

AGENDA
AIRPORT ADVISORY BOARD
February 13, 2014
City Council Chambers
350 Kimbark Street
6:00 P.M.

6:00 P.M.

Call to Order

Roll Call

Introduction of New Board Members

Dale VanZant

Wayne Wohler

Board Elections

Chair (Motion – 5 minutes)

Vice Chair (Motion – 5 minutes)

Approval of Meeting Minutes

December 12, 2013

Adjustments to the Agenda

Public Invited to be Heard

3 minute limitation per speaker

Old Business

None.

New Business

1. Board Elections (Motion – 5 Minutes)
2. Meeting Time, Date, Location and Posting (Motion – 5 Minutes)
3. Airport Rules and Regs (Discussion – 30 minutes) *
4. 2013 Annual Report (Motion – 20 Minutes) *
5. 2014 Work Plan (Motion and Video – 15 Minutes) *
6. Changes to CDOT Grant Program (Presentation – 10 Minutes)

Public Invited to be Heard

3 minute limitation per speaker

Board Comments

Staff Comments

7:30 P.M.

Adjournment

*Attachment

1 **MINUTES**

2 **AIRPORT ADVISORY BOARD**
3 **DECEMBER 12, 2013**
4

5
6 **Call to Order**

7
8 The December 12, 2013, Airport Advisory Board meeting was called to order by Chairman Don
9 Dolce at 6:00 p.m., in the City Council Chambers.

10
11 **Roll Call**

12
13 Recording Secretary Jane Madrid called roll. Members present: Tom Lange, Rick Stewart, Don
14 Dolce, Mary Jo Yates, Howard Morgan, Louis DaHarb and Council Member Santos. Absent was
15 Board Member Danny Hanie. Staff present: Tim Barth, Airport Manager and Recording
16 Secretary Jane Madrid.

17
18 **Approval of Meeting Minutes**

19
20 Chairman Dolce asked for discussion or a motion to approve the October 10, 2013, meeting
21 minutes.

22
23 **Motion**

24
25 **BOARD MEMBER YATES MOVED APPROVAL OF THE OCTOBER 10, 2013, MEETING MINUTES**
26 **AS PRESENTED. BOARD MEMBER STEWART SECONDED THE MOTION.**

27
28 **Additional Discussion of the Motion**

29
30 No additional discussion.

31
32 **Vote**

33
34 **MOTION CARRIED: 6-0**

35
36 **Adjustments to the Agenda**

37
38 Airport Manager Tim Barth requested adding item 1a. Introduction of the new GM at Elite
39 Aviation.

40
41 **Public Invited to Be Heard**

42
43 Chairman Dolce opened the Public Invited to Be Heard.

1
2 No one wished to speak.
3 Chairman Dolce closed the Public Invited to Be Heard.

4
5 **Old Business**

6
7 None.

8
9 **New Business**

10
11 **1. Introduction of New Council Liaison**

12
13 Airport Manager Barth welcomed Council Representative Gabe Santos to the board.

14
15 Council Representative Santos said he will advise on what a majority of council is thinking and
16 will give his personal opinion when asked. Looking to board to give best advice they can.

17
18 Chairman Dolce thanked Tom Lange for his 6 years of service on the board.

19
20 Board Member Lange said it has been enjoyable. It was good to get Master Plan finished up
21 and the board has provided him good exposure to local politics.

22
23 **1a. Introduction of new GM at Elite Aviation**

24
25 Julie Meyers of Elite Aviation introduced the new GM for Elite Aviation, Jason Alvero. The
26 interview process took several months to work through and Jason was the top pick.

27
28 Jason Alvero spoke briefly to the board. He is a Metro State graduate and served 5 years in
29 Marine Corp after high school graduation. He transitioned to Motorola and then back to
30 aviation. He said he quit his job and moved to Denver and worked at Centennial Airport for just
31 under three years. Mr. Alvero said he has a lot of goals and ambition for the airport and wants
32 to bring other successes to the Longmont airport.

