



## Minutes of the Regular Meeting of the Airport Board June 21, 2016

### I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:31 AM, Tuesday, June 21, 2016, at the Central Colorado Regional Airport, 27960 County Road 319, Buena Vista, Colorado by Board Member Mal Sillars. Additional Board Members present were Jerry Steinauer, Judy Hassell, Tom Warren, and Dennis Heap. Also present were Town Administrator Brandy Reitter, Airport Manager Jill Van Deel, Assistant to the Town Administrator Emily Katsimpalis, and Deputy Town Clerk Melanie Jacobs.

### II. Pledge of Allegiance

Sillars led in the Pledge of Allegiance.

### III. Approval of Minutes – May 19, 2016

Heap motioned for approval of the May 19, 2016 minutes. Steinauer seconded. **Motion #1** passed unanimously.

### IV. Presentation of Advisory Boards and Commissions Manual

Katsimpalis introduced the manual by noting that it had recently been approved by the Trustees and was intended to function as an 'Employee Manual' for members of Town Boards and Commissions. She handed out copies to all Airport Board members present and went briefly through some of the highlights, including descriptions of the roles and responsibilities of each body, guidelines for using social media to make official statements, expectations of Board members (i.e., they should be familiar with the Municipal Code), a description of the Town's Council/Administrator form of government, outlines of the budgeting process and meeting procedures, and conflict of interest information.

Katsimpalis closed her presentation by asking that Board members contact her with any questions or feedback about the document.

### V. Reports

#### A. Operations

Van Deel informed Board members that there had been three recent incidents of note at the airport. The first involved a small plane accident: a local pilot crashed on landing in gusty conditions. The FAA is investigating. The airport still has cleanup work to do at the crash site, the cost of which will be billed to the pilot's insurance. A few days later a suspected microburst flipped the airplane involved in the crash, spilling fuel, while another aircraft suffered a hyperextended nose. The third incident involved a plane that took off from CCRA, landed again after experiencing some engine vibration, and then left for Creede without having resolved the engine issue. It crashed at the Creede airport, killing all three people aboard.

Van Deel spoke of the need to get airport staff some fuel management and fire safety training. Hassell suggested going to a training along with Chaffee County Fire staff, and Van Deel remarked that the Air Force offered reasonably priced airport safety training.

Van Deel stated that she was still working with the Buena Vista Sanitation District to obtain permission to allow REACH to use a septic holding tank for its crew quarters, rather than requiring that the modular be tied into the sewer system. Steinauer asked that a letter be made available for the June 21 BVSD Board meeting, explaining REACH's short- and long-term plans. Van Deel agreed to prepare one.

Van Deel let the Board know that she and Reitter had attended the Colorado Airport Operators Conference, which had gone very well. Board member Heap was featured in a documentary shown at the conference; Van Deel said she would forward a link to the video to Board members so they could watch it as well. Van Deel also reported that HAATS will be holding a barbeque at CCRA on July 13, and Board members are encouraged to attend.

Van Deel noted that the number of aircraft utilizing the airport in the summer may make it advisable to install more hardstand at some point. She has also been receiving numerous inquiries about rental cars and hopes that some arrangement can be reached to provide this service to CCRA customers.

Bahram Akradi, CEO of Life Time Fitness, has expressed an interest in building a personal hangar at CCRA. Several other individuals have also come forward to inquire about large hangar construction, which could take place in the Grindle frontage. Van Deel has also recently spoken with a company that does weather balloon testing. They would like to base a small balloon here in the near future but would eventually prefer to construct a 300' x 150' hangar to accommodate larger balloons.

Bell Helicopter has moved its arrival date back to the second week of August, and plans to do testing at the airport for four months. Van Deel met with them last week and they put together a scoping document.

Sillars has been hard at work on a testing website ([coloradohighaltitude.com](http://coloradohighaltitude.com)) for the airport which could at some point morph into a separate CCRA website.

Van Deel returned to the subject of REACH Air Medical Services to remark that she would like to shift their launch site. Every time they take off from the site they are using now, sand/gravel/etc. gets tossed around and she has had complaints from other airport customers. Van Deel stated that she needs to amend the REACH lease to specify an alternate launch site and asked that this lease be taken off the June 28 Trustee agenda to allow time for the change to be made.

## **B. Marketing**

Reitter noted that Jacobs would be assisting with implementation of the Marketing Plan, and that examples of marketing materials would be brought to the July Airport Board meeting. Board members will be asked for recommendations regarding airport swag, brochures, etc. at that time.

## **C. Financial**

Van Deel stated that fuel sales are a couple thousand gallons ahead of the 2015 numbers, with a total of approximately 26,000 gallons sold to date in 2016. She also remarked that the Army is very happy with the airport's new fuel truck.

#### **D. Chaffee County UAS**

Van Deel has issued NOTAMs (Notices to Airmen) for the UAS demonstration scheduled for June 22 at Mt. Princeton. Heap ran through the event schedule, noting that Pulse Aerospace would give a presentation at 10:00 AM and a Search and Rescue demonstration would be held at 11:00 AM. He expects about 80 attendees. Reitter suggested taking video of the demonstration and posting it online; Heap said they were planning on making a recording of the demo and will post it to the Chaffee County UAS Facebook page.

### **VI. Old Business**

#### **A. Land Acquisition**

There are no updates on this matter.

#### **B. Old Fuel Truck Sale**

Van Deel indicated that Chaffee County withdrew from the deal to purchase the fuel truck after someone from the state offered to get them one for \$18,000. She is seeking alternate buyers.

#### **C. Master Plan Update**

There are no updates on this matter.

### **VII. New Business**

#### **A. 2017 Budget**

Reitter informed the Board that budget season has begun and asked members what they would like to see in terms of new projects at the airport. She requested that they have their suggestions ready at the next Airport Board meeting. Sillars asked that dormitories be built at CCRA to accommodate the surge in visitors during the busy summer season.

#### **B. Staff Changes**

Reitter let Board members know that Jacobs was now working at the airport in the mornings, and that Jared Brown has been hired as a line tech for the summer. He will also be on-call on some weekends during the winter. Van Deel posted a job opening for a part-time line tech and has received applications from two qualified individuals.

#### **C. Godonis Ground Lease**

Van Deel indicated that the only remaining sticking point with the lease was the language stipulating that the Town must give prior approval for any hangar sales or subleases. Godonis does not find this acceptable. Reitter stated that the Town did not intend to withhold approval and that the requirement was meant to keep the Town apprised of the identities of tenants at the airport. The Board agreed that the verbiage in the lease should be altered to require advance notification to the Town of sales and subleases, but that the necessity to obtain prior Town approval should be removed. Reitter noted the lease would go before the Trustees at their June 28 meeting.

Heap stated that there was work still to be done on the standard lease template. Steinauer requested that the template be marked in some way to indicate which provisions are negotiable on a case-by-case basis and which are not.

### **VIII. Public Comment**

There were no members of the public present at the meeting.

**IX. Other Business**

The Salida Airport Fly-In is scheduled to take place on Saturday, June 25.

**X. Adjournment**

Sillars noted that there was no further business to come before the Board. Steinauer motioned to adjourn and was seconded by Heap. **Motion #2** carried and the meeting adjourned at 9:37 am.

RESPECTFULLY SUBMITTED:



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ACTING CHAIRMAN MAL SILLARS



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DEPUTY TOWN CLERK MELANIE JACOBS