



Minutes of the Regular Meeting of the Airport Board March 15, 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 Mal Sillars, Keith Baker. Ridgeway Developers Ron Southard and Dave Strosnider were present. Also present were Town Administrator Brandy Reitter, Assistant to the Town Administrator Emily Katsimpalis, Assistant to the Airport Manager Paul Lehmann, and Airport Manager Jill VanDeel.

II. Pledge of Allegiance

Lockett led in the Pledge of Allegiance.

III. Approval of Minutes – February 16, 2015

Bill Lockett motioned for approval of the February 2016 minutes as presented. Brandy seconded. **Motion #1** passed unanimously.

IV. Reports

A. Operations

Reach Air has moved in and begun operations at KAEJ. Temporary sanitation tank has been installed to expedite setup process but Reach facilities must be connected sewer lift station by the end of May. Jill has proposed that Reach start the process of building a permanent facility on one of the concrete pads at the South end of ramp area while they are operating in a trial capacity out of their temporary modular structure. Jill met with the South Korean's last week, they are scheduled to arrive April 15th with 30 people to test their helicopter for approximately 6 weeks. They have leased every square foot of office space we have to offer for the duration of their stay. The new fuel truck has been delivered, and training was given to Airport Crew on the new truck. The training and support for the new fuel truck has been excellent thus far. Meter calibration through the State must be completed before the truck can be put into service. The airport has started to see increased traffic as warmer weather arrives. The Reach ground lease is being finalized and will be presented to Airport Board at next meeting.

B. Marketing

High-end shwag is being researched to send to different flight departments in an effort to get our name out as a go-to location for Breckenridge travelers as well as Aspen relief traffic.

C. Financial

Mike Hickman's last day was March 4th, and the new treasurer will take over on April 11th. Jill will send official report to Board members before the Trustee meeting, the official report will include traffic counts and sales. Paul has been working at Town Hall updating our fuel sales for upcoming April audit. Fuel sales accounting software is being looked into to avoid this cumbersome process in the future. The software will enable wireless communication to and from the new fuel truck. Augusta Westland has been contacted concerning outstanding balance and we're hoping that payment will be secured soon. Augusta is notorious for late payments, so different avenues are being pursued to keep

pressure on them. We are hoping for payment in the next few weeks, if not, this issue will be passed on to the Town Legal Department. Bill questioned if there was a mechanism in place to add interest to outstanding balances. There currently is no interest mechanism in place, this will be looked into for future testing contracts.

D. Chaffee County UAS

Jerry Steinauer wasn't able to make it to today's meeting, Chaffee County UAS update will be postponed until next month.

V. Old Business

A. Ridgeway TTF Development

Bill Lockett informed Ron and Dave that the Airport Board has made the decision to not recommend purchasing TTF land. After careful consideration, it was determined that the cost of purchasing the land + improvements to the property are not within the airports' budget at the current time. Brandy added that funds were spent on the carpenter hangar, which added immediate benefits of existing hangars. Jill added that a crosswind runway on the Southard property is no longer feasible because the property has been subdivided and adjacent property has been sold. Ron suggested that they themselves may develop a helipad on land in hopes of high altitude testing. He questioned how the town would react to this competition for helicopter testing. The airport would support anything they want to do on their property, as more activity will bring more business to the airport. Ron asked Bill if he would like a new proposal drawn up, possibly offering more land for the same asking price. Ron also questioned if we would consider a lease-purchase option. The board will look into this possibility. Jill suggested that business other than helicopter testing could be an option, such as manufacturing or UAV operations. Ron questioned if Carpenter hangar and land would be used for development, Jill responded that Carpenter hangar will remain GA area..

B. Master Plan Update

The Master Plan is slightly behind schedule. Colleen has identified some last-minute changes to be made and has asked for an extension. The Master Plan has changed a lot in the past year, and hopefully will be done by the next PAC meeting.

C. 2016 Business Plan

I. 5-year budget

Due to a limited board at today's meeting, discussion of the 2016 business plan has been foregone until next meeting.

D. Eagle Med Helicopters

Eagle Med has moved in and begun operations at KAEJ.

VI. New Business

A. Godonis Project

There was discussion of the status of new hangar construction. The Lease terms are still being worked out.

B. Asphalt Aprons

It was concluded that requiring tenants to pay for asphalt maintenance in front of their hangars is not feasible.

C. Reach Air Helipad

Temporary Reach facilities have been wired for internet and are up and running. Reach would like to install a helipad near the new sewer lift station. This proposal will be added to the next meeting agenda, and a vote will take place.

D. Grindle Property

Mal Sillars informed the board that a study committee will meet again to discuss the Grindle Property, but this item will not be added to the agenda for next meeting.

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 09:15 am.

RESPECTFULLY SUBMITTED:



ACTING CHAIRMAN BILL LOCKETT

for Melanie Jacobs Deputy Town Clerk
AIRPORT ASSISTANT PAUL LEHMANN