



**AGENDA**  
**AIRPORT ADVISORY BOARD**  
**TWIN SISTERS CONFERENCE ROOM**  
**PLANNING AND DEVELOPMENT SERVICES CENTER, 385 KIMBARK ST.**  
**Thursday – February 13, 2020, 6:00 P.M.**  
**Regular Meeting**

1. Call to Order
2. Roll Call
3. Public Invited to be Heard
4. Approval of the Minutes:  
  
January 9, 2020 – Regular Meeting
5. Old Business
  - i. Financial Update
  - ii. Airport Needs – Recommendations to Council (Standing Item)
6. New Business
  - i. Review & Discussion of Snow Removal Plan
  - ii. Discussion on CPI Methodology – David Slayter
  - iii. Recommendations for future agenda items
7. Final Public Invited to be Heard
8. Board, City Council Representative and/or Staff Comments
9. Adjourn

\*Notice: In the event the Airport Advisory Board does not reach a quorum of 4 board members, the board is required to adjourn.

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**MINUTES**  
**Airport Advisory Board**  
**January 9, 2020**

**Civic Center**  
**350 Kimbark Street**  
**Longmont, CO 80501**

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**CALL TO ORDER**

11 The January 9, 2020 Airport Advisory Board meeting was called to order by Vice  
12 Chairperson Melinda Jordan at 6:00 p.m. in the City Council Chambers.

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**ROLL CALL**

15  
16 Michelle Gomez, Recording Secretary, called roll. Those present were: Vice Chairperson  
17 Jordan and Board Members Mick White, Steve Bliss, Harrison Earl, Kent Jakobsen, Orion  
18 Wiseman, Russell Robison and Council Member Joan Peck. Staff present were: Airport  
19 Manager David Slayter and Recording Secretary Michelle Gomez.

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**WELCOME NEW AND REAPPOINTED BOARD MEMBERS**

22  
23 David Slayter, Airport Manager, welcomed new board member Steve Bliss and  
24 congratulated him on his appointment and asked him to tell the board about himself.

25  
26 Board member Bliss stated that he came to Colorado about four years ago because of  
27 his daughter. He has been in aviation his whole life; grew up near the Santa Monica  
28 Airport and started flying when he was 16 years old. He retired after 38 years from United  
29 Airlines.

30  
31 Mr. Slayter also congratulated Melinda Jordan and Harrison Earl on their re-appointments  
32 to the board.

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**ELECTION OF OFFICERS**

35  
36 **BOARD MEMBER WHITE MOVED, SECONDED BY JORDAN, TO APPOINT**  
37 **HARRISON EARL AS CHAIRMAN TO THE AIRPORT ADVISORY BOARD.**  
38 **MOTION CARRIED: 7-0.**

39  
40 **BOARD MEMBER ROBISON MOVED, SECONDED BY EARL, TO APPOINT**  
41 **MELINDA JORDAN AS VICE CHAIR TO THE AIRPORT ADVISORY BOARD.**  
42 **MOTION CARRIED: 7-0.**

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1 **SET MEETING DATES AND TIMES**

- 2  
3 i. Announce Alternate Meeting location during Council Chambers  
4 construction

5  
6 Airport Manager Slayter, responding to board questions, stated that there is no reason to  
7 change the date/time of the meeting from the second Thursday of each month at 6:00  
8 p.m. He stated that the board will meet at the Development Services Center, 385 Kimbark  
9 Street, in the Twin Sisters Conference Room between February and May while the  
10 Council Chambers are being remodeled.

11  
12 **BOARD MEMBER WHITE MOVED, SECONDED BY JAKOBSEN, TO KEEP THE  
13 MEETING DATE AND TIME THE SAME AS DISCUSSED.**

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

15  
16 **BOARD MEMBER JORDAN MOVED, SECONDED BY WHITE, TO KEEP THE  
17 POSTING LOCATION IN THE NORTH WINDOW UNTIL CONSTRUCTION IS  
18 COMPLETED AND THEN IT WILL MOVE BACK TO THE WEST ENTRYWAY  
19 BULLETIN BOARDS.**

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

21  
22 **PUBLIC INVITED TO BE HEARD**

23  
24 Chairman Earl opened Public Invited to be Heard.

25  
26 Ron Krenzel, 12191 N. 61<sup>st</sup> Street, talked about how the FBO at the airport is failing and  
27 that there are people who want to build but cannot. He stated that the runway extension  
28 should have happened seven to ten years ago and the airport is losing commercial  
29 advantages because the runway expansion is not done.

30  
31 Seeing no one else wishing to speak with the board, Chairman Earl closed Public  
32 Invited to be Heard.

