



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

July 19, 2022

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. Approval of Minutes – June 21, 2022**
- V. Reports**
 - A. Operations
 - B. Financial
- VI. Old Business**
 - A. Hangar Development – Letter of Intent
 - B. October Open House / Fly-In
 - C. UAS Office Space
- VII. New Business**
 - A. Jerry Steinauer Advisory Board Resignation
 - i. Andy Krawciw Voting Advisory Board Member
 - B. UAS Roundup September 11 & 12, 2022
- VIII. Other Business**
- IX. Adjournment**

Next Meeting August 16, 2022

This Agenda may be Amended

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



DATE: July 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:** Line Tech, Gavin Depew returns to work 12 July.
- **Airport Business:** 2022-23 Apron Rehab-Fence Relocation: 75% Submittal, pending FAA comments.
 - Airport Staff conducted Brush Truck training with Chris Green on 23 June. Staff was shown how to use the pump, spray water and foam. Refresher training to continue.
 - On the next Air Advisor Board meeting, (19 July) the Board will accept Jerry Steinhauer's resignation and propose to appoint Andy Krawciw a permanent Board Member.
 - DEN (CDOT) Equipment Surplus Sale is back on this year, 17-18 Aug. Airport Staff is planning to attend.
- **Maintenance & Repair:** The south fence that was damaged in 2021 has now been repaired. The contractor was Huxley Fence & Storage. The insurance claim can now be finalized.
 - Terminal and Hangar Roof schedule for repair in July.
- **Operations:** Significant increase in operations. Testing with Agusta expect to start end July

Airport Month – Year To Date Ops / Fuel Report

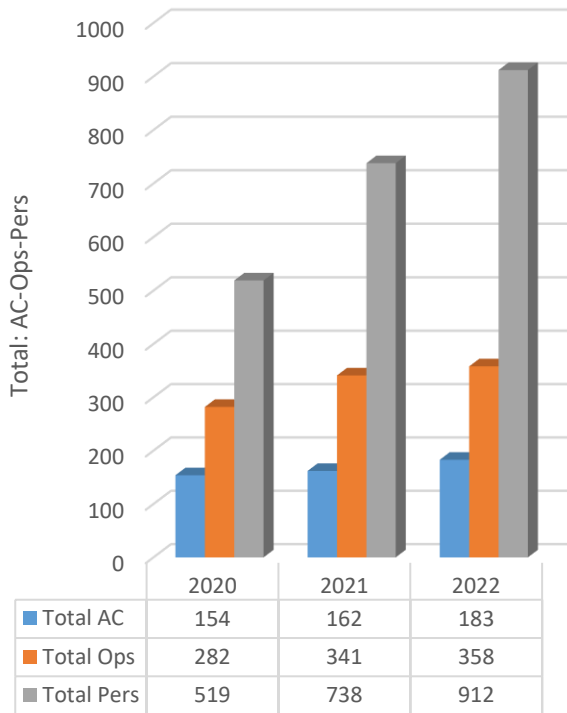
June Airport Ops	2022		2021		CHANGE	
	MTD	YTD	MTD	YTD	MTD %	YTD %
Total Based Aircraft	30	160	24	117	+25%	+37%
Total Transient Aircraft	153	520	138	558	+11%	-7%
Total Piston Aircraft	141	388	125	515	+13%	-25%
Total Jet/Turbine Aircraft	40	147	37	157	+8%	-6%
Total Aircraft	183	678	162	672	+13%	+1%
Total Operations	358	1548	341	1640	+5%	-6%
Total Persons Using Airport	912	3556	738	3299	+24%	+8%
Total Military Ops	10	46	10	57	0%	-19%
Total Helicopter Ops	4	19	4	28	0%	-32%
Total Ops over 12,500 lbs	26	57	13	66	+100%	-14%
Day W/O Ops	0	30	0	22	0%	+36%

