

**YAMPA VALLEY AIRPORT COMMISSION
MEETING AGENDA
June 7, 2018**

**Meeting at Steamboat Springs Airport, Steamboat Springs, Colorado
Light Meal starts at 5:30 PM; Meeting starts at 6:00 PM**

Meeting Ground Rules:

- ✓ Start on time, end early
- ✓ Participate fully
- ✓ Listen to understand
- ✓ Honesty required
- ✓ Be respectful of each other
- ✓ Honor diversity of opinions
- ✓ Use humor
- ✓ One person speaks at a time

Meeting Objectives:

- ✓ Airport & Capital Project Update
- ✓ Air Service Update
- ✓ Committee Reports
- ✓ Identify Aug 2018 Agenda Items

Total Time: 1 Hour, 30 Minutes

Agenda Items:

	<u>Time Allotted</u>
I. Organizational Matters:	5 Min
1. Roll Call	
2. Approval of the April 12, 2018 Regular Meeting Minutes	
II. Non-Agenda Public Comments	4 Min
III. Comments from Board Members	4 Min
IV. New Business:	
1. YVAC Resolution in Support of 2018 Air Service Sales Tax Initiative	10 Min
2. Airport, Capital & Infrastructure Update - Kevin Booth, YVRA	10 Min
3. Airport, Capital & Infrastructure Update - Stacie Fain, SS Airport	10 Min
4. Air Service Update - Kevin Booth/Janet Fischer	10 Min
5. Atlantic Aviation Update - Pat Burke	10 Min
6. Other Discussion	5 Min

NOTE: All programs, services and activities of Routt County are operated in compliance with the Americans with Disabilities Act. If you need a special accommodation as a result of a disability, please call the Commissioners' Office at (970) 879-0108 to assure that we can meet your needs. Please notify us of your request at least seven business days prior to the scheduled event. Routt County uses the Relay Colorado service. Dial 711 or TDD (970) 870-5444.

- VI. Reports from YVAC Committees:
 - 1. Community Outreach and Education: Robin Crossan/Sonya Macys, David Franzel, Stacie Fain, Kevin Booth and Hayden Town Council rep 3 Min
 - 2. Marketing and Planning: Rob Perlman/Janet Fisher, Kevin Booth and Randy Rudasics (SSCRA representative) 3 Min
 - 3. Infrastructure and Finance: Doug Monger and Steve Frasier 3 Min

- VII. Manager's Reports - provided via email. No verbal presentation will be made, except to answer questions pertaining to those reports.
 - 1. Yampa Valley Regional Airport – Kevin Booth 4 Min
 - 2. Steamboat Springs Airport – Stacie Fain 4 Min

- VIII. Discuss preliminary agenda items for the August 9, 2018 meeting 5 Min

- IX. Adjourn meeting

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YAMPA VALLEY AIRPORT COMMISSION

April 12, 2018 Meeting

MINUTES

The regular meeting of the Yampa Valley Airport Commission (YVAC) was called to order at 6:00 p.m. on Thursday, April 12, 2018 at the Yampa Valley Regional Airport, Hayden, CO

YVAC members present:

Doug Monger – Routt County Commissioner
Rob Perlman – Steamboat Ski & Resort Corp
Steve Frasier – Resident of Routt County
Randy Rudasics – Steamboat Chamber Resorts
David Franzel – Resident of Routt County
Chris Nichols – Moffatt County/City of Craig
Dallas Robinson – Representing the Town of Hayden
Robin Crossan – Steamboat Springs City Council member

YVAC members absent:

John Centner – Representing the aviation community

Others present:

Kevin Booth – YVRA
Stacie Fain - SBS
Pat Burke – Atlantic Aviation
Tracey Rogalski – GoAlpine
Tom Sullivan – Routt County Manager

I. ORGANIZATIONAL MATTERS

David noted that he was at the meeting and did not call in.

1. Approval of Minutes – February 8, 2018

Randy moved to approve the minutes of the February 8, 2017 regular YVAC meeting as amended. David seconded the motion. **The motion carried unanimously.**

II. PUBLIC COMMENT

There was no public comment.

III. COMMENTS FROM BOARD MEMBERS

Dallas expressed his appreciation to the Board of County Commissioners (BCC) and Kevin for attending a Town Council meeting in Hayden. Randy and David congratulated Kevin on a successful winter. Chris stated that the City of Craig hopes to be able to restore its full contribution that had been halved this year. Doug proposed a joint meeting of the Routt County BCC and Kevin with the Moffatt County BCC and Craig City Council. Chris noted that he would attend this meeting. Robin stated that she looks forward to the parking lot exit machines being raised. She noted that getting out of the lot continues to be a problem. Kevin stated that one of the parking lot exit machines will be replaced and that he is in negotiations with the provider regarding raising the bases. Chris offered that

the problems are most often user-error. Kevin added that most problems are addressed via phone.

IV. NEW BUSINESS

1. YVRA Airport, Capital, Infrastructure & Operations Update

Kevin stated that he had little to add to his report, except the seasonal employees were finished. He said that the twice per day Denver flights will continue through November and that the summer direct flight from Houston will begin earlier and run longer than last year.

Kevin said that everything is on track for this year's construction projects and that they are just waiting on federal funding. He said that the size of the area to be repaired had doubled in size and that the new entryway location and configuration had been approved, as well. Kevin said that the federal financing looks better, but that it is uncertain when it will be received. He said that there had been a good turn-out for the pre-bid meeting, and that everyone understood that the project would probably not start until August. Kevin reviewed the area to be repaired and said that bids would be opened this Friday.

Kevin said that they are reviewing the shuttle bus provider contracts and will present recommendations to the BCC later this month. He said that no major changes are planned for next year. The parking lot fencing project will be completed this year.

Kevin reported that Delta Airlines has contracted with CenturyLink to bring fiber optic cable to YVRA. He said that the trench would follow CR 51A up to the old Administration Building site and that the connection would be completed in conjunction with the first phase of the new project. He said that he is waiting to see what happens regarding service to others. Doug stated that the construction/trenching should be monitored by the Road & Bridge Department.

David asked about the rental car re-fueling station. Kevin said that the re-fueling station had been originally funded by the rental car companies' years ago, but that it had been difficult for them to keep it operational. Kevin said that the companies are currently re-fueling and washing all rental cars in Hayden. He said that YVRA is looking into taking over the station and using funding from customer facility charges to do so. YVRA would then purchase fuel in bulk and sell it to the rental car companies. YVRA might then also be able to provide a washing facility. He said that the project is only conceptual at this point.

2. Master Plan Update

Kevin said that he had updated the slides that had been presented to the BCC in 2015. He noted that the Master Plan, which had been developed in consultation with Jviation, is a 20-year plan covering the period from 2015 – 2035. He said that Steve Horton had been the sub-contractor on the financial projections. Kevin noted that the only portion of the Master Plan that requires FAA approval is the Airport Layout Plan (ALP). He said that it had taken 3 years for the ALP to be approved, due to a variance from specifications on the grading of the western part of the runway.

Kevin reviewed the components of the Master Plan. He said that the minimum standards would be updated and finalized prior to signing an agreement with Atlantic for their new FBO.

Kevin presented the financial projections and enplanement forecasts that had been done by Steve Horton, based on the information that was available at the time. He reviewed the summary of capital funding sources, noting that the PFCs had not been increased, as expected. He also pointed out that YVRA's reserves, which had been dangerously low, are currently in much better shape than Horton had predicted. Kevin reviewed the summary of the three phases of capital projects included in the Master Plan. He discussed some of the changes to the planned the projects and the timing described in the plan.

Kevin presented the comparison of YVRA to other similar airports, including Eagle, Aspen and Jackson Hole, and the projected enplanements at each. He noted that the projected enplanements for YVRA for the past two years came in close to the actuals. Kevin stated that YVRA continues to have higher operating expenses per enplaned passenger than other comparable airports, although as total enplanements increase the cost to the airlines will come down. Rob noted that the issue of per passenger cost to fly into YVRA continues to be an area of concern on the part of current and potential new airline partners. He suggested that YVRA should consider implementing an incentive program directed at new services or markets. Kevin discussed the level of service provided at YVRA compared to other facilities and reviewed the regulations that disallow offering discounts to one provider that are not offered to all. There was a discussion of how incentives could be structured to remain within the rules. Kevin said he would look into different options. Steve suggested that this issue could be revisited by YVAC after some research had been done. Tom suggested that it would also be worth looking into the differences between YVRA and other comparable airports with lower costs.

Dallas noted that YVRA has done some major improvements in recent years, and offered that other airports' operating costs could increase as they engage in improvements and expansions. Kevin said that the projections are based on straight-line trends based on information submitted to the FAA. He presented revenue comparisons, and noted that the revenue per passenger at YVRA is very similar to comparable airports.

Kevin reviewed the current ALP and the improvement projects planned for the future. He said that YVRA is working with its engineers to ensure that the area currently occupied by Atlantic will be usable by YVRA once Atlantic moves into its new facility. He pointed out the entry point into the parking area that had to be moved to comply with current FAA regulations. He pointed out the existing entry across from Atlantic and stated that it might be preferable to dig it up rather than move it.

Kevin reviewed phase 3 of the ALP, which includes elevated walkways and jetways, as well as a second level on the west side of the terminal. He noted that these are all long-range conjectures regarding future development.

Kevin reviewed the current CIP and noted the changes that had been made since the Master Plan was written. He discussed the issue of the blast pads, a project that has been shifted to the 2022 – 2024 timeframe. In reviewing the plans for the new Atlantic FBO, Kevin noted that a decision had been made not to pave the vehicle service road, as fuel trucks would not be able to use it anyway. The fuel trucks will continue to use the

taxiway. He reviewed the plan to reconfigure the hold room and security area in 2019, and discussed some other optimal improvements suggested in the Master Plan, such as rerouting the entrance from U.S. 40 to the terminal, that are either far in the future or unlikely to occur.

Doug asked about the runway protection zone. Kevin stated that the issue had been resolved when a more accurate survey was done. Robin asked about improving the signage at U.S. 40. Kevin said they are working on this issue, but noted that CDOT will not consider repainting the turn lane.

Regarding the next Master Plan update, Kevin said that it is recommended that the Master Plan be updated every 7 years. He added that the completion date of the current plan was 2014, even though the ALP took much longer to be approved.

3. Airport, Capital & Infrastructure Update – SBS

Stacey stated that all of the components of the Master Plan presented by Kevin are the same things that SBS is preparing to do. She said that the RFQ for consultants is out for bid and that a pre-proposal bid meeting will be held on May 1st. She said that she hopes that the Master Planning process will result in some concrete projects, with scope and preliminary costs. This will allow for the development of a prioritized list of upcoming projects. She said that she would be seeking grant funding, as well as private funding from users of the airport to complete specific projects. Stacey said that the SBS Master Plan has not been updated in 10 years. She said that the project plan had been approved by CDOT, and that they are waiting for the FAA to get its grant funding. She said that the funding for this project will probably be finalized about the same time as the budgeting process gets underway for 2019.

Stacey reported that she had just been at the City Planning Commission meeting where the Future Land Designation for areas around the airport was the topic of discussion. She said that Planning Commission will be recommending that all of the area on the east side of the airport be designated as Industrial. She said that this is very important to the FAA, which will cut grant funding if they believe a sponsor of an airport has knowingly zoned areas in the vicinity of the airport for incompatible uses.

Doug noted that any changes to areas within the boundaries of the Steamboat Springs Area Community Plan are supposed to be mutually agreed upon by the City and the County. He said that the County has been left out of the process regarding the areas around Bob Adams Field. Stacey said that the decision regarding areas on the west side of the airport had been tabled, but noted that the FAA is very interested in the outcome.

David asked if any reclassification of future land uses would affect the potential for extending the runway in the future. Stacey said that the only obstacle is the easement for CR 44. She said that the issue concerns the land uses immediately under the traffic pattern, which lies on the west side of the airport. She said that when the time comes, she may reach out to YVAC to support her position so as not to jeopardize future funding for large scale projects.

David asked about the significant decline in airport operations at SBS in 2017. Stacey cited the lack of snow and the ability of GA fliers to adjust their plans. She added that last summer was a light fire year in the area and that fuel sales were down as a result.

Doug said that YVAC members could be available to sit in on interviews with candidates for the consultant on the Master Plan.

Stacey reported that SBS has the use of a fuel truck on a trial basis, and that they can use it for a month before deciding if they want to keep it.

Stacey noted the frequency with which people mistakenly end up at SBS looking for commercial flights. She suggested that efforts should be made to come up with a solution to this problem, perhaps through improved signage, marketing or a public information campaign. Kevin offered that renaming could be considered. Several ideas for logo and signage improvement were offered. Steve suggested that a sub-committee could be formed to address this issue.

Stacey said that Rotary would like to schedule another presentation on the airports. David said he would work on scheduling.

4. Air Service Update

Rob reported that the season had ended about 2% up over the previous year in passengers and up 13% in capacity. The load factor was just under 70%. He said that good discussions are underway with airline partners and that American, United and Delta had all loaded their flights for next season. He said that conversations are underway with Via, and that the continuation of this partnership for next year is uncertain at this point.

Rob reported that the exploratory committee regarding the renewal of the air service tax had decided to pursue a ballot initiative in 2018. He said that the measure would be directed not just at winter service, but that the details of the ballot language had not yet been decided. The committee will present their proposal to City Council soon. Rob said that the reserves, which were up to \$7M at the end of 2016 had fallen to \$4M by the end of this year. They will be further depleted next year.

5. Atlantic Aviation Update

Pat reported that Atlantic had had a good season and that they are back up to being fully staffed. He said that a planning meeting regarding the upcoming construction project will be held next week, and that the project is scheduled for completion in October of 2019.

