



**AGENDA
FOR THE AIRPORT BOARD
OF THE TOWN OF BUENA VISTA, COLORADO**

April 19, 2022

8:30 a.m.

In-Person and Zoom Meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/81570375890?pwd=TDAwOCtpOG9acTdqOXJBRDRXbitGQT09>

Meeting ID: 815 7037 5890

Passcode: 157057

**THE BOARD MAY TAKE ACTION ON ANY OF THE FOLLOWING
AGENDA ITEMS AS PRESENTED OR MODIFIED PRIOR TO OR DURING THE MEETING AND ITEMS
NECESSARY TO EFFECTUATE THE AGENDA ITEMS.**

- I. **Call to Order / Attendance**
- II. **Pledge of Allegiance**
- III. **Public Comment**
- IV. **Approval of Minutes – March 15th, 2022**
- V. **Reports**
 - A. Operations
 - B. Financial
- VI. **Old Business**
 - A. Hangar Development – Letter of Intent
 - B. Ramp Rehab – Jet Pad(s)
 - C. Open House Taskings
- VII. **New Business**
 - A. 2022 UAS Round-up
 - B. Safety Management System (SMS)
- VIII. **Other Business**
- IX. **Adjournment**

Next Meeting May 17th, 2022

This Agenda may be Amended

Posted at Buena Vista Town Hall, www.buenavistaco.gov, and Central Colorado Regional Airport
on Friday, April 15th, 2022.



**Minutes of the Regular Meeting
of the Airport Board
March 15, 2022
Airport conference room and via Zoom Meeting**

I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:30 AM, Tuesday, March 15, 2022 by Chair Dan Courtright. Additional Board Members present were Dennis Heap, Bob Dimmitt, Wayne Lee, Airport Manager Jack Wyles. Attending by Zoom Meeting were Taylor Albrecht, Jerry Steinauer, Mark Muller, and Andy Krawciw.

Board members not present: None

II. Pledge of Allegiance

Courtright led in the Pledge of Allegiance.

III. Public Comment

There was no public comment.

The agenda was revised to move the “Fuel Pricing Presentation” from New Business to Old Business and add “Hangar Development” to Old Business. Heap made a motion to adopt the revised agenda, seconded by Dimmitt and unanimously approved.

IV. Approval of Minutes

Heap moved and Lee seconded a motion to approve the February 15, 2022 minutes which was unanimously approved.

V. Reports

A. Operations

Wyles reported on airport activity during the past month. They will re-visit hiring another line technician in April. Agusta plans significant testing operations with the AW101 and AW139 in August and September. Bore hole testing was done last week in preparation for the ramp rehabilitation project. The airport acquired a Buena Vista Fire brush truck that will be used as an ARFF asset. This will allow the airport to retain fees for ARFF during testing operations. Airport operations continue to be good with fuel sales above 2021 levels.

B. Financial

The FAA is coming out with a new funding. For the next five years, CCRA qualifies for \$157,000 each year until 2027. If funds are allowed to be accumulated, may use them to install a new fuel island. Otherwise, there are many projects that can be accomplished.

Heap asked if the financial reports the Board received are the same as those on the BV

website. Wyles responded that the data on ClearGov may be a bit behind these reports.

VI. Old Business

A. Fuel Price Follow Up

Fuel prices are increasing significantly and will probably impact piston operations but not turbine. Courtright pointed out that the airport is still being customer focused and reflected in the pricing. Price increases are currently being made between loads, which should help with any "sticker shock" that would be felt with a large price increase. They are reviewing market pricing on a regular basis including other airports in the valley and Front Range as well.

It may be helpful to get data on aircraft coming to CCRA as a fuel alternative including airports like ASE. It appears that this is happening.

B. Hangar Development

A discussion regarding hangar development included Krawciw asking about parties who are currently interested, which include Jed Selby and Fading West. Some meetings have been held, and Mr. Selby is interested in a Letter of Intent. Will be looking into an updated Standard Lease. Would be best to be well prepared and have "shovel ready" if possible.

