



Minutes of the Regular Meeting of the Airport Board May 15, 2018

I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:28 AM, Tuesday, May 15, 2018, at the Central Colorado Regional Airport, 27960 County Road 319, Buena Vista, Colorado by Chair Dennis Heap. Additional Board Members present were Jerry Steinauer, Mal Sillars, Taylor Albrecht, and Mark Muller. Also in attendance were Airport Manager Jack Wyles, Deputy Town Clerk Melanie Jacobs, and guest Jesse Fabula.

II. Pledge of Allegiance

Heap led in the Pledge of Allegiance.

III. Public Comment

Fabula introduced himself as an employee of Armstrong Consultants, an engineering and planning firm based in Grand Junction. He indicated that he was present at the meeting in order to learn more about CCRA.

IV. Approval of Minutes – April 17, 2018

Steinauer motioned for approval of the April 17, 2018 minutes. Sillars seconded. **Motion #1** passed unanimously.

V. Reports

A. Operations

Wyles noted that the airport was still lagging behind last year's numbers in Jet A fuel sales but that operations numbers have remained largely steady. He has seen an uptick in traffic over the past week and will be interested to see how that is reflected in May's operations and sales data.

Wyles indicated that he has been in touch with Bell about possible testing this year but has not yet heard back from them.

The deal with Ron Southard to buy out his ground lease should be concluded by the end of June. Wyles is currently in talks with Roger Bloomfield and Larry Knowles, the heads of the two condominium associations, about obtaining tenant agreement to Town lease terms. Several Board members expressed an interest in looking over the condo association bylaws, and Wyles indicated he would obtain a copy.

Wyles let Board members know that there are currently two vacancies in the B hangar and two in the Carpenter hangar. He plans to give based aircraft a fuel discount; this arrangement will be programmed into the Total Aviation Software system.

B. Financial

In response to a question from Heap, Wyles stated that 2018's projected airport revenue will likely end up being an overestimate, since there is no flight testing scheduled for the year and the sales price on the old fuel truck ended up being significantly lower than expected.

Wyles also mentioned that the fuel island refurbishment project will have to be delayed until 2019; only \$20,000 was allocated for this purpose in the 2018 budget and the actual cost will be somewhat over \$60,000. This number will climb further as a result of the need to update the QT software system in use on the island. QT will not support the current system starting next year, and CCRA will have to upgrade to their wireless system.

VI. Old Business

A. Marketing Plan

Heap read parts of the Airport Board section of the "Advisory Boards and Commissions Manual" and remarked that the airport's Business Plan needs to be updated. He then explained that he would like Board members to function as a 'force multiplier' in terms of marketing CCRA.

Muller mentioned his plans to turn the part of his hangar now occupied by REACH into a 'high-tech incubator' space for business after the air ambulance company moves out. He asked if the Airport Board could write a letter of recommendation for him in support of this idea, and agreed to give a presentation about this initiative at the Airport Board meeting in July.

After some discussion regarding various aviation contacts who could assist in bringing additional traffic to CCRA, the subject turned to REACH's modular unit. Wyles indicated that it could serve as staff quarters for flight testing crews, but that he would have to demonstrate a likelihood that it would bring in significant future rental income before the Town would consider purchasing it. Muller stated that he would be interested in renting it for staff that he brings in from out of the area for short-term projects.

Sillars suggested that the Board put together a subcommittee to focus on marketing. Steinauer opined that Town Administrator Puckett should be present for discussions such as this one, and should also be a member of any such subcommittee.

Albrecht moved that the Airport Board form a 'Business Development and Marketing Subcommittee' to work on these items. Sillars seconded and **Motion #2** passed without dissent. Heap, Albrecht, and Muller volunteered to serve on the subcommittee.

B. Airport Fly-in and Open House

Albrecht suggested September 22 be set as the date for the Open House and 'Drone Discovery Day'. The plan is to offer food to attendees and fly drones inside the executive hangar.

VII. New Business

A. Flight Testing Lease Leonardo Helicopters

Wyles informed Board members that Leonardo recently cancelled their planned flight testing this summer. They may come to CCRA in 2019.

B. UAS Integration Workshop

Heap stated that 89 people, including many prominent members of the aviation community, attended this recent workshop at Mt. Princeton. Heap believes that UAS will 'put Chaffee County on the map' and bring traffic to CCRA.

C. Review Airport Incident Report – Draft

Wyles projected the draft document on the screen in the meeting room, explaining that this reporting form would be used for any unusual incident at the airport which does not involve aircraft. He briefly went through the document and let the Board know that

copies will be kept in the line shack for use at need. It can also be reviewed on Google drive.

D. Summer Part-Time Employment

Wyles said that he plans to hire two students over the summer to ensure that there are always two line techs on duty during regular airport hours. He is also considering bringing on a 30-hour/week staff member who would be responsible for carrying out both line tech and administrative tasks, since a shift in Jacobs' duties will pull her away from the airport in August.

E. Airport to Host BV CoC Business After Hours 18 Oct 18

Wyles stated that this Business After Hours event will involve local residents with home-based businesses who will set up booths in the main hangar promoting their products. CCRA will be responsible for obtaining the liquor license and paying for the catering service, but the Chamber of Commerce will see to the rest of the arrangements.

F. Ref Airport Mgr Report: FAA-AIP "Agree for Transfer of Entitlements". \$150,000 to Cortez Municipal Airport

Wyles let Board members know that this agreement had already been approved by the Board of Trustees and the transfer of funds was in process.

G. New BoT Air Advisory Brd Rep is David Volpe

Wyles noted that this agenda item was intended as an FYI.

H. Town of BV, Advisory Boards & Commissions Manual

Wyles handed out hard copies of the Manual to all Board members present. A brief discussion ensued regarding the need to update the airport's Rules and Regulations, as the version currently in use has a small section that is incomplete.

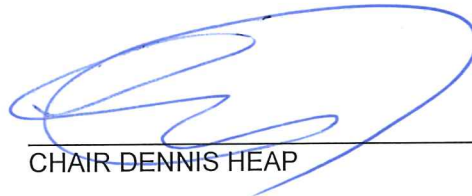
VIII. Other Business

Wyles stated that CDOT staff had come by recently to test the runway and had concluded that it was in really good condition. If it turns out that the runway does not need to be resurfaced in 2022, the funds allocated for that project could be diverted to another use. A ramp extension and parking area expansion were suggested as potential alternatives.

IX. Adjournment

Heap noted that there was no further business to come before the Board. Steinauer motioned to adjourn and was seconded by Sillars. **Motion #3** carried and the meeting adjourned at 10:01 AM.

RESPECTFULLY SUBMITTED:



CHAIR DENNIS HEAP



DEPUTY TOWN CLERK MELANIE JACOBS