



FORT COLLINS • LOVELAND
AIRPORT
STEERING COMMITTEE MEETING

Fort Collins-Loveland Airport

NOTE: LOCATION CHANGE
Airport - East Modular Building
4824 Earhart Road
Loveland, Colorado

January 19, 2012
3:00 p.m. to 4:30 p.m.

AGENDA

Call to Order

Approval of Minutes – November 17, 2011, Meeting

Introduction and Public Comments

Airport Business Spotlight: Trans Aero Helicopter Services

Engineering Consultant Selection – Jason Licon

Colorado Division of Aeronautics 2012 Grants – Jason Licon

Staff Updates

- Projects Update – Keith Reester, Jason Licon
 - Runway Rehabilitation
 - Terminal Expansion
 - FBO Remodel
 - Wingless Flight
- Allegiant Airlines Departure Procedures – Jason Licon
- Airport Development – Jason Licon
- 2011 Airport Achievements – Jason Licon, Larry Mack, Keith Reester
- Airport Operations Updates – Larry Mack
 - Aviation Security Tabletop Drill – Larry Mack

Adjourn

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**CITIES OF FORT COLLINS AND LOVELAND
AIRPORT STEERING COMMITTEE
Fort Collins-Loveland Municipal Airport**

MINUTES
November 17, 2011

Steering Committee Members Present: Mayor Cecil Gutierrez; Mayor Karen Weitkunat; Bill Cahill, Loveland City Manager; Darin Atteberry, Fort Collins City Manager

City Staff Present: Keith Reester, Jason Licon, Brenda Orndorff, Larry Mack, Judy Schmidt

Members Absent:

Others Present:

The Steering Committee meeting was held at the Loveland Chamber of Commerce, 5400 Stone Creek Circle, Loveland, Colorado. Meeting called to order at 3:00 p.m.

1. Approval of Minutes for: September 15, 2011

Karen Weitkunat moved for approval of the September 15, 2011, minutes. Bill Cahill seconded the motion. Motion carried.

2. Introductions and Citizen participation (Public comments):

Cecil requested that all individuals present introduce themselves and their affiliation with the Airport. No public comments.

3. Airport Business Spotlight – Professional Aircraft Services – Larry Hallock & Terry Cecil

Larry Hallock and Terry Cecil, owners of Professional Aircraft Services, presented the Airport Business Spotlight. Their business is located at FNL inside the jetCenter's north hangar. Professional Aircraft was established in 1995. Current staff has an accumulated total of 75 years of experience in aviation maintenance. They provide quality aircraft maintenance on all make and models of general aviation aircraft. Their services include complete 100 hour annual inspections, oil changes and routine maintenance, tire changes, air conditioning service, factory engine installations, JPI engine monitor systems, engine baffle installations, prop installations, door stewards, air vents, sun visors, engine oil pre-heaters, and minor aircraft sheet metal repairs.

4. Airport Contractor Appreciation: Coulson Excavating – Jason Licon

Jason reported that Coulson Excavating was the Airport's contractor that performed the runway rehabilitation project. Their team was able to work with Airport staff during the FAA grant funding issues and ultimately construct the project. Coulson was able to mobilize their construction team and subcontractors with extremely short notice and still deliver a high quality product. There were 225 individuals on the job at any given time on this project. They were able to do all of this within a 16-day construction window that was critical to continued Airport operations. Coulson's safety was excellent as was the quality of the runway project. They removed 177,321 cubic yards of asphalt, moved and placed 101,000

cubic yards of dirt, and set a company record of 5,600 tons of asphalt laid in a single day. They have also been nominated for Colorado Asphalt Pavement Association awards based upon the high quality of the job performed. Jason presented Kenneth Coulson and Bill Schrader of Coulson with a framed enlargement of Allegiant departing FNL as a token of appreciation to Coulson Excavation for their performance during the \$7 million runway project. Both Ken and Bill expressed appreciation to all parties involved and Airport staff for their cooperation, and added that it could not be done without good people working together. Cecil noted that it was a terrific project.

