



**AGENDA
FOR THE AIRPORT BOARD
OF THE TOWN OF BUENA VISTA, COLORADO**

March 15, 2022

8:30 a.m.

In-Person and Zoom Meeting

**THE BOARD MAY TAKE ACTION ON ANY OF THE FOLLOWING
AGENDA ITEMS AS PRESENTED OR MODIFIED PRIOR TO OR DURING THE MEETING AND ITEMS
NECESSARY TO EFFECTUATE THE AGENDA ITEMS.**

- I. **Call to Order / Attendance**
- II. **Pledge of Allegiance**
- III. **Public Comment**
- IV. **Approval of Minutes – February 15th, 2022**
- V. **Reports**
 - A. Operations
 - B. Financial
- VI. **Old Business**
 - A. Fuel Pricing Follow-Up
 - B. Ramp Rehab – Next Steps
- VII. **New Business**
 - A. Airport Safety Conversation
 - B. Fuel Pricing Presentation
 - C. Open House – Date Selection
- VIII. **Other Business**
- IX. **Adjournment**

Next Meeting April 18, 2022

This Agenda may be Amended

Posted at Buena Vista Town Hall, www.buenavistaco.gov, and Central Colorado Regional Airport
on Friday, March 11, 2022.



**Minutes of the Regular Meeting
of the Airport Board
February 15, 2022
Airport operations room and via Zoom Meeting**

I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:30 AM, Tuesday, February 15, 2021, by Chair Dan Courtright. In person: Board Members present were, Dennis Heap Bob Dimmitt, Andy Krawciw and Airport Operations Specialist, Chandra Swanson. Dan Courtright, Wayne Lee, Jerry Steinauer Airport Manager Jack Wyles joined via Zoom.

Board members not present: Taylor Albrecht and Mark Muller

II. Pledge

A flag was not available for the pledge. Dan asked for a moment of silence in as an honor to America.

III. Public Comment

There was no public comment

IV. Approval of Minutes

Dan noted that the January meeting minutes were included in the Board packet. Dennis moved and Wayne seconded a motion to approve the January 18, 2022, minutes which was unanimously approved.

V. Reports

Jack gave an update on January operations: LEONARDO-UK AW101 Helo Testing inquiry: 5th August – 30th September. Agreement & Scope of Work has been sent. The date of the site visit has not been determined. The 2022 Apron Rehab (3-09-0082-020-2022): Reso 07. The Service Agreement has been signed by the Town & Dibble. A Letter Of Negotiation & the Grant was approved by FAA, with a site visit and project work sessions with Dibble to follow. Jet A was up 19%. Not included in the report to the Town was a recent inquiry was a helicopter high-altitude testing for September/October and Agusta was looking at a July/August with two 139 helicopters.

Dan stated a goal was for the board to have a better understanding of the Airports financials.

VI. Old Business

A. Hangar Development – Shovel Ready

Dan asked Dennis what his thoughts on “Shovel Ready”. The Airport has developed to a point along with the community that serious hangar development is in order. When someone comes to us with a desire to build a hangar, we must be as close to “shovel ready” as we can be. Ideally, we would be able to identify hangar sites as a location identified by four surveyed points and we would be able to identify what the developer needs to do and what the Airport would do, considering timelines, vehicle and aircraft ingress/egress, pavement requirement i.e. dimensions and strength as well as utility easements and availability.

Dan asked that Jack give the board the hangar locations that now exist on a drawing.

VI. **New Business**

A. Advisory Board Priorities

Dan presented a 5-point suggested priorities to guide board decision in support of the Airport’s stated mission and vision:

- Safety – Support initiatives that ensure a safe and secure operating environment; advocate for hazard identification and mitigation in conjunction with airport management’s inspection processes
- Revenue – Set a measurable goal for increased revenue to move towards becoming an overall revenue generator for the town; implement data gathering to identify revenue opportunities and execute
- Development – Be ambassadors for the Airport’s Hangar Development initiative; capitalize on the airport’s recent land acquisitions
- Capital Improvement Projects – Ensure responsible execution of programmed projects
- Other – Encouragement of business development near the airport; Publish Airport history both on-line and in book or pamphlet form

Dennis made a comment that increasing funding and being an ambassador for the airport is playing out with an increase of organizations renting the conference room. By way of example Dennis attended the Chaffee County Republican meeting last night and 2022 candidates for US Senator, US Congress, Colorado State Governor and Chaffee County Commissioner candidates spoke. While meetings are not significant revenue generator, they generate some revenue and more importantly expose people to the Airport in a positive manner.

