

**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

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**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**