



NORTHERN COLORADO

REGIONAL AIRPORT COMMISSION

4900 EARHART ROAD • LOVELAND, CO 80538

REGULAR MEETING AGENDA

THURSDAY, MAY 15, 2025

3:00PM – 5:00PM

ALL MEMBERS OF THE PUBLIC ARE INVITED TO ATTEND THIS MEETING IN-PERSON AT:

NEW LOCATION: 4872 ENDEAVOR DR, JOHNSTOWN CO 80534 – ROOM 103

OR OBSERVE VIRTUALLY USING THE INFORMATION BELOW:

JOIN ZOOM MEETING: <https://us06web.zoom.us/j/81745121465?pwd=5PPT3WQWWANT9JLSXJAPKMWNINCIN.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=5PPT3WQWWANT9JLSXJAPKMWNINCIN.1>

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

10 MINUTES

CONSENT AGENDA

1. APRIL 17, 2025 REGULAR MEETING MINUTES, *PAGE 3*
2. AIRPORT DIRECTOR'S REPORT, *PAGE 7*
3. AIRPORT STAFF'S FOLLOW-UP TO COMMISSION REQUESTS FOR ADDITIONAL INFORMATION/RECOMMENDATION, *PAGE 35*
4. AIRPORT FINANCIAL REPORT
FIRST AND SECOND QUARTER REPORT PRESENTATION AT JULY 17TH MEETING
5. CONSENT AGENDA FOLLOW-UP

APPROVAL OF CONSENT AGENDA

10 MINUTES

PULLED CONSENT AGENDA ITEMS

REGULAR AGENDA

6. 2024 FINANCIAL AUDIT
INFORMATIONAL, PAGE 38
PRESENTING: RICH BERETTA, SENIOR MANAGER, PLANTE MORAN
10 MINUTES
7. CAPITAL IMPROVEMENT PLAN 2026-2030
INFORMATIONAL, PAGE 47
PRESENTING: JOHN KINNEY, AIRPORT DIRECTOR
20 MINUTES
8. 2026 AIRPORT BUDGET RECOMMENDATION
ACTION, PAGE 51
PRESENTING: JOHN KINNEY, AIRPORT DIRECTOR
20 MINUTES
9. RUNWAY 15-33 WIDENING CONTRACT AWARD AND ACCEPTANCE OF PENDING FAA AND CDOT GRANTS IN 2025 AND 2026 RECOMMENDATION
ACTION, PAGE 61
PRESENTING: JOHN KINNEY, AIRPORT DIRECTOR
15 MINUTES
10. AIRPORT BADGING FEE UPDATE
ACTION, PAGE 74
PRESENTING: DYLAN SWANSON, OPERATIONS MANAGER
10 MINUTES



NORTHERN COLORADO REGIONAL AIRPORT COMMISSION

11. ADDITIONAL BUSINESS FROM AIRPORT COMMISSIONERS

10 MINUTES

ADJOURN

FUTURE MEETING TOPICS

July 17 - 3:00-5:00

Study Session Format

Air Service Development

Primary Management Compliance Documents

Airport Staff's Annual workplan



Regular Meeting Minutes for April 17, 2025

CALL TO ORDER

Meeting called to order at 3:02 p.m.

ROLL CALL

Commission Members Marsh, Thompson, Williams, DiMartino, Miller, and Stooksbury were present. Chair Arndt was absent.

PUBLIC COMMENT

Acting Chair Stooksbury opened the floor for public comment:

- Kelly Freeland expressed concern about air traffic controllers limiting the number of aircraft in the traffic pattern, noting that at times only one aircraft is permitted. Ms. Freeland stated that the closure of Runway 6/24 is negatively affecting local flight schools and requested that discussions related to the through-the-fence business park be conducted in public session rather than in executive session.
- Stephen Hayne reiterated his interest in constructing new hangars and urged the airport to proceed with plans to support hangar development for small general aviation aircraft. He requested a breakdown of the \$35 million infrastructure estimate for Site C by phase. Mr. Hayne also asked for an explanation of the proposed increase for airport access badges and expressed concerns about the potential for personal information to be compromised by the new cloud-based system. Additionally, he voiced concern about current traffic pattern limitations.
- Tom Barlow noted that while the financial report included revenue details, it lacked information on expenses. He expressed concern about the proposed increase in badge fees and requested a cost breakdown, emphasizing that airport badging should be revenue neutral. Mr. Barlow also recommended implementing an ADS-B-based tracking system for air traffic controllers, noting that similar systems are in use at other airports.
- Ryan Carlson, Chief Pilot for Nutrien, voiced disapproval with the proposed badge fee increase and pointed out that the airport is missing a significant revenue opportunity by not charging for vehicle parking. He emphasized that safety and operational efficiency are key to attracting operators and tenants back to the airport following the runway widening project. Mr. Carlson also stated that ADS-B data should be utilized to enhance safety, not as a tool to impose landing fees.
- Aron Swyers, representing Business Aviation Group, announced a public open house at the new Aero FNL hangars, scheduled for May 14th from 3:00 to 5:00 p.m.
- Marvin Browning, President of the FNL Pilots Association, expressed concern with the management of the traffic pattern. He



requested that tenants receive free passes to the airshow in September and expressed concern about hangar access restrictions during the event.

- Rick Turley noted that Ditesco performed only a limited structural inspection of the C hangars in 2022, not a full structural evaluation of each unit. The report found that retrofitting to meet current building codes was not feasible, leading the Commission to vacate the hangars and evict tenants in March 2023. Following the eviction, Knott Laboratories was hired to inspect each unit and recommend repairs, which were completed in 2024. Mr. Turley stated that while staff are considering another structural evaluation, he believes it's unnecessary. If one is done, he believes it should be handled by Knott. He also opposed increased badge fees, stating that the fees should only cover actual costs.
- Scott Holst with Discovery Air requested assurances that enforcement of prohibited activities in the Centre Point Business Park will occur. He noted that commercial aeronautical activities are prohibited according to the through-the-fence agreement.
- Nick Johnson with the Landline Company stated that charging for parking will increase the friction of the passenger experience and will likely lead to a decrease in ridership.

CONSENT AGENDA

Commissioner DiMartino moved to approve all items presented on the consent agenda. The motion, seconded by Commissioner Williams, carried with all present Commissioners voting in favor thereof.

Pulled Items: None

Consent Follow up: Commissioner DiMartino requested an explanation of the planned relocation of the Airport Commission meetings to the Larimer Emergency Telephone Authority in Johnstown. Director Kinney stated that the new location has more space and better technological capabilities.

Public Comments: None

REGULAR AGENDA

5. QUARTER 1 FINANCIAL REPORT

Molly Elder, Deputy Chief Financial Officer, presented the financial information in two new potential formats.

- Ms. Elder noted that most budget categories are on track but highlighted that the airport has not yet begun charging for parking, despite the budget projecting \$200,000 in parking revenue.
 - Director Kinney explained that staff proposed a \$2 a day charge for parking. This was met with opposition from the



shuttle bus companies, who expressed that the charge would likely disrupt their business models at FNL. Staff will continue to work on this issue and will bring forward a proposal for parking at an upcoming meeting.

- Operating expenditures are lower than anticipated through Q1.

6. AIRPORT DIRECTOR'S REPORT

John Kinney, Airport Director, presented the Airport Director's Report

- Informational Items:
 - The Airport has been in coordination with Congresswoman Boebert's office on:
 - the possibility of a construction manager at risk (CMAR) delivery method on the runway widening project.
 - Potential earmarks for radar and a permanent air traffic control tower
 - The Airport is purchasing an operations tracking system from Virtower. Based on ADS-B technology, the display aids in situational awareness and aircraft spacing. While not FAA-sanctioned, it is used in other towers across the country. CDOT Aeronautics will provide \$3,000 in funding for the system.
 - A meeting will be organized to convey information about the airshow to tenants.
- Discussion Items
 - Director Kinney presented the staff work plan, noting that the development of a vision will help set priorities. He emphasized that staffing constraints will impact the execution of the plan.
 - A draft of the 2026-2030 Capital Improvement Plan (CIP) was presented. Several important items have been identified that are currently unfunded.
 - Director Kinney presented a chart showing new revenue opportunities that have been identified by staff.
 - Spreadsheets detailing all land leases were presented. Director Kinney noted that total rent from these leases is \$1.2 million and explained that increasing revenue through new leases will be a gradual process. He added that the most effective way to boost revenue quickly is by securing scheduled commercial airline service.
 - Director Kinney presented conceptual layouts for Sites B and C.
 - Sally Covington, who will facilitate the Commission workshop, was introduced. She shared her experience in air service development, media relations, public relations, etc. at Denver and Pittsburgh International Airports. Ms. Covington emphasized that attracting commercial service is the greatest



opportunity for increasing revenue and noted that FNL is well positioned to achieve this. She encouraged the Airport to issue a new RFP for a reputable air service development consultant.

- Commissioner Stooksbury requested information about the previous air service development contract.
- Commissioner Williams requested more fidelity on airport expenses

**7. AIRPORT BADGING
FEE UPDATE**

This item was postponed due to lack of time.

**8. UPDATE ON
THROUGH-THE-
FENCE/CENTREPOINT
BUSINESS PARK
TAXIWAY AGREEMENT**

This item was postponed due to lack of time.

**8. BUSINESS FROM
MEMBERS**

Commissioner Stooksbury asked if there is a mechanism for reporting near-miss incidents.

Commissioner Stooksbury requested information on the status of the C hangars and the development of a replacement site.

Commissioner Marsh requested a breakdown of the infrastructure costs for Site C.

Commissioner Williams requested information on the traffic pattern limitations.

Commissioner Stooksbury requested information on the closure of runway 6-24 and the possibility of reopening it.

ADJOURNMENT

Acting Chair Stooksbury adjourned the meeting at 5:12 p.m.

Respectfully Submitted,

Airport Commission Chair, Jenny Arndt



NORTHERN COLORADO REGIONAL AIRPORT

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

Item #: 2

Date: May 15, 2025

To: Northern Colorado Regional Airport Commission

From: John S. Kinney

Re: Airport Director's Report for May 2025

Informational Items: No presentation – possible questions from Commissioners

1. FNL's FAA's annual comprehensive safety inspection:

- a. Tabletop Exercise: Scenario: aircraft accident with ~30 casualties: The event will predate the full scale in September.
- b. Tri-annual Full-Scale Exercise: Target date: Friday September 5th.
- c. Live Burn for ARFF personnel's annual certification: Friday September 5th.

2. Air Show 2025:

Scheduled for: September 20th & 21st. Event organizer has begun the permitting process. Tenant coordination has begun – Tenant briefing scheduled for May 23, 2025, at 3:00 p.m.

3. Air Traffic Control Tower: ([Attachment 1](#))

An onsite sighting study by the FAA to evaluate possible locations for a future permanent air traffic control tower and to conduct safety risk assessment: August 7th, 26th and 27th. Two additional "virtual meetings" will occur with stakeholders and agencies ahead of the August meetings.

4. FNL Radar: ([Attachments 2-4](#))

Ongoing efforts continue: Staff has ordered a VirTower subscription for airport staff and FNL's air traffic controllers. VirTower has also submitted an application for certification by the FAA for use in the FAA's contract control tower program nationwide. FAA certification of this technology (several vendors in play) begins this month. This system is an ADSB platform magnifying controllers' situational awareness at a fraction of the cost while enhancing air safety at FNL immediately.

5. Collection of Landing Fees:

From the airport's vendor Vector Airport Systems slated to start in June

6. Parking Update:

Staff is finalizing a consultancy agreement for a holistic market review with recommended rates and fees. The City of Loveland's legal and procurement departments support the project approach. FNL's ground transportation operators will be part of this analysis seeking their respective perspectives. Staff will provide the Commission with ongoing updates as the project progresses.

7. Parcel C Update: ([Attachment 5](#))

Staff continues to work with two exciting submissions that provide immediate revenues and assume the cost for infrastructure. Details are still under review and negotiations are pending.

8. Professional Services Procurement:

Council action to fund projects in late June.

- | | |
|---|--|
| a. Air Traffic Control Tower restrooms: | Staff will issue RFP this summer. |
| b. Equitable Fees Analysis: All users: | Staff to engage outside consulting services. |
| c. Parking & Ground Trans Analysis: | Study under Dibble's "On Call" contract. |
| d. Airport Rates & Charges Study: | Staff will issue RFP this summer. |
| e. Strategic Land Development Plan: | Staff will issue RFP this summer. |
| f. Air Service Development Program: | Staff will issue RFP this summer. |
| g. Airport Marketing & Brand Program: | Staff will issue RFP this summer. |
| h. Develop Air Service Program: | Staff will issue RFP this summer. |

Attachments

- 1) CDOT Aeronautics Digital Tower Program Report
- 2) FAA STARS Removal Letter to NATA
- 3) STARS Removal Email
- 4) STARS Meeting Request Email
- 5) Site C Conceptual Layout

End



April 30, 2025

From: William E. Payne, P.E.

To: Colorado Division of Aeronautics

Section A – Digital Air Traffic Control Contract Progress Report #46

Re: Period: April 1 through April 30, 2025

**Colorado Digital Tower Project
Activity Status**

| Activity | Status/Start Date (Projected) | Finish Date (Projected) | Remarks |
|--|-------------------------------|-------------------------|----------------|
| Digital Tower Implementation | | | |
| | | | |
| | | | |
| Digital Tower System | | | |
| 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 |
| Digital Tower Testing | | | |
| RTX/Frequentis Batch 0 Testing | 2/10/2025 | 2/20/2025 | Complete |
| RTX/Frequentis Batch 1 Testing | 4/2/2025 | 4/11/2025 | Complete |
| RTX/Frequentis Batch 2 Testing | 5/12/2025 | TBD | |
| RTX/Frequentis Batch 3 Testing | TBD | TBD | |
| RTX/Frequentis Batch 4 Testing | TBD | TBD | |
| RTX/Frequentis Batch 5 Testing | TBD | TBD | |
| RTX/Frequentis Batch 6 Testing | TBD | 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 | |
| Functional Acceptance Decision | TBD | TBD | |

Digital Tower Project Narrative:

Batch 1 testing, which centered around ground operations for a single runway of the RTX/Frequentis system, was completed on April 11th. Ground operational testing is the

easiest, as the distributed cameras offer comprehensive view of the airfield surface, including runways, taxiways and hold short lines. Compared to aerial views, ground observation provides the controller with visual clues from fixed objects on the airfield such as runway and taxiway markings and hold short lines to judge aircraft position. In addition, the distributed camera arrays are closer to the area of interest on the airfield.

