

YAMPA VALLEY AIRPORT COMMISSION

February 13, 2020

Meeting

MINUTES

The regular meeting of the Yampa Valley Airport Commission (YVAC) was called to order at 6:00 p.m. on Thursday, February 13, 2020 at YVRA.

YVAC members present:

Janet Fischer – Steamboat Ski & Resort Corp
Randy Rudasics – Steamboat Chamber
Zach Wuestewald – Representing the Town of Hayden
Doug Monger – Routt County Commissioner
David Franzel – Resident of Routt County
Robin Crossan – Steamboat Springs City Council member
Larry Mashaw – Resident of Routt County (via conference call)
Chris Nichols – Moffatt County/City of Craig (via conference call)
Jia Caro – Go Alpine (via conference call)

YVAC members absent:

Les Liman – Aviation Community

Others present:

Kevin Booth – YVRA
Stacie Fain – KSBS
Sonja Macys – Steamboat Springs City Council member
Pat Burke – Atlantic Aviation
Brad Cazenave – United Ground Express

I. ORGANIZATIONAL MATTERS

1. Approval of Minutes – December 12, 2019

MOTION

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

2. Sunshine Law Resolution

David read the Sunshine Law resolution regarding the posting places for meeting notices for 2020 in accordance with C.R.S. § 24-6-402. David also reviewed that any meeting with two or members at which YVAC matters will be discussed must be posted.

The resolution was approved by consensus.

II. PUBLIC COMMENT

There was no public comment.

III. COMMENTS FROM BOARD MEMBERS

Doug announced the retirement of County Manager Tom Sullivan and the departure of Assistant County Manager Dan Weinheimer. He said that the BCC would be selecting a recruitment firm to assist in finding the new County Manager.

IV. NEW BUSINESS

1. Authority and Responsibilities of the Airport Commission

David distributed copies of the By-Laws and the Intergovernmental Agreement (IGA) that established the YVAC. He noted that the IGA sets out what the YVAC is supposed to be doing and specifically states that the YVAC should assist with the budgeting process. The IGA also states that YVAC should not be involved with oversight of daily operations at the airports. He proposed that the timing and the extent to which YVAC will be involved in budgeting should be discussed at the next meeting. David noted that the budgeting process takes place very early, and that the YVAC should review and approve the budgets before they go to the City Council and the Board of County Commissioners. Kevin said that the County is reviewing the budget cycle and trying to shorten it. Stacie said that her initial budget meeting is in August.

David added that the make-up of the committees would also be discussed in April. He said that he would like to continue working on public outreach.

2. Attendance

David noted that the By-Laws state that members are allowed no more than three absences annually. He stated that this has been an issue in the past.

3. Airport, Capital, Infrastructure and CDOT EIS Update - YVRA

Kevin announced that the audio/visual equipment for the meeting room at YVRA would be upgraded. Kevin reviewed the year-end numbers for 2019 and compared them to 2018. He said that overall business was up about 4.5%. He noted that the restaurant was profitable in 2019, but not as much as it was in 2018. The enplanements were up from 103,000 to 108,000. Kevin noted that most other elements of the airport business track enplanements. The gift shop was very successful.

Kevin stated that the draft 2020 CDOT airport economic impact statement (EIS) had been released. The report is based on 2018 data. He highlighted the employment figures: 511 people are directly employed at YVRA. When off-site jobs are included, the number of airport-related jobs is nearly 1,000. Kevin acknowledged that many of the other numbers cited in the report are based on a variety of assumptions and multipliers that are much "softer" than the employment data. He said that the employment numbers could be rolled into other information about YVRA to be discussed in an upcoming newspaper article. Sonja suggested that Randy could write a letter to the editor clarifying the data in the EIS. Kevin noted that the final EIS will be issued in April.

Kevin presented the newly redesigned "Fly Steamboat" website. He reported that he is working with Searidge Technologies on a system that would be an alternative to a physical or remote control tower and would improve situational awareness. Searidge is putting together a proposal that would provide displays with real time tracking of aircraft and other equipment at YVRA.

Kevin reviewed the improvements that had been made to the security camera system within the terminal, on the apron and at each end of the runway. He discussed the diversions and cancellations, noting that they are almost never due to airport or runway closures. He said that the maintenance crews have been working extraordinarily hard at snow removal. Kevin stated that even with the local weather conditions, the cancellation averages at YVRA are close to the national average. Chris suggested that this fact should be better publicized.

4. Airport, Capital, Infrastructure and CDOT EIS Update – KSBS

Stacie reported that the Master Plan consultants had made their second and final presentation to City Council. She said that although updating the land use code for the areas around the airport had been recommended in the 2008 Master Plan, those changes had not been made. Stacie said that recommended protections are being drafted and will be presented to City Council for approval as soon as possible. She said that the GIS information is being processed, and will be included in the Master Plan when it is complete. The FAA wants the land use protections to be in place prior to approving the ALP. The forecast has already been approved.

Stacie said that once the Master Plan is complete, she would be working on the categorical exclusion (an abbreviated environmental assessment) in order to put out an RFP for hangar development on the site of the existing dirt parking area. In conjunction with the hangar development, the fuel parking area, which is located on pavement without secondary containment and is too close to the FBO, would be moved. This is the last outstanding compliance issue at the airport. Stacie stated that the categorical exclusion would also cover the area at the north end of the runway that will be developed for helicopter parking.

Regarding the Master Plan, David noted that one of its functions is laying out all the possibilities for future development. Only items that are listed in the Master Plan will be considered by the FAA. He said that one of the things that came out of the discussion with City Council was the importance of distinguishing between public and private funding for future activities. This reassured City Council that it was not earmarking money for things that would probably not get built. Stacie noted the extraordinary amount of fill that will be required for any future development at the airport. She said that the Master Plan lays out the priorities for which areas should be filled first. Stacie added that because the proposed helicopter parking area would be used for EMS purposes, the project is eligible for grant funding.

Stacie said that KSBS participates in the entitlement funding share program, which allows the airport to roll over its funding and then get it all back when needed. The rolled over funds will be used for the runway overlay in 2022. Stacie reported that KSBS had qualified for an airport marking grant through CDOT. The painting project will be completed this summer. She said that the life expectancy on the runway markings depends on many factors, including the paint used, the snow removal activities, etc.

Stacie presented the CDOT EIS for Bob Adams.

In response to a question from David, Stacie said that she is planning on using entitlement funding to develop the 24-hour self-service fueling station in 2024 unless other funding becomes available to do it sooner. She said that this project is in the City's

CIP, but never seems to get funded. She added that their fuel provider has agreed to put in the electronic payment system, but she does not have the funding at this time for the tanks.

Doug asked about the funding for moving the fuel parking area. Stacie said that this project would be funded through the City CIP. She added that she hopes to roll this into the RFP for the hangars.

5. Air Service Update

Janet stated that the air service program evaluates its performance on a ski season basis, rather than on calendar year basis. She said this winter has been strong. She said that she is anticipating an increase year over year in passengers of 4% - 6%, and perhaps more because February and March are looking very strong. Janet said that the projected flight schedule for spring, summer and fall looks very similar to recent years, but that things can change.

Janet discussed the recent email blast advertising spring airfares. She reported that the airline summit was very successful. Several YVAC members who attended agreed. Kevin and Janet reported on the JetBlue team that had come in the weekend before the summit.

6. Atlantic Aviation

Pat had nothing to report.

7. Go Alpine

Jia said that new owner may be visiting Steamboat in March. She said business has been good.

V. REPORTS FROM YVAC COMMITTEES

1. Community Outreach and Education

David said that once the CDOT economic impact data had been verified, he would incorporate it into the standard presentation. He said he was available to make the presentation to any groups that are interested. Stacie suggested it was time to visit the Board of Realtors again.

2. Marketing and Planning

No report.

3. Infrastructure and Finance

No report.

VI. MANAGERS' REPORTS – provided via email

1. Yampa Valley Regional Airport

No questions.

2. Steamboat Springs Airport

Stacie reported that the IT upgrade at Bob Adams had been completed.

VII. SET DATE FOR NEXT MEETING

The next meeting will be held on Thursday, April 9, 2020 at Bob Adams Field.

VIII. PRELIMINARY AGENDA ITEMS FOR THE APRIL YVAC MEETING

- Discussion of timing of budget reviews
- Committee involvement
- Review/edit letter to the editor

IX. ADJOURN MEETING

The YVAC meeting was adjourned at approximately 7:30 p.m.

Minutes Approved: April 9, 2020

By: David Franzel
David Franzel, Chairman
Yampa Valley Airport Commission