



Minutes of the Regular Meeting of the Airport Board February 20, 2018

I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:32 AM, Tuesday, February 20, 2018, at the Central Colorado Regional Airport, 27960 County Road 319, Buena Vista, Colorado by Chair Dennis Heap. Additional Board Members present were Mal Sillars, Taylor Albrecht, Daniel Courtright, and Mark Muller. Also in attendance were Town Administrator Phillip Puckett, Airport Manager Jack Wyles, and Deputy Town Clerk Melanie Jacobs.

II. Pledge of Allegiance

Heap led in the Pledge of Allegiance.

III. Public Comment

None.

IV. Approval of Minutes – January 16, 2018

Sillars motioned for approval of the January 16, 2018 minutes. Albrecht seconded. **Motion #1** passed unanimously.

V. Reports

A. Operations

Wyles noted that all operations numbers for January 2018 were up over the numbers posted for January 2017. Sillars asked about the fuel island update mentioned in the Manager's Operations Report; Wyles explained that he plans to work on the Jet A side of the island this year. He anticipates the cost of the project will be about \$20,000 and is looking at a mid-April completion date. The first step of the process will involve having a representative from TWS come out to check the sumps for cleanliness and the project will proceed from there.

B. Financial

Puckett remarked that airport wages will be under budget for the year, which will allow for some budgetary flexibility. In addition, Wyles is currently in the process of selling the old refueler truck. Because of retrofit requirements for that particular model that staff was previously unaware of, the sale price will be about half of the original \$33,000 estimate.

Muller asked about using the refueler for Avgas. Wyles replied that modifying the vehicle for this use would probably not be worth the cost, but that the Town could add an Avgas fuel truck to the airport's equipment acquisition list in the future.

Heap then provided an overview of general aviation nationwide and stated that he believes CCRA can be grown by soliciting business aviation.

C. General Aviation Appreciation Month 2018

Puckett informed the Board that February is Aviation Appreciation Month and that Mayor Benson read a Proclamation to this effect at the most recent Trustee meeting.

VI. Old Business

A. Southard Lease Buyout

Puckett stated that he had met with Southard, Wyles, and Steinauer to discuss the lease buyout. Southard remains open to working with the Town to accomplish this transaction and is comfortable with the previous Town offer of \$125,000. Southard expressed a desire to see rate and lease terms offered to his tenants that are comparable to their current arrangement.

Puckett then drew Board members' attention to a cash-flow analysis put together by Town Treasurer Stoke. Calculations show that over the remaining 15 years of Southard's ground lease, he could expect to receive between about \$130,000 and \$143,000 total depending on what adjustments (if any) were made to lease rates from year to year. Puckett therefore finds \$125,000 to be a reasonable offer, and noted that the Town would break even on the deal during year 12 or 13.

For the first time ever, the Town did not have to transfer money from the General Fund to the Airport Enterprise Fund to cover CCRA's operating expenses; the operating budget is now in a break-even position. This leaves the airport with a fund balance of \$346,000 coming out of 2017. Though the Town needs to retain as much of this as possible in anticipation of the required runway rehabilitation project set to take place in 2022 – 2023, money could be pulled from that balance to finance the ground lease buyout if the Airport Board and Trustees thought it advisable.

Sillars moved that the Board recommend to Trustees that a deal be reached with Ron Southard to buy out his ground lease. **Motion #2** was seconded by Muller and discussion ensued. Muller asked about the negatives of the current arrangement, to which Sillars responded that the Town exercises no control over the ground beneath the executive hangar, which has been an ongoing concern. Wyles pointed out that owning the ground leases under the A and B hangars could assist the airport in applying for grant funds from the FAA and CDOT to do some revitalization work on the buildings. Sillars also noted that Southard's tenants have expressed a desire to switch to Town leases in any case.

Albrecht remarked that while he does not object to the \$125,000 figure, he finds it to be a bit high in that it doesn't include any risk factors in the calculations. He suggested that the Board put a cap on the amount that can be offered during negotiations.

Sillars modified **Motion #2** as follows: to recommend to the Board of Trustees that a deal be reached with Ron Southard to buy out his ground lease at CCRA, with a maximum of \$125,000 to be offered, and that negotiations should begin immediately. **Motion #2** passed without dissent. Puckett stated that the matter would be added to the March 13, 2018 Trustee agenda and Heap agreed to attend that meeting in order to speak on behalf of the recommendation.

B. Airport Business Plan Update

Heap introduced this topic by offering some background information: a revised Business Plan was approved by the Board of Trustees in 2015, and an update was similarly approved in 2016. In light of the recent completion of the Master Plan and the acquisition of updated financials, the Airport Board now needs to revise the Business Plan once again.

A discussion of some already-existing text from the Plan ensued, and it was decided by general consensus that 1) safe operations should be emphasized; 2) though overall profitability remains an unattainable goal for CCRA, due to its nature as a small regional airport, it should always strive to break even in years that do not involve large capital projects; 3) having County and Buena Vista fire staff with ARFF training is a

plus, but the airport does not want to bring a fire vehicle onto the premises as this would result in increased liability for marginal benefit; 4) the Airport Board should discuss and help plan for upcoming equipment needs; 5) the airport should have its own Facebook page; and 6) the AirNav website should be monitored by staff in order to address any negative comments that might show up there, and airport customers should be encouraged to leave their remarks on that platform as everything on the website now is several years old.

Heap stated that he will redraft the Business Plan and send it out to Board members for discussion at a later meeting.

VII. New Business

A. Accident Manual

Heap let Board members know that he has a group of 'guiding documents' culled from other airports that he would like to discuss with Wyles, in order to better adapt them for use at CCRA. Afterward it is anticipated that these manuals will be presented to the Airport Board and Trustees for official approval. The Accident Manual is one of these and will be the first to be modified for local use.

B. Contracts File System

Heap projected a sample of his preferred filing system onto the conference room monitor, explaining that this method assigns different numbers to different types of documents, for ease of filing and retrieval.

VIII. Other Business

Heap recommended that CCRA host an Open House this year. Wyles stated that he is waiting to hear back from Bell and Leonardo (formerly AgustaWestland) about the dates they plan to be present at the airport for testing. Once those have been determined, he will schedule and plan the event.

Albrecht informed the Board that the recently renewed push to privatize air traffic control could, if successful, have a major negative impact on the volume of general aviation traffic nationwide. Private ATC companies charge for services currently provided for free. He encouraged anyone so inclined to get in touch with their Congressional representatives to argue against the change.

IX. Adjournment

Heap noted that there was no further business to come before the Board. Sillars motioned to adjourn and was seconded by Albrecht. **Motion #3** carried and the meeting adjourned at 9:47 AM.

RESPECTFULLY SUBMITTED:



CHAIR DENNIS HEAP



DEPUTY TOWN CLERK MELANIE JACOBS