

ARCHULETA COUNTY AIRPORT ADVISORY COMMISSION

Minutes

Meeting Date: Thursday, February 26, 2009 3:00 p.m.

Chairman: Michael Arbuthnot

Members Present: √ Michael Arbuthnot
 Kate Alfred
 Mike Neder
 √ Ralph Goulds
 √ Jim Carey
 Mark Weiler
 √ Lloyd Goheen

Ex-officio Members Present: √ Bill McKown, Airport Manager
 Bob Goubitz, General Manager AvJet
 √ David Mitchem, Town Manager

Location: Airport Conference Room

Meeting was called to order by Chairman Michael Arbuthnot at 3:00 p.m.
Request was made to mute or turn off cell phones before proceeding.

Welcome to Guests –

Minutes of January 15, 2009 meeting - approved by AAC

New Business

- A presentation by Marcy Mitchell of MTECH was made to the AAC for the creation of an Airport website to be hosted on the county servers that would give the Airport a gateway to provide pilots bound for Pagosa Springs unique information on facilities, services, and a tie-in to local business as a partner in commerce.
- Recommendation for creating an "Airport Auxiliary" Group to co-ordinate marketing liaison with town and county businesses to promote the airport as a catalyst for growth in the county. This group will also co-ordinate special events at the airport. This group will be chaired by Deborah McKown and report to the Chair of the AAC.

Motion made by Ralph Gould, seconded by Jim Carey, voted on and

approved.

PROGRESS REPORTS FROM DESIGNATED COMMITTEE MEMBERS

BoCC Reports & Updates

No reports were presented from county officials

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Airport Manager's Report & Updates – Bill McKown

- Update on AIP-19, the project will be a two phase process with the first phase starting on the last two weeks of June with a cost of around \$123k. This phase will cover the seal coating of the runway and feeders to the runway. The second phase will finish off the work with a cost \$192k for a total of \$315k dollars. The runway will be closed for approximately one week.

Subject: INVESTIGATION TO STUDY THE AIRPORT MANAGER'S OFFICE MOVE

Background:

Airport Manager (AM) is currently located within Nick's Hangar. Nick's hangar can be considered a light industrial site where airport maintenance and contractor snow equipment is currently located. Nick's is also the primary location for County transportation, GIS, County IT, County EOC, SAR, Red Cross and a local welding and fabrication business. Space is a prime commodity.

Relocation of the Airport Manager's office to the FBO facility could facilitate interaction with airport operations, servicing and interaction with airport customers and prospective airport commercial development. Additionally, the AM's office could further enhance the marketing of the airport and the FBO office spaces. With substantial return on investment, establishing a county information technology network within the FBO facility could benefit not only a cost savings for the FBO and AVJET, but future development within the FBO area complex.

Recommended Action:

Appoint a three member AAC staff to investigate and draft AAC endorsement for BoCC consideration of the Airport manager's of office move relocation.

Complete the investigation prior to the March 10th BoCC agenda review.

This may require an executive meeting of the AAC to formally endorse.

Special Instructions

Motion to Appoint a three member AAC staff to investigate and draft AAC endorsement for BoCC consideration of the Airport Manager's of office move relocation was made, *voted on and approved.*

Subject: HANGAR OWNERS MID TERM LEASE RENEWAL PROPOSAL

Background:

Current private hangar leases are for 20 years. Consideration for owners to renew leases at the mid term, as early as two years and as late as 1 year.

This offer affords stability within the lease term with respect of potential changes to County and Airport Management.

Two possible courses of action; 1) \$5,000 mid term lease renewal 2) Lease renewal bases on hangar sq ft. i.e. > 3000 sqft 3.00/per; 1500-2000 sqft; 2.50/per; <1500 sqft 2.00/per....3000 sqft hgr renewal at \$9,000

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Recommended Action:

1) Appoint a three member AAC staff / volunteers to review current lease holders. 2) Recommend to AAC for endorsement to move forward with recommended fee schedule, 3) Present to BoCC for approval NLT March 31 meeting.

Special Instructions

The AAC will look at the financial feasibility to this proposal and return the for discussion at the next meeting of the AAC March 19,2009.