June Fuel Sales	2022		2021		CHANGE	
	MTD	YTD	MTD	YTD	MTD %	YTD %
JET A (GALLONS)	4,158	13,564	4,122	15,814	+1%	-14%
100LL (GALLONS)	837	4,930	1,484	5,286	-44%	-7%

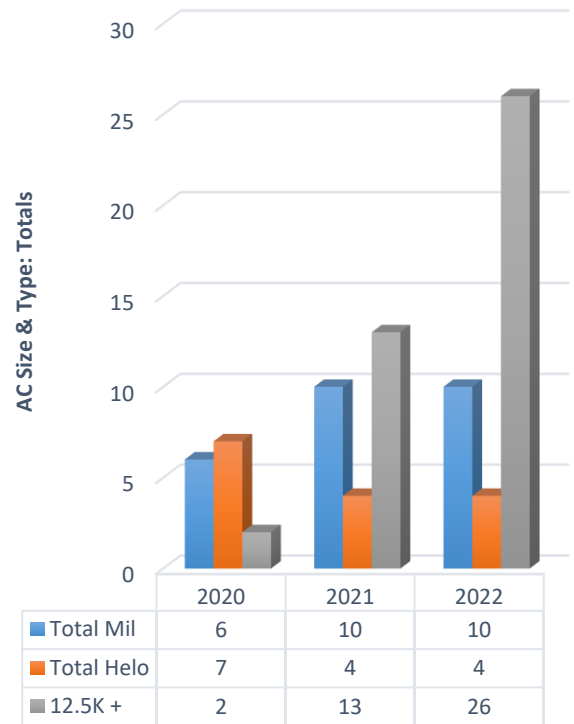
J Wyles

Jack Wyles / Airport Manager

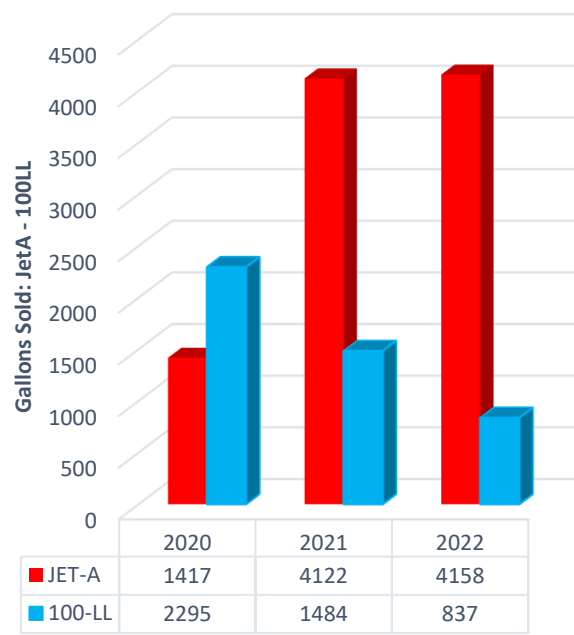
June: Airport Traffic



June: Specific Aircraft Ops



June: Fuel Sales





		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	2,120.67	-179.33	7.80 %
07-810-3350	Fuel Sales Jet A	278,400.00	278,400.00	0.00	60,903.02	-217,496.98	78.12 %
07-810-3351	Fuel Sales100 LL	88,800.00	88,800.00	0.00	21,504.05	-67,295.95	75.78 %
07-810-3353	POL & Flowage	500.00	500.00	0.00	111.13	-388.87	77.77 %
07-810-3354	Passenger Supplies & Gift Shop	800.00	800.00	39.50	216.21	-583.79	72.97 %
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	495.00	-1,105.00	69.06 %
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	310.00	-2,190.00	87.60 %
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	2,300.00	1,550.00	306.67 %
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	23,960.00	2,760.00	113.02 %
07-830-3344	Hanger Leases	12,420.00	12,420.00	690.00	4,400.00	-8,020.00	64.57 %
07-830-3355	After Hours Charge	1,275.00	1,275.00	0.00	1,657.50	382.50	130.00 %
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	6,508.62	-9,546.38	59.46 %
07-830-3690	Third Party Concierge	500.00	500.00	0.00	295.76	-204.24	40.85 %
07-830-3691	Office & Room Rentals	22,685.00	22,685.00	90.00	9,156.50	-13,528.50	59.64 %
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	2,969.52	-2,030.48	40.61 %
07-830-3728	Fuel Excise Rebate	2,500.00	2,500.00	0.00	1,219.19	-1,280.81	51.23 %
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 %
	Revenue Total:	758,793.00	758,793.00	819.50	138,127.17	-620,665.83	81.80%
Expense							
07-810-4217	Items for Resale	750.00	750.00	0.00	90.00	660.00	88.00 %
07-810-4218	P/O/L for Resale	2,150.00	2,150.00	0.00	-64.90	2,214.90	103.02 %
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 %
07-810-4446	Sales Taxes Paid	0.00	0.00	0.00	3,809.00	-3,809.00	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	22,279.13	89,505.09	86,642.27	49.19 %
07-830-4102	Other Benefits	1,500.00	1,500.00	1,688.11	4,184.05	-2,684.05	-178.94 %
07-830-4106	Over-Time	500.00	500.00	391.54	1,111.37	-611.37	-122.27 %
07-830-4110	FICA & Medicare - Airport Operations	13,475.00	13,475.00	1,762.70	6,840.07	6,634.93	49.24 %
07-830-4112	Unemployment - Airport	1,632.00	1,632.00	47.88	186.61	1,445.39	88.57 %
07-830-4114	Retirement Contributions - Airport	3,489.00	3,489.00	405.99	1,753.79	1,735.21	49.73 %
07-830-4115	Accrued Leave - Airport Operations	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-4116	Health & Life Insurance - Airport Ope...	33,037.44	33,037.44	4,134.81	17,917.42	15,120.02	45.77 %
07-830-4120	Background Check - Airport	0.00	0.00	0.00	0.00	0.00	0.00 %

