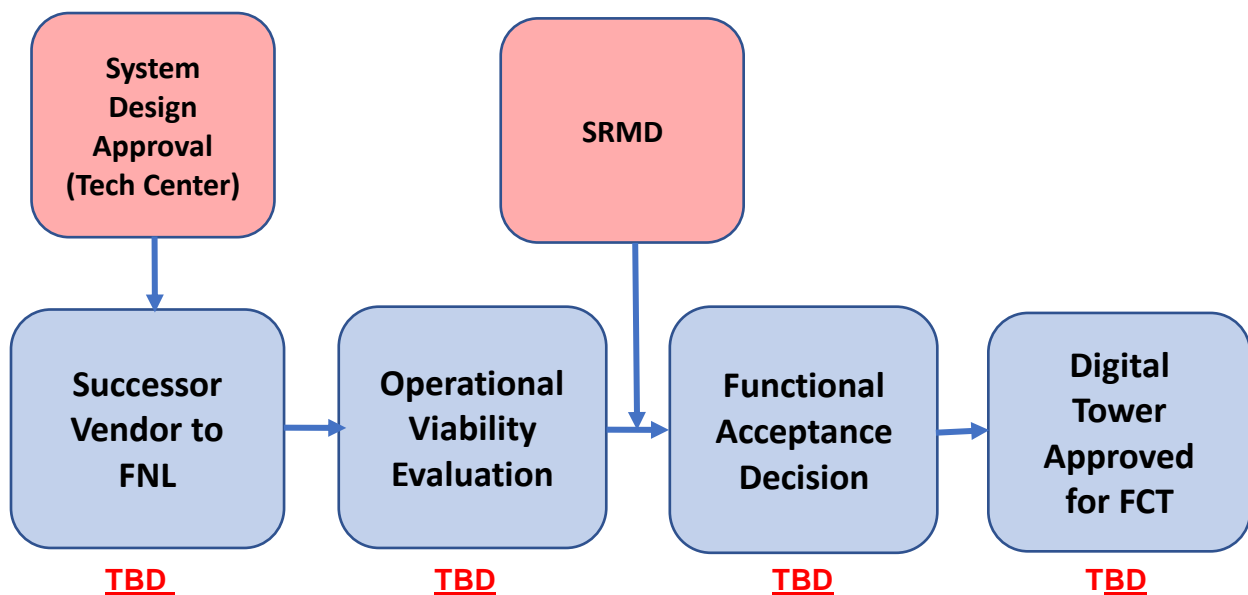
*When a vendor successfully completes the SDA process, non-Federal entities will be able to use the airport improvement program, airport infrastructure grant program, or airport terminal program funding to purchase the approved systems.*

Not sure where this will end up; stay tuned.

## WAM News

In late May L<sub>3</sub> Harris, FAA's ADS-B service provider, completed installation of the dual string ADS-B/Wide Area Multilateration (WAM) radios that replace the Phase 1 northern WAM constellation serving Craig, Hayden, Steamboat Springs and Rifle. This configuration will mimic the Phase 2 southern constellation, which has dual string radios, and serves Durango, Gunnison, Montrose and Telluride providing both ADS-B and WAM coverage to those airports. The advantage of the dual string configuration is that the two systems can check each other, and the WAM component would act as backup to ADS-B should it become compromised by either interference or spoofing, both of which are on the rise around the world. Because of the spoofing of ADS-B occurring in Europe and the Middle East as a result of the various conflicts, WAM is being considered as a safety mitigator.

