

# Glenwood Springs City Airport Board Regular Monthly Meeting Minutes



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## 7:30am Thursday, March 17, 2022 Community Center – Red Mountain Room

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1. Roll Call
  - a. Board: Dave Merritt, Joel Shute, Alan Arnold, Stephanie Stanfield
  - b. City Council: Paula Stepp
  - c. Staff: Brian Smith, Meredith Fox, Terri Partch, Karstin Moser
  - d. Visitors: Chuck Knuth, Joe Muller
2. Approval of February Meeting Minutes
  - a. Motion to approve by Alan. Second by Joel. All in favor, motion passed.
3. Public Comment:
4. Election of Board Chair for 2022
  - a. Alan nominates Dave as Chair. Second by Joel. Dave nominates Alan as Vice Chair. Seconded by Joel. All in favor, motion passed.
5. Minimum Standards Insurance Requirements Review and Recommendation
  - a. Background information from legal: In your packet is an updated Minimum Standards Insurance Exhibit that contains revised insurance amounts and types required for various airport users. The vast majority of these requirements apply only to commercial operators such as mechanics, commercial hangars (e.g., hangar keepers' insurance, operations, and completion coverage). Still, some apply to private general aviation operators such as the aircraft premises policy that covers in and around the aircraft, and the requirement for motor vehicle insurance will apply to all operators at the Airport – including anyone with an agreement with the City to use the Airport. The levels are at what was discussed at the last Commission meeting, and as recommended by the City's insurance carrier. It is our understanding that all of these products and amounts are attainable and not out of the ordinary for operators to obtain. Because the Minimum Standards document was recommended for approval by City Council but without the insurance exhibit, the Commission will need to move on a recommendation for this document.
  - b. Requests for Clarification
    - i. Alan would like clarification on what does group 1/single engine mean? What is difference between group 1 or 2 (as specified in hanger keeper's legal liability)?
    - ii. Alan would like clarification on each aircraft and each occurrence. Insurance company lists it as per passenger and per occurrence.
    - iii. If a hanger is for personal use, but leased under a business name, can it still fall under "non-commercial lessee"?
    - iv. City staff will ask Richard and/or an insurance broker to come and talk through the definitions and put them into language that mirrors insurance policies.
6. 2022 Fee Schedule Review and Recommendation
  - a. Alan thinks that the off-airport users fee should be less than the on-airport users.
    - i. Stephanie counters that the costs to operate the airport of the airport are

## Glenwood Springs City Airport Board Regular Monthly Meeting Minutes

- going up, all users of the airport are affected.
  - ii. Staff pointed out that this is the alternative to having a gate fee, ramp fee, etc.
  - b. Joel suggests on-airport users \$700, off airport users suggested to \$600
  - c. Dave suggests that fees increase 3% annually on a percentage.
  - d. The Condo Association's lease is tied to 110% of Rifle Garfield County's tie down fees making their rate for 2022 \$660.
  - e. **Stephanie moves that per plane fee for hangers on City property should be \$660, fee for Aircraft stored on City Property should be \$700, and fee for Aircraft stored off City Property should be \$600 for 2022. Alan second. All in favor, motion passed.**
  - f. Condo Association lease will be addressed in November prior to the lease renewal.
7. Ideas from Airport Layout Plan Work Session
- a. Identification of hangars, aircraft parking, commercial and service areas, airport entrance and service roads, vehicle parking, commercial development (restaurant), requirements for emergency services, utilities and airport administration, maintenance snow removal and fueling facilities requirements.
  - b. FBO owned and operated by the city
  - c. Being an attraction/fuel costs/hangars/tie-downs
  - d. Transient hangars- how to make revenue on that.
  - e. New private hangars
  - f. New Transient hangars
  - g. parallel taxiway on the opposite side
  - h. Thru the fence access agreement should we do more?
  - i. Hangar Home community?
  - j. Talk to Classic about FBO Ops/living quarters
  - k. Del Norte/built a small FBO talk to them what they did
  - l. FBO/ open space working space to build office/bar/meeting rooms
  - m. Size footprint of new hangars? T-Hangars?
  - n. camping area by Toms hangar/camping by houses or get rid of that idea?
  - o. just a covered hangar- expensive compared to enclosed building
  - p. make an accessible spot to the public/open for them not just for us.
  - q. New restaurant
  - r. Get a Commercial Avionics shop/aircraft allostery onsite
  - s. Maintenance Hangar for lawn mower and snow things for City
  - t. EV Charging Station
  - u. Car Parking
  - v. Holy Cross gives away EV stations
  - w. More Tie Downs
  - x. Willingness to permit somethings like Conex containers
  - y. more power tie downs
  - z. Does Classic want to build their own hangar with a lock off for our office?
  - aa. Conference Room or Community workspace in FBO
  - bb. Bus Service?
  - cc. what draws folks to the airport?
  - dd. Park like public facing amenities – dog walking trail, picnic areas outside of area, plane watching area. Signage for “keep off the airway” and fencing.
8. Airport Decision Post Listening Session Discussion
- a. Obstruction Report
    - i. Alan referenced his January motion to address the obstructions on City property first then plan for the offsite obstructions.
    - ii. Alan would like to recommend that the obstructions on either side of the runway within 200 feet be focused on.
    - iii. Some of the obstructions in the report are buildings that were previously

