



Minutes of the Regular Meeting of the Airport Board April 19, 2016

I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:32 AM, Tuesday, April 19, 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, Dennis Heap, and Mal Sillars. Also present were Airport Manager Jill Van Deel, Assistant to the Town Administrator Emily Katsimpalis, and Deputy Town Clerk Melanie Jacobs.

II. Pledge of Allegiance

Lockett led in the Pledge of Allegiance.

III. Approval of Minutes – March 15, 2016

These minutes were not sent out to Board members in advance of the meeting, and therefore could not be approved.

IV. Reports

A. Operations

Van Deel indicated that a new Airport Report would go to the Board of Trustees at its regular meeting next week, and that in the meantime she could supply the Airport Advisory Board with a verbal update. She is currently in the process of drawing down the FAA and CDOT grants, a process that is being held up in the case of the FAA grants by the need to get the new Town Treasurer, Michelle Stoke, access to the FAA's system. This process should be completed soon.

Reach Air has moved into its quarters at CCRA and finds the arrangement satisfactory. Reach has leased six tie-down areas and is attempting to create a launch site with paint. They had originally planned on putting in a helipad, but as they are over budget they have decided to explore other alternatives. Their current goal is to develop a safe area in which to carry out operations until they can move into the Godonis hangar, and they have already conducted a number of flights, mostly for training purposes.

HAATS (High-Altitude Army Aviation Training Site) personnel have been training recently in Eagle, but have flown some Chinooks into CCRA as well. The airport fuel truck is set up properly to service both jets and helicopters. Bell Helicopter also has plans to come to the airport in June and July, and Van Deel has sent them a first-draft scoping document for their review.

Van Deel reported that she had gotten in touch with Levi at the Leadville airport to find out what had happened with the South Korea tests that fell through; she learned that the South Koreans were able to obtain pinnacle points from another vendor at a reduced price.

Fiber has now been installed at CCRA and been run to the Reach modular and the Muller hangar. Fuel sales have been down somewhat, as is typical in winter, though the Chinook activity probably means they will end up being higher than they were at this time last year. Because fuel prices have dropped, CCRA will receive less support than is

customary from CDOT for the foreseeable future. Van Deel will be holding discussions with CDOT later this week to discuss purchasing the Jay Jones hangar for SRE (Snow Removal Equipment) storage. CDOT believes the hangar's 4,000sf is more than is necessary for the SRE currently in the airport's inventory, and Van Deel hopes to convince them that buying the hangar would be a good deal for the town and would mesh well with the airport's 5-year plan.

B. Marketing

Van Deel stated that she and Sillars have been working on a trifold intended to be used as a high-end mailing to flight departments. They are also looking for appropriate high-end swag to send out at the same time.

C. Financial

Van Deel reported that she would have a better grip on financials once they start using their new software and have access to the Tyler system.

D. Chaffee County UAS

Heap stated that he has been talking to Pulse Aerospace, a commercial drone supplier, about possibly acquiring a drone for the Chaffee County Sheriff's Department that could be used by local Search and Rescue personnel. He also plans to set up a drone demonstration in June or July, to which all local elected officials would be invited. In addition, there will be a drone-related course offered at the high school in Salida this fall, and he is exploring the possibility of introducing such a course at Buena Vista High School as well.

V. Old Business

A. Master Plan Update

Van Deel informed Board members that the committee had gone through and approved the alternatives section of the document at their meeting on April 14. Only the final chapter, which pertains to financials, still needs to be reviewed. She hopes to have the final Master Plan completed by October.

B. 2016 Business Plan

i. 5-Year Budget

Heap stated that he adds this to the agenda each month in order to keep the Board's attention focused on the matter. He is enthusiastic about the airport obtaining its own in-house financial software, and hopes that once it has been implemented airport staff can set up a 5-year 'rolling budget.' The Board agreed that new Town Treasurer Michelle Stoke should be invited to the Airport Board meeting in May to discuss software needs and goals.

