



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

I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:36 AM, Tuesday, July 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, Judy Hassell, Tom Warren, Dennis Heap, and Mal Sillars. Also present were Town Administrator Brandy Reitter, Airport Manager Jill Van Deel, and Deputy Town Clerk Melanie Jacobs. Tom McFarland attended as well.

II. Pledge of Allegiance

Lockett led in the Pledge of Allegiance.

III. Approval of Minutes – June 21, 2016

Sillars motioned for approval of the June 21, 2016 minutes. Hassell seconded. **Motion #1** passed unanimously.

V. Reports

A. Operations

Van Deel reported that the HAATS BBQ held on July 13 at CCRA went extremely well. About 80 people attended, ten helicopters flew in for the event, and the airport sold a lot of fuel that day. It was catered by the individual who will come onboard as a line tech starting in late summer.

The recent volume of jet traffic at the airport has resulted in some of the aircraft having to park in the taxiway due to the lack of adequate hardstand. Van Deel would like to see installation of additional hardstand in the near future, and will add this item to the Capital Improvement Plan and talk to the FAA about it.

A memorial for Jay Jones will take place at the airport on July 30, and the local aviation community is invited to attend. Heap requested that the Airport Board, along with the Board of Trustees, be notified when there is an aviation-related incident. Reitter agreed that this would be done.

Van Deel informed the Board that the lease template for the tenants in the Carpenter hangar has been finalized and will go out soon.

About 32,000 gallons of fuel have been sold year-to-date.

The four-month Bell Helicopter testing that was supposed to begin in August will not take place because the aircraft crashed in Texas, killing the crew. Van Deel believes Bell will return at some point but cannot speculate as to when this might happen.

i. Purchase: FOD Mat, Snow Plow Blade

The FOD blanket has been obtained and works very well. The snow plow blade has not yet arrived at the airport.

B. Marketing

Jacobs reported that CCRA patches had already been ordered, and presented Board members with a list of schwag options and some preliminary mock-ups of several possibilities. Van Deel remarked that high-end items would be needed for distribution to flight departments, and the Board indicated that backpacks/tote bags, hats, shirts, and metal water bottles would be good items to use for this purpose. Van Deel asked if the Board wanted to review these purchases before orders were placed; Lockett replied that staff could approve and proceed with the orders.

C. Financial

Van Deel let the Board know that June airport revenues totaled just over \$47,000. The lion's share of this total was made up of fuel and hangar revenues. In response to a question from Lockett, she stated that the airport was current on accounts receivable with the exception of AgustaWestland, which still owes CCRA about \$160,000 for last year's testing activity. Reitter noted that she was putting together a pro forma financial statement for the airport that would be ready at the start of the 4th quarter.

D. Chaffee County UAS

i. Demonstration Mt. Princeton

Heap indicated that the June 22 event had been a success, with over 80 people attending. The drone demonstration focused on search-and-rescue activities. Attendees were impressed with the venue and there is a possibility that another drone demonstration could take place there in the fall, to be live-streamed to a Denver meeting of the Colorado chapter of an international UAV organization. Heap believes the event put Buena Vista and Chaffee County on the map in the minds of the Denver aviation and aerospace community.

Lockett asked about putting the upcoming drone demonstration, which will focus on the use of drones for firefighting purposes, on the internet. Heap responded by remarking that the video taken at the prior drone demo would be uploaded to YouTube and the Chaffee County UAS Facebook page in the near future, and the same could be done with other demos.

ii. FAA-Approved Knowledge Testing Center – Remote Pilot Airman Certificate

Heap opined that CCRA should become a certified FAA testing center for Unmanned Aircraft Systems, given that the local area is so suitable for drone use as well as being a destination location in its own right. He will bring more information on this possibility to the next Airport Board meeting.

VI. Old Business

A. Hangar Development

i. Mark Godonis Land Lease

Van Deel informed the Board that Godonis' lawyer was going to put language from the Municipal Code into the lease stating that Godonis will inform the Town of the identities of hangar tenants. This will replace the prior stipulation that he receive Town approval before he can sell/lease hangar space. This was the final hurdle to be overcome in order to arrive at a mutually acceptable agreement, and the lease is expected to go to the Board of Trustees for approval at its July 26 meeting.

ii. Standard Land Lease Revisions

Reitter stated that she would prefer to wait until the Godonis lease was finalized before proceeding with any revisions to the Town's ground lease template. She went on to note that there was no need to rework the lease unless Board members had specific things they wanted to modify or add. As it currently stands, the lease contains all necessary statutory requirements, and some of the more minor details

can be adjusted to accommodate each tenant. REACH is using this standard ground lease and the agreement only took about a month to negotiate.

Heap asked about the reversion policy included in the lease. Sillars said that he remembered the Board removing that language from the template, and other Board members agreed that it had been taken out. The Board requested that a copy of the current Town template be sent out to all members.

iii. Development Policy & Application Procedures

Heap reminded the Board that a draft document addressing these procedures already exists, but that a subcommittee needed to get together to look over it and move it along. The purpose of the document is to outline as clearly as possible the process that someone interested in building at the airport must follow. Lockett stated that the subcommittee would review it before the August Airport Board meeting.