5. Small Community Air Service Development Grant – Jason Licon

Jason reported that last month FNL was awarded a grant from the U.S. Department of Transportation in the amount of \$221,500. This grant was obtained to aid in the development of airport air service offerings for the Northern Colorado region. These goals include the retention of the airport's current airline service and assistance in the progression of the FNL's wingless flight initiative. In addition, a study of Northern Colorado catchment area will be done. They also plan to promote reciprocity of existing air service and explore possible future air service offerings. The majority of this funding will help make the wingless flight program a reality through expert help with planning and development. The grant timeline is 18 months. Bill congratulated staff on their diligence in achieving this grant and being persistent in applying. He added that there are very few of these grants awarded nationwide

6. 2012 Planned Capital Projects – Jason Licon

Jason reported that the capital improvement program (CIP) is a strategic improvement plan that the Airport updates on an annual basis. The CIP outlines all capital improvement projects planned for future Federal and State airport grants. This agenda item will focus on what is outlined within the CIP for the next two years at FNL. A description of the projects is as follows:

Federally Funded Projects

- Design and surveying for general aviation (GA) ramp rehabilitation \$285,000 FAA; \$7,500 State; \$7,500 PFC.
- Snow removal equipment purchase \$237,500 FAA; \$6,250 State; \$6,250 PFC.

State Funded Projects

- Airport utility master plan \$90,000 State; \$10,000 local.
- Hangar taxi lane rehabilitation \$275,000 State; \$30,555 PFC.
- Service vehicle \$22,500 State, \$2,500 local.

Totals: \$522,500 FAA; \$400,000 State; \$12,500 Local; and \$44,305 PFC.

7. Colorado Division of Aeronautics Internship Grant – Jason Licon

The State of Colorado Division of Aeronautics offers internship grant assistance to airports wishing to be part of the State internship program. The grant covers half of the compensation expense for an intern position. FNL had a successful internship program last year. Intern, Kevin Keith, has accepted a permanent position with an airport out of state. The new grant will provide for a replacement which Jason hopes to have in place in January.

Keith reported that Kevin Keith has served as FNL's intern for the past year with half funding coming from a State grant and half from local funds. As Staff has previously

reported, due to the amount of projects and activity at FNL Kevin's internship had been extended through the end of 2011. Kevin has taken a full-time position and will be leaving his position at FNL this week. Airport staffing plans are being developed and will be brought to the Committee in the near future. Staff is currently down manpower for snow plowing operations. Staff threshold recommendations will be forth coming as well as discussion regarding the funding of same.

Darin commented that if we have specific goals for what FNL is aspiring to become, then we have to resource it as well and that includes staffing with qualified individuals, more than just limiting staff to interns, otherwise it's not going to happen without great individuals in place; adding that's the greatest investment that can be made. Darin commended Jason on the excellent job he is doing in his leadership role as Airport Director. Karen noted that it would be important for her to see a comparison of FNL staffing as compared with other airports across the nation and what it is FNL is looking for to meet that goal. She added that her dealings with FNL have been positive and that the Airport is a great asset for Northern Colorado and the economy of both municipalities.

8. Staff Updates – Jason Licon

Runway Rehabilitation Project –

Jason reported that the runway rehabilitation project is now 98 percent complete with final landscaping and seeding currently being applied. Perimeter security fence installation is nearing completion as well. The project is currently on time and within budget even though snowing and wet weather precluded contractors from performing some of the finishing touches. Approximately 220,000 cubic yards of dirt was placed to enhance the safety area around the runways which were out of FAA spec and had been since the runway was built. This dirt was removed from what has become the new water retention pond. The connecting taxiways were also rebuilt. All old asphalt that was removed was recycled and the crushed materials were placed along the 4 ½ miles of access roadways that are located throughout the Airport. New blast pads were also placed at each end of the runway. It was a great project.

Terminal Expansion –

Jason reported that the passenger waiting area expansion project is nearly complete and a Certificate of Occupancy was received today. He added that the City of Loveland Public Works Facilities Team did a fantastic job with the construction of the new building and working in required building modifications. Special thanks to the Facilities team. In addition, Jason also expressed appreciation to the City of Fort Collins for the donation of 150 chairs for seating in the new addition. Staff is planning to have a Steering Committee meeting in the new modular building in the near future.

NBAA Convention –

Jason and Larry travelled to Las Vegas in October to attend the National Business Aircraft Association (NBAA) convention. CDOT, Division of Aeronautics provided a booth area for 12 Colorado Airports who exhibited including Akron, Aspen, Centennial, Colorado, Fort Collins-Loveland, Front Range, Grand Junction, Greeley, Gunnison, Montrose, Rifle, and Rocky Mountain Metro. There were 26,077 attendees and 1,106 exhibitors including private

corporate jets, fuel distributors, FBOs, etc. The State of Colorado pays for the booth and registration (\$7,500 per participating airport). This is a great venue for generating leads and educating the aviation community. Steve with Fort Collins-Loveland jetCenter attended also.

