

DATE: 3/13/2024
TIME: 3:31 – 5:55 p.m.
RE: Planning and Development Subcommittee Meeting (PDSC)
ATTENDEES: Diane Jones, Tom Fleming, Rick Turley, Troy Bliss, Scott Schorling, Aaron Ehle, Francis Robbins, Kate Morgan, Laurie Wilson, Kevin Jones, Ryan Carlson

Begin Meeting Record 3/13/2024

Laurie Wilson, Senior Assistant City Attorney, reviewed Colorado Open Meeting laws as they pertain to the PDSC and suggested that members utilize polling services to schedule meetings with at least 24 hours of notice to the public instead of utilizing email or other methods of correspondence. Whether working documents can be shared with the public while Committee Members collaborate on the document needs to be determined. Public comment is permissible at PDSC meetings but not required.

Agenda Item #1:

Meeting Minutes from January 10, 2024

- All present Board Members voted unanimously to approve the 1/10/2024 minutes as presented.

Agenda Item #2:

Airport Development Requests for Proposals

- Board Members discussed the hangar development Requests for Proposals (RFPs) that the Airport Commission directed Staff to create for three sites at the meeting on March 23, 2024. The three sites being reviewed for hangar development are identified at Site B, Site C, and Site D.
 - Creating a Request for Information (RFI) or Request for Expressions of Interest (RFEI) may help narrow the scope of the project, produce a clearer RFP, and increase the likelihood of awarding a proposal. Producing an RFP without having a clear scope of work or specific project requirements may have a similar outcome as the previous hangar development RFP, which was unsuccessful.
 - Board Members spoke in favor of simplifying the RFP process for developers by removing some of the most costly and time consuming proposal requirements.
 - Airport funds are not currently available for infrastructure development on these sites, but the Airport could provide incentivized agreements to developers who bring infrastructure to the site(s).
 - Staff can perform a concept review to help determine what infrastructure is required for development at each site. The next available concept review meetings are currently in May.

- At the direction of the Commission and Loveland City Manager, Board Members will review the RFP draft provided in the packet and send suggestions directly to Aaron Ehle.
- Board Member Fleming moved to present three RFPs as requested by the Commission with the explanation of why more information is necessary. Second by Board Member Jones. The motion did not move forward for voting after further discussion.
- Public comment: Ryan Carlson stated that developers may look at the RFI option more favorably than the RFPs and spoke in favor of increasing transparency with stakeholders.

Agenda Item #3:

Open Discussion

- Board Member Fleming suggested that staff get involved in commuter train discussions to pursue having a stop at the airport and highlight FNL as a multi-modal transportation site.

End Meeting Record