

**YAMPA VALLEY AIRPORT COMMISSION
MEETING AGENDA
August 13, 2020**

The meeting will be held by video conferencing via ZOOM starting at 6:00 PM MST. Your host will be Kevin Booth, Airport Director at Yampa Valley Regional Airport

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 8 Oct 20 Agenda items

Total Time: 1 Hour, 24 Minutes

Agenda Items:

	<u>Time Allotted</u>
I. Organizational Matters:	3 Min
1. Roll Call	
2. Approval of the June 11, 2020 Regular Meeting Minutes	
II. Non-Agenda Public Comments	4 Min
III. Comments from Board Members	4 Min
IV. New Business:	
1. COVID-19/Airport/Capital/Infrastructure Update - Kevin Booth	20 Min
2. COVID-19/Airport/Capital/Infrastructure Update - Stacie Fain	15 Min
3. Air Service Update - Janet Fischer/Kevin Booth	10 Min
4. Atlantic Aviation Update - Pat Burke	5 Min
5. YVAC Intergovernmental Agreement Changes – David Franzel	10 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. Marketing and Outreach: David Franzel, Rob Perlman, Janet Fisher, Robin Crossan, Randy Rudasics, Stacie Fain, Kevin Booth 5 Min
 - 2. Finance: David Franzel, Doug Monger, Larry Mashaw, Les Liman, Sonja Macys, Stacie Fain, Kevin Booth 5 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 (HDN) – Kevin Booth
 - 2. Steamboat Springs Airport (SBS) – Stacie Fain

- VIII. Discuss agenda items for the 8 October 20 meeting (budget presentations) 3 Min

- IX. Adjourn meeting

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YAMPA VALLEY AIRPORT COMMISSION

June 11, 2020

Meeting

MINUTES

The regular meeting of the Yampa Valley Airport Commission (YVAC) was called to order via Zoom at 6:00 p.m. on Thursday, June 11, 2020 at YVRA.

YVAC members present:

Doug Monger – Routt County Commissioner
David Franzel – Resident of Routt County
Robin Crossan – Steamboat Springs City Council member
Larry Mashaw – Resident of Routt County
Rob Perlman – Steamboat Ski & Resort Corp.
Les Liman – Aviation Community
Randy Rudasics – Steamboat Chamber
Chris Nichols – Moffatt County/City of Craig

YVAC members absent:

Zach Wuestewald – Representing the Town of Hayden

Others present:

Kevin Booth – YVRA
Stacie Fain – KSBS
Sonja Macys – Steamboat Springs City Council member
Janet Fischer – Steamboat Ski & Resort Corp.
Brad Rolf – Mead & Hunt
Devon Baummer – Mead & Hunt
Pat Burke – Atlantic Aviation

I. ORGANIZATIONAL MATTERS

1. Approval of Minutes – April 9, 2020

MOTION

Randy moved to approve the minutes of the above-cited regular YVAC meeting as written. Chris seconded the motion. **The motion carried unanimously.**

II. PUBLIC COMMENT

There was no public comment.

III. COMMENTS FROM BOARD MEMBERS

David thanked Kevin and Stacie for all their efforts in response to the COVID-19 pandemic. There was consensus to hold the next meeting live at YVRA.

IV. NEW BUSINESS

1. COVID-19/Airport, Capital, Infrastructure Update - YVRA

Kevin stated that YVRA has remained open with full staff through the pandemic so far. He said that while some hiring is being deferred, other positions that require extensive training are being filled. He said they are operating under the assumption that the airport will be back to more or less normal this winter. Kevin reviewed the CARES Act funding that YVRA has received. He noted that Hertz has declared bankruptcy. He said that some of the CARES Act relief could be used to pay for Operations and Maintenance costs and any other costs that are eligible for airport revenue use. YVRA is using funds to support the two rental car companies, two shuttle bus companies, the FBO and United Airlines (UA) according to a complicated formula. In response to a question from Janet, Kevin said that the program would be revisited in the fall to evaluate how it will change over the winter as other carriers begin service. Kevin said that he participates in regular calls with AAAE to monitor what other airports are doing. He added that he would be sharing updated COVID-19 protocol signage with Stacie and Pat.

Kevin said that UA said that as of June 4th, United Express has resumed daily service. He said that enplanements have steadily increased, indicating that the public is gaining confidence in the ability of the airlines to keep passengers safe. He said that two flights per day would begin in July.

Kevin said that the terminal expansion and renovation project is moving forward. He presented photos of the construction project and described the progress, including the temporary gate being used by UA. He said the project is scheduled to be complete by October 31st.

Kevin said that they have completed an RFP process for a new terminal-wide public address system. The system will be installed in October. Bids have also been received for the work on the terminal roof in the area outside Kevin's office. Kevin reported that in late May a water main had broken, draining 850,000 gallons from the tank. Many areas and facilities were closed due to lack of water for one day. The same day, the Automated Weather Observation System (AWOS) failed and remained off-line for three days. UA cancelled the commercial flights for those days. Some of the CARES Act funding will be used to purchase a back-up AWOS, an expenditure, which is fully supported by the FAA. Kevin reported that another RFP is out for an audio-visual suite for all three-conference rooms. The system should be installed prior to fall training.