V. REPORTS FROM YVAC COMMITTEES

1. Community Outreach and Education

David said that he would follow-up with Rotary.

2. Marketing and Planning

No report.

3. Infrastructure and Finance

No report.

VI. MANAGERS' REPORTS – provided via email

1. Yampa Valley Regional Airport

There were no additional questions regarding Kevin's report.

2. Steamboat Springs Airport

There were no additional questions regarding Stacey's report.

VII. SET DATE FOR NEXT MEETING

Due to a conflict on the regularly scheduled meeting date, the next meeting will be held on June 7, 2018 at Bob Adams Field.

VIII. PRELIMINARY AGENDA ITEMS FOR THE JUNE 2018 YVAC MEETING

Kevin reported that he would send out the targeted outcomes from the Strategic Plan for review at the next meeting.

IX. ADJOURN MEETING

The YVAC meeting was adjourned at approximately 8:00 p.m.

Minutes Approved: _____, 2018

By: _____
Steve Frasier, Chairman
Yampa Valley Airport Commission

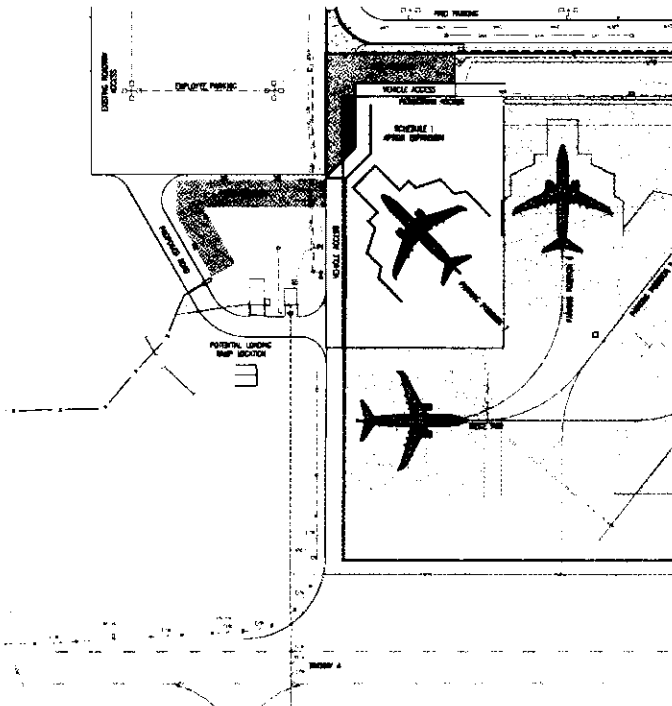


**YAMPA VALLEY
REGIONAL AIRPORT**

STEAMBOAT SPRINGS • HAYDEN • CRAIG

YAMPA VALLEY REGIONAL AIRPORT UPDATE

7 June 2018



ENGINEERING & CONSTRUCTION:

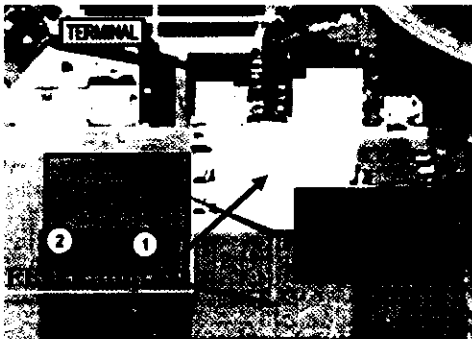
2018 AIP-44 Update and Projections:

- Powder River Construction (PRC) from Gillette, WY was the low bidder at the 13 Apr AIP-44 bid opening; bid was \$684K under engineer's estimate
- Scope/Phases:
 - Demolition of Old Admin Building
 - Expansion (71,100 sf) of commercial apron to the west to accommodate one additional 767-sized commercial aircraft; remove and replace airfield access Gate 1 and relocate the main airfield access road thru Gate 1 to the apron
 - Remove and replace 3" of asphalt pavement and the trench drains at commercial aircraft parking spots #1 and #2 (primary regional jet parking spots)
- FAA has programmed AIP-44 and expects funding up to two months earlier than originally projected (Jun vs. Aug); PRC is prepared to start project as early as Jun
- Coordinated new CenturyLink/Delta Airlines fiber project with AIP-44 conduit relocation project; CenturyLink conduit installation on CR 51A complete
- Requested CenturyLink and Mammoth provide cost and availability of terminal broadband service via new fiber

Other 2018 Projects:

- Working pre-design & feasibility study with FAA and Jviation for terminal secure hold room expansion for 2019
- Jviation working on FBO aircraft parking apron pavement study for regional jet usage once the apron reverts to YVRA control on 1 Nov 19; up to 2 new parking spots
- Completed landside post and rail fencing projects
- Replaced ADA pads at pedestrian crossings

