



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

I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:33 AM, Thursday, May 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 Jerry Steinauer, Tom Warren, Dennis Heap, and Mal Sillars. Also present were Town Administrator Brandy Reitter, Airport Manager Jill Van Deel, Principal Planner Mark Doering, and Deputy Town Clerk Melanie Jacobs.

II. Pledge of Allegiance

Lockett led in the Pledge of Allegiance.

III. Approval of Minutes – March 15 & April 19, 2016

Heap motioned for approval of the March 15 and April 19, 2016 minutes. Sillars seconded. **Motion #1** passed unanimously.

IV. Development Standards Package Discussion

Heap explained that the Board was interested in pulling together a document outlining the development process to be followed by applicants wishing to build at the airport. The goal would be to produce a package that includes submittal requirements, the Town of Buena Vista and Chaffee County approvals that would be needed and at what point these should be obtained, an airport diagram showing buildable sites, and architectural/design standards to which the developer would be expected to adhere.

Doering asked Board members what they would like to see as part of the application requirements. Heap indicated that there would be specifications pertaining to asphalt strength and design, along with taxi lane widths, but that the Board had not yet come together to discuss architectural design. In response to a question from Lockett, Van Deel stated that the Board functions as the Design Review Committee for the airport, and thus is expected to make recommendations to the town regarding airport building projects. She agreed to forward the most recently approved design standards to Board members, and Lockett said he would email everyone to set a time for them to work on a new draft document. Steinauer requested that Doering compose an outline of the application process, to be given to developers along with the design document.

V. Reports

A. Operations

Van Deel reported that Reach Air Medical Services received the certificate of occupancy for its temporary crew quarters and has begun operations. Reach is working to paint its launch site on top of the six t-spots it is leasing; the location of the pad is constrained by the requirement that it must be positioned within line-of-sight of the modular crew

quarters (due to the presence of narcotics in the helicopter). Van Deel is currently talking with the engineer for the Buena Vista Sanitation District about allowing Reach to use a septic holding tank for its modular rather than requiring that it be hooked up to the sewer lift station. The second option would necessitate the digging of two trenches through new asphalt for the sake of a temporary arrangement, which she would prefer to avoid. She hopes to have an answer to this question by the end of the week.

Van Deel informed the Board that she worked out a deal to sell the old fuel truck to Chaffee County for \$45,000. County Commissioners will consider the contract at their next meeting.

Bell Helicopter is scheduled to arrive for testing on July 1 and will stay for three months. This will bring 25 – 30 testing personnel into the community and will account for significant fuel sales.

Van Deel stated that she had recently spoken with a Polish aircraft manufacturer that may be interested in building experimental aircraft at the airport. If they do select CCRA as their site of choice, they will eventually build a 60' x 60' hangar to accommodate their operations.

Van Deel indicated that during her meeting with the FAA and CDOT regarding the SRE building, these agencies suggested that the airport buy the Jones hangar for use as hangar rental space in addition to SRE storage; restructuring the grant in this way would make CCRA eligible for 100% of the funds, rather than a fraction thereof. It would also bring in additional rental fees. The next steps will involve getting the hangar appraised, having the appraisal reviewed, and arranging for an environmental study. Van Deel believes the appraisal will come in at about \$187,000.

Van Deel has talked with the new Town Treasurer Michelle Stoke about accounting software for the airport. The town will be purchasing it from World Fuels and Van Deel and Stoke need to demo some options in order to determine which tier would be most appropriate. The software should streamline accounting and allow for tracking of long-term parking, leases, etc. She anticipates that the new program will be up and running within the month.

Members of Clearview Church will soon be putting in some landscaping around the airport, and prison crews will reroute the fence around the Carpenter property. The Godonis ground lease is currently on the May 24 Board of Trustees agenda. Lockett indicated that he had not yet heard back from Godonis about the lease, and stated that he would send a reminder email to him today. Reitter said that the Trustees need to see only the final version of the lease, rather than a draft, and suggested that the issue be moved to their June 14 meeting.

Van Deel noted that all the hangars are currently full, and that she anticipates the tie-downs will fill up as well as the season progresses.

B. Marketing

Van Deel stated that she and Reitter would be attending the Colorado Airport Operators Conference in early June.

C. Financial

Van Deel informed the Board that she will have a more complete financial report for them at the June meeting, with the help of the new software. She indicated that some airport money had been inadvertently directed into the general fund, and that Stoke was working on getting it allocated properly. Due to the unusually inclement spring weather, fuel sales

are about 3,000 gallons under what they were at this same time last year. Van Deel anticipates that these sales will pick up in June.

D. Chaffee County UAS

Heap gave the Board a brief UAS update: there will be a UAS demonstration on June 22 at the Mt. Princeton pavilion. The operators will simulate a search-and-rescue mission as well as a power line inspection. Local and state officials have been invited to attend, and he hopes to see members of the Airport Board there.

VI. Old Business

A. Reach Helicopter Pad

This matter was already discussed.

B. Jay Jones Hangar

This matter was already discussed.

C. Hangar Development

This matter was already discussed.

D. On-site Car Rental

Van Deel stated that she is looking into alternatives to Hertz (such as Enterprise or Avis) in order to meet summer demand. The vehicles she has been able to obtain from Anderson in Salida are not sufficient in either quantity or quality. Warren suggested that he would be open to arranging for Mt. Princeton Hot Springs to partner with the airport to meet this need, as there is 24-hour desk coverage available there. Van Deel expressed interest in pursuing this idea.

VII. New Business

A. Land Acquisition

Van Deel stated that the Board of Trustees had approved the Grindle property acquisition, and Reitter indicated that the purchase was moving forward.

B. Old Fuel Truck Sale

This matter was already discussed.

C. Master Plan Update

Van Deel stated that the most recent meeting had gone very well. The plans for the high-altitude testing campus had to be adjusted somewhat; the campus will now be located further south at the airport, in order to put some distance between it and the AWOS equipment, per federal regulations.

VIII. Public Comment

Lockett opened the public comment portion of the hearing at 9:26am. With no comments received, the public comment portion of the hearing was closed at 9:27am.

IX. Other Business

There was none.

X. Adjournment

Lockett noted that there was no further business to come before the Board. Heap motioned to adjourn and was seconded by Sillars. **Motion #2** carried and the meeting adjourned at 9:27 am.

RESPECTFULLY SUBMITTED:



ACTING CHAIRMAN BILL LOCKETT



DEPUTY TOWN CLERK MELANIE JACOBS