



## Regular Meeting Minutes for May 15, 2025

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| <b>CALL TO ORDER</b>  | Meeting called to order at 3:05 p.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>ROLL CALL</b>      | Commission Members Arndt, Marsh, Thompson, Williams, DiMartino, Miller, and Stooksbury were present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>PUBLIC COMMENT</b> | <p>Chair Arndt opened the floor for public comment:</p> <ul style="list-style-type: none"><li>• Scott Holst with Discovery Air requested that public comment be allowed following each agenda item.<br/>He also voiced concern about the bids for the Runway 15-33 widening project, noting that the lowest one came in \$2.4 million over the engineer's estimate. Mr. Holst referenced a runway widening project at Yampa Valley Regional Airport, which was completed in just 60 days.<br/>Additionally, he shared information about an air traffic control tower at Coeur d'Alene Airport that was constructed using shipping containers for approximately \$300,000.</li><li>• Tom Barlow thanked Director Kinney for acquiring an aircraft tracking system from Virtower, which will be available for use by air traffic controllers. He requested additional information regarding the timeline for implementation.<br/>Mr. Barlow expressed concern about the stakeholder meeting for the upcoming airshow being scheduled for the Friday before Memorial Day.<br/>He also voiced opposition to the proposed increase in airport badge fees, citing comparative cost data from other nearby airports.<br/>Lastly, Mr. Barlow requested information on the anticipated operating and maintenance costs for the new terminal and the widened runway.</li><li>• Nick Johnson with Landline expressed concern about the parking revenue projected in next year's budget, noting that Landline has repeatedly warned that implementing parking fees would discourage passengers from using the service.<br/>He stated that imposing fees without offering added value, such as airside-to-airside shuttle service, could jeopardize the company's ability to continue operations at FNL.<br/>Mr. Johnson requested direct engagement with Airport administration to collaborate on a mutually beneficial solution.</li><li>• Rick Turley, representing the C Hangar tenants and the FNL Pilots Association, expressed the view that a new structural evaluation of the C Hangars is unnecessary. He noted the hangars generate approximately \$160,000 in annual revenue for the Airport, and that recent improvements to their structural integrity cost around</li></ul> |



\$90,000. Mr. Turley stated that the previous evaluation conducted by Knott Laboratories was credible and advocated for continued inspection and maintenance rather than a new study.

He also voiced frustration over the lack of feedback regarding a proposal to construct new hangars on Site C following the recent Request for Expressions of Interest (REOI). He expressed concern over the absence of clear guidance from Airport staff on what information would be required for a successful proposal.

In addition, Mr. Turley opposed the proposed increase in badging fees and raised concerns about the potential for sensitive information to be compromised. He emphasized that badging fees should be limited to cost recovery and not serve as a profit center for the Airport.

- Terry Cecil, owner of Professional Aircraft Service, stated that he has submitted a proposal to build a new facility on Site B and expressed concern that Airport staff were recommending that Site B be reserved for non-aeronautical development. He stated he has explored options to build on other sites, but that none of them were suitable for his business needs. He requested the ability to continue to advance his proposal on Site B.

#### **PUBLIC COMMENT FOLLOW-UP**

- Commissioner Marsh requested additional information on the shipping container air traffic control tower. She also asked for the timing of the stakeholder meeting for the airshow to be reevaluated.
- Chair Arndt stated that public comment will be offered after all action items on the agenda.

#### **CONSENT AGENDA**

**Commissioner DiMartino moved to approve the consent agenda with the exception of item #3. The motion, seconded by Commissioner Williams, carried with all present Commissioners voting in favor thereof.**

Pulled Items: Commissioner Stooksbury pulled Item #3 - Airport Staff's Follow-Up To Commission Requests For Additional Information/Recommendation.

Consent Follow up: None

Public Comment: None



## REGULAR AGENDA

### **3. AIRPORT STAFF'S FOLLOW-UP TO COMMISSION REQUESTS FOR ADDITIONAL INFORMATION /RECOMMENDATION**

- Commissioner Stooksbury emphasized the importance of making a decision regarding the status of Runway 6-24, which remains closed due to line-of-sight issues between the temporary air traffic control tower and the terminal building.
  - Commissioner Miller added that there may be additional concerns affecting the runway beyond the line-of-sight issue.
  - Director Kinney stated that the FAA does not support the continued use of runway 6-24 as an active runway and will not participate in funding any improvements to it. He noted that there is no quick or easy solution to the issue.
  - Staff was instructed to prepare more detailed information on the runway issue for the next Commission meeting
- Commissioner Stooksbury stated that the Cities and the Airport need a clear strategic vision for where specific types of development should occur. He emphasized the importance of improved planning to guide future development decisions.
- Commissioner Marsh requested historical information on runway 6-24 activity.
- Chair Arndt emphasized the importance of the Airport Commission focusing on policy and not operational issues.
- Commissioner Williams requested information about the previous structural evaluations of the C Hangars and the rationale for conducting an additional assessment.
  - Director Kinney responded that there were discrepancies between the two previous evaluations. He noted that Airport staff have observed potential unresolved structural issues and believe a new evaluation is necessary to accurately assess the condition of the buildings and to develop a comprehensive maintenance plan. The cost of the new evaluation is estimated to be between \$10,000 and \$12,000.

### **6. 2024 FINANCIAL AUDIT**

This item was tabled so that more complete information could be prepared and presented at the next meeting.

### **7. CAPITAL IMPROVEMENT PLAN 2026-2030**

Director Kinney presented the Capital Improvement Plan (CIP), which is a planning document that will be finalized later in the year following coordination with the FAA and CDOT Aeronautics.

- The main project for 2025 and 2026 is the widening of runway 15-33.
- The environmental analysis for a new air traffic control tower will be applicable to either a traditional tower or a digital tower. A decision on which type of tower to implement must be made in 2027.



- There are 14 projects listed at the end of the document that currently do not have an identified funding source.
- Commissioner Marsh asked whether a new fuel farm or a parallel runway are included in the current Capital Improvement Plan (CIP). Director Kinney responded that neither project is included at this time.

**8. 2026 AIRPORT  
BUDGET  
RECOMMENDATION**

Director Kinney presented the 2026 budget.

- The budget projects reduced operating costs and increased revenues, primarily from landing fees and parking.
- The budget accounts for anticipated revenue reductions from the runway 15-33 widening project.
- Recent conversations with the FAA indicate that the locally funded portion of the runway 15-33 widening project will be approximately \$540,000.
- Significant increases in revenue are necessary to help fund the CIP.
- The budget includes revenue projections that may vary depending on the timing of new fee implementations, particularly parking and the badging fee increase.
- Significant revenue increases are necessary to sustain current operations and service levels, as well as to help fund the (CIP).
- Last year, the Commission approved the budget in October; however, this year's timeline has been accelerated to allow for a more thorough review by the City Manager's Office.

**Commissioner Marsh moved to recommend approving the 2026 airport budget and recommend approval by the City Councils of Fort Collins and Loveland. The motion, seconded by Commissioner DiMartino, carried with all Commissioners present voting in favor thereof.**

**9. RUNWAY 15-33  
WIDENING  
CONTRACT AWARD  
AND ACCEPTANCE  
OF PENDING FAA  
AND CDOT GRANTS  
IN 2025 AND 2026  
RECOMMENDATION**

Airport Operations Manager, Dylan Swanson presented the item requesting that the Airport Commission recommend the City Councils approve a construction contract with Holcim-WCR, Inc. for the Runway 15-33 widening project. He also requested that the Commission recommend approval of pending grant funding from the FAA and CDOT, with a total local match not to exceed \$800,000.

- The Airport received five bids for the construction phase of the Runway 15-33 widening project through a competitive solicitation process.
  - The lowest bid, obtained from Holcim-WCR, Inc., exceeded the engineer's estimate by approximately \$2.4 million. The FAA has indicated its intent to fund the majority of this gap.
- The locally funded amount for the construction is currently estimated at \$540,000. This amount will be finalized in September.



