



Minutes of the Regular Meeting of the Airport Board April 17, 2018

I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:35 AM, Tuesday, April 17, 2018, at the Central Colorado Regional Airport, 27960 County Road 319, Buena Vista, Colorado by Chair Dennis Heap. Additional Board Members present were Tom Warren, Jerry Steinauer, Mal Sillars, and Taylor Albrecht. Also in attendance were 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 – March 20, 2018

Albrecht motioned for approval of the March 20, 2018 minutes. Sillars seconded. **Motion #1** passed unanimously.

V. Reports

A. Operations

Wyles noted that operations numbers this year were similar to those from 2017 but that fuel sales were down. He attributes this to the relatively meager snowfall the area has received this winter, a decrease in military traffic, and an increase in wind. Sillars remarked that this past month has been the windiest on record since at least November 2010, which was when this data began to be maintained locally.

Wyles informed the Board that the SRE building has natural gas now and the meters have been installed. He is still waiting for the bollards to go in. He will confer with Public Works about getting some asphalt laid in front of the building. This is intended to be a short-term solution only.

Heap asked about the punch list included as part of the meeting packet, and Wyles stated that he is still working on getting the perimeter fence moved to enclose the Carpenter hangar and the Grindle property. He will either ask the DOC to assist or may end up hiring some temporary help to get the task accomplished.

B. Financial

Wyles let Board members know that the \$20,000 allocated this year to refurbish the Jet A part of the fuel island will be inadequate, but that there are other funds that can be shifted to help pay for this project. He anticipates having this work done sometime in the autumn.

VI. Old Business

A. Accident Manual

Wyles handed out hard copies of a draft aircraft accident report and asked the Board to take a look at it and make suggestions regarding possible alterations. Sillars requested that a space to record runway conditions be added to the 'Weather' section of the document. Heap asked if, in the event of an accident, the airport could generate a printout of conditions at the time of the incident. Sillars responded in the affirmative. Sillars also inquired about embedding sensors under the runway when it is resurfaced in 2022. He does not know how expensive this would be and said he would look into the issue.

Heap asked about the procedure for contacting Airport Advisory Board members to inform them of an accident. Wyles agreed to contact Sillars and Heap, who would then be responsible for getting in touch with the rest of the Board. Steinauer pointed out that the Advisory Board has no authority at the airport and argued against an on-scene response from any members, as well as against any members being given details about an accident. Heap agreed that the procedure was only intended to keep the Board apprised of the occurrence of an incident and that Board members should not take it upon themselves to communicate details to the community.

Steinauer recommended that Wyles take a look at the FAA's accident report and use it as a model. Sillars remarked that Aviation would prepare a report template for the airport if asked to do so.

B. Airport Business Plan Update

i. Marketing Plan

Heap went through the draft Marketing Plan. Board members suggested minor edits, such as including language touting CCRA's role as a 'mountain flying training destination' and as a source of 'corporate and business development opportunities.' Heap then went over the list of conferences that he believes airport staff should attend, confirming with Wyles that adequate funds would be budgeted for this purpose in 2019, and addressed possible airport memberships. Sillars suggested that the cost of each of these memberships be researched and then prioritized. Board members held a brief discussion regarding the pros and cons of having the airport maintain a Facebook and/or Twitter presence and no decision was reached on the issue. The Board encouraged Wyles to engage in vigorous efforts to bring in organizations such as HAATS for high-altitude testing. Heap then read off the 'Key Points' included in the Marketing Plan.

C. Airport Open House

Wyles indicated that he was looking at the Town's schedule of events to determine the best time to host an open house. He has already spoken with the FAA about the procedures to follow. Sillars suggested a date in late September or early October and the Board agreed that this would probably be the optimal time of year for the event.

VII. New Business

A. AEJ NOTAMs – Jack Wyles

Wyles passed out hard copies of the improved NOTAM log sheet he recently created. He noted that it takes about 30 minutes for a NOTAM to work its way through the entire notification system. In response to a question from the Board he stated that NOTAMs are typically issued for snowplow activity, fly-ins and similar events, and in CCRA's

case for the occasional law enforcement training that takes place at the south end of the taxiway.

VIII. Other Business

Steinauer remarked that the individual who built CCRA also built the airports in Eagle and Telluride, and asked the Board to consider the contrast between the amount of activity at those airports and the activity at CCRA. Albrecht noted that both of those airports have commercial service and Heap stated that the way those communities have developed has drawn in a lot of that air traffic.

Wyles informed the Board that he will be attending the CAO Spring Conference at Copper Mountain. He also mentioned that the Town's "Advisory Boards and Commissions Manual" has been updated, and that he will bring hard copies of the document to the May Airport Board meeting.

IX. Adjournment

Heap noted that there was no further business to come before the Board. Sillars motioned to adjourn and was seconded by Steinauer. **Motion #2** carried and the meeting adjourned at 10:06 AM.

RESPECTFULLY SUBMITTED:



CHAIR DENNIS HEAP



DEPUTY TOWN CLERK MELANIE JACOBS