33
34 **2. Airport Lease Amendments**

35
36 Airport Manager Barth said every three years the master documents are reviewed. It is not
37 ready to go to council; there are amendments to make to bring it up to current standards. He
38 said the plan is to shorten the lease documents, pare down rules and regulations and to be sure
39 correct information is in both documents.

40 There will not be a motion on the lease document at this meeting, just an approval of the
41 current document that will come back at a later date with more changes. The following items
42 were discussed:

1 **3.3 Late payments** - run around \$450-500 for staff time and collection fees. Late penalty fee
2 language added.

3 There was consensus was to include the language for the penalty to say after 30 days the
4 lessee will be charged \$50 every month up to 90 days and then it would be turned over for
5 collection.

6 **5.5** - Airport Manager Barth said this keeps people from sitting on property without doing any
7 improvements. Board Member Yates asked if this would be retroactive. Airport Manager Barth
8 said no.

9

10 **6.2** - New paragraph – if you cause environment damage, even if you don't own it any longer,
11 you are responsible.

12

13 **7.1** – New Paragraph – no signs that are not in accordance with Longmont Municipal Code.

14

15 **9.3** - New paragraph – adding liability insurance coverage for council members, agents and
16 volunteers.

17

18 **9.6** - Lessee will apply sufficient insurance proceeds from insurance for damage or destruction
19 of property.

20

21 **11.2** - Deleting paragraph, it is contained in section 13.3.6.

22

23 **12.1** Modified language to be in conformance with the State of Colorado language and
24 Colorado Revised Statutes (CRS).

25

26 **13.3.4** Hangar inspections. Some hangar owners feel negatively impacted by the inspections,
27 but there is a problem with unintended uses in the hangars.

28

29 The board consensus is to include the language about annual inspections and reference the
30 paragraph where the information is located about what is allowable.

31

32 **15.2** Sub leasing property – many operate hangars as income property, which is a sub-lease.
33 Re-write to say written permission is needed from the city to sub-lease premises and provide a
34 list of tenants. This does not mean primary lessee is not responsible for the property.

35

36 **18.1** Hazardous Materials - Reworded by attorney's office to meet the Code of Federal
37 Regulation and Colorado Statutes as to definition.

38

39 **18.2** Hazardous Materials - Lessee responsible for environmental damage during and after the
40 term of lease.

41

42 Airport Manager Barth said he hopes to have this finalized by April or May 2014.

43

1 **BOARD MEMBER STEWART MADE A MOTION TO ACCEPT THE CHANGES TO THE LEASE**
2 **AMENDMENTS. BOARD MEMBER DAHAB SECONDED.**

3
4 **MOTION CARRIED: 6-0.**

5
6 **2. Airport Rules & Regulations Review**

7
8 Airport Manager Barth advised this is just the first 16 pages of a 70 page document. Last time
9 this went to council was in 1997. Thanked Chairman Dolce and Board Member Yates for their
10 work on the document.

11
12 Some of the changes discussed are as follows:

13
14 The Table of Contents and the Definitions sections have been updated. The document has also
15 been updated by the City Attorney's Office to read like a legal document.

16
17 **1.4 - Liability/Indemnification – keep the additional language because it provides more**
18 **protection as far as responsibility. City of Longmont is immune and is standard language.**

19
20 **1.7.1 - Deleted. Already contained in section 1.6.**

21
22 **1.7.2 - Language added to this section.**

23
24 **2.2 – Commercial Activities – section deleted.**

25
26 **2.7 - Changed to add “vehicle”.**

27
28 **2.8 - Deleted this section. There is Title 10 in the Longmont Municipal Code to cover this.**

29
30 **2.9 - Deleted this section. There is Title 10 in the Longmont Municipal Code to cover this.**

31
32 **2.10 – Items stricken, added, deleted and modified in this section.**

33
34 **2.11 – New section on how to take care of abandoned, derelict or lost property.**

35
36 **2.12 - Environmental clean-up – City Attorney's Office will provide additional language for this**
37 **section.**

38
39 **2.14 - This section is deleted, it is in Title 7 of the LMC.**

40
41 **2.15 – New Sections - Weapons and Explosives. City Attorney's Office is still looking at this**
42 **section for compliance.**

1 **2.16.1** – This section deleted, it is contained in 2.10.9.

