



**AGENDA
FOR THE AIRPORT BOARD
OF THE TOWN OF BUENA VISTA, COLORADO**

February 15, 2022

8:30 a.m.

Zoom Meeting

**THE BOARD MAY TAKE ACTION ON ANY OF THE FOLLOWING
AGENDA ITEMS AS PRESENTED OR MODIFIED PRIOR TO OR DURING THE MEETING AND ITEMS
NECESSARY TO EFFECTUATE THE AGENDA ITEMS.**

- I. **Call to Order / Attendance**
- II. **Pledge of Allegiance**
- III. **Public Comment**
- IV. **Approval of Minutes – January 18, 2022**
- V. **Reports**
 - A. **Operations**
 - i. Year End 2021
 - B. **Financial**
- VI. **Old Business**
 - A. **Hangar Development – Shovel Ready**
 - i. Dibble Engineering
- VII. **New Business**
 - A. **2022 Airport Advisory Board Priorities**
 - B. **Fuel Pricing Presentation**
 - C. **2022 Airshow/Open House**
- VIII. **Other Business**
- IX. **Adjournment**

Next Meeting March 15, 2022

This Agenda may be Amended

Posted at Buena Vista Town Hall, www.buenavistaco.gov, and Central Colorado Regional Airport
on Friday, February 11, 2022.



**Minutes of the Regular Meeting
of the Airport Board
January 18, 2022
Airport conference room and via Zoom Meeting**

I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:38 AM, Tuesday, January 18, 2021, by Chair Dennis Heap. Dan Courtright was excused absent. Additional Board Members present were, Bob Dimmitt, Wayne Lee, and Andy Krawciw. Taylor Albrecht and Jerry Steinauer joined via Zoom. Airport Manager Jack Wyles and Chandra Swanson.

Board members not present: Mark Muller

II. Pledg

Heap lead in the Pledge of Allegiance.

III. Public Comment

There was no public comment

IV. Election of Officers

Heap recommended a slate of officers to serve for 2022. They are Dan Courtright – Chair, Dennis Heap – Vice-Chair, Taylor Albrecht – Secretary. Taylor motioned to accept the slate of officers as presented, with Wayne second. Unanimously approved.

Heap will convey the selected officers to the Town of Buena Vista Trustees.

V. Approval of Minutes

Heap noted that the November meeting minutes were not found in the Board packet. ojector. Lee moved and Krawciw seconded a motion to approve the November 16, 2021, minutes which was unanimously approved.

VI. Reports

Jack can an overview of the YTD 2021 numbers, which are very positive: Operations over 12,500 were up 79% and Jet A was up 32%.

One Line Tech under COVID quarantine starting 10 Jan 2022. 2022 Apron Rehab (3-09-0082-020-2022): Scope of Work approved by FAA ADO. Independent Fee Evaluation for Dibble’s proposal completed. Letter to FAA for Grant approval to follow. Expect to present Resolution for Apron Rehab (Design Phase) to BoT’s on 25 Jan 22, for their approval. Jack will meet with Dibble to discuss 2022 project and hangar development.

VI. Old Business

A. FAA CARES Payment

Jack reported that the \$32,000 payment has been made and can only be used to reimburse COVID related expenses. The \$152,000 payment has not yet been received and can be used for infrastructure like the fence moving or to clean the fuel tanks, maybe purchase a new fuel system.

B. CIP/AIP Forecast

The updated report is on the Town's website.

VII. New Business

A. CDOT-Div. Aeronautics Grant Hearing – February 1

Jack will not attend the CAO Spring Convention. There is not a grant hearing associated with the Convention this year.

B., Hangar Development – Shovel Ready

Dennis reiterated the Airport's positioning this year to get hangar development to the point of being "Shovel Ready" so we are ready when hangar developers are ready.

VIII. Other Business

None

IX. Adjournment

Jerry motioned and Taylor seconded a motion to adjourn, which was unanimous at 9:02 am.

The next Board meeting is Tuesday, February 15, 2022.

RESPECTFULLY SUBMITTED:

