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**MINUTES
AIRPORT ADVISORY BOARD
JANUARY 20, 2011**

Call to Order

The January 20, 2011, Airport Advisory Board meeting was called to order by Chairman Morgan at 6:00 p.m., in the City Council Chambers.

Roll Call

Recording Assistant Jane Madrid called roll. Members present: Howard Morgan, George Anderson, Doedo Schipper, Don Dolce, Sarah Lipsy, Chris Rodriguez, and Tom Lange. Council Member Witt was absent. Staff present: Tim Barth, Airport Manager and Recording Secretary Jane Madrid.

Introduction of New Board Member

Don Dolce is the newest member of the Airport Advisory Board. Mr. Dolce provided the board a brief introduction.

Election of Chairperson

MR. RODRIGUEZ MADE A MOTION TO NOMINATE SARAH LIPSCY FOR CHAIRPERSON. MR. DOLCE SECONDED THE MOTION.

MR. SCHIPPER MADE A MOTION TO NOMINATE HOWARD MORGAN FOR CHAIRPERSON. MR. ANDERSON SECONDED THE MOTION.

There were no other nominations. The board made the decision to vote using secret ballots.

THE NOMINATION OF HOWARD MORGAN AS CHAIRPERSON WAS APPROVED BY A VOTE OF 4-3.

Election of Vice Chairperson

MR. SCHIPPER MADE A MOTION TO NOMINATE SARAH LIPSCY AS VICE CHAIRPERSON. MR. ANDERSON SECONDED THE MOTION.

There were no other nominations.

THE NOMINATION OF SARAH LIPSCY AS VICE CHAIRPERSON WAS APPROVED BY A VOTE OF 7-0.

Approval of the Minutes

1
2 Chairman Morgan asked for discussion or approval of the October 14, 2010, meeting minutes.

3
4 Mr. Anderson asked for a change on page 5, line 28 of the final minutes, from “are” to “our”.

5
6 Mr. Anderson asked for a change on page 7, line 29 of the final minutes, from “Mr” to “Ms”
7 Richardson.

8
9 Mr. Anderson asked for a change on page 11, line 5 of the final minutes, remove the word “if” in
10 front of Mr. Barth.

11
12 **MR. ANDERSON MADE A MOTION TO APPROVE THE OCTOBER 14, 2010,**
13 **MEETING MINUTES WITH CORRECTIONS. MR. RODRIGUEZ SECONDED THE**
14 **MOTION.**

15
16 **Additional Discussion of the Motion**

17
18 No additional discussion.

19
20 **Vote**

21
22 **MOTION CARRIED: 7-0**

23
24 **Public Invited To Be Heard**

25
26 Chairman Morgan opened the public invited to be heard.

27
28 Marc Arnold, 229 Airport Road – Mr. Arnold spoke to the board about the Master Plan and said
29 looking forward into the process, other services should be looked at (i.e. snow removal
30 resources). He is pleased to see the Master Plan in process.

31
32 Ron Krenzle, 12191 N. 61st St. – Mr. Krenzle provided an update on the Plane Truth and showed
33 the board a T-Shirt that was made for the Plane Truth campaign. He said the goal of Plane Truth
34 is get good information out to the public.

35
36 Chairman Morgan closed the public invited to be heard.

37
38 **Old Business**

39
40 None

41
42 **New Business**

1 **1. Meeting Time and Date**
2

3 Airport Manager Barth explained to the board they will need to establish meeting time and date
4 for the Airport Advisory Board. In the past the meetings have been held on the second Thursday
5 of the month at 6:00 p.m.
6

7 **Motion**
8

9 **MR. SCHIPPER MADE A MOTION TO CONTINUE HOLDING THE AIRPORT
10 ADVISORY BOARD MEETINGS THE SECOND THURSDAY OF THE MONTH AT
11 6:00 P.M. IN CITY COUNCIL CHAMBERS. MS. LIPSCY SECONDED THE MOTION.**
12

13 **Additional Discussion of the Motion**
14

15 No additional discussion.
16

17 **Vote**
18

19 **MOTION CARRIED: 7-0**
20

21 Mr. Anderson asked if the sign at the airport could have flood lights to illuminate it. Chairman
22 Morgan said there are lights, but they are not operational at this time. Mr. Barth said it is
23 probably in need of a new bulb.
24

25 **2. Agenda Placement**
26

27 Mr. Barth explained to the board they need to designate the official posting place of the Airport
28 Advisory Board agenda. In the past it has been posted on the bulletin board just outside of the
29 council chambers in the Civic Center.
30

31 **MR. ANDERSON MADE A MOTION TO POST THE AGENDA ON THE BULLETIN
32 BOARD JUST OUTSIDE THE CITY COUNCIL CHAMBERS. MR. DOLCE
33 SECONDED THE MOTION.**
34

35 **Additional Discussion of the Motion**
36

37 No additional discussion.
38

39 **Vote**
40

41 **MOTION CARRIED: 7-0**
42

43 **3. 2011 Airport Work Plan**
44

45 Mr. Barth explained to the board that at the first meeting of the year the board will go through a
46 work plan for the upcoming year.

