



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



January 10, 2023

8:30 a.m.

Zoom Meeting

<https://us06web.zoom.us/j/81570375890?pwd=TDAwOCtpOG9acTdqOXJBRDRXbitGQT09>

Meeting ID: 815 7037 5890

Passcode: 157057

**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 – November 16, 2022**
- V. **Reports**
 - A. Operations
 - B. Financial
- VI. **Old Business**
 - A. Safety
 - B. Ramp Rehab
 - C. Hangar Development
 - D. Runway Weight Bearing Capacity
- VII. **New Business**
 - A. Voting/Alternate position allocation voting
 - B. Advisory Board Officer voting
 - C. 2023 Airport Staff Priorities
 - D. Equipment Plan
- VIII. **Other Business**
 - A. Annual Fly-In: Preliminary Scheduling
- IX. **Adjournment**

Next Meeting: February 14, 2023

This Agenda may be Amended

Posted at Buena Vista Town Hall, www.buenavistaco.gov, and Central Colorado Regional Airport
on Monday, January 9th, 2023.

THE TOWN OF
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BUENA VISTA, COLORADO 81211



BUENA VISTA
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WEB: WWW.BUENAVISTACO.GOV

DATE: January 10, 2023
TO: Mayor and Board of Trustees, Town of Buena Vista, CO & Airport Advisory Board
FROM: Chandra for Jack
RE: Airport Manager's Report

- **Staffing:** 2 Line Techs and AP Manager under COVID isolation through end of week, Jan 7th. Anticipate hiring temp / seasonal Line Tech so Tadd may take time off as needed due to family's medical needs in the upcoming months.
- **Airport Business:** Chandra & Phillip met Jan 5 to plan for 2022 fuel expense/revenue reconciliation and to assess year-end accruals. This accrual process will allow for more accurate final budget numbers in the next few weeks and would also inform any anticipated additional General Fund Transfer, if needed. We do not expect a transfer will be needed since 2022 testing revenue is over \$130,000+ and there are also several large, outstanding invoices we expect to be paid in Jan or Feb.
- **Airport Xmas party was fun!** – It was a cold and blustery night, but a few brave souls joined us!
- **Operations:** Steady. As expected this time of year. Full hangar over Christmas weekend! (Photos below.)
 - Current Retail Fuel Prices: Jet A = \$8.75 / AvFuel (100LL) = \$7.25
- **Equipment / Maintenance:** 2 x Snow Removal Ops in Dec. Total Snow Ops for 2022 = 11.



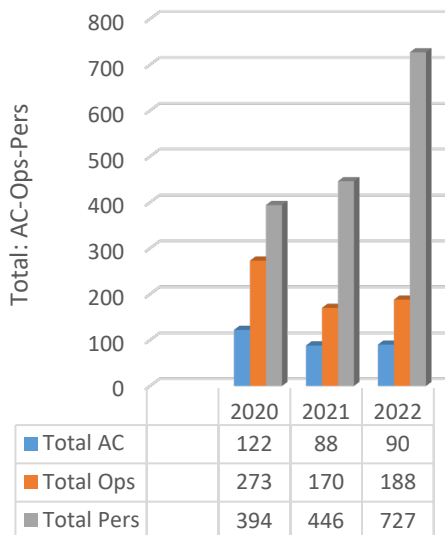
Airport Month – Year To Date Ops

December Airport Ops	2022		2021		CHANGE	
	MTD	YTD	MTD	YTD	MTD %	YTD %
Total Based Aircraft	26	419	23	346	+13%	+21%
Total Transient Aircraft	64	1417	65	1447	-2%	-2%
Total Piston Aircraft	61	1372	60	1320	+2%	+4%
Total Jet/Turbine Aircraft	29	459	28	466	+4%	-2%
Total Aircraft	90	1831	88	1786	+2%	+3%
Total Operations	188	4062	170	4046	+11%	-0.4%
Total Persons Using Airport	727	9883	446	8602	+63%	+15%
Total Military Ops	5	99	2	121	+150%	-18%
Total Helicopter Ops	4	96	9	87	+56%	+10%
Total Ops over 12,500 lbs	14	232	9	216	+56%	+7%
Day W/O Ops	5	45	7	35	-29%	+29%

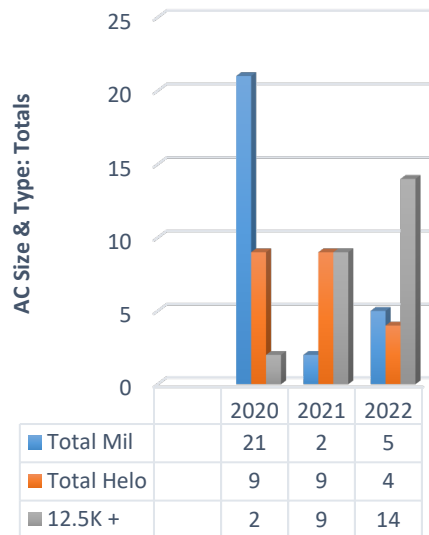
Fuel Sales

December Fuel Sales	2022		2021		CHANGE	
	MTD	YTD	MTD	YTD	MTD %	YTD %
JET A (GALLONS)	2,425	61,187	2,811	48,199	-14%	+27%
100LL (GALLONS)	751	11,021	872	15,015	-14%	-27%