Consultant Selection –

The FAA requires an engineers' approval on the design and spec of all airport capital projects for both equipment and construction, which can either be accomplished by having an airport engineer on staff or by retaining an engineering consultant; most airports use the latter model. Every five years, the FAA requires all airports with hired consultants to conduct a consultant selection evaluation. The vast majority of airports do retain consultants. FNL's five-year contract with CH2M Hill expires in February 2012. FNL's request for qualifications will be going out next week. It is Jason's goal to have a recommendation by the next Steering Committee meeting in January. Currently a team of five individuals from the Cities have been selected to sit on a review panel to go through all the submitted proposals. Keith expects to receive a lot of response.

Airport Operations Update – Larry Mack

ARFF Tabletop –

Larry reported that this year's Airport Rescue and Fire Fighting (ARFF) Tabletop drill was held on October 18th with about 40 individuals in attendance from the following Northern Colorado emergency response agencies: FNL, Loveland Fire ARFF Crew, Poudre Fire, Windsor Fire, TVEMS, Poudre EMS, Loveland and Fort Collins Police, Larimer County Sheriff, Colorado State Patrol, Medical Center of the Rockies, McKee Medical Center, Poudre Valley Hospital, Loveland and Larimer County Dispatch, Coroner, Emergency Preparedness Agencies for Loveland, Fort Collins, and Larimer County, Larimer County Road and Bridge. This is the first table top drill in a series of three annual drills. Next year's drill will become more structured and detailed, and the final drill in two years will be a full-scale exercise such as occurred last year. All these exercises are required for FNL's FAA Part 139 certificate.

Snow Removal –

Larry reported that to date this fall there have been two significant snowfalls. FNL crews were prepared and began plowing in the early morning hours and had the runways cleared for commercial flights as well as general aviation. An acceptable passing breaking action on the runway must be attained before a commercial flight will take off from its origination point en route to FNL. In one of these instances, breaking action needed to be in place by 5:00 a.m. before the carrier would take off bound for FNL. That carrier landed at FNL by 7:00 a.m. with a bare, clean runway with four plows. Snow must be plowed into several winrows and then blown off over the runway lights. Staff also clears taxiways and ramp area.

Public Comments –

Terry Cecil of Professional Aircraft Services expressed appreciation to the Steering Committee and Staff for the improvements that have been made to FNL over the past several years.

Cecil Gutierrez adjourned the meeting at 4:24 p.m.



Airport Steering Committee

Agenda Item Summary

Date: 1-19-12

Item: Airport Business Spotlight – Trans Aero Helicopter Services

Description: A brief presentation highlighting an airport based business

Presenter: Kevin Shields

Summary:

Kevin Shields, President of Trans Aero Helicopter Services will provide an overview of their business that was recently based at our airport. The company relocated their operations from Cheyenne WY to our airport this past summer.

Trans Aero Helicopter Services specialize in government contracts, wild land firefighting, and oil and gas exploration. Other services include, but are not limited to, charter, setting power poles and air conditioner units, wire pulling, and aerial photography.

The company's fleet of aircraft consists of 19 helicopters that are operated and maintained by the company. The Fort Collins – Loveland Airport serves as a base of operations and repair station for Trans Aero to service their aircraft. A total of 30 jobs have been created by the company with possibly more to come in the future. The types of jobs that have come to the area consist of highly specialized personnel that maintain the turbine powered aircraft and highly skilled pilots and crewmembers that operate the aircraft across the country.



Airport Steering Committee

Agenda Item Summary

Date:	1-19-12
Item:	Engineering Consultant Selection
Description:	Selection Committee Recommendation to enter into a 5-year contract with a highly qualified engineering consulting firm
Presenter:	Jason Licon

Summary:

Every five years the FAA requires airports to reevaluate the engineering consulting firm that they utilize for project design and construction management. The airport's current contract expires with the current engineering firm of CH2M Hill in February of this year. Last November a request was made by the airport seeking statements of qualifications (SOQ's) from airport specialized engineering firms. The request outlined all of the foreseen future airport projects that may be considered within the next five years.

A committee was formed to evaluate the SOQ's from the various firms, and to make a recommendation to the Steering Committee as to which firm would be most qualified to enter into another five year contract term with the two Cities. The airport engineering firm selection committee was chosen in a way to get a broad spectrum of individuals that will not only work with the chosen firm, but have some knowledge as to what the airport will require. The selection committee consists of the following staff members:

Josh Birks – City of Fort Collins, Airport Liaison
Frank Hempen – City of Loveland, Project Engineering
Jason Licon – Airport Director
Larry Mack – Airport Operations and Maintenance Manager
Cindy Scymanski – City of Loveland, Finance and Purchasing

A recommendation of the selection committee will be made during our meeting.