C. Ramp Rehab

Wyles said the environmental study has been completed. Construction will begin in 2023. This year will include expenses for the design phase and they intend to let out for contracts this calendar year as well. There was discussion about addressing any interim work that might be necessary if some of the existing cracks become a safety issue. None of them do at the moment according to Dibble Engineering.

VII. New Business

A. Airport Safety Conversation

Courtright led this conversation, which included discussion about the ramp, fuel island spills and such. Courtright emphasized that safety must be the number one consideration of the advisory board and operations. This includes hazard identification, risk assessment and management. Courtright noted that the board is very sensitive to the potential of adding work to the airport staff and encouraged Wyles to speak up if it did so, and that the board members should volunteer to help.

B. Open House – Date Selection

After discussion and with consideration to helicopter testing activities, it was decided that October 15, 2022 will be the date of the next airport public open house.

VIII. Other Business

There was no other business to be brought before the board.

IX. Adjournment

Dimmitt motioned and Lee seconded a motion to adjourn, which was unanimous at 9:55 am.

The next Board meeting is Tuesday, April 18, 2022.

RESPECTFULLY SUBMITTED:

CHAIR DAN COURTRIGHT

SECRETARY TAYLOR ALBRECHT



DATE: April 12, 2022
TO: Mayor and Board of Trustees, Town of Buena Vista, CO & Airport Advisory Board
FROM: Jack, Airport Manager
RE: Airport Manager's Report

- **Staffing:** New Permanent Part-Time Hire: Letter of Offer sent. Expect new employee to start 18 Apr 2022.
- **Operations:** Daily Ops down a little from last year due to weather.
- Summer Helicopter Testing still on schedule: Both LEONARDO-UK and Agusta-Philadelphia.
- **Airport Business:** Government/FAA Bipartisan Infrastructure Law (BIL) has been approved for Airports for 2022 – 2026. Buena Vista Airport is entitled to \$159,000 ea year. This is matched funding and must follow FAA guidelines.

Airport Month – Year To Date Ops / Fuel Report

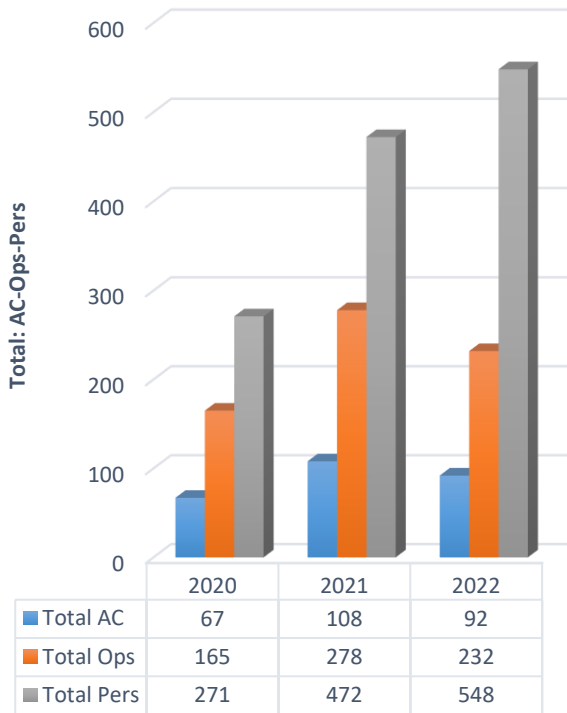
March Airport Ops	2022		2021		CHANGE	
	MTD	YTD	MTD	YTD	MTD %	YTD %
Total Based Aircraft	20	93	24	45	-17%	+107%
Total Transient Aircraft	72	226	84	218	-14%	+4%
Total Piston Aircraft	75	264	86	204	-13%	+29%
Total Jet/Turbine Aircraft	17	55	22	57	-23%	-4%
Total Aircraft	92	319	108	261	-15%	+22%
Total Operations	232	845	278	689	-17%	+23%
Total Persons Using Airport	548	1673	472	1485	+16%	+13%
Total Military Ops	8	25	12	29	-33%	-14%
Total Helicopter Ops	1	7	4	15	-75%	-53%
Total Ops over 12,500 lbs	4	13	12	25	-67%	-48%
Day W/O Ops	8	18	6	16	-33%	-13%

