

# YAMPA VALLEY AIRPORT COMMISSION

April 11, 2019

Meeting

## MINUTES

The regular meeting of the Yampa Valley Airport Commission (YVAC) was called to order at 6:00 p.m. on Thursday, April 11, 2019 at the Yampa Valley Regional Airport, Hayden, CO

### YVAC members present:

Janet Fischer – Steamboat Ski & Resort Corp  
Rob Perlman – Steamboat Ski & Resort Corp  
Chris Nichols – Moffatt County/City of Craig  
David Franzel – Resident of Routt County  
Robin Crossan – Steamboat Springs City Council member  
Les Liman – Aviation Community  
Zach Wuestewald – Representing the Town of Hayden  
Randy Rudasics – Steamboat Chamber

### YVAC members absent:

Doug Monger – Routt County Commissioner  
Steve Frasier – Resident of Routt County

### Others present:

Kevin Booth – YVRA  
Mitch Walker – Mead & Hunt  
Jeremy Lee – Mead & Hunt  
Jon Snyder – Steamboat Springs Public Works (for Stacie Fain)  
Pat Burke – Atlantic Aviation  
Tracey Rogalski – GoAlpine  
Dustin Williams – YVRA

## I. ORGANIZATIONAL MATTERS

### 1. **Approval of Minutes –February 13, 2019**

Chris moved to approve the minutes of the February 13, 2019 regular YVAC meeting as written. David seconded the motion. **The motion carried unanimously.**

## II. PUBLIC COMMENT

There was no public comment.

## III. COMMENTS FROM BOARD MEMBERS

There was no board comment.

## IV. NEW BUSINESS

1. **Airport, Capital and Infrastructure Update – YVRA**
  - a. **2019 AIP-45, 46 & 47**

Kevin noted the construction activity for the new Atlantic Aviation FBO was underway at the east end of CR 51A.

Mitch Walker reviewed a site plan of the YVRA terminal hold room expansion and ticketing area expansion. He said that the proposed connection between Gates 4 & 5 will add capacity and flexibility, and alleviate congestion. He said that the most pressing need is the addition of holding room capacity. Mitch said that the project is designed to provide an additional designated holding room for a potential new carrier, and to provide overflow seating for the other holding rooms. Mitch reviewed the circulation plan around the snack bar and holding rooms and said that as much seating as possible would be retained and standing room areas would increase.

Mitch presented plans and renderings of the enclosure for the curbside ticketing and check-in area. He said that this project would effectively enlarge the ticketing area at very little expense. He noted that the new oversized bag belt access would improve traffic flow and baggage handling operations.

Mitch stated that the third element of the terminal improvement would be to re-skin the remaining old portion of the airside façade to match the rest of the exterior, and add windows and vestibules to improve not only the appearance, but also the energy efficiency of the building. Mitch presented renderings of the airside façade and the vestibules that would be added to each gate.

David asked about improving the signage to the airport at US 40. Mitch said that an allowance would be included for new signage once the re-branding process is complete. Kevin said that the branding would probably be ready to present at the next YVAC meeting.

Mitch said that the terminal project would go out to bid in mid-May. He said that a meeting to discuss funding eligibility with the FAA would be held tomorrow. He said that the project as designed with eligibility in mind, and stated that he anticipates that 100% of the project will be eligible for federal funding.

Kevin said that he would be looking into acquiring stadium licensing for YVRA that would allow alcohol to be carried anywhere within the secure area. He noted that the proposed revisions would create two paths through the secure area. He also described the vestibules that would be equipped with automatic doors.

#### **b. 2018 YVRA Ski Season Highlights**

Kevin reported that the March numbers had just come in and were very good. The number of passengers in March grew 15% over the previous March, with the passengers for the year up 8% over last ski season. Kevin noted that this is the last season in which the air service program will be fully funded, and offered that these numbers indicate that the program works. He noted that although all the numbers are not in yet, the restaurant and gift shop did very well. Kevin said that staffing was a challenge, particularly in the restaurant.

## **2. Airport, Capital and Infrastructure – KSBS**

Jon stated that Stacie's report was included in the packet. There were no questions. Jon said that Stacie will provide an update to City Council on the Master Plan update project

on May 7<sup>th</sup> and that the Master Plan Advisory Committee meeting and open house would be held on May 8<sup>th</sup> at Centennial Hall.

**3. Air Service Update**

Janet said that they expect the direct flight season to end with 7% fewer total arriving seats than the prior winter, but with an increase of 8% in the number of passengers carried. Load factors are expected to come in at 74% -75%. Average fares were down slightly. Janet reported that the cap on out-of-pocket costs was set at \$7,000,000 but came in under \$4,000,000.

Janet reviewed the spring, summer and fall flight schedules. The spring schedule will be very similar to last year with two Denver flights on most days. Although there will be no Houston direct flights this summer, there will be three Denver flights per day for about the same number of total seats. The fall schedule will improve over last year, with two flights per day.

Janet reported that that they are working on the schedule for next winter. Three carriers have loaded their flights; others will be loading flights soon. Janet said that with less money to set for the cap in the revenue guarantee program there will be changes compared to this past winter. Janet and Kevin agreed that the Jet Blue service had been very successful. Janet said that although Jet Blue does not participate in covering cancelled flights with other airlines, they are working to improve the options.

In response to a question from David, Kevin said that they would be discussing the possibility of incentives for new service, but without more information concerning the schedule for the coming winter it would difficult to make any commitments.

**4. Atlantic Aviation Update**

Pat reported on the progress of the construction on the new FBO. He said that installation of the utility lines would begin on Monday. He said that he was very happy with the progress being made and noted the full commitment from Atlantic. Kevin said that with Atlantic moving out of its current location in October, a plan must be developed for how best to utilize the vacated FBO.

Pat reported that the winter numbers at Atlantic Aviation were excellent, although staffing remained a challenge.

**5. GoAlpine**

Tracey reported that GoAlpine transported 54,406 passengers to YVRA during the ski season. She said that this number is up 2,488 over the previous year. DIA transports were also up by 2,003, for a total of 11,365 passengers.

Kevin noted that there were more cancellations this year than in the past few winters. He attributed the increase to weather elsewhere, particularly in Chicago and Denver. There was a discussion of how cancellation transports are handled. Kevin said that the unpredictability of cancellations makes planning difficult, but they do their best to ensure that transportation is covered.

**6. Other Discussion**

David asked about the parking system. Kevin said it was working well.

V. **REPORTS FROM YVAC COMMITTEES**

1. **Community Outreach and Education**

David said a presentation to City Council had been requested, perhaps in May. He said that he had updated the presentation. He added that he prefers a team approach to giving the presentation with Janet, Kevin and Stacie on hand to discuss the air service program, YVRA and SBS. David reviewed the updated presentation, noting that the content can be tailored to the particular audience.

2. **Marketing and Planning**

No report. Janet said that it would be good for the committee to reconvene.

3. **Infrastructure and Finance**

No report.

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, June 13, 2019 in Steamboat Springs.

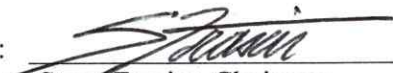
VIII. **PRELIMINARY AGENDA ITEMS FOR THE JUNE YVAC MEETING**

IX. **ADJOURN MEETING**

The YVAC meeting was adjourned at approximately 7:00 p.m.

Minutes Approved: JUNE 13, 2019

By:

  
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Steve Frasier, Chairman  
Yampa Valley Airport Commission