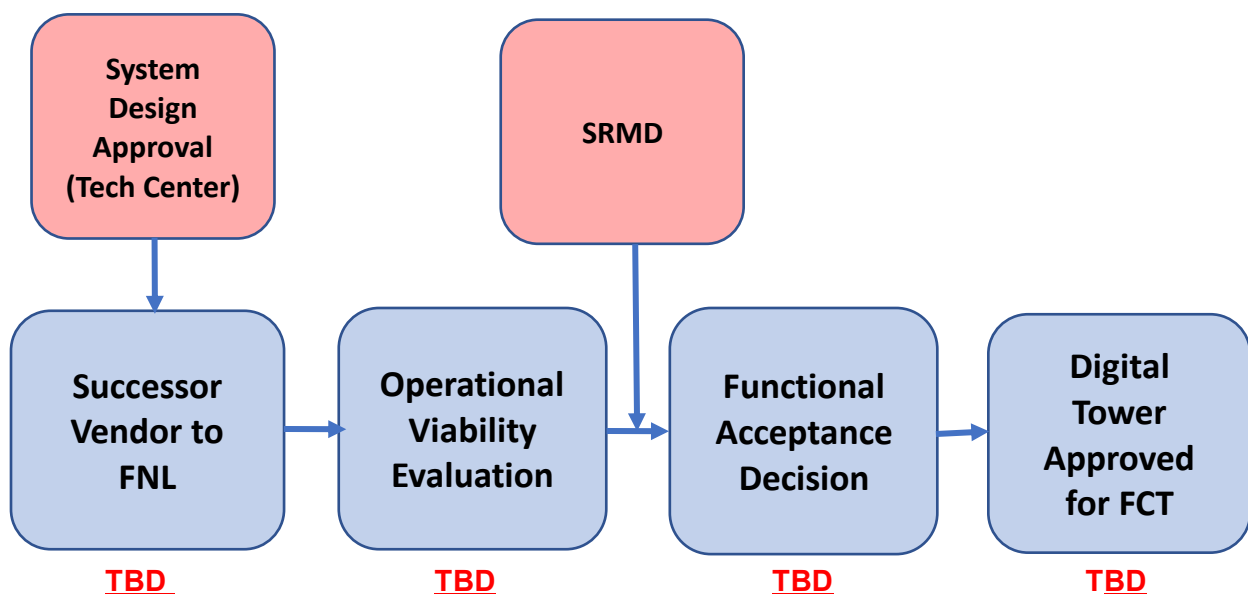
Batch 2 testing, which will concentrate on airborne operations, is scheduled to begin on May 12th. Airborne testing will be more challenging, as the aircraft will be further from the camera arrays and there are fewer visual clues as to location and orientation. This will be where the system must meet the visual requirements in the Operational Visual Requirements (OVR) and the Remote Tower (RT) Systems Minimum Functional and Performance Requirements for Non-federal Applications Version 5. Version 6 of the requirements will deal with multi runway operations. The FAA has agreed to allow RTX/Frequentis to complete testing for single runway operations before proceeding to multi runway testing, reducing the testing schedule.

On April 11, 2025, Transportation Secretary Sean Duffy and FAA acting Administrator Chris Rocheleau visited the FAA's National Airspace Research and Technology Park (NARTP) and had the opportunity to see the RTX/Frequentis digital tower system in operation. Intelligence has indicated that they were impressed with the system.

There are ongoing discussions with six ski country airports and two front-range airports to investigate the opportunity of establishing a digital tower center to provide airport traffic services. Such a center would be the first in the nation and would utilize the RTX/Frequentis digital tower technology currently being tested at NARTP adjacent to the William J. Hughes Technical Center and the Atlantic City International Airport (ACY).

Attached is the RTX/Frequentis April 2025 System Design Approval update.

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.

DIGITAL 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.

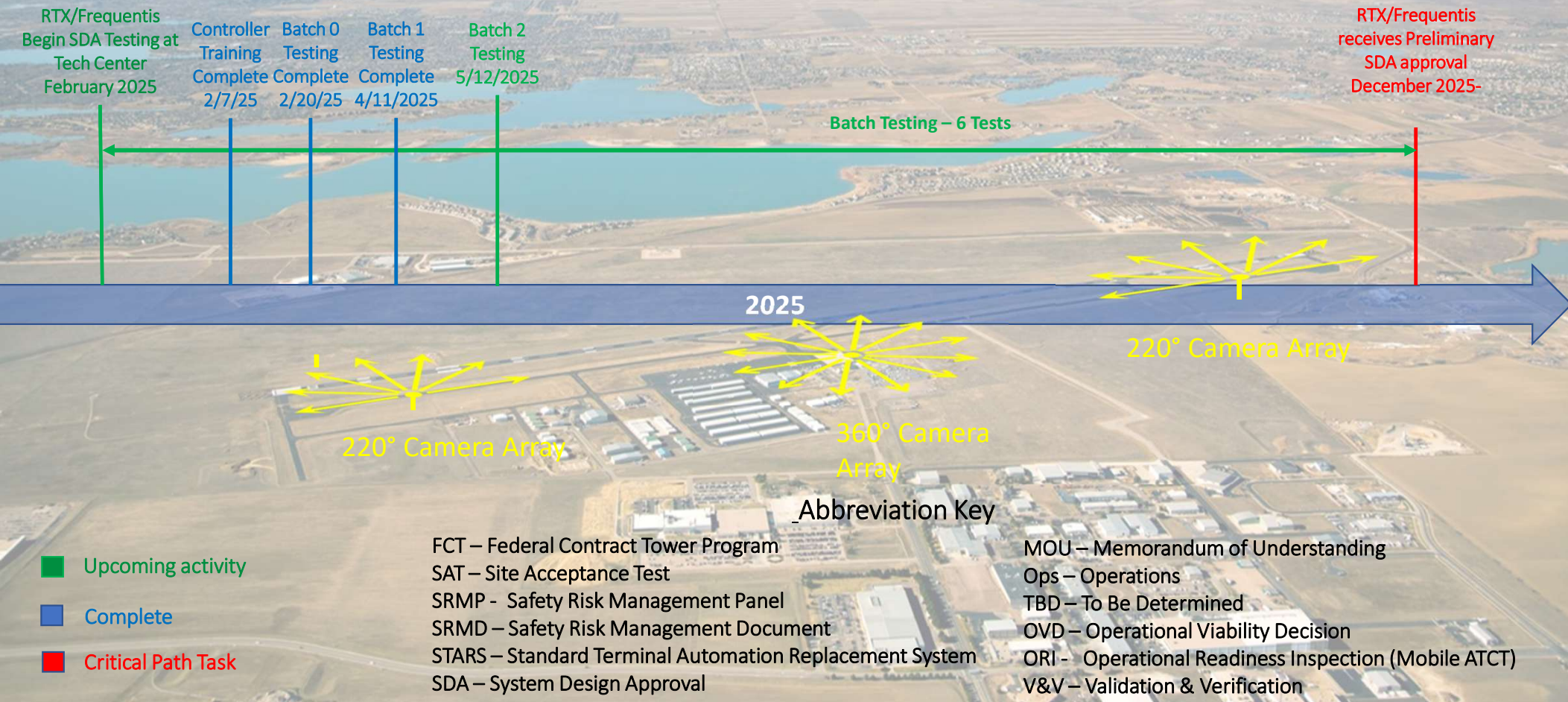
Glossary of Project Technical Acronyms

| | |
|---------|--|
| 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 April 30, 2025.
2. FNL System Design Approval Update as of April 21, 2025.

Colorado Digital Tower Timeline (Draft)





Digital Tower System Design Approval (DT SDA)



FNL Update
21 Apr 2025

SDA UPDATE: OPERATIONAL EVALUATION

- Our system was presented to Secretary of Transportation, Sean Duffy 11 Apr, pictured below
- FAA-led batch testing underway
 - **Batch 0:** COMPLETE
 - **Batch 1:** Data collection complete, no major issues. Awaiting FAA's Batch 1 Report
 - **Batch 2:** Data collection runs 12 May-23 May



SDA UPDATE: DOCUMENTATION

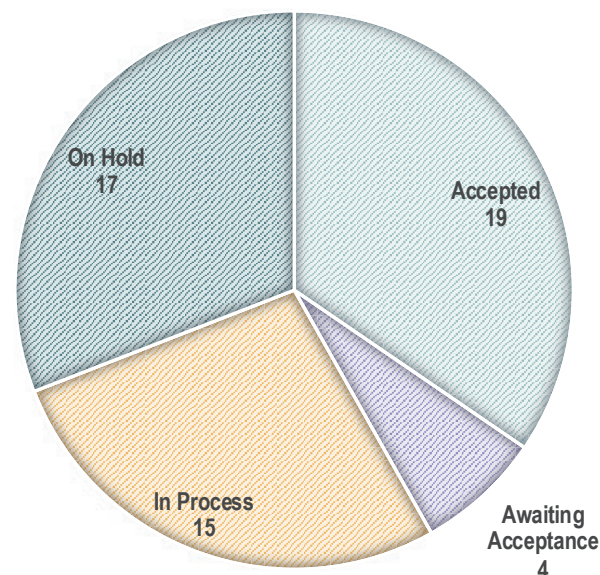
- Summary

- 19 deliverables have been accepted with another 4 awaiting FAA acceptance
- 4 have yet to be started as they are post-testing deliverables with an additional 17 blocked from progressing due to required approval of earlier deliverables, many of which are tied to the SSS
- Line-by-line status of deliverables is detailed in backup slides

- Update since last meeting:

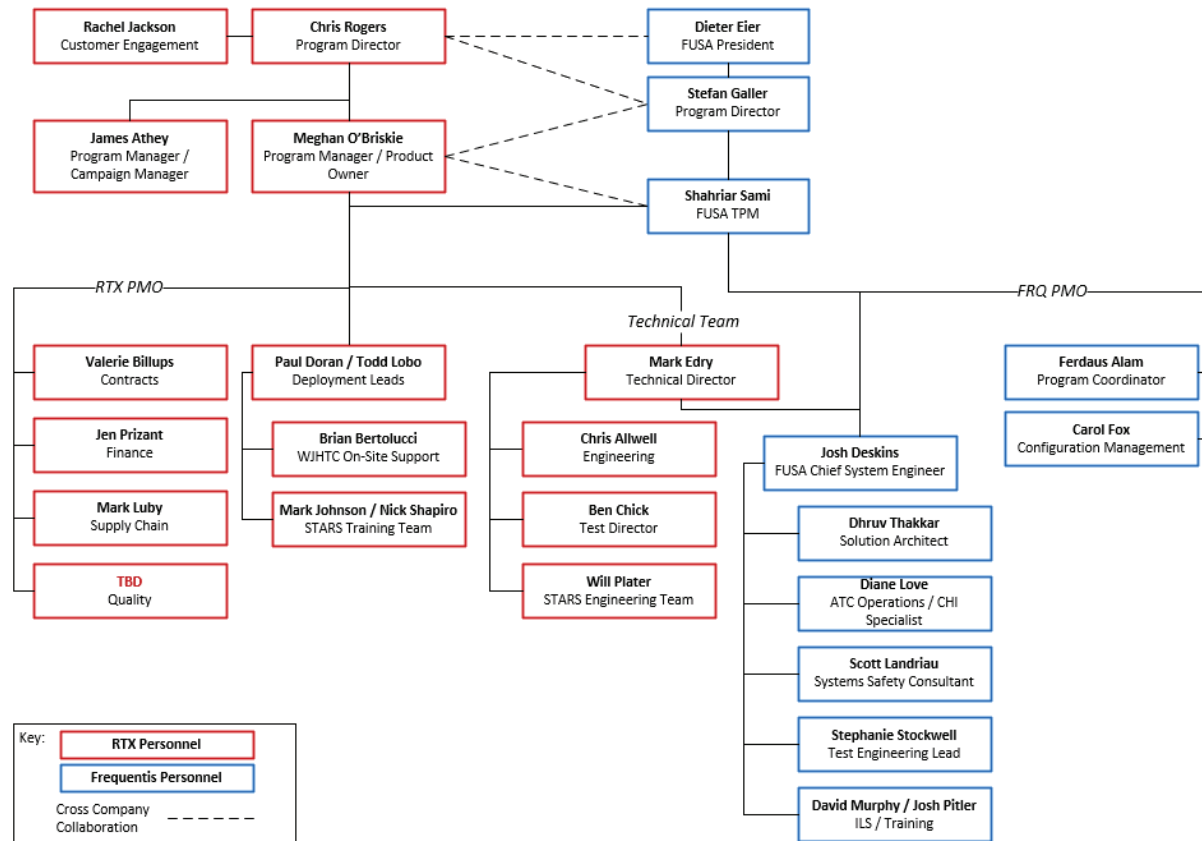
- The SAT procedure deliverable was accepted
- The team has been primarily focused on updating the System Subsystem Specification (SSS) to the next revision of the FAA Technical Requirements
 - RTX/FRQ submit update to SSS – 09 Apr (COMPLETE)
 - FAA provides feedback – 16 Apr (COMPLETE) / RTX/FRQ response – 23 Apr (COMPLETE)
 - FAA provides feedback – by 30 Apr / RTX/FRQ response – by 07 May
 - FAA acceptance – by 14 May
- At FAA's request, we are reworking the timeline for the training deliverables (Maintainer Training Package and Commercial Instruction Book)

STATUS OF DELIVERABLES



BACKUP

Org Chart



| ID | Deliverable | Status | Percent Complete |
|---------------------------|---|---------------------|------------------|
| DEL-01 | Anticipated Waiver and Deviation Requests | On Hold | 30% |
| DEL-02 | Siting, Installation and Calibration Guidance (SICG) | Accepted | 90% |
| DEL-03 - Sect. 1-2 | Commercial Instruction Book (CIB) Sections 1-2 - General Info, Functional Characteristics, Power Req'ts & Technical Description | In Process | 0% |
| DEL-03 - Sect. 3 | Commercial Instruction Book (CIB) Section 3 - Operational Controls & Indicators | In Process | 30% |
| DEL-03 - Sect. 4-7, 10-11 | Commercial Instruction Book (CIB) Sections 4-7, 10-11 Maintenance Sections | In Process | 0% |
| DEL-03 - Sect. 8 | Commercial Instruction Book (CIB) Section 8 - Parts List | In Process | 60% |
| DEL-03 - Sect. 9 | Commercial Instruction Book (CIB) Section 9 - Installation | In Process | 60% |
| DEL-04 - SOI 1 | HW Design Assurance Package SOI 1: Planning Review | In Process | - |
| DEL-04 - SOI 2 | HW Design Assurance Package SOI 2: Development Review | On Hold | - |
| DEL-04 - SOI 3 | HW Design Assurance Package SOI 3: Verification Review | On Hold | - |
| DEL-04 - SOI 4 | HW Design Assurance Package SOI 4: Final Review | On Hold | - |
| DEL-05 | Concept of Operations (ConOps) | Accepted | 90% |
| DEL-06 | General Configuration Index | On Hold | 0% |
| DEL-07 | Configuration Management Plan (CMP) | Accepted | 90% |
| DEL-08 | Functional Hazard Analysis (FHA) | Accepted | 90% |
| DEL-09 | Human Factors Plan (HFP) | Accepted | 90% |
| DEL-10 - Part 1 | Maintainer Training Material Package Part 1: Maintainer Task & Skills Analysis (TASA) | In Process | 30% |
| DEL-10 - Part 2 | Maintainer Training Material Package Part 2: Course Design Guide (CDG) | In Process | 0% |
| DEL-10 - Part 3 | Maintainer Training Material Package Part 3: Test Blueprint (TBP) | In Process | 0% |
| DEL-10 - Part 4 | Maintainer Training Material Package Part 4: Student / Instructor Guide | On Hold | 0% |
| DEL-12 | Plan for Hardware Aspects of Approval (PHAA) | Awaiting Acceptance | 90% |
| DEL-13 | Plan for Software Aspects of Approval (PSAA) | Awaiting Acceptance | 90% |
| DEL-14 | Physical Layout Diagram (PLD) | In Process | 90% |
| DEL-15 | Preliminary System Safety Assessment (PSSA) | On Hold | 0% |
| DEL-16 | Process Assurance Plan (PAP) | Accepted | 90% |
| DEL-17 | Continuity, Reliability, Maintainability and Availability Plan (CRMAP) | Accepted | 90% |
| DEL-18 | Requirements Management, Verification and Validation Plan (RMVVP) | Accepted | 90% |

Note: DEL-11 and DEL-25 have been omitted due to content being collapsed into other deliverables



| ID | Deliverable | Status | Percent Complete |
|-----------------|---|---------------------|------------------|
| DEL-19 - SOI 1 | SW Design Assurance Package SOI 1: Planning Review | Awaiting Acceptance | - |
| DEL-19 - SOI 2 | SW Design Assurance Package SOI 2: Development Review | On Hold | - |
| DEL-19 - SOI 3 | SW Design Assurance Package SOI 3: Verification Review | On Hold | - |
| DEL-19 - SOI 4 | SW Design Assurance Package SOI 4: Final Review | On Hold | - |
| DEL-20 | System Approval Summary Report | On Hold | 0% |
| DEL-21 | System Design Approval Plan (SDAP) | Accepted | 90% |
| DEL-22 | System Characterization Document (SCD) | Awaiting Acceptance | 90% |
| DEL-23 | System Design Document (SDD) | On Hold | 0% |
| DEL-24 | System Engineering Management Plan (SEMP) | Accepted | 90% |
| DEL-26 | System Requirement Allocation Document (SRAD) | On Hold | 0% |
| DEL-27 | System Subsystem Specification (SSS) | In Process | 90% |
| DEL-28 | System Safety Assessment | On Hold | - |
| DEL-29 | System Safety Plan (SSP) | Accepted | 90% |
| DEL-30 | System Security Plan (Sec Plan) | In Process | 30% |
| DEL-31 - Part 1 | User Training Part 1: Task & Skills Analysis (TASA) | Accepted | 90% |
| DEL-31 - Part 2 | User Training Part 2: Course Design Guide (CDG) | Accepted | 90% |
| DEL-31 - Part 3 | User Training Part 3: Test Blueprint (TBP) | Accepted | 90% |
| DEL-31 - Part 4 | User Training Part 4: ATC End User / Student Guide (AEUG) | Accepted | 90% |
| DEL-32 | Verification Compliance Matrix (VCM) | On Hold | 30% |
| DEL-33 | Verification Test Procedures (VTP) (FQT-S) | On Hold | 0% |
| DEL-34 | Verification Test Results | On Hold | 0% |
| DEL-35 | System Authorization Briefing (Cybersecurity) (SAB) | Accepted | 90% |
| ACY As-Built | As-Built System Configuration Document | In Process | - |
| SAT | SAT Procedures | Accepted | 90% |
| SFD | System Functional Design (SFD) | Accepted | 90% |
| VAR | Visual Analysis Report (VAR) | In Process | 60% |
| SSW | Site Survey Worksheet (SSW) | In Process | 90% |
| SSC | Site Specific Configuration (SSC) Process | In Process | 90% |

Note: DEL-11 and DEL-25 have been omitted due to content being collapsed into other deliverables



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Attachment 2



**Federal Aviation
Administration**

Air Traffic Safety
Oversight Service

800 Independence Ave., S.W.
Washington, DC 20591

April 18, 2025

Craig Castagna,
National Air Transportation Association, NATA
818 Connecticut Ave, NW Ste 900
Washington, DC 20006

Dear Mr. Castagna:

Thank you for your letter regarding the Standard Terminal Automation Replacement System (STARS) Display at Northern Colorado Regional Airport (FNL).

