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## April 16, 2020 Meeting Minutes

**Call to Order:** Chair Troxell called the meeting to order at 3:30 p.m.

**Roll Call:** Chair Troxell, Vice-Chair Fleming, Commissioners Adams, Atteberry, Burgener, Overcash, and Stooksbury were present. The meeting was held in a virtual format over the Zoom Meeting platform.

**Public Comments:** None

### Consent Agenda

**Vice-Chair Fleming moved to approve the Consent Agenda. The motion, seconded by Commissioner Adams carried with all the Commissioners present voting in favor thereof.**

**Pulled Items** None

**Consent Follow up** None

### Regular Agenda

#### **5. COVID-19 Impacts & Financial Resiliency**

Staff will share information contained in the attached COVID-19 Airport Impact Report and the Financial Resiliency Plan regarding the impacts and measures that are being taken by the Airport in response to the pandemic.

#### **Public Comments:**

Deb Montgomery, Manager of Fort Collins-Loveland jetCenter: I want to acknowledge Jason and his team for making sure that all enplanements were captured for reporting in getting federal funds for our airport. Realizing that Elite Airways had not reported their enplanements and getting those added put us over the threshold needed for additional funding. Thanks for the extra work which allowed our airport to get \$17 million in Federal Grants! Great job!!!

Bob Hau, Resident: Would like to hear thoughts on how to proceed to allocate funds.

#### **6. Airport Business Assistance Program**

This is a strategy that was created by staff to help reduce the financial impact of the COVID-19 Pandemic on Airport Businesses. Some businesses have expressed their concern for their ability to pay lease agreements on time. By allowing businesses extra time to pay, it will provide them with the ability to apply for assistance through various government relief programs and free up cash flow to focus on immediate concerns. The attached document outlines the proposed program and eligibility requirements.

#### **Public Comments:**

Carson Chase, Co-owner of The New Leading Edge: To the Northern Colorado Regional Airport Commissioners: My name is Carson Chase, Managing Partner and Co-Owner of The New Leading



Edge LLC, a flight school on the Northern Colorado Regional Airport. To say the last few weeks have been difficult for our country and our community is an understatement. This pandemic does not discriminate. The physical, emotional, and economic repercussions are painful to all aspects of society. While I know there are people who are suffering far worse, it is important for me to share with the Commission how this pandemic is affecting Leading Edge and its employees. On April 5th, 2020, we had 10 employees, by April 10th, 2020, we had zero. Our revenue has been cut to \$0.00 since April 6th. I believe you are all intelligent enough to fill in the blanks for what this means. While there is Federal Emergency assistance available to small businesses, these programs were not designed for the aviation industry. We are subject to extremely high fixed costs of operation compared to your average small business. With tight margins and an inherently high liability exposure, the current economic situation is disastrous. I can only speak for myself and my business specifically, but I know this situation is affecting other businesses on the airport as well. There are 10 businesses listed in the business directory for the airport. All but maybe one of them will feel the pressure of this pandemic, if not already, eventually. I would like to know, if not already discussed, what the Commission can do to help support the businesses which helped get the airport where it is today. A suggestion that would help Leading Edge immensely would be flexibility or forgivingness of hangar lease payments made to the City of Loveland during the time which we are required to be shut down. We are a resilient business and industry as a whole. A bail out is not something we need, but a parachute would be nice. Creating a platform that allows us to gain minimal debt and be ready to turn and burn as soon as we are ethically and legally able to do so. I would also like to seek clarification as to whether or not aircraft rental is permitted at this time. We are currently closed to all flight instruction and aircraft rental, however, there are several flight schools across Colorado still able to rent aircraft for public use. Thank you for your time and consideration.

**Commissioner Overcash moved to approve the Proposed Business Assistance Program. The motion, seconded by Vice-Chair Fleming carried with all the Commissioners present voting in favor thereof with one recusal by Commissioner Stooksbury.**

**7. 5216 Cessna Drive  
Lease Agreement & Lease  
Amendment**

SkyToyz LLC has agreed to sell the newly constructed hangar at 5216 Cessna Drive to Robert E. Warmack. The existing lease will be transferred to Mr. Warmack. The lease will then be amended to include 15,415 square feet of land to the south. A large apron on the south side of the hangar and a taxiway connecting to Northrop Taxiway has been constructed to accommodate small-midsize jet aircraft as part of the agreement between the two private parties. The development is consistent with Airport Layout Plan and is well suited for that area of the Airport.

**Public Comments:** None

**Vice-Chair Stooksbury moved to approve the lease agreement and lease amendment. The motion, seconded by Commissioner Overcash carried with all the Commissioners present voting in favor thereof with one recusal by Commissioner Stooksbury.**



**8. Business From  
Members**

**Adams:** A survey will be sent out for the Commissioners to participate on the Airport Director's annual evaluation for 2019.

**Licon:** The US Air Force Thunderbirds will be doing a flyover Saturday right after the US Air Force Academy graduation at 11 a.m. to thank all healthcare workers and first responders. There will be a formation of eight F16 aircraft in the team.


**Fleming:** What are the implication or options as far as getting the Master Plan completed, including the last public open house?

**Licon:** The consultant is looking into whether a virtual solution would satisfy the last open house requirement and this information will be shared with the PDSC to review.

**Public Comments**                      None

**Adjournment:**                              Meeting adjourned at 4:49 p.m.

**Respectfully Submitted,**



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**Vice-Chair, Tom Fleming**