**FAA-approved AIP-44 Project
Adds One (1) Aircraft Parking Spot (#7)**



**Commercial Apron Rehab and FBO
Apron Pavement Study for RJ Usage**



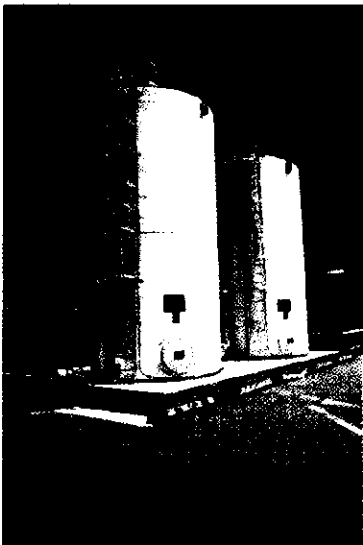
**New for Ski Season 2018-2019
A320 Service on JetBlue**



**NTSB's Max Green Presents to
YVRA Table Top Exercise**



Shuttle Bus Contract Renewal



**Fire Suppression Water Tanks
Removal Process**

OPS AND ADMIN UPDATE:

JetBlue has agreed to initiate direct flight 2018-2019 ski season service between YVRA/Hayden and Boston, Ft. Lauderdale and Long Beach; see flight schedule on pg 6; JetBlue team is scheduled to visit YVRA week of 11 Jun. Negotiations/proposals going on now to determine who will provide ground handling services.

FAA received funding authorization extension through 30 Sep 18. House passed 5-year FAA reauthorization bill H.R. 4 in April and now awaiting debate/revision in Senate. \$1B in additional FAA infrastructure funding proposed to be allocated to already-planned/approved Airport Improvement Program projects with priority to "rural" airports. Met with two of Senator Gardner's senior staff about YVRA's terminal expansion requirements and FAA's current position; low priority of funding terminal projects.

TSA's proposed change to divest responsibility for terminal passenger holding area morning security sweep responsibility appears to have been disapproved; sweeps have/will continue to be performed by TSA until further notice and policy publication.

Issued 5-year Class I Ground Transportation (shuttle bus service) contract to GO Alpine; Storm Mountain Express contract issuance is pending CO PUC license application process.

Completed NTSB-led 16 May Table Top Exercise; follow-on to 23 Aug Triennial Exercise that concentrated on post-mishap activities to include fundamental concerns of family members.

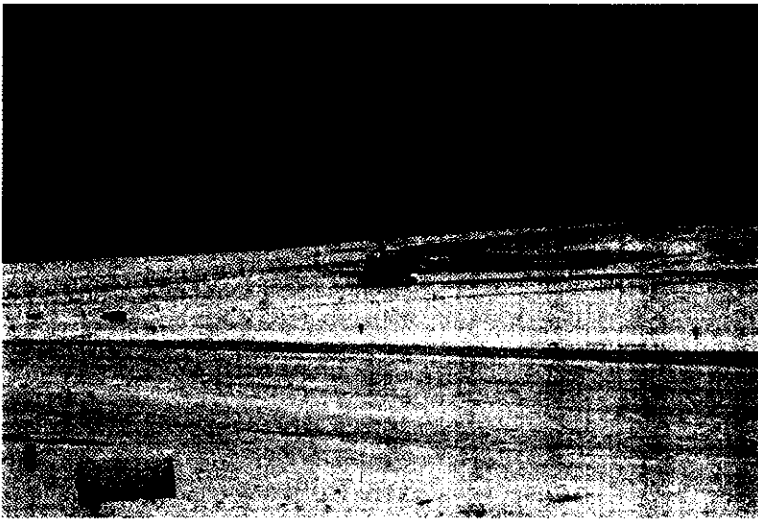
Working permitting, inspections & back-up plans to facilitate removal of two fire suppression water tanks on commercial apron.

Operations, Safety and Security (OSS) Superintendent retired as of 6 Jun. Hired one additional part-time ARFF and initiated replacement search for superintendent; in-place NLT 30 Sep.

Continued coordination with T2 Parking Systems to finalize parking lot system configuration and close out the project. System continues to perform well with minimal help calls. Ski season parking lot revenue increased 12% (\$14K) YoY.

CFC-funded projects for rental car refueling station (2018) and car wash (2019); business plans for both projects in development and both rental car companies support the initiative

Air Service Tax Exploratory Committee presented their initial recommendations to Steamboat City Council 15 May. Council directed consideration of additional .05% tax to support Steamboat Springs Transit (SST) bus system. First reading scheduled for 5 Jun.