The STARS Display equipment was delivered to Northern Colorado Regional Airport as part of the FAA's Remote Tower Pilot Program. The STARS Display was purchased using FAA funds and delivered to FNL solely to support an evaluation under this program. With the conclusion of this evaluation, the equipment was no longer required and has been removed. This did not require any specific risk management as the system was delivered only to support the Remote Tower Pilot Program and not intended for use, nor used, within the FAA Contract Tower at FNL.

In previous communications with representatives from FNL, as well as the Colorado Department of Transportation (CDOT), the FAA's Office of NextGen (ANG) details how CDOT's investment in the Remote Tower Pilot Program was allocated and showed that state funds did not contribute to the purchase of the STARS Display.

To provide options for enhancing air traffic controller situational awareness in FCTs, the FAA has developed requirements and an evaluation and approval process for tools that could be procured for use in FCT facilities. This information was provided to industry on April 4, with evaluations expected to begin in May 2025.

The FAA remains committed to ensuring the safety and efficiency of the National Airspace System (NAS) and appreciates the opportunity to provide clarification on this matter.

Sincerely,

A handwritten signature in dark ink, appearing to read "Wesley L. Mooty".

Digitally signed by WESLEY L. MOOTY
Date: 2025.04.18 12:18:14 -04'00'

Wesley L. Mooty
Aviation Safety, Executive Director, Air Traffic Oversight Service

Attachment 3

From: [John Kinney](#)
To: [Aaron Ehle](#)
Subject: Commission attachment FW: STARS Radar Removal at FNL
Date: Wednesday, April 30, 2025 9:52:48 AM
Attachments: [image003.png](#)

From: John Kinney
Sent: Wednesday, April 30, 2025 9:52 AM
To: Mueller, Andrew M (FAA) <Andrew.M.Mueller@faa.gov>; Ryan Carlson <Ryan.Carlson@nutrien.com>
Subject: FW: STARS Radar Removal at FNL

Andrew,

Thank you again for the recent follow up as to historical NMAC / TCAS events at Northern Colorado Regional Airport (I pulled this historical email to share your original reach out to FNL). In case the name of Mr. Ryan Carlson – Chief Pilot of a FNL’s largest flight department – was not mentioned to you. Ryan is an excellent source of firsthand experiences at FNL with TCAS and other concerning airspace traffic pattern events. Ryan can also share other local corporate pilot’s names who have had similar concerning events regarding traffic sequencing, separations, approach control hand offs... and the likes.

I have copied in Ryan Carlson connecting you two to discuss and evaluate problem definition for FNL airspace and to amplify the need for enhanced equipment for our local controllers given the complex mix of traffic. I know you have referenced the FAA data base shows no records of what we are reporting but the operators and local tower management and airport operations firsthand accounts state with specifics otherwise.

FNL’s leadership appreciates your continued follow up Andrew! Please let me know how the discussions unfold.

Thank you both in advance!
John

John S. Kinney CAE CM
Airport Director
Northern Colorado Regional Airport
303 882 9605: cell
John.Kinney@cityofloveland.org



NORTHERN COLORADO
REGIONAL AIRPORT

From: Mueller, Andrew M (FAA) <Andrew.M.Mueller@faa.gov>

Date: Thursday, February 6, 2025 at 2:17 PM

To: Juliet Jordan <jjordan@nata.aero>

Subject: FW: STARS Radar Removal at FNL

Hello Juliet,

My name is Andy Mueller and I work for Mr. Mooty within the Air Traffic Safety Oversight Service in the FAA. Thank you for reaching out on this issue at FNL. I was looking for a Point of Contact to follow-up with.

Thank you

Andy

Andrew Mueller
Director, Air Traffic Safety Standards
Oversight Division
800 Independence AVE SW
Suite 1026
Washington DC 20591
202 322 3822

Tell Us How We're Doing

https://www.faa.gov/about/office_org/headquarters_offices/avs/stakeholder_feedback/aov/

From: Juliet Jordan <jjordan@nata.aero>

Sent: Sunday, February 2, 2025 11:53 PM

To: Mooty, Wes (FAA) <wes.mooty@faa.gov>

Subject: STARS Radar Removal at FNL

CAUTION: This email originated from outside of the Federal Aviation Administration (FAA). Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Dear Mr. Mooty,

Please find a letter attached detailing a current safety disruption at Northern Colorado Regional Airport (FNL) airport, where a STARS system has been abruptly removed from the location. Due to the diverse and unique traffic at FNL, NATA is requesting the opportunity to discuss alternative options for the airport to maintain the integrity of the national airspace surrounding FNL.

Thank you for your review and we look forward to future dialogue.

Best,
Juliet Jordan
Managing Director of Industry Affairs and Innovation



AVIATION BUSINESS ADVOCATES

+1 800.808.6282 / M: 607.372.8693 / **NATA.AERO**
818 Connecticut Ave. NW, Ste 900 / Washington, DC 20006

From: [John Kinney](#)
To: [Aaron Ehle](#)
Subject: Commission attachment FW: Meeting Request - FNL Volunteers
Date: Wednesday, April 30, 2025 9:31:51 AM

John S. Kinney CAE CM
Airport Director
Northern Colorado Regional Airport
303 882 9605: cell
John.Kinney@cityofloveland.org



NORTHERN COLORADO
REGIONAL AIRPORT

From: John Kinney
Sent: Wednesday, April 23, 2025 7:52 AM
To: Mueller, Andrew M (FAA) <Andrew.M.Mueller@faa.gov>
Cc: Juliet Jordan <jjordan@nata.aero>; Jenny Ann Urban <jurban@nata.aero>; Dylan Swanson <Dylan.Swanson@cityofloveland.org>
Subject: RE: Meeting Request - FNL Volunteers

Andrew,
Thank you.
Best
John

John S. Kinney CAE CM
Airport Director
Northern Colorado Regional Airport
303 882 9605: cell
John.Kinney@cityofloveland.org



NORTHERN COLORADO
REGIONAL AIRPORT

From: Mueller, Andrew M (FAA) <Andrew.M.Mueller@faa.gov>
Sent: Wednesday, April 23, 2025 6:37 AM
To: John Kinney <John.Kinney@cityofloveland.org>
Cc: Juliet Jordan <jjordan@nata.aero>; Jenny Ann Urban <jurban@nata.aero>; Dylan Swanson <Dylan.Swanson@cityofloveland.org>
Subject: [External] RE: Meeting Request - FNL Volunteers

John,

I will reach out to Dale and see what info was shared. The Tower manager should have information from the FAA as well.

Regarding the procurement summary for the situational awareness systems - The deadline for submittals from vendors to be considered in the 'first round' of evaluations is tomorrow - 4/25/2025. Applicants will be prioritized based on their ability to meet minimum requirements and readiness to engage in assessments, which will begin in May. I do not know VirTower's intent regarding their participation in this program.

Under this program, the situational awareness systems will be installed and operated at the expense of the sponsor. FAA will not install or maintain these systems.

Andy

Andrew Mueller
Director, Air Traffic Safety Operations
Oversight Division

Tell Us How We're Doing

https://www.faa.gov/about/office_org/headquarters_offices/avs/stakeholder_feedback/aov/

From: John Kinney <John.Kinney@cityofloveland.org>

Sent: Monday, April 21, 2025 7:15 PM

To: Mueller, Andrew M (FAA) <Andrew.M.Mueller@faa.gov>

Cc: Juliet Jordan <jjordan@nata.aero>; Jenny Ann Urban <jurban@nata.aero>; Dylan Swanson <Dylan.Swanson@cityofloveland.org>

Subject: RE: Meeting Request - FNL Volunteers

CAUTION: This email originated from outside of the Federal Aviation Administration (FAA). Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Andrew,

Thank you for the follow up! In terms of data, I am at a disadvantage. FNL's FAA controller tower managers have been my primary sources of reports of near midair collision occurring. Other sources to the office have been corporate pilots who have experienced firsthand by sharing their

concerns with FSDO DEN Manager Dale Ogden and our tower manager in the same room. I do not have access to any FAA data bases. This office's other sources included firsthand observations by our Air Ops employees while on the field watching the events in real time.

Do I understand your procurement summary - highlighted – below as vendors have been short listed or approved allowing airport sponsors to approach to acquire equipment now? Is VirTower one of the approved vendors or a vendor under evaluation?

Once the vendors are approved and airports can secure the systems... what role does FAA's tech ops or facilities play to get the system installed in the tower? Is there any infrastructure needs we can be installing now? Or is this a tablet-based tool via an open WIFI connection?

Kelly was not able to meet with Shelly as her schedule did not allow time while Kelly was in DC.

Thank you again Andrew.

John

John S. Kinney CAE CM
Airport Director
Northern Colorado Regional Airport
303 882 9605: cell
John.Kinney@cityofloveland.org



From: Mueller, Andrew M (FAA) <Andrew.M.Mueller@faa.gov>
Sent: Monday, April 21, 2025 2:44 PM
To: John Kinney <John.Kinney@cityofloveland.org>
Subject: [External] RE: Meeting Request - FNL Volunteers

Hello John,

I wanted to follow-up on Kelly's visit to DC in March to see if Kelly was able to connect with Shelly Beauchamp. I learned today that the requirements, evaluation and approval process for systems that aid controller situational awareness was provided to industry April 4, with evaluations expected to begin in May. These systems could be procured by non-federal entities for use in FCT facilities.

Also, I am still willing to look at specific events at FNL if needed.

Andy

Andrew Mueller
Director, Air Traffic Safety Standards
Oversight Division

From: Mueller, Andrew M (FAA) <Andrew.M.Mueller@faa.gov>
Sent: Wednesday, March 5, 2025 1:52 PM
To: John Kinney <John.Kinney@cityofloveland.org>
Subject: Re: Meeting Request - FNL Volunteers

Thanks John

Appreciate you keeping me in the loop –

Andy

From: John Kinney <John.Kinney@cityofloveland.org>
Sent: Tuesday, March 4, 2025 2:58:06 PM
To: Mueller, Andrew M (FAA) <Andrew.M.Mueller@faa.gov>
Subject: FW: Meeting Request - FNL Volunteers

CAUTION: This email originated from outside of the Federal Aviation Administration (FAA). Do not click on links or open attachments unless you recognize the sender and know the content is safe.

FYI Andrew.... See below.

Best
john

*John S. Kinney CAE CM
Airport Director
Northern Colorado Regional Airport
303 882 9605: cell
John.Kinney@cityofloveland.org*



From: John Kinney
Sent: Tuesday, March 4, 2025 12:51 PM
To: Non-Federal-Program@faa.gov

Attachment 5

Cc: Travis Colvin <Travis.Colvin@cityofloveland.org>; Brett Stewart <Brett.Stewart@cityofloveland.org>

Subject: Meeting Request - FNL Volunteers

Ms. Beauchamp,

I am the Airport Director at Northern Colorado's Regional Airport (FNL). We are the lone airport in the NAS partnering with the FAA's NEXT GEN Office to certify a virtual/remote tower. Simultaneously we are enrolled in the Federal Contract Tower program via a mobile facility. The FNL Airport Commissioners would like to partner with the FAA once again to be the host airport for validation testing of the Situational Awareness (SA) Display systems for contract towers

We believe FNL's complex traffic mix of 140,000 annual operations by a mixture of: Commercial service flights with B-737 and Airbus 320 series aircraft, heavy training, and robust corporate aviation operation all from a single runway makes FNL an ideal candidate. Compound this robust operational environment with the concerning numerous near-midair collisions (NMAC) reported by our contract tower controllers: Seven NMACs with numerous additional events triggering TCAS alarms from our based corporate jet operators. Mr. Andrew Mueller of the FAA in DC is looking into why these events logged by local controllers and corporate pilots are not shown in the FAA database.

Amplifying our desire to partner with the FAA, FNL is the only controlled airport in the State whose air traffic controllers do not have radar in their tower cab. STARs radar was recently removed from the virtual tower. Our contract controllers desperately need a radar or the emerging alternative technology of Situational Awareness (SA) Display systems providing that critical extension of the controllers' eyes at FNL's busy operational environment.

Coincidentally our City Manager, Ms. Kelly DeMartino, will be in Washington DC next week: March 9th through the 12th. Is there an opportunity for Kelly to meet briefly with you to discuss the partnering opportunity between FNL and FAA.

Thank you for your consideration.

John

John S. Kinney CAE CM

Airport Director

Northern Colorado Regional Airport

303 882 9605: cell



















John.Kinney@cityofloveland.org



NORTHERN COLORADO
REGIONAL AIRPORT



Legend:

-  Existing Facilities
-  Proposed Roadways
-  Proposed Buildings & Hangars
-  Existing Taxiways & Aprons
-  Proposed Property Line
-  Existing Security Fence
-  Existing Fence
-  Exst. Runway Safety Area (RSA)
-  Exst. Runway Obj. Free Area (ROFA)
-  Exst. Taxiway Safety Area (TSA)
-  Fut. Taxiway Safety Area (TSA)
-  Exst. Taxiway Obj. Free Area (TOFA)
-  Fut. Taxiway Obj. Free Area (TOFA)
-  Fut. Taxiway Obj. Free Area (T₁OFA)
-  Exst. 35' Building Restriction Line (BRL)
-  Existing ALP BRL
-  Existing RPZ
-  Existing RVZ
-  Delineated Wetlands 12/11/2024

Notes:

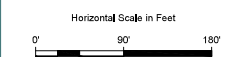
- Conceptual **only**.
- AAC: Aircraft Approach Category
- ADG: Airplane Design Group
- Ext.: Existing
- Fut.: Future
- GA: General Aviation
- Ph.: Phase
- ROFA: Runway Object Free Area
- RPZ: Runway Protection Zone
- TDG: Taxiway Design Group
- TOFA: Taxiway Object Free Area
- TSA: Taxiway Safety Area

Northern Colorado Regional

Site C: Master Conceptual Development Plan

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Not For Construction

D R A F T



Drawn: TPS
Checked: MJB
Approved: MJB

Date: 02/24/2025

Sheet No.: 1 of 1

Scale based on a 24"x36" sheet

Site C Master Development Plan
Alternate Layout No. 3



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

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

Item #: 3

Date: May 15, 2025

To: Northern Colorado Regional Airport Commission

From: John S. Kinney

Airport Staff's Follow Up to Commission Requests for Additional Information/Recommendation

Runway 6/24 – No action planned at this time as ATCT line of site issues remain active. The runway was deactivated - transitioned to a taxi lane originally due to line-of-sight issues from the ATCT. Additionally, the FAA ADO concerns remain: Runway 06/24 does not meet any FAA design standards and would require significant financial investment to bring up to standards. The FAA has consistently stated that no federal funds will be allotted for this runway to improve or fund ongoing maintenance. This item is not on staff's work plan for 2025 or 2026.