2

3 **2.17.3** Correction not highlighted in packet. A tenant was concerned with language – remove
4 “or stored” from the language.

5

6 Airport Manager Barth said at the next meeting the board will start their review at section 2.19.

7

8 Board Member Morgan would like to see a change to the language in section 2.6.1 – service on
9 aircraft – no service to others. Would like it to read “for others for hire.”

10 There was consensus by members of the board to move forward with changes to date.

11

12 **4. 2014 Projected Work Plan Items**

13

14 Airport Manager Barth said this discussion typically takes place at the first meeting of the year,
15 but there will not be a January meeting. This is a projected work plan. The business plan was
16 adopted in September 2013 and implementation should start in 2014. Most items on the plan
17 are part of the CIP or contained in the Airport Business Plan. The board members networks
18 extend far and he would hope to utilize networks to accomplish the elements of the plan.

19 There is an opportunity to put together marketing brochure and video product with assistance
20 from Channel 8.

21

22 **5. AAB Meeting Schedule Reminder**

23

24 Airport Manager Barth advised the January meeting is cancelled, the first meeting for 2014 will
25 happen in February. The City Council meeting on December 17th is board appointments.

26

27 **Final Call – Public Invited to be Heard**

28

29 Chairman Dolce opened the final call – public invited to be heard.

30

31 Robert Potter, 61 Baylor Dr - Mr. Potter is a candidate for the board. He states he may be able
32 to help with some items on the list. Thanked the board for their work.

33

34 No one else wished to speak.

35

36 Chairman Dolce closed the final call – public invited to be heard.

37

38 **Board Comments**

39

40 No board comments.

41

42

43 **Council Representative Comments**

1
2 No Council Representative comments.

3
4 **Staff Comments**

5
6 No staff comments.

7
8 **Adjournment**

9
10 **BOARD MEMBER MORGAN MADE A MOTION TO ADJOURN THE MEETING. BOARD MEMBER**
11 **LANGE SECONDED.**

12
13 **MOTION CARRIED: 6-0.**

14
15 The meeting was adjourned at 7:20 p.m.

16
17 Respectfully submitted,

18
19
20 Chairperson/Vice Chairperson
21 Airport Advisory Board

22
23 /jm 12/19/13

AIRPORT ADVISORY BOARD COMMUNICATION

DATE: February 13, 2014
TO: Airport Advisory Board
FROM: Tim Barth, Airport Manager
SUBJECT: Airport Advisory Board Agenda Items 1 and 2:
1. Elections – Chair and Vice Chair
2. AAB Meeting Time, Date and Posting

At the first AAB meeting of the year, it is standard practice, as well as a requirement, to elect the current years' Officers of the Board, set the regular meeting time, date and location for placing the meeting agenda's.

ITEMS 1 and 2

Accordingly, I ask the Board for the following, by motion on items 1 and 2:

1. Elect a Chair and Vice Chair
2. Approve the Meeting Time, Date and location for Posting the Agenda

In regard to item number 2, Staff recommends that the AAB continue to meet on the second Thursday of each month at 6 p.m. in the City Council Chambers. Additionally, Staff recommends the AAB Agenda be posted at the Civic Center, west end main entrance bulletin board, where the rest of the City's Advisory Boards and Commissions also post their agenda's.

AIRPORT ADVISORY BOARD COMMUNICATION

DATE: February 13, 2014
TO: Airport Advisory Board
FROM: Tim Barth, Airport Manager
SUBJECT: Airport Rules and Regulations Update

Attached as a separate document, for your review, consideration and discussion, please find the updated Airport Rules and Regulations. We will focus on Sections 2.19 through the end. For the past year we have been working to update the Rules and Regs into a more workable format and to have them more in line with airport operations and the standard lease agreement. Board members Dolce and Yates have been working on this project diligently along with me and the City Attorney's Office.