CHAIR DENNIS HEAP

SECRETARY TAYLOR ALBRECHT



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 07 - Airport Enterprise Fund							
Revenue							
07-810-3141	Fuel Tax Refund	2,300.00	2,300.00	0.00	0.00	-2,300.00	100.00 %
07-810-3350	Fuel Sales Jet A	278,400.00	278,400.00	0.00	0.00	-278,400.00	100.00 %
07-810-3351	Fuel Sales100 LL	88,800.00	88,800.00	0.00	0.00	-88,800.00	100.00 %
07-810-3352	Oxygen & Nitrogen Sales	0.00	0.00	0.00	0.00	0.00	0.00 %
07-810-3353	POL & Flowage	500.00	500.00	0.00	0.00	-500.00	100.00 %
07-810-3354	Passenger Supplies & Gift Shop	800.00	800.00	0.00	0.00	-800.00	100.00 %
07-830-3310	Copies-Faxes & Publications	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3325	Auto Parking	1,200.00	1,200.00	0.00	0.00	-1,200.00	100.00 %
07-830-3326	Landing	1,600.00	1,600.00	0.00	0.00	-1,600.00	100.00 %
07-830-3328	Facilities Contract Fees	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3333	Tie Down & Ramp	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00 %
07-830-3336	Testing Services	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3337	Catering	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3338	Towing and GPU Fees	750.00	750.00	0.00	0.00	-750.00	100.00 %
07-830-3339	Fees ARFF Standby	1,000.00	1,000.00	0.00	0.00	-1,000.00	100.00 %
07-830-3341	Executive Hanger Rent	21,200.00	21,200.00	0.00	0.00	-21,200.00	100.00 %
07-830-3344	Hanger Leases	12,420.00	12,420.00	690.00	690.00	-11,730.00	94.44 %
07-830-3355	After Hours Charge	1,275.00	1,275.00	0.00	0.00	-1,275.00	100.00 %
07-830-3356	Advertising	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3661	Ground Lease Town Property	16,055.00	16,055.00	11,345.80	11,345.80	-4,709.20	29.33 %
07-830-3690	Third Party Concierge	500.00	500.00	0.00	0.00	-500.00	100.00 %
07-830-3691	Office & Room Rentals	22,685.00	22,685.00	2,982.50	2,982.50	-19,702.50	86.85 %
07-830-3714	Insurance proceeds	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3721	Forfeited Retirement Contributions	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3725	Refunded Expenditures	5,000.00	5,000.00	0.00	0.00	-5,000.00	100.00 %
07-830-3728	Fuel Excise Rebate	2,500.00	2,500.00	0.00	0.00	-2,500.00	100.00 %
07-830-3768	Chaffee County Contribution	25,000.00	25,000.00	0.00	0.00	-25,000.00	100.00 %
07-830-3790	Interest	0.00	0.00	0.00	0.00	0.00	0.00 %
07-830-3870	Transfers From General Fund	120,000.00	120,000.00	0.00	0.00	-120,000.00	100.00 %
07-850-3770	State & Local Grants	4,500.00	4,500.00	0.00	0.00	-4,500.00	100.00 %
07-850-3775	FAA Annual Entitlement Grant	141,923.00	141,923.00	0.00	0.00	-141,923.00	100.00 %
07-850-3776	CDOT Grant Match for FAA Grant	7,885.00	7,885.00	0.00	0.00	-7,885.00	100.00 %
07-850-3777	CDOT Discretionary Grant	0.00	0.00	0.00	0.00	0.00	0.00 %
07-850-3778	FAA Special Grant Program	0.00	0.00	0.00	0.00	0.00	0.00 %
07-850-3881	From Fund Balance	0.00	0.00	0.00	0.00	0.00	0.00 %
	Revenue Total:	758,793.00	758,793.00	15,018.30	15,018.30	-743,774.70	98.02%
Expense							
07-810-4217	Items for Resale	750.00	750.00	0.00	0.00	750.00	100.00 %
07-810-4218	P/O/L for Resale	2,150.00	2,150.00	0.00	0.00	2,150.00	100.00 %
07-810-4441	Fuel for Resale Jet A	132,000.00	132,000.00	0.00	0.00	132,000.00	100.00 %
07-810-4442	Fuel Testing	1,950.00	1,950.00	0.00	0.00	1,950.00	100.00 %
07-810-4443	Fuel Market Adjustment	0.00	0.00	0.00	0.00	0.00	0.00 %
07-810-4446	Sales Taxes Paid	0.00	0.00	0.00	0.00	0.00	0.00 %
07-810-4447	Fuel For Resale 100 LL	68,000.00	68,000.00	0.00	0.00	68,000.00	100.00 %
07-830-4101	Wages - Airport Operations	176,147.36	176,147.36	12,509.62	12,509.62	163,637.74	92.90 %
07-830-4102	Other Benefits	1,500.00	1,500.00	239.48	239.48	1,260.52	84.03 %
07-830-4106	Over-Time	500.00	500.00	256.42	256.42	243.58	48.72 %
07-830-4110	FICA & Medicare - Airport Operations	13,475.00	13,475.00	940.25	940.25	12,534.75	93.02 %
07-830-4112	Unemployment - Airport	1,632.00	1,632.00	25.78	25.78	1,606.22	98.42 %
07-830-4114	Retirement Contributions - Airport	3,489.00	3,489.00	265.16	265.16	3,223.84	92.40 %