Operational Metrics:

Staff is completing the acquisition of VirTower airport operations tracking system, providing daily operational counts by the hour (helpful in our desire to extend ATCT staffing hours) runway operational counts..... This system will not track pattern activity levels or count instances when air traffic controllers feel the pattern is full. According to the FAA, Air Traffic Controllers have the sole discretion in making the decision to limit air traffic in an airport traffic pattern. Airspace is exclusively managed by the FAA ATC Division of the FAA. In the meantime, airport staff is pursuing a dual path to enhance air safety.

- 1) FAA returns STARS Radar to FNL and maintains – Repeatedly denied.
- 2) Acquire an ADSB-based traffic monitoring system. Staff recommends acquiring this technology consistent with the FAA's emerging shift towards ADSB based systems replacing the more expensive STARS Radar. CDOT Aeronautics will provide partial funding for the system.

Existing T-Hangar Evaluations.

Staff will be engaging the services of a forensic engineering company to review the condition of the existing City managed T-Hangars to accurately answer the following questions:

- 1) What improvements – near term and ongoing – are needed to ensure safe occupancy? What will be the ongoing annual cost?

- 2) What level of preventive maintenance should be provided to prolong their use?
What will the annual ongoing cost be?

After the hangar condition evaluation is completed and results presented to the Airport Commission, staff will identify annual operating cost to ensure airport fees provide a full cost recovery model. If the unanticipated conclusion is a collective decision that hangars need to be replaced (safety or cost prohibitive to operate), staff will negotiate replacement location(s) and incentives to minimize disruptions to existing tenants. Throughout this process, staff will be mindful of tenants' requests to build in advance of changes. More updates to the Commission during their monthly meetings will be made.

Parcel B: ([Attachment 1](#))

In 2024 the Airport Commission directed staff to issue a Request for Expressions of Interest (REOI) for this vacant land parcel at the airport entrance. This REOI resulted in interest from several individuals seeking to develop for aviation uses. Although this required abandonment of part of Lear Dr. staff proceeded with developing a site plan in 2025. This draft drawing identified development boundaries, a draft concept and estimated infrastructure cost. To date however, responses have been conceptual and absent the level of detail or commitment to actively negotiate terms with a prospective developer. At this point in time, and given the effort and expenses expended, staff believes the Commissions direction to staff has been addressed and delivered.

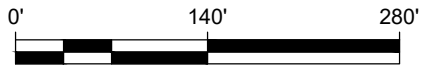
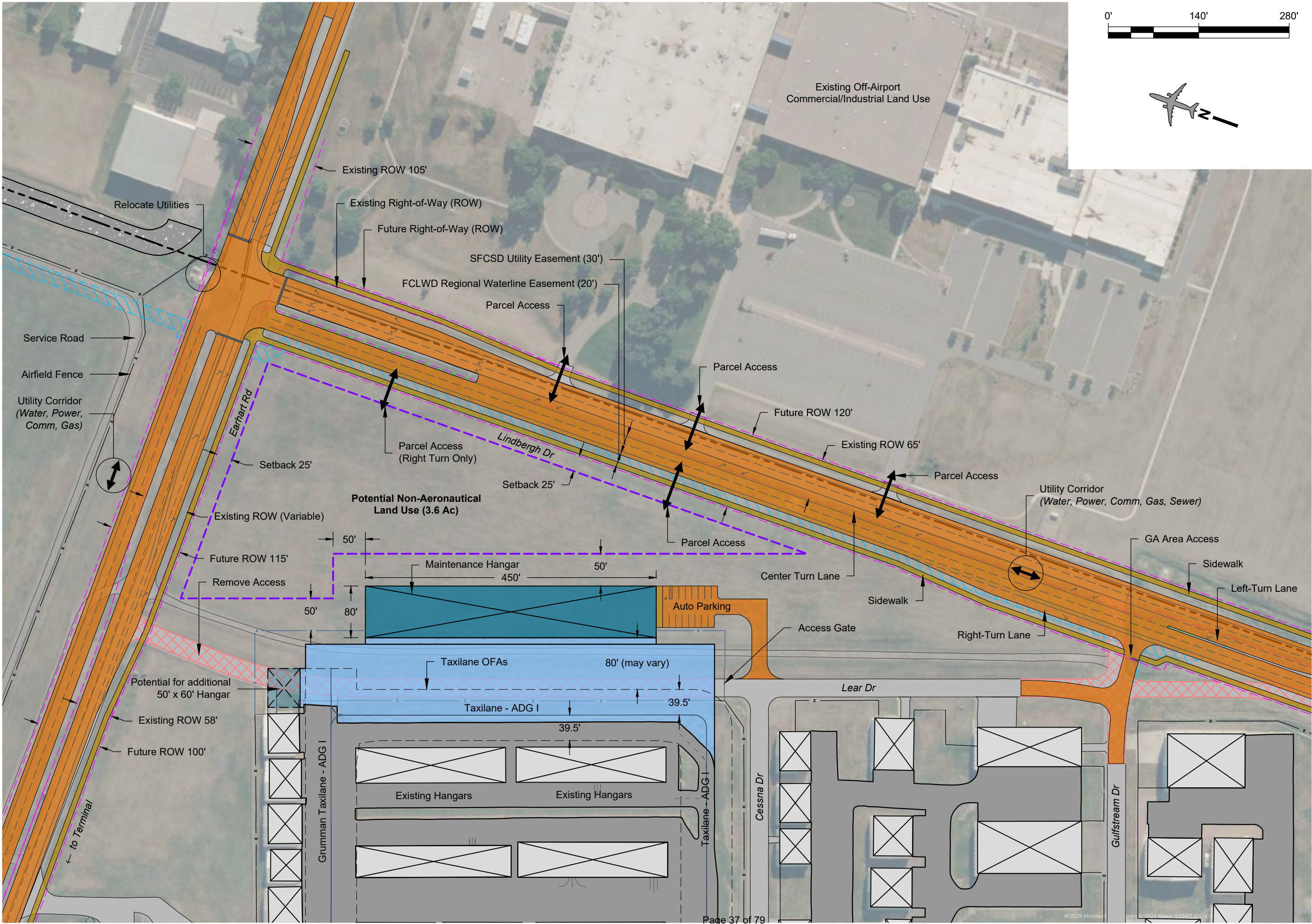
Staff recommends to the Commission that Parcel B solicitations for aviation developments be suspended. Going forward, future development opportunities and terms will focus on non-aeronautical uses in support of the airport and FNL reaching financial autonomy from general fund subsidies.

Parcel C:

Request to quantify cost for the individual phases. Staff has depleted their budget for infrastructure cost and environmental clearing of this parcel by \$50,000. Several iterations were developed. A final "conceptual layout" is available to guide prospective bidders. The lines are themes not hard lines. At this point, any interested party wishing to develop on this parcel can submit a proposal if they participated in the original REOI.

Attachments

- 1) Site B Conceptual Layout



DIBBLE

Legend:

- Existing Facilities
- Future Development
- Existing Property Line
- Pavement Demolition
- Existing T_LOFA
- SFCSD Easement
- FCLWD Easement
- Right-of-Way (ROW)

Notes:

- Conceptual Only.
- FCLWD: Fort Collins Loveland Water District
- SFCSD: South Fort Collins Sanitation District
- TSA: Taxiway Safety Area
- T_LOFA: Taxilane Object Free Area

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Not For Construction
DRAFT

Scale based on a 11"x17" sheet.

Northern Colorado Rgnl'
Site B GA Hangar Development
Project Exhibit
Date: 01.06.25



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: May 15, 2025

PREPARED BY: Aaron Ehle – Airport Planning & Business Development Specialist

TITLE

2024 Financial Audit

RECOMMENDED AIRPORT COMMISSION ACTION

Informational

BUDGET IMPACT

N/A

SUMMARY

The City of Loveland's Finance Department has engaged Plante Moran to conduct the Airport's annual financial audit, as required for public entities. Rich Beretta from Plante Moran will attend remotely to present information on the 2024 audit and answer questions.

ATTACHMENTS

2024 Financial Audit Communication Letter

2024 Audit Presentation

April 16, 2025

Northern Colorado Regional Airport
4900 Earhart Road
Loveland, CO 80538

Dear Airport Commission:

We are in the process of planning for and completing the audit of the financial statements of Northern Colorado Regional Airport (the "Airport") for the year ended December 31, 2024. An important aspect of planning for the audit is communication with those who have responsibility for overseeing the strategic direction of the Airport and obligations related to the accountability of the Airport. At the Airport, these responsibilities and obligations are held by the Airport Commission, collectively and individually; therefore, it is important for us to communicate with each of you in your role as a member of the Airport Commission.

As part of this communication process, we have spoken at length with John Kinney, Airport Director regarding our responsibilities under generally accepted auditing standards and the planned scope and timing of our audit. The purpose of this letter is to provide each of you with a summary of those discussions and to provide you with the opportunity to communicate with us on matters that may impact our audit

Our Responsibility Under Generally Accepted Auditing Standards and Generally Accepted Government Auditing Standards

As stated in our engagement letter addressed to the City of Loveland and the Northern Colorado Regional Airport and dated April 7, 2025, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In accordance with Generally Accepted Government Auditing Standards (GAO Standards), we are required to communicate all noncompliance with provisions of laws, regulations, contracts, or grants that have a material effect on the financial statements that comes to our attention. GAO Standards also require that we report any instances of abuse identified during that audit that could be quantitatively or qualitatively material to the financial statements.

Overview of the Planned Scope and Timing of the Audit

Timothy StAndrew is the engagement partner responsible for supervising our services performed as part of this engagement. Our audit fieldwork will include three phases. The planning and preliminary information-gathering phase occurred during February and the risk assessment phase and the rest of our audit procedures occurred and are being finalized during March, April, and May.

To plan an effective audit, we must identify significant risks of misstatement in the financial statements, including those related to changes in the financial reporting framework or changes in the entity's environment, financial condition, or activities, and design procedures to address those risks.

Because management is in a unique position to perpetrate fraud due to its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively, generally accepted auditing standards require that we always consider this to be a

significant risk. Given the nature of the Airport's activity and operations, we also consider the following areas to be potential significant risks of misstatement:

- Recognition of revenues in the proper year

In response to these identified significant risks, we will perform the following:

- Testing of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements
- Testing of significant revenue amounts, period cut-off testing of a limited sample of transactions, and detailed analytical procedures

We will gain an understanding of accounting processes and key internal controls through a review of the accounting procedures questionnaires and control procedures questionnaires prepared by management. We will confirm through observation and inspection procedures that accounting procedures and controls included in the questionnaires have been implemented. In addition, we plan to perform testing of the effectiveness of controls over financial reporting. We will not express an opinion on the effectiveness of internal control over financial reporting; however, we will communicate to you significant deficiencies and material weaknesses identified in connection with our audit.

The concept of materiality is inherent in our work. We place greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than with those items of lesser importance or those in which the possibility of material error is remote.

Information from You Relevant to Our Audit

An important aspect of this communication process is the opportunity for us to obtain from you information that is relevant to our audit. Your views about any of the following are relevant to our audit:

- The Airport's objectives and strategies and the related business risks that may result in material misstatements
- Matters that you consider warrant particular attention during the audit and any areas where you want to request additional procedures be undertaken
- Significant communications between the Airport and regulators
- Understanding of the Airport's relationships and transactions with related parties that are significant to the and any concerns regarding those relationships or transactions
- The attitudes, awareness, and actions concerning:
 - The Airport's internal control and its importance to the Airport, including how the Airport oversees the effectiveness of internal control and the detection or possibility of fraud
 - The detection or possibility of fraud, including whether the Airport has knowledge of any actual, suspected, or alleged fraud affecting the Airport
 - Any significant unusual transactions the Airport has entered into
- The actions of the Airport Commission in response to developments in accounting standards, regulations, laws, previous communications from us, and other related matters and the effect of

April 16, 2025

such developments on, for example, the overall presentation, structure, and content of the financial statements, including the following:

- The relevance, reliability, comparability, and understandability of the information presented in the financial statements
- Whether all required information has been included in the financial statements and whether such information has been appropriately classified, aggregated or disaggregated, and presented

If you have any information to communicate to us regarding the above or any other matters you believe are relevant to the audit, or if you would like to discuss the audit in more detail, please call Tim at 313-496-8542 as soon as possible.

Thank you for your time and consideration in this important aspect of the audit process. You can expect to hear from us again after the completion of our audit when we will report to you the significant findings from the audit.

Very truly yours,

Plante & Moran, PLLC



Timothy StAndrew
Partner



1



Key Deliverables

- Opinion on the Northern Colorado Regional Airport financial statements
- Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
- Communication between auditors and those charged with governance.

2



Opinion on Airport financial statements

- Plante Moran has completed our audit of the financial statements of Northern Colorado Regional Airport (the "Airport") for the year ended December 31, 2024. Our audit was conducted in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States.
- We issued an unmodified opinion on the financial statements.
- The objective of our audit was to obtain reasonable—not absolute—assurance about whether the financial statements are free from material misstatement.
- All records and information requested by us were available for our inspection.
- Management provided support for all items requested and full cooperation and we did not experience any difficulties in performing our audit.

3



Single Audit

- Federal expenditures for the FAA Airport Improvement Grant (AIP) are reported on the City of Loveland SEFA
- The AIP program was not a major program for the 2024 audit of the SEFA.

4



Report on Internal Controls and Compliance

Internal Control Over Financial Reporting

In conjunction with our audit of the financial statements of the Airport, we considered the Airport's internal control over financial reporting ("ICFR") as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Airport's ICFR. In addition, our consideration of ICFR was not designed to identify all deficiencies in ICFR that might be significant deficiencies or material weaknesses. Accordingly, we do not express an opinion on the effectiveness of the Airport's ICFR. However, we are required to communicate, in writing, to management and those charged with governance all material weaknesses and significant deficiencies that have been identified during our audit.

| Category | Definition |
|-------------------------------|---|
| Material Weakness | A deficiency, or a combination of deficiencies in ICFR, such that there is a reasonable possibility that a material misstatement of the Company's annual or interim financial statements will not be prevented, or detected and corrected, on a timely basis. |
| Significant Deficiency | A deficiency, or a combination of deficiencies, in ICFR that is less severe than a material weakness, yet important enough to merit attention by those responsible for oversight of the Airport's financial reporting. |
| Control Deficiency | A deficiency in ICFR exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. |

In conjunction with our audit, we did not identify any deficiencies in ICFR that we consider to be material weaknesses.