Budget Report

For Fiscal: 2022 Period Ending: 06/30/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
07-830-4140	Workers Compensation - Airport Ope...	9,085.73	9,085.73	1,440.31	9,423.34	-337.61 -3.72 %
07-830-4205	Postage & Shipping - Airport Operati...	75.00	75.00	0.00	0.00	75.00 100.00 %
07-830-4210	Complimentary Snacks & Supplies	750.00	750.00	71.63	147.88	602.12 80.28 %
07-830-4211	Supplies/Cleaning & Toiletry - Airport...	2,000.00	2,000.00	6.99	566.45	1,433.55 71.68 %
07-830-4220	Licenses & Permits - Airport	1,545.00	1,545.00	0.00	427.44	1,117.56 72.33 %
07-830-4228	Airfield Maintenance Supplies	4,475.00	4,475.00	10.99	308.14	4,166.86 93.11 %
07-830-4229	Fuel Isl, Fuel Trk & Tank Maintenance...	3,300.00	3,300.00	0.00	1,498.65	1,801.35 54.59 %
07-830-4231	Fuel - Airport Vehicles	2,500.00	2,500.00	0.00	799.10	1,700.90 68.04 %
07-830-4232	Vehicle Maintenance & Repair - Airpo...	3,500.00	3,500.00	36.15	861.45	2,638.55 75.39 %
07-830-4233	Equipment Repairs & Maintenance - A..	3,500.00	3,500.00	70.00	1,164.72	2,335.28 66.72 %
07-830-4275	Uniforms - Airport	400.00	400.00	0.00	0.00	400.00 100.00 %
07-830-4280	Meetings & Food - Airport	3,000.00	3,000.00	0.00	0.00	3,000.00 100.00 %
07-830-4290	Office Supplies- Airport	550.00	550.00	0.00	83.78	466.22 84.77 %
07-830-4336	Third Party Expenditures	5,000.00	5,000.00	0.00	0.00	5,000.00 100.00 %
07-830-4341	Utilities - Airport	21,999.96	21,999.96	1,837.59	15,106.30	6,893.66 31.33 %
07-830-4345	Telephone - Airport	3,639.96	3,639.96	317.26	1,962.22	1,677.74 46.09 %
07-830-4380	PC / Liability Insurance - Airport	7,500.00	7,500.00	0.00	0.00	7,500.00 100.00 %
07-830-4385	Liability Insurance - Airport	9,737.27	9,737.27	0.00	16,905.60	-7,168.33 -73.62 %
07-830-4410	Legal-Airport	1,500.00	1,500.00	0.00	117.00	1,383.00 92.20 %
07-830-4411	Audit - Airport	4,400.00	4,400.00	0.00	0.00	4,400.00 100.00 %
07-830-4412	Engineering - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-830-4414	IT & Subscriptions - Airport	6,500.00	6,500.00	0.00	330.13	6,169.87 94.92 %
07-830-4415	Professional Fees- Outside Service - Ai..	50.00	50.00	0.00	0.00	50.00 100.00 %
07-830-4416	Marketing & Printing - Airport	1,500.00	1,500.00	40.00	160.00	1,340.00 89.33 %
07-830-4427	Compliance	2,000.00	2,000.00	0.00	5.57	1,994.43 99.72 %