This project has been time consuming and tedious. The amount of review by the Attorney's office is lengthy and the entire document is not yet complete. In order to facilitate moving this forward, we will be reviewing the remaining sections tonight and then forward to the Attorney's office for final review and then bring the entire document back for adoption.

In reviewing this material, all changes and additions to the previous rules are highlighted in yellow to direct the course of discussion. Also, the "track changes" mode was left in place to see the comparison to the regs that are currently adopted in the Longmont Municipal Code.

Thank you for your attention to this matter.

AIRPORT ADVISORY BOARD COMMUNICATION

DATE: February 13, 2014
TO: Airport Advisory Board
FROM: Tim Barth, Airport Manager
SUBJECT: 2013 Annual Report

The purpose of this Communication is to provide City Council with a year-end update on the Airport for 2013.

2013 NOISE ABATEMENT REVIEW

The 2013 Noise Complaint Data Base shows an increase of 576 total complaints, and a decrease of 233 valid complaints compared to the last year. Members from Citizens for Quiet Skies (CFQS) made a concerted effort to increase complaint calls in 2013 to show their increasing frustration with noise issues associated with skydiving. This is evident by the flyers CFQS distributed community wide and from their website.

It should be noted that the analysis has differentiated invalid complaints from total complaints. Invalid complaints were determined to be those from anonymous sources (66) or those considered statistical outliers (1,149).

This year the Airport recorded 1,582 total complaints, in which 1,435 were directed at the skydiving business. Of those 1,435 complaints, the same 11 people called in routinely. For clarification purposes one caller attributed 1,149 complaints.

Touch and go operations, both regular aircraft and helicopters, continue to generate the majority of regular complaints and, as in past years, the majority of the complaints are received on weekends from May through September, which are the busiest months at the Airport. Generally, flying the pattern at $\frac{1}{2}$ to $\frac{3}{4}$ of a mile on each side of the runway has been adhered to.

The Airport Manager keeps a data base of all reported or observed deviations of the Noise Abatement Procedure (NAP). In 2013 the majority of the complaints came from the areas immediately surrounding the Airport, mostly the neighborhoods immediately south and west of Airport and Nelson Roads. The highest percentage of household callers for complaints not associated with skydiving, reside inside the Airport Influence Zone and live to the west of the Airport. Valid complaints were evenly divided between the City and County. For those residents residing inside City

limits, the standard City issued Plat Notice and Disclosure Statement are included with the property deeds.

As part of the Airport Master Plan update, the Noise Abatement Procedures were reviewed and updated and a GIS map was produced identifying the neighborhoods where most of the complaints are received. This information is available on the City web site as well as distributed by the Airport Manager.

Historical Aircraft Complaints

Year	Complaints
2004	176
2005	200
2006	136
2007	105
2008	68
2009	81
2010	487
2011	492
2012	1,006 / 680
2013	1,582* /367

* 1,149 Complaints were made by one individual who admitted they were using a computerized device to automatically call the City complaint line to register complaints. Data revealed that complaints were coming in 15 to 20 second intervals. No calibration data was provided to verify the device sensed only aircraft noise, and not other forms of surface transportation or general neighborhood noise sources.

Again in 2013, the Airport Manager embarked on a neighborhood outreach program. This program involves the Airport Manager meeting individually with single family homes or individuals that have voiced concerns about Airport operations. The philosophy behind this program, which began in 2003, was to have the Airport be a partner in the community where both negative and positive impacts can be discussed and whenever possible mitigated and/or enhanced. The Airport Manager will pursue this again in 2014.

Below is a breakdown of the noise complaint summary analysis.

2013 AIRPORT ACCOMPLISHMENTS

The Airport completed several significant projects in 2013 that enhanced the functional ability and safety of the Airport as well as provided assistance to the City during the flood event.

