



Special Meeting Minutes for February 15, 2024

- CALL TO ORDER** Vice Chair Stooksbury called the meeting to order at 12:05 p.m.
- ROLL CALL** Vice Chair Stooksbury and Commissioners DiMartino, Williams, and Marsh were present. Chair Arndt and Commissioner Krenning were absent.
- SPECIAL AGENDA**
- 1. Commission Roles and Responsibilities Training for 2024** Laurie Wilson, Senior Assistant City Attorney, provided a presentation which reviewed open meetings and records laws, Airport Commission authority, and ethics.

Commissioner Arndt entered the meeting and assumed the Chair position.

Commissioner Krenning entered the meeting.

Chair Arndt suggested revising the Commission bylaws to clarify conflicts of interest as outlined in the Colorado Revised Statutes since members of the Commission are involved in Airport activities.
 - 2. Meeting Duration, Frequency, and Cadence** Discussion item presented by Chair Arndt. Commissioners spoke in favor of moving to 10 regularly scheduled meetings annually and extending the meeting time from 3:30 to 5:30. Holding public meetings in a space with more capacity for attendees may also be considered at future meetings.
 - 3. Annual Conferences** Discussion item presented by Dave Ruppel, Interim Airport Director. Commissioners spoke in favor of having a representative attend state and regional conferences. Conference or training event registration information will be distributed to Commissioners when it becomes available. The Airport's training budget can be used to help cover expenses for non-City employed Commissioners. Public notice can be provided if three or more Commissioners plan to attend any events.
 - 4. 2024 Calendar of Events** Discussion item presented by Dave Ruppel, Interim Airport Director. Commissioners spoke in favor of hosting a special event in July with the Commission and stakeholders in lieu of a regular meeting. Commissioners also spoke in favor of consolidating the November and December meetings.
 - 5. 2020 Master Plan Overview** Dave Ruppel, Interim Airport Director, provided a presentation of the Airport Master Plan which was established in 2020 as a guiding document for the Airport. The FAA must review and sign off on any changes to the Master Plan, which can be a lengthy process. The FAA expects to see an updated Master Plan and Airport Layout Plan every five to seven years, so the next Master Plan update for FNL would need to be determined in 2025. If no update is needed, a new Master Plan can be created with the FAA between 2030 and 2032.



- 6. **2023-24 Strategic Action Plan Overview** Agenda items 6 through 11 were consolidated as open discussion among the Commission and staff.
- 7. **Break** Chair Arndt called a meeting break at 1:48 p.m.
- 8. **Proposed Amendments** Chair Arndt called the meeting back to order at 2:02 p.m.
- 9. **Current Projects** Francis Robbins, Airport Operations and Maintenance Manager, provided a presentation of the Airport’s Strategic Action Plan which was established last year as a guiding document for 2023 and 2024.
- 10. **Conclusion/**
- 11. **Next Steps** Commissioners were prompted to indicate which three of the 11 Strategic Action Plan tasks they want to see prioritized. Commissioners chose to categorize the items into four actions as follows:
 - Tasks to monitor: Governance Study, Technology and Innovation Center
 - Completed tasks: Community Engagement
 - Tasks requiring more discussion: Commercial Transportation Hub
 - Tasks to be added: Mobile ATC Tower, Director Appointment


Commissioners requested that the contracted air service development company evaluates all variables including the economic impact of *not* having commercial air service, ticket prices that people are willing to pay, service locations, growth models, and potential air cargo and business travel traffic. A representative from the air service development company will be in attendance at the Commission meeting in March.

Mr. Ruppel stated that staff will follow up with the new TSA Federal Safety Inspector, once appointed in Denver, to determine whether FNL can contract a TSA agent (with or without commercial air service available) to securely transport passengers to Denver International Airport.

It was the consensus of the Commission to have a 2 p.m. start time for the regular meeting scheduled in March.

ADJOURNMENT Chair Arndt adjourned the meeting at 3:15 p.m.

Respectfully Submitted,

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Commission Chair, Jeni Arndt