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1. CIP Projects (Capital Improvement Program for the airport)

Airport Master Plan – Mr. Barth said this will consume the bulk of the time for the board and staff for 2011. He said it is expected that the Master Plan will kick off the week of January 24, 2011, with completion anticipated in August or September, providing it can get on councils schedule and get FAA approval along the way.

Crack filling and seal coating of existing asphalt – The State Division of Aeronautics has notified the City that the grant for the pavement maintenance is on the Consent Agenda.

Pavement Condition Indexing – This is something city staff is going to work on at the airport, similar to work they do on the streets in Longmont. An inspector and engineer will be sent out to evaluate the pavement structure at the airport and come up with a condition index between 1 and 10, so there is an idea in the future when those asphalt and pavement surfaces will need more maintenance or full replacement.

Mr. Barth said coinciding with the Master Plan and in the second half of the year, they will have an idea what to put down for the five year Capital Improvement Program. He said typically the project is started in February or March, but will probably turn in a blank CIP until the Master Plan comes back.

2. Airport Expo

Mr. Barth said the city has gone to an every other year format. The date of the event is June 25, 2011, and the reason this date was chosen is a lot of the aviation events in Colorado are scheduled in August and this gets our event out earlier. “A Look Back At The Future” is the theme for 2011. Mr. Barth there will not be any participation in the LDDA Festival on Main Street this year.

3. Airport Finance Plan and Review of Upcoming Expiring Leases

Mr. Barth said the process started last year and in the next several years, close to 30-35% of the leases will be expiring. The old lease deals will go up to about \$.30/sf, providing a shift in revenue that will help with some capital projects.

4. Bi-Annual Lease Rate Survey and Fuel Flowage Survey

Mr. Barth said this will be a comparison of airports along the Front Range and possibly Wyoming to see where we are with lease rates and if we are still in the market. The information will come back to the board at a later date.

Mr. Barth said the hope is to get through all of the items but if other items come up, it may not happen. Mr. Barth asked if there were any questions from the board. Mr. Schipper asked if there has been a commitment made to have adequate staff available to help with these projects. Mr.

1 Barth said yes, through the city reorganization efforts a Business Service Division was developed
2 and is there to help with these types of budget and finance items.

3
4 **MOTION**

5
6 **MS. LIPSCY MADE A MOTION TO ACCEPT THE 2011 AIRPORT WORK PLAN AS
7 PRESENTED. MR. DOLCE SECONDED THE MOTION.**

8
9 **Additional Discussion of the Motion**

10
11 No additional discussion.

12
13 **Vote**

14
15 **MOTION CARRIED: 7-0**

16
17 **4. 2010 Annual Report**

18
19 Mr. Barth said it is typical after the first or second meeting of the year, an annual report is turned
20 into the City Council. He said the report outlines the significant events in 2010 and will go to
21 council with no formal presentation. He said the 2011 Work Plan will also be submitted to
22 council.

23
24 Mr. Rodriguez asked for a change to the second page, second paragraph under 2010 Airport
25 Accomplishments, change “In February 2011” to “In February 2010.” Mr. Barth agreed to the
26 change.

27
28 Ms. Lipsy would like to suggest the Accomplishments are moved to the beginning of the report.
29 She asked that in the last paragraph of the Noise Abatement section, the word “embarked” is
30 replaced with “conducted.” Another change Ms. Lipsy recommended was in the first paragraph
31 under the 2010 Airport Accomplishments, change “functional ability” to “functionality”.

32
33 Ms. Lipsy asked how “new” the Federal regulations are regarding repainting and restriping of
34 the airfield markings. Mr. Barth said the regulations were changed about five years ago, and the
35 city had it in the CIP to change over to the new striping, but the FAA could not fund it and the
36 city had to wait for a state grant.

37
38 Ms. Lipsy would like to suggest a change to the last sentence in the paragraph that starts “In
39 December 2010...”, to say “the airport now has a year round restroom facility.”

40
41 Mr. Dolce asked about if the \$11,400 being paid by NEON is per year. Mr. Barth said yes, each
42 year they will pay \$11,400 plus the increase from the Consumer Price Index changes. Mr. Dolce
43 asked if it is possible to copy the noise complaint log for the board. Mr. Barth said he would
44 make it available to the board.