## Proposed Digital Tower Process Moving Forward:



## Projected Start Date

**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.

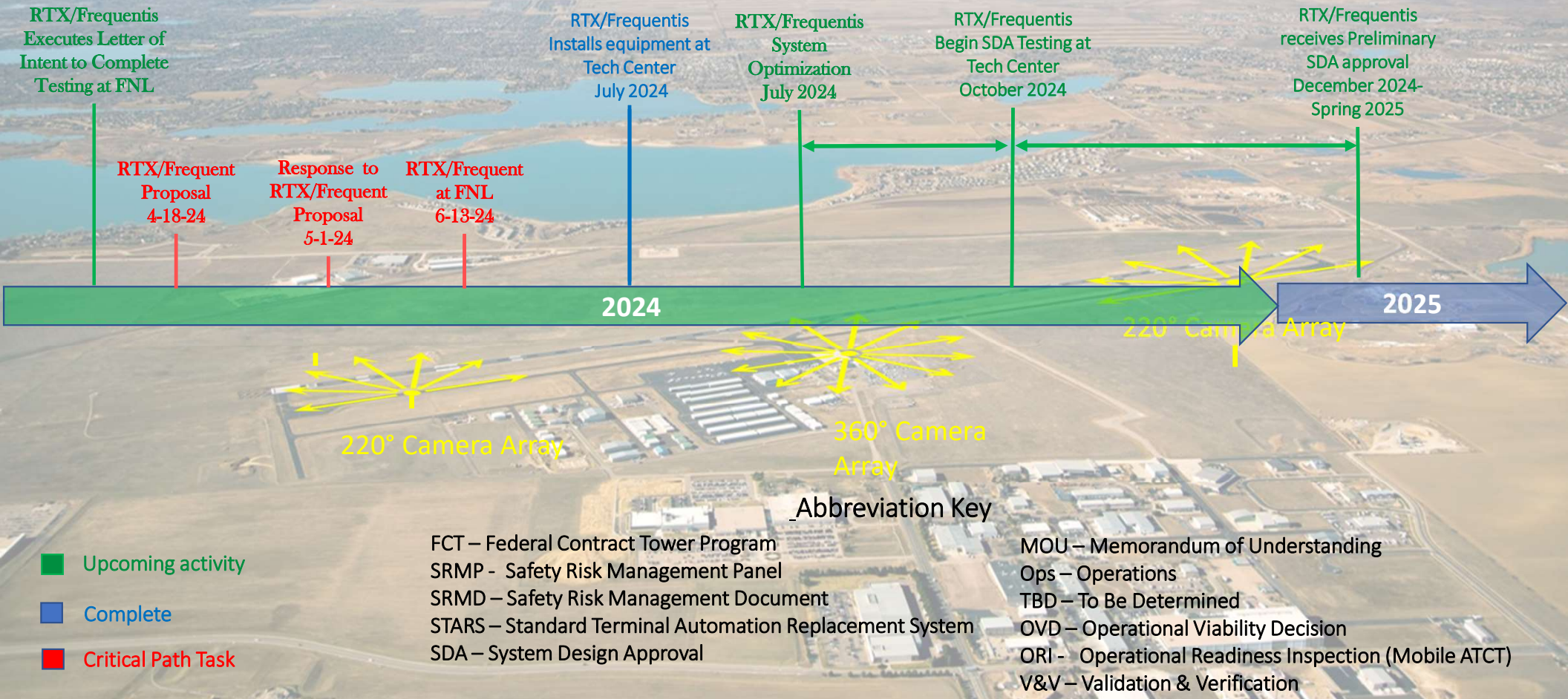
## Glossary of Project Technical Acronyms

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 July 31, 2024.

# Colorado Digital Tower Timeline (Draft)



**ITEM NUMBER:** 5

**MEETING DATE:** August 16, 2024

**PREPARED BY:** Aaron Ehle, Airport Planning & Development Specialist

---

**TITLE**

PDSC Agenda

**RECOMMENDED AIRPORT COMMISSION ACTION**

Informational – The Airport Commission may make changes to the PDSC Agenda

**BUDGET IMPACT**

Neutral

**SUMMARY**

August 7<sup>th</sup> Meeting:

- The PDSC reviewed draft Airport Capital Improvement Plan (ACIP) and provided input on the format, proposed projects and prioritization. An updated draft of the ACIP will be presented at the September 19<sup>th</sup> Airport Commission meeting.

Upcoming Meeting – September 4<sup>th</sup>

- The PDSC will review progress made on private development projects on sites that were identified in the Request for Expressions of Interest (REOI) and provide guidance on advancing the proposals for Airport Commission consideration.

**ITEM NUMBER:** 6

**MEETING DATE:** August 16, 2024

**PREPARED BY:** Francis Robbins, Acting Airport Director

---

**TITLE**

Director Search Update

**RECOMMENDED AIRPORT COMMISSION ACTION**

Informational

**BUDGET IMPACT**

Neutral

**SUMMARY**

City of Loveland Human Resources Director, Julia Holland, will provide an update on the search for a new Airport Director. The deadline for applications was on July 28, 2024.