Budget Report

For Fiscal: 2022 Period Ending: 01/31/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
07-830-4115	Accrued Leave - Airport Operations	0.00	0.00	0.00	0.00	0.00 %
07-830-4116	Health & Life Insurance - Airport Ope...	33,037.44	33,037.44	2,756.52	2,756.52	30,280.92 91.66 %
07-830-4120	Background Check - Airport	0.00	0.00	0.00	0.00	0.00 %
07-830-4140	Workers Compensation - Airport Ope...	9,085.73	9,085.73	0.00	0.00	9,085.73 100.00 %
07-830-4205	Postage & Shipping - Airport Operati...	75.00	75.00	0.00	0.00	75.00 100.00 %
07-830-4210	Complimentary Snacks & Supplies	750.00	750.00	0.00	0.00	750.00 100.00 %
07-830-4211	Supplies/Cleaning & Toiletry - Airport...	2,000.00	2,000.00	0.00	0.00	2,000.00 100.00 %
07-830-4220	Licenses & Permits - Airport	1,545.00	1,545.00	0.00	0.00	1,545.00 100.00 %
07-830-4228	Airfield Maintenance Supplies	4,475.00	4,475.00	0.00	0.00	4,475.00 100.00 %
07-830-4229	Fuel Isl, Fuel Trk & Tank Maintenance...	3,300.00	3,300.00	0.00	0.00	3,300.00 100.00 %
07-830-4231	Fuel - Airport Vehicles	2,500.00	2,500.00	0.00	0.00	2,500.00 100.00 %
07-830-4232	Vehicle Maintenance & Repair - Airpo...	3,500.00	3,500.00	0.00	0.00	3,500.00 100.00 %
07-830-4233	Equipment Repairs & Maintenance - A..	3,500.00	3,500.00	70.00	70.00	3,430.00 98.00 %
07-830-4275	Uniforms - Airport	400.00	400.00	0.00	0.00	400.00 100.00 %
07-830-4280	Meetings & Food - Airport	3,000.00	3,000.00	0.00	0.00	3,000.00 100.00 %
07-830-4290	Office Supplies- Airport	550.00	550.00	0.00	0.00	550.00 100.00 %
07-830-4336	Third Party Expenditures	5,000.00	5,000.00	0.00	0.00	5,000.00 100.00 %
07-830-4341	Utilities - Airport	21,999.96	21,999.96	199.90	199.90	21,800.06 99.09 %
07-830-4345	Telephone - Airport	3,639.96	3,639.96	121.56	121.56	3,518.40 96.66 %
07-830-4380	PC / Liability Insurance - Airport	7,500.00	7,500.00	0.00	0.00	7,500.00 100.00 %
07-830-4385	Liability Insurance - Airport	9,737.27	9,737.27	4,075.30	4,075.30	5,661.97 58.15 %
07-830-4402	Recording & Public Notices - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-830-4410	Legal-Airport	1,500.00	1,500.00	0.00	0.00	1,500.00 100.00 %
07-830-4411	Audit - Airport	4,400.00	4,400.00	0.00	0.00	4,400.00 100.00 %
07-830-4412	Engineering - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-830-4414	IT & Subscriptions - Airport	6,500.00	6,500.00	0.00	0.00	6,500.00 100.00 %
07-830-4415	Professional Fees- Outside Service - Ai..	50.00	50.00	0.00	0.00	50.00 100.00 %
07-830-4416	Marketing & Printing - Airport	1,500.00	1,500.00	0.00	0.00	1,500.00 100.00 %
07-830-4427	Compliance	2,000.00	2,000.00	0.00	0.00	2,000.00 100.00 %
07-830-4432	Dues & Memberships - Airport	700.00	700.00	0.00	0.00	700.00 100.00 %
07-830-4435	Building & Equipment Lease - Airport	24,000.00	24,000.00	0.00	0.00	24,000.00 100.00 %
07-830-4438	Weather Operations & AWOS	5,000.00	5,000.00	0.00	0.00	5,000.00 100.00 %
07-830-4440	Merchant Fees - Airport	6,000.00	6,000.00	0.00	0.00	6,000.00 100.00 %
07-830-4444	Bad Debts	0.00	0.00	0.00	0.00	0.00 0.00 %
07-830-4480	Travel & Training - Airport	4,000.00	4,000.00	0.00	0.00	4,000.00 100.00 %
07-830-4514	Furniture & Fixtures - Airport	4,000.00	4,000.00	0.00	0.00	4,000.00 100.00 %
07-830-4560	Building Maintenance & Repairs - Air...	3,000.00	3,000.00	0.00	0.00	3,000.00 100.00 %
07-830-4564	Hangar Maintenance & Repairs	51,300.00	51,300.00	0.00	0.00	51,300.00 100.00 %
07-850-4801	Depreciation - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4802	Amortization Expense	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4803	Runway Rehab & Maint - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4804	Apron Rehab & Maint - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4809	Equipment Lease Purchase - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4810	Vehicle Purchase - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4811	Equipment Purchase - Airport	5,000.00	5,000.00	0.00	0.00	5,000.00 100.00 %
07-850-4830	Hangar Paving Maintenance - Airport	7,000.00	7,000.00	0.00	0.00	7,000.00 100.00 %
07-850-4831	Hanger Maint & Repairs - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4832	Airfield Security Fence - Airport	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4835	Building Maint & Repairs >\$5000 = Ai...	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4870	Fuel Tanks Inspection-Cleaning-Maint...	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4872	FAA Funded Improvements	157,692.00	157,692.00	0.00	0.00	157,692.00 100.00 %
07-850-4873	CDOT Funded Improvements	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4875	Move Fuel Island/New Tanks	0.00	0.00	0.00	0.00	0.00 0.00 %
07-850-4876	Fuel Farm Rehab	0.00	0.00	0.00	0.00	0.00 0.00 %
	Expense Total:	800,830.72	800,830.72	21,459.99	21,459.99	779,370.73 97.32%
	Fund: 07 - Airport Enterprise Fund Surplus (Deficit):	-42,037.72	-42,037.72	-6,441.69	-6,441.69	35,596.03 84.68%
	Report Surplus (Deficit):	-42,037.72	-42,037.72	-6,441.69	-6,441.69	35,596.03 84.68%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
07 - Airport Enterprise Fund	-42,037.72	-42,037.72	-6,441.69	-6,441.69	35,596.03
Report Surplus (Deficit):	-42,037.72	-42,037.72	-6,441.69	-6,441.69	35,596.03