Required Communications

Professional guidance requires independent auditors to communicate with those charged with governance certain matters in relation to an audit. Following is a summary of those required items along with specific discussion points as they pertain to the Airport:

| Requirement | Discussion Points |
|--|--|
| Auditors' judgment about the quality of the Airport's accounting policies, estimates, and financial statement disclosures | In accordance with applicable accounting standards, we reviewed the quality of the Airport's financial reporting, which includes the Airport's significant accounting practices, estimates, and financial statement disclosures. |
| Critical accounting policies and practices | The significant accounting policies used by the Airport are described in Note 1 to the financial statements. No new accounting pronouncements adopted in the current year. |
| Adoption of a change in accounting principle | There were no changes in accounting during the current year. |
| Material corrected misstatements brought to the attention of management by the auditors | There were no material corrected misstatements brought to the attention of management by the auditors. |



Required Communications

Professional guidance requires independent auditors to communicate with those charged with governance certain matters in relation to an audit. Following is a summary of those required items along with specific discussion points as they pertain to the Airport:

| Requirement | Discussion Points |
|--|---|
| Unrecorded misstatements, other than those the auditors believe to be trivial | There were no uncorrected misstatements outside of those the auditors believe to be trivial. |
| Disagreements with management | There were no disagreements with management on financial accounting and/or reporting matters and auditing procedures that, if not satisfactorily resolved, would cause a modification of our auditors' reports. |
| Consultations with other accountants | We are not aware of any consultations about accounting or auditing matters between management and other independent public accountants. Nor are we aware of opinions obtained by management from other independent public accountants on the application of generally accepted accounting principles. |
| Major issues discussed with management prior to retention | We generally discuss a variety of matters, including the application of accounting principles and accounting standards, with management prior to acceptance as the Airport's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention. |



Required Communications

Professional guidance requires independent auditors to communicate with those charged with governance certain matters in relation to an audit. Following is a summary of those required items along with specific discussion points as they pertain to the Airport:

| Requirement | Discussion Points |
|--|--|
| Significant difficulties encountered during the audit | There were no significant difficulties encountered during the audit. |
| Fraud and potential illegal acts involving senior management and those that cause a material misstatement of the financial statements | During the course of our audit, we did not become aware of any illegal acts or fraud committed by the Airport's management or its employees. |
| Representations requested from management | We request certain representations from management, which are included in the management representation letter. |
| Other issues arising from the audit the auditors consider significant and relevant to those charged with governance | There were no other issues arising from the audit that we consider significant and relevant to those charged with governance. |
| Material alternative accounting treatments discussed with management | There was no discussion with management concerning alternative accounting treatments. |



Questions?

Thank you for the opportunity
to serve as auditors for the
Northern Colorado Regional Airport

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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: 7

MEETING DATE: May 15, 2025

PREPARED BY: John S. Kinney – Airport Director

TITLE

Capital Improvement Plan 2026-2030

RECOMMENDED AIRPORT COMMISSION ACTION

Informational – preliminary review and Commission feedback with final action this fall

BUDGET IMPACT

N/A

SUMMARY

Airport staff has provided Northern Colorado Regional Airport's 2026-2030 Capital Improvement Plan (CIP) for review and comment by the Airport Commission. We are not seeking a recommendation pending submission to the City Councils. Rather, we are seeking your recommendation as the Airport Commission to adopt this CIP Program with funding to be addressed in each one of the annual budgets. In 2026, the only capital item identified for funding is the runway 15-33 widening project. Once the final federal and state grant monies are identified, staff will secure funds from the airports reserve account. Currently, we estimate the runway widening project to require ~\$800,000 in local funding.

A point worth emphasizing, an Airport's CIP Program is a planning document. Meaning, until the FAA, CDOT Aeronautics Division and airport staff meet to review in detail the proposed airport projects and their priority ranking and benefit to the greater airport system (135 airports competing with FNL for limited grant monies) the airport's CIP Program conceptual and subject to change.

Another element or variable in the mix is the number of projects and financial investment levels locally funded demonstrating a commitment to the greater aviation system and development of the local airport by a sponsor. Both agencies are looking for long-term partnerships through investments and proactive facility actions to prolong life cycles minimizing the more expensive capital remediation or total replacement results.

The proposed CIP Program recommended by staff is categorized into Two areas:

- 1) **Proposed Funding:** Addressing Airside, Landside, Terminal, Limited Rolling Stock and Planning projects spanning years 2026 to 20230 @ approximately **\$39,000,000**.
- 2) **Unfunded Projects:** Not listed in any specific year - and will be revisited annually or when additional funds become available – addressing pavement sections, significant replacement cycle of rolling stock, new office and retail building space at an unfunded level of financial demand just shy of **\$12,000,000**.

Two documents convey these projects in a narrative and graphical format. Staff feel these projects are prioritized responsively to needs and have identified a combination of FAA grant sources, CDOT Aeronautics, and local funding sources. The scope of the CIP will include future private public partnerships not ready to be listed in any level of detail at this time. This is a living document updated annually in the spring/summer.

ATTACHMENTS

- Draft 2026-2030 Capital Improvement Plan
- Draft 2026-2030 Capital Improvement Plan Exhibit

| 2026-2030 Proposed Airport Capital Improvement Plan | | | | | | | | | | | |
|---|---|----------------------|--|---|---------------------------------------|---------------|--|-----------------------|-----------------------------------|--|------------------------|
| Funding Source | FAA AIP Airport Improvement Program | | FAA BIL Bipartisan Infrastructure Law | | State | | Local | | | Other | Total Project Costs |
| Financial Resource Program | AIP Entitlement | AIP Discretionary | BIL Airport Improvement Grants | BIL FCT Competitive Grant Program | Colorado Division of Aeronautics | | Grant Match | Additional Funding | Passenger Facility Charges | Airport Master Plan Capital Project Description Reference | |
| Funding Programming Method | Formulary \$150K - \$1.3M <10K - >10K Enplanements | Discretionary | Formulary | Discretionary | Formulary for FAA Grant Matches | Discretionary | Formulary for FAA & CDOT Grant Matches | Discretionary | Formulary \$4.39 per passenger | | |
| Grant Match Requirement | 90/10 | 90/10 | 90/10 | 100 | N/A | 90/10 | N/A | N/A | N/A | N/A | |
| 2024 (Previous Year) | | | | | | | | | | | |
| New Terminal (Construction) | | | \$ 1,590,000 | | \$ 88,333 | | \$ 88,333 | | | A6 | \$ 1,766,667 |
| GA Taxilanes Rehabilitation (Construction) | | | | | | | | \$ 387,564 | | A4 | \$ 387,564 |
| Fuel Farm Capacity Expansion Siting Study | | | | | | | | \$ 72,629 | | B1 | \$ 72,629 |
| Taxiway B & D Rehabilitation (Design & Construction) | \$ 730,000 | | | | \$ 40,556 | | \$ 40,556 | \$ 77,250 | | A8/B5 | \$ 888,361 |
| Site C GA Hangar Development (Planning & Environmental) | | | | | | | | \$ 73,940 | | B14 | \$ 73,940 |
| Totals 2024 | \$ 730,000 | \$ - | \$ 1,590,000 | \$ - | \$ 128,889 | \$ - | \$ 128,889 | \$ 611,383 | \$ - | | \$ 3,189,160 |
| AIP Entitlements Funding | \$ 1,000,000 | | | | | | | | | | |
| PFC Revenues | | | | | | | | | | | |
| Funding Balance Remaining | \$ 420,000 | | \$ 316,254 | | | | | | | | |
| 2025 (Current Year) (FAA Share of AIP & BIL Grants 95%) | | | | | | | | | | | |
| Runway 15-33 Widening (Construction) | \$ 570,000 | \$ 4,500,000 | \$ 1,003,254 | | \$ 159,822 | | \$ 159,822 | | | A13 | \$ 6,392,899 |
| Totals 2025 | \$ 570,000 | \$ 4,500,000 | \$ 1,003,254 | \$ - | \$ 159,822 | \$ - | \$ 159,822 | \$ - | \$ - | | \$ 6,392,899 |
| AIP Entitlements Funding | \$ 150,000 | | | | | | | | | | |
| PFC Revenues | | | | | | | | | | | |
| Funding Balance Remaining | \$ - | | \$ - | | | | | | | | |
| 2026 (FAA Share of AIP & BIL Grants 95%) | | | | | | | | | | | |
| Runway 15-33 Widening (Construction) | \$ 150,000 | \$ 8,384,746 | \$ 687,000 | | \$ 242,678 | | \$ 242,678 | \$ - | | A13 | \$ 9,707,101 |
| New ATCT (Environmental) | | | | \$ 350,000 | | | | | | | \$ 350,000 |
| New Front Line Parking Lot (Tenant Improvement) | | | | | | | | | | Tenant | \$ 1,000,000 |
| Totals 2026 | \$ 150,000 | \$ 8,384,746 | \$ 687,000 | \$ 350,000 | \$ 242,678 | \$ - | \$ 242,678 | \$ - | \$ - | | \$ 11,057,101 |
| AIP Entitlements Funding | \$ 150,000 | | | | | | | | | | |
| PFC Revenues | | | | | | | | | | | |
| Funding Balance Remaining | \$ - | | \$ - | | | | | | | | |
| 2027 | | | | | | | | | | | |
| New ATCT (Design) | | | | \$ 2,000,000 | | | | | | | \$ 2,000,000 |
| GA Apron & Taxiways Sealcoat (Design & Construction) | | | | | | \$ 450,000 | \$ 50,000 | | | A10 | \$ 500,000 |
| Landside Wayfinding Signage and Landscaping | | | | | | | | \$ 150,000 | | | \$ 150,000 |
| Through The Fence Gate | | | | | | | | \$ 300,005 | | | \$ 300,005 |
| Totals 2027 | \$ - | \$ - | \$ - | \$ 2,000,000 | \$ - | \$ 450,000 | \$ 50,000 | \$ 450,005 | \$ - | | \$ 2,950,005 |
| AIP Entitlements Funding | \$ 150,000 | | | | | | | | | | |
| PFC Revenues | | | | | | | | | | | |
| Funding Balance Remaining | \$ 150,000 | | | | | | | | | | |
| 2028 | | | | | | | | | | | |
| New ATCT (Construction) | \$ 300,000 | \$ 10,800,000 | | \$ 3,000,000 | \$ 250,000 | | \$ 616,667 | \$ 33,333 | | | \$ 15,000,000 |
| Runway 6-24 & Taxiway F Crack Seal and Seal Coat (Design & Construction) | | | | | | | | \$ 600,000 | | | \$ 600,000 |
| Terminal Parking Lot Expansion (Design & Construction) | | | | | | | | \$ 2,000,000 | | | \$ 2,000,000 |
| Totals 2028 | \$ 300,000 | \$ 10,800,000 | \$ - | \$ 3,000,000 | \$ 250,000 | \$ - | \$ 616,667 | \$ 2,633,333 | \$ - | | \$ 17,600,000 |
| AIP Entitlements Funding | \$ 150,000 | | | | | | | | | | |
| PFC Revenues | | | | | | | | | | | |
| Funding Balance Remaining | \$ - | | | | | | | | | | |
| 2029 | | | | | | | | | | | |
| New ARFF Vehicle Acquisition | \$ 1,300,000 | | | | \$ 72,222 | | \$ 72,222 | \$ 55,556 | | A11 | \$ 1,500,000 |
| Taxiway A Seal Coat, Lighting & Signage Upgrades (Design) | | | | | | | | \$ 100,000 | | | \$ 100,000 |
| T-Hangar Ramp & Stearman Taxilane Rehabilitation (Design & Construction) | | | | | | | | \$ 600,000 | | | \$ 600,000 |
| Totals 2029 | \$ 1,300,000 | \$ - | \$ - | \$ - | \$ 72,222 | \$ - | \$ 72,222 | \$ 755,556 | \$ - | | \$ 2,200,000 |
| AIP Entitlements Funding | \$ 1,300,000 | | | | | | | | | | |
| PFC Revenues | | | | | | | | | | | |
| Funding Balance Remaining | \$ - | | | | | | | | | | |
| 2030 | | | | | | | | | | | |
| Master Plan w/ Updated Noise Contours | \$ 720,000 | | | | \$ 40,000 | | \$ 40,000 | | | | \$ 800,000 |
| Taxiway A Seal Coat, Lighting & Signage Upgrades (Construction) | \$ 580,000 | \$ 1,616,288 | | | \$ 122,016 | | \$ 122,016 | | | A13 | \$ 2,440,320 |
| Taxiway D & A1 Rehabilitation (Design & Construction) | | | | | | \$ 270,000 | \$ 30,000 | | | | \$ 300,000 |
| Complete VSR (Design & Construction) | | | | | | | | \$ 500,000 | | | \$ 500,000 |
| Airport Entrance Road Improvements (Design & Construction) | | | | | | | | \$ 1,000,000 | | | \$ 1,000,000 |
| Totals 2030 | \$ 1,300,000 | \$ 1,616,288 | \$ - | \$ - | \$ 162,016 | \$ 270,000 | \$ 192,016 | \$ 1,500,000 | \$ - | | \$ 5,040,320 |
| AIP Entitlements Funding | \$ 1,300,000 | | | | | | | | | | |
| PFC Revenues | | | | | | | | | | | |
| Funding Balance Remaining | \$ - | | | | | | | | | | |
| Totals 2026-2030 | \$ 3,050,000 | \$ 20,801,034 | \$ 687,000 | \$ 5,350,000 | \$ 726,916 | \$ 720,000 | \$ 1,173,582 | \$ 5,338,894 | \$ - | | \$ 38,847,426 |
| Unfunded Projects | | | | | | | | | | | |
| New SRE Equipment (Blower & Broom Attachments, Oshkosh) | | | | | | | | | | | \$ 750,000 |
| New SRE Equipment (Front End Loaders) | | | | | | | | | | | \$ 700,000 |
| New SRE Equipment (Compact Tractors & Mowing Attachments) | | | | | | | | | | | \$ 50,000 |
| New SRE Equipment (Utility Tractors & Mowing Attachments) | | | | | | | | | | | \$ 100,000 |
| New FOD Control Equipment (Street Sweeper/Vacuum) | | | | | | | | | | | \$ 300,000 |
| New Pavement Deice Truck | | | | | | | | | | | \$ 300,000 |
| New Operations Trucks | | | | | | | | | | | \$ 75,000 |
| Ramp Lighting Install Replacement | | | | | | | | | | | \$ 200,000 |
| Airfield Camera System Installation | | | | | | | | | | | \$ 200,000 |
| Lear St Rehabilitation | | | | | | | | | | | \$ 100,000 |
| Gulfstream Dr Rehabilitation | | | | | | | | | | | \$ 100,000 |
| Cessna Dr Rehabilitation | | | | | | | | | | | \$ 100,000 |
| New Airport Facilities / Operations Center / ARFF Station (Design & Construction) | | | | | | | | | | | \$ 5,000,000 |
| New Administrative & Airlines Offices Building (Design & Construction) | | | | | | | | | | | \$ 4,000,000 |
| Totals Unfunded | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | | \$ 11,975,000 |



Federal & State Funding

- 2025-1: Runway 15-33 Widening - Construction - \$6,392,899 (F, F-Disc, F-BIL-24/25, S, L)
- 2026-1: Runway 15-33 Widening - Construction - \$9,707,101 (F, F-Disc, F-BIL-26, S, L)
- 2026-2: New ATCT - Environmental - \$350,000 (F-FCT)
- 2027-1: New ATCT - Design - \$2,000,000 (F-FCT)
- 2027-2: GA Apron & Taxiways Seal Coat - Design & Construction - \$500,000 (S, L)
- 2028-1: New ATCT - Construction - \$15,000,000 (F, F-Disc, F-FCT, S, L)
- 2029-1: ARFF Vehicle Acquisition - \$1,500,000 (F, S, L)
- 2030-1: Master Plan w/ Updated Noise Contours - \$800,000 (F, S, L)
- 2030-2: Taxiway A Seal Coat, Lighting & Signage Upgrades - Construction - \$2,440,320 (F, F-Disc, S, L)
- 2030-3: Taxiway D & A1 Rehabilitation - Construction - \$300,000 (S, L)