**ITEM NUMBER:** 7  
**MEETING DATE:** August 16, 2024  
**PREPARED BY:** Francis Robbins, Acting Airport Director

---

**TITLE**

2025 Budget, Rates and Fees Final Review

**RECOMMENDED AIRPORT COMMISSION ACTION**

1. Make a motion to adopt 2025 rates and fees.
2. Make a motion to recommend approval of the 2025 budget.

**BUDGET IMPACT**

Not applicable

**SUMMARY**

The Intergovernmental Agreement (IGA) between the Cities requires that each City Council approve the Airport budget and appropriate a 50% share supporting Airport operations, maintenance, and capital improvements. The Airport Commission will review and recommend adoption by the City Councils. The draft 2025 budget is attached and the format shared is consistent with the Airport's monthly financial reports.

The total proposed 2025 budget is just under \$20.2 million, including an operating budget of \$2,224,169 and a capital budget of \$17,962,000. The Airport will continue to remain self-sufficient for all operational and maintenance needs and will utilize grant funding, available Airport balance, and public private partnerships to fund capital improvements. In order to accomplish all Capital Project goals set for 2025, private contributions will be essential to construct all CIP projects scheduled for 2025. Alternatively, projects can be prioritized with a new timeline.

An estimated revenue increase of 12.0% is attributed to escalating land lease agreements, fees associated with the ground based shuttle services, rental car concessions, increased fuel price percentage related reimbursements, and terminal parking. Land lease CPI adjustments were 5.22% on a 1-year cycle, 13.64% on a 2-year cycle, 17.67% on a 3-year cycle, and 22.27% on a 5-year cycle according to the U.S. Bureau of Labor Statistics.

Capital expenditures reflect anticipated federal and state grant resources and available Airport funding totaling approximately \$17,982,000, most of which (\$14.5 million) will be encumbered for the Runway 15-33 Widening. The capital budget also includes the annual IGA reserve of \$1,000,000 for 2025. The IGA defines the reserve as 25% of the Airport's total budget or 50% of the unassigned balance including the operations reserve and capital which is available for the Airport Commission to use for special projects. The unassigned balance at end of year 2024 is estimated to be \$2,000,000 making that the lesser amount.

#### **ATTACHMENTS**

2025 Proposed Airport Budget

Draft of 2025 Fee Schedule

2025 Airport Budget Presentation

Resolution # R-07-2024 Fee Schedule

Resolution # R-08-2024 Budget Recommendation

# **Exhibit A**

## **City of Loveland, Colorado**

### **Schedule of Rates, Charges and Fees for the Northern Colorado Regional Airport**

**DRAFT**

**Effective January 1, 2025**



# NORTHERN COLORADO REGIONAL AIRPORT

## Fuel Flowage Fees

Fuel flowage fee, off-airport, whichever is greater:

Percentage of actual cost, after taxes.....10%  
or

Per gallon.....\$0.08

Fuel flowage fee, on-airport, whichever is greater\*:

Percentage of actual cost, less taxes .....6%  
or

Per gallon.....\$0.06

*\*Lesser amount applies to scheduled Air Carriers.*

## Security Access Credentialing

Secure Identification Display Area (SIDA) badge new .....\$120

*Includes costs for fingerprints, FBI background check, badge, access card, training, & admin*

Secure Identification Display Area (SIDA) badge renewal .....\$25

Airport Operations Area (AOA) badge new & renewals .....\$25

*Includes costs for badge, background check, access card, & admin*

Security Violation Tier I penalty .....\$50

Security Violation Tier II penalty .....\$100

## Property Leasing

Land lease, increased annually by CPI:

Improved, per square foot .....~~\$0.50~~ \$0.526

Unimproved, per square foot.....~~\$0.353~~ \$0.371

Intent to lease deposit .....\$1,000 minimum & \$1,000 per acre

Terminal facilities lease, per square foot.....~~\$15.00~~ \$25.00

Terminal building overnight automobile parking, per night .....\$7.00

Terminal building automobile parking fine, per occurrence .....\$100.00

## Hangar Leasing

“C”, per month .....~~\$308.00~~ \$350.00

~~Hangar waiting list application fee, per application.....\$25.00~~

## FAA Certified Air Carrier Operations

Landing fee per 1,000 pounds of certified gross landing weight .....\$2.99

*Applies to non-based aircraft in excess of 12,500 pounds.*

Landing fee per 1,000 pounds of certified gross landing weight .....~~\$0.95~~ \$3.99