April Operations Comparison 2018 vs. 2017

	Apr 2018	Apr 2017	Change	Up/Down Operations
All Aircraft Operations	562	470	+92	Up/Down Operations
Air Carrier Operations	98	181	+83	Up/Down Operations
Cargo Operations	131	123	+8	Up/Down Operations
General Aviation Operations	250	249	+1	Up/Down Operations
Military Operations	0	0	0	Up/Down Operations
Passengers (from load sheets)	7,078	4,883	+2,195	Up/Down Operations
GA Landing Weight Fees (100%)	\$9,528	\$7,975	+\$1,553	Up/Down Operations



May Operations Comparison 2018 vs. 2017

	May 2018	May 2017	Change	Up/Down Operations
All Aircraft Operations	569	599	-30	Up/Down Operations
Air Carrier Operations	120	62	+58	Up/Down Operations
Cargo Operations	140	131	+9	Up/Down Operations
General Aviation Operations	309	406	-97	Up/Down Operations
Military Operations	0	0	+0	Up/Down Operations
Passengers (from load sheets)	4,108	2,478	+1,630	Up/Down Operations
GA Landing Weight Fees (100%)	\$12,273	\$11,268	+\$1,005	Up/Down Operations

Spring, Summer and Fall 2018 included at page 5

Winter 2017/18 included at page 6

STEAMBOAT Air Service Preliminary Schedule
Spring, Summer, Fall 2018
Updated March 12, 2018

Note: Schedule & times are subject to change at any time without notice

Houston - United Express Operated by ExpressJet

June 29 - August 20, 2018								
City	Freq.	Flight #	Segment	Departs	Arrives	Dates	Aircraft	Cap.
Houston	Daily	# 3972	IAH-HDN	8:33p	9:01p	6/29 - 8/19	ERJ	50
(return)	Daily	# 4131	HDN-IAH	7:57A	11:15A	6/30 - 8/20		

Denver - United Express Operated by Trans States

April 16 - June 6, 2018 - 2 flight/day - Trans States								
City	Freq.	Flight #	Segment	Departs	Arrives	Dates	Aircraft	Cap.
Denver	Daily	#1620	DEN - HDN	11:25a	12:21p	4/16 - 6/6	ERJ	50
(return)		#4674 ¹	HDN - DEN	12:55p	2:05p			
Denver	Daily	#4639	DEN - HDN	7:00p	7:55p	4/16 - 6/6	ERJ	50
(return)		#4660	HDN - DEN	7:50a	9:02a			
June 7 - November 21, 2018 - 2 flight/day - SkyWest or Trans States								
Denver	Daily	#1612	DEN - HDN	11:15a	12:11p	6/7 - 11/21	ERJ	50
(return)		#4671	HDN - DEN	12:52a	1:40p			
Denver	Daily	#4639	DEN - HDN	7:00p	7:55p	6/7 - 11/21	ERJ	50
(return)		#4736	HDN - DEN	6:30a	7:08a			

¹ Saturday 6/21 - 6/2 HDN:EN midday flight is #4776 or #4795

NEW NONSTOP FLIGHTS TO STEAMBOAT ON JETBLUE

New markets	Depart	Arrive HDN	Depart HDN	Arrive	Dates	Frequency
Boston (BOS)	9:14am	12:16pm	1:11pm	7:17pm	Dec. 15 to March 30	Saturday, Wednesday
Ft. Lauderdale-Hollywood (FLL)	7:31am	10:27am	11:22am	5:20pm	Dec. 15 to March 30	Saturday
Long Beach (LGB)	11:14am	2:15pm	3pm	4:14pm	Dec. 15 to March 30	Saturday, Wednesday

December flights load April 25, January to mid-February flights load June 10, and mid-February to March flights load July 15.



**YAMPA VALLEY
REGIONAL AIRPORT**

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YVRA Website: www.yampavalleyregionalairport.com

YVRA Facebook: Yampa Valley Regional Airport-HDN

YVRA Twitter: [@YVRA-HDN@HDNCo](https://twitter.com/YVRA-HDN)



