

Airport Advisory Board Workshop
Fremont County Airport
February 6, 2013
8:00am

Members Present: John Marietta, Chairman; Len Mino; Duane Cozadd; Greg Tabuteau; Tom Schilf; Jay Seavy; Jim Woolworth

Others Officials Present: Airport Manager, Richard Baker

Purpose: The purpose of this meeting was to discuss allowable advertising signage for airport businesses and to discuss building maintenance standards required by tenant lease agreements (specifically 99 year leases).

The meeting was called to order at 8:00am by Chairman John Marietta.

Signage:

- Advertising signs on airport property have been a source of conflict among skydive businesses. The airport board has reviewed existing airport signage regulations and researched CDOT regulations to make recommendations to the Board of County Commissioners on what requirements should be placed on signage at the airport.
- Currently, most advertising signs placed by skydive businesses do not comply with either local requirements (some with previously approved variances) nor CDOT regulations.
- Signs placed along Hwy. 50 frontage can have an area no larger than 150 sq. ft., may advertise on both sides and signs shall be spaced no less than 300 feet apart. There is room for two signs on the northeast side of the airport (east of the telephone poles) along Hwy. 50. West of the poles is not usable since the perimeter road does not allow setback requirements to be met. Space is limited and once available frontage, to include sign offsets has been assigned, no further signage will be allowed.
- Members stated that advertising signage for skydive operations is an essential part of their business and skydive businesses should have the opportunity to lease space along the north fence for the purpose of placing a business sign. A lease for 200 sq.ft. of land was proposed for placement of any conforming sign.
- One sign is allowed on the building of any business. It's area cannot exceed 1 sq.ft. per linear foot of wall that it is placed on. Building signs must be permanent. Temporary banners and signs will not be allowed. All existing non-conforming signs, on buildings and along Hwy 50, must be removed.
- Directional signs are being provided by the County to places of business on the airfield.
- ***MOTION: Recommend to the BOCC that airport businesses be allowed to place one permanent sign on the building of their place of business conforming to an area limitation of 1 sq. ft. per linear foot of wall space. Additionally, businesses shall be afforded the opportunity to lease land on the north fence property line and place one sign with a maximum area of 150 sq.ft. in conformance with CDOT regulations.*** Motion was made, seconded and carried unanimously

Maintenance Standards (99 year leases):

- Several older hangers on the airport show signs of deterioration from lack of maintenance. Appearance standards are not being met and structural integrity of some is in question. Most affected hangers are on long term lease agreements (99 years).
- Terms of those lease agreements require tenants to “keep the structure repaired and maintained at the sole cost of the lessees” and “the standards of repair and maintenance shall not be limited to safety but the test shall also be whether the buildings have become unsightly”. Additionally, these leases provide for lease termination where tenants fail to make necessary repairs within 60 days of notification.
- Members agreed that all airport buildings should be reviewed for compliance with safety and appearance standards and specific violations should be cited with actions identified to bring the structure in compliance. Affected tenants would subsequently be notified, in writing, of deficiencies and those required actions.
- If necessary, the BOCC will be requested to direct the assistance of the county attorney to resolve non-compliance issues.

- **MOTION:** *Ask the County Building Department to do a general external safety/structural inspection of all airport structures and identify any structural issues in need of correction.* Motion was made, seconded and carried unanimously.

Other discussion:

Unauthorized Storage:

- A 5th wheel trailer with an attached glider trailer has been parked by Pro Av for some time. The trailer is owned by a person living in Morrison who is considering leasing land at the airport. He has been storing his trailer at the airport in the interim.
- The trailer storage is in violation of external storage rules on airport property for federal grant assurances.
- The Airport Manager will send the owner a letter to advise him that the trailer cannot be stored on airport property and must be moved immediately.

Multiple Use Building:

- Greg Tabuteau gave an update on the status of our efforts to fund a new multiple use facility at Fremont County Airport. He presented a letter given to Gov. John Hickenlooper asking for his support as we pursue \$3.2 million in aeronautical grants to fund the project. No response to date.
- Travis Fallon, State Aviation Director, said he would help us try to get the grant but funding our local match will still be a problem. The FAA does not want to spend any money on brick and mortar facilities that are intended for revenue generation so properly characterizing the objective of the facility is very important to funding approval.
- Fallon knows Gov. Hickenlooper's assistant, Mr. Ken Lundt (head of state economic development) and will approach him on the possibility of using non-aviation funds to support the project.

Fuel Support Contingency:

- Dick Baker talked about contingency planning for a fuel system upgrade to enable supporting higher volumes of fuel during peak demand, specifically jet fuel demand during the fire season. Fuel delivery is currently limited by low pump capacity from the tank (It takes 90 minutes to refill a 3000 gal fuel truck).
- Pump size and capacity is limited by the single phase electrical supply at the airport. 3 phase electrical can be supplied, which will allow a larger pump and increased capacity for an estimated \$30,000.
- A number of options were discussed for tank location but the members want to explore the cost of buying a new jet fuel tank with a 3-phase pump, placing it next to the maintenance hanger and leaving the existing jet tank at its present location on the ramp. This estimate will be available at our next meeting.

Document Maintenance:

- Maintenance of airport operational documents was discussed. Numerous regulations and plans have been generated by the Advisory Board over the past twenty years but most are not easily retrievable and many are not in an electronic format that can be revised if the need arises.
- Hard copies of most documents affecting airport operations are kept in a file cabinet at the airport office. Electronic copies of many documents do not exist or their whereabouts is unknown.
- Files are poorly labeled and not well organized. Some documents have numerous copies, all with different dates. Some documents have no date at all. For many, it's unclear if the documents were ever approved by the County Commissioners.
- All documents pertaining to airport operations should be "living documents". They should be dated with revision levels and should have "approved by" notation. They should be maintained and protected in electronic format on a computer in the airport manager's office. If revisions become necessary the document revision level should be advanced to distinguish it from the previous level.
- An index of all documents with their status will be created for the next meeting to determine which of them need attention.

There being no further items for discussion, Chairmen Marietta adjourned the meeting at 9:23am.

Minutes submitted by: Jim Woolworth