Kevin reported that he is working on 2019 budget variances, which are due in mid-June. The 2021 budget development process occurs during the month of July, with a department head workshop in August and presentations to the BCC scheduled for September. Kevin said that the earliest he would be able to present a meaningful draft budget to the Finance Committee would be in late July. David suggested having a Finance Committee meeting in late July and then present the budget to the YVAC at the August meeting. Randy said that Les would be joining the Finance Committee. Doug offered that the rules regarding the \$18.5 million in CARES Act funding over 4 years are complicated, and that it was unclear how it would be incorporated into the budget. Kevin said that the money could be used for any normally sanctioned FAA-approved expenditures at the airport for development and operations and maintenance. He said the accounting required for reimbursement is intensely detailed, and the system is backlogged. Kevin said that the funds would allow YVRA to remain viable over the course of the recovery. He confirmed that the funds could not be spent on minimum

revenue guarantees. In response to Chris, Kevin said that the \$18.5 million was determined through a formula based on healthy cash reserves and low debt levels.

2. COVID-19/Airport, Capital, Infrastructure Update – KSBS

Stacie added that in Colorado, after the CARES Act money was distributed to commercial airports, the remaining funds were divided among all the GA airports. Each GA airport received \$30,000. She reported that all training, travel and conferences had been cut from the budget in the first round of City budget cuts. She said that \$15,000 of CARES Act funding would be used to purchase a much-needed snow blower that was cut in the second round of budget reductions. The remaining \$15,000 will help cover operational costs and maintenance.

Stacie said that KSBS has remained open, as the grant assurances require. She said that she hopes to be able to continue using on-call and part-time employees. She said operations dipped only slightly in April, and increased a bit in May. She reviewed the change in the mix of operations and fuel sales.

She said that the FBO was closed to the public for about two months, but services were provided. The FBO is now open, with mitigations. She reported this has gone very well. Doug asked about contract tracing at the airport. Stacie said that contract tracing could be done through aircraft tail numbers.

Stacie presented photos of the new runway painting and reviewed how the project was completed during COVID-19. She said that an RFP would be put out in early fall for the engineers for the runway rehabilitation project. The design will be done in 2021 with the construction to be done in 2022.

Stacie stated that the calendar for the KSBS (City) budgeting process is very similar to the County's for YVRA. The budget retreat with City Council is scheduled for October 8th. She said she would work on the CIP next week, followed by the operational budget. The budget will be presented to Public Works and the City Manager in August. In response to a question from David, Stacie said that she would have a solid draft for review by the Finance Committee in July.

She announced that her retirement ceremony from the Coast Guard Reserve scheduled for June 22nd was cancelled, but her retirement will be effective on July 1st.

Stacie reported that people are now beginning to fly in from elsewhere for short visits. In response to a question from David, she said that the refueling station project will not be financially possible until 2024 at the earliest.

3. Air Service Update

Janet reviewed the summer and fall flight schedule, which will be distributed to YVAC. For the winter, she said that they are on track to have six airline partners, with the addition of Southwest. Many flights have been loaded already. Janet said that changes might occur, however. She said that overall air travel is picking up in July to about 50% - 60% of capacity, compared to 10% in April. Janet said that non-stop flights are more popular, as are open, outdoor destinations and small airports. Rob added that although the situation is fluid, the relationships with airline partners are solid. He said that YVRA is the test case for Southwest service into a mountain regional airport. Kevin said that

Southwest carries more bags per passenger than any other airline, and that they were somewhat concerned with the capacity of the bag scanners at YVRA. He said that TSA is working on obtaining a fourth bag scanner to run in parallel with the over-size scanner.

4. Atlantic Aviation

Pat reported that after a tough April and May, traffic is beginning to pick up. He said that compliance with COVID-19 compliance has been good. He reported that the construction project is mostly complete, with the exception of the landscaping and seating on the airside. The dirt work is down to a punch list.

5. YVAC Committee structure

David reviewed the existing committees. He reminded everyone about Sunshine Law requirements for meetings. He noted that the IGA specifies that YVAC have the responsibility to review the airport budgets. Doug stated that YVAC is an advisory commission designed to provide high-level input, particularly regarding capital improvements rather than operational matters. He noted that this would be particularly important during this time of uncertainty. Stacie said that the CIP has already been completed through the Master Plan updates. Kevin said that at YVRA several large projects have been undertaken in response to unforeseen opportunities that were not included in the 2016 Master Plan.

David asked for guidance from the City and County regarding the appropriate level of YVAC involvement in the budgeting process. Robin suggested scheduling a meeting with representatives of the finance department and the City Manager to discuss the disconnect between the IGA and the actual process. Doug agreed that a similar discussion could occur at the County. He emphasized that the role of YVAC is very high-level oversight and advocacy.

Rob noted that this year is very different from others. He offered that YVAC, and particularly the Finance Committee, can serve as a resource regarding potential adjustments that are bound to occur as the year progresses. David suggested that Kevin and Stacie could provide to the Finance Committee a list of the areas in which YVAC could be of assistance, perhaps in July. In August, those issues could be presented and discussed with the YVAC. There was consensus to go with this approach. Doug stressed the importance of communication among all interested partners. Stacie said that once the loan on the airport office building is paid off and KSBS transitions into a revenue-generating enterprise fund, she would want input on how best to invest that revenue back into the facility.

David stated that the Outreach Committee serves as cheerleader for the airports and remains relevant. Randy offered that demonstrating the value the airports and air service is especially important during soft economies, and that the Marketing Committee could be very useful moving through the recovery. Rob suggested that these two committees should be merged. There was consensus on this change. Robin stated that airport outreach needs to have a bigger presence on social media and through direct email campaigns. Stacie and Kevin reported on the airports' social media and website outreach. There was discussion on making better use of these tools. David asked those interested in participating in a Zoom call to discuss how to proceed with marketing to contact Kevin. Those interested in participating on the Finance Committee should also contact Kevin.