Steamboat Springs Airport/ Bob Adams Field Manager's Report

June 4, 2018



Operations

- Flight operations recorded 399 operations in April 2018. This compares to 422 operations in April, 2017.
- 2,082 gals of 100LL were pumped and 4,691 gals of Jet A were pumped for a total of 6,773 gallons of fuel sold in April 2018. This compares to 1946 gals of 100LL and 3055 of Jet A for a total of 5,001 gals of fuel sold in April, 2017.
- Flight operations recorded 704 operations in May 2018. This compares to 987 operations in May, 2017.
- 2,815 gals of 100LL were pumped and 1,929 gals of Jet A were pumped for a total of 4,744 gallons of fuel sold in May 2018. This compares to 3,755 gals of 100LL and 3,725 of Jet A for a total of 7,480 gals of fuel sold in May, 2017.
- A Chinook helicopter (CH-47) from Fort Carson completed a training mission to KSBS. They celebrated the retirement for one of the pilots over lunch in Steamboat Springs. Steamboat was the pilot's first choice for his final flight with the U.S. Army (see photo above).
- The FBO has received a replacement 100LL (Avgas) truck through City Service Valcon. It has been reviewed by Fleet and the fuel system was certified. The FBO staff is still evaluating it for purchase.
- The Senior Maintenance Technician is working with Rocky Mountain Asphalt to fix two transverse cracks on the runway, a crack on the taxiway and numerous smaller cracks on the ramp that developed over the winter. The Airport participated in CDOT's crackfill reimbursement program and received \$3110.40 (90%) reimbursement on crackfill material we purchased to repair the ramp and taxiways. We plan to purchase some more material this summer and will submit another reimbursement claim before the end of the year.
- Airport Manager implemented summer fee schedule for FBO. She is also promoting a summer fuel sale with \$.15/gal discount for all customer who use their Phillips 66 credit card through November. This should increase fuel sales for the FBO with no loss in revenue because the City pays no service fee on Phillips 66 credit cards.
- The Airport Manager hired Eco-Shine Fire to perform an inspection on all City owned fire extinguishers. All fire extinguishers passed inspection and maintenance was performed on three extinguishers. The Airport Manager will arrange for inspection and maintenance of fire extinguishers for privately owned hangars this summer.
- The FBO took delivery of our new Ground Power Unit (GPU). The unit will be used to start aircraft engines (turbines, in particular) during cold weather. This piece of equipment has been requested by pilots for many years and we are very excited to be able to provide this service and generate some more revenue for the FBO (see photo below).



Events

- The Airport Master Plan RFP has closed. The Airport Manager conducted a Pre-proposal meeting for those consultants interested in proposing for the Airport Master Plan. The Senior Procurement Officer, Procurement and Safety Officer, and Public Works Coordinator supported the meeting. Three companies attended the meeting. The City received three proposals. A three member Selection Board will evaluate the proposals over the coming weeks. One member of the board is from the Yampa Valley Airport Commission (YVAC). The Airport Manager received notification that the KSBS 2018 Master Plan has been approved for CDOT grant funding. The FAA Reauthorization Bill is currently making its way through the House and Senate. We should hear word about FAA grant funding soon.
- Planning continues for the annual Wild West Air Fest that will be held on Saturday, September 1st. An Air Show practice, pilot seminars, and a pilot BBQ will be held on Friday, August 31st. The Airport plans to host some Elementary School students on Friday. The Airport also plans to host the Experimental Aircraft Association (EAA) Young Eagles program on Sunday with orientation flights for those interested in flying.
- The Airport Manager attended Aviation Accident Response Training held at Yampa Valley Regional Airport. Max Green, Emergency Operations Coordinator, NTSB, was

brought in from Washington, DC, to conduct the one day training session for emergency personnel throughout Routt County.

- The Airport Manager attended the Yampa Valley Airport Commission (YVAC) April meeting.
- The Airport Manager met with the developers for the Airpark. They continue to refine the plan that will be submitted to the City Planning Committee.
- Airport Manager attended a meeting discussing the possible annexation of the City property for the Brynn Grey development.
- Airport staff completed an annual mailing to all Colorado Airports. The mailing packet contained the Chamber Visitor magazine and information on the Wild West Air Fest, KSBS summer Pancake Breakfasts, and the FBO summer fuel sale.

Training

- Airport Manager continued to conduct Staff Meetings once a month. Airport Manager continued with safety training during these meetings and the implementation of Safety Management Systems (SMS) at the Airport.
- The Airport staff provided familiarization training for Police Officers in preparation of an annual Airport Table Top Exercise that will be held on June 5th.
- Airport Manager is continuing her certification process and enrolled in the American Association of Airport Executives (AAAE) Accredited Airport Executive (A.A.E.) program.

Airport Manager Initiatives

- Airport Manager is working with the Planning Department to try to ensure the land adjacent to the airport is properly designated so that it is compatible with the Airport. The City's proposal passed in the Planning Committee 4-3. The proposal was tabled by City Council until July.
- Airport Manager met twice with Deb Froelich, Director of Community Education at Colorado Mountain College (CMC), to examine ways for the Steamboat Springs Airport/Bob Adams Field to partner with CMC. As a result of the meetings, CMC is considering offering a Private Pilot and Unmanned Aerial Systems (UAS) Ground School non-credit course this fall with the goal of providing a course that is needed in the community and to spur more pilot training, flying club membership, and future pilots/instructors. An instructor from the Steamboat Flying Club has agreed to teach the courses.
- Large hangars for transient aircraft continues to be an issue and the FBO staff is doing the best to accommodate large transient aircraft. The Airport Manager is working with the Facilities Department for a remodel of the City owned B Hangars.
- Airport Manager worked with the Director of Fleet Operations and other staff to incorporate all airport vehicles into a maintenance program and developed a solid fleet replacement plan that will be incorporated into the Airport 2019 budget.

