



**Minutes of the Regular Meeting
of the Airport Board
OF THE TOWN OF BUENA VISTA, COLORADO
February 14, 2023
Airport Conference Room and Zoom Meeting**

I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:35 AM, Tuesday, February 14, 2023 by Board Chair, Dan Courtright. Trustee Sue Cobb attended for the Town. Board Members present were Andrew Krawciw, Taylor Albrecht, Bob Dimmitt and Dennis Heap. Jack Wyles and Chandra Swanson attended for the Airport Staff. Mr. Bill Delay and Mr. Ted Osowski attended as a members of the public.

Wayne Lee and Mark Muller attended by Zoom Meeting. Jared Bass of Dibble Engineering also attended via Zoom Meeting.

Board members not present: Jerry Steinhauer

II. Pledge of Allegiance

Courtright led in the Pledge of Allegiance.

III. Public Comment

Mr. DeLay and Mr. Osowski provided their respective backgrounds to the board and expressed interest in the vacant board alternate position.

IV. Agenda Adoption

Jack Wyles requested that the planned presentation by Dibble Engineering be conducted immediately following the Airport Manager's reports. Heap moved that the agenda be adopted as amended. The motion was seconded by Krawciw. The motion carried unanimously.

V. Approval of Minutes – January 10, 2023

Motion made by Heap, seconded by Dimmitt to approve the January 10, 2023 meeting minutes. Approval was unanimous.

VI. Reports

A. Operations

Expectation that staff will be short one line tech through April due to personal matters. Town is moving ahead with additional hiring for a weekend line tech.

B. Financial – The airport board will follow up with airport staff regarding the status of outstanding invoices during the March



VII. Runway Weight Bearing Capacity Report from Dibble Engineering

- A. Jared Bass presented Dibble's findings regarding the true weightbearing capacity for runway 15/33 as follows
 - i. The current industry standard utilizes a modeling program called FAARFIELD to determine how many and what type of aircraft operations a pavement surface can sustain
 - ii. This modeling indicates our existing pavement can sustain many more operations at weights well above the currently published maximum of 30,000 pounds.
 - iii. Publishing a higher limiting weight may be beneficial but will require coordination with the FAA and other relevant agencies.
- B. Jack Wyles and Dan Courtright will follow up with Dibble in an additional video teleconference to determine a way ahead later in the month.

VIII. Safety

- A. Hazard Reporting – Airport staff stated that no hazard reports have been made via informal channels in recent memory.
- B. Draft Hazard Report Form – Courtright provided a draft hazard report form for advisory board review. Dimmit inquired as to how submitted reports would be addressed, tracked and closed. Courtright will present hazard report follow-up via a risk assessment process and hazard register during the March meeting. The board and airport staff discussed using the draft hazard report to inform the design of a hazard reporting page to be included in the Airport's redesigned website which will become operational later this year.

IX. Old Business

- A. Board Membership – The board discussed Jerry Steinauer's resignation via email, his replacement with Mr. Bill DeLay, and the draft memorandum to the Board of Trustees to recommend board appointments for 2023. These appointments included having Andy Krawciw assume Jerry Steinauer's voting member position and assuming the role of board vice-chair. Heap moved that Steinauer's resignation be accepted by the board with a second from Dimmit. This motion passed unanimously. Dimmit then made a motion that the board recommend Mr. Bill DeLay's appointment to a vacant alternate position to the Board of Trustees. Heap seconded the motion which passed unanimously. The memorandum reflecting these recommendations to the BoT was amended and signed by the Board Chair and Secretary for submission ahead of the next trustee meeting.
- B. Hangar Development Update – Courtright presented a draft discussion guide/marketing brochure for hangar development aimed at encouraging consistency and clarity for all stakeholders. Airport staff and the advisory board concluded that this type of document would be valuable in future



interactions with interested developers and town staff. Heap suggested adding details regarding standard lease terms as those become available. Courtright will continue development of this document.

- C. Through the Fence – Courtright presented a reference guide currently used by the state of Indiana. The board and airport staff agreed that modifying the content of this guide to address the needs of our airport would be worth the effort. Courtright will adapt the document and present a draft at the March meeting.
- D. Airport History for inclusion in Chamber of Commerce publications – The board discussed the current draft with regard to how it might be published in it's final form in the 2024 Chamber of Commerce publication. Heap moved that the current draft be sent to the Chamber as is for their edits. Dimmit seconded and this motion passed unanimously.

X. New Business

- A. On Airport Development Process Review – The board discussed how a project proposed to town might move through current required processes to approval and completion. Conversations with the town planner indicate the advisory board would have significant influence in existing processes. Courtright proposed that the advisory board develop and conduct a table top exercise to follow a hypothetical proposed project through current processes in partnership with relevant members of town staff.
- B. Formation of Working Groups – The board discussed the possibility of forming working groups to address Safety, Development and Finance/Marketing to conduct necessary preparatory work between regular board meetings. The intent of these working groups would be to increase the detail and quality of the board's recommendations and expedite decision making during regular meetings. Courtright will solicit volunteers to staff these working groups ahead of the March meeting.

XI. Other Business

- A. Annual Fly-In: The advisory board has settled on September 30th 2023. Aircraft owners are beginning to commit to attending including Joe Thibedeau and Richard Baker. Knight of Columbus were approached regarding providing funds to purchase the food to be sold at the event which will require further negotiations led by Dennis Heap.
- B. UAS Colorado Xponential Exhibiton – Albrecht presented an opportunity for Airport Staff to present at this exhibition and the board discussed potential opportunities for our current helicopter testing infrastructure to support future UAS testing. Jack Wyles indicated he would look into attending.
- C. Mountain West UAS – Albrecht updated the board on developments of the Drone Park.



XII. Adjournment

Courtright moved, Dimmitt seconded motion to adjourn at 10:56 am

Next Meeting: March 14, 2023

RESPECTFULLY SUBMITTED:



CHAIR DAN COURTRIGHT



SECRETARY TAYLOR ALBRECHT