Dennis made a motion adopt the priorities as a guide for the board. Andy second the motion, which passed unanimously.

B. Year End Report

Jack and Chandra presented a PowerPoint year-end report, which showed Airport operations in a very positive light and is excellent material in selling the positive aspects



DATE: March 08, 2022
TO: Mayor and Board of Trustees, Town of Buena Vista, CO & Airport Advisory Board
FROM: Jack, Airport Manager
RE: Airport Manager's Report

- **Staffing:** NTR
- **Operations:** Ops, inquiries, and foot traffic starting to increase as is more typical of April/May.
 - **LEONARDO-UK AW101 - Testing:** 1 August – 4 September. Agreement & Scope of Work has been sent.
 - **AgustaWestland Philadelphia 2 x AW139 - Tentative Testing Dates:** 30 July – 13 August. Agreement & Scope of Work has been sent.
- **Airport Business:** 2022 Apron Rehab Project Update: Environmental completed, preparation for 2022-23 Apron Rehab Project (FAA Funded).
 - R/W & Taxiway borehole testing, Monday, 7 March 2022 for strength assessment.
 - Received the 1st delivery of Jet-A for 2022. Raised fuel prices; Jet-A: \$6.25 / 100LL: \$5.75
- **Equipment / Vehicles:** Green. Now have the Old BVFD Brush Truck. To be used as an ARFF Truck.

Airport Month – Year To Date Ops / Fuel Report

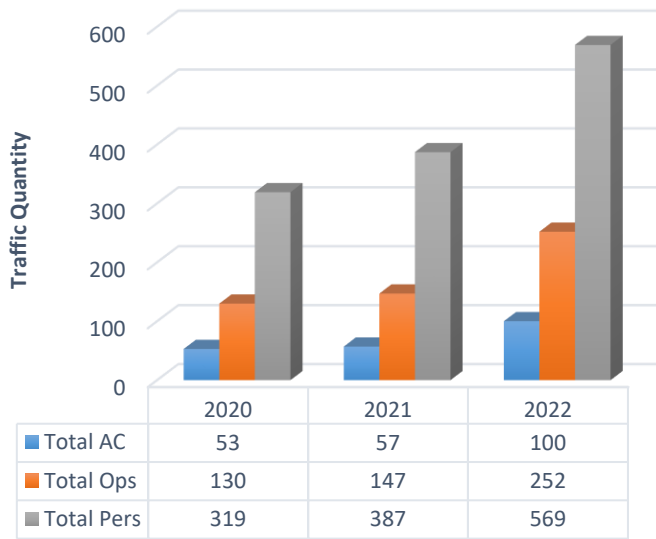
February Airport Ops	2022		2021		CHANGE	
	MTD	YTD	MTD	YTD	MTD %	YTD %
Total Based Aircraft	34	73	10	21	+240%	+248%
Total Transient Aircraft	66	154	48	134	+42%	+15%
Total Piston Aircraft	79	189	40	118	+98%	+60%
Total Jet/Turbine Aircraft	21	38	17	52	+24%	-27%
Total Aircraft	100	227	57	153	+75%	+48%
Total Operations	252	613	147	411	+71%	+49%
Total Persons Using Airport	569	1125	387	1013	+47%	+11%
Total Military Ops	8	17	8	17	0%	0%
Total Helicopter Ops	3	6	3	11	0%	-45%
Total Ops over 12,500 lbs	6	9	5	13	-20%	-31%
Day W/O Ops	6	10	7	10	-14%	0%

February Fuel Sales	2022		2021		CHANGE	
	MTD	YTD	MTD	YTD	MTD %	YTD %
JET A (GALLONS)	2,221	3,484	1,734	4,211	+28%	-17%
100LL (GALLONS)	659	1,825	476	1,796	+38%	+2%

