

**City of Glenwood Springs
Airport Commission Minutes**

January 21, 2021; 7:30 to 8:30 a.m.
Via Zoom

Call to Order at 7:32am

1. Attendance

- a. **Commissioners:** Gregg Rippy, Richard Backe, David Merritt, David Brown, Alan Arnold
- b. **City Council:** Jonathan Godes
- c. **Staff:** Terri Partch, Steve Boyd, Cristi Newton, Brian Smith, Yvette Gustad, Karstin Moser
- d. **Guests:** Justin Ritter, Eric Strautman, Steve Carver, Nyssa Beach, Angela Reid, Joel Shute, Sean Thomas, Amy Helm

2. Approval of November 2020 and December 2020 Minutes

- a. Alan Arnold was present at the November 2020 and December 2020 meetings; needs to be added to attendance lists.
- b. Motion to approve by David Merritt seconded by David Brown. All in favor, none opposed, so moved.

3. Funding and Runway Length Discussion – Terry Partch

- a. City consulting with Jacobs, their engineering firm, for the South Bridge project regarding runway lengths and options (tunnel vs. no tunnel).
- b. Runway safety area preferred by FAA for this airport is 240' off the runway end.
- c. Roadway should allow for cars and trucks to pass below the Part 77 approach surfaces which in this case, the roadway is below the grade of the runway allowing for a margin for error and removes it from the visual approach surfaces to the runway 32 end.
- d. Proposed plan would reduce runway length to 2,880 feet from 3,300 feet.
- e. Gregg to look for airport as-builts from the last time the runway was paved and send to Terri.
- f. Jacobs considered extending the runway on the other end, to the north, but this option has been explored very far because of the roadway constrictions and elevation issues.
- g. Gregg suggests City survey our local based airplanes and look at performance charts at 90° day and see what landing and takeoff requirements would be. Gregg volunteered to put together this information as best he can.
- h. Commission and Jacobs team discussed wind direction trends at the airport.
- i. Terri proposed a meeting in late February with Airport Commission to discuss South Bridge impact on the airport and pros and cons of the options once the Commission had time to review the local plane survey and landing/takeoff requirements, any fire or medical response aircraft that may use the airport and their requirements, and similar sized airports and runways.

4. Airport Manager

- a. City currently has a contract with Hector Brown to sump out the fuel tank and monitor fuel levels.
- b. Airport Manager job description has been revised.
- c. City would like feedback from the Commission if the airport would benefit from a full-time or part-time Airport Manager. While we do not know if someone needs to be out at the airport 40 hours a week, we do need a presence out there and someone to be available and responsive.

- d. Currently, many of the duties at the airport are being spread across different areas. Facilities staff is being certified to inspect and maintain the fuel tanks, custodial staff is helping in the airport office, Cristi is digitizing records, we are looking into upgrades of the airport's systems.
- e. Airport Commission would like to see financial information before fully recommending part-time or full-time but is leaning towards part-time.
- f. Draft of Airport Manager job description will be sent to Commission for review.

5. Term Limits

- a. City Council had second reading on an ordinance that says no one can serve more than two consecutive three-year terms on a board or commission. A year absence must be observed before reappointment after the two consecutive terms.
- b. This commission has 3 expiring terms, two of which are term limited, the other has submitted for reappointment.
- c. A new applicant will interview at the end of this meeting.

6. 2021 Priorities and Events

- a. Special meeting occurred in December 2020 to discuss the Commission's priorities.

7. Facilities and Director's Update

- a. No items that have not been covered in earlier items.

8. February Agenda Items

- a. No new items.
- b. Follow up on Airport Manager Position

9. Adjourned at 8:41am

10. Airport Commission Applicant Interview – Joel Shute.