## Glenwood Springs City Airport Board Regular Monthly Meeting Minutes

approved for construction with consideration for the airport. Obstructions identified were based on moving the runway north. If the runway does not shift north some obstructions will still exist. For future development, a survey should be recommended after construction to verify it's not an obstruction.

- iv. Terri eliminated overlapping obstructions, and calculated cost based on an agreement with we currently have with a contractor on tree removal price.
- v. We have governmental immunity until we know a hazard exists. Since this study was done, we know a hazard exists. It's up to the Council and City attorney on what the risk factor is.
- vi. City does not have the finances or bandwidth to pull out all the obstructions immediately. In the land use plan, we will plan for eliminating obstructions. Trees removed will be replaced within the City.
- vii. Alan would like Council to consider the 1999 Layout Plan study and the 2020 CDOT study in addition to the current study. Terri would like JPS to stamp the study as valid and have CDOT adopt it before utilizing the 1999 Layout Plan.
- viii. The intent is not to present the study as all or none.

### b. South Bridge Alignment

- i. Public input was collected and helped shape the proposed alignment.
- ii. Paula encouraged the board to be proactive in looking for funding ideas through grants, fee increasing, other funding opportunities.

## 9. Joint Work Session with Council April 21st Planning

- a. none

## 10. Manager's Report

### a. Fuel Farm Updates

- i. Working on final design with Garver and Engineering. When design is completed, can send to Mascott. Mascott does not have delivery date yet.
- ii. We have signed the grant agreements for Fueling Station and Pavement Maintenance with CDOT Aeronautical.

### b. Airport Expo Considerations

- i. Airport manager would like to hold off planning for this until Fueling Station design is finalized.

### c. Young Eagles Update

- i. Scheduled for April 30<sup>th</sup> 8am – 11am with online pre-registration starting on April 1<sup>st</sup> and will be promoted in Community Center newsletter.
- ii. Event is set up on EAA and Young Eagles Website.
- iii. Delta EAA Chapter flew in to help with some organization details.
- iv. Friends of the Airport will sponsor pancake breakfast. Carbondale Rotary put word out for pancake flippers.
- v. Classic Air will have booth to register to will a helicopter ride.
- vi. Still looking for EAA pilots - 8 confirmed pilots, 3 possible. Would like to have at least 10.
- vii. Have one static display confirmed for pre-flight, would like one more.
  - 1. Chuck will follow up with Meredith for a possible additional static display.
- viii. JROTC might be able to help us with parking and safety zones.
- ix. Meredith will create maps for the pilots and do a zoom call night before with the plan of action and then do another quick on ground meeting day of event.
- x. Gail and Tom will sell t-shirts.
- xi. Susan Blue from Marble Airstrip will be the air boss. Lauren French may also assist.

### d. Possibility of FT Airport Manager

- i. About \$48k additional funds for FT Airport Manager at current rate for new

## **Glenwood Springs City Airport Board Regular Monthly Meeting Minutes**

year.

- ii. Fee adjustments will help cover cost. Until fee adjustments are approved, position could be covered with reserves.
- iii. Would need council approval.
- iv. Staff would like Board to make a recommendation on if to move position to FT and if so, when?
- v. Board requested presentation of financials in April to help determine feasibility of transition.

### **11. April Agenda Items**

- a. Quarterly Airport Financials Presentation
- b. Possibility of FT Airport Manager Decision Effective May 1

### **12. Adjourn at 9:26am.**