

Glenwood Springs City Airport Board Regular Monthly Meeting Minutes



7:30am Thursday, June 16, 2022 Community Center – Red Mountain Room

1. Roll Call
 - a. Board: Sean Thomas, Dave Merritt, Alan Arnold, Joe Mueller
 - b. City Council: Paula Stepp
 - c. Staff: Cristi Newton, Karstin Moser
2. Approval of May Meeting Minutes: Motion to approve May Minutes by Sean, second by Alan. All in favor, none opposed.
3. Public Comment:
 - a. Armstrong Engineering present.
4. 2022 and 2023 Leases and Fee Schedules
 - a. August of last year a new lease form was drafted, airport board reviewed and came to a resolution on most of the terms. Staff and Board wanted to wait for election results before moving forward.
 - b. This evening, Minimum Standards and Fee Schedule will be presented to Council for approval. 2022 lease extension letters will be sent after.
 - c. Legal would like the board to review the draft lease form again and take to the Council work session on July 21st.
 - d. Bills for 2022 have not been sent yet.
 - i. When to send?
 1. Board wants the 2022 bills to go out ASAP. Minimum Standards and Insurance Requirements will be sent with the 2022 bills. Staff will work to send out the 2022 bills by June 30th.
 - ii. Rate for 2022?
 1. Rates that were most recently adopted for 2022.
 - iii. When should the new leases for 2023 go out?
 1. Board wants to review the draft lease again before this goes out.
 2. Board also wants all lessees to be able to provide input on the leases and future fee schedules during a publicly noticed meeting. Legal suggests an Airport Board meeting.
 3. Richard to send the revised version to Cristi and Karstin to distribute to the board for review. Staff will review against the prior board minutes to make sure suggestions have been incorporated. Staff will send 2023 lease draft to board by July 8th for review before the next meeting. Lessees will be invited to the July 21st Airport Board meeting. 2023 Leases will be the only item on the agenda for the regular July 21st meeting.
 4. Condo Association lease will be addressed separately.

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- iv. Thoughts for discussion on leases in the future
 1. What are the terms
 2. Fees – what should the fee structure be?
 - a. City still considering moving to a square foot rate rather than a per plane rate.
 - b. Board wants examples of other airports that have hangers that are privately owned and lease the land from the agency.
 - c. Will need to include a financial analysis of the airport enterprise fund.
 3. Board wants to frame their issues for the Council work session in July
 - a. Fees for tie downs
 - b. Contracts for condo association
 - c. Contracts for other 4 hangers
 - d. Future contract form
 - e. Future development of the airport,
 - i. Board wants to provide these items to Council the Thursday before in a packet
 4. July focus on leases, August focus on fees.
 - a. 2023 fee schedule will need to be ready to go to Council before November.
5. NPIAS Survey Discussion and Vote
 - a. City has a proposal and scope of work for developing a feasibility study for Glenwood Springs Municipal Airport. This request for entry into the National Plan of Integrated Airport Systems (NPIAS) is a survey that will finally let us know if we're ever able to become a Federally Funded Airport. The Board wanted me to ask CDOT their recommendation if we should pay for this report which is \$8000. Moving forward, I reached out to Scott Storie and he cannot tell us what to do but forwarded me a pervious email from David Ulane the Aeronautics Director, that was sent to Terri before I started working for the City. With his experience he thinks that we have a Zero chance at becoming a Federally Funded Airport, with all the rules and regulations that must be always maintained for that status, GWS does not meet those criteria.
 - b. Alan moves to not pursue to study. Sean seconds. All in favor, none opposed.**
6. Manager's Report
 - a. Airspace Study – Trees Council Decision
 - i. Council voted that The Airport would do a loan with Parks to pay for cutting down the fruit trees at the airport.
 - b. Fuel Farm Updates
 - i. Final design completed. Mascott has given the delivery date of around 8/15/22.
 - c. Maintenance Updates (goat heads, cleanup day, pavement RFP)
 - i. Goat heads have been sprayed and the weevils that will eat the goat heads should arrive in fall.
 - ii. Pilot Clean Up day resulted in 2 truckloads of trash. Thank you pilots.
 - iii. Asphalt Maintenance RFP has gone out. Site visit was June 15th. Grand River and United were present.

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- d. Council Work Session July 21st, 4:00PM – 4:45 PM
 - i. Focus on setting the stage for future development, addressing fee schedule and lease structure (lease terms) that support the future development of the airport.
 - 1. Fees for tie downs
 - 2. Contracts for condo association
 - 3. Contracts for other 4 hangers
 - 4. Future contract form
 - e. Food Truck Fly-In event after fueling station is completed.
- 7. July Agenda Items
 - a. July – only Leases
 - b. August – only Fees
- 8. Adjourn at 8:35am