1 Mr. Schipper asked if the historical aircraft complaints and the individual households complaints
2 would be made available. Mr. Barth said there is a brief breakdown in the packet of the highest
3 call complaints and as the Airport Master Plan moves forward, there will be a GIS map available
4 that will show where the household callers are from and the actual log will be available.

5
6 Mr. Rodriguez asked if “full time” wouldn’t sound better than “year round.” Mr. Barth said it is
7 the boards report and he will put in the wording the board wants. Ms. Lipsy said when the
8 discussion took place three years ago, there was the choice of a warm weather bathroom that
9 could not be used in the winter; the important point is the bathroom can be used 12 months a
10 year now.

11
12 Mr. Rodriguez asked about the historical aircraft complaints and he states it would be nice for
13 people to see the amount of operations per year and if traffic has gone up or down each year.
14 Mr. Barth said there has been a decline in the number of operations but it is difficult to come up
15 with the exact number of operations due to the loss of DRCOG (Denver Regional Council of
16 Governments). DRCOG oversees planning for the entire metro area and Longmont was a part of
17 their aviation division. Mr. Barth states the number of operations are down, but the spike in
18 complaints between 2010 and the previous years is due to the Airport Master Plan; it was a
19 similar situation in previous Master Plan years. Mr. Rodriguez said if Mr. Barth does not know
20 by a count, that traffic has gone down, how does he know operations are down. Mr. Barth said
21 there is not a scientific answer to that, but after 16 years at the airport, he knows what happens at
22 the airport, he talks to other people, and it is not a big jump to say the numbers in the last three
23 years have gone down with the economy. It is a trend that is being seen around the Front Range
24 with the airports that do have counters, their numbers are down, so it would be safe to assume
25 our numbers are down also. Mr. Barth said fuel sales are up due to the low prices at Longmont
26 airport. Mr. Rodriguez said we need to be able to back up statements that are put out there. Mr.
27 Barth said as we move forward in the Master Plan, there will be tools at the airports disposal to
28 assist in gathering data.

29
30 **MR. LANGE MADE A MOTION TO ACCEPT THE 2010 ANNUAL REPORT WITH**
31 **CHANGES. MR. ANDERSON SECONDED THE MOTION.**

32
33 **Additional Discussion of the Motion**

34
35 No additional discussion.

36
37 **Vote**

38
39 **MOTION CARRIED: 7-0**

40
41 **5. Dogs on Airport Property**

42
43 Mr. Barth states an airport tenant has expressed concern about dogs that are unleashed on the
44 airport property and the tenant feels this is a safety hazard. Mr. Barth said the tenant brings up a
45 valid point and said there are ways to deal with this, but he would like the board to weigh in on
46 the subject. Mr. Barth said to the north west of the airport is a dog park where dogs can go

1 unleashed. He said on any given morning you will see tenants walking their dogs on the airport
2 property and the dogs are not on a leash. He said this is a hazard, especially if aircraft are
3 landing or taking off. Mr. Barth said it is not specifically addressed in the airport rules and
4 regulations, but it is addressed in city code; code says a dog must be on a leash or the owner will
5 be subject to a ticket.

6
7 Mr. Barth said an LMO update could be sent out to advise people of the concerns that have been
8 expressed about unleashed dogs, or invite a Community Service Officer or an Animal Control
9 Officer out to patrol the area. He said the lesser of two evils would be to work with the tenants,
10 but memos do not always work. Chairman Morgan would suggest an LMO bulletin be sent out
11 and see what response we get. He said one problem he sees is the dogs that don't belong to
12 anyone wandering around on the airport property and dogs that the skydivers bring onto the
13 property; those owners would not receive the a bulletin.

14
15 Mr. Schipper said he is a big fan of less government and less rules and since there are existing
16 rules in place, he does not see the need for anything special at the airport. He said it would be a
17 courtesy to send out the LMO and let people know the airport is city property and make people
18 aware of the situation. He does not think the AAB or Airport Manager should come up with
19 special rules for this situation.

20
21 Ms. Lipsy asked if the dogs running around without a leash belong to tenants from the airport or
22 is it the general public walking their dogs. Mr. Barth said his observation is the dogs belong to
23 tenants at the airport. She said her recommendation would be send the notice but asked if the
24 city could post the rules at the entrances, such as the signs posted in open space areas. Mr. Barth
25 said he could make arrangements to have signs posted at the entrances.

26 27 **Final Call – Public Invited to be Heard**

28
29 Chairman Morgan opened the final call – public invited to be heard.

30
31 No one wished to speak.

32
33 Chairman Morgan closed the final call – public invited to be heard.