33  
34 **APPROVAL OF MEETING MINUTES**

35  
36 Board member Bliss noted that there were several instances in the minutes that stated  
37 DOR approach but they should all be changed to VOR-A and Recording Secretary  
38 Gomez noted the changes.

39  
40 **BOARD MEMBER JORDAN MOVED, SECONDED BY WHITE, TO APPROVE THE  
41 DECEMBER 12, 2019, MEETING MINUTES AS AMENDED.**

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

43  
44 **OLD BUSINESS**

- 45  
46 i. Financial Update

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1 David Slayter, Airport Manager, reviewed the Airport financial report with the board, noting  
2 that around April will be when the 2019 books will be completely closed.  
3 Mr. Slayter noted that the City has received final reimbursement for the taxiway grant from  
4 the FAA. The grant came in late 2018 so expenditures were paid in 2018 and some in  
5 2019.

6  
7 Responding to board questions, Mr. Slayter stated that the CIP for the south side payment  
8 maintenance has been submitted and he is waiting on feedback from the Federal Aviation  
9 Administration (FAA). He noted that one thing the FAA did was change the Airport  
10 Improvement Program (AIP) handbook that will kill general aviation airports that do not  
11 own the hangars. Because the City doesn't own hangars along the taxiways between  
12 hangars, the taxiways are not eligible for maintenance funds.

13  
14 Responding to other questions about the City owning hangars and if it would be easier to  
15 enforce rules and regulations as well as simplify things like snow removal on taxiways,  
16 Mr. Slayter stated that from a technical aspect it would be easier but that should not be  
17 the case. The rules should be enforceable now.

18  
19 Council Member Peck stated that as a point of clarification, taxiways previously have been  
20 cleared and the City pays for snow removal. If the city owns the taxiways the City should  
21 pay for crack sealing and maintenance.

22  
23 **ii. Airport Needs – Recommendations to Council (Standing Item)**

24  
25 Board Member Bliss asked what the perimeters of owning a hangar are and if you can  
26 park a vehicle in them or store other things.

27  
28 Mr. Slayter explained that you cannot use it in lieu of a hotel or you can't live in it but  
29 typically, pilots do park their vehicles in the hangars when they fly.

30  
31 Mr. Slayter mentioned that he was still waiting on an invoice from the last storm for snow  
32 removal in November.

33  
34 **NEW BUSINESS**

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36 **i. Recommendations for future agenda items**

37  
38 Topics to add to future agendas were:

- 39  
40
- 41 • South side hangars and lack of bathrooms;
  - 42 • CIP update
  - 43 • Snow removal plan review
  - 44 • Master Plan review
  - 45 • Airport Expo pushed to June 2021
- 46

1 **FINAL CALL – PUBLIC INVITED TO BE HEARD**

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3 Chairman Earl opened the final Public Invited to be Heard.

4  
5 Dale VanZant, 2976 Dunes Court, asked the board to consider an agenda item to work  
6 with city council to get involved with Planning and Development Services Department that  
7 deal with the airport influence zone because by the time the Airport Advisory Board gets  
8 the information about projects it is beyond the time to have meaningful input. He noted  
9 that the planning period for the Airport Expo is about 15 months so it should be started in  
10 April or May of 2020.

11  
12 Ron Krenzel, 12191 N. 61<sup>st</sup> Street, stated that he keeps track of 35 hangars and he has  
13 always been under the assumption that he is responsible for snow removal and  
14 maintenance.

15  
16 Seeing no one else wishing to speak with the board, Chairman Earl closed Final Call -  
17 Public Invited to be Heard.

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19 **BOARD, CITY COUNCIL REPRESENTATIVE AND/OR STAFF COMMENTS**

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21  
22 Board Member Robison suggested having a briefing page of what has happened the  
23 previous year on the board and offered to write something up.

24  
25 Board Member Jordan asked when Mr. Slayter will begin working on the 2019 report that  
26 will go to Council and he stated he will begin working on that this month.

27  
28 Council Member Peck thanked the board for allowing her to be the liaison for this board.  
29 She noted that none of the board members are hangar owners at the airport and echoed  
30 Mr. VanZant to get involved with developments about the influence zone.

31  
32 David Slayter, Airport Manager, reminded the board that Longmont Public Media will  
33 begin recording meetings in February.

34  
35 Clarify regarding the expo city fund does fund the expo and was funded for this year.  
36 Potential concerns with parking and some things that made it logistically difficult. Opted  
37 to put it back to the even-numbered years.

38 DS – talked about how to get ahead of the power in relation to the influence zone

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40 **Adjournment**

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42 The meeting was adjourned at 7:27 p.m.

