



**Minutes of the Regular Meeting
of the Airport Board
April 19, 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 8:34 AM, Tuesday, April 19, 2022 by Chair Dan Courtright. Additional Board Members present were Dennis Heap, Wayne Lee, Jerry Steinauer, Airport Manager Jack Wyles and Chandra Swanson. Attending by Zoom Meeting was Taylor Albrecht.

Board members not present: Bob Dimmitt, Mark Muller, and Andy Krawciw.

II. Pledge of Allegiance

Courtright led in the Pledge of Allegiance.

III. Public Comment

There was no public comment.

IV. Approval of Minutes

Heap moved and Steinauer seconded a motion to approve the March 15, 2022 minutes which was unanimously approved.

V. Reports

A. Operations

Wyles reported a new part time employee. Ops are down a bit in March. Very windy conditions in March and April. Possibly some fuel price impact. 100LL over \$5/gal cost at the moment. Have 4,000 gals at the moment. When get to 3,000 then like to re-order.

Testing – still coming, Leonardo UK did walk around. Dibble inspected proposed tie down area. Right now, area doesn't meet new regs. Changes reduce the number of tie-downs down to eight and means apron goes east a bit now. BIL, will go back to CDOT and FAA and perhaps use this funding to extend the project. Currently 20 tie downs. 2023 construction phase, so apron rehab project.

B. Financial

FAA Bipartisan Infrastructure bill was approved. KAEJ qualifies for \$159,000 per year starting in 2022 through 2026. Planning to save funding for now. Proposals were due by end of March. Projects from 2022 through 2026. Proposed new AWOS, move to other side of runway.

The report doesn't have credit card charges on it. April's will reflect that. This report is sent from the treasurer to management. The Town is responsible for development of the reports and such. The airport submits the bills and such to the treasurer. Courtright expressed his appreciation for their clarification of the process.

VI. Old Business

A. Hangar Development

Dennis put effort with LOI and met with Jack to get finalized. Dennis explained highlights. Jed Selby's comments were considered. Good to have in place. Outlines steps for airport and developer take and responsibilities. Letter is three separate documents in order to help as developers move through the process. Dibble is engaged in checklists to help with the process. Jack will have Town attorney look it over as well.

Recommend an amendment to the draft to include a deadline for development or the first right expires.

To keep moving, we had discussion as a board and we recommend making a deadline and then going ahead and move ahead with Town legal review.

A. Open House – Taskings

October date settled. Is there anything we need to get started now? Dennis mentioned two things. Knights of Columbus did breakfast and lunch. Can do more reach out to get gee whiz aircraft and stuff like that. Perhaps an offer of fuel (top off before they leave). Has there been a budget for this in the past? No, but there may be one now. \$3,000 in budget for events. What about reaching out to local media. Jack and Chandra said probably after July 4th. Airport mgt works with Avfuel, Dennis reaching out. Wayne check with car show folks, Jack also.

VII. New Business

B. 2022 UAS Roundup

Dennis gave an overview of the event planned for September 11 & 12, 2022. CCUAS will also have a presence at the airport and drone training park for this.

Where does the airport stand in regard to UAS in the future? Dennis talked a bit about greater than 55-pound aircraft and the drone flying corridor. Research & Development opportunity. May also have impact on hangar development.

Cargo handling and delivery – what is management's concern about those ops on the grounds? Concerned about the messaging being consistent at public events. High altitude testing is perhaps a great opportunity. Interested in collaborating with others to move forward in that arena.

C. Safety Management System (SMS)

Courtright went over SMS for CCRA sort of proposal. Broad view of the what and why. Could be essentially no cost. Could be cost for drop box to have

customers note hazards. Time wise, tweaks to website. Dan is volunteering to do much of the work required.

Board blessing to have Dan look at this in the background. Take everything that we're doing well now, formalize it and move forward. There was additional discussion like Dennis talking about the existence of many manuals that just sit on a shelf. He discussed an incident report. Then manual review. Wyles showed the existing accident report. The SMS brings this all together.

Taylor and Wayne both encouraged the work and blessed the approach. Jerry suggested once getting it done, every employee coming in and reviews. Kind of an operational review.

VIII. Other Business

There was no other business to be brought before the board.

IX. Adjournment

Steinauer motioned and Heap seconded a motion to adjourn, which was unanimous at 10:03 am.

The next Board meeting is Tuesday, May 17, 2022.

RESPECTFULLY SUBMITTED:



CHAIR DAN COURTRIGHT



SECRETARY TAYLOR ALBRECHT