*Applies to non-based aircraft in excess of 60,000 pounds.*

Terminal gate use fee (per single operation for non-signatory users) .....\$75.00

Passenger facility charges (PFC), per passenger .....\$4.50

## ~~—ARFF (Aircraft Rescue and Fire Fighting) Standby Fees:~~

~~—Index B, per flight .....\$100.00~~

~~—Index C, per flight .....\$150.00~~

# 2025 Proposed Airport Budget



NORTHERN COLORADO  
REGIONAL AIRPORT COMMISSION

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Proposed Budget	Justification	Percent Change
<b><u>OPERATING REVENUES</u></b>							
Hangar Rental	247,095	240,022	207,083	215,000	159,000	Reduced for decommissioning of A & B hangars	-26.0%
FBO Rent	92,713	94,172	94,172	105,051	110,809	CPI Increase partially affected 2024	5.5%
Gas and Oil Commissions	265,576	405,588	318,433	300,000	315,000	This is driven by fuel price and airport activity levels	5.0%
State & County Aircraft Fuel Tax	127,754	193,644	192,614	150,000	157,500	This is driven by fuel price and airport activity levels	5.0%
Land Lease	738,561	920,494	1,040,780	1,099,000	1,113,000	Adjusted for CPI lease escalations	
Terminal Lease and Landing Fees	7,160	8,024	11,546	75,300	75,300	Assumes no new leases	1.3%
Parking	330	0	0	0	250,000	Tied to airline/ bus activity	0.0%
Miscellaneous	205,476	132,708	248,373	52,600	55,230	Tied to airline/ bus activity	5.0%
<b>TOTAL OPERATING REVENUES</b>	<b>1,684,665</b>	<b>1,994,652</b>	<b>2,113,001</b>	<b>1,996,951</b>	<b>2,235,839</b>	Total	12.0%
<b><u>OPERATING EXPENSES</u></b>							
FTE	6	8	8	9	10		11.1%
Personal Services	668,421	776,765	753,881	1,147,418	1,227,956	Increase attributed to insurance costs & add one FTE	7.0%
Supplies	74,945	99,694	107,263	123,550	129,729	Inflation adjustments	5.0%
Purchased Services	435,275	620,144	708,333	1,759,928	866,484	Removed Air Service Grant, Inflation adjustments	-50.8%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,178,641</b>	<b>1,496,603</b>	<b>1,569,477</b>	<b>3,030,896</b>	<b>2,224,169</b>	Total	-26.6%
<b>OPERATING GAIN (LOSS)</b>	<b>506,023</b>	<b>498,049</b>	<b>543,524</b>	<b>(1,033,945)</b>	<b>11,670</b>	The proposed budget is balanced	-101.1%
<b><u>NONOPERATING REVENUES (EXPENSES)</u></b>							
City Contributions	0	0	0	0	0		
Passenger Facility Charge	0	0	0	0	0	No change	
Interest Income	(61,294)	(112,373)	90,148	49,000	30,000	Finance controlled investments	-38.8%
Capital Expenditures	(3,623,375)	(1,082,549)	(5,449,371)	(21,958,000)	(17,982,000)	Expenditures include encumbering funds for Runway 15-33 Widening to be incurred in 2026	-18.1%
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<b>(3,684,669)</b>	<b>(1,194,922)</b>	<b>(5,359,223)</b>	<b>(21,909,000)</b>	<b>(17,952,000)</b>		-18.1%
<b>NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS</b>	<b>(3,178,646)</b>	<b>(696,873)</b>	<b>(4,815,699)</b>	<b>(22,942,945)</b>	<b>(17,940,330)</b>		-21.8%
Capital Contributions	4,274,041	1,399,819	31,248,000	16,272,500	14,439,240	Runway Widening Construction Grant	-11.3%
<b>CHANGE IN NET POSITION</b>	<b>1,095,395</b>	<b>702,946</b>	<b>26,432,301</b>	<b>(6,670,445)</b>	<b>(3,501,090)</b>	This change is driven by the local share for the capital projects, grant matches, and local only projects.	-47.5%
<b>Reserve Appropriation</b>	<b>1,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>38,000,000</b>	<b>1,000,000</b>	IGA stipulates this amount to be the lesser of 50% of unassigned balances of Airport Operating reserves and Capital Fund or less than 25% of the Airport's annual budget	-50.0%

