

**Airport Advisory Board Meeting
Fremont County Airport
December 6, 2017
8:00 AM**

Members Present: John Marietta, Chairman; Leonard Mino; Bruce Claremont; Rich LeDoux; Tom Schlif; Jim Wick; Lu Toxvard;

Members Absent:

Other Officials Present: Dick Baker, Airport Manager; Tim Payne, Fremont County Commissioner

Others Present: Dan Meeks, Hans Miesler; Shannon Espinoza, Airport office staff

The meeting was called to order at 8:00 am by Chairman John Marietta. Introductions were made because of the number of new individuals and minutes from the previous Board meeting were considered for approval.

By motion and unanimous consent, the minutes of the September 6, 2017 Advisory Board meeting were approved.

Airport Manager's Report – Richard Baker

- Updated fuel sales were presented. AV gas sales are down a total of 14% and Jet A fuel is down 43%, for a 24% decrease overall.
- A discussion ensued concerning the retaining wall and culvert that were built to divert water to the East in order to take care of drainage issues in the parking lot.
- A discussion of Hangar 16 arose. Dick has ripped out the floor in order to lay a concrete floor and begin a project to also improve the building with bird proofing.
- The 2018 budget requested was \$180,000, of which the airport only received \$50,000. Dick stated projects must be prioritized accordingly.
- The county bought the LED PAPI lights, but a concrete pad must be poured prior to installation. The company will come out of Colorado Springs.
- Of the \$600,000 carry over of FAA funds, \$339,728 was used for pavement maintenance on the ramp, including crack-fill, restripe, and fog seal.
- A conversation of the Holt/Katchmar hangar transfer ensued. It was mentioned that the Board should use this opportunity to change the lease from 99 years to 25 years. A question of lease enforcement was then brought up, stating the hangar in question was an eyesore and needed to be addressed by the owner. Tim will meet with Brenda, the county attorney, to discuss what further actions the airport and county can take to require the owner to maintain the hangar.
- A discussion regarding fuel sales and fuel sale policies ensued. Dick mentioned that a customer did not pay their bill and the credit card they provided was declined, leaving a balance owed to the airport. The bill has since been paid, but due to these circumstances Dick and Brenda now require cash up-front from said customer. No county-wide policy is in place regarding charge accounts for fuel. Self-serve was suggested, but Dick responded the cost for such a project would be \$26,000 and approximately \$6,000 a year to maintain.

Operating Procedures

- A discussion was started regarding land leases. An audit from a study out of Front Range determined the average cost per square foot is \$0.23. FCA currently charges only \$0.12/sq. ft.

Dick suggested raising the price to \$0.15 or \$0.18/sq. ft. A work session was suggested for early next year to compare prices of comparable size airports.

- A discussion of the current operating procedures of the combined safety and security committee ensued. The document currently in possession of the Board is current, however the one on the county website is not. The board member list and the operating procedures needs to be updated but no one but the county IT department is able to access the webpage.
- A brief discussion of the finance committee ensued. Tom typically chairs this committee, but declined continuing to do so. Jim Wick agreed to chair this committee. Currently, and for the foreseeable future, Wes will provide documents related to this committee.
- A brief discussion on the airport development committee ensued. This committee previously had no chair. The last project attempted by this committee, the runway extension, was denied by FAA due to insufficient traffic. There was a mention of Hangar #4 being successfully purchased by the county as a result of this committee. Lu has agreed to handle the development committee.
- A question of how long ago a fire inspection was done of the airport and hangars was brought up. It was last completed in 2015. An invitation to hangar owners to participate in another inspection was suggested. Bruce will assist in setting this up.

New Business

- Promotion of the airport with local businesses was briefly discussed.
- A fly-in breakfast in Summer of 2018 was mentioned. The EAA Ch. 808 may be interested in this event. A recommendation of doing this event with Pioneer Day was brought forth.
- A brief mention of the 2019 FCA airshow ensued.
- Board Officer elections were then discussed. Chair, Vice-Chair, Secretary, and Vice-Secretary positions will all be open. Elections for these positions will happen at the March 2018 meeting.

Old Business

- A question of creating a website for the airport that Board members can access and update as needed was brought forth. It was stated that no, the county likely will not allow individuals to update and maintain a website separate from the existing airport page.

There was no further business brought forth and Chairman Marietta adjourned the meeting at 9:00 am.

Minutes submitted by Shannon Espinoza