34 35 **Board Comments**

36
37 Mr. Schipper said in the spirit of democracy, if people have questions for the board that they
38 might be able to answer, could there be a portion of meeting set aside for this. Mr. Barth asked if
39 that would be part of the agenda. Mr. Schipper said it would be a nice agenda item at the end of
40 the meeting. He said during Public Invited to be Heard, the board is just listening and are not
41 able to respond to questions presented. We should make time to answer the questions while the
42 person is there and while the board is together. Mr. Schipper thinks it would be a more
43 satisfying experience for everyone if they could get those questions answered.

44
45 Mr. Barth said if the board wants to do that they would need to make a motion to change the
46 agenda and the bylaws will need to come back to the board to be changed. He said his

1 observation is public involvement is good, but if that is an agenda item, the meetings could go
2 long, especially when the board gets into the bulk of the Master Plan. Mr. Barth said there is an
3 Open Forum that the City Council sponsors where people can speak for 5 minutes with the City
4 Council; that is a direction they could go.

5
6 Mr. Rodriguez said when Board Comments were added to the agenda, that was the idea of that
7 and it may be the time the board could answer questions. Mr. Rodriguez asked Mr. Schipper if
8 he was thinking of having a Board Comments after the first Public Invited to Be Heard also. Mr.
9 Schipper said that might be a good idea; if questions come up the board has an answer for, it
10 would be more satisfying if they could answer it at that time.

11
12 Mr. Rodriguez said council is adamant they won't do that kind of engagement after Public
13 Invited to Be Heard. Mr. Rodriguez can't find anything that says they can't do that in the AAB
14 meetings. He said he definitely does not want the types of engagement that takes place at the
15 Open Forum Council meeting, some people became argumentative or were repeating themselves,
16 and it was not friendly. Mr. Schipper would like to make the effort to be nice and to be
17 responsive at that time, if they can.

18
19 Mr. Anderson said the big problem when someone thinks they have an answer to a question is
20 others may have a different answer. He said if the board makes an answer by a vote, the vote
21 may not be unanimous, and if you give an answer that was not unanimous, the board has to live
22 with that answer. Mr. Schipper said that is a valid concern, but he was going for the more
23 specific questions that only have one answer and there is no discussion on it. Mr. Anderson said
24 he does not think the agenda needs to be changed for that, he thinks they will be getting into
25 problem discussions.

26
27 Chairman Morgan said if the question and answer session is done at the beginning and there is
28 other business that needs to be done, there should be specific rules so they don't end up meeting
29 until midnight. Mr. Dolce said it could create consternation if you open it up and change the
30 agenda, especially when you are trying to consider that single answer. He is not in favor of
31 opening up a specific question and answer period.

32
33 Mr. Lange asked if it were at the end of the meeting and it were less formal, make an
34 announcement and if people have a question the board members will answer those questions
35 following the meeting. He said he could see it getting contentious because these people are on a
36 "soap box" when they are at speaking to the board.

37
38 Ms. Lipsy said her impression is they are trying to stay away from questions that could lead to
39 discussion. She would be in favor of leaving the agenda as is, and perhaps make an
40 announcement in the meeting that questions posed in the Public Invited to Be Heard would be
41 considered, and in the Board Comments at the end, the questions may get answered at that time.
42 Ms. Lipsy said the problem with pulling aside board members at the end is that others may have
43 had that same question, so she would like to have it in the public forum.

44
45 Mr. Rodriguez said it should be added to the "script" and let people know when their question
46 might be answered.

1 There were no other board comments.

2

3 Mr. Barth states we are still waiting for the notice to proceed with the Master Plan from the FAA
4 and it will then take about 6 weeks for the consultants to put together working paper number one.
5 He said there is nothing coming across his desk that would need to be heard at a meeting in
6 February. Mr. Barth said it would be his intent to cancel the February meeting and reconvene in
7 March.

8

9 **MOTION**

10

11 **MR. ANDERSON MADE A MOTION TO CANCEL THE FEBRUARY 10, 2011,**
12 **AIRPORT ADVISORY BOARD MEETING AND RECONVENE IN MARCH 2011. MR.**
13 **RODRIGUEZ SECONDED THE MOTION.**

14

15 **Additional Discussion of the Motion**

16

17 No additional discussion.

18

19 **Vote**

20

21 **MOTION CARRIED: 7-0**

22

23

24 **Adjournment**

25

26 **MR. ANDERSON MADE A MOTION TO ADJOURN THE MEETING. MR.**
27 **RODRIGUEZ SECONDED THE MOTION.**

28

29 **MOTION CARRIED: 7-0.**

30

31 The meeting was adjourned at 7:10 p.m.

32

33 Respectfully submitted,

34

35

36 Vice Chairman Lipsy
37 Airport Advisory Board

38

39 /jm 01/21/11