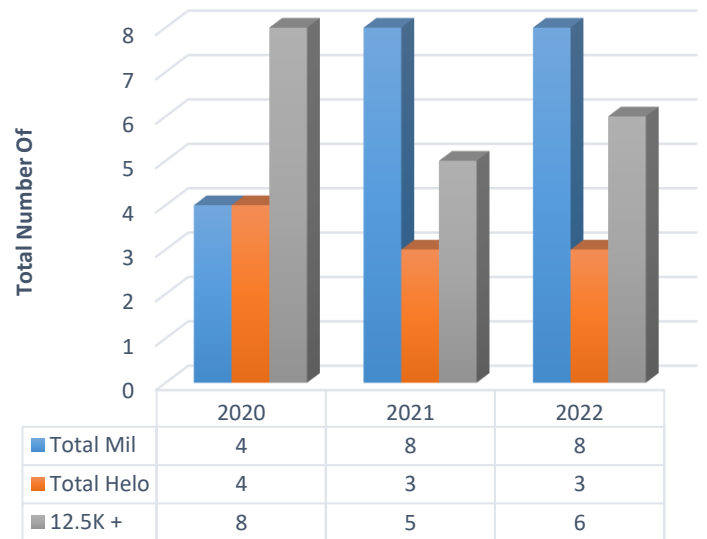
J Wyles

Jack Wyles / Airport Manager

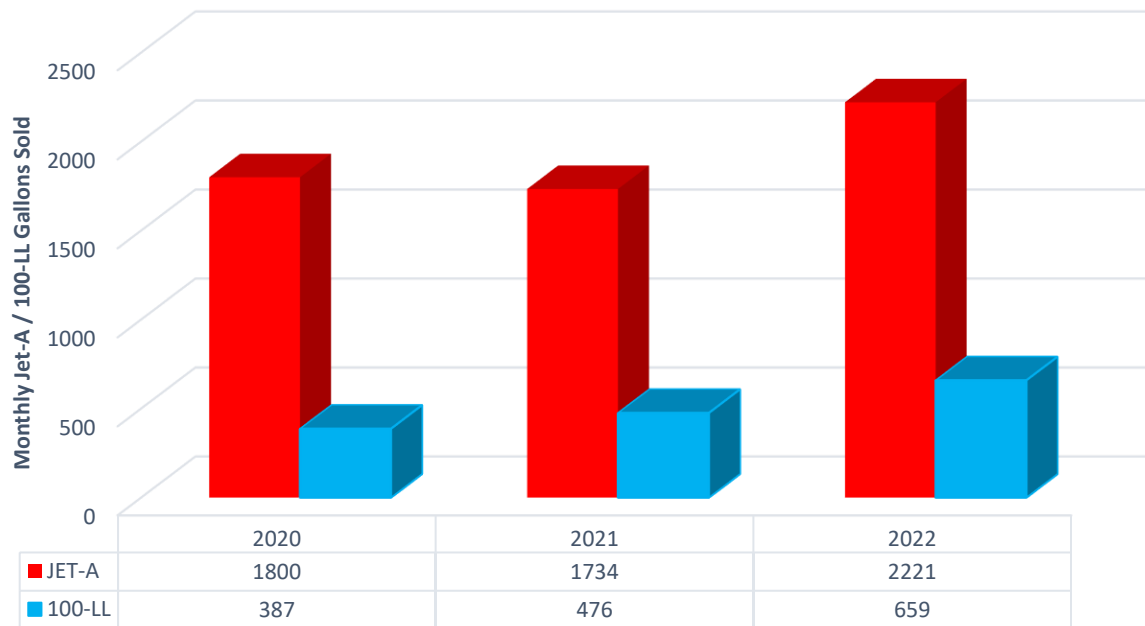
February Airport Traffic



February: Aircraft Ops



February: Fuel Sales



of the Airport to the community. The full report is on the Airports website: [PowerPoint Presentation \(buenavistaairport.com\)](http://PowerPoint Presentation (buenavistaairport.com))

C. Fuel Pricing Presentation

Chandra showed the methodology to track and arrive at conclusions comparing 2020 fuel to 2021 fuel:

2020 100LL profit \$1.02, Jet A \$3.00
2021 100LL profit \$0.91, Jet A \$2.80

The Airport is pumping more fuel but getting less profit per gallon. The board consensus was the Airport needs to raise its prices, maybe in steps to get back to the 2020 levels of profit. The earlier year-end report confirmed this need in that constant customer feedback was an appreciation of the Airports service.

