



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

**June 20th, 2023**

8:30 a.m.

Zoom Meeting

<https://us06web.zoom.us/j/81570375890?pwd=TDAwOCtpOG9acTdqOXJBRDRXbitGQT09>

Meeting ID: 815 7037 5890

Passcode: 157057

**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. **Agenda Adoption**
- V. **Approval of Minutes – May 18th, 2023**
- VI. **Reports**
  - A. Operations
  - B. Financial
- VII. **Safety**
  - A. Monthly Hazard Review
  - B. Updated Safety Policy Adoption
  - C. Hazard Reporting/Risk Assessment Process Adoption
- VIII. **Old Business**
  - A. Hangar Development – Lease Transfer Status
  - B. Ridgeway Through the Fence Agreement - Update
  - C. Minimum Standards; Rules & Regs – Update
- IX. **New Business**
  - A. Google Mail & Drive for AAB use
- X. **Other Business**
  - A. 2023 Open House
  - B. Updates from Related Organizations
- XI. **Adjournment – Next Meeting: July 18th 2023**

**This Agenda may be Amended**

Posted at Buena Vista Town Hall, [www.buenavistaco.gov](http://www.buenavistaco.gov), and Central Colorado Regional Airport  
on Monday, June 19th, 2023.



**Minutes of the Regular Meeting  
of the Airport Board  
OF THE TOWN OF BUENA VISTA, COLORADO  
May 18th, 2023**

Airport Conference Room and Zoom Meeting

**I. Call to Order / Attendance**

A regular meeting of the Airport Board was called to order at 8:33 AM, Thursday, May 18th, 2023 by Board Chair, Dan Courtright. The meeting had been rescheduled from May 9th due to not being able to achieve a quorum. Board Members present were Andy Krawciw, Taylor Albrecht, Dennis Heap, Ted Osowski and Bill DeLay. Trustee Sue Cobb, Jack Wyles and Chandra Swanson attended for the Town and Airport Staff. Members of the public in attendance included Andre Spino-Smith and Mark Godonis.

Board member Wayne Lee attended via Zoom Meeting.

Board members not present: Mark Mueller

**II. Pledge of Allegiance**

Courtright led in the Pledge of Allegiance.

**III. Public Comment**

Comments from Spino-Smith and Godonis were deferred to the Hangar Development business item under Old Business below.

**IV. Agenda Adoption**

Andy Krawciw moved that the agenda be adopted. Taylor Albrecht seconded this motion and it passed unanimously.

**V. Approval of Minutes – April 11th, 2023**

Dennis Heap moved that the minutes be approved. The motion was seconded by Wayne Lee and passed unanimously.

**VI. Reports**

**A. Operations**

- i. Airport staff vacations: Chandra 26 May-3 June; Jack 8-18 Jun
- ii. Ramp Rehab/Fencing project contracts pending FAA/CDOT approval for funding
- iii. Helo testing resumes in June
- iv. CAO conference will be held in Colorado Springs 22 June; AAB members are welcome to attend. Notify Jack if they will.

**B. Financial**

- i. Courtright inquired about Ground lease revenues on the monthly report.
- ii. Ground lease revenues are accurately reflected in the monthly report; no delinquencies at this time

## **VII. Safety**

- A. Monthly Hazard Review – No new hazards have been noted
- B. The safety working group will give a final review of the hazard reporting form, hazard register and risk assessment process in June; The AAB will vote on adopting those for AAB use in tracking hazards and developing mitigation recommendations.

## **VIII. Old Business**

- A. Hangar Development
  - i. The AAB facilitated discussion between Andre Spino-Smith (representing Jed Selby), Mark Godonis and Airport Staff to clarify actions needed to complete the lease agreement(s) necessary to complete the sale of Mark Godonis' hangar to Jed Selby
  - ii. Spino-Smith and Godonis clarified their intent to proceed with a party wall agreement rather than a condo association which will enable finalization of the lease language by airport staff.
  - iii. Courtright clarified that the AAB has no interest in delaying the completion of the lease agreement as part of work to move towards standardization of future ground leases.
  - iv. Jack Wyles indicated the lease agreements could be ready for parties to the transaction within two weeks time.
- B. Board Membership
  - i. Courtright reviewed the draft memo recommending acceptance of Bob Dimmitt's resignation, appointing William DeLay as a voting member to complete Dimmitt's term and appointing Ted Osowski as an alternate member.
  - ii. Dennis Heap made a motion to accept the memo as presented and forward it to the town for action; Andy Krawciw seconded the motion and it passed unanimously.
  - iii. There were no corrections suggested to the updated AAB membership roster.
  - iv. The AAB concurred on requesting the town advertise for the open alternate membership position.
- C. Chamber of Commerce Airport History Project
  - i. Courtright reviewed the meeting he had with Trustee Cobb and Chamber Director Heather Rupska.
  - ii. The intent is a two page article with photos; Rupska requested additional detail on the airport's cooperation with HAATS.
  - iii. Courtright will provide a final draft for AAB review in July with final edits to the Chamber in August in time for publication

## **IX. New Business**

- A. Through the Fence (TTF) Agreements Review
  - i. Jack Wyles requested the AAB review a 2008 TTF agreement between the airport and Ridgway Development involving land adjacent to the airport that was recently sold.

- ii. Discussion emphasized that the airport must meet federal assurances and obligations as outlined in the airport minimum standards and master plan ahead of TTFs.
- iii. The AAB recommended honoring valid agreements previously entered into by the town and the airport within the limits mentioned above.
- iv. It must be noted that actual TTF access is contingent on the issuance of a business license to a specific commercial activity per the agreement.
- v. The location of the gated access mentioned in the agreement must be reviewed for compliance with the Airport Layout Plan on file with the FAA (Assurance 29).
- vi. The TTF agreement as written would only allow aviation activities specific to serving the licensed businesses on the property in question; commercial aviation business serving the public should be on-airport.

**B. Airport Regulation Review**

- i. Courtright updated the AAB on the project to align airport min standards, rules and regs with updated master planning and FAA guidance.
- ii. Development working group will present specific recommendations for full AAB review in June.
- iii. Policy should be drafted by airport or town staff to ensure the AAB remains advisory per the Town's Boards and Commissions handbook.
- iv. The AAB can develop drafts if needed but completed policy may obscure intent that would otherwise be made clear by individual recommendations

**C. AAB email access and shared drive maintenance**

- i. Courtright asked if town was willing to proceed with providing official e-mail addresses to the AAB for official correspondence; Jack Wyles stated that the town did not want to do that.
- ii. Courtright stated that the Airport's shared drive allows uploading of files but not movement between folders.
- iii. Courtright will address both issues by establishing a Google account for the AAB; all members will have rights to the shared files; e-mail correspondence using the AAB account will be approved by the AAB before being sent.

**X. Other Business**

**A. 2023 Open House – No Updates at this time**

**Adjournment**

The Board Chair adjourned the meeting at 10:33 am.

**Next Meeting: June 20, 2023**

RESPECTFULLY SUBMITTED:

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CHAIR DAN COURTRIGHT

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SECRETARY TAYLOR ALBRECHT



MEMORANDUM FOR Central Colorado Regional Airport (CCRA) Staff, Advisors and Customers

SUBJECT: CCRA Safety Policy

FROM: CCRA Airport Manager

1. This letter establishes the Central Colorado Regional Airport's (CCRA) safety policy statement. With continued growth, increasing operations and more capital improvements breaking ground, this is the time to renew our commitment to ensuring a safe environment for our community, our employees and our customers.
2. CCRA Management is responsible for proactive measures to identify hazards, assess risk, and correct hazards or apply mitigating controls as appropriate, everywhere on airport property. The airport manager is the accountable executive for all of the airport's safety related matters.
3. The airport's proactive safety processes will be organized under a Safety Management System (SMS) to ensure a coordinated and consistent approach to managing risk. The airport advisory board will lead the execution of processes under the SMS to assist the airport staff by providing recommendations based on data acquired via the SMS. Hazard reports and associated risk management actions will be documented via the Airport Advisory Board's risk management process.
4. In any decision-making process related to planning and execution of airport operations, safety will always have the highest priority above every other consideration. Everyone involved in airport operations contributes to maintaining a safe operating environment. As such, every employee, every customer and every visitor to our airport is empowered to report hazardous conditions they observe, by any means available. Airport management, with the assistance of the airport advisory board, will follow up on every report by assessing the risk, applying mitigating controls when a hazard cannot be immediately corrected.
5. Please refer any questions regarding this safety policy to the airport's Operations Specialist via email to [ccraops@buenvistaco.gov](mailto:ccraops@buenvistaco.gov)

Jack Wyles, C.M., Airport Manager  
Central Colorado Regional Airport



## CCRA Safety Management System



### HAZARD REPORT

Purpose:

1. This form is intended to assist CCRA Staff and the Town's Airport Advisory Board gain awareness of undetected hazards on the Central Colorado Regional Airport and its associated facilities.
2. Please report any hazardous conditions using this form and leave it at the operations desk (located in the airport's terminal building adjacent to the executive hangar).
3. Hazard reports can also be made via e-mail to [ccraops@buenavistaco.gov](mailto:ccraops@buenavistaco.gov) or phone call to Airport Staff at 719-395-3496.

Date and Local Time that hazard was encountered (DD/MMM/YYYY HH:MM):

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Location on the Airport (e.g. Taxiway A, Executive Hangar, Fuel Facility):

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Description of Hazard:

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Weather and conditions (e.g. day/night, precipitation, etc.):

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Reported by (Blank for anonymous reporting; please complete with contact info e-mail or phone number for feedback):

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Suspected cause of hazard being reported or other additional remarks:

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**This form and any associated communication shall remain confidential for safety purposes only in accordance with current CCRA SMS Manual guidance.**

Use of this form meets the intent of ICAO Annex 19, Appendix 2, Section 2.1  
All personnel are encouraged to report any situation that may lead to an incident or accident. CCRA Management and the Airport Advisory Board are committed to the principle that reporting parties as well as personnel involved will be protected from any reprisals (absent criminal or deliberately negligent actions).

Staff use:  
Hazard ID \_\_\_\_\_ Risk assessment complete Y / N \_\_\_\_ Feedback provided on \_\_\_\_\_