In May 2013, after a yearlong search, the Airport entered into a contract with Elite Aviation to provide Fixed Base Operator (FBO) services. Elite Aviation replaced both Twin Peaks Aviation and Air West Flight Center, both of whom had been on the Airport for 20+ years. This has been the most significant business change on the Airport in the past 20 years.

On June 22, 2013, the Airport hosted the Longmont Airport Expo in which thousands of visitors from both the City and outlying areas came to enjoy a day of aviation fun and activities. This year, the Expo featured special guests Amelia Earhart from 9 News and former Councilwoman Katie Witt, both parachuting in to open the airshow. For the first time in the history of special events at the Airport, the Airport Fund was not the largest contributor to offset expenses. Rather, approximately \$12,000 in donations/sponsorships were received allowing the Airport to put on an extended air show with top name, nationally recognized performers. The next event is scheduled for 2015.

In August 2013, the Airport hosted The Longmont Sister City program for Chino, Japan and Ciudad Guzman, Mexico. In a second event of its kind to be held at the Airport, the Airport hosted over 100 participants who were exposed to general aviation, many for the first time. The half day event included a special skydive jump displaying the national flags from both visiting countries, a personal plane ride for the Mayor of Longmont and Ciudad Guzman, a hands on experience with the Longmont Fire Department and each participant left with their own copy of a special aviation book donated by Airport tenant, Steve Beech. This proved to be the most popular event for Sister Cities and the Airport will continue to work with Sister Cities to provide similar experiences in the following years.

At no other time in its history has the Longmont Airport proven its value to the community and region than it did during the Flood of 2013 in September. The Airport flew 22 missions in 8 days using aircraft from Mile-Hi and Lyle Aviation to conduct aerial surveys, act as an aerial command post, and provide media coverage for CNN, NBC, Fox and the local Denver affiliates. In addition, the Airport also flew the National Guard, EOC staff, Corps of Engineers, and officials from Boulder County, Weld County, Larimer County and Lyons. All of the original assessments regarding the stability of Button Rock Dam were also made possible from the Airport.

In October 2013 the Airport completed a \$1.5 million CIP project to extend the south side taxiway to a full parallel taxiway. This project was funded by an FAA Grant and State of Colorado Grant. With the completion of this taxiway, the Airport will be poised in 2015 to begin opening tracks of land for development consideration.

Analysis of 2012 Noise Complaint Data Collected By Phone & Email

Compiled by DDolce on 01/06/2014

Note: Calculations are shown for total complaints and valid complaints. Invalid complaints arise when the individual making the complaint is Anonymous, No Name, or a statistical outlier.

	≥ 3 Complaints	< 3 Complaints	Totals
No. Complainers	21	42	63
No. Complaints	1533	49	1582

Analysis by Complainants

----- All Complaint Data (≥ 3) -----

Complainants	Number of Complaints
Steve Jennings	1149
Anonymous	66
Tina Toll	44
Kim Gibbs	40
John Bowker	34
Carla Behrens	35
Teresa Foster	30
Justin Neway	23
Belinda Bauck	23
Ingrid Moore	22
Tom Zweck	13
Lynda Smith	12
Maria Lawson	10
Gregg Lim	7
Steve Miller	5
Kathy Hollister	4
Robert Mads	4
Ron Korsch	4
Judith Hinks	3
Pam Mornier	3
Sandra Locke	3

----- Invalid Complaints -----

Complainants	Number of Complaints	Percent
Anonymous (3)	66	
No Name	0	
Statistical		
Outliers		
Steve		
Jennings	1149	
Total Invalid Complaints	1215	76.8%

