

**City of Glenwood Springs
Airport Commission Minutes**

April 15, 2021; 7:30 to 8:30 a.m.
Via Zoom

Call to Order at 7:30am

1. Roll Call

- a. Commissioners: Richard Backe, David Merritt, Alan Arnold, Joel Shute, Sean Thomas, Stephanie Stanfield
- b. City Council: Jonathan Godes
- c. Staff: Terri Partch, Steve Boyd, Cristi Newton, Brian Smith, Karstin Moser, Pat Miller, Matt Kraemer
- d. Guests: Eric Strautman, Gregg Rippy, Steven Carver

2. Approval of March 2021 Meeting Minutes

- a. Alan Arnold moves to approve, Joel Shute seconds. All in favor, so moved.

3. Open House Possibilities

- a. City Council to discuss devolution of the COVID dial. Large events given the go ahead for the future.
- b. Goal of open house is to raise awareness of the airport.
- c. Suggestion to move event from August to September for cooler weather (better flight conditions).
- d. Considering asking a fire-fighting operation and National Guard to attend.
- e. Security and shutter service needed.
- f. Plane rides, bubble machine, live music, aeronautical groups (all women flight group, ROTC, Classic Air, Young Eagles, etc.), crafts, and food were all big hits.
 - i. Plane rides were at the expense of the pilots. Donations were accepted for plane rides and proceeds went to the Friends of the Airport fund.
- g. Event took place to the south of the FBO to keep people away from the taxiways and hangers.
- h. Planning meeting to be arranged with City Staff and volunteers from the commission.

4. Proposed Fee Schedule

- a. Fees are adopted each year by Council by resolution.
- b. Airport is an enterprise fund so revenue can be reinvested in the Airport.
- c. Staff has collected data fee structure of similar airports in the region and neighboring airports in Colorado.
- d. Methodology
 - i. Considering a price per square foot for hanger leases rather than a per plane fee.
 - 1. Questions about when multiple planes are stored in one hanger.
 - ii. Ground/land lease fees proposed to be broken into private aeronautical storage price per square foot and commercial storage price per square foot.
 - 1. Subleasing occurring at airport in private hangers on City land.
Considering fees relating to number of planes being stored in subleased area.
 - iii. Pricing for annual tie down fees up for discussion.
 - iv. Off City property user fee has traditionally been \$100 less than tie-down fees.
 - 1. As improvements to the airport happen the future, like security fencing, we will need to consider how these crafts can still access the airport.
 - v. Nightly tie-down fees in line with data.
 - vi. Late fees are waived for 2021 if paid within 60 days after formal adoption by City Council.

- vii. City would like to standardize lease agreements.
- viii. Annual adjustments will be based on the average Consumer Price Index for Colorado as published in February of each year or comparable successor index plus twenty-five basis points.
 - 1. Annual Adjustment Formula: $\text{Prior year lease rate} \times (1 + \text{CPI\%change}) + (.25) = \text{next year's lease rate}$.
- ix. Have not had a fee set up for Commercial craft landing/using airport for operations (example: black hawk and tanker currently at airport).
 - 1. Should this be charge nightly tie down fee based on size/weight, fuel flowage fee, etc.?

5. Director's Updates

- a. Airport Manager posting
 - i. Posting set to close this week.
 - ii. Dave agreed to be on interview committee.
 - iii. There have been 3 people who have expressed an interest in the position.
 - iv. Full-time position still being considered; however, the position is posted as part-time. Full-time could be a future option if the budget can support it and activations and operational needs increase at the airport.
 - v. Commission asked to provide any suggested interview questions to director.
- b. Fuel Pedestal Replacement
 - i. Surveying being conducted.
 - ii. Fuel leak issues being addressed.
 - iii. New tank setup will eventually be needed for the JetA.
 - iv. Fuel pedestal construction proposed schedule:
 - 1. May 6th – 8th: Concrete pad removal
 - 2. Week of May 10th: Sump pump replacement and new pedestal install.
 - 3. Week of May 17th: Concrete replacement
 - a. Commission asked about temporary fuel truck for 100LL during construction period. Will be internal staff discussion.
- c. Cameras Install
 - i. Need update from IT on timing.
- d. Preparation for Joint Work Session with City Council this afternoon
 - i. Visuals for South Bridge layout requested.
 - 1. Will use GIS map to show where there could be some additional development at the airport to the south end that is currently used for Public Works storage.
- e. PAPI lights being replaced.
- f. Considering moving Classic Air's fuel truck from the south field.
- g. Mowing operations will be handled by Parks.
- h. Matt Kraemer has returned as the City's Facility Superintendent and will oversee the Airport Manager.

6. May Agenda Items

- a. *Item not addressed.*

7. Adjourn at 9:02am.