B. Grindle Property Purchase

Van Deel explained that she had visited with Mrs. Grindle about the land purchase and arrived at a mutually agreeable arrangement. Grindle would like the Town to pay the total cost in three annual installments. Reitter said that the Town was going to make her a written offer this week and that she anticipates the purchase will be finalized sometime in September. The Town has to have the property surveyed so that a legal description can be included in the purchase agreement.

Sillars suggested that the Town put the entire purchase cost into an escrow fund so that Reitter does not have to make budget requests for it every year. Reitter agreed with this proposal, along with another idea from the Board to include right of first refusal language on the rest of the property as part of the agreement.

Van Deel remarked that the Town could offer the Grindles one-third of the acreage cost before the survey is completed, if it looked like that might take a while. Lockett floated the notion of paying the Grindles some earnest money while the contract was being put together. Reitter said that earnest money would be sent along with the offer letter, and that the legal description and lot line adjustment paperwork with Chaffee County would be completed in August. Board members were anxious to finalize the deal as soon as possible, and Reitter responded to this urgency with a promise to have the purchase agreement ready before the next Airport Board meeting.

Steinauer stated that it would be wise for the airport to contact the Buena Vista Sanitation District earlier rather than later. Van Deel agreed and offered to call Patti Andreas so that the BVSD will be aware of what is happening.

C. Southard Lease Buy-Out

Reitter reminded Board members that Southard owns most of the ground leases at the airport and that, based on past litigation, he is set to continue receiving revenue on these leases through 2043. Southard has agreed to accept a lump sum from the Town to buy out these leases. This process will be completed this autumn, after the Grindle purchase has been wrapped up. This expenditure was approved by the Board of Trustees as part of the 2016 budget. Sometime later the Town will need to address the issue of Southard's Through-the-Fence agreement.

D. Jay Jones Hangar Purchase – SRE Building

Van Deel said that she had been working with the FAA and Allison Jones, Jay's daughter and the executor of his estate, in order to make this happen. The Town will be buying the building as a hangar, meaning it will generate revenue and the airport will be eligible for another SRE building in the future. CDOT has approved the plan to store snow removal equipment there. Reitter indicated she would meet with Jones on July 29

to put together a Memorandum of Understanding, since as of yet nothing has been put in writing.

E. Airport Administrative Assistant

Van Deel informed the Board that Jacobs was now working at the airport half-days in the morning. In response to a question from the Board, Van Deel stated that Sam Starr had moved to a seasonal position with the Public Works Department.

VII. New Business

A. Marketing Schwag Review

This agenda item was already discussed.

B. Ferris / McFarland Hangar Construction

Tom McFarland explained that Rob Ferris had been unable to attend the meeting, but had prepared a preliminary sketch of the proposed hangars which had been distributed to Board members. One building would be erected, containing two hangars. It would utilize the entire available space at the south end of the B Hangar. This is the location that the Airport Board and Town staff previously recommended for the Ferris/McFarland hangar.

Van Deel followed up on McFarland's remarks by noting that the two hangars would be sharing a wall and would be a condo association, with a joint bathroom in the middle. She would like the Town to allow 12' doors on the hangars, even though the preference would typically be for 14' doors, since the hangars will be too narrow to accommodate any aircraft requiring 14' clearance.

McFarland expressed reservations about being able to come up with \$10,000 for the tap fee. Reitter stated that this figure sounded too high and she thought a review of their plans would result in a lower number. Van Deel remarked that the plan was a good one that utilized airport space well. McFarland said that Ferris, who is an engineer, would prepare formal drawings for submission. Reitter stated she would forward him a ground lease and they could enter into negotiations.

Sillars motioned to accept the initial hangar concept and to encourage further development of the plan. Heap seconded and **Motion #2** passed unanimously.

C. Car Rental Services

Warren offered Mt. Princeton's assistance in getting a car rental service into the area. Since the resort's front desk is staffed 24/7, vehicles could be stored on their premises and taken out to the airport whenever needed. Van Deel let the Board know that she had been able to work out a deal with BV Jeeps to offer vehicles to pilots at a \$50 per day rate, but that otherwise cars had to be brought up from Anderson Motor Company in Salida. These are generally older models and the airport really needs some high-end vehicles available to offer its customers.

After some discussion, Heap agreed to put a draft package and letter together to be sent out to rental car companies.

D. Colorado Division of Aeronautics Sustainability Program

Heap recommended that CCRA become part of this program. It is intended to assist airports in developing an overall sustainability plan, from an economic, environmental, etc. standpoint. The Division and the FAA both like the program and consider participation in it to be a mark in an airport's favor when it comes time to consider grant requests. Airports can apply over the internet and this is something staff should look into once airport business slows down later in the year.

VIII. Public Comment

There was no public comment.

IX. Other Business

Reitter informed Board members that the newly created Economic Vitality Advisory Board was spearheading an effort to develop a comprehensive economic development strategy for the entire Town. They applied for and received a \$25,000 grant from the Rural Economic Development Initiative, to be matched 1:1 by the Town, in order to commission a study to be used as a basis for developing such a strategy. Reitter would like the Airport Board to participate in this study. It will be launched in early 2017.

X. Adjournment

Lockett noted that there was no further business to come before the Board. Sillars motioned to adjourn and was seconded by Heap. **Motion #3** carried and the meeting adjourned at 10:13am.

RESPECTFULLY SUBMITTED:



ACTING CHAIRMAN BILL LOCKETT



DEPUTY TOWN CLERK MELANIE JACOBS