Subject: HIGH COUNTRY R/C MODEL CLUB AIRPORT AGREEMENT

Background:

High Country model R/C Club currently has a verbal agreement with the Airport Manager to utilize the south Bravo area for their club's use. All safety precautions are in place with respect to observers and radio communications.

The club is active with the AAC with events planning and will contribute to the enhancement of the airport facilities with the general public.

The club is nationally recognized with the AMA.

This will be contingent upon FAA review and any noted requirements.

Recommended Action:

Recommend to the BoCC 1) to adopt the Agreement with the Club and the airport, 2) approve a BoCC Resolution supporting the R/C Club

Club Officers to be present at the March 31 BoCC meeting

Special Instructions

A motion was made to adopt the agreement for presentation to the BoCC by Ralph Gould, seconded by Jim Carey, *voted on and approved.*

Subject: INVESTIGATE THE FEASIBILITY OF TTF OPERATIONS

Background:

The Airport has had no commercial development since the building of the FBO facility 3-4 years ago.

To assist in proposed commercial development the Airport Commission needs to investigate the feasibility of public/private partnerships and through the fence (TTF) operations.

The discussion should not be targeted to any specific development, but should explore options of through the fence operations adjacent to the airfield.

There are several benefits to the community through indirect economic impacts. This feasibility could produce a revenue generation stream for the Airport by way of access fees and permits. Commercial development off site may benefit the

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county from building permits and property taxes. The developer will see a positive value appreciation of their facility vice a depreciation facility if located on airport property.

Recommended Action:

Recommend the AAC, 1) charter a study group to investigate the feasibility of Commercial development through the airport fence (include membership from County development), 2) Prepare a report outlining the findings, 3) if accepted by the AAC then the AAC prepare and present a resolution for the BoCC acceptance.

BoCC agenda review targeted for March 24, 2009. BoCC: April 7, 2009

Special Instructions

A motion was made to create a working group to determine guidelines for recommendation to the BoCC by Jim Carey, seconded by Ralph Gould, *voted on and approved.*

Subject: AAC ENDORSEMENT OF PROPOSED AIRPORT WEB SITE

Background:

The Airport Manager has met with the County Administrator (CA) and Finance / IT Director to discuss the development of an stand alone web site.

Currently the County has Stevens Field buried in the County's Web Site and is primary used for official correspondence and notices.

A stand alone site could spotlight the airport and further support General Aviation, Jet Charter Service and Corporate Aircraft. In addition this could be an additional source of revenue through banner advertising and small ads.

In discussions with the CA our County site could perform the same functions requiring an substantial overhaul of the pages already posted and hosting on the County IT infrastructure. This would enhance overall site security by hosting on the County network

Recommended Action:

Recommend the AAC endorse the action of 1) promoting a airport web site within the County network, 2) Authorizing limited banner advertising on the site, 3) coop with local business for advertising and partnerships, 4) utilizing the airport advertising budget to commercially develop the web site with MTECH.

A motion was made for the AAC to endorse the action of 1) promoting a airport web site within the County network, 2) Authorizing limited banner advertising on the site, 3) coop with local business for advertising and partnerships, 4) utilizing the airport advertising budget to commercially develop the web site with MTECH by Lloyd Goheen, seconded by Ralph Gould, *voted on and approved. AM will present to the BoCC an Agenda Item for review on March 10,2009.*

FBO Report – Bob Goubitz

- FBO Report ----- AM received the following remarks from FBO GM prior to his departure on vacation: As far as the upcoming AAC meeting, I don't have much to report. We had 7 Jet fueling in Jan and 6 during Feb, compared to 25 in Jan '08 but only 3 in Feb '08 (due to snow). I project another

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4-6 weeks before ordering a new load of Avgas. Present price 3.99 SS. If we bought Avgas right now it would be priced at 3.49 SS and 3.89 truck. Jet fuel will be going from 4.79 to 3.79 with the next 2 weeks with a new load. When the Self Serve closes in 2 weeks I will price truck fuel halfway between SS and truck price.

Airport Marketing-

- Deirdra Fortier, co-chair for the events committee gave an update on the May 16th Fly-in.

Other Business

- Jim Hammack gave an update on the status of getting the AWOS hooked on to the national weather database.

Public comments and questions

- Time, date and location of next AAC Meeting – March 19, 2009 3:00 p.m.
- The meeting was adjourned at 5:31 p.m.