Kevin asked if it would appropriate to update/revise the IGA. Robin suggested that the Finance Committee could review the IGA and this topic could be discussed in August.

V. REPORTS FROM YVAC COMMITTEES

1. Community Outreach and Marketing

See above.

2. Infrastructure and Finance

See above.

VI. MANAGERS' REPORTS – provided via email

1. Yampa Valley Regional Airport

No questions.

2. Steamboat Springs Airport

No questions.

VII. SET DATE FOR NEXT MEETING

The next meeting will be held on Thursday, August 13, 2020 at YVRA.

VIII. PRELIMINARY AGENDA ITEMS FOR THE AUGUST YVAC MEETING

- Outreach/Marketing Committee discussion of action items
- Finance Committee discussion of how to help Kevin and Stacie
- Finance Committee discussion of possible amendment to the IGA

IX. ADJOURN MEETING

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

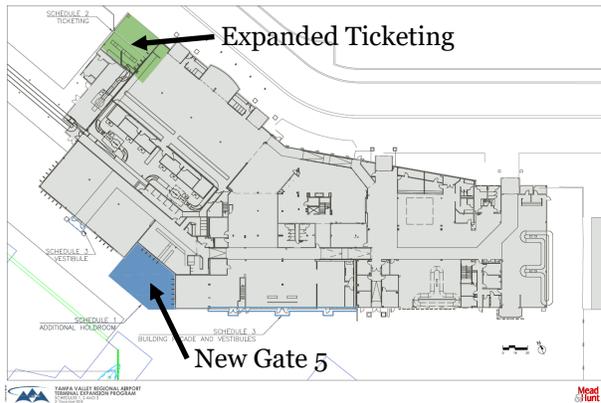
Minutes Approved _____, 2020

By: _____
David Franzel, Chairman
Yampa Valley Airport Commission

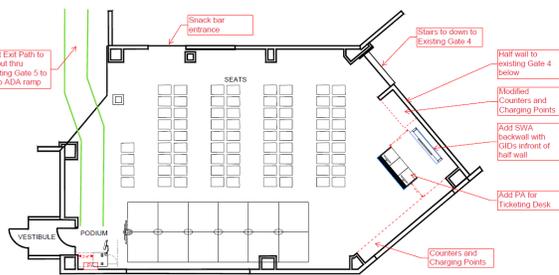


YAMPA VALLEY REGIONAL AIRPORT UPDATE

13 August 2020



Terminal Expansion & Renovation



New Gate 5 - Southwest Airlines



Façade Renovation & Vestibule Additions

ENGINEERING & CONSTRUCTION:

2018 AIP-44 Update and Projections:

- Apron expansion warranty work still pending 2020 completion

2020 AIP-47/-48 Update and Projections:

- AIP-47 & -48 terminal project at week 16 of 28:
 - Funded in 2019 by \$1.97M in FAA entitlement funds (AIP-47) & \$1.5M in FAA discretionary funds (AIP-48); CDOT 5% match is (\$1.74K); YVRA pays remainder (\$3.57K); total cost w/engr & project admin is \$4M
- FCI Constructors awarded the \$3.3M contract; GC updates:
 - Foundation work completed 31 Jul
 - South façade demo started 27 Jul
 - HVAC work at 50% completion
 - Structural steel arrived 4 Aug; placement starts 10 Aug
 - Fire permit issues has delayed fire tank disconnect
- Schedule I - adds one (1) 115-seat passenger hold room
- Schedule II - R&R windows/doors/south façade of terminal
- Schedule III - expands ticketing area by six (6) work stations
- Schedule IV - adds vestibules to seven (7) hold room doors
- FAA has contracted with L3 Harris to build a parallel, ADS-B based, system upgrade to the existing/2009 Wide Area Multilateration (WAM) radar tracking system; positive impact on HDN, SBS and CAG airports; revised ECD 31 Oct 2021
- 2021-2024 AIP/CIP Projects Outlook; FAA CIP mtg 8 Sep:
 - \$700K rotary broom SRE purchase in 2021
 - \$100K reimbursable agreement to fix MALSFL lighting on Rwy 10 targeted for 2020 design & 2021 construct
 - \$6.6M de-ice pad, apron rehab, and glycol facility upgrade programmed for design/construct in 2021/2022
 - \$10.7M taxiway, blast pad and A4 connector relocation programmed for design/construct in 2023/2024



New Gate 5 - Stem Wall Pour



New Gate 5 - Slab Pour Prep



New Gate 5 - Slab Pour Complete



South Facade - Demo

2020-2021 Project Updates:

- 2020 - new terminal public address (PA) system; Ford AV now under contract; 2020 installation ICW terminal project; budgeted \$130K; contract \$199K
- Remove & replace roof membrane over bag belt #1; budgeted \$50K; updated estimate was \$150K; bid range \$82-148K
- 2020 - purchase/install Ops Center situational awareness system for aircraft and equipment locations using FAA's System Wide Information Management (SWIM) data incorporating Wide Area Multilateration (WAM) data & GPS data. RFP closed 3 Aug; budgeted \$250K; bid range \$249-499K
- 2020 - purchase/install new Ops Center radio suite; \$21K
- Train & certify cadre of non-federal weather observers; \$25K
- New AV suite for terminal conference rooms; \$6.2K budgeted
- 2021 - pave employee parking lot & adjacent primary airfield access road; expands paid parking capacity; est. cost \$1M
- 2021 - remove & replace Hwy 40 signage; \$20K budgeted
- 2021- design and build rental car wash facility; CARES Act and CFC funded; engineer's estimate revised to \$1.4M
- 2021 - construct new employee parking lot north of CR 51A