Airport Steering Committee

Agenda Item Summary

Date: 1-19-12

Item: Colorado Division of Aeronautics 2012 Grants

Description: Update on changes made to the 2012 Colorado Division of Aeronautics airport grant

Presenter: Jason Licon

Summary:

During the previous Airport Steering Committee meeting, a presentation was made as to how the airport will request grant funding dollars from the State for 2012 projects. Changes were necessary due to the inability for the State to fund one of the projects. The State rejected the airport's proposal to repave some of the taxiways between the Southern hangar areas. As to not risk the potential to lose part of the grant, airport staff decided that instead the funding should be used to install the Runway Weather Information System (RWIS). This system was the only part of the runway rehabilitation project that was left unfunded by the FAA last year.

The RWIS will allow the airport the ability to prepare and react more effectively to ice and snow events. This is especially important due to the scheduled commercial air services that the airport supports.



Airport Steering Committee

Agenda Item Summary

Date: 1-19-12

Item: Staff Updates – Projects Update

Description: Updates on airport projects including the wrap up of the runway and terminal projects, the start of the FBO remodeling project, and the Wingless Flight program development

Staff Presenter: Keith Reester, Jason Licon

Summary:

The airport is closing two projects and is starting another. The runway project is officially complete, and has been reviewed and given final approvals by the FAA. The airport terminal expansion project is now done, and will be showcased during this next planned Steering Committee meeting.

The FBO remodeling project is officially underway. The City of Loveland's facilities department began the remodeling project Monday January 9th, and is expected to complete the majority of the project within a six week timeframe. The FBO building is owned by the two cities, and was in desperate need of a facelift. The project is going to focus on the lobby and bathroom areas of the FBO building currently leased by jetCenter. The project will greatly enhance the image that the cities of Fort Collins and Loveland portray to our general and business aviation visitors.

The Wingless Flight development update will focus on the challenges and obstacles overcome recently by airport staff working with TSA, DEN, and others. This development is still in the beginning stages and staff will review what has been accomplished thus far.



Airport Steering Committee

Agenda Item Summary

Date: 1-19-12

Item: Staff Updates - Allegiant Airlines Departure Procedures

Description: Report on the observance of Allegiant Airlines Departures

Staff Presenter: Jason Licon

Summary:

In recent months the topic of Allegiant Airlines departure procedures has been discussed during meetings with airport staff. Members of the Airport Neighbor Advisory Committee that reside mostly in South East Fort Collins have expressed concern about the agreed upon departure procedure not being followed as closely as had been done in the past.

Airport staff devised a plan to help remind pilots of the recommended northbound departure procedure from the airport. The airport purchased a small gift token that had a message thanking the pilots for flying safely at our airport and for adherence to the recommended departure procedure to the North.

The recommended procedure can only be followed when there are no weather or aircraft traffic concerns that will allow pilots the ability to make the larger radius sweeping turn as recommended by the ANAC. The pilots also have to rely upon the instructions that they receive from the FAA air traffic controllers that monitor the flight and are not allowed to deviate from said directives. The airport has one runway that Allegiant is able to utilize, and when the winds are from the North, they depart in that direction. A month and a half observation of the departures after the reminder token was distributed will be presented to the Committee.



Airport Steering Committee

Agenda Item Summary

Date: 1-19-12

Item: Staff Updates – Airport Development

Description: Description on proposed on and off airport development

Staff Presenter: Jason Licon, Larry Mack

Summary:

Airport staff will give an update on proposed developments both on and off airport. The developments include a private hangar on airport and an expansion to a hangar within our through the fence agreement property.



Airport Steering Committee

Agenda Item Summary

Date: 1-19-12

Item: Staff Updates – 2011 Airport Achievements

Description: A brief reflection on airport achievements in 2011

Staff Presenters: Keith Reester, Jason Licon, Larry Mack

Summary:

Airport staff will give a brief overview on achievements made and goals achieved during 2011. These items include major projects, small projects, grants received, and total dollars spent.



Airport Steering Committee

Agenda Item Summary

Date: 11-17-11
Item: Staff Updates – Airport Operations Updates
Description: Airport operational updates
Staff Presenter: Larry Mack

Summary:

Larry Mack will give a report on airport operations including the 2011 Aviation Security tabletop conducted on December 6, 2011 at the airport.