March Fuel Sales	2022		2021		CHANGE	
	MTD	YTD	MTD	YTD	MTD %	YTD %
JET A (GALLONS)	1035	4,519	733	3,210	+41%	+41%
100LL (GALLONS)	710	2,535	798	2,118	-11%	+20%

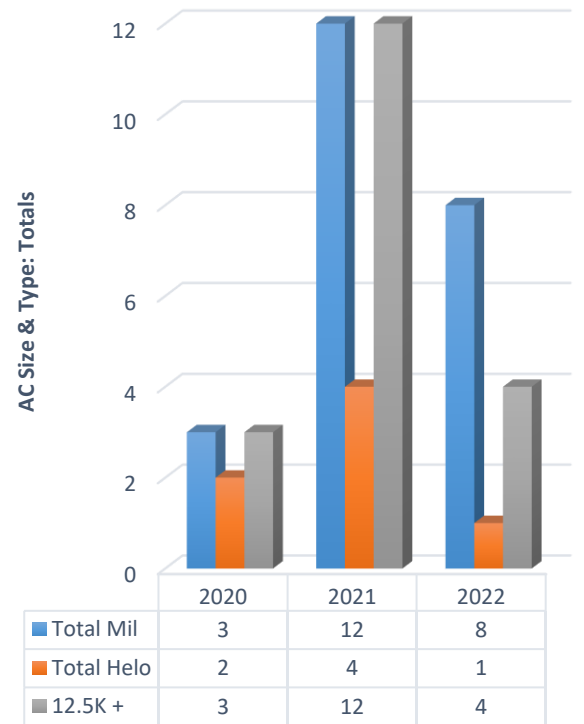
J Wyles

Jack Wyles / Airport Manager

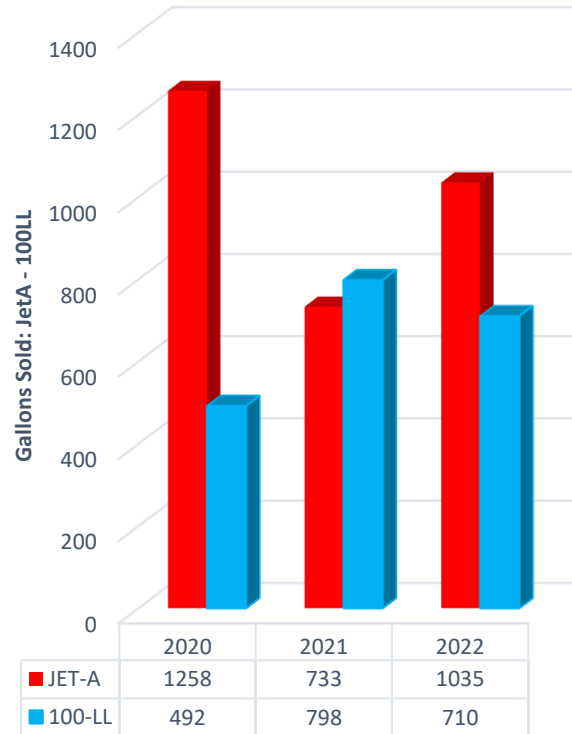
March: Airport Traffic



March: Specific Aircraft Ops



March: Fuel Sales





Budget Report

Account Summary

For Fiscal: 2022 Period Ending: 03/31/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 07 - Airport Enterprise Fund							
Revenue							
07-810-3141	Fuel Tax Refund	2,300.00	2,300.00	0.00	1,038.05	-1,261.95	54.87 %
07-810-3350	Fuel Sales Jet A	278,400.00	278,400.00	0.00	15,120.77	-263,279.23	94.57 %
07-810-3351	Fuel Sales100 LL	88,800.00	88,800.00	0.00	8,872.91	-79,927.09	90.01 %
07-810-3352	Oxygen & Nitrogen Sales	0.00	0.00	0.00	0.00	0.00	0.00 %
07-810-3353	POL & Flowage	500.00	500.00	0.00	68.68	-431.32	86.26 %
07-810-3354	Passenger Supplies & Gift Shop	800.00	800.00	18.37	18.37	-781.63	97.70 %
07-830-3310	Copies-Faxes & Publications	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3325	Auto Parking	1,200.00	1,200.00	0.00	0.00	-1,200.00	100.00 %
07-830-3326	Landing	1,600.00	1,600.00	0.00	65.00	-1,535.00	95.94 %
07-830-3328	Facilities Contract Fees	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3333	Tie Down & Ramp	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00 %
07-830-3336	Testing Services	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3337	Catering	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3338	Towing and GPU Fees	750.00	750.00	0.00	0.00	-750.00	100.00 %
07-830-3339	Fees ARFF Standby	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00 %
07-830-3341	Executive Hanger Rent	21,200.00	21,200.00	0.00	4,745.00	-16,455.00	77.62 %
07-830-3344	Hanger Leases	12,420.00	12,420.00	345.00	1,615.00	-10,805.00	87.00 %
07-830-3355	After Hours Charge	1,275.00	1,275.00	0.00	0.00	-1,275.00	100.00 %
07-830-3356	Advertising	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3661	Ground Lease Town Property	16,055.00	16,055.00	0.00	4,583.62	-11,471.38	71.45 %
07-830-3690	Third Party Concierge	500.00	500.00	0.00	0.00	-500.00	100.00 %
07-830-3691	Office & Room Rentals	22,685.00	22,685.00	405.00	3,427.50	-19,257.50	84.89 %