D. 2022 Airshow/Open House

The board was unanimous in not hosting an airshow because of the FAA and financial requirements. It was agreed that a Fly-In/ Open House as we did last year would be easier to manage and a significant event for the community. The balance that must be achieved is a definitive date for the Fly-In/ Open House while keeping the calendar open to accommodate High-Altitude Testing. At the March meeting Jack and Chandra will provide tentative dates that would work for the Airport.

VIII. Other Business

None

IX. Adjournment

Jerry motioned and Andy seconded a motion to adjourn, which was unanimous at 9:26 am.

The next Board meeting is Tuesday, March 18, 2022.

RESPECTFULLY SUBMITTED:

CHAIR DAN COURTRIGHT

ACTING SECRETARY DENNIS HEAP



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 07 - Airport Enterprise Fund							
Revenue							
07-810-3141	Fuel Tax Refund	2,300.00	2,300.00	0.00	0.00	-2,300.00	100.00 %
07-810-3350	Fuel Sales Jet A	278,400.00	278,400.00	0.00	0.00	-278,400.00	100.00 %
07-810-3351	Fuel Sales100 LL	88,800.00	88,800.00	0.00	0.00	-88,800.00	100.00 %
07-810-3352	Oxygen & Nitrogen Sales	0.00	0.00	0.00	0.00	0.00	0.00 %
07-810-3353	POL & Flowage	500.00	500.00	0.00	0.00	-500.00	100.00 %
07-810-3354	Passenger Supplies & Gift Shop	800.00	800.00	0.00	0.00	-800.00	100.00 %
07-830-3310	Copies-Faxes & Publications	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3325	Auto Parking	1,200.00	1,200.00	0.00	0.00	-1,200.00	100.00 %
07-830-3326	Landing	1,600.00	1,600.00	0.00	0.00	-1,600.00	100.00 %
07-830-3328	Facilities Contract Fees	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3333	Tie Down & Ramp	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00 %
07-830-3336	Testing Services	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3337	Catering	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3338	Towing and GPU Fees	750.00	750.00	0.00	0.00	-750.00	100.00 %
07-830-3339	Fees ARFF Standby	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00 %
07-830-3341	Executive Hanger Rent	21,200.00	21,200.00	0.00	0.00	-21,200.00	100.00 %
07-830-3344	Hanger Leases	12,420.00	12,420.00	370.00	1,060.00	-11,360.00	91.47 %
07-830-3355	After Hours Charge	1,275.00	1,275.00	0.00	0.00	-1,275.00	100.00 %
07-830-3356	Advertising	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3661	Ground Lease Town Property	16,055.00	16,055.00	0.00	11,345.80	-4,709.20	29.33 %
07-830-3690	Third Party Concierge	500.00	500.00	0.00	0.00	-500.00	100.00 %
07-830-3691	Office & Room Rentals	22,685.00	22,685.00	0.00	2,982.50	-19,702.50	86.85 %
07-830-3714	Insurance proceeds	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3721	Forfeited Retirement Contributions	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3725	Refunded Expenditures	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
07-830-3728	Fuel Excise Rebate	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00 %
07-830-3768	Chaffee County Contribution	25,000.00	25,000.00	0.00	0.00	-25,000.00	100.00 %
07-830-3790	Interest	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3870	Transfers From General Fund	120,000.00	120,000.00	0.00	0.00	-120,000.00	100.00 %
07-850-3770	State & Local Grants	4,500.00	4,500.00	0.00	0.00	-4,500.00	100.00 %
07-850-3775	FAA Annual Entitlement Grant	141,923.00	141,923.00	0.00	0.00	-141,923.00	100.00 %
07-850-3776	CDOT Grant Match for FAA Grant	7,885.00	7,885.00	0.00	0.00	-7,885.00	100.00 %
07-850-3777	CDOT Discretionary Grant	0.00	0.00	0.00	0.00	0.00	0.00 %
07-850-3778	FAA Special Grant Program	0.00	0.00	0.00	0.00	0.00	0.00 %
07-850-3881	From Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Total:	758,793.00	758,793.00	370.00	15,388.30	-743,404.70	97.97%
Expense							
07-810-4217	Items for Resale	750.00	750.00	0.00	0.00	750.00	100.00 %
07-810-4218	P/O/L for Resale	2,150.00	2,150.00	0.00	0.00	2,150.00	100.00 %
07-810-4441	Fuel for Resale Jet A	132,000.00	132,000.00	0.00	0.00	132,000.00	100.00 %
07-810-4442	Fuel Testing	1,950.00	1,950.00	0.00	0.00	1,950.00	100.00 %
07-810-4443	Fuel Market Adjustment	0.00	0.00	0.00	0.00	0.00	0.00 %
07-810-4446	Sales Taxes Paid	0.00	0.00	0.00	0.00	0.00	0.00 %
07-810-4447	Fuel For Resale 100 LL	68,000.00	68,000.00	0.00	0.00	68,000.00	100.00 %
07-830-4101	Wages - Airport Operations	176,147.36	176,147.36	13,351.02	25,860.64	150,286.72	85.32 %
07-830-4102	Other Benefits	1,500.00	1,500.00	494.60	734.08	765.92	51.06 %
07-830-4106	Over-Time	500.00	500.00	208.13	464.55	35.45	7.09 %
07-830-4110	FICA & Medicare - Airport Operations	13,475.00	13,475.00	1,020.05	1,960.30	11,514.70	85.45 %
07-830-4112	Unemployment - Airport	1,632.00	1,632.00	27.87	53.65	1,578.35	96.71 %
07-830-4114	Retirement Contributions - Airport	3,489.00	3,489.00	270.66	535.82	2,953.18	84.64 %

