

MEETING RECORD

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DATE: 12/11/2019
TIME: 03:00-05:00 PM
RE: Planning and Development Sub-Committee Meeting
ATTENDEES: Tom Fleming, Jason Licon (via teleconference, in person last 30 minutes), Josh Birks, Diane Jones, Robert Middleton, James Hays, Aaron Ehle

Begin Meeting Record

Agenda Item #1: Meeting Minutes Review

Tom moved to approve the minutes. The motion, seconded by Diane passed unanimously.

Agenda Item #2: Development Design and Land Use Standards

- a. Standards and zone boundaries
 - Josh recommended approving the Development Design and Land use Standards as provided and advising the Commission to direct the PDSC to address the other topics (b-d) separately.
 - Justification should be provided for discretionary waivers and a record of all waivers should be kept.
- b. Aesthetics and maintenance of existing privately-owned buildings on leased Airport Property
 - Two options were discussed to incentivize owners to maintain and invest in their buildings.
 - Lease rates/terms – lower lease rates or extended lease terms based on level of investment.
 - Airport cost sharing – Airport reimburses percentage of cost for eligible maintenance/improvements.
 - A clear policy that specifies which maintenance/improvements would be eligible for incentives needs to be developed and consistently applied. By having pre-approved color and material options, the Airport would be able to influence aesthetics in a cohesive and positive way.
 - Incentives should be applied on a sliding scale based on number of years left on the lease and the level of investment.
- c. Aesthetics and maintenance of Airport-owned facilities and public areas (ROWs)
 - The Airport should lead by example through its own facilities and public areas.
 - An analysis of Airport-owned facilities should be conducted to determine maintenance/improvement needs/wants along with cost estimates. The findings should be used to create a prioritized project list.
 - May require support from facilities department or consultant.
- d. Restrooms
 - There may be a need for more public restrooms at the Airport. This would encourage hangar development and allow for the removal of portable restrooms. Two options for achieving this were discussed.
 - Airport build and maintain restrooms
 - Incentivize private developers to include public restrooms in their facilities

- Current building code requires all hangars to have restrooms or have 24/7 access to a restroom within 500 ft. Since the majority of hangar owners/tenants have access to a vehicle while they are at the Airport, building officials have indicated that 1,000 ft. may be an acceptable distance. The Airport should obtain formal approval of this from the building department.

Josh suggested that the Master Plan and Design and Land Use Standards should be considered cornerstones to guide development, but that a more tactical approach may be necessary in the form of a business plan.

Tom moved to recommend that the Airport Commission adopt the Design and Land Use Standards and provide direction to the PDSC to identify and pursue solutions for the maintenance and aesthetics of existing privately owned buildings on-Airport property, the aesthetics of existing airport owned facilities and public areas (ROWs), and establishing public restrooms and eliminating portable restrooms. The motion, seconded by Josh passed unanimously.

Agenda Item #3: Air Service Minimum Revenue Guarantees & Subsidies

- Item was not covered

Agenda Item #4: Remote Tower

- FAA has pushed the start of phase 1 testing back to April 2020 because Serco is having trouble hiring controllers for the project.

Agenda Item #5: Open Discussion

- No open discussion

End Meeting Record