

## PDSC MEETING AGENDA

**DATE:** 7/17/2024  
**TIME:** 3:00-4:30 PM  
**LOCATION:** Zoom  
**RE:** Planning and Development Subcommittee

### PDSC Objectives:

- Support the implementation of the 2023-2024 Strategic Plan and the 2020 Airport Master Plan
- Provide ongoing support and input on specific plans and proposals for the development of Airport property
- Provide input on other business development efforts as appropriate

### PDSC Agenda Items:

- 1) **Meeting Minutes – May 1, 2024 (5 min.)**
- 2) **PDSC Coordination and Work Plan (75 min.)**
- 3) **Open Discussion (10 min.)**

Join Zoom Meeting

**Wednesday, July 17, 2024 – 3:00 p.m.**

<https://us06web.zoom.us/j/97011482750?pwd=V1pVVHdrMXZibzlyZ3RFanpRK2NIZz09>

Meeting ID: 970 1148 2750

Passcode: 465261

One tap mobile

+17193594580,,97011482750#,,,\*465261# US

+12532050468,,97011482750#,,,\*465261# US

**DATE:** 5/1/2024  
**TIME:** 3:14 – 4:50 p.m.  
**RE:** Planning and Development Subcommittee Meeting (PDSC)  
**ATTENDEES:** Rick Turley, Troy Bliss, Scott Schorling, Dave Ruppel, Jacki Marsh, Josh Birks, Aaron Ehle, Kate Morgan, Laurie Wilson

---

**Begin Meeting Record 5/1/2024**

**Agenda Item #1:**

**Meeting Minutes from April 3, 2024**

- REOI Clarification: “Approvals for non-aeronautical uses will be subject to additional Federal Aviation Administration (FAA) regulatory compliance and different Airport Lease terms. Obtaining these approvals is expected to be more complex and time-consuming.”
  - Approvals for non-aeronautical projects have always required FAA approval. In January, the FAA approved changes to its policy regarding non-aeronautical land uses. The policy is intended to simplify the procedures required to make a land use change and to protect airport land by limiting the use of releases for disposal of airport property.
- Diane moved to approve the minutes as presented. The motion, seconded by Scott passed unanimously.

**Agenda Item #2:**

**PDSC Charter**

- The PDSC charter was updated on March 21<sup>st</sup>.
  - Rick Turley will represent the FNL Pilots Association on the PDSC.
  - Mayor Marsh will serve as the Airport Commission member.
  - The Airport staff member will serve as a liaison, not a voting member.
  - Meetings will generally be held on the first Wednesday of each month at 3:00

**Agenda Item #3:**

**Airport Development Documents Update**

- We are working to update our leasing procedures and land use planning documents with the intent of creating a packet of informational materials that can be shared with prospective developers.
  - FNL Development Guide
    - The development guide needs to be revised and simplified.
      - Potentially incorporate flow chart and graphics.
    - We need to have clear guidance for the PDSC’s role in evaluating and recommending leases.
      - Eliminate the requirement for colored elevation drawings at the PDSC review stage.
    - Define when competitive solicitations will be used vs unsolicited proposals.

- Clearly link to City of Loveland's development review process.
- Possibly include building and fire code elements which are specific for airport development.
- Land Use & Design Standards
  - This document was created in 2020 and needs to be updated.
  - Aesthetic enhancements are required in corridors and public/facing areas.
    - Requirements mirror the Loveland Unified Development Code
  - The land use component of this document needs to be strengthened.
    - What types of development/activities do we want and where do we want them?
    - Potentially hold new visioning session once the governance and director situations are resolved.
  - How can we address infrastructure challenges with limited available funding?
  - How can we incorporate improved public areas such as walking trails or parks?
- Reversion/Lease Extensions
  - As some of the leases are nearing the 40-year mark, the tenants are wanting to extend the leases.
  - We need to develop a framework for how these will be handled.
    - Staff will investigate FAA guidance and how other airports are handling this.
    - Revenue generation must be balanced with tenants' desire to remain in their hangars.
    - The incentive to maintain and improve hangars diminishes as the leases near expiration.
      - Investment can be required or encouraged with lease extensions.
- Airport staff will work with Scott and Troy to make updates to these documents and present them for review at an upcoming PDSC meeting.

**Agenda Item #4:**

**Open Discussion**

- The June PDSC meeting will be rescheduled for June 18<sup>th</sup> at 2:00 to review the REOI submittals.
  - The PDSC may provide general comments and recommendations for next steps but will not evaluate the submittals against each other.
- Fort Collins is planning to replace Josh Birks with another staff member. Josh will likely still be involved during the transition.
- The City of Loveland IT Director is looking into ways for the PDSC to be able to share working documents while remaining in compliance with Colorado open meeting requirements.
- Possible PDSC tour of the terminal in July or August

**End Meeting Record**



# NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

**ITEM NUMBER:** 2  
**MEETING DATE:** July 17, 2024  
**PREPARED BY:** Diane Jones, PDSC Member  
Aaron Ehle, Airport Planning & Development Specialist

---

## **TITLE**

PDSC Coordination and Work Plan

## **RECOMMENDED PDSC ACTION**

Discuss with the key items will be coming to the Commission and how best we might assist the Commission with those items.

## **SUMMARY**

Major items are going to have to be addressed by Airport staff and the Commission in the coming weeks. Some examples are:

- **Triad Agreement** — or, does the "Through the Fence Agreement" need to be updated. This is a major policy for the airport. I would think this is the type of policy work that the Commission would want the PDSC to review and comment/provide a recommendation.
- **Hangar Development/Sites B, C and D** — the PDSC could really assist in outlining a strategy for how to approach the follow-up from the Commission. Basically, the direction from the Commission was: keep going; engage with these groups; proceed with discussions/negotiations. The question asked by Commissioner DiMartino "how do we make decisions about the (needed) infrastructure?" was not answered and, further, it is still not clearly stated how off-site needed infrastructure is to be financed. This is a major issue that needs to be resolved and, again, the PDSC and staff could help identify options.
- **Fees and Rates** — somewhat related to Hangar Development, is the question about rates (e.g., lease rates and any incentive possibilities) and fees. Does FNL have a booklet or paper that shows the rate and fee schedule for all elements at the airport? The PDSC could help update and/or get this into a form that can

guide these hangar development negotiations and be shared with anyone who inquires.

- **Governance Study** — PDSC has not been asked to provide comments to the Commission. This is a major policy/governance/structure issue for the airport. PDSC could provide some useful comments...if the Commission would see that as beneficial.
- **Recruitment for New Airport Director** — while this is down the road a ways, the PDSC could have a conversation with the top candidates and provide comments to the Commission (decision maker).
- **Updated Land Use/Leasing policies and procedures** – Ongoing effort, progress has been limited by staffing constraints.

## **ATTACHMENTS**