- Federal prequalification requirements were followed, and references were contacted to evaluate Holcim's performance on similar projects.
- Commissioner DiMartino asked about the difference in runway closure duration between the Yampa Valley Regional Airport project referenced during public comment and the Runway 15-33 widening project. Operations Manager Swanson explained that the Yampa Valley project involved adding shoulders to the existing runway, while the current project requires a full-depth functional widening of the runway, which is more complex and time-intensive.
- Due to the design-bid-build delivery method with a unit-priced contract, there is minimal risk of the project exceeding the budget.
- The CIP will be updated to reflect the most recent cost estimates.

**Commissioner Marsh moved to recommend that the Loveland and Fort Collins City Councils approve awarding a contract to Holcim-WCR, Inc. for construction services for the Runway 15-33 widening project. The motion was seconded by Commissioner Williams and passed unanimously, with all Commissioners present voting in favor.**

**Commissioner Marsh moved to recommend that the Loveland and Fort Collins City Councils approve grant agreements with the FAA and the Colorado Department of Transportation for the Runway 15-33 widening project. The motion was seconded by Commissioner Williams and passed unanimously, with all Commissioners present voting in favor.**

#### **10. AIRPORT BADGING FEE UPDATE**

Airport Operations Manager, Dylan Swanson, presented the item, recommending approval of a new fee structure for airport badging.

- FNL is classified as a commercial service airport, with an approved security plan approved by the TSA.
- The Airport is proposing to modernize its badging system by implementing a new vendor solution that will increase automation and improve overall efficiency.
- The Airport currently manages approximately 1,000 badges.
- A new fee structure is being proposed, increasing the cost of Airport Operations Area (AOA) badges from \$25 to \$75 annually. The increase is intended to improve cost recovery, with any excess revenue allocated to airport operations, maintenance, and implementation of the Capital Improvement Plan (CIP).
- Rick Turley expressed skepticism regarding the staffing time and cost analysis used to justify the proposed fee increase.
- Jim Sampson with Scion Aviation stated that he supports an increase in badging fees but believes the proposed amount is too high, particularly the \$250 deposit.
- Mike Myshatyn expressed the view that tripling the badging fee would be prohibitively expensive and argued that modernization efforts should reduce costs for the Airport.



- Terry Cecil stated that badging fees should be reasonable and supported a discounted rate for employees of airport businesses.
- Commissioner Marsh asked why a deposit is necessary, whether badges are required to be renewed annually, and if the renewal process is less time-consuming than issuing new badges.
  - Mr. Swanson stated that the TSA has indicated the current badging system cannot continue as-is, largely due to the high number of unaccounted-for badges. He explained that the proposed deposit is intended to encourage individuals to return badges when they are no longer needed, helping to reduce the number of unaccounted-for badges. He also noted that AOA badges must be renewed annually, and that the renewal process is slightly less time-consuming than issuing a new badge.
- Commissioner Miller said he'd be more inclined to support the badging fee increase if badges are required to exit the airport in addition to entering it.
- After consulting with other airports and the American Association of Airport Executives (AAAE), staff identified three potential vendors—each offering similar capabilities and cost structures.

**Commissioner Marsh moved to table the item until the next meeting, directing staff to revise the proposed badging changes to include additional options and information related to cost recovery, fee structures at comparable airports, and potential phasing of fee increases. The revised proposal should prioritize security, fiscal responsibility, fairness to users, and practical implementation. The motion, seconded by Commissioner Miller, carried with all Commissioners present voting in favor thereof.**

#### **11. BUSINESS FROM MEMBERS**

Two new meetings were scheduled:

- A new Airport Commission meeting was scheduled for June 16<sup>th</sup> at 3:00.
- A new Airport Commission meeting was scheduled for September 30<sup>th</sup> at 3:00

#### **ADJOURNMENT**

Chair Arndt adjourned the meeting at 5:30 p.m.

Respectfully Submitted,

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Airport Commission Chair, Jenny Arndt