



Minutes of the Regular Meeting of the Airport Board January 16, 2018

I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:30 AM, Tuesday, January 16, 2018, at the Central Colorado Regional Airport, 27960 County Road 319, Buena Vista, Colorado by Vice-Chair Dennis Heap. Additional Board Members present were Jerry Steinauer, Mal Sillars, Tom Warren, and Taylor Albrecht. Also in attendance were Town Administrator Phillip Puckett, Airport Manager Jack Wyles, and Deputy Town Clerk Melanie Jacobs. Community members Mark Godonis and Rob Wood were also present.

II. Pledge of Allegiance

Heap led in the Pledge of Allegiance.

III. Approval of Minutes – November 7, 2017

Wyles motioned for approval of the November 7, 2017 minutes. Sillars seconded. **Motion #1** passed unanimously.

IV. Reports

A. Operations

Heap remarked that having prior-year monthly totals included in the operations reports was helpful for comparison's sake. No one had any questions regarding this report.

B. Financial

Puckett stated that the airport had closed 2017 in good shape in terms of budget. The 2018 budget projects that CCRA will break even operationally with revenues and expenses balancing each other out. This will depend in part on getting some high-altitude testing to come to the airport this year. He also noted that Town was already looking at saving up funds for large capital expenses in the near future.

V. Old Business

A. Southard Lease Buyout

Heap reminded Board members that this subject had been discussed in depth at the November meeting. Albrecht, who has a background in real estate appraisal, expressed reservations about the numbers that have previously been suggested as a possible buyout offer. The Board was in general strongly supportive of obtaining Southard's ground leases but felt like it needed more information before it could proceed with a recommendation to the Trustees. Puckett stated that he would sit down with Steinauer and Southard to obtain the required data, after which he will bring what he has learned back to the Board.

Rob Wood, who was attending the meeting as a friend of Southard's to hear this discussion, had no input regarding the ground lease buyout value.

B. Draft CIP

Puckett noted that putting together a CIP is a normal annual process, and that the draft had been shared with Board members at a prior meeting. He reminded the Board that the large expenditures would come due in 2022 – 2023 and would cover various types of runway work/improvements. The corresponding documentation has already been submitted to CDOT, and after it has undergone their process it will be submitted to the FAA.

C. Update on SRE Building

Puckett let the Board know that a walk-through took place in early January, at which time a punch list was put together. Included in the list are completion of the exhaust system and the installation of some additional outdoor lighting. He has already spoken with Public Works about having asphalt laid in front of the building to address the rocks/debris problem that will arise if this is left unpaved. He believes that can be completed this year within the Town budget as it already stands.

VI. New Business

A. Board Membership

Heap drew Board members' attention to the online Advisory Board manual, noting that they needed to elect a new Chair and possibly a new Vice-Chair, as it was his desire to be named Board Chair at this point. Additionally, Steinauer had requested to be reappointed, Courtright had asked to be moved from the position of alternate to that of a regular member, and Mark Muller submitted an application for membership in late 2017.

Albrecht motioned to recommend to the Board of Trustees that Steinauer and Heap be reappointed to another term, as well as to accept the resignations of Lockett and Hassell. Sillars seconded and **Motion #2** passed unanimously.

Albrecht then moved to recommend that Courtright's status be changed from that of alternate to regular member, which motion was seconded by Sillars. **Motion #3** passed without dissent.

Albrecht motioned to recommend that Heap be named Chair and Warren Vice-Chair. Sillars seconded **Motion #4** and it passed unanimously.

Albrecht motioned to recommend to the Trustees that Mark Muller be appointed to a term as a regular member. **Motion #5** was seconded by Sillars and discussion ensued. The Board agreed that Muller would be a good addition to their number, but several members expressed concern regarding potential or perceived conflicts of interest that could arise for him given that Muller owns a business on airport property. Puckett pointed out that if any matter coming before the Board could have a potential impact on Muller's business, positive or negative, Muller would be asked to recuse himself from the discussion and voting pertaining to that issue.

Motion #5 was then put to a vote. All Board members in attendance voted in favor with the exception of Sillars, who abstained. Motion passed.

B. Airport Manager Search

Puckett thanked Heap and Courtright for their assistance with the search and announced that Jack Wyles had been offered and had accepted the position. Puckett then mentioned some short-term priorities he and Wyles would set to work on immediately, including looking at SOPs/emergency procedures and updating the Business and Marketing plans.

C. Airport Business Plan Update

Heap noted that the Master and Business Plans are the guiding documents for the Airport Board. With the new Master Plan having been finalized in mid-2017, Heap stated that Board members should now review and update the Business Plan. No one had any initial comments so Heap requested that everyone read through the document and come to the February meeting with suggested changes. He would like to roll the Marketing Plan into the Business Plan as part of this update, and to integrate pertinent aspects of the updated Master Plan into the new draft Business Plan, as well. Once it is finished it will be submitted to the Trustees for approval.

Heap further suggested that Airport Board meetings go back to a monthly schedule for a while in preference to the recently-adopted bimonthly schedule. No one objected to this change.

VII. Public Comment

Godonis stated that he found parts of the current Marketing Plan to be peculiar, particularly those sections which advise that CCRA advertise by means of billboards along the highway and via a display in the Eagle airport terminal. He does not think these initiatives would yield much by way of result. He advised 'tuning up' that document.

In response to a question from the Board, Godonis said that he expected to have a CO on his hangar in about another two months.

VIII. Other Business

Heap showed the Board part of a slideshow put together by the Salida airport. He noted that Salida had scheduled an air show for 2018, to take place in conjunction with the airport in Fremont County. He strongly advised that CCRA should hold an open house or fly-in, and that this should be coordinated in some way with the Salida/Fremont efforts.

Albrecht asked about high-altitude testing in 2018, and Puckett and Wyles responded that they had been in touch with both Bell and Boeing and would maintain that contact as their testing schedules for the year are being finalized.

IX. Adjournment

Heap noted that there was no further business to come before the Board. Heap motioned to adjourn and was seconded by Steinauer. **Motion #6** carried and the meeting adjourned at 9:35 AM.

RESPECTFULLY SUBMITTED:



CHAIR DENNIS HEAP


DEPUTY TOWN CLERK MELANIE JACOBS