# 2025 Proposed Budget, Rates and Fees Final Review

# Budget Process

- Airport Staff works with City of Loveland Budget on core budget
  - Sets rates associated core budgetary items i.e. personal services, insurance, fleet
- Airport develops the remaining budget based on needs, strategic objectives, and anticipated grant revenues and capital projects
- Preliminary budget is reviewed by the City Manager & decision package requests submitted for consideration
- Airport Commission reviews and recommends draft budget to City Councils
- Fort Collins adopts and appropriates 50% of the budget
- Loveland adopts full budget and appropriates 50% share of budget

# Budget Revenue

- Operating \$2,235,839
  - Leases and Rents
  - Fuel commissions and Sales Tax rebates
  - User Fees
- Capital & Other \$14,439,240
  - Runway 15-33 Widening
    - FAA AIP discretionary funds estimated at \$14 million for this safety improvement to be awarded in 2025 for construction in 2026

# Budget Expenses & Capital

- Operating: \$2,224,169
  - Personal Services
    - Adding 1 FTE total of 10 and increasing the Director Salary based on market study
  - Supplies
    - Adjusted upward by 5% to account for inflation
  - Purchased Services
    - Seeking a USDOT grant of \$750,000, if awarded would result in a second appropriation
- Capital Projects: \$17,952,000
  - Runway 15-33 Widening \$14,902,000
  - Air Traffic Control Facility Planning, Environmental, and Design \$2,000,000
  - Fuel Farm central site Design and Environmental \$800,000
  - Realign taxiway A1 connection to south runup Design \$250,000

# Summary

- Total Budget = \$20,206,169
- Revenues projected to increase 12%
  - Driven by fuel, new parking revenues, and CPI adjustments
- Potential grant funding over half of total budget
  - \$14 million in runway 15-33 widening design and construction
- Projecting a deficit of \$3,501,090 if all funding is expended and received as forecasted
  - Airport fund balance is forecasted to be about \$2,000,000 at the end of 2024

# CPI increases

- |                         |            |
|-------------------------|------------|
| • Unimproved Land Lease | • \$0.526  |
| • Improved Land Lease   | • \$0.371  |
| • T Hangar Rents        | • \$350.00 |

# Rates and Fees Changes

- Enforce parking at reduced rate of \$3.00 for overnight parking.

Airport	Terminal Parking
Denver (DEN)	\$18
Grand Junction Regional (GJT)	\$12
Rocky Mountain Metro (BJC)	\$12
Aspen Regional Airport (ASP)	\$12
Provo Regional Airport (PVU)	\$10
Durango (DUR)	\$9
Yampa Valley Regional (HDN)	\$9
Northern Colorado Regional (FNL)	\$7
Ogden Airport (ODG)	\$5
Pueblo Regional Airport	\$0
Laramie (LAR)	\$0
Cheyenne (CYS)	\$0

# Landing Fee

## Current Fee

- \$0.95/1,000 lbs Max Gross Landing Weight on Commercial Air Carriers
- Aircraft Rescue Fire Fighting fee \$100 per call out

## Suggested Change

- \$2.99/1,000 lbs. for all transient aircraft between 12,500 and 60,000 lbs.
- \$3.99/1,000 lbs. for all non based aircraft 60,000 lbs. or greater
- Replace the Aircraft Rescue Fire Fighting fee with the stare stepped landing fee.