OPS AND ADMIN UPDATE:

- Southwest Airlines (SWA) still on track for DEN-HDN flight service for 2020-2021 ski season; daily flights on 143-seat B737 expected; schedule and enplanement projections expected after SWA & other airlines load flights in late Aug
- SWA Facilities Team HDN site visit Mon 10 Aug
- SWA Ops Team HDN site visit Tue 11 Aug

COVID-19 OPS & FINANCIAL IMPACTS:

- Flights to HDN curtailed to once daily Apr-Jun; initial budget projection update was 0% LF Apr-Jun then 50% LF from Jul '20 thru Jun '21; LFs started to improve in Jun & Jul
- Flights between DEN & HDN now twice daily thru Nov; July loads range between 130-160 pax (200 seats available); budget projection still at 50% LF from Jul '20 thru Jun '21
- YoY Jun & Jul enplanement reductions were 5,419 which represents an annual (Dec-Nov) enplanement reduction of 5.2%; since Dec 2019 enplanements are down 15,975 or 15.2%
- On 14 Apr 20 USDOT announced Coronavirus Aid, Relief, and Economic Security Act (CARES Act) financial relief airports; YVRA was allocated \$18.5M and submitted two grant applications to the FAA; \$15.5M for O&M expenses and \$3.0M for airport developmental projects. The O&M grant was issued and the developmental grant is pending. CARES Act funding is available to airports through Mar 2024.



Gates 2 & 3 - Vestibule Foundation



SWA Ticketing & Vestibule- Foundation



**SWA Ticketing - Wall Demo
To Connect Into Terminal**

COVID-19 OPS & FINANCIAL IMPACTS CONT'D:

- Following announcement of CARES Act funding YVRA received multiple requests for fee payment abatements/ deferrals from YVRA business partners; BCC approved a measured abatement program starting in Apr and continuing until enplanements and/or operations reaches 85% of normal. YVRA business partners fee payment abatements/ deferrals approved; only FBO accepted the rent abatement offer; rental cars pay percentage in lieu of MAG with year-end true-up
- For ski season we are finalizing a plan to continue the fee abatement program offer to our business partners based on budgeted enplanement reductions
- CARES Act RFR #1 for \$1M accepted/paid in Jun; RFR #2 for \$272K submitted 16 Jul and resubmitted 6 Aug. Plan to submit monthly RFRs until O&M funding is depleted. Also formulating a plan to continue the fee abatement program to our business partners based on budgeted enplanement reductions
- YVRA remains fully operational while adhering to social distancing and PPE guidelines; we've also increased COVID-19 signage, increased cleaning frequency and ordered \$20K in electro-static disinfectant sprayers for use in public areas
- YVRA applying for Global Bio-risk Advisory Council (GBAC) certification for the facility; involves staff training for restaurant and janitorial staff, submittal of disinfection protocols/ scheduling and submittal of equipment used in disinfection. Initiatives include review of PPE equipment and usage, touchless services for employees and passengers, increased messaging and signage, and congestion management during the busy ski season
- YVRA submitted restaurant and janitorial FTE increase requests to County for the 2020-2021 flight season
- YVRA requested and received a new liquor license for the Way Station Snack Bar in the secure area; all of the secure area (7 gates) is now within the licensed liquor license area
- YVRA requested additional facemasks from FEMA and received 14,500 to date; these will be distributed to/shared with our business partners at the airport and have been offered to Routt County should burn rates at the airport be low or County demand/needs rise
- Recognized on 6 Aug by members of the community and Routt County Commissioners as a "stellar example of leading the way on protecting all of us against COVID-19"



June Operations Comparison 2020 vs. 2019

	Jun 2020	Jun 2019	Change	Up/Down Operations
All Aircraft Operations	861	846	+15	Up/Down Operations
Air Carrier Operations	56	160	-104	Up/Down Operations
Cargo Operations	136	132	+4	Up/Down Operations
General Aviation Operations	659	554	+105	Up/Down Operations
Military Operations	10	0	+10	Up/Down Operations
Enplaned Passengers	569	2,841	-2,272	Up/Down Operations
GA Landing Weight Fees (100%)	\$22,906	\$15,928	+\$6,978	Up/Down Operations



July Operations Comparison 2020 VS. 2019

	Jul 2020	Jul 2019	Change	Up/Down
All Aircraft Operations	1,213	1,034	+179	Up/Down Operations
Air Carrier Operations	113	181	-68	Up/Down Operations
Cargo Operations	140	138	+2	Up/Down Operations
General Aviation Operations	941	713	+228	Up/Down Operations
Military Operations	0	0	0	Up/Down Operations
Enplaned Passengers	3,930	7,077	-3,147	Up/Down Operations
GA Landing Weight Fees (100%)	\$31,289	\$24,900	+\$6,389	Up/Down Operations