07-830-4432	Dues & Memberships - Airport	700.00	700.00	0.00	275.00	425.00 60.71 %
07-830-4435	Building & Equipment Lease - Airport	24,000.00	24,000.00	0.00	4,000.00	20,000.00 83.33 %
07-830-4438	Weather Operations & AWOS	5,000.00	5,000.00	0.00	11,252.00	-6,252.00 -125.04 %
07-830-4440	Merchant Fees - Airport	6,000.00	6,000.00	0.00	2,453.50	3,546.50 59.11 %
07-830-4480	Travel & Training - Airport	4,000.00	4,000.00	0.00	150.00	3,850.00 96.25 %
07-830-4514	Furniture & Fixtures - Airport	4,000.00	4,000.00	0.00	399.20	3,600.80 90.02 %
07-830-4560	Building Maintenance & Repairs - Air...	3,000.00	3,000.00	47.96	2,211.66	788.34 26.28 %
07-830-4564	Hangar Maintenance & Repairs	51,300.00	51,300.00	0.00	14.71	51,285.29 99.97 %
07-850-4801	Depreciation - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4802	Amortization Expense	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4803	Runway Rehab & Maint - Airport	0.00	0.00	5,551.11	95,194.82	-95,194.82 0.00 %
07-850-4809	Equipment Lease Purchase - Airport	0.00	0.00	0.00	6,000.00	-6,000.00 0.00 %
07-850-4810	Vehicle Purchase - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4811	Equipment Purchase - Airport	5,000.00	5,000.00	0.00	0.00	5,000.00 100.00 %
07-850-4830	Hangar Paving Maintenance - Airport	7,000.00	7,000.00	0.00	0.00	7,000.00 100.00 %
07-850-4831	Hanger Maint & Repairs - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4832	Airfield Security Fence - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4835	Building Maint & Repairs >\$5000 = Ai...	0.00	0.00	0.00	23,522.93	-23,522.93 0.00 %
07-850-4870	Fuel Tanks Inspection-Cleaning-Maint...	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4872	FAA Funded Improvements	157,692.00	157,692.00	0.00	58.50	157,633.50 99.96 %
07-850-4873	CDOT Funded Improvements	0.00	0.00	0.00	0.00	0.00 0.00 %
	Expense Total:	800,830.72	800,830.72	40,140.15	320,732.59	480,098.13 59.95%
	Fund: 07 - Airport Enterprise Fund Surplus (Deficit):	-42,037.72	-42,037.72	-39,320.65	-182,605.42	-140,567.70 -334.38%
	Report Surplus (Deficit):	-42,037.72	-42,037.72	-39,320.65	-182,605.42	-140,567.70 -334.38%

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	-39,320.65	-182,605.42	-140,567.70
Report Surplus (Deficit):	-42,037.72	-42,037.72	-39,320.65	-182,605.42	-140,567.70