07-830-3714	Insurance proceeds	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3721	Forfeited Retirement Contributions	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3725	Refunded Expenditures	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
07-830-3728	Fuel Excise Rebate	2,500.00	2,500.00	0.00	285.74	-2,214.26	88.57 %
07-830-3768	Chaffee County Contribution	25,000.00	25,000.00	0.00	0.00	-25,000.00	100.00 %
07-830-3790	Interest	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3870	Transfers From General Fund	120,000.00	120,000.00	0.00	0.00	-120,000.00	100.00 %
07-850-3770	State & Local Grants	4,500.00	4,500.00	0.00	0.00	-4,500.00	100.00 %
07-850-3775	FAA Annual Entitlement Grant	141,923.00	141,923.00	0.00	0.00	-141,923.00	100.00 %
07-850-3776	CDOT Grant Match for FAA Grant	7,885.00	7,885.00	0.00	0.00	-7,885.00	100.00 %
07-850-3777	CDOT Discretionary Grant	0.00	0.00	0.00	0.00	0.00	0.00 %
07-850-3778	FAA Special Grant Program	0.00	0.00	0.00	0.00	0.00	0.00 %
07-850-3881	From Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Total:	758,793.00	758,793.00	768.37	39,840.64	-718,952.36	94.75%
Expense							
07-810-4217	Items for Resale	750.00	750.00	0.00	0.00	750.00	100.00 %
07-810-4218	P/O/L for Resale	2,150.00	2,150.00	0.00	0.00	2,150.00	100.00 %
07-810-4441	Fuel for Resale Jet A	132,000.00	132,000.00	0.00	0.00	132,000.00	100.00 %
07-810-4442	Fuel Testing	1,950.00	1,950.00	0.00	0.00	1,950.00	100.00 %
07-810-4443	Fuel Market Adjustment	0.00	0.00	0.00	0.00	0.00	0.00 %
07-810-4446	Sales Taxes Paid	0.00	0.00	0.00	1,859.00	-1,859.00	0.00 %
07-810-4447	Fuel For Resale 100 LL	68,000.00	68,000.00	0.00	0.00	68,000.00	100.00 %
07-830-4101	Wages - Airport Operations	176,147.36	176,147.36	13,582.80	39,443.44	136,703.92	77.61 %
07-830-4102	Other Benefits	1,500.00	1,500.00	655.11	1,389.19	110.81	7.39 %
07-830-4106	Over-Time	500.00	500.00	172.04	636.59	-136.59	-27.32 %
07-830-4110	FICA & Medicare - Airport Operations	13,475.00	13,475.00	1,035.02	2,995.32	10,479.68	77.77 %
07-830-4112	Unemployment - Airport	1,632.00	1,632.00	28.26	81.91	1,550.09	94.98 %
07-830-4114	Retirement Contributions - Airport	3,489.00	3,489.00	270.66	806.48	2,682.52	76.89 %