Updated Spring/Summer/Fall Air Service Schedule included at page 5

More detailed depictions of terminal expansion project at pages 6 & 7

Steamboat Winter Air Schedule Winter 2020/21

Updated August 3, 2020

Schedule times and flight numbers vary by date or day of week

Schedule is subject to change at any time without notice

From	Freq	Dates	Airline	Aircraft	Cap	Arrivals			Departures		
						Flight #	Departs	Arrives	Flight #	Departs	Arrives
Boston (BOS)	Wed/Sat	12/19/20 - 3/27/21	JetBlue	A320	150-162	Available soon					
Chicago (ORD)	Daily ³	12/19/20 - 4/5/21	American Eagle	E175	76	#3622	950a	1206p	#4004	1250p	445p
Chicago (ORD)	Sat	2/13/21 - 4/3/21	American Airlines	737-8	160	#196	1004a	1213p	#196	1258p	447p
Chicago (ORD)	Daily ²	12/18/20 - 3/27/21	United Express	CR7	70	#5614	1020a	1233p	#5607	110p	455p
Chicago (ORD)	Sat in/Sun out	12/19/20 - 1/3/21	United Express	CR7	70	#5312	730p	948p	#5639	807a	1205p
Dallas/Ft.Worth (DFW)	Daily	12/19/20 - 4/5/21	American Airlines	737-8	160	#334	1148a	12ap	#334	208p	523p
Dallas/Ft.Worth (DFW)	Holiday	12/19/20 - 1/5/21	American Airlines	737-8	160	#114	840a	1014a	#114	1100a	216p
Dallas/Ft.Worth (DFW)	Sat	2/13/21 - 4/3/21	American Airlines	737-8	160	TBD					
Denver (DEN) NEW	Daily	12/19/20 - 3/28/21	Southwest Airlines	737-7	143	Available soon					
Denver (DEN)	Daily - Midday	11/21/20 - 4/11/21	United Express	ERJ	50	#4663	1115a	1215p	#4767	105p	215p
Denver (DEN)	Daily - Afternoon	12/12/20 - 3/27/21	United Express	CRJ	50	#5356	125p	222p	#5485	310p	421p
Denver (DEN)	Daily - Overnight	11/21/20 - 4/11/21	United Express	CRJ	50	#5826	700p	804p	#5589	750a	905a
Fort Lauderdale (FLL)	Wed/Sat	12/19/20 - 3/27/21	JetBlue	A320	150-162	Available soon					
Houston (IAH)	Daily ⁴	12/18/20 - 3/27/21	United Airlines	A319	128	#545	1200p	154p	#1009	300p	645p
Los Angeles (LAX)	Daily	12/18/20 - 3/27/21	United Express	CRJ	50	#5379	1140a	303p	#5614	335p	512p
Newark (EWR)	Sat/Sun ¹	12/19/20 - 3/28/21	United Airlines	A320	150	#1009	830a	1113a	#2117	1200p	602p
San Diego (SAN)	Wed/Sat/Sun	12/19/20 - 3/28/21	Alaska Airlines	E175	76	#3374	930a	1255p	#3373	140p	325p
San Francisco (SFO)	Sat	12/19/20 - 3/27/21	United Express	E175	76	#5825	1255p	420p	#5306	507p	653p
Seattle (SEA)	Wed/Sat/Sun	12/19/20 - 3/28/21	Alaska Airlines	E175	76	#2516	220p	515p	#2517	620p	824p
Washington Dulles (IAD)	Sat	12/19/20 - 3/27/21	United Airlines	A320	150	#329	900a	1120a	#458	1240p	605p