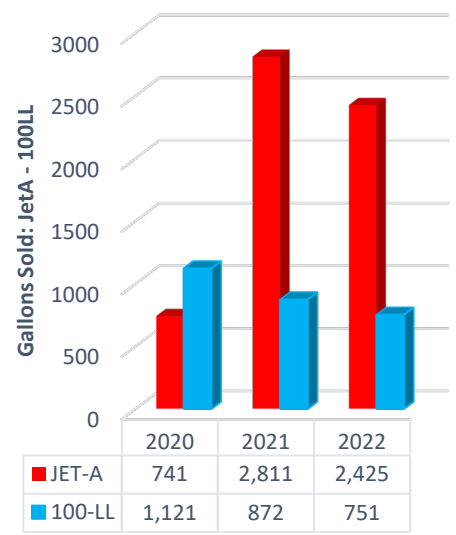
December: Airport Traffic



December: Specific Aircraft Ops



December: Fuel Sales





**AGENDA
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**November 16, 2022
8:30 a.m.**

I. Call to Order / Attendance

A regular meeting of the Airport Board was called to order at 8:30 AM, Wednesday, November 16, 2022 by Chair Dan Courtright via Zoom Meeting. Additional Board Members present were Taylor Albrecht, Bob Dimmitt, Jerry Steinhauer and Andy Krawciw. Airport Manager Jack Wyles and Airport Operations manager Chandra Swanson and Buena Vista Town Trustee Liaison Sue Cobb also attended.

Wayne Lee attended by Zoom Meeting.

Board members not present: Mark Muller, Dennis Heap.

A member of the public, Bill DeLay attended in person, and C.B. Team from Ft. Worth, attended via Zoom Meeting.

II. Pledge of Allegiance

Courtright led in the Pledge of Allegiance.

III. Public Comment

C.B. Team is representing a buyer of the Southard tract. He is on the board for the City of Ft. Worth Airport System, which includes Alliance, Mecham, Spinks airports in the Ft. Worth area. The property is under contract, originally planned to be industrial of some sort. Will probably attend the January meeting with more questions and information.

Bill DeLay retired from UPS as International Captain. Lots of experience in the airlines. Very interested in the operations.

IV. Approval of Minutes – October 18, 2022

Motion made by Albrecht, seconded by Lee to approve the October 18, 2022 meeting minutes. Approval was unanimous.

V. Reports

A. Operations

Pretty quiet time right now. Ops dropping off but expecting a bump over the holidays. Last fuel load on Oct 20, 8th load so second most since Weston Pass fire. Pricing changed a bit, \$8.75 JetA, \$7.25 100LL.

Staffing for holidays in place. Gov. Polis visited Fading West and used the airport. Pretty much ready for winter season as all equipment is operational.



Ops were down in October for 12,500lbs+ but not a real concern.

B. Financial

Fuel sales are up in JetA and down in 100LL. Some changes being made to the process so not a lot of “period” activity shown. Will be catching up soon.

VI. Old Business

A. Hangar Development – Updates

When is last time Jack has been in touch with Fading or Jed? A couple of months ago. He told them we would be ready to re-visit in the new year.

Mr. Team asked about the location of the proposed hangar development.

B. Ramp Rehab – Updates

Reviewing the status. Jack has a meeting with FAA and Dibble on December 5 for what’s needed. Bidding should start in February. Meeting should arrive at a timeline.

VII. New Business

A. BoT Budget Work Session – Summary

Courtright was unable to attend. Wyles gave a summary of the meeting. BoT is supposed to vote at the December meeting. Expect to have the budget pass as it’s been presented to the board. Airport has a balanced budget.

B. Future Staffing Needs; Workforce Development – Follow-up

Wyles let the BoT know of increased staffing requirements expected in 2024 budget. Swanson talked about a staff meeting with the entire group. It appears line-techs may be a more immediate need and driven by what happens with staffing.

C. 2023 Airport Advisory Board Meeting: Days/Time

Wyles said Town Staff meetings have been moved to 1st and 3rd Tuesdays, so represents a conflict for our existing schedule. January 2023, 2nd Tuesday is the 10th and we’ll formally adopt the meeting schedule.

D. Airport Staff & Advisory Board Comprehensive Plan participation

Town planning staff has re-opened things up with regard to this discussion. Feedback being solicited from Town employees and the public. Survey closes late November. Link is also on MyBV.com. Meeting on November 30 as a starting point to help develop scope of plan. Courtright will send out link and asks that we participate and



mention the importance of the Airport to make sure it is considered and front of mind.

E. SMS Next Steps

Courtright discussed where the SMS plan stood. The idea was to make things more public and visible to the Board. He has been researching ICAO and FAA best practices, how to get input and track items. Consider how to compile the data and present to the Board. Input forms and spreadsheets have been developed, and he hopes to present this in January. Jack will present to IT Mike Hammond who is adept at converting things to databases.

VIII. Other Business

A. Needs Assessment: Aircraft Mechanic

Steinauer introduced this topic. Some discussion took place about what happens now. Ralph out of Salida is the one who provides service. Probably enough work around and the Airport has support facilities for such a business.

B. Board Meeting Expirations

Wayne Lee and Bob Dimmitt expressed desire to continue to serve. Bill DeLay also expressed interest to be an alternate

IX. Adjournment

Dan moved, Lee seconded motion to adjourn at 9:31am

Next Meeting: January 10, 2023

RESPECTFULLY SUBMITTED:

CHAIR DAN COURTRIGHT

SECRETARY TAYLOR ALBRECHT