Budget Report

For Fiscal: 2022 Period Ending: 03/31/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
07-830-4115	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-4116	33,037.44	33,037.44	2,756.52	8,269.07	24,768.37	74.97 %
07-830-4120	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-4140	9,085.73	9,085.73	1,440.31	4,321.11	4,764.62	52.44 %
07-830-4205	75.00	75.00	0.00	0.00	75.00	100.00 %
07-830-4210	750.00	750.00	0.00	0.00	750.00	100.00 %
07-830-4211	2,000.00	2,000.00	0.00	163.78	1,836.22	91.81 %
07-830-4220	1,545.00	1,545.00	396.00	396.00	1,149.00	74.37 %
07-830-4228	4,475.00	4,475.00	0.00	19.01	4,455.99	99.58 %
07-830-4229	3,300.00	3,300.00	0.00	0.00	3,300.00	100.00 %
07-830-4231	2,500.00	2,500.00	198.58	339.02	2,160.98	86.44 %
07-830-4232	3,500.00	3,500.00	160.37	542.52	2,957.48	84.50 %
07-830-4233	3,500.00	3,500.00	70.00	210.00	3,290.00	94.00 %
07-830-4275	400.00	400.00	0.00	0.00	400.00	100.00 %
07-830-4280	3,000.00	3,000.00	0.00	0.00	3,000.00	100.00 %
07-830-4290	550.00	550.00	0.00	83.78	466.22	84.77 %
07-830-4336	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
07-830-4341	21,999.96	21,999.96	3,385.30	7,404.75	14,595.21	66.34 %
07-830-4345	3,639.96	3,639.96	308.25	859.34	2,780.62	76.39 %
07-830-4380	7,500.00	7,500.00	0.00	0.00	7,500.00	100.00 %
07-830-4385	9,737.27	9,737.27	0.00	4,075.30	5,661.97	58.15 %
07-830-4402	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-4410	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00 %
07-830-4411	4,400.00	4,400.00	0.00	0.00	4,400.00	100.00 %
07-830-4412	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-4414	6,500.00	6,500.00	0.00	230.37	6,269.63	96.46 %
07-830-4415	50.00	50.00	0.00	0.00	50.00	100.00 %
07-830-4416	1,500.00	1,500.00	40.00	80.00	1,420.00	94.67 %
07-830-4427	2,000.00	2,000.00	0.00	5.57	1,994.43	99.72 %
07-830-4432	700.00	700.00	0.00	0.00	700.00	100.00 %
07-830-4435	24,000.00	24,000.00	0.00	2,000.00	22,000.00	91.67 %
07-830-4438	5,000.00	5,000.00	5,191.00	11,252.00	-6,252.00	-125.04 %
07-830-4440	6,000.00	6,000.00	0.00	936.18	5,063.82	84.40 %
07-830-4444	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-4480	4,000.00	4,000.00	150.00	150.00	3,850.00	96.25 %
07-830-4514	4,000.00	4,000.00	0.00	49.99	3,950.01	98.75 %
07-830-4560	3,000.00	3,000.00	0.00	25.97	2,974.03	99.13 %
07-830-4564	51,300.00	51,300.00	0.00	0.00	51,300.00	100.00 %
07-850-4801	0.00	0.00	0.00	0.00	0.00	0.00 %
07-850-4802	0.00	0.00	0.00	0.00	0.00	0.00 %
07-850-4803	0.00	0.00	20,684.11	23,418.38	-23,418.38	0.00 %
07-850-4804	0.00	0.00	0.00	0.00	0.00	0.00 %
07-850-4809	0.00	0.00	0.00	2,000.00	-2,000.00	0.00 %
07-850-4810	0.00	0.00	0.00	0.00	0.00	0.00 %
07-850-4811	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00 %
07-850-4830	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00 %
07-850-4831	0.00	0.00	0.00	0.00	0.00	0.00 %
07-850-4832	0.00	0.00	0.00	0.00	0.00	0.00 %
07-850-4835	0.00	0.00	0.00	23,522.93	-23,522.93	0.00 %
07-850-4870	0.00	0.00	0.00	0.00	0.00	0.00 %
07-850-4872	157,692.00	157,692.00	58.50	58.50	157,633.50	99.96 %
07-850-4873	0.00	0.00	0.00	0.00	0.00	0.00 %
07-850-4875	0.00	0.00	0.00	0.00	0.00	0.00 %
07-850-4876	0.00	0.00	0.00	0.00	0.00	0.00 %
Expense Total:	800,830.72	800,830.72	50,582.83	137,625.50	663,205.22	82.81%
Fund: 07 - Airport Enterprise Fund Surplus (Deficit):	-42,037.72	-42,037.72	-49,814.46	-97,784.86	-55,747.14	-132.61%
Report Surplus (Deficit):	-42,037.72	-42,037.72	-49,814.46	-97,784.86	-55,747.14	-132.61%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
07 - Airport Enterprise Fund	-42,037.72	-42,037.72	-49,814.46	-97,784.86	-55,747.14
Report Surplus (Deficit):	-42,037.72	-42,037.72	-49,814.46	-97,784.86	-55,747.14