1 EWR on Saturdays only from January 9 through February 13

2 Daily United ORD will operate Saturdays/Sundays only from 1/9 through 2/13

3 American Eagle ORD operates daily, except Saturdays Feb. 13 - Apr. 3 where it operates with 737-8

4 Houston will operate daily through Sat. March 20; then on Friday 3/26 and Saturday 3/27

Steamboat Air Service Schedule

Spring, Summer, Fall 2020

Updated June 10, 2020

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

Denver - United Express

Expect changes to the scheduled flights, Aug 3 - 17

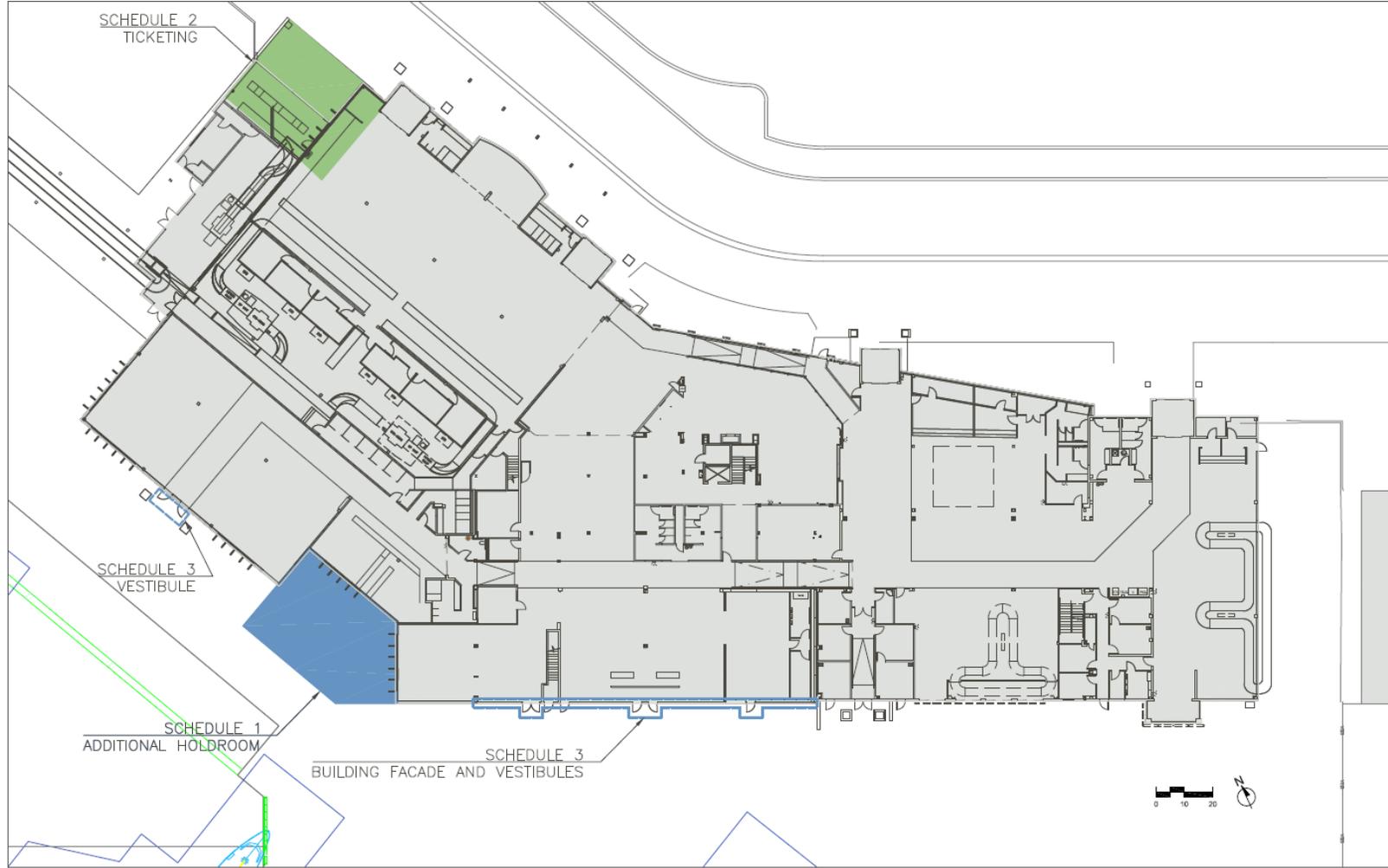
April 13 - May 31, 2020		Operated by SkyWest					5 flights per week			
City	Freq.	Flight #	Segment	Departs	Arrives	Dates	Aircraft	Cap.	Operator	
Denver	Su, Mo, Tu,	5374	DEN-HDN	1220p	108p	4/13 - 5/31	CRJ	50	SkyWest	
(return)	We, Fr	5660	HDN-DEN	355p	452p	4/13 - 5/31				

June 1 - July 6, 2020		Operated by SkyWest					1 flight Daily			
City	Freq.	Flight #	Segment	Departs	Arrives	Dates	Aircraft	Cap.	Operator	
Denver	Daily	5374	DEN-HDN	1220p	108p	6/1 - 7/6	CRJ	50	SkyWest	
(return)		5660	HDN-DEN	355p	452p	6/1 - 7/6				

July 7 - August 2, 2020		Operated by SkyWest					2 flights Daily			
City	Freq.	Flight #	Segment	Departs	Arrives	Dates	Aircraft	Cap.	Operator	
Denver	Daily	5374	DEN-HDN	1200p	1248p	7/7 - 8/2	CRJ	50	SkyWest	
(return)		5660	HDN-DEN	343p	440p	7/7 - 8/2				
Denver	Daily	5524	DEN-HDN	745p	838p	7/7 - 8/2	CRJ	50	SkyWest	
(return)		5426	HDN-DEN	800a	852a	7/7 - 8/2				

August 3 - 17, 2020		Operated by SkyWest & Express Jet					3 flights Daily			
City	Freq.	Flight #	Segment	Departs	Arrives	Dates	Aircraft	Cap.	Operator	
Denver	Daily	5374	DEN-HDN	1115a	1212p	8/3 - 8/17	CRJ	50	SkyWest	
(return)		5696	HDN-DEN	1245p	158p	8/3 - 8/17				
Denver	Daily	4790	DEN-HDN	135p	234p	8/3 - 8/17	CRJ	50	Express Jet	
(return)		4724	HDN-DEN	311p	420p	8/3 - 8/17				
Denver	Daily	5441	DEN-HDN	710p	810p	8/3 - 8/17	CRJ	50	SkyWest	
(return)		5999	HDN-DEN	600a	710a	8/3 - 8/17				

August 18 - November 25, 2020		Operated by Express Jet					2 flights Daily			
City	Freq.	Flight #	Segment	Departs	Arrives	Dates	Aircraft	Cap.	Operator	
Denver	Daily	4669	DEN-HDN	1115a	1212p	8/18 - 11/25	CRJ	50	Express Jet	
(return)		4767	HDN-DEN	105p	216p	8/18 - 11/25				
Denver	Daily	4693	DEN-HDN	710p	810p	8/18 - 11/25	CRJ	50	Express Jet	
(return)		4697	HDN-DEN	600a	710a	8/18 - 11/25				