Local Funding Only

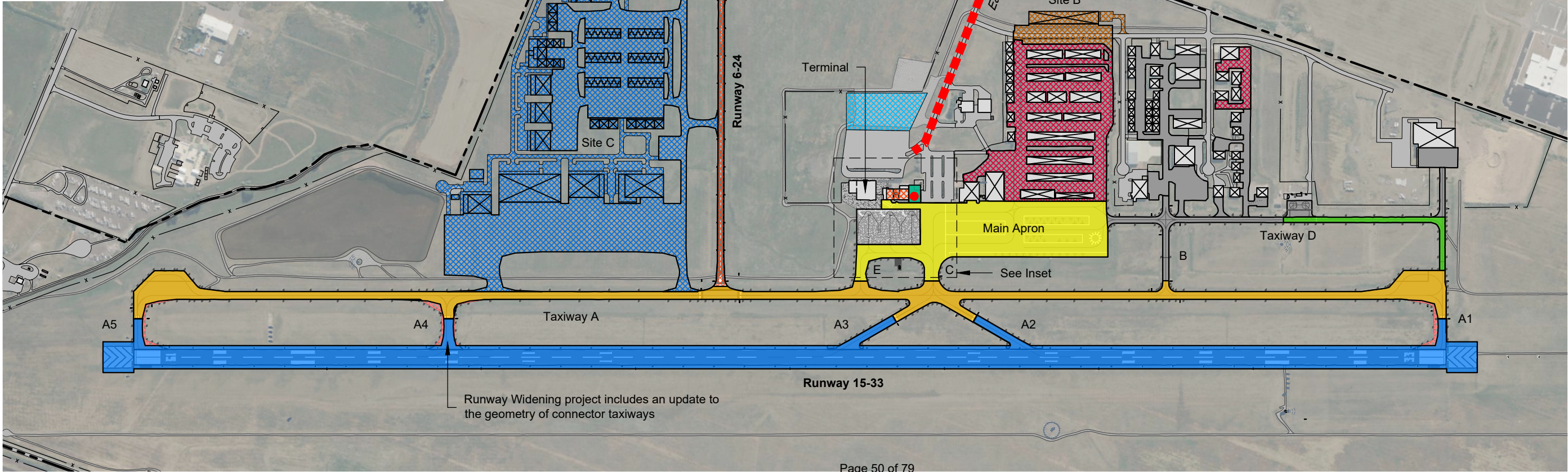
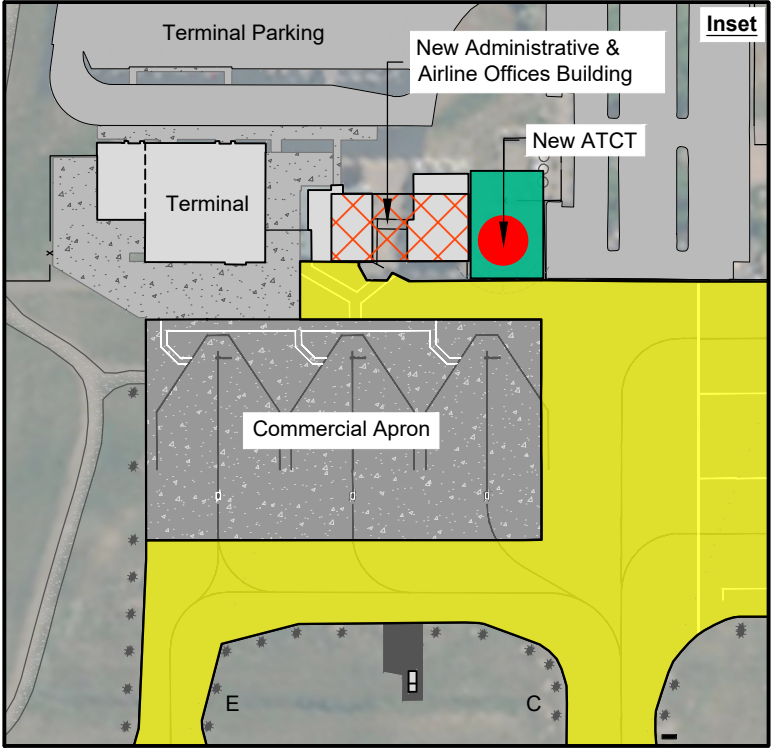
- 2026-3: New Front Line Parking Lot - Tenant Improvement - \$1,000,000 (Other)
- 2027-3: Landside Wayfinding Signage and Landscaping - \$150,000 (L)
- 2027-4: Through The Fence Gate - \$300,005 (L)
- 2028-2: Runway 6-24 & Taxiway F Crack Seal & Seal Coat - Design & Construction - \$600,000 (L)
- 2028-3: Terminal Parking Lot Expansion - Design & Construction - \$2,000,000 (L)
- 2029-2: Taxiway A Seal Coat, Lighting & Signage Upgrades - Design - \$100,000 (L)
- 2029-3: T-Hangar Ramp & Stearman Taxilane Rehabilitation - Design & Construction - \$600,000 (L)
- 2030-4: Complete VSR - Design & Construction - \$500,000 (L)
- 2030-5: Airport Entrance Road Improvements - Design & Construction - \$1,000,000 (L)

Unfunded Projects

- New Airport Operations Center & ARFF Station - Design & Construction - \$5,000,000
- New Administrative & Airline Offices Building - Design & Construction - \$4,000,000
- Airport Operations Vehicles, Equipment, Landside Roadway Rehabilitations, & Others (See CIP List)

Site Development Projects

- Site B General Aviation Hangar Development
- Site C General Aviation Hangar Development



Runway Widening project includes an update to the geometry of connector taxiways

Legend:

- Existing Facilities
- Future Development
- Existing Property Line

Notes:

- NS: Not Shown
- Funding Types:
 - F: Federal (AIP)
 - F-Disc: AIP Discretionary
 - F-BIL: Bipartisan Infrastructure Law
 - F-FCT: FAA Contract Tower (FCT) Competitive Grant Program
 - S: State
 - L: Local

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Not For Construction
DRAFT

Scale based on a 11"x17" sheet.



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: May 15, 2025

PREPARED BY: John S. Kinney – Airport Director

TITLE

2026 Airport Budget Recommendation

RECOMMENDED AIRPORT COMMISSION ACTION

Recommend approval of the budget to both City Councils

SUMMARY

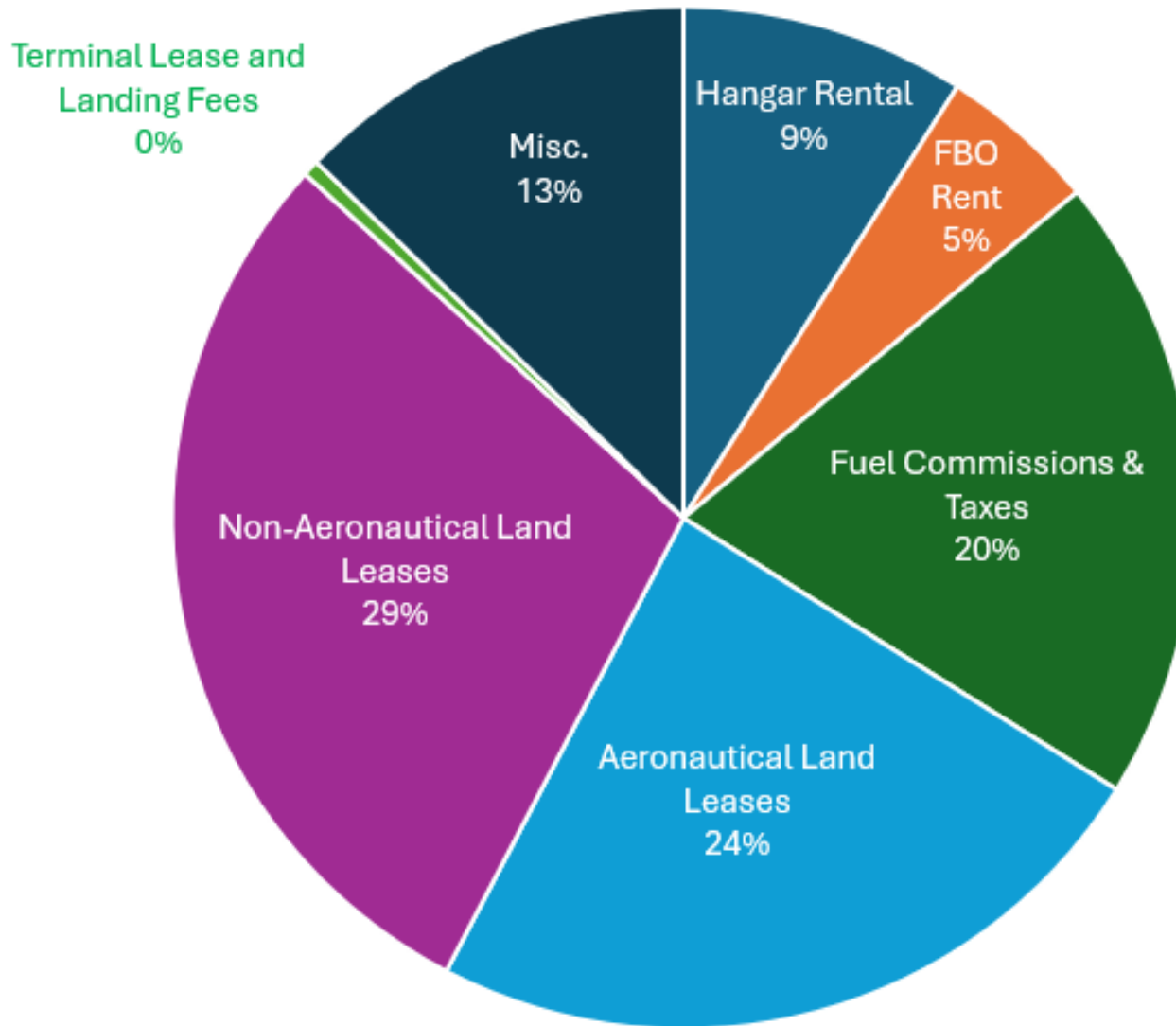
Substantive adjustments have been made to this year's budget as compared to previous years' enhancing airport safety, guest experience and revenues. Specifically:

- ✓ Enhancements to the airport's plans of: Safety, Resiliency and Security.
 - ✓ Creation of preventative maintenance program for facilities and pavements, increasing life cycles and reducing long term capital costs.
 - ✓ Training opportunities for staff as we transition to a commercial service airport.
 - ✓ A revised Brand and Marketing Plan promoting FNL to attract scheduled airlines serving the greater Northern Colorado Communities.
-
- Northern Colorado Regional Airport Annual Budget Summary:
 - Reduction in operating expenses of \$208,000.
 - Increase in revenues of \$30,000 (after runway closure impacts)
 - No new FTEs are being requested in 2026
 - Airport fund balance bolstered by a return / investment of \$193,000.

ATTACHMENTS

- Sources of Airport Revenues 2024
- 2026 Proposed Budget
- Airport Financial Projections for 2025 through 2027
- Airport Revenue Impacts From Runway Closure Forecast
- City of Loveland Budget Timeline
- Resolution #R-5-2025

Sources of Airport Revenues 2024



2026 Airport Proposed Base Budget

| Account Name | 2025 Base | Adjustment | 2026 Proposed |
|-----------------------------|---------------|---------------|---------------|
| Other Services | \$ 1,000.00 | \$ 149,000.00 | \$ 150,000.00 |
| Repair & Maintenance | \$ 105,000.00 | \$ 45,000.00 | \$ 150,000.00 |
| Landscape & Ag Supplies | \$ 3,675.00 | \$ 10,325.00 | \$ 14,000.00 |
| Electrical Parts & Supplies | \$ 8,925.00 | \$ 10,000.00 | \$ 18,925.00 |
| Overtime-Benefited Emp | \$ 10,500.00 | \$ 9,500.00 | \$ 20,000.00 |
| Equipment Rental/Lease | \$ 3,675.00 | \$ 7,000.00 | \$ 10,675.00 |
| Tools/Equip (Non-Cap) | \$ 4,463.00 | \$ 5,537.00 | \$ 10,000.00 |
| Subscriptions | \$ 1,260.00 | \$ 4,740.00 | \$ 6,000.00 |
| Utility - Storm Water | \$ 26,943.00 | \$ 4,000.00 | \$ 30,943.00 |
| Utility - Gas | \$ 4,725.00 | \$ 1,000.00 | \$ 5,725.00 |
| Utility - Waste Water | \$ 1,575.00 | \$ 500.00 | \$ 2,075.00 |
| Motor Oil & Lubricants | \$ 525.00 | \$ 475.00 | \$ 1,000.00 |
| Safety Supplies | \$ 525.00 | \$ 475.00 | \$ 1,000.00 |
| Awards & Recognition | \$ 525.00 | \$ - | \$ 525.00 |
| Books & Periodicals | \$ 263.00 | \$ - | \$ 263.00 |
| Clothing | \$ 2,625.00 | \$ - | \$ 2,625.00 |
| Computer Supply & Equipmt | \$ 4,725.00 | \$ - | \$ 4,725.00 |
| Food | \$ 3,150.00 | \$ - | \$ 3,150.00 |

| | | | | | | |
|-----------------------------------|----|-----------|----|---|----|-----------|
| Government Fees | \$ | 263.00 | \$ | - | \$ | 263.00 |
| Ins Deductible, Prop/Liba | \$ | 2,625.00 | \$ | - | \$ | 2,625.00 |
| Insurance, Prop/Liab | \$ | 27,300.00 | \$ | - | \$ | 27,300.00 |
| Lockbox/Cr Card Bank Fees | \$ | 1,050.00 | \$ | - | \$ | 1,050.00 |
| Membership Fees & Dues | \$ | 5,250.00 | \$ | - | \$ | 5,250.00 |
| Mileage Reimbursement | \$ | 525.00 | \$ | - | \$ | 525.00 |
| Office Furn/Eq (Non-Cap) | \$ | 2,625.00 | \$ | - | \$ | 2,625.00 |
| Office Supplies | \$ | 2,415.00 | \$ | - | \$ | 2,415.00 |
| Postage | \$ | 1,050.00 | \$ | - | \$ | 1,050.00 |
| Printing | \$ | 1,050.00 | \$ | - | \$ | 1,050.00 |
| Salaries non-benefited | \$ | 36,750.00 | \$ | - | \$ | 36,750.00 |
| Telephone | \$ | 5,250.00 | \$ | - | \$ | 5,250.00 |
| Tires & Tubes | \$ | 6,825.00 | \$ | - | \$ | 6,825.00 |
| Utility - Electric | \$ | 84,000.00 | \$ | - | \$ | 84,000.00 |
| Utility - Street Maint/Other Fees | \$ | 44,100.00 | \$ | - | \$ | 44,100.00 |
| Utility - Water | \$ | 2,625.00 | \$ | - | \$ | 2,625.00 |
| Veh & Equip Maint-Outsource | \$ | 3,675.00 | \$ | - | \$ | 3,675.00 |
| Waste Disposal | \$ | 6,300.00 | \$ | - | \$ | 6,300.00 |
| Building & Paint Supplies | \$ | 10,500.00 | \$ | - | \$ | 10,500.00 |

| | | | | | | |
|---------------------------|-----------|---------------------|-----------|---------------------|-----------|---------------------|
| Parts & Supplies | \$ | 54,075.00 | \$ | - | \$ | 54,075.00 |
| Other Supplies | \$ | 1,313.00 | \$ | (1,313.00) | \$ | - |
| Marketing | \$ | 52,500.00 | \$ | (2,500.00) | \$ | 50,000.00 |
| Motor Fuel | \$ | 23,100.00 | \$ | (3,000.00) | \$ | 20,100.00 |
| Repair & Maintenance | \$ | 4,868.00 | \$ | (4,868.00) | \$ | - |
| Travel/Meetings/Schooling | \$ | 28,350.00 | \$ | (9,350.00) | \$ | 19,000.00 |
| Advertising - General | \$ | 42,000.00 | \$ | (42,000.00) | \$ | - |
| Personal Services | \$ | 1,189,915.00 | \$ | (58,641.00) | \$ | 1,131,274.00 |
| Professional Services | \$ | 409,000.00 | \$ | (334,000.00) | \$ | 75,000.00 |
| Total | \$ | 2,233,378.00 | \$ | (208,120.00) | \$ | 2,025,258.00 |