Airport	Fee Rules
Pueblo Memorial	\$1.00 per 1000 lbs over 25,000 lbs. for commercial service, air taxi, and charter flights. Military and private users of the FBO do not get charged. CURRENTLY UPDATING RATES AND CHARGES.
Salida/Harriett Alexander Field	\$1.60+ approx per 1,000lbs (\$20 flat fee >12,500lbs; \$30 flat fee >16,500lbs; \$75 flat fee >50,000 lbs)
Lake County Leadville	\$100 Landing fee that is waived with fuel purchase. \$80 RON fee
Durango-La Plata County	\$2.01 per 1,000lbs >12,500lbs
Gunnison-Crested Butte Regional	\$2.72 per 1,000 lbs for non signatory part 135 operators
Eagle County Regional	\$2.99 per 1,000lbs >12,500lbs
Cortez Municipal	\$3.50 average per 1,000lbs (\$2.50 per 1,000lbs >4,000lbs; \$3.00 per 1,000lbs >9,000lbs; \$3.50 per 1,000lbs >12,500lbs; \$4.00 per 1,000lbs >20,000lbs; \$4.50 per 1,000lbs >35,000lbs)
Stevens Field Pagosa Springs	\$4.00 per 1,000lbs >12,500lbs, \$5.00 per 1,000lbs >20,000lbs
Denver International	\$4.06 per 1,000lbs \$40 min, every aircraft
Yampa Valley	\$4.28 per 1,000lbs >12,500lbs, Non-Sig Com - all weights \$5.35/1000lbs.
Rifle Garfield County	\$4.77 per 1,000lbs > 10,000lbs
Central Colorado Regional	\$5.00+ approx per 1,000lbs (\$50 flat fee >10,000lbs; \$75 flat fee >16,500lbs; \$100 flat fee >30,000lbs; \$150 flat fee >50,000lbs)
Telluride Regional	\$5.37 average per 1,000lbs (\$3.25 per 1,000lbs Piston & Turbo Props all weights; \$7.50 per 1,000lbs Jets all weights)
Aspen-Pitkin County/ Sardy Field	\$9.18 per 1,000lbs all weights
San Luis Valley Regional/Bergman Field	Airline landing fees- \$1.85 per 1,000 lbs, Cargo Carrier Landing Fees- \$1.85 per 1,000 lbs, ramp fees for GA waived with fuel purchase

# Landing Fee Examples

Aircraft Type	Chargeable Weight	Current Fee	New Fee
Pilatus PC-12	9,000	\$0	\$29.66
King Air 360	12,500	\$0	\$37.37
Citation V	15,200	\$0	\$45.44
Challenger 300	33,750	\$0	\$100.91
Gulfstream G450	58,500	\$0	\$174.91
CRJ200	47,000	\$144.65	\$140.53
EMB 175	75,178	\$171.42	\$299.96
B737-800	146,000	\$238.70	\$582.54
A320	142,200	\$235.09	\$567.38

# Recommendations

- A motion to Adopt the 2025 Rates and Fees schedule
- A motion to adopt a resolution recommending the 2025 budget for approval by the City Councils

**RESOLUTION #R-7-2024**

**A RESOLUTION ADOPTING THE 2025 NORTHERN COLORADO  
REGIONAL AIRPORT RATES AND FEES**

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

**WHEREAS**, pursuant to the 2015 IGA, as amended in 2016 and 2019, the Cities delegated certain authority to the Commission, including the authority to “establish Airport rates, fees and charges on an annual basis;” and

**WHEREAS**, Airport staff regularly review Airport rates, fees and charges to ensure that such fees are appropriate and current. For 2025, Airport staff recommend updating the land lease rates, terminal facilities lease rate, hangar leasing rate, and landing fees. The proposed 2025 Schedule of Rates, Charges and Fees is attached hereto as “Exhibit A;” and

**WHEREAS**, the Commission supports the rates, fees and charges adjustments proposed by staff and finds that they are in the best interests of the Airport.

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

**Section 1.** That the Schedule of Rates, Charges and Fees for the Northern Colorado Regional Airport for 2025 is hereby approved to go into effect January 1, 2025.

**Section 4.** That this Resolution shall go into effect as of the date and time of its adoption.

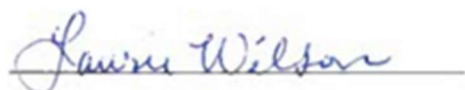
ADOPTED this 16th day of August, 2024.

\_\_\_\_\_  
Jeni Arndt, Chairperson

ATTEST:

\_\_\_\_\_  
Secretary

APPROVED AS TO FORM:

A handwritten signature in blue ink, reading "Laurie Wilson", is written over a horizontal line.

