

DATE: 4/3/2024
TIME: 3:06 – 4:37 p.m.
RE: Planning and Development Subcommittee Meeting (PDSC)
ATTENDEES: Rick Turley, Scott Schorling, Dave Ruppel, Jacki Marsh, Josh Birks, Aaron Ehle, Kate Morgan, Laurie Wilson, Danny McGinn, Cameron Singh

Begin Meeting Record 4/3/2024

Agenda Item #1:

Meeting Minutes from March 13, 2024

- Board Member Schorling moved to approve the minutes as presented. Board Member Ruppel seconded the motion. All present Board Members voted in favor.

Agenda Item #2:

Airport Development Request for Expressions of Interest (RFEI)

- Board Members discussed the hangar development Request for Expressions of Interest (RFEIs) that the Airport Commission directed Staff to create for three sites at the meeting on March 21, 2024. The three areas being reviewed for hangar development are identified at Site B, Site C, and Site D.
 - Whether the RFEI would need to go through the procurement process if no bid is being awarded would need to be determined by City of Loveland Procurement.
 - The RFEI would function as a solicitation without the guarantee of awarding a contract. In a situation where multiple proposals are received for different developments competing on the same site, then the RFP process would be applied.
 - Advertising the RFEI on multiple platforms such as BidNet, dLoopNet, and CoStar would help capture a larger audience locally and nationally.
 - Any proposals for non-aeronautical uses would need to be approved by the FAA, which could take approximately six to eight months.
 - Cindy Mackin with Visit Loveland may be able to offer insight on tourism-based businesses who have an interest in developing at the airport.
 - Providing a broad outline of the expectations for each site will help provide direction to the developers and produce comparable proposals.
 - The RFEI should clearly outline the expected outcome, determining factors, and next steps of the development process based on the criteria determined by the decision-makers.
 - Jeff with Aviation Management Consulting Group can review the RFEI and offer feedback before it is posted.
 - A concept review meeting with the Development Review staff will be necessary before an RFP can be developed based on the expressions of interest received.

- Requiring developers to participate in the RFEI process in order to be considered in the RFP process may provide more incentive for applicants to produce quality proposals.
- A draft of the RFEI will be distributed to the PDSC Board Members. Board Members can provide comments directly to Airport staff before the solicitation is posted.

Agenda Item #3:

Open Discussion

None presented.

End Meeting Record