



Minutes of the Regular Meeting of the Airport Board February 16, 2016

I. Call to Order / Attendance

A Regular meeting of the Airport Board was called to order at 8:30 AM, Tuesday, February 16, 2016, at the Central Colorado Regional Airport, 27960 County Road 319, Buena Vista, Colorado by Board Member Bill Lockett. Additional Board Members present were Judy Hassell, Jerry Steinauer, and Dennis Heap. Also present were Town Administrator Brandy Reitter, Assistant to the Town Administrator Emily Katsimpalis, Assistant to the Airport Manager Paul Lehmann, and Mayor Joel Benson.

II. Pledge of Allegiance

Lockett led in the Pledge of Allegiance.

III. Approval of Minutes – November 17, 2015

Heap motioned for approval of the January 2016 minutes as presented. Hassell seconded. **Motion #1** passed unanimously.

IV. Reports

A. Operations

Brandy Reitter began her discussion of Airport Operations by informing the board that Reach Air Medical Services' modular building has been dropped and Department of Sanitation has approved a temporary holding tank. Having a temporary sanitation tank will allow us to forgo cutting asphalt to tie-in to the existing sanitation line. Dan Swallow (County) has informed us that further approval is needed because the temporary tank will be within 400 feet of a water line. A Ground Lease was approved in August 2014. The Ground Lease was prepared by Jviation, modeled after Greeley Airport's Ground Lease, and is structured for anticipated growth. Dennis Heap has modified the existing Ground Lease to address Reach Air details, and proposes an 18 month term.

B. Marketing

Promotional items (shwag) have been ordered for future convention giveaways. Items will be brought to a future Airport Board meeting for feedback.

C. Financial

Mike Hickman's last day will be March 4th. Jill will provide sales numbers YTD at next board meeting. There were questions about accounting software for the airport. Paul gave a brief explanation of the benefits to having accounting software that automatically enters fuel sales into spreadsheets. World Fuels had agreed to set CCRA up on its new software, which was due out within the month. The software will enable wireless communication to and from the new fuel truck.

V. Old Business

A. Helicopter Testing

Korean Aerospace Industries' test crew will be arriving April 15th to spend six weeks at the airport for high-altitude testing of their twin-engine utility helicopter, the KUH-1 Surion.

B. Master Plan Update

There will be a PAC meeting in March, and last public meeting will be in April. Hopefully this project will be done in May.

C. Equipment and Maintenance

I. Snow Plow Hitch

A new snowplow blade has been sitting at public works for months for lack of a way to attach it. The hitch required to attach this blade is in Laramie, WY. Brandy and Jill have discussed the possibility of sending a staff member to Wyoming to pick up the hitch. Dennis Heap will look into the status of the hitch and if there is no date set for delivery an airport staff member will pick it up.

II. Jet-A Truck

Airport will be taking delivery of a new 2016 Jet Truck at the end of February. Trustees have approved the \$24,000 per year to lease this vehicle. Lease Needs to be looked over by Town lawyer, and will be presented to trustees on 2/16. Current Jet Truck will be sold. There was a discussion about possibly keeping the current Jet Truck as a backup. It was concluded that maintenance of this truck would be too costly to be kept as a backup. Estimated selling price for our current 1996 Jet Truck is \$30,000.

D. Jay Jones hangar

Brandy explained that Linda Bruce(FAA Liaison) was sent an email inquiring if FAA entitlement funds could be used to purchase Jay Jones hangar. The Jay Jones hangar would serve as an SRE building using existing structure with options for improvement. Brandy went on to explain that the FAA pays fair market value without negotiation. Acquisitions need two appraisals and an environmental impact statement.

E. Colorado Central TTF

TTF Proposal should be sent to all Board members. Town has made an offer on TTF land previously. Any emergency cross-wind runway would need new alignment to avoid Colorado Central Business Park in its' overlay zones. Dave is seeking determination from Town for purchase. Mal Sillars added that a cross-wind runway would never be approved by FAA. Brandy stated that Carpenter Hangar was purchased with entitlement funds, so TTF land purchase would have to be local dollars. Airport Board needs to study TTF Agreement and make recommendation at March meeting. Dave was hoping for a possible purchase first-quarter. Jerry questioned how marketable a heliport would be without hangars. It was questioned if a helicopter company may be interested in building a hangar bordering TTF heliport. TTF agreement would allow companies to contract their own fuel, paying flowage fee to Town. Mal suggested that Town lease land to establish TTF, and company continues to develop. Brandy Suggested that the TTF Agreement offer more alternatives. Joel Benson suggested that advantages be clearly Stated in proposals for Trustees that aren't familiar with airport operations.

F. Chaffee County Airport System

Dennis attended Salida Airport Advisory Board meeting and gave UAV presentation. Commissioner Holman suggested that we have mutual board members, Dennis agrees. Dennis explained how a future 'Airport System' comprising Salida & Buena Vista airports may be more enticing to FAA and CDOT for funding. Jerry stressed that in-fighting between county towns would be problematic, but sees no reason not to pursue the idea. Joel Benson added that a 'One Authority' concept had been discussed in the past, but was being suggested by Salida airport because of financial difficulties. Slowing our progress to benefit another airport would not be ideal. Brandy informed Board that number of board members was standardized in 2015. Airport Board is limited to nine individuals. Brandy suggested a mutual board ' liaison' instead of official board member.

VI. New Business

A. 2016 Business Plan

Dennis said that 2015 Business Plan has been updated with numbers off of website and should be ready to hand to Trustees.

B. 5-year Budget

Any known future expenses should be noted for a 5-year budget. Heap opined that the airport should start developing a 5-year budget, and that this would mesh nicely with a 5-year business plan.

C. Ground Leases

Ground Lease was approved in August 2014 and will be passed along to Board Of Trustees at the next Trustee Meeting. Dennis Heap suggested that an annual rent be charged instead of monthly installments. There was a discussion about the 'Apron' area in front of hangars. Tenants are responsible for maintaining apron area, and will be given a pro-rated price for asphalt maintenance. Dennis will put together a recommendation addressing hangar aprons for next airport board meeting. Mark Muller and Reach need an updated Lease. The Carpenter Hangar also needs a new lease. Brandy suggested approving current ground lease and looking into amending it at next Airport Board meeting. Current ground leases will be ready for this upcoming Tuesday's Trustee meeting. Brandy and Dennis will have a phone meeting to discuss what changes need to be made to current Ground Lease to accommodate new projects.

Public Comment

Lockett opened the floor to public comment. With no comment received, he then closed this portion of the meeting.

VII. Other Business

There was none.

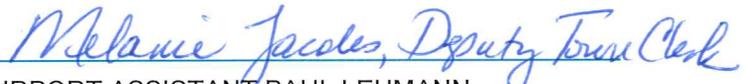
VIII. Adjournment

Lockett noted that there was no further business to come before the Board. Lockett motioned to adjourn and was seconded by Steinauer. **Motion #2** carried and the meeting adjourned at 10:10 am.

RESPECTFULLY SUBMITTED:



ACTING CHAIRMAN BILL LOCKETT


for AIRPORT ASSISTANT PAUL LEHMANN