



**Minutes of the Regular Meeting  
of the Airport Board  
OF THE TOWN OF BUENA VISTA, COLORADO  
May 18th, 2023  
Airport Conference Room and Zoom Meeting**

**I. Call to Order / Attendance**

A regular meeting of the Airport Board was called to order at 8:33 AM, Thursday, May 18th, 2023 by Board Chair, Dan Courtright. The meeting had been rescheduled from May 9th due to not being able to achieve a quorum. Board Members present were Andy Krawciw, Taylor Albrecht, Dennis Heap, Ted Osowski and Bill DeLay. Trustee Sue Cobb, Jack Wyles and Chandra Swanson attended for the Town and Airport Staff. Members of the public in attendance included Andre Spino-Smith and Mark Godonis.

Board member Wayne Lee attended via Zoom Meeting.

Board members not present: Mark Mueller

**II. Pledge of Allegiance**

Courtright led in the Pledge of Allegiance.

**III. Public Comment**

Comments from Spino-Smith and Godonis were deferred to the Hangar Development business item under Old Business below.

**IV. Agenda Adoption**

Andy Krawciw moved that the agenda be adopted. Taylor Albrecht 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 Wayne Lee and passed unanimously.

**VI. Reports**

**A. Operations**

- i. Airport staff vacations: Chandra 26 May-3 June; Jack 8-18 Jun
- ii. Ramp Rehab/Fencing project contracts pending FAA/CDOT approval for funding
- iii. Helo testing resumes in June
- iv. CAO conference will be held in Colorado Springs 22 June; AAB members are welcome to attend. Notify Jack if they will.

**B. Financial**

- i. Courtright inquired about Ground lease revenues on the monthly report.
- ii. Ground lease revenues are accurately reflected in the monthly report; no delinquencies at this time

## **VII. Safety**

- A. Monthly Hazard Review – No new hazards have been noted
- B. The safety working group will give a final review of the hazard reporting form, hazard register and risk assessment process in June; The AAB will vote on adopting those for AAB use in tracking hazards and developing mitigation recommendations.

## **VIII. Old Business**

- A. Hangar Development
  - i. The AAB facilitated discussion between Andre Spino-Smith (representing Jed Selby), Mark Godonis and Airport Staff to clarify actions needed to complete the lease agreement(s) necessary to complete the sale of Mark Godonis' hangar to Jed Selby
  - ii. Spino-Smith and Godonis clarified their intent to proceed with a party wall agreement rather than a condo association which will enable finalization of the lease language by airport staff.
  - iii. Courtright clarified that the AAB has no interest in delaying the completion of the lease agreement as part of work to move towards standardization of future ground leases.
  - iv. Jack Wyles indicated the lease agreements could be ready for parties to the transaction within two weeks time.
- B. Board Membership
  - i. Courtright reviewed the draft memo recommending acceptance of Bob Dimmitt's resignation, appointing William DeLay as a voting member to complete Dimmitt's term and appointing Ted Osowski as an alternate member.
  - ii. Dennis Heap made a motion to accept the memo as presented and forward it to the town for action; Andy Krawciw seconded the motion and it passed unanimously.
  - iii. There were no corrections suggested to the updated AAB membership roster.
  - iv. The AAB concurred on requesting the town advertise for the open alternate membership position.
- C. Chamber of Commerce Airport History Project
  - i. Courtright reviewed the meeting he had with Trustee Cobb and Chamber Director Heather Rupska.
  - ii. The intent is a two page article with photos; Rupska requested additional detail on the airport's cooperation with HAATS.
  - iii. Courtright will provide a final draft for AAB review in July with final edits to the Chamber in August in time for publication

## **IX. New Business**

- A. Through the Fence (TTF) Agreements Review
  - i. Jack Wyles requested the AAB review a 2008 TTF agreement between the airport and Ridgway Development involving land adjacent to the airport that was recently sold.

- ii. Discussion emphasized that the airport must meet federal assurances and obligations as outlined in the airport minimum standards and master plan ahead of TTFs.
- iii. The AAB recommended honoring valid agreements previously entered into by the town and the airport within the limits mentioned above.
- iv. It must be noted that actual TTF access is contingent on the issuance of a business license to a specific commercial activity per the agreement.
- v. The location of the gated access mentioned in the agreement must be reviewed for compliance with the Airport Layout Plan on file with the FAA (Assurance 29).
- vi. The TTF agreement as written would only allow aviation activities specific to serving the licensed businesses on the property in question; commercial aviation business serving the public should be on-airport.

**B. Airport Regulation Review**

- i. Courtright updated the AAB on the project to align airport min standards, rules and regs with updated master planning and FAA guidance.
- ii. Development working group will present specific recommendations for full AAB review in June.
- iii. Policy should be drafted by airport or town staff to ensure the AAB remains advisory per the Town's Boards and Commissions handbook.
- iv. The AAB can develop drafts if needed but completed policy may obscure intent that would otherwise be made clear by individual recommendations

**C. AAB email access and shared drive maintenance**

- i. Courtright asked if town was willing to proceed with providing official e-mail addresses to the AAB for official correspondence; Jack Wyles stated that the town did not want to do that.
- ii. Courtright stated that the Airport's shared drive allows uploading of files but not movement between folders.
- iii. Courtright will address both issues by establishing a Google account for the AAB; all members will have rights to the shared files; e-mail correspondence using the AAB account will be approved by the AAB before being sent.

**X. Other Business**

- A. 2023 Open House – No Updates at this time

**Adjournment**

The Board Chair adjourned the meeting at 10:33 am.

**Next Meeting: June 20, 2023**

RESPECTFULLY SUBMITTED:



CHAIR DAN COURTRIGHT



SECRETARY TAYLOR ALBRECHT