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2 Respectfully submitted,  
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6 Chairperson  
7 Airport Advisory Board  
8 /mg 01/09/2020

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## FY2020 Airport Financial Report - YTD Through January 31, 2019

ACCOUNT DESCRIPTION	FY 2018	FY 2019	FY 2020 BGT	YTD RCVD	ENCUMB	AVAIL BDGT
Fuel Tax Refund	\$15,144.62	\$12,178.55	\$10,000.00	\$1,097.45	\$0.00	\$8,902.55
Fuel Flowage	\$16,612.98	\$11,433.72	\$12,000.00	\$0.00	\$0.00	\$12,000.00
Special Event / Space Rental	\$2,074.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Cell Tower	\$88,344.64	\$90,941.29	\$91,000.00	\$5,399.36	\$0.00	\$85,600.64
FBO Lease(s)	\$33,830.88	\$35,082.60	\$35,082.00	\$0.00	\$0.00	\$35,082.00
Ramp Fee	\$2,756.25	\$2,670.50	\$2,793.00	\$0.00	\$0.00	\$2,793.00
Public Use Permit Fees	\$9,140.96	\$20,427.36	\$17,885.00	\$0.00	\$0.00	\$17,885.00
Swoop Pond	\$1,854.07	\$1,922.67	\$1,854.00	\$0.00	\$0.00	\$1,854.00
Miscellaneous	\$350.00	\$362.00	\$0.00	\$0.00	\$0.00	\$0.00
Prior Years Rev Expense	\$0.00	-\$401.12	\$0.00	\$0.00	\$0.00	\$0.00
Interest Operating	\$5,551.97	\$9,097.44	\$0.00	\$0.00	\$0.00	\$0.00
Unrealized Gain/Loss	\$149.42	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Hangar Leases	\$311,876.77	\$326,133.03	\$320,445.00	\$0.00	\$0.00	\$320,445.00
Private Donations	\$15,453.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Revenue Total</b>	<b>\$503,139.56</b>	<b>\$509,848.04</b>	<b>\$491,059.00</b>	<b>\$6,496.81</b>	<b>\$0.00</b>	<b>\$484,562.19</b>

ACCOUNT DESCRIPTION	FY 2018	FY 2019	FY 2020 BGT	YTD EXPD	ENCUMB	AVAIL BDGT
Salary and Wages	\$100,054.22	\$100,005.79	\$105,427.00	\$7,825.53	\$0.00	\$97,601.47
Airport OT (AAB Secretary)	\$1,462.40	\$1,235.42	\$1,200.00	\$182.28	\$0.00	\$1,017.72
One Time Payment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Leave Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
RHS Plan	\$414.46	\$400.00	\$400.00	\$400.00	\$0.00	\$0.00
FICA	\$43.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Medicare	\$1,182.05	\$1,185.18	\$1,494.00	\$94.03	\$0.00	\$1,399.97
MOPC	\$4,913.59	\$5,000.25	\$5,153.00	\$391.28	\$0.00	\$4,761.72
EE Insurance	\$15,663.00	\$25,780.08	\$17,006.00	\$2,084.90	\$0.00	\$14,921.10
GERP Retirement	\$7,566.91	\$7,700.35	\$8,245.00	\$614.45	\$0.00	\$7,630.55
Comp Insurance	\$57.00	\$55.00	\$622.00	\$0.00	\$0.00	\$622.00
Unemp Insurance	\$69.00	\$70.00	\$52.00	\$0.00	\$0.00	\$52.00
Training/Conference	\$2,058.79	\$2,099.62	\$4,500.00	\$0.00	\$0.00	\$4,500.00
Food Allowance	\$47.85	\$269.57	\$800.00	\$0.00	\$0.00	\$800.00
Supplies	\$674.84	\$653.60	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Audiovisual Materials	\$1,099.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Due/Subscription	\$677.83	\$1,319.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00
Non-Capital Equipment	\$8,751.01	\$0.00	\$9,000.00	\$0.00	\$0.00	\$9,000.00
Repairs/Maintenance	\$32,220.80	\$11,017.94	\$30,000.00	\$282.30	\$0.00	\$29,717.70
Mileage Allowance	\$21.02	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00
Liability	\$4,420.00	\$5,999.00	\$6,059.00	\$0.00	\$0.00	\$6,059.00
Prof/Contract Service	\$67,284.91	\$52,200.96	\$68,750.00	\$152.42	\$0.00	\$68,597.58
Ads/ Legal Notices	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00
Utilities	\$11,339.61	\$12,785.48	\$12,000.00	\$0.00	\$0.00	\$12,000.00
Telephone Charges	\$630.66	\$643.77	\$720.00	\$0.00	\$0.00	\$720.00
Postage	\$53.99	\$69.05	\$300.00	\$0.00	\$0.00	\$300.00
Print/Copy/Bind	\$25.00	\$0.00	\$1,100.00	\$0.00	\$0.00	\$1,100.00
Other Service Charges	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Adm Mgmt Service	\$93,974.00	\$62,965.00	\$68,140.00	\$0.00	\$0.00	\$68,140.00
Fleet Lease Op/Maint	\$671.00	\$1,933.00	\$22,402.00	\$0.00	\$0.00	\$22,402.00
<b>Expense Total</b>	<b>\$355,376.47</b>	<b>\$293,388.06</b>	<b>\$367,720.00</b>	<b>\$12,027.19</b>	<b>\$0.00</b>	<b>\$355,692.81</b>

**Revenue Vs. Expended: -\$5,530.38**

FY2020 Professional Contract Services Expended - YTD Breakdown (January 31, 2019)

<b>PROFESSIONAL OR CONTRACT SERVICE</b>	<b>FY 2019 AMOUNT</b>
AWOS Maintenance:	\$0.00
Public Restroom Maintenance:	\$127.42
Outside Legal Counsel:	\$0.00
Porta-Potty Service:	\$0.00
Snow Removal Service:	\$0.00
Grass Cutting and Maintenance Service:	\$0.00
Gate Repair:	\$0.00
Longmont Sign Company - AAB Name Plates	\$25.00
<b>2019 TOTAL:</b>	<b>\$152.42</b>

<b>PROFESSIONAL OR CONTRACT SERVICE</b>	<b>FY 2019 AMOUNT</b>
AWOS Maintenance:	\$1,350.00
Public Restroom Maintenance:	\$637.10
Outside Legal Counsel:	\$762.00
Porta-Potty Service:	\$1,550.00
Snow Removal Service:	\$5,420.00
Grass Cutting and Maintenance Service:	\$12,757.82
Gate Repair:	\$1,142.73
Safety Risk Management (SRM) Analysis:	\$27,766.31
SRM Stakeholder Meeting Facilitator:	\$740.00
Longmont Sign Company - AAB Name Plates:	\$75.00
<b>2018 TOTAL:</b>	<b>\$52,200.96</b>

<b>PROFESSIONAL OR CONTRACT SERVICE</b>	<b>FY 2018 AMOUNT</b>
AWOS Maintenance:	\$3,030.00
Public Restroom Maintenance:	\$730.50
Outside Legal Counsel:	\$6,938.00
Porta-Potty Service:	\$1,821.41
Snow Removal Service:	\$3,540.00
Grass Cutting and Maintenance Service:	\$11,248.00
Marketing:	\$6,000.00
Runway Grinding:	\$1,500.00
Perimeter Road and Ditch Work:	\$7,477.00
<b>2017 TOTAL:</b>	<b>\$42,284.91</b>

**2020 GRANT FUNDS EXPENDED/ENCUMBERED YTD - January  
31,2019**

<b>ACCOUNT DESCRIPTION</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020 BGT</b>	<b>YTD RCVD</b>	<b>ENCUMB</b>	<b>AVAIL BDGT</b>
Federal Grant	\$501,530.95	\$0.00	\$438,255.00	\$0.00	\$0.00	\$438,255.00
State Grant	\$46,579.00	\$0.00	\$424,347.00	\$0.00	\$0.00	\$424,347.00
			\$862,602.00	\$0.00	\$0.00	

<b>ACCOUNT DESCRIPTION</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020 BGT</b>	<b>YTD EXPD</b>	<b>ENCUMB</b>	<b>AVAIL BDGT</b>
CIP Plan/Design	\$156,208.68	\$0.00	\$143,661.00	\$0.00	\$0.00	\$143,661.00
CIP Building & Facility Dev.	\$408,491.26	\$0.00	\$1,065,512.00	\$0.00	\$0.00	\$1,065,512.00
			\$1,209,173.00	\$0.00	\$0.00	

<b>Reimbursed vs. Expended</b>	<b>-\$16,589.99</b>	<b>\$0.00</b>	<b>\$0.00</b>
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# VANCE BRAND AIRPORT SNOW REMOVAL PLAN

## **When Snow Removal Operation Should Begin**

Snow removal will begin automatically when any of the following snow depths occur:

- Dry Snow of 3 inches or greater
- Wet Snow of 1 inch or greater
- Slush of ½ inch or greater

Should there be a snow event that produces less than these amounts, the snow should still be removed **immediately** after the snowfall ceases.