----- Valid Complainants -----

Complainants	Number of Complaints	Percent
59	367	100.0%
Tina Toll	5159 N. 59th Street	44 12.0%
Kim Gibbs	7468 Mt. Sherman Rd	40 10.9%
John Bowker	1100 Fordham Street	34 9.3%
Carla Behrens	904 Little Leaf Ct.	35 9.5%
Teresa Foster	712 Thornwood Way	30 8.2%
Justin Neway	3197 Nelson Road	23 6.3%
Belinda Bauck	2113 Summerlin Dr	23 6.3%
Ingrid Moore	925 Little Leaf Ct.	22 6.0%
Tom Zweck	10901 Airport Road	13 3.5%
Lynda Smith	747 Snow Berry	12 3.3%
Maria Lawson	10594 N. 65th Street	10 2.7%
Gregg Lim	Niwot	7 1.9%
Steve Miller	10594 N. 65th St	5 1.4%
Kathy Hollister	6124 Trevarton Drive	4 1.1%
Robert Mads	East of Berthoud	4 1.1%
Ron Korsch	10381 Macedonia St	4 1.1%
Judith Hinks	Airport & Nelson	3 0.8%
Pam Mornier	4114 Portofino Drive	3 0.8%
Sandra Locke	2113 Summerlin	3 0.8%
Cassie Lathrop	Clover Basin	2 0.5%
Cathryn O'Connor	7143 Dry Creek Ct	2 0.5%
Fiona Collins	3991 Nelson Road	2 0.5%
Geoff Collins	3991 Nelson Road	2 0.5%

Jenn Huff	106119 N. 56th Street	2	0.5%
Jennifer Pennington		2	0.5%
Kevin Paul	7210 Oriole Ln	2	0.5%
Marty Khortase	6507 Blue Robin Drive	2	0.5%
Aaron DeWolf	720 Sunset	1	0.3%
Abigail Wright	6909 Lake View Pt Dr	1	0.3%
Anton Solovyev	3581 Larkspur	1	0.3%
BedKat		1	0.3%
Bernadine Khotasie	6075 Blue Bird, Niwot	1	0.3%
Chris Tanner	809 Sherman St	1	0.3%
Chuck Bailer	Hygiene	1	0.3%
Clark Allen	1127 Twin Peaks Cr	1	0.3%
Dianne Woods	6914 St. Vrain Road	1	0.3%
Donna McCraith	8604 Portico	1	0.3%
James Freel	Button Rock Dam	1	0.3%
James Ray	13615 Vermillion Trail	1	0.3%
Jim Chievers	7450 Mount Meeker	1	0.3%
Joanne Hyman	701 Nelson Park Cir	1	0.3%
Joe	6102 St. Vrain Road	1	0.3%
Joe Horn	Hygiene	1	0.3%
John Behrens	904 Littleleaf Ct.	1	0.3%
John Palmer	7296 Dry Creek Road	1	0.3%
Karen Beeman	6933 Galatia Drive	1	0.3%
Kathy Johnson	6655 Bluebird Ave.	1	0.3%
Keith Oliver	2445 Cowley Drive, Lafayette, CO	1	0.3%
Ken Woods	St. Vrain Rd.	1	0.3%
Mary	Niwot	1	0.3%
Mrs. Parsons	5201 Beverly Cir.	1	0.3%
Ms Rose	Columbia & Mtn. View	1	0.3%
Oscar Leuzzi	717 Nelson Park Ln	1	0.3%
Patty	Hwy 187 & Cty Rd 21, Berthoud, CO	1	0.3%
Richard Shelquist	3329 Camden Dr	1	0.3%
Robert Yates	6967 Nelson Road	1	0.3%
Roxanne Bailin	Trevarton	1	0.3%
Tanya Esparza	144th and York Street, Northglenn, CO	1	0.3%
Vo Phong	3550 Larkspur	1	0.3%

Note: **RED** = County resident, **Black** = City resident

Calculation of Statistical Outlier Value

	Number of Complainers	Complaints per Complainer	Number of Complaints	
	32	1	32	
	8	2	16	
	3	3	9	
	3	4	12	
	1	5	5	
	1	7	7	
	1	10	10	
	1	12	12	
	1	13	13	
	1	22	22	
	2	23	46	
	1	30	30	
	1	34	34	
	1	35	35	
	1	40	40	
	1	44	44	
	1	1	1	Anonymous
	1	1	1	Anonymous
	1	64	64	Anonymous
	1	1149	1149	
All Data				
Total	63		1582	
Average (All Data)			79.1	
Std Dev (All Data)			252.4	
3 Sigma			757.3	
Note: Complaints by one individual greater than this value would be considered a statistical outlier				

Analysis by Area of Complaint

A single complaint may reference more than one type of craft.