Airport Financial Projections 2025-2027

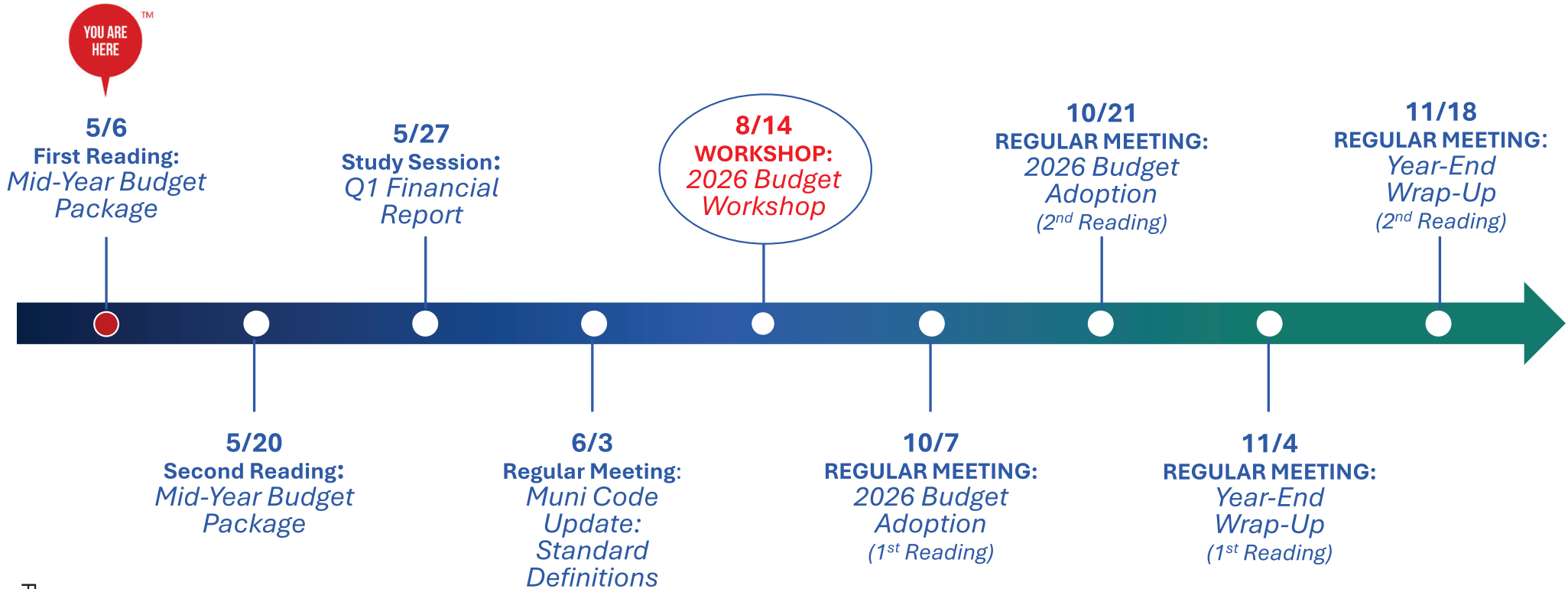
| Account Name | Worksheet | Ledger Type | 2025 Base | | Adjustments | 2026 Proposed | | 2027 Forecast | | |
|---|-----------------------|--------------|-----------|--------------|-------------|---------------|----|---------------|---|--------------|
| Interest On Investments | Airport Revenues | revenues | \$ | 51,450.00 | \$ | - | \$ | 51,450.00 | \$ | 51,450.00 |
| Miscellaneous | Airport Revenues | revenues | \$ | 55,230.00 | \$ | 32,000.00 | \$ | 87,230.00 | \$ | 98,000.00 |
| Fbo Rent | Airport Revenues | revenues | \$ | 110,809.00 | \$ | - | \$ | 110,809.00 | \$ | 111,000.00 |
| T-Hangar Rental | Airport Revenues | revenues | \$ | 159,000.00 | \$ | 9,000.00 | \$ | 168,000.00 | \$ | 175,000.00 |
| Aeronautical Land Lease | Airport Revenues | revenues | \$ | 473,038.00 | \$ | 24,300.00 | \$ | 497,338.00 | \$ | 521,638.00 |
| Non-Aeronautical Land Lease | Airport Revenues | revenues | \$ | 576,936.00 | \$ | 29,700.00 | \$ | 606,636.00 | \$ | 636,336.00 |
| Parking | Airport Revenues | revenues | \$ | 200,000.00 | \$ | 165,000.00 | \$ | 365,000.00 | \$ | 365,000.00 |
| Landing Fees | Airport Revenues | revenues | \$ | 74,533.00 | \$ | 19,767.00 | \$ | 94,300.00 | \$ | 170,000.00 |
| Terminal Lease | Airport Revenues | revenues | \$ | 15,000.00 | \$ | (10,000.00) | \$ | 5,000.00 | \$ | 5,000.00 |
| Fuel Flowage | Airport Revenues | revenues | \$ | 315,000.00 | \$ | (170,000.00) | \$ | 145,000.00 | \$ | 315,000.00 |
| County Aircraft Fuel Tax | Airport Revenues | revenues | \$ | 157,500.00 | \$ | (70,000.00) | \$ | 87,500.00 | \$ | 157,500.00 |
| Total Revenue | | | \$ | 2,188,496.00 | | | \$ | 2,218,263.00 | \$ | 2,605,924.00 |
| Proposed Base Budget | | | \$ | 2,233,378.00 | | | \$ | 2,025,258.00 | \$ | 2,227,783.00 |
| Balance | | | \$ | (44,882.00) | | | \$ | 193,005.00 | \$ | 378,141.00 |
| Underbudgeted under 2025 based off historical trends | | | | | | | | | Footnote: assuming 10% increase to 2027 base expenditures | |
| *Storm Water Fees - Underbudgeted based off historical expenditures | | | | | | | | | | |
| | Unbudgeted Expenses | Expenditures | \$ | 46,000.00 | | | | | | |
| *TSA Equipment Relocation | | | | | | | | | | |
| | Unbudgeted Expenses | Expenditures | \$ | 64,000.00 | | | | | | |
| *New vehicle in 2024- expense drawn against 2025 budget | | | | | | | | | | |
| | Unbudgeted Expenses | Expenditures | \$ | 36,320.00 | | | | | | |
| Parking Fees Implementation delay | | | | | | | | | | |
| | Unbudgeted Expenses | Expenditures | \$ | 200,000.00 | | | | | | |
| Landing Fee Implementation Delay | | | | | | | | | | |
| | Unbudgeted Expenses | Expenditures | \$ | 74,533.00 | | | | | | |
| Balance | | | \$ | (465,735.00) | | | | | | |
| Landing Fess | Mid-year new revenues | revenues | \$ | 100,000.00 | | | | | | |
| Parking Fees | Mid-year new revenues | revenues | \$ | 152,000.00 | | | | | | |
| Badging Fees | Mid-year new revenues | revenues | \$ | 32,000.00 | | | | | | |
| Balance | | | \$ | (181,735.00) | | | | | | |
| * Not budgeted for 2025 | | | | | | | | | | |

Airport Fund Balance

| Fund Balance | 2025 | | 2026 | | 2027 | |
|-----------------------------|------|--------------|------|--------------|------|--------------|
| Balance | \$ | 2,200,000.00 | \$ | 975,865.00 | \$ | 767,865.00 |
| Mid-Year Appropriations | \$ | (642,400.00) | \$ | - | \$ | - |
| Runway Widening Grant Match | \$ | (400,000.00) | \$ | (400,000.00) | \$ | - |
| Budget Deficit | \$ | (181,735.00) | \$ | - | \$ | - |
| Budget Surplus | \$ | - | \$ | 192,000.00 | \$ | 378,141.00 |
| Fund Balance Total | \$ | 975,865.00 | \$ | 767,865.00 | \$ | 1,146,006.00 |

[illegible]

BUDGET TIMELINE – PRESENTATIONS TO COUNCIL



RESOLUTION # R-5-2025

**A RESOLUTION APPROVING THE 2026 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 2026 (the “2026 Airport Budget”) and the Commission has reviewed the 2026 Airport Budget, which is attached hereto as “Exhibit A” and incorporated herein; and

WHEREAS, after such review, the Commission approves the 2026 Airport Budget, and recommends approval by the two City Councils along with appropriation of the necessary funds for such 2026 Airport Budget.

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

Section 1. That the 2026 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 2026 Airport Budget. The Commission further recommends that the City Councils approve each City’s annual contributions to and appropriation of the 2026 Airport Budget.

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

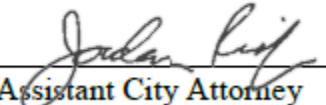
ADOPTED this 15th day of May, 2025.

Jeni Arndt, Chair of the
Northern Colorado Regional Airport Commission

ATTEST:

Secretary

APPROVED AS TO FORM:



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: 9

MEETING DATE: May 15, 2025

PREPARED BY: Dylan Swanson, Operations Manager

TITLE

Runway 15-33 Widening Contract Award and approval of pending FAA and CDOT Grants in 2025 and 2026 Recommendations

RECOMMENDED AIRPORT COMMISSION ACTION

Recommend the Airport Commission, recommend the City Councils approve a construction contract with Holcim-WCR, Inc. for the runway 15-33 widening project and recommend approval of the pending grants from the FAA and CDOT with a total not exceed local match of \$800,000.

BUDGET IMPACT

Negative – The locally funded portion of the project is estimated at up to \$800,000, but this amount may be reduced if additional funding is secured from the FAA or the State. The final grant amount and local match will not be realized until September.

Given the actual lowest bid of \$17,947,318.10, when combined with the engineering fees, amounts of \$19,385,103, which exceeds the authorized budget of \$18,021,000, staff will seek additional appropriation spending limits for the project next month with both city councils.

SUMMARY

The widening of Runway 15-33 from 100 to 150 feet is a key project highlighted in the Airport's Master Plan that has been coordinated with the FAA for many years. The project will improve safety and enhance the airport's marketability to commercial airlines.

FAA runway design standards are based on the Aircraft Design Group (ADG) classification and the weight of the critical design aircraft. FNL's runway is classified as ADG III, with the Airbus A319/A320 identified as the critical design aircraft. To comply with current FAA design standards. In addition to widening, the project will include

improvements to taxiway geometry, pavement markings, lighting, signage, and blast pads.

Dibble Engineering was contracted in July 2023 to provide design and bid phase services for the project. The design is now complete. In March of this year, a competitive solicitation was issued for the project's construction in accordance with the City of Loveland's procurement standards. Sealed bids were due in late April, and six bids were received.

After reviewing the bids and supporting documentation, staff from Dibble Engineering and the Airport recommend awarding the construction contract to the lowest bidder, Holcim-WCR, Inc. with a bid of \$17,947,318.10. City of Loveland legal and purchasing staff have reviewed and validated the procurement process and concur with the recommendation. Further action will be required to appropriate additional local match funding and grants agreements associated with the project.

FAA and CDOT Funding

Project funding will be accomplished through a combination of grants from the FAA, CDOT-Aeronautics and local dollars over a two-year period. The final grant amounts will be known and available in September for 2025 funding. The FAA has this project as a priority to fund with year-end savings from other airport's unspent grant dollars. This week alone two additional funding opportunities became available for FNL, resulting in lowering our local match.

Staff's best estimate for the project's funding by source is outlined in the chart below. The City of Loveland did budget the local match at \$800,000 but not as a line item but in the airport fund balance.

| Runway Widening Funding | | | | |
|-------------------------|--------------|---------------------|----------------------|----------------------|
| Source | | FY25 | FY26 | Total |
| FAA AIP Entitlements | Carryover | \$ 440,187 | \$ - | - |
| | Current Year | \$ 150,000 | \$ 150,000 | - |
| | Total | \$ 590,187 | \$ 150,000 | \$ 740,187 |
| FAA AIP Discretionary | | \$ 4,500,000 | \$ 11,485,407 | \$ 15,985,407 |
| FAA AIG BIL | Carryover | \$ 316,254 | \$ - | - |
| | Current Year | \$ 687,000 | \$ 687,000 | - |
| | Total | \$ 1,003,254 | \$ 687,000 | \$ 1,690,254 |
| CDOT Match | AIP | \$ 133,952 | \$ 250,000 | \$ 383,952 |
| | AIG BIL | \$ 26,401 | \$ 18,079 | \$ 44,480 |
| | Total | \$ 160,354 | \$ 268,079 | \$ 428,433 |
| Local Match | AIP | \$ 133,952 | \$ 362,390 | \$ 496,342 |
| | AIG BIL | \$ 26,401 | \$ 18,079 | \$ 44,480 |
| | Total | \$ 160,354 | \$ 380,469 | \$ 540,822 |
| Total | | \$ 6,414,148 | \$ 12,970,955 | \$ 19,385,103 |

Critical Notes: Project funding is over two years from the FAA and CDOT-Aeronautics and requires acceptance by the municipalities within three weeks once the FAA offers the grant(s) for the 2025 allocation.

- 1) The FAA will inform both airport sponsors this September of the final financial share for 2025 and require the grant(s) to be accepted and executed within that same month, by September 30th, 2025. Anticipated grant amount 2025: ~ \$6.6 M.
- 2) In May of 2026, the FAA will allocate the final project funding grant dollars. This requires award of the contractor's contract contingent upon the airport sponsors receiving the full FAA CDOT-Aeronautics funding amount as outlined in the above chart.

Given the project's significant impact on airport operations, extensive stakeholder engagement has been conducted. Airport staff will continue to communicate project updates and anticipated impacts throughout the construction phase.

ATTACHMENTS

- Contractor Bid Submittal Review
- City of Loveland Purchasing Recommendation Letter
- Resolution #R-2-2025
- Resolution #R-3-2025



April 28, 2025

Northern Colorado Regional Airport
4900 Earhart Rd.
Loveland, CO 80538

Attention: Mr. John Kinney, CAE CM
Airport Director
Northern Colorado Regional Airport

RE: **Contractor Bid Submittals Review**
Northern Colorado Regional Airport
FNL Runway 15-33 Widening
FAA AIP No. 3-08-0023-047-2025
City Project No. APFAA43

We have reviewed the six contractor bids, received on April 24, 2025, for the *FNL Runway 15-33 Widening* project. The unit prices were analyzed in comparison with each of the bids and the Engineer's Estimate for the project. The unit prices varied but given the current unstable markets and anticipated construction start in 2026 the unit prices were generally in line with what was expected.

The apparent low bidder, *Holcim-WCR, Inc.*, submitted a bid (\$17,947,318.10) which is approximately 15% higher than the Engineer's Estimate. They are also within 0.5% of the second low bidder. All bids, (except for the highest outlier), are within 15% or less of each other. This demonstrates that the bids are competitive and generally consistent.

The following table summarizes the Engineer's Estimate and the bids:

| SUMMARY OF BIDS - BID OPENING 04/23/25 2:00 PM NORTHERN COLORADO REGIONAL AIRPORT RUNWAY 15-33 WIDENING | | |
|---|-----------------------------------|------------------|
| BIDDER | | TOTAL BID AMOUNT |
| | | AS-BID |
| - | Engineer's Estimate | \$15,488,672.18 |
| 1 | Holcim-WCR, Inc. | \$17,947,318.10 |
| 2 | Connell Resources, Inc. | \$18,031,897.67 |
| 3 | ESCO Construction Co. | \$19,379,931.55 |
| 4 | Martin Marietta Materials, Inc. | \$20,735,424.25 |
| 5 | Asphalt Specialties Company, Inc. | \$21,179,997.15 |
| 6 | Coulson Excavating Company, Inc. | \$28,180,744.79 |

After reviewing the bid tabulations and bid documents submitted by the contractors, there were some minor mathematical errors on four of the six bids. Additionally, some contractors did not submit all required forms at the time of bid. However, these calculation errors did not change the order of the bids and the unsubmitted documents were not as critical, therefore no submitted bid will be considered non-responsive.