C. CAO 2018 Spring Conference – Buena Vista

Heap recommended that the 2018 spring conference, scheduled to take place in Buena Vista, should be opened up to the Salida airport and Chaffee County UAS. He remarked that it will take a lot of work to host the conference and that it would be beneficial to pull in additional resources. After some discussion the Board decided that inviting in a rival airport might not be in CCRA's best interests, and it was decided that Heap should inform these entities of the conference without inviting them in to play a formal role.

VI. New Business

A. Reach Helicopter Pad Proposal

Van Deel noted that this topic had already been covered during prior discussion.

B. Jay Jones Hangar Purchaser – SRE Building

Van Deel noted that this topic had already been covered during prior discussion.

C. Hangar Development

i. Land Lease Revisions

1. Reversion Clause

Lockett stated that he would be meeting with Mark Godonis after the conclusion of the Airport Board meeting in order to discuss possible modifications to the town's suggested lease agreement, with an eye to getting his hangar project started as soon as possible. Heap noted that Godonis had specifically objected to the reversion clause, and suggested that Godonis' suggestions regarding changes to the lease be integrated into a future lease agreement template. The Board was unanimous in its desire to put together a custom lease for Godonis right away, with work on a standard lease to follow. Lockett would like to present the Godonis lease to the Board of Trustees at its April 26 meeting.

ii. Development Policy & Application Procedures

Heap offered to put together a draft document on this topic. He plans to use as his model the policies and procedures utilized by Centennial Airport. Once he has it updated for CCRA's use, he will email it out to Airport Board members.

iii. Minimum Standards & Rules and Regulations

Heap stated that this was another document that needed to be updated. Van Deel agreed, remarking that she would like to see a construction package put together that could then be handed out to people interested in initiating projects at the airport.

Heap asked for a motion regarding the Development Policy & Application Procedures / Minimum Standards & Rules and Regulations draft documents. Lockett motioned to recommend that Heap start working with existing documents from a front-range airport, modify them for CCRA, and send them out to Airport Board members when finished. Sillars seconded **Motion #1** and it passed unanimously.

Heap stated that he would work on the Development Policy & Application Procedures first. Van Deel requested that the airport's design standards allow for wood construction, as many of the people she talks to are interested in using wood in their hangars. After brief discussion, the Board decided that whatever was permitted by the County building inspectors would be okay with them.

D. On-site Car Rental

Van Deel said that she was currently pursuing an agreement with a car rental company, and has not seen any of her Assistant Paul Lehmann's plans in this regard. The Board requested that Lehmann be present at their next meeting to discuss his ideas.

VII. Public Comment

Sillars distributed a map showing a 200'-wide strip of land west of and parallel to CCRA's taxiway that the current owners, the Grindles, have expressed a willingness to sell to the airport. The asking price would be about \$75,000 - \$80,000, plus the cost for the six water taps on the property. Van Deel stated that this acquisition would put the airport in a good position for a very long time, eliminating all but one of the through-the-fence issues and allowing adequate setbacks for large corporate hangars. The Grindles are requesting that the property be paid for in three annual installments, and town funds rather than grant money would be used to make the purchase. Both the FAA and CDOT regard the proposed acquisition favorably. Lockett expressed a desire to see the town obtain first right of refusal on the remainder of the Grindle lot.

Lockett motioned to request a meeting with the Board of Trustees during their next available work session to discuss the Grindles' offer. Hassell seconded and **Motion #2** passed without dissent.

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

VIII. Other Business

There was none.

IX. Adjournment

Lockett noted that there was no further business to come before the Board. Lockett then motioned to adjourn and was seconded by Hassell. **Motion #3** carried and the meeting adjourned at 9:51 am.

RESPECTFULLY SUBMITTED:



ACTING CHAIRMAN BILL LOCKETT



DEPUTY TOWN CLERK MELANIE JACOBS