Complaints from Anonymous, No Name or Statistical Outliers are considered Invalid

Valid Areas of
Individual or Combined
Complaints

	Number of Complaints	Invalid Complaints	Valid Complaints	Percent
Total	1582	1215	367	100%
Skydive	1432	1149	283	77.1%
General Aviation	133	66	67	18.3%
Helicopter	11	0	11	3.0%
No Craft Specified	0	0	0	0.0%
General Aviation, Skydive	3	0	3	0.8%
Ultralite	3	0	3	0.8%
General Aviation, Helicopter.	0	0	0	0.0%
Powered Parachute	0	0	0	0.0%
Jet	0	0	0	0.0%
Other	0	0	0	0.0%
All Aviation Craft	0	0	0	0.0%

Source of Complaints by Residency

	----- Total Data -----		Valid Complaints		
	Number of Complaints	Percent	Number of Complaints	Number of Complainers	Percent
Total	1582	99.9%	367	59	100.0%
City Resident	1399	88.4%	184	25	50.1%
County Resident	179	11.3%	180	33	49.0%
Unknown Residence	3	0.2%	3	1	0.8%

AIRPORT ADVISORY BOARD COMMUNICATION

DATE: February 13, 2014
TO: Airport Advisory Board
FROM: Tim Barth, Airport Manager
SUBJECT: 2014 Airport Work Plan

Listed below, please find a brief outline of the expected Work Plan for 2014. As the Board may recall, most, if not all of these items are contained in the Airport Business Plan. As in past years, Staff always appreciates any assistance the Board can provide in completing these objectives. Board Member Yates will be keeping a tracking sheet so we can follow the projects.

As in the past, it is not always feasible to complete all projects as additional items of greater precedence may arise throughout the year. However, in order to move forward with the Business Plan, these items were considered for primary focus.

2014 EXPECTED AIRPORT WORK PLAN

As 2014 has already begun, listed below is a brief synopsis of the AAB's Work Plan for the upcoming year.

30+ Year Ballot Initiative

Objective: Survey practices at airport's on the Front Range and/or elsewhere and determine what their current lease practices are and what process they went through (if applicable) to extend their lease terms.

Research:

- ◆ Contact regional Airports and confirm their lease lengths.
- ◆ How did they decide what length of lease to give to hanger owners/renters, commercial/private aircraft operations, or business facilities, like FBOs or non-aviation businesses operating on the airport?
- ◆ Are their leases approved by ordinance, signed document or resolution?
- ◆ How did they determine the length of lease that was put in place?
- ◆ Is the airport a city or county run facility?

- ◆ What other departments or organizations within the city /county use long term leases (20+ years) and who can we talk with about how they accomplished in establishing these lease terms?
- ◆ If you are a city or county, and a home rule organization, how are the leases addressed in the city or county charter documents?
- ◆ If you are a city or county, do lease length terms need to be changed by a vote of the public?
- ◆ Is there a special process or procedure you use for approving a lease of greater than 20 years?

Perimeter Fence Project

Objective: Install airport fencing and access gates that meet the requirements of the FAA/State basic security recommendations.

Research:

- ◆ Evaluate RFP.
- ◆ Review engineering and plan sets.
- ◆ Assist RFP team in selecting contractor.
- ◆ Arrange for 2 tenants meeting to explain the need for program and progress as project moves forward.
- ◆ 2 Board members knowledgeable of the program elements present at meetings to assist Tim in answering questions.

Cell Phone Tower Recruitment, Second Provider

Objective: Identify a cell phone provider that will build a second cell phone tower/structure at a designated location on the Airport.