Evaluation of Apparent Low-Bidder of Schedule I (Holcim-WCR, Inc.):

1. Bid Bond (5%, At the Time of Bid):

- a. A 5% Bid Bond was included in the bid documents at the time of bid, attached with this letter.

2. Acknowledgement of Addenda:

- a. There was one addendum issued during the Bid Phase. All Bidders acknowledged Addendum No. 1.

3. DBE Certification and Good Faith Efforts:

An Attachment B – Letter of Intent to Perform as DBE Subcontractor was submitted for *Granite Engineering Group, Airport Lighting Systems, Powell Restoration, Allstate Sweeping, Lujan Trucking, F&M Trucking, and Tom Calabrese Trucking* as registered DBE Firms in the State of Colorado. The information submitted on DBE Forms demonstrates a projected **5.625%** DBE utilization for this project. The DBE Utilization information submitted by *Holcim-WCR, Inc.* is shown below:

| DBE Utilization Information | |
|-------------------------------------|-----------------|
| DBE Firm Listed | Value of Work |
| Granite Engineering Group | \$112,210.00 |
| Airport Lighting Systems | \$208,478.00 |
| Powell Restoration | \$97,451.25 |
| Allstate Sweeping | \$187,680.00 |
| Lujan Trucking | \$141,500.00 |
| F&M Trucking | \$141,500.00 |
| Tom Calabrese Trucking | \$141,500.00 |
| Total DBE Work (Submitted with Bid) | \$1,009,539.25 |
| Holcim-WCR, Inc. (Total Bid Amount) | \$17,947,318.10 |
| % DBE Work Base Bid | 5.625% |

An Attachment D – Demonstration of Good Faith Efforts was also submitted by *Holcim-WCR, Inc.*

4. Subletting of Contract:

- a. An Attachment A – List of Subcontractors included *A-Core Concrete Specialist, American Road Maintenance, Granite Engineering Group, Cardinal/International Grooving and Grinding, Electrical Excellence, Powell Restoration, Proline West, Inc., Allstate Sweeping, Lujan Trucking, F&M Trucking, Tom Calabrese Trucking, and Drexel Barrell*. Based on the information that *Holcim-WCR, Inc.* included in Attachment A – List of Subcontractors, *Holcim-WCR, Inc.* intends to perform the following approximate self-performance percentage of the work:
 - i. The expected self-performance of work, as submitted by *Holcim-WCR, Inc.*, is 74%.

5. Additional Coordination with apparent low-bidder Holcim-WCR, Inc.:

- a. *Holcim-WCR, Inc.* did not submit the following attachments at the time of bid. These files were requested to be provided shortly after bid were received:
 - i. Authorized Signature Form
 - ii. Attachment B – Letter of Intent to Perform as a DBE Subcontractor (Lujan Trucking and Tom Calabrese Trucking). We evaluated these two companies and found them to be certified DBE by CDOT.
 - iii. Attachment C – Identification Statement for DBE (Lujan Trucking and Tom Calabrese Trucking).

Engineer's Recommendation to the Cities and FNL:

Based on the information presented herein, it is the recommendation of Dibble that the Northern Colorado Regional Airport award the *FNL Runway 15-33 Widening* project to *Holcim-WCR, Inc.*, pending the City of Loveland's final review of the full bid submittal. The following table provides the total anticipated project cost:

| FNL Runway 15-33 Widening | |
|---|-----------------|
| Holcim-WCR, Inc. (Construction) | \$17,947,318.10 |
| Dibble (Construction Management) | \$1,287,784.98 |
| FNL (Administrative & FAA Flight Check) | \$150,000.00 |
| Total Project | \$ |

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

Sincerely,
DIBBLE



Jared Bass, P.E.
Vice President – CO Group Leader

Enclosures:

- Bid Summary and Tabulation
- Non-Collusion Affidavit
- Bid Proposal
- Bid Bond (5%)
- Attachment A – List of Subcontractors & DBE Utilization
- Attachment B – Letter of Intent to Perform as DBE Subcontractor
- Attachment C – Identification Statement for DBE
- Attachment D – Demonstration of Good Faith Efforts
- Airport Lighting Systems DBE Certification
- Allstate Sweeping DBE Certification
- F&M Trucking DBE Certification
- Granite Engineering Group DBE Certification
- Lujan's Trucking DBE Certification
- Powell Restoration DBE Certification
- Tom Calabrese Trucking DBE Certification
- Pre-Qualification Form
- Contractor's Questionnaire
- Certificate of Insurability
- Signed Federal Documents (Tax Delinquency/Felony Conviction and Buy American Certification)
- Authorized Signature Form

| SUMMARY OF BIDS - BID OPENING 04/24/25 2:00 PM NORTHERN COLORADO REGIONAL AIRPORT RUNWAY 15-33 WIDENING | | | |
|---|-----------------------------------|-----------------|---------|
| BIDDER | | AMOUNT | DELTA |
| | | AS-BID | |
| - | Engineer's Estimate | \$15,488,672.18 | - |
| 1 | Holcim-WCR, Inc. | \$17,947,318.10 | 115.87% |
| 2 | Connell Resources, Inc. | \$18,031,897.67 | 116.42% |
| 3 | ESCO Construction Co. | \$19,379,931.55 | 125.12% |
| 4 | Martin Marietta Materials, Inc. | \$20,735,424.25 | 133.87% |
| 5 | Asphalt Specialties Company, Inc. | \$21,179,997.15 | 136.75% |
| 6 | Coulson Excavating Company, Inc. | \$28,180,744.79 | 181.94% |

DATE: May 12, 2025

MEMO TO: John Kinney, Northern Colorado Regional Airport Director

MEMO FROM: Cindy Scymanski, City of Loveland Purchasing Manager

PROJECT: Runway 15-33 Widening Project APFAA43

The Purchasing Division of the City of Loveland advertised the above named project solicitation in the newspaper and on BinetDirect.com in compliance with 2CFR part 200.320. The bids submitted for consideration were opened publicly via video call.

I have reviewed the documents and pricing submitted by Holcim-WCR, Inc. and concur with Dibble Engineering, the engineering firm of record for the Airport, that Holcim -WCR is lowest responsive, responsible bidder barring any negative reviews received when checking references. All other bids submitted were checked for errors or omissions and Holcim-WCR was the lowest price submitted.

The City's attorney's office was consulted on this matter and no exceptions to our process were noted.

Signed,



Cindy Scymanski

RESOLUTION #R-2-2025

A RESOLUTION RECOMMENDING APPROVAL TO THE LOVELAND CITY COUNCIL AND FORT COLLINS CITY COUNCIL OF AN AWARD OF A CONTRACT TO HOLCIM-WCR, INC. FOR CONSTRUCTION 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 (“Airport”). The IGA was amended in 2016 and 2019; and

WHEREAS, pursuant to the 2015 IGA, as amended, the Cities reserved certain management and policy making issues that require approval of the City Councils, including “construction of capital projects except to the extent of the authority granted to the Commission.” The Cities granted certain authority to the Commission, including the authority to enter into Airport contracts for goods and services, including construction of capital projects, so long as certain parameters are met; and

WHEREAS, Loveland conducted a sealed bid process and Airport staff selected Holcim-WCR, Inc. (“Holcim-WCR”) as the lowest responsive and responsible bidder after review of all bids by the selection committee to award the contract for construction of the Runway 15-33 Widening Project (the “Contract”); and

WHEREAS, Airport staff seeks the approval of the Cities in order to ensure compliance with the 2015 IGA, as amended, and to ensure the cooperation of both Cities; and

WHEREAS, the Commission desires to recommend to the Loveland and Fort Collins City Councils to approve a contract with Holcim-WCR for the Project in an amount not to exceed \$17,947,318.10.

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

Section 1. That the Commission recommends that the Loveland and Fort Collins City Councils award the Contract to Holcim-WCR for an amount not to exceed \$17,947,318.10.

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

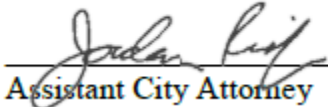
ADOPTED this 15th day of May, 2025.

Jeni Arndt, Chair of the
Northern Colorado Regional Airport Commission

ATTEST:

Secretary

APPROVED AS TO FORM:



Assistant City Attorney

RESOLUTION #R-3-2025

A RESOLUTION RECOMMENDING APPROVAL TO THE LOVELAND CITY COUNCIL AND FORT COLLINS CITY COUNCIL OF GRANT AGREEMENTS WITH THE FEDERAL AVIATION ADMINISTRATION AND THE COLORADO DEPARTMENT OF TRANSPORTATION 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”) (together, the “Cities”) 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 (“Airport”). The IGA was amended in 2016 and 2019; and

WHEREAS, pursuant to the 2015 IGA, as amended, the Cities reserved certain management and policy making issues that require approval of the City Councils, including the approval of and participation in federal and state grant agreements. The Cities granted certain authority to the Commission, including the authority to enter into grant agreements, so long as such grant agreements do not include commitment of Airport revenues and funds for grant matches of more than \$300,000 from appropriated funds included in the Airport’s adopted budget, provided such grants are within the respective City Managers’ authority; and

WHEREAS, the Cities desire to begin a capital improvement project consisting of construction of the Runway 15-33 Widening Project (the “Project”) that Airport staff anticipates will cost \$19,385,103; and

WHEREAS, the Federal Aviation Administration (“FAA”) provides formula grant funding through the Airport Improvement Program (“AIP”) based upon certain criteria to eligible airports to enable those airports to maintain, repair, and construct various areas of Airport pavement in order to support the aeronautical uses at the Airport. This funding includes entitlement funding, awarded annually to eligible airports based on a formula (“AIP Entitlement Funds”), and discretionary funding, awarded through a competitive process to supplement entitlements (“AIP Discretionary Funds”); and

WHEREAS, the Colorado Department of Transportation (“CDOT”) utilizes state-collected aviation fuel taxes to fund a portion of the local match required for the FAA’s AIP grants (“CDOT Match Funds”); and

WHEREAS, the FAA also provides grant funding through the Infrastructure Investment and Jobs Act and its Airport Infrastructure Grant program (“AIG Funds”) that can be invested in runways, taxiways, safety and sustainability projects, terminals, airport transit connections, and roadway projects; and

WHEREAS, the Cities applied for AIP Entitlement Funds, AIP Discretionary Funds,

CDOT Match Funds, and AIG Funds to fund the Project (collectively, the “Grants”); and

WHEREAS, based on discussions with the FAA and CDOT, Airport staff anticipates the award of approximately \$740,187 in AIP Entitlement Funds, \$15,985,407 in AIP Discretionary Funds, \$1,690,254 in AIG Funds, and \$428,433 in CDOT Match Funds; and

WHEREAS, based on discussions with the FAA and CDOT, Airport staff anticipates that the Airport’s local match will be an amount not to exceed \$496,342 for the AIP grants and \$44,480 for the AIG Funds, for a total of \$540,822; and

WHEREAS, while Airport staff is confident based on indications from the FAA and CDOT that the Airport’s local match will continue to decrease as the FAA and CDOT provide increased funding, the Airport’s total local match could be as much as \$750,000; and

WHEREAS, the FAA’s fiscal calendar and budget year create a situation in which the Grants, when awarded, will leave the Cities with a very short timeline to approve the awarded Grants; and

WHEREAS, to ensure execution of the Grants within the FAA’s timeline, Airport staff seeks a recommendation of the Commission to the Cities to approve the Grants for the Project and authorize execution of the Grants with a local Airport match in a total amount not to exceed \$750,000, with Airport staff’s expectation that the match will be significantly less than that amount, to enable expedient execution of the Grants within the FAA’s timeline; and

WHEREAS, the Commission desires to recommend to the Loveland City Council and Fort Collins City Council to approve the Grants for the Project and authorize all actions necessary to execute the Grants with a total local Airport match in an amount not to exceed \$750,000.

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

Section 1. That the Commission recommends that the Loveland City Council and Fort Collins City Council approve the Grants for the Project and authorize all actions necessary to execute the Grants with a total local Airport match in an amount not to exceed \$750,000.

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

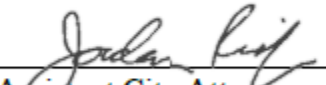
ADOPTED this 15th day of May, 2025.

Jeni Arndt, Chair
Northern Colorado Regional Airport Commission

ATTEST:

Secretary

APPROVED AS TO FORM:



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: 10

MEETING DATE: May 15th, 2025

PREPARED BY: Dylan Swanson, Operations Manager

TITLE

Airport Badging Fee Update

RECOMMENDED AIRPORT COMMISSION ACTION

Approve Airport Badging Rates and Fee Structure

BUDGET IMPACT

Positive

SUMMARY

Northern Colorado Regional Airport is classified by the TSA as a Commercial Service Airport and is required to comply with federal regulatory security requirements of CFR 1542. The airport maintains and enforces a TSA approved Airport Security Plan, a comprehensive framework designed to counter potential threats and vulnerabilities associated with terrorism, sabotage and other security concerns.

This modernization effort will enhance regulatory compliance through automation of the badging process, auditing and will provide a user-friendly interface reducing workload on staff and airport users. New rates and fees can be found in Exhibit A to Attachment #2

Attachments

- Attachment 1 - Current Badging System Overview
- Attachment 2 - Resolution #R-4-2025
 - Exhibit A – Proposed Schedule of Rates, Charges, and Fees



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

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

Attachment 1 – Current Badging System Overview

Scope:

The Northern Colorado Regional Airport manages ~1,000 badges annually. Airport staff currently utilize outdated processes such as paper application, manual entry of data into 3 separate systems and manual audits conducted by hand. The current badging model accounts for the following costs in materials, subscriptions and staff time:

| KFNL Badging System Cost Pre-Modernization Effort: | |
|--|--------------------|
| Badging Supplies/Background Checks | \$17,000.00 |
| *Staff Time | \$63,260.00 |
| Total | \$80,260.00 |

*Staff time: Avg 1.5hr/badge

RESOLUTION #R-4-2025

**A RESOLUTION ADOPTING AN AMENDMENT TO THE 2025
NORTHERN COLORADO REGIONAL AIRPORT RATES AND FEES
FOR SECURITY ACCESS CREDENTIALING**

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 the remainder of 2025, Airport staff recommend updating security access credentialing fees. The proposed Amended 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 Amended Schedule of Rates, Charges and Fees for the Northern Colorado Regional Airport for 2025 is hereby approved to go into effect July 1, 2025.

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

ADOPTED this 19th day of May 15, 2025.

Jeni Arndt, Chairperson

ATTEST:

Secretary

APPROVED AS TO FORM:

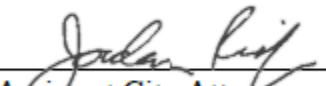

Assistant City Attorney

Exhibit A

City of Loveland, Colorado

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

Effective July 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\$75

Airport Operations Area (AOA) badge new & renewals\$75

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

Secure Identification Display Area (SIDA) & Airport Operations Area (AOA) Badge Deposit ...\$250

Unreturned Secure Identification Display Area (SIDA) badge..... Forfeiture of Deposit

Unreturned Airport Operations Area (AOA) Badge Forfeiture of Deposit

Lost Badge Fee\$100

Security Violation Tier I penalty\$100

Security Violation Tier II penalty\$200

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

T-Hangar (Formerly "C" Hangar), per month.....\$332.00

Landing and Terminal Fees

Landing fee per 1,000 pounds of certified gross landing weight\$1.99

Applies to non-based aircraft in excess of 9,000 pounds.

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

Applies to all aircraft in excess of 90,000 pounds.

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

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



NORTHERN COLORADO REGIONAL AIRPORT

Parking Fees

| | |
|---|----------|
| Small Up to 49 ft wing and length | \$25.00 |
| Medium between 49 and 79 ft wing and length | \$65.00 |
| Large over 79 feet wing or length | \$145.00 |