Acting Deputy City Attorney

# **Exhibit A**

## **City of Loveland, Colorado**

### **Schedule of Rates, Charges, and Fees for the Northern Colorado Regional Airport**

**Effective January 1, 2025**



# NORTHERN COLORADO REGIONAL AIRPORT

---

## Fuel Flowage Fees

Fuel flowage fee, off-airport, whichever is greater:

Percentage of actual cost, after taxes..... 10%

or

Per gallon..... \$0.08

Fuel flowage fee, on-airport, whichever is greater\*:

Percentage of actual cost, less taxes..... 6%

or

Per gallon..... \$0.06

*\*Lesser amount applies to scheduled Air Carriers.*

## Security Access Credentialing

Secure Identification Display Area (SIDA) badge new ..... \$120

*Includes costs for fingerprints, FBI background check, badge, access card, training, & admin*

Secure Identification Display Area (SIDA) badge renewal ..... \$25

Airport Operations Area (AOA) badge new & renewals ..... \$25

*Includes costs for badge, background check, access card, & admin*

Security Violation Tier I penalty ..... \$50

Security Violation Tier II penalty ..... \$100

## Property Leasing

Land lease, increased annually by CPI:

Improved, per square foot ..... \$0.526

Unimproved, per square foot..... \$0.371

Intent to lease deposit ..... \$1,000 minimum & \$1,000 per acre

Terminal facilities lease, per square foot..... \$25.00

Terminal building overnight automobile parking, per night ..... \$7.00

Terminal building automobile parking fine, per occurrence ..... \$100.00

## Hangar Leasing

“C”, per month ..... \$350.00

## FAA Certified Air Carrier Operations

Landing fee per 1,000 pounds of certified gross landing weight ..... \$2.99

*Applies to non-based aircraft in excess of 12,500 pounds.*

Landing fee per 1,000 pounds of certified gross landing weight ..... \$3.99

*Applies to non-based aircraft in excess of 60,000 pounds.*

Terminal gate use fee (per single operation for non-signatory users) ..... \$75.00

Passenger facility charges (PFC), per passenger..... \$4.50

**RESOLUTION #R-8-2024**

**A RESOLUTION APPROVING THE 2025 AIRPORT BUDGET AND  
RECOMMENDING APPROVAL BY THE CITY COUNCILS OF FORT COLLINS  
AND LOVELAND**

WHEREAS, the City of Fort Collins (“Fort Collins”) and the City of Loveland (“Loveland”) jointly own and operate the Northern Colorado Regional Airport (the “Airport”) pursuant to that Amended and Restated Intergovernmental Agreement for the Joint Operation of the Fort Collins-Loveland Municipal Airport (the “IGA”), dated January 22, 2015, as amended; and

WHEREAS, pursuant to the IGA, the two Cities formed the Northern Colorado Regional Airport Commission (“Commission”) and granted the Commission certain authority, including the authority to develop the Airport budget; and

WHEREAS, the two Cities reserved to themselves the authority to approve the annual Airport budget and the authority to approve each Cities’ annual contributions to and appropriation of the Airport budget; and

WHEREAS, Airport staff has prepared the annual Airport budget for fiscal year 2025 (the “2025 Airport Budget”) and the Commission has reviewed the 2025 Airport Budget, which is attached hereto as “Exhibit A” and incorporated herein; and

WHEREAS, after such review, the Commission approves the 2025 Airport Budget, and recommends approval by the two City Councils along with appropriation of the necessary funds for such 2025 Airport Budget.

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

**Section 1.** That the 2025 Airport Budget attached hereto as “Exhibit A” is hereby approved.

**Section 2.** That the Commission recommends that the Fort Collins City Council and the Loveland City Council each approve the 2025 Airport Budget. The Commission further recommends that the City Councils approve each City’s annual contributions to and appropriation of the 2025 Airport Budget.

**Section 3.** That this Resolution shall be effective as of the date and time of its adoption.

ADOPTED this 16<sup>th</sup> day of August, 2024.

---

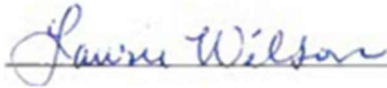
Jeni Arndt, Chair of the  
Northern Colorado Regional Airport Commission

ATTEST:

---

Secretary

APPROVED AS TO FORM:

A handwritten signature in blue ink, appearing to read "Laurie Wilson", is written over a horizontal line.