## **Snow Removal Priority Ranking**

1. The first area of snow removal priority is the Main Entrance roadway up to the Elite Aviation Fixed Base Operator (FBO). Providing clear vehicle access is necessary in the event of an emergency.
2. The second area of snow removal priority is the main runway, Runway 11/29. It is imperative that the entire length of the runway is clear of snow. When plowing the main runway, removal of snow should begin at the Runway Centerline, pushing the snow to the edges of the runway. Snow berms or banks must not exceed 36" in height along the runway edges. It is also important not to obscure any of the runway lights by berms or banks. Typically, the runway lights are 150 feet apart. It may be necessary to adjust the speed of the snow removal vehicle in order not to bury or knock over the lights.
3. The third area of snow removal priority is the first of two primary taxiways, Taxiway A (Alpha). This taxiway parallels the main runway to the north and has four separate connectors to the runway, as well as four aircraft engine run up areas. This area must be cleared entirely of snow, including the aircraft engine run up areas. Snow berms or banks must not exceed 36" in height along the runway edges. It is also important not to obscure any of the taxiway lights by berms or banks. It may be necessary to adjust the speed of the snow removal vehicle in order not to bury or knock over the lights.
4. The fourth area of snow removal priority is the second of two primary taxiways, Taxiway B (Bravo). This taxiway provides access from the South Hangars to the main runway. This taxiway must be cleared full width to the approach end of Runway 29. Snow berms or banks must not exceed 36" in height along the runway edges. It is also important not to obscure any of the taxiway lights by berms or banks. It may be necessary to adjust the speed of the snow removal vehicle in order not to bury or knock over the lights.
5. The fifth area of snow removal priority is the Diagonal Taxiway (650' X 35'), which connects Elite Aviation's main ramp to the East/West Secondary Taxiway adjacent to the Airport Manager's office and associated Hangars; and the East/West Secondary Taxiway adjacent to the Airport Manager's office.

6. The sixth area of snow removal priority are the public service taxi-lanes for the hangar developments on the north side of the runway and west of the public ramp. We are obligated to clear a 30 foot wide path down the middle of each taxi-lane. Individual hangar owners are responsible for the remainder of the snow removal.

7. The seventh area of snow removal priority is the back or west entrance of the airport located off of St. Vrain Road. Like the main entrance.

8. The eighth area of snow removal priority is the public parking areas on the airport.

9. The ninth area of snow removal priority is the parking area west of the airport manager's office, and any clean up areas that the Airport Manager feels is necessary in order to provide a safe environment for the operation of aircraft.

Snow must not come to rest against fences and buildings. Any damage to any facility or property shall be repaired to as good or better condition at no cost to the City of Longmont or the owner of the property that is damaged.

### **Snow Dump Locations**

In the event of large snow storms, it is sometime necessary to relocate snow from the airport surfaces to designated snow dump areas. There are three areas on the airport designated for snow dumping. The first area is the large grassy area to the immediate east of the main concrete ramp. The second area is to the immediate west of the Western most hangar on the north side of the runway and Vehicle Service Road. The final area is the area east of the lighted wind cone.

When using the snow dumps, the snow should be dumped at least 10 feet beyond the taxiway lights in order to ensure wing tip clearances. There are no height requirements for the snow dump areas.

### **Snow Removal During Aircraft Operations**

No snow removal operations will occur on the main runway when aircraft operations are in progress without the authorization of the Airport Manager. When aircraft operations are in progress all snow removal operations in the primary airport operations area must be coordinated with the Airport Manager. If snow removal is necessary on the main runway, communications must be established between the Airport Manager and snow removal team. Each member of the snow removal team shall have at least a handheld radio tuned to CTAF frequency.



St-Vrain Rd

Airport Rd

Rogers Rd

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**CPI for All Urban Consumers (CPI-U)  
Original Data Value**

**Series** CUURS48BSA0

**Id:**

**Not Seasonally Adjusted**

**Series** All items in Denver-Aurora-Lakewood,

**Title:** CO, all urban consumers, not seasonally adjusted

**Area:** Denver-Aurora-Lakewood, CO

**Item:** All items

**Base** 1982-84=100

**Years:** 2009 to 2019

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2	Half 1 %	Half 2 %	CY
2017											258.614		254.995	252.760	257.230			
2018	259.907		260.595		262.150		261.707		263.723		263.679		261.958	260.790	263.127	3.2%	2.3%	2019
2019	260.942		264.332		266.280		267.285		270.974		271.142		266.999	264.147	269.850	1.3%	2.6%	2020