Budget Report

For Fiscal: 2022 Period Ending: 02/28/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
07-830-4115	Accrued Leave - Airport Operations	0.00	0.00	0.00	0.00	0.00 %
07-830-4116	Health & Life Insurance - Airport Ope...	33,037.44	33,037.44	2,756.03	5,512.55	27,524.89 83.31 %
07-830-4120	Background Check - Airport	0.00	0.00	0.00	0.00	0.00 %
07-830-4140	Workers Compensation - Airport Ope...	9,085.73	9,085.73	1,440.31	1,440.31	7,645.42 84.15 %
07-830-4205	Postage & Shipping - Airport Operati...	75.00	75.00	0.00	0.00	75.00 100.00 %
07-830-4210	Complimentary Snacks & Supplies	750.00	750.00	0.00	0.00	750.00 100.00 %
07-830-4211	Supplies/Cleaning & Toiletry - Airport...	2,000.00	2,000.00	14.99	14.99	1,985.01 99.25 %
07-830-4220	Licenses & Permits - Airport	1,545.00	1,545.00	0.00	0.00	1,545.00 100.00 %
07-830-4228	Airfield Maintenance Supplies	4,475.00	4,475.00	0.00	0.00	4,475.00 100.00 %
07-830-4229	Fuel Isl, Fuel Trk & Tank Maintenance...	3,300.00	3,300.00	0.00	0.00	3,300.00 100.00 %
07-830-4231	Fuel - Airport Vehicles	2,500.00	2,500.00	125.44	125.44	2,374.56 94.98 %
07-830-4232	Vehicle Maintenance & Repair - Airpo...	3,500.00	3,500.00	147.15	147.15	3,352.85 95.80 %
07-830-4233	Equipment Repairs & Maintenance - A..	3,500.00	3,500.00	70.00	140.00	3,360.00 96.00 %
07-830-4275	Uniforms - Airport	400.00	400.00	0.00	0.00	400.00 100.00 %
07-830-4280	Meetings & Food - Airport	3,000.00	3,000.00	0.00	0.00	3,000.00 100.00 %
07-830-4290	Office Supplies- Airport	550.00	550.00	0.00	0.00	550.00 100.00 %
07-830-4336	Third Party Expenditures	5,000.00	5,000.00	0.00	0.00	5,000.00 100.00 %
07-830-4341	Utilities - Airport	21,999.96	21,999.96	3,819.55	4,019.45	17,980.51 81.73 %
07-830-4345	Telephone - Airport	3,639.96	3,639.96	388.78	510.34	3,129.62 85.98 %
07-830-4380	PC / Liability Insurance - Airport	7,500.00	7,500.00	0.00	0.00	7,500.00 100.00 %
07-830-4385	Liability Insurance - Airport	9,737.27	9,737.27	0.00	4,075.30	5,661.97 58.15 %
07-830-4402	Recording & Public Notices - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-830-4410	Legal-Airport	1,500.00	1,500.00	0.00	0.00	1,500.00 100.00 %
07-830-4411	Audit - Airport	4,400.00	4,400.00	0.00	0.00	4,400.00 100.00 %
07-830-4412	Engineering - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-830-4414	IT & Subscriptions - Airport	6,500.00	6,500.00	0.00	0.00	6,500.00 100.00 %
07-830-4415	Professional Fees- Outside Service - Ai..	50.00	50.00	0.00	0.00	50.00 100.00 %
07-830-4416	Marketing & Printing - Airport	1,500.00	1,500.00	40.00	40.00	1,460.00 97.33 %
07-830-4427	Compliance	2,000.00	2,000.00	5.57	5.57	1,994.43 99.72 %
