



# NORTHERN COLORADO REGIONAL AIRPORT COMMISSION

4900 EARHART ROAD • LOVELAND, CO 80538

## REGULAR MEETING AGENDA THURSDAY, OCTOBER 17, 2024 3:30PM – 5:30PM

### CALL TO ORDER

### ROLL CALL

### PUBLIC COMMENT

### CONSENT AGENDA

1. SEPTEMBER 19 REGULAR MEETING MINUTES – P.2
2. SEPTEMBER PRELIMINARY FINANCIAL STATEMENT – P. 6
3. PDSC AGENDA – P. 7

### APPROVAL OF CONSENT AGENDA

### PULLED CONSENT AGENDA ITEMS

### REGULAR AGENDA

4. AIRPORT DIRECTOR’S REPORT – INFORMATIONAL, 10 MINUTES, P. 9
5. GOVERNANCE MODEL UPDATE – INFORMATIONAL, 10 MINUTES, P. 18
6. VEHICLE PARKING FEE POLICY – ACTION, 25 MINUTES, P. 19
7. AIRCRAFT PARKING FEE POLICY – ACTION, 25 MINUTES, P. Removed
8. LANDING FEE POLICY – ACTION, 25 MINUTES, P. 24
9. BUSINESS FROM MEMBERS

### ADJOURN

## MEETING PLANNING CALENDAR

NOVEMBER 21	DECEMBER	JANUARY 18
<ul style="list-style-type: none"> <li>• 2025 CIP PRESENTATION</li> <li>• ELECTION OF 2026 COMMISSION OFFICERS</li> <li>• NEW GROUND LEASE(S)</li> </ul>	NO REGULAR COMMISSION MEETING	<ul style="list-style-type: none"> <li>• COMMISSION ROLES &amp; RESPONSIBILITIES</li> <li>• STRATEGIC PLAN REVIEW</li> </ul>

All members of the public are invited to attend this meeting in-person at 4900 Earhart Rd. Loveland, CO 80538 or observe virtually using the information below:

Join Zoom Meeting: <https://us06web.zoom.us/j/81745121465?pwd=5pPT3wqwwantl9jljsxjaPkMwNNcin.1>

Meeting ID: 817 4512 1465

Passcode: 259087

Dial by your location: +1 719 359 4580 US

Find your local number: <https://us06web.zoom.us/j/kCGGEYWeg>



## Regular Meeting Minutes for September 19, 2024

- CALL TO ORDER** Meeting called to order at 3:33 p.m.
- ROLL CALL** Vice Chair Stooksbury and Commission Members DiMartino, Williams, Miller, and Marsh were present. Chair Arndt and Krenning were absent.
- PUBLIC COMMENT** Chair Stooksbury opened the floor for public comment.

Garrett Scallon with Discovery Air stated that all options presented with the Discovery Air Lease Amendment would increase airport revenues, and that the figures shown in the packet are incorrect. The development timelines were extended due to COVID hardships at the direction of the previous City Manager for Loveland.

**Commissioner Krenning entered the meeting at 3:38 p.m.**

### CONSENT AGENDA

**Commissioner Miller moved to approve the Consent Agenda except Agenda Item #5. The motion, seconded by Commissioner DiMartino, carried with all Commissioners present voting in favor thereof.**

- Pulled Items: #5
- Consent Follow up: Francis Robbins, Acting Airport Director, presented the Director’s Report in accordance
- Public Comments: None

### AIRPORT DIRECTOR’S REPORT HIGHLIGHTS

The Finance Committee held three public meetings to address the 2025 budget and fees which will be discussed as part of Item #8.

Senator Hickenlooper and Congressman Lopez visited the airport during separate meetings held earlier in the month.

Taxiway B and D rehabilitation began today and is expected to end by September 28<sup>th</sup>. GA Taxilane rehabilitation has been rescheduled for October 7<sup>th</sup>.

The Commission requested that they be notified if any visits from state representatives are scheduled in the future. They also requested that plans for any construction projects and phasing plans be presented to the Commission in the future.

**Commissioner DiMartino moved to approve the Consent Agenda Item #5. The motion, seconded by Commissioner Marsh, carried with all Commissioners present voting in favor thereof.**

### REGULAR AGENDA



**7. TERMINAL PROJECT  
UPDATE**

Keith Meyer, President of Ditesco, presented this item in accordance with the Agenda Item Summary. Construction for the terminal building is nearing completion on time and under budget. Over 90% of the contingency funds have been allocated for the parking lot rehabilitation outside of the terminal building. All grants funding the terminal project have been drawn down.

Landline plans on transitioning into the new terminal building on November 12<sup>th</sup>.

Public Comment:

Diane Jones stated that the Airport is fortunate to have Keith's team working on this project since Ditesco has a good history of finishing projects on time and under budget.

Rod Wensing recognized Keith's team and Airport Staff for their efforts.

**8. FINAL REVIEW OF  
2025 BUDGET AND  
FEES**

Francis Robbins, Acting Airport Director, presented this item in accordance with the Agenda Item Summary.

- The presented 2025 budget, which includes the amendments suggested by the Finance Committee, totals approximately \$11.3 million. This figure is made up of an operating budget of \$2,126,128 and a capital budget of \$9,257,967.
- Commissioners suggested prioritizing how the items removed from the 2025 CIP are eventually added back in, or reevaluating when funding will be available for certain capital projects if they were previously deferred.
- Fees were assessed based on the annual CPI adjustments and operational needs and expenses. T-hangar rate escalation would typically be 12% per the current lease terms, but the Finance Committee recommends an 8% escalation with annual adjustments moving forward.
- There are multiple strategies for implementing and enforcing vehicle parking fees.

Public Comment:

Rick Turley appreciated the T-hangar rate escalation being slowed for tenants and requested that the airport continue investing in Site C development or putting more money into hangar repairs.

Diane Jones suggested promoting transparency and laying out how funds will be spent by determining specific goