



**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

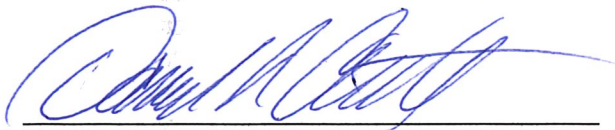
- B. Trustee Cobb offered insight into the departure of Lisa Parnell-Rowe from the Town Administrator position as well as plans for a new hire and implications for the Airport.

Adjournment

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

Next Meeting: July 18, 2023

RESPECTFULLY SUBMITTED:



CHAIR DAN COURTRIGHT



SECRETARY TAYLOR ALBRECHT