



**Minutes of the Regular Meeting
of the Airport Board
OF THE TOWN OF BUENA VISTA, COLORADO
March 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 8:32 AM, Tuesday, March 14, 2023 by Board Chair, Dan Courtright. Board Members present were, Dennis Heap and Bill DeLay. Trustee Sue Cobb, Jack Wyles and Chandra Swanson attended for the Town and Airport Staff. Mr. Ted Osowski attended as a member of the public. Kurt Dalton attended to represent Dibble Engineering.

Taylor Albrecht, Wayne Lee and Mark Muller attended by Zoom Meeting.

Board members not present: Andrew Krawciw and Bob Dimmit

II. Pledge of Allegiance

Courtright led in the Pledge of Allegiance.

III. Public Comment

Mr. Osowski reviewed his background and confirmed his interest in the vacant board alternate position.

IV. Agenda Adoption

Dennis Heap moved that the agenda be amended to include discussion of rescheduling the regular meetings of the Airport Advisory Board at the request of Airport Manager Jack Wyles. Bill DeLay seconded this motion and it passed unanimously.

V. Approval of Minutes – January 10, 2023

The minutes were amended to reflect attendance by Trustee Liaison Sue Cobb. Wayne Lee moved that the minutes be approved as amended. The motion was seconded by Dennis Heap and passed unanimously.

VI. Reports

A. Operations

- i. The airport will continue to be short one line tech through April due to personal matters. A new hire was made for one of two authorized part time line tech positions (Nick Sanner).
- ii. Jet A fuel prices will remain at present levels until at least the next wholesale purchase.
- iii. Airport staff is pursuing \$1.24M in grant money that may be used towards replacing the existing fuel island in the interest of safety and efficiency.

- iv. Airport Manager Jack Wyles presented on a runway departure event that resulted in damage to airport facilities (lighted taxiway signage) and the involved aircraft (Honda Jet N118CX); The board thanked Jack for his work in managing the situation and recommended following up by issuing a NOTAM regarding the now missing taxiway signage.
- B. Financial – Airport Manager Jack Wyles informed the board that financial reports can no longer be made available for the board in time for its regularly scheduled meetings on the second Tuesday of the month.

VII. Safety

- A. Monthly Hazard Review – The board reviewed the missing taxiway signage caused by the accident involving Honda Jet N118CX described in the airport manager’s report.
 - i. The board concluded there is a low risk of pilot disorientation during ground operations due to the now missing signage.
 - ii. The board recommended issuing a NOTAM alerting operators to the missing signage to mitigate this risk until repairs can be made.
- B. Dan Courtright presented a draft Hazard Register and Risk Assessment spreadsheet using the example of the missing taxiway signage in item A above.

VIII. Old Business

- A. Runway Weight Bearing Capacity (WBC) - Dan Courtright, Jack Wyles and Kurt Dalton provided the Board an after-action report on a teleconference with Dibble Engineering.
 - i. Dibble conducting modeling that shows the runway is capable of handling operations well in excess of its currently published 30K single and dual landing gear configurations limits
 - ii. Programmed runway rehabilitation in FY27/28 creates an opportunity to increase weight bearing capacity which would cost the town an estimated \$40K in matching funds
 - iii. The increased strength would allow nearly unlimited operations of turbine aircraft up to Gulfstream 650 equivalents and double its capability to handle C-130 operations for emergency management planning
 - iv. Changes to published WBC would require environmental studies and master plan updates for the FAA which can be paid for from other allocated funds (BIL).
 - v. The town will have to decide if it would like to strengthen the runway in the near term and the Advisory Board will develop a formal recommendation from stakeholder input as the Town’s comprehensive plan is developed.
- B. Chamber of Commerce Airport History – Sue Cobb volunteered to ensure that the current draft is shared with the Chamber in order to get their edits.
- C. Development and Through the Fence Reference Guides – Development of these guides is ongoing with a transition in the software used to produce the next draft.

IX. New Business

- A. Summary of Meeting with Town Administrator – Board Chair Dan Courtright and Trustee Liaison Sue Cobb met with Town Administrator Lisa Parnell-Rowe on February 16th. This meeting was intended to brief the Town Administrator on the airport's history, its opportunities and challenges in the near term, long term strategic considerations and the roles of the airport staff, the advisory board and town staff in relation to each other in the operation of the airport. Key takeaways include:
 - i. Despite the airport's local origins, the FAA includes KAEJ in its National Plan of Integrated Airport Systems (NPIAS) and it is subject to provisions of the Airport Improvement Program (AIP).
 - ii. The Airport Advisory Board does not have any authority in decision making regarding development on the airport.
 - iii. Development decisions in the near term can serve to accelerate or meter growth depending on community desires to be determined in the comprehensive planning process.
 - iv. The airport board will work to enhance relationships with the county and airport leadership at the Salida Airport, KAEX for joint planning purposes.
 - v. Careful consideration of developing the Airport Advisory Board to some level of commission or authority may be needed as the airport continues to see growth in turbine aircraft operations and on airport development.
- B. Working Group Formation – Courtright reviewed the concept of working groups to conduct preparation on safety and development issues between regular meetings of the airport advisory board.
 - i. Wayne Lee made a motion to create Safety and Development Working Groups, consisting of three advisory board members each.
 - ii. Bill DeLay seconded the motion which then passed unanimously.
 - iii. Dan Courtright, Andy Krawciw and Taylor Albrecht will staff the Safety Working Group; Dennis Heap, Bill DeLay and Ted Osowski (when appointed by the Board of Trustees) will staff the Development Working Group
- C. Board Membership – Ted Osowski confirmed his willingness to serve in the currently vacant alternate member position on the Airport Advisory Board.
 - i. Heap moved that the Airport Advisory Board make a recommendation to the Board of Trustees that Mr. Ted Osowski be appointed to the alternate member position.
 - ii. Wayne Lee seconded the motion which then passed unanimously.
 - iii. Dan Courtright will prepare the draft memorandum recommending Mr. Osowski's appointment to the Board of Trustees

X. Other Business

- A. Annual Fly-In: Warbird participants are planning on the September 30th date; Knights of Columbus will provide food and beverage service for the event with the airport sharing costs in the amount of \$350 (last year's expense for this was \$1200).
- B. UAS Colorado Xponential Exhibition – Airport participation in this event remains TBD at the discretion of the Airport Manager.

Adjournment

The Board Chair adjourned the meeting at 10:17am.

Next Meeting: April 11, 2023

RESPECTFULLY SUBMITTED:


CHAIR DAN COURTRIGHT


SECRETARY TAYLOR ALBRECHT