FAA Airports

Minimum Requirements for AIP-funded SMS Manuals

The SMS Manual should provide enough detail to be systematic, proactive, and explicit. The airport sponsor should use the four SMS components (Safety Policy, Safety Risk Management, Safety Assurance, and Safety Promotion) and establish the supporting processes, procedures, etc., scalable to their operations, organization and governance structures. For example, an airport could use a drop box for hazard reporting under the Safety Assurance component instead of acquiring a web-based reporting system or other new infrastructure to support hazard reporting on the airport. Also, the airport should use existing processes, procedures, etc., when possible, to serve as the basis or foundation of SMS compliance. For example, many airport sponsor organizations have existing policy statements that could be expanded or morphed to incorporate safety commitments.

1. The airport's Safety Policy which includes the statement and documentation adopted by the airport to define its commitment to safety and overall safety vision. At a minimum, the Safety Policy section of the SMS Manual should:
 - a. Express management's commitment and responsibility including the identification of an accountable executive for the airport
 - b. Include a safety policy statement signed by the accountable executive
 - c. Appoint key safety personnel and detail their responsibilities
 - d. Establish safety metrics or objectives for the airport
 - e. Detail documentation requirements under the SMS
2. The airport should establish a formal process within its SMS to address Safety Risk Management. At a minimum, the SRM section of the SMS Manual should:
 - a. Include processes for identifying hazards and other operational safety issues
 - b. Establish safety risk assessment processes/procedures and acceptable mitigation methods for the airport. The safety risk assessment process will use a five step method of:
 - i. System description
 - ii. Hazard identification
 - iii. Analyzing risk
 - iv. Assessing risk
 - v. Mitigating risk when necessary

3. The airport should establish a process that will evaluate the continued effectiveness of implemented strategies, support hazard identification, and provide confidence that the airport is meeting its safety metrics or objectives to satisfy the Safety Assurance component of SMS. At a minimum, the Safety Assurance section of the SMS Manual should:
 - a. Establish a means for monitoring and measuring safety performance associated with safety metrics or objectives
 - b. Establish and maintain a hazard reporting system
4. Under the Safety Promotion component, the airport should use a combination of training, communication, and other methods to foster a safety culture. At a minimum, the Safety Promotion section of the SMS Manual should:
 - a. Detail training for SMS implementation and oversight
 - b. Identify the types of employees to receive that training
 - c. Establish formal means for communicating safety information