- Airport Manager is leading a project team for the purchase of a FBO software package. Total Aviation software has become certified and the FBO will implement the new software on September 15th.
- The City executed a three year contract with Enterprise Rental Car. The Airport will receive 10% of the revenue on each car rented to/from the Airport. The Airport Manager is working on executed the same contract with Wild West Auto Rentals.
- Airport Manager worked with the Legal Department to create an agreement with Lyft. The agreement has been signed and she is working with UBER to complete theirs.
- Airport Manager is working with the Legal Department to complete an agreement to assist the Steamboat Flying Club with checking out their aircraft for a service fee that would be paid to the FBO.
- Land needed to extend the runway was sold at auction on July 25th. It appears the new owner is willing to work with the Airport Manager and City for the easements to reroute Hwy 44 required by the FAA/CDOT. The Airport Manger will set up a meeting this summer with the new owner to discuss.
- Airport Manager continues to work on revising the Airport Standards Manual and Standard Operating Procedures (SOP), to include the Airport Emergency Plan. This will be done in conjunction with the Master Plan. Approval will be sought from City Council once all documents are completed.

General Information

- NSTR.

Yampa Valley Airport Commission

2017 Targeted Outcomes

Note: Items denoted in parentheses are recommendations

- I. Community Outreach and Education; our citizens, second homeowners, visitors, and local leaders are informed and engaged advocates of our airport system. Our Outreach Plan is effective with high ratings from community and visitor satisfaction surveys.***
 - a. Target outcomes:
 - i. Community satisfaction survey – (80% approval rating)
 - ii. Visitor experience survey – (80% good to excellent rating)
 - iii. Conduct twelve (12) outreach opportunities annually (inclusive of civic groups, local governments, special districts, neighborhood associations, businesses, etc.)
 - b. Tasks:
 - i. Identification and evaluation of preferred/viable outreach and communication tools – (March 2017)
 - ii. Draft Outreach Plan developed, documented, and presented to Commission for review and discussion – (May 2017)
 - iii. Outreach Plan finalized, costed and presented for approval by Commission – (August 2017)
 - iv. Funding request submitted to County Commissioners & City Council – (September 2017)
 - v. Meet annually with elected officials (Routt BOCC, Craig Town Council, Steamboat Springs City Council, Hayden Town Council) to review Commission activities and direction – (June 2017 prior to budget cycles)

- II. Marketing and Planning; we have a high awareness of our direct flight program in our targeted markets. We vigorously support the maintenance and expansion of air service by the Local Marketing District (LMD) and Steamboat Springs Resort Council (SSRC).***
 - a. Target outcomes:
 - i. Continued support of the lodging district direct flight program funding
 - ii. Assistance, as appropriate, provided to evaluate potential addition of one year-round air carrier
 - iii. Targeted markets are supported
 - b. Tasks:

- i. Participate in an air service workshop to enhance awareness of the program – (July 2017)
 1. Gain fundamental understanding of the direct flight program
 2. Become knowledgeable of targeted markets
 3. Identify methods to assist and promote air service
 4. Review funding mechanisms and challenges to maintaining and expanding air service to targeted markets
- ii. Identify methods to support and ensure viability of funding program – (August 2017)
 1. Meet with LMD Board and SSRC to discuss future of funding program
 2. Identify next steps as supported by LMD and SSRC
- iii. Evaluate retention of air service consultant to complete air service market study – (September 2017)

III. Infrastructure and Finance; we provide oversight and direction to ensure the assets of our airport system are managed in a cooperative, responsible, transparent and accountable manner. We recommend and advocate sound financial plans that are aligned with the needs, values and resources of our communities while maintaining a self-sufficient budget.

- a. Targeted outcomes:
 - i. Support approved Master Plan Capital Replacement Plan (CIP)
 - ii. Approve and adopt balanced annual budget
 - iii. Ensure operating reserve of (30%)
- b. Tasks:
 - i. Meet with airports to review and discuss draft CIPs – (May 2017)
 - ii. Conduct semi-annual review of current CIP – (June & October 2017)
 - iii. Review annual audited financial report for all airports – (September 2017)
 - iv. Conduct annual budget review – (October 2017)
 - v. Attend Colorado Aeronautics Division Grant hearings – as scheduled