Research:

- ◆ Identify possible cell phone companies that place cell phone communications equipment on towers:

Verizon, AT&T, Crown Castle, Sprint, T-Mobile, Cricket Wireless, Metro PCS, US Cellular, Virgin Mobile, TracFone, Boost Mobile, Alltel, Southern Link, Vodafone, etc.
- ◆ Make contact with personnel involved in tower construction in the identified corporations.
- ◆ Indicate KLMO desires to have a company build a tower/structure on the Airport.

- ◆ Companies interested in building will have contract terms and conditions negotiated by City of Longmont and Airport Management.

Business Development Recruitment from the Airport Business Plan

Objective: Identify businesses interested in relocating to Longmont Airport

Research:

- ◆ Review the LMO Business plan
- ◆ Begin talking with identified businesses in the plan and attempt to recruit them to come to KLMO

Marketing Brochure and Video Production

Objective: Determine the message the Airport would like to convey and create effective KLMO marketing tools.

Research:

- ◆ Gather ideas on the effective marketing tools for the airport; i.e., print, internet, video media, etc.

- ◆ Video:

Develop a story board and 5 minute script for a video production.

Determine who will be in the video, what will be highlighted and where the filming will occur.

- ◆ Print and online media:

TBD

Aeronautical/Aviation Conference/Seminar Recruitment

Objective: Bring aeronautical / aviation conferences & seminars to Longmont

Research:

- ◆ Review information in trade journals and magazines and on-line aviation sources to locate companies, groups or organizations conducting conferences and seminars.

Trade-a-Plane, AOPA, Pilot Magazine, Flight Training Magazine, Controller, Flight Magazine, Airport Improvement Magazine

Websites for every make and/or model of aircraft, Cessna, Piper, EAA, etc.

- ◆ Contact organizations and let them know we would like them to host their conference in Longmont.
- ◆ Favorable rates have been established for hotels, cars rentals, aircraft fuel, free tie downs.
- ◆ Many things to do and see in the area for both pilots and accompanying non-pilots.
Brewery tours, golf, proximity to Rocky Mt National Park, biking, hiking, skiing, fishing, etc.

Car Rental Agency Recruitment

Objective: Have car rental agencies locate rentable transportation on the Airport.

Research:

- ◆ Already in progress with Elite Aviation and Airport Manager

Host Chamber “After Hours “

Objective: Arrange to host a Chamber of Commerce “After Hours” meeting on the Airport.

Research:

- ◆ Call Scott Cook @ 303-776-5295 at the Chamber of Commerce.
- ◆ Determine who signed up for “After Hours” program for 2014
- ◆ If Scott does not have a program organized yet, go to Member Search on Chamber of Commerce website and make contacts directly.
- ◆ KLMO will provide the site, parking, chairs, tables, bathrooms, etc., and all aviation eye candy they want and will raffle off a plane ride and sky dive
- ◆ Event needs to be in June, July August or September only.

Front Area Aesthetics Upgrade

Objective: Upgrade the front Airport aesthetics in an inexpensive manner.

Research:

- ◆ Inexpensive and innovative ideas to improve the curb appeal of the Airport
- ◆ Identify possible sponsors, source of donations, naming rights, memorials, etc.
- ◆ Labor source could include school organizations, Eagle Scout project, or community project

Non Aeronautical Revenue Recruitment

Objective: Identify and secure short term, low impact projects for the Airport.

Research:

- ◆ Identify short term, low impact projects or activities that can provide revenue to the Airport
Ex: Batting cages, go-cart race track, paint ball war game course, etc

Grant Research

Objective: Obtain monetary grants for use in improving the Airport.

Research:

- ◆ Tim will provide CD with public and private grant opportunities
- ◆ Research which grants apply to KLMO for any purposes, not just Airport development.
- ◆ Make applications

Food Truck Program

Objective: Establish Food Truck Program on the Airport.

Research:

- ◆ Call Kiki Wallace 303-517-5454, and find out who put the food truck program together for Prospect.
- ◆ Who do we contact to get the program moved to KLMO on Saturdays and away from Twin Peaks Mall?
- ◆ Work in conjunction with Elite Aviation.