

**AIRPORT ADVISORY BOARD MEETING**  
**Fremont County Airport**  
**6/01/2016**  
**7:00 am**

Members Present: John Marietta, Chairman; Jack Slagle; Tom Schilf ; Rich LeDoux; Jim Woolworth

Members Absent: Leonard Mino; Bruce Claremont

Other Officials Present: County Commissioner, Ed Norden; Airport Manager, Richard Baker

Others Present: Bryan Fredrickson; Hans Miesler; Skip Moreau

The meeting was called to order at 7:00 a.m. by Chairman John Marietta. Everyone was welcomed. Bryan Fredrickson, Attorney for Jim Cole (present to address the status of Mr. Cole's thru-the-fence agreement) was introduced.

***By Motion and Unanimous Consent*** the minutes of the 12/02/2015 and 3/02/2016 Advisory Board meetings were approved.

**Commissioners' Report by Ed Norden**

- Commissioner Norden announced that a 30 Hr/Wk parks person has been hired to help maintain memorial park along Hwy 50. Bricks have finally been engraved for the wall recognizing fallen veterans. A ceremony will be scheduled this summer to commemorate their service. As the wall is now approaching maximum capacity, donor bricks will be rearranged to make space for future veteran recognition.

**Airport Manager's Report by Richard Baker**

- Richard Baker gave background on the "thru-the-fence" issue:
  - Jim Cole bought the subject property in 2008
  - A thru-the-fence agreement was drafted at that time but never signed.
  - In January 2016 Mr Cole had airport perimeter fence taken down to install a gate (without final County approval)
  - Following the initiation of the project Mr. Cole subsequently signed the thru-the-fence request, provided proof of insurance and paid the associated annual fee. (This allowed him access to the airport).
  - Mr. Cole wants to install a taxiway to tie in to existing airport infrastructure (will require utilities to be relocated at Mr. Cole's expense and possible resolution of a drainage issue).
  - Baker then introduced Cole's Attorney, Bryan Fredrickson, to discuss what happened and "next steps".
  - Mr. Fredrickson explained that the breach of the fence occurred as a result of a miscommunication between Cole and his contractor. After objections were raised Cole felt the need to finalize and complete the agreement with the County, which he did. He has scheduled his contractor to complete work on the fence and the gate on June 6, 2016 and thereby secure the perimeter fence line. The project will require a Fire Hydrant, a phone box and an electrical box to be relocated. These moves have been discussed with the appropriate Florence utilities personnel. Prior to installing a taxiway, Mr. Cole will discuss a possible drainage issue with Don Moore, County Engineer, prior to proceeding.  
 The FAA requires that properties with a thru-the-fence agreement have a secure perimeter fence around the adjacent property as well as a secure gate onto the airport property. Mr. Fredrickson was not aware of that but he stated he would review the requirement with his client. Mr. Fredrickson was advised that his clients perimeter fence must comply with FAA standards (as per what is already surrounding the airport).
  - Tom Schilf stated that his understanding was that thru-the-fence agreements were only applicable to residents who were living on the subject property. Since Mr. Cole does not intend to live on the adjacent property Tom thought we should have a written statement authorizing the agreement from the FAA. He was told the County Attorney has a verbal approval from the

- FAA sanctioning this agreement and the County is obligated, by way of an earlier contract with Bill Holt, to honor the agreement.
  - Skip Moreau expressed concern that any access taxiway from the thru-the-fence site not pass too close to hangar 12E endangering personnel & equipment. Mr. Baker said any proposed taxiway would be reviewed with Armstrong Consultants to ensure it complies with existing setback and construction standards. Taxiway routing and material need to be determined. It was stated that once construction is complete maintenance would presumably be the responsibility of the County (Airport personnel). This needs to be confirmed.
- Mr. Baker gave an update on the pavement project. The project should go out for bid by the end of June with bid opening in July. The project should start in mid-August with 30 days for completion. The ramp area and all three connecting taxiways to the main runway will be crack filled, slurry coated, fall coated and remarked.
- The leases for the state helitac short term use of airport facilities and long term construction of a new modular are held up with state attorneys in Denver.
  - Short term use: The helitac unit is already on site housing it's helicopter in hangar 4 and it's operations office in an existing modular.
  - Long term use: A \$1000 perk test for the new modular build site has been completed. Approval for an \$11,800 water tap from Florence has been received. County investment in the water tap for the modular build site will not be made until a state lease agreement is completed. A 5-year lease contract is being negotiated with the state to recover the investment.
- The airport is exploring update of it's fuel trucks. Of three fuel trucks dated 1980, 1984 and 1997 a proposal to sell the older jet truck and avgas truck and purchase a newer truck is being considered. The jet truck is worth around \$15,000, the older avgas truck is worth around \$12,000. They both would be sold to offset the cost of a newer fuel truck valued at around \$55,000. The newer truck could be paid off in approximately 3 years with profits from fuel sales. Discussion ensued about the need for upgrade of the fuel truck fleet.
- Doss Aviation submits it's proposal to renew it's training contract for Pueblo based Air Force Pilot Initial Screening this month. There are 16 competitors vying for the contract. A decision on who will be selected is expected in 18 months.
- Mr. Baker reviewed a report on the Airport Sustainability Project which he has been a part of for the past 18 months. The project examined operating expenses and revenue sources of selected airports in the state and studied actions that could be effective in sustaining the airports in the future. The report contains specific action plans for participating airports including Fremont County. The project is being unveiled in Durango this week. If the FAA accepts the plan Federal grant money will be available to support development of these sustainability plans.

#### **Fremont Economic Development Committee Report**

- Chairman Marietta reported that there is no new news on Industrial development south of the airport. An LED light manufacturer is considering placing a manufacturing facility in that area.

#### ***Standing Committee Reports***

##### **Safety Report**

- No Report (currently no chairman to replace Duane Cozadd)

##### **Security Report**

- Airport security signage is being placed on perimeter fencing at entrances (follow-up to security inspection action plan)
- A truck (unblocked) rolled into the perimeter fence and damaged a section. It is being repaired at the owners expense.

##### **Development Report**

- No Report

**Finance Report**

- No report. Year-end financial report for last year is available. Fuel sales were down significantly in 2015 (Jet fuel sales were down 40%).

**Operating Procedures**

- The question was asked “Are we due for an annual review on operating procedures?”. We have required annual reviews on all airport documents and we are generally delinquent on completing them. The requirement for annual reviews is largely self-imposed (written into the documents). It was proposed that we change the requirement from “annual review” to “review as required”. This proposal will be considered at the next Advisory Board Meeting.

**Old Business**

- None

**New Business**

- None

There being no further items for discussion the meeting was adjourned at 8:20 am.

Minutes submitted by Jim Woolworth