



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

July 18th, 2023

8:30 a.m.

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. **Agenda Adoption**
- V. **Approval of Minutes – May 18th, 2023**
- VI. **Reports**
 - A. Operations
 - B. Financial
- VII. **Safety**
 - A. Monthly Hazard Review
 - B. Hazard Reporting/Risk Assessment Process Adoption
- VIII. **Old Business**
 - A. Minimum Standards; Rules & Regs – Update
 - B. Ramp Rehab – Beginning of Construction
 - C. AAB Google Account
- IX. **New Business**
 - A. None
- X. **Other Business**
 - A. Updates from Related Organizations
- XI. **Adjournment – Next Meeting: August 15th 2023**

This Agenda may be Amended

Posted at Buena Vista Town Hall, www.buenavistaco.gov, and Central Colorado Regional Airport
on Monday, July 17th, 2023.



**Minutes of the Regular Meeting
of the Airport Board
OF THE TOWN OF BUENA VISTA, COLORADO
June 20th, 2023**

Airport Conference Room and Zoom Meeting

I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:34 AM, Thursday, June 20th, 2023 by Board Chair, Dan Courtright. Board Members present were Andy Krawciw, Taylor Albrecht, Dennis Heap, Bill DeLay and Ted Osowski. Trustee Sue Cobb, Jack Wyles and Chandra Swanson attended for the Town and Airport Staff.

Board members not present: Mark Mueller, Wayne Lee

II. Pledge of Allegiance

Courtright led in the Pledge of Allegiance.

III. Public Comment

None

IV. Agenda Adoption

Taylor Albrecht moved to adopt the agenda. Dennis Heap seconded this motion and it passed unanimously.

V. Approval of Minutes – April 11th, 2023

Dennis Heap moved that the minutes be approved. The motion was seconded by Bill DeLay and passed unanimously.

VI. Reports

A. Operations

- i. Ramp rehab work to begin in August, FAA/CDOT grants approved
- ii. Honda Jet involved in March runway excursion departs in July
- iii. CAO conference to include BIL funding spend planning w/Dibble
- iv. Airport is updating security cameras
- v. Based Aircraft in the ops report is number of operations of aircraft originating from KAEJ, not number of aircraft based at the airport

B. Financial

- i. Previous month's numbers available w/meeting on 3rd Tuesday
- ii. Board chair to set meeting w/Town Treasurer to review accounting

VII. Safety

A. Monthly Hazard Review

- i. No new hazards
- ii. Mowing scheduled to take place week of 19 June
- iii. NOTAM for missing TWY A sign must be renewed until installed

B. Updated Safety Policy Letter

- i. Courtright reviewed changes that clarify the AAB as developing risk management recommendations via draft hazard reporting and risk management process with the Airport Manager remaining the “responsible executive” for all matters related to safety at CCRA.
 - ii. Andy Krawciw moved that the updated safety policy letter be recommended for Airport Manager’s signature by the board. Dennis Heap seconded this motion which passed unanimously.
 - iii. A printed copy of this policy letter was provided to Jack Wyles for his signature, distribution and posting as appropriate
- C. Hazard Reporting and Risk Assessment process adoption
 - i. The safety working group provided a review of the current drafts for Hazard Reporting and Risk Assessment processes.
 - ii. The board debated the merits of wording on the draft hazard report that encouraged the party submitting the report to share their perception of the cause of the hazard. Deliberations highlighted the need to differentiate between hazards and incidents with distinct investigative processes to each.
 - iii. The board decided to re-draft the hazard report without language asking the reporting party to speculate on hazard root causes; therefore no motion was made for formal adoption of hazard reporting and risk assessment processes.

VIII. Old Business

- A. Hangar Development – Jack Wyles confirmed completion of lease transfer between Mark Godonis and Jed Selby
- B. Through the Fence Agreement – Jack Wyles reviewed meeting between interim Town Admin Puckett and interested parties; Town intends to honor the current agreement as written
- C. Minimum Standards for Commercial Aeronautical Activities Update
 - i. The development working group has prepared a draft document that modifies the minimum standards of the Rocky Mountain Metropolitan Airport (KBJC) for our airport.
 - ii. Courtright provided examples of additional edits that would be required before moving forward with that draft
 - iii. Ted Osowski asked that a shared document of the draft be made available for comments and cooperative editing within the board; Courtright agreed to do that work ahead of the July meeting

IX. New Business

- A. Google Mail & Drive for AAB use
 - i. The board debated the merits of establishing a single e-mail address from official correspondence from the board to outside agencies
 - ii. The board agreed (without a formal vote) to proceed with establishing a google account for official emails and shared drive use for the board
 - iii. Courtright agreed to complete that work ahead of the July meeting

X. Other Business

- A. 2023 Open House – May be impacted by ongoing ramp rehab work

- B. Trustee Cobb offered insight into the departure of Lisa Parnell-Rowe from the Town Administrator position as well as plans for a new hire and implications for the Airport.

Adjournment

The Board Chair adjourned the meeting at 10:31 am.

Next Meeting: July 18, 2023

RESPECTFULLY SUBMITTED:

CHAIR DAN COURTRIGHT

SECRETARY TAYLOR ALBRECHT



CCRA Safety Management System



HAZARD REPORT

Purpose:

1. This form is intended to assist CCRA Staff and the Town's Airport Advisory Board gain awareness of undetected hazards on the Central Colorado Regional Airport and its associated facilities.
2. Please report any hazardous conditions using this form and leave it at the operations desk (located in the airport's terminal building adjacent to the executive hangar).
3. Hazard reports can also be made via e-mail to ccraops@buenavistaco.gov or phone call to Airport Staff at 719-395-3496.

Date and Local Time that hazard was encountered (DD/MMM/YYYY HH:MM):

Location on the Airport (e.g. Taxiway A, Executive Hangar, Fuel Facility):

Description of Hazard:

Weather and conditions (e.g. day/night, precipitation, etc.):

Reported by (Blank for anonymous reporting; please complete with contact info e-mail or phone number for feedback):

Additional remarks:

This form and any associated communication shall remain confidential for safety purposes only in accordance with current CCRA SMS Manual guidance.

Use of this form meets the intent of ICAO Annex 19, Appendix 2, Section 2.1
All personnel are encouraged to report any situation that may lead to an incident or accident. CCRA Management and the Airport Advisory Board are committed to the principle that reporting parties as well as personnel involved will be protected from any reprisals (absent criminal or deliberately negligent actions).

Staff use:
Hazard ID _____ Risk assessment complete Y / N ____ Feedback provided on _____