

**AIRPORT ADVISORY BOARD MEETING
Fremont County Airport
December 5, 2013
7:00 am**

Members Present: John Marietta, Chairman; Leonard Mino; Duane Cozadd; Tom Schief; Greg Tabuteau; Jim Woolworth

Members Absent: Jay Seavy

Other Officials Present: Commissioner, Ed Norden; County Manager, George Sugars; County Engineer, Don Moore; Airport Manager, Richard Baker

Others Present: John Emmerling; Kendra Boysen; Hans Miesler; Skip Moreau; Mat Clark; Ryan Bunch

The meeting was called to order at 7:00 a.m. by Chairman John Marietta.

Everyone was welcomed. There were no new guests to be introduced.

The minutes of the September 4, 2013 Advisory Board meeting were approved as published.

The minutes of the October 29, 2013 Advisory Board signage meeting were approved as published.

The Fremont County Airshow After Action Report, October 4, 2013 was also approved.

Airport Manager's Report:

- Taxiway Construction - Paving was completed on Tuesday, Dec 3, 2013. Runway closures are still possible next week for work on signage and painting. Project completion is expected in two weeks.

Fremont Economic Development Committee Report:

- None

Standing Committee Reports:

Safety and Security (Update by Jim Woolworth):

- Security Survey/Peer Review – Findings and recommendations from our Security Survey in June were reviewed (attached). In the near term, the Airport Security Plan and Emergency Plan will be updated as recommended. Other recommendations from the survey will be considered in separate session by the Advisory Board.

Commissioners Report by Ed Norden:

- Finalization of the lease for Skydive Colorado (Mat Clark's application) was discussed. Mat has requested a 35 year lease of the same land that had been leased by Neil Porter (area for planned building development and a drop zone). He has made a new application for lease (Neil's lease lapsed because he did not fulfill the terms. The lease is therefore not transferrable.) The Commissioners are not in favor of a 35 year lease term. Mat stated the bank requires 30 years to proceed with a small business loan. John Marietta stated that the standard lease provides a 25 year term with a 5 year option (could satisfy the bank's requirement) and he feels lease terms should be standard and he is not in favor of tailoring each individual lease.
- The Commissioners wanted assurance that skydive operations into the proposed area are safe. John Marietta stated that past operations into that area have been conducted safely.
- Commissioners also want assurance that property improvements (building, pavement, etc.) will be done on a verifiable schedule. Mat stated the lease request specifies 3 years for the completion of a building.

Members were not comfortable waiting three years to see if a building appears. Jim Woolworth suggested that Skydive Colorado produce a timeline of “milestones” that must occur to complete the building in three years. If any milestones are missed or delayed, the lease would be placed in jeopardy.

- Commissioner Norton indicated that this lease can proceed but the details have to be resolved first. He has set up a meeting next Wednesday, December 11, at 9:00am with the Board of Commissioners to resolve these lease concerns. Mat Clark and available any Airport Board Members are requested to attend the meeting.

Standing Committee Reports: (cont'd)

Development Report (Update by John Marietta):

- Taxiway Closure – Taxiways A1 & A2 are the only usable taxiways until signage and paint work is complete on taxiway A3 and the new taxiway construction. These limited operations may be extended as work is delayed due to inclement weather.
- Master Plan Update – The Master Plan Update is complete and approved (It’s official!)
- Airport Overlay Zone – Is still “work in progress”.

Finance Report :

- None
- Dick Baker stated that copies of the County Budget are available to anyone interested (also posted on the County website). He also indicated that copies of the Airport Audit Report from last year are available.

Operating Procedures:

- A change was made to the Operating Procedures schedule of regular meetings. The change from specific dates provides a flexible schedule for attendees.
- ***Motion was made to approve Revision 1 of Operating Procedures as amended. The Advisory Board unanimously approved the motion.***
- The document will now go to the Board of Commissioners for approval at their next Commissioners meeting (2nd & 4th Tuesday morning, ea. month). Jim Woolworth will provide a “clean” electronic copy for that meeting.