Acting Deputy City Attorney

# 2025 Proposed Airport Budget



NORTHERN COLORADO  
REGIONAL AIRPORT COMMISSION

	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2025 Proposed Budget	Justification	Percent Change
<b><u>OPERATING REVENUES</u></b>							
Hangar Rental	247,095	240,022	207,083	215,000	159,000	Reduced for decommissioning of A & B hangars	-26.0%
FBO Rent	92,713	94,172	94,172	105,051	110,809	CPI Increase partially affected 2024	5.5%
Gas and Oil Commissions	265,576	405,588	318,433	300,000	315,000	This is driven by fuel price and airport activity levels	5.0%
State & County Aircraft Fuel Tax	127,754	193,644	192,614	150,000	157,500	This is driven by fuel price and airport activity levels	5.0%
Land Lease	738,561	920,494	1,040,780	1,099,000	1,113,000	Adjusted for CPI lease escalations	
Terminal Lease and Landing Fees	7,160	8,024	11,546	75,300	75,300	Assumes no new leases	1.3%
Parking	330	0	0	0	250,000	Tied to airline/ bus activity	0.0%
Miscellaneous	205,476	132,708	248,373	52,600	55,230	Tied to airline/ bus activity	5.0%
<b>TOTAL OPERATING REVENUES</b>	<b>1,684,665</b>	<b>1,994,652</b>	<b>2,113,001</b>	<b>1,996,951</b>	<b>2,235,839</b>	Total	12.0%
<b><u>OPERATING EXPENSES</u></b>							
FTE	6	8	8	9	10		11.1%
Personal Services	668,421	776,765	753,881	1,147,418	1,227,956	Increase attributed to insurance costs & add one FTE	7.0%
Supplies	74,945	99,694	107,263	123,550	129,729	Inflation adjustments	5.0%
Purchased Services	435,275	620,144	708,333	1,759,928	866,484	Removed Air Service Grant, Inflation adjustments	-50.8%
<b>TOTAL OPERATING EXPENSES</b>	<b>1,178,641</b>	<b>1,496,603</b>	<b>1,569,477</b>	<b>3,030,896</b>	<b>2,224,169</b>	Total	-26.6%
<b>OPERATING GAIN (LOSS)</b>	<b>506,023</b>	<b>498,049</b>	<b>543,524</b>	<b>(1,033,945)</b>	<b>11,670</b>	The proposed budget is balanced	-101.1%
<b><u>NONOPERATING REVENUES (EXPENSES)</u></b>							
City Contributions	0	0	0	0	0		
Passenger Facility Charge	0	0	0	0	0	No change	
Interest Income	(61,294)	(112,373)	90,148	49,000	30,000	Finance controlled investments	-38.8%
Capital Expenditures	(3,623,375)	(1,082,549)	(5,449,371)	(21,958,000)	(17,982,000)	Expenditures include encumbering funds for Runway 15-33 Widening to be incurred in 2026	-18.1%
<b>TOTAL NONOPERATING REVENUES (EXPENSES)</b>	<b>(3,684,669)</b>	<b>(1,194,922)</b>	<b>(5,359,223)</b>	<b>(21,909,000)</b>	<b>(17,952,000)</b>		-18.1%
<b>NET INCOME (LOSS) BEFORE CAPITAL CONTRIBUTIONS</b>	<b>(3,178,646)</b>	<b>(696,873)</b>	<b>(4,815,699)</b>	<b>(22,942,945)</b>	<b>(17,940,330)</b>		-21.8%
Capital Contributions	4,274,041	1,399,819	31,248,000	16,272,500	14,439,240	Runway Widening Construction Grant	-11.3%
<b>CHANGE IN NET POSITION</b>	<b>1,095,395</b>	<b>702,946</b>	<b>26,432,301</b>	<b>(6,670,445)</b>	<b>(3,501,090)</b>	This change is driven by the local share for the capital projects, grant matches, and local only projects.	-47.5%
<b>Reserve Appropriation</b>	<b>1,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>56,000,000</b>	<b>1,000,000</b>	IGA stipulates this amount to be the lesser of 50% of unassigned balances of Airport Operating reserves and Capital Fund or less than 25% of the Airport's annual budget	-50.0%