DATE: February 08, 2022
TO: Mayor and Board of Trustees, Town of Buena Vista, CO & Airport Advisory Board
FROM: Jack, Airport Manager
RE: Airport Manager's Report

- **Staffing:** NTR
- **Operations:** LEONARDO-UK AW101 Helo Testing inquiry: 5th August – 30th September. Agreement & Scope of Work has been sent. Site visit to follow.
- **Airport Business:** 2022 Apron Rehab (3-09-0082-020-2022): Reso 07 / Service Agreement signed by BV & Dibble. Letter Of Negotiation & Grant approved by FAA. Expect site visit and project work sessions with Dibble.
- **Equipment / Vehicles:** Snow Removal Equipment ready or the season.

Airport Month – Year To Date Ops / Fuel Report

January Airport Ops	2022		2021		CHANGE	
	MTD	YTD	MTD	YTD	MTD %	YTD %
Total Based Aircraft	39	39	11	11	+255%	+255%
Total Transient Aircraft	88	88	86	86	+2%	+2%
Total Piston Aircraft	110	110	78	78	+41%	+41%
Total Jet/Turbine Aircraft	17	17	18	18	-5%	-5%
Total Aircraft	127	127	96	96	+32%	+32%
Total Operations	361	361	264	264	+37%	+37%
Total Persons Using Airport	556	556	626	626	-11%	-11%
Total Military Ops	9	9	9	9	0%	0%
Total Helicopter Ops	3	3	8	8	-63%	-63%
Total Ops over 12,500 lbs	3	3	8	8	-63%	-63%
Day W/O Ops	4	4	3	3	33%	33%

January Fuel Sales	2022		2021		CHANGE	
	MTD	YTD	MTD	YTD	MTD %	YTD %
JET A (GALLONS)	1,263	1,263	2,477	2,477	-49%	+49%
100LL (GALLONS)	1,166	1,166	1,320	1,320	-11%	-11%

2021 numbers above include increases due to January Helicopter testing. **2022 had no January testing.**

J Wyles

Jack Wyles / Airport Manager



2022 Airport Advisory Board Priorities for Discussion

The following suggested priorities are intended to guide our decision making in support of the Airport's stated mission and vision. Please review, consider your own inputs, and plan on discussing during the Board's 15 February 2022 meeting.

After discussion, the priorities (as amended) may be formally adopted by the board

- Safety – Support initiatives that ensure a safe and secure operating environment; advocate for hazard identification and mitigation in conjunction with airport management's inspection processes
- Revenue – Set a measurable goal for increased revenue to move towards becoming an overall revenue generator for the town; implement data gathering to identify revenue opportunities and execute
- Development – Be ambassadors for the Airport's Hangar Development initiative; capitalize on the airport's recent land acquisitions
- Capital Improvement Projects – Ensure responsible execution of programmed projects
- Other – Encouragement of business development near the airport; Publish Airport history both on-line and in book or pamphlet form

Thank you for your continued engagement in 2022!

This Agenda may be Amended

Posted at Buena Vista Town Hall, www.buenavistaco.gov, and Central Colorado Regional Airport on Friday, February 11, 2022.