New Business:

- Election of officers and appointment to committees – Chairman Marietta opened the floor to nominations.
- Len Mino made a motion to keep current officers in their present positions. Jim Woolworth offered one of his committee chairs to any member who wanted it. Duane Cozadd offered to chair the Safety Committee, Jim Woolworth will continue to chair the Security Committee.
- ***Motion was made to approve carryover of Board officers in present positions and change the Safety Committee chair from Jim Woolworth to Duane Cozadd. The Advisory Board unanimously approved the motion.***

Old Business – John Marietta

- Planning for next year – Airshow & Airshow Budget
 - Tabled until a special meeting after the first of the year.
- Business signage on Airport Property
 - Is now with the County Commissioners for their consideration and action. Signage policy is in draft for inclusion in “Airport Rules & Regulations” (and removal from county zoning regulations). The signage policy will be discussed in the first Board of Commissioners meeting in January. Commissioner Norton stated that we will have to define/describe the 200 Sq. Ft. frontage plots to be used for sign placement. Airport Manager Baker said the airport main electrical entrance is in that vicinity and cautioned that if a base is planned for any signs in that area the electrical power line must be located first.

Walk-in Comments:

- Competing Skydiving operations brought complaints to the meeting accusing each other of various infractions and safety violations. These ongoing behaviors and continuing conflicts between these organizations hurt their credibility as professional businesses. Chairman Marietta stated that, if they feel their complaints violate FAA regulations, they should file their concern directly with the FAA. The Airport Board has no authority to enforce.

There being no further subjects for discussion, Chairman John Marietta adjourned the meeting at 8:15 a.m.

Attachment: "Recommendations from 2013 Airport Security Assessment"

Attachment

Recommendations from 2013 Airport Security Assessment

Airport Security Plan:

- Add record of revision and distribution to the plan
- Update phone numbers periodically
- Add “Definitions and Terms” for all acronyms and industry terms.
- Consider requiring the use of badges to identify all airport personnel
- Reference DHS National Terrorism Advisory System (replaces Homeland Security Advisory System) for determining security threat levels
- Consider tenant involvement in “Airport Watch Program”
- Consider “Reward and Feedback” program
- Consider adding Security Contingency Plan (Incl Lockdown procedures, Crisis counseling, etc)
- Review exhibits, consider adding stand-off distance card.

Airport Emergency Plan:

- Add Record of Revisions
- Update phone numbers periodically
- Add “Definitions and Terms” for all acronyms and industry terms.
- Consider adding emergency communications capability with full interoperability
- Define Law Enforcement responsibility for crowd control
- Address family and victim assistance
- Define airport role in public information
- Review exhibits, consider adding items as required.
- Review the need for adding a Business Continuity Plan

Airport Access Controls:

- Gates are open during the day and have light-weight aluminum arms providing easy access to the airport. Consider hardening of gates and employ full-time controlled access of airside of the airport, including RC gate.
- Main electrical system is exposed
- Consider implementing visitor sign-in, sign-out log at the airport and maintaining record.

Barriers:

- Consider replacing 2-strand barbed wire fencing with 6'-8' chain link

Monitoring and Surveillance:

- Consider, is there any need for Fremont County to add any of the following detectors: Explosive, Chemical Agent, Biological Agent, Radiological Agent, Metal Detectors or Night Vision Optics (IR, Thermal)

Communications:

- Consider Interoperable emergency communications system (UHF 800 MHz for inter agency comm.)
- Consider additional relevant signage (Airport Watch, Relevant call-in numbers, etc) to augment communications

Inspection:

- Consider random personnel searches, vehicle searches, aircraft searches and cargo/shipment searches during periods of heightened security alert

Security Forces:

- Because the airport relies on 3rd party responders, consider Table Top Exercises (TTX) and Tri-Annual exercises.

Security Program:

- Consider establishing a Security Committee or include as part of existing Safety Committee for coordination among FBOs, SASOs, tenants & Local, State & Federal law enforcement
- Consider emergency notification system in the event of suspicious helicopter activity with regard to the nearby prison system, including emergency contact lists in the event of a suspected breakout.

Incidence Response

- Consider TTX and Tri-annual exercises
- Consider activating reverse 911 at the airport
- Consider NIMS Training for airport personnel (National Incident Management System)

Infrastructure Interdependencies:

- Main Electrical system is exposed, no toss netting
- Consider back-up generator
- Wireless communications untested . Can it handle overload during emergencies? What's our back-up?