07-830-4432	Dues & Memberships - Airport	700.00	700.00	0.00	0.00	700.00 100.00 %
07-830-4435	Building & Equipment Lease - Airport	24,000.00	24,000.00	0.00	0.00	24,000.00 100.00 %
07-830-4438	Weather Operations & AWOS	5,000.00	5,000.00	6,061.00	6,061.00	-1,061.00 -21.22 %
07-830-4440	Merchant Fees - Airport	6,000.00	6,000.00	0.00	0.00	6,000.00 100.00 %
07-830-4444	Bad Debts	0.00	0.00	0.00	0.00	0.00 0.00 %
07-830-4480	Travel & Training - Airport	4,000.00	4,000.00	0.00	0.00	4,000.00 100.00 %
07-830-4514	Furniture & Fixtures - Airport	4,000.00	4,000.00	0.00	0.00	4,000.00 100.00 %
07-830-4560	Building Maintenance & Repairs - Air...	3,000.00	3,000.00	25.97	25.97	2,974.03 99.13 %
07-830-4564	Hangar Maintenance & Repairs	51,300.00	51,300.00	0.00	0.00	51,300.00 100.00 %
07-850-4801	Depreciation - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4802	Amortization Expense	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4803	Runway Rehab & Maint - Airport	0.00	0.00	2,734.27	2,734.27	-2,734.27 0.00 %
07-850-4804	Apron Rehab & Maint - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4809	Equipment Lease Purchase - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4810	Vehicle Purchase - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4811	Equipment Purchase - Airport	5,000.00	5,000.00	0.00	0.00	5,000.00 100.00 %
07-850-4830	Hangar Paving Maintenance - Airport	7,000.00	7,000.00	0.00	0.00	7,000.00 100.00 %
07-850-4831	Hanger Maint & Repairs - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4832	Airfield Security Fence - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4835	Building Maint & Repairs >\$5000 = Ai...	0.00	0.00	23,522.93	23,522.93	-23,522.93 0.00 %
07-850-4870	Fuel Tanks Inspection-Cleaning-Maint...	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4872	FAA Funded Improvements	157,692.00	157,692.00	0.00	0.00	157,692.00 100.00 %
07-850-4873	CDOT Funded Improvements	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4875	Move Fuel Island/New Tanks	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4876	Fuel Farm Rehab	0.00	0.00	0.00	0.00	0.00 0.00 %
	Expense Total:	800,830.72	800,830.72	56,524.32	77,984.31	722,846.41 90.26%
	Fund: 07 - Airport Enterprise Fund Surplus (Deficit):	-42,037.72	-42,037.72	-56,154.32	-62,596.01	-20,558.29 -48.90%
	Report Surplus (Deficit):	-42,037.72	-42,037.72	-56,154.32	-62,596.01	-20,558.29 -48.90%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
07 - Airport Enterprise Fund	-42,037.72	-42,037.72	-56,154.32	-62,596.01	-20,558.29
Report Surplus (Deficit):	-42,037.72	-42,037.72	-56,154.32	-62,596.01	-20,558.29