

Glenwood Springs City Airport Board Regular Monthly Meeting Minutes



7:30am Thursday, May 19, 2022 Community Center – Red Mountain Room

1. Roll Call
 - a. Board: Joel Shute, Sean Thomas, Dave Merritt, Alan Arnold
 - b. City Council:
 - c. Staff: Meredith Fox, Cristi Newton, Steve Boyd
2. Approval of April Meeting Minutes: Motion to approve April Minutes by Alan, second by Sean. All in favor none opposed.
3. Public Comment: None
4. Election Results:
 - a. Ballot Question A received 1911 YES votes, 444 NO votes
 - b. Ballot Question A PASSED
 - i. CITY OF GLENWOOD SPRINGS BALLOT QUESTION A: Shall section 13.2 of the City of Glenwood Springs home rule charter be amended as set forth below, with new language in bold and underline?
 - ii. Sec. 13.2 - Restriction on sales of land and water rights. Neither lands owned and used by the City for park, airport, or governmental purposes, nor water rights, shall be sold or conveyed without an affirmative vote of a majority of the qualified electors.
 - iii. Nothing in this provision, however, shall prohibit the City from exchanging, or changing point of diversion of water rights without such vote. The City shall continue to own, operate, repair, and maintain the Glenwood Springs municipal airport, including its facilities, improvements, and runway, in at least the general condition and configuration that existed on January 1, 2021, unless and until most of the qualified electors of the City approve the sale or permanent closure of the airport. Nothing in this provision shall (i) prohibit the City from constructing a tunnel under the airport runway, improving the airport, or extending the runway, or (ii) compel the City to use non-airport enterprise funds to operate, repair, maintain, or improve the airport.
5. Young Eagles Recap
 - a. Young Eagle's Day was April 30th 8am-11am.
 - b. We placed 43 kids to the skies above the Glenwood Springs Airport on a 20 min flight.
 - c. The Rotary Club donated their pancake trailer.
 - d. Steve Carver with the Friends of The Glenwood Springs Airport donated supplies for a free pancake breakfast for all & Village Inn donated the pancake batter.
 - e. Volunteers came from the Carbondale Rotary and members from the EAA Chapter out of Delta along with 3 of their pilots. We could not have done this

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- event without the Delta Chapter helping us.
 - f. Classic Medial Air was onsite as a static display with a booth registering to win a free helicopter ride. Care Flight also joined us for the day as a static display helicopter.
 - g. Ended up with 9 pilots flying for the day. Huge success!
6. Quarterly Airport Financials Presentation
- a. Steve Boyd presented the YTD budget revenues and expenses.
 - b. Discussion on how to recover the funds needed to repay the loan from Capital funds for the fuel farm.
 - c. Steve asked if we could get a contract with Classic Air for fuel. All agreed that this is a good idea but that we should wait until the new tanks are installed to pursue it.
7. Possibility of FT Airport Manager Discussion
- a. Discussion on moving Meredith to full time.
 - b. Dave commented that he would like to get the fuel tanks in and revenues flowing before we discuss this.
 - c. Alan suggested giving her a raise in pay but keeping her part time.
 - d. It was suggested that this discussion be had again closer to August or September to know if fuel sales will support the increased costs.
 - e. **Alan made the motion to recommend staff look at moving the Airport Manager position to Full Time in the 2023 budget after the completion of the new fueling system upgrades and based on fuel sales being enough to support it financially. Second by Sean. All were in favor. None opposed. Motion passes.**
8. Manager's Report
- a. Fuel Farm Updates
 - i. Jacobs is still working on the design. Terri is confirming with them if they are willing to design a non-FAA airport.
 - ii. Working with the Fire Marshall to confirm the limits and spacing can be approved.
 - iii. Mascott has given the delivery date of around 8/15/22 for the tanks.
 - b. Airport Expo Considerations
 - i. Would like to finalize the fueling station timeline of work before moving forward on this due to space limitations. It is possible, considerations of moving it North or all the way to the South end.
 - ii. Board agreed that the Expo should be skipped for this year.
 - iii. After the fueling station is complete it was suggested that we host a food truck fly in event to bring pilots in place of the Expo.
 - c. Goat heads
 - i. Meredith is working on options for killing the goat heads.
 - ii. They will be spraying them next week.
 - iii. Also working on trying to get some weevils in the Fall. Weevils will eat the goat heads.
 - d. Pavement
 - i. Meredith is working on an RFP to get the pavement improvement project complete. It should go out in the next week.
 - e. National Plan of Integrated Airport Systems (NPIAS):
 - i. Can help determine how GWS would match up with the FAA NPIAS screening process, as well as give planning advice for the future development of the airport.
 - ii. The cost of the survey is \$8,000.

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- iii. The survey will determine if GWS will ever be able to become a Federally Funded Airport. As well as the steps to become an FFA, if able, and the maintenance and upkeep schedule with fees to maintain this level of status.
 - iv. This is a study that will be important with planning the future of the Airport and creating the Master Plan, which is scheduled to start next year.
 - v. Board members agreed that this would be a good report to have but asked that staff contact the State and ask their advice before moving forward.
 - vi. Joel suggested also reaching out to the Friends of the Airport to see if this is something they would be willing to fund.
 - f. Wildlife Survey
 - i. Jonathan is still working on the survey. He will make at least one more site visit before submitting his final report.
 - g. Airport Clean Up Day
 - i. June 1 at 10am.
 - ii. Meredith will find a designated spot for trash to be placed and then staff will take it to the dump.
 - iii. This is grounds clean up only not a hangar clean out.
 - iv. Meredith will send a mass email out to pilots to let them know.
 - h. Joint work session
 - i. Reminder that the joint work session is June 2 at 8:30am.
 - ii. Discussion topics
 - 1. Hangars
 - 2. Bring an airport layout
 - i. Fuel Sales: For April
 - i. JET A: \$8,600.23 (1,202.200 units)
 - ii. 100 LL: \$7,566.98 (1,320.820 units)
 - iii. Total: \$16,167.21 (2,523.020 units)
9. June Agenda Items
- a. Hangars
 - i. Building new hangars
 - b. Leases
 - c. 2023 User Fee Schedule
10. Adjourn – 9am