YAMPA VALLEY REGIONAL AIRPORT
 TERMINAL EXPANSION PROGRAM
 SCHEDULES 1, 2 AND 3
 31 December 2018


**Mead
& Hunt**

AIP-47 Terminal Expansion and Modification Projects Schedules I-IV





**AIP-47 Terminal Expansion and Modification Project
Schedule II—Ticketing Expansion/Curbside Enclosure**



**AIP-47 & -48 Terminal Expansion and View of Schedules III &
IV**



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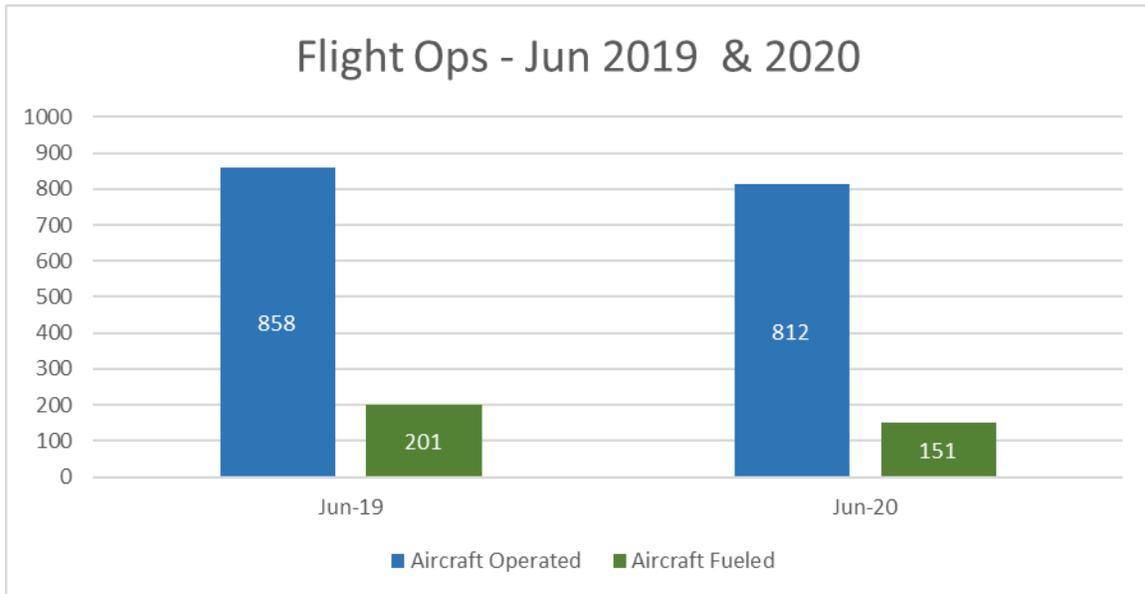
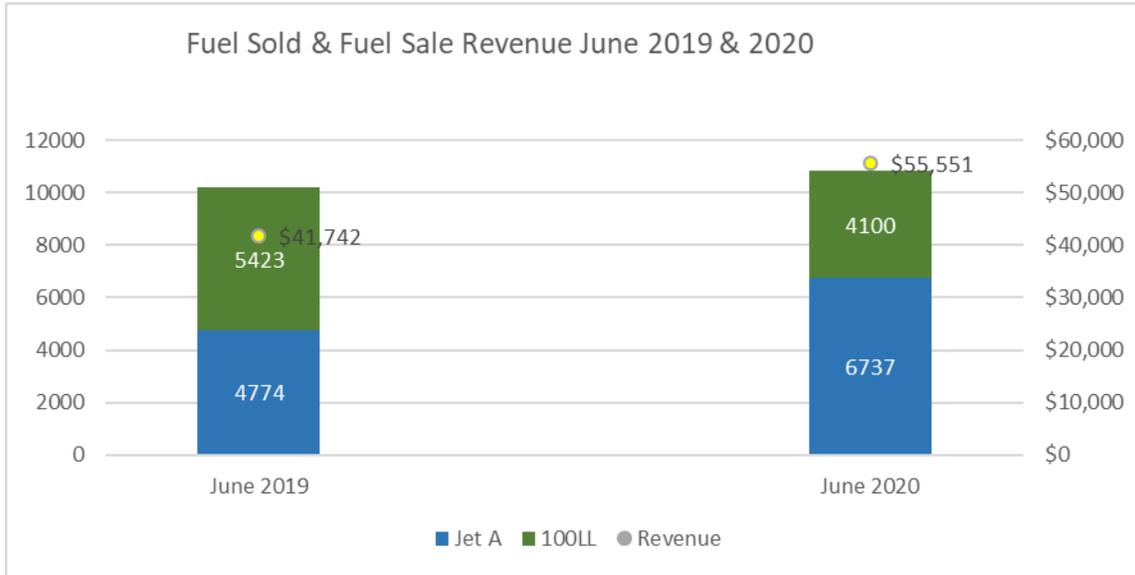


Steamboat Springs Airport/ Bob Adams Field Manager's Report

August 9, 2020



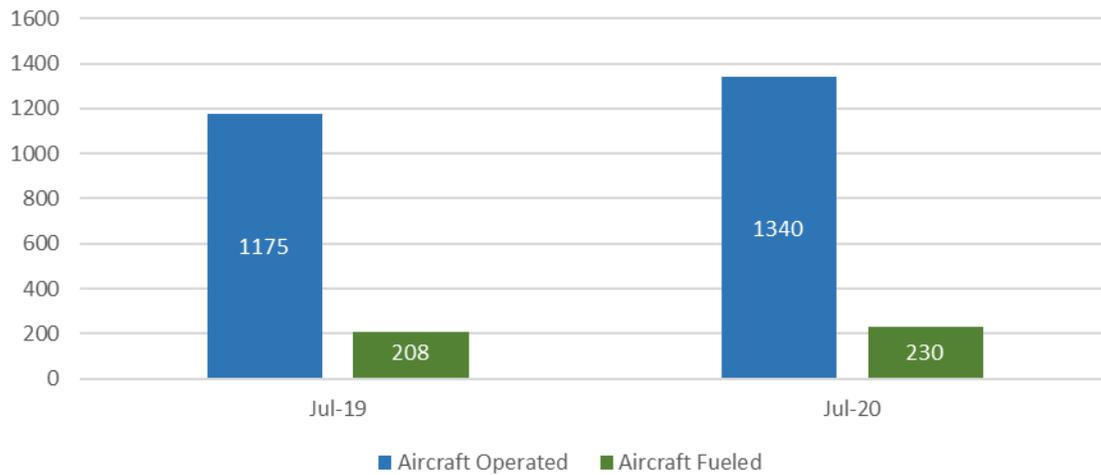
Operations



Fuel Sold & Fuel Sale Revenue July 2019 & 2020



Flight Ops - Jul 2019 & 2020



- The Airport Manager continues to exercise the Airport Contingency Plan for COVID19. The FBO re-opened on Jun 6th and continues to operate from 7 am to 5pm, 365 days a year and the Airport remains open 24/7 as required by FAA and CDOT. The FBO is operating with COVID19 mitigations in place. The FBO remains the only City building open to the public. Airport/FBO employees continue to work a 36- hour work week due to City budget cuts.
- The Airport is seeing a marked increase in operations by charter operators and fractional owned airlines such as Wheels Up and FlexJet (see photo below with a FlexJet Challenger 300 and Phenom 300 below).



- Many turbine aircraft arrived for the 4th of July holiday weekend (see photo below).



- The USDA pre-positioned an AStar at KSBS from Jul 10th – August 1st (see photo below).



- Helicopters from the High Altitude Training Center (HAATS) have visited the airport regularly this summer (see photo below).



- The Airport was visited by a pilot transporting a Gyrocopter across the county. This is new type of Sport Aircraft (see photo below).



- Rex, the Airport Dog, continues to provide comfort and support to passengers during COVID19 (see photo below).



Events

- The Airport Manager attended a Zoom Yampa Valley Airport Commission (YVAC) meeting. She provided updates on Airport and FBO operations during COVID19, the status of upcoming Airport CIP, and City budget cuts.
- The Airport Manager attended two Yampa Valley Airport Commission (YVAC) Committee meetings; the Marketing and Finance Committee. These meetings were held via Zoom and designed to revitalize the committees within the YVAC.
- The Airport Manager had a short meeting with the CEO of Honey Stinger, Mike Keown. They are very happy with their new office building. Honey Stinger provided a complimentary display in the FBO. This has been well received by the aviation community (see photo below).



- The Airport Manager worked with the Communication Officer to develop a video encouraging citizens to take part in the 2020 Census while promoting the Airport.

- The Airport hosted a weekend Fly-in from the Colorado Pilots Association (CPA). 11 aircraft arrived from around the state. All the tie down spaces were filled and we had to park a couple of aircraft in the dirt at the north end of the ramp for the weekend (see photo below). The tie down spaces have continued to be full throughout the summer.



- The Airport Manager provided a tour of the Airport and FBO for the new Deputy City Manager.
- The Airport Manager decided to cancel the 2nd Annual Fly-In and Airport Appreciation Day due to COVID19. She will look forward to hosting it next fall.

Training

- The Airport Manager continued to host monthly Staff Meetings via teleconference and in person in compliance with physical distancing requirements. The City Manager attended the July staff meeting. He thanked the Airport team for all that they are doing during COVID19 and we discussed the Airport/FBO challenges, staffing in particular.

- The Airport/FBO staff continued to participate in virtual City All Hands meetings via Microsoft Teams to receive updates on the City COVID19 response.

Airport Manager Initiatives

- KSBS was notified that the Airport will be receiving a \$30K grant through the Cares Act for Airports. The City Grants Writer submitted the application and the Airport Manager awaits the funding.
- The Airport Master Plan continues to move forward. The draft Airport Layout Plan (ALP) has been sent to the Director of Public Works, Director of Planning, and the Advisory Committee members for comment. Once comments are completed, the ALP will be submitted to the FAA for approval and the final chapter of the Master Plan will be completed. The Airport Manager hopes to have the plan wrapped up and presented to City Council this fall.
- The Airport Manager worked with the Master Plan consultants to develop Minimum Standards and Rules and Regulations for the Airport. These documents have been socialized with the tenants, users, and commercial aeronautical operators at the Airport. They are currently being reviewed by the Legal Department and City Management for adoption.
- The Airport continues to have a problem with enough hangars to accommodate pilots and aircraft that want to be based at KSBS. The hangar wait list currently totals 27, with Cirrus and large Piper aircraft in most need of hangar space. She is also working with the FAA and Master Plan consultants to designate some land for developers to build new airport hangars that is in coordination with the update to the Airport Master Plan. A Category Exclusion (CATEX) for the hangar, fuel truck parking, parking lot, and north helicopter development areas is currently being reviewed by the FAA and should be completed soon. This will allow the Airport to open land for bid for hangar development once the Master Plan is completed.
- The Airport Manager continues to work with Master Plan consultants in researching options for the hangars that have ground leases with reversion clauses that expire within the next ten years, with two less than five years. Several questions have been presented to the Legal Department and the Airport Manager is awaiting feedback. The precedent set for these hangars should also apply to those hangars with future expiration dates. The Airport Manager will provide City Staff and City Council some options for consideration. This topic was introduced to Tenants and Users of the Airport during a meeting on February 12th and the Airport Manager continues to keep everyone updated.
- The Airport Manager provided updated Airport emergency contact information to the FAA and Routt County dispatch.

General Information

- The City Communications Officer continues to update the Airport Website. Please use link below to see what is included on the site. The site provides regular updates to the Master Plan.
<http://steamboatsprings.net/333/Steamboat-Springs-Airport>
- The Airport Manager retired from the U.S. Coast Guard Reserve on July 1, 2020.