

**City of Glenwood Springs
Airport Commission Minutes**

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

Call to Order at 7:32am

1. Roll Call
 - a. Commissioners: Richard Backe, David Merritt, Alan Arnold, Sean Thomas, Joel Shute, Stephanie Stanfield
 - b. City Council:
 - c. Staff: Cristi Newton, Brian Smith, Karstin Moser, Pat Miller, Matt Kraemer, Terri Partch
 - d. Guests:
2. Approval of June 2021 Meeting Minutes
 - a. Alan Arnold moves to approve, Joel Shute seconds. All in favor, so moved.
3. Aviation Expo
 - a. 3 Static displays confirmed so far.
 - i. Need to choose which kind of aircraft they bring, single engine air tanker, Huey, or Blackhawk, or a multi-mission aircraft. Blackhawk prefer since it has a low deck and people can enter and exit easily.
 - ii. Multiple food vendors have expressed interest in attending.
 - iii. City lawn games will be brought over (giant connect 4, jenga, and corn hole).
 - iv. Citadel Security has been requested for the day; 8 staff.
 - v. Still searching for shuttle service from Sopris Elementary.
 - vi. Stage and band confirmed.
 - vii. Pat will be working with new Airport manager to finalize details and get ride-alongs figured out.
 - viii. Looking to add more kid /family activities like crafts.
 - ix. Pat will create new poster and a facebook event.
4. Airport Manager Update
 - a. Meredith Fox will start on August 2nd as the new Airport Manager and will be on the next Airport Commission meeting.
 - b. Interim Manager's update
 - i. New QTPod is up and running.
 1. Hold on credit card transactions for fuel has been reduced and timeout time has been increased.
 - ii. Commercial helicopter operation has been coming and going from the airport.
 1. Tracked down management for fees due (\$50 tie down for helicopter, \$10 for each support vehicle).
 2. Operation should be moved to New Castle where they were contracted to be located.
 - iii. Fire Operation helicopter also stationed at the airport right now.
 - iv. 100LL due to be refilled soon, price shopping now.
 1. Fuel sales for this year:

	Revenue	Expense
100 Low Lead Aviation Gas Total	\$ 38,702.85	\$ 31,956.77
Jet Fuel A Total	\$ 23,805.20	\$ 3,952.00
Grand Total	\$ 62,508.05	\$ 35,908.77

- i. Richard shared that he had heard complaints about the 100LL price and would like to suggest reducing the price gratuitously.

2. Since JetA has been lower in price, we could use the price saving from that purchase and apply a discount to the 100LL. Will change 100LL to \$4.99 for now.
 3. Noted that price comparisons with Garfield County Airport in Rifle is not a fair comparison based on their fee structure, target audience, and user groups.
5. Lease Renewals
 - a. City legal wants more time to review. We are hoping to have update next month.
 6. Fee Schedule
 - a. City legal wants more time to review. We are hoping to have update next month.
 7. Budget Review
 - a. Expenditures
 - i. Now that an Airport Manager is coming on, City will evaluate the staff costs depending on if part-time status is retained or if full-time is warranted.
 - ii. Capital outlay will end up being completely spent with the QTPod upgrade this year.
 - b. Revenues
 - i. Fuel sales at about 42% of projected for the year.
 - ii. Once leases are finalized, lease revenues will be posted.
 - c. Brian will send budget sheet to commission.
 - d. City would like one or two members of the Commission to meet with staff on planning the 2022 Airport Budget in early August. David Merritt and Sean Thomas volunteered.
 8. 2022 Capital Project Priorities
 - a. Taxiway improvements – Proposed to be grant funded through CDOT Aeronautical.
 - i. Department plans to get on a schedule with Streets department to oil and stripe the runway on a 3-year cycle.
 - ii. South Bridge project will address some of the southside work during construction, but this should not impact the grant being sought for improvements in 2022.
 - b. JetA Tank upgrade.
 - c. Wildlife mitigation measures.
 - d. AWOS upgrade.
 - i. Would be nice to be able to notify incoming flights of area conditions such as canyon closures.
 9. Wildlife Hazard Assessment by CPW
 - a. There is one person in CPW who conducts the Wildlife Hazard Assessments for airports in Colorado.
 - b. Assessment takes into consideration bird strike reports and bird migration patterns, burrowing animals, deer reports on runway, and more.
 - c. CPW to complete assessment and will report back to Commission.
 - d. Fencing probably is not practical but CPW can suggest other options of mitigation.
 10. Engineering Updates
 - a. Public transportation opportunities being explored for south Midland by the City and RFTA. Possible grant funding available for an on-demand operation.
 - b. South Bridge Update:
 - i. Federal FEMA grant did not come through. City may appeal and will apply for next cycle.
 - ii. City is still funded to complete design and ROW this year.
 1. Design amendment to be present to Council in August will include adding insulation to tunnel for icing issues.
 - iii. Airport closure during project is estimated to be 5 months.

11. August Agenda Items

- a. Aviation Expo
- b. Meredith Fox Meet and Greet
- c. 2022 Budget Discussion
- d. Lease Renewals and Fee Schedule
- e. Wildlife Assessment
- f. Pavement Assessment Walk Through
- g. JetA Tank assessment

12. Adjourn at 9:00am.