

**City of Glenwood Springs  
Airport Commission Minutes**

June 17, 2021; 7:30 to 8:30 a.m.  
Via Zoom

Call to Order at 7:34am

**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
- d. Guests: Eric Strautman

**2. Approval of May 2021 Meeting Minutes**

- a. Richard Backe moves to approve; Stephanie Stanfield seconds. All in favor, so moved.

**3. Fee Schedule**

- a. Since Steve Boyd is out, this item and Lease Renewals to be pushed back to July's meeting.
- b. In speaking to other airport operators at the CAO conference, many indicated that the proposed square footage rate of \$.35 was low, recommended a higher rate of around \$.87 per square foot.
- c. City looking into purchasing a larger 2,000-gallon JetA tank to get a better quantity discount on fuel purchases.
- d. City staying at a dollar over cost for fuel rates.

**4. Lease Renewals**

- a. Tabled until next month when Steve Boyd is back.

**5. Capital Projects Needs**

- a. City budgeting process starts this July for 2022 budget year.
- b. Need to get on an oiling and striping schedule for the pavement – every 3 years.
- c. Master plan for the airport.
  - i. Survey measurements and airspace analysis possibly provided by Jacobs in their current scope of work.
- d. Update AWOS system.
- e. Apron and taxiway repairs (grant funding available).

**6. Airport Manager Update**

- a. Second round of interviews conducted on site this week with two candidates.
- b. Brian to get with City Manager this week about making an offer.

**7. Director's Update**

- a. Colorado Airport Operators Association Conference Updates
  - i. Attempted to recruit for airport manager.
  - ii. Legislative updates discussed.
    - 1. Fee structures
    - 2. Reversion clauses in leases
    - 3. FAA language changes around hazard removal
    - 4. Fund opportunities from CARES, ARPA, FMLD, EDA
      - a. City's grant writer to researching grants.
  - iii. Memorial for Denny Stong who passed away just before obtaining his pilot's license. Inspiring story to create youth piloting program.
  - iv. CPW presented on wildlife assessments at airports. Unsure when the last assessment was done at our airport.
    - 1. Suggestion to at least put in a bear proof trashcan near fuel pumps.

- b. South Midland Tunnel
    - i. Jacobs is coming up on the final design of the tunnel.
      - 1. Proposed solutions to minimize icing risk: ice monitors that transmit to Unicom or insulation above the tunnel.
        - a. Commission did not feel insulation would be needed since landing and takeoff rarely happen in that area but like the ice monitors that would communicate through the Unicom.
        - b. Ice monitors would be the bare minimum liability coverage.
    - c. In-person meetings for boards and commissions planned to resume in August.
      - i. Airport Commission used to meet at FBO.
    - d. Post Independent is putting together an article on the airport.
    - e. YTD Expenses Review
      - i. Without an Airport Manager on, our personnel costs are down.
      - ii. Capital outlay will be over with the fuel pedestal upgrade.
- 8. July Agenda Items**
- a. Fee Schedule
  - b. Lease Agreements
  - c. Budget Review
- 9. Adjourn at 8:44am.**