

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 Aviation, 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: 6/7/18, 2018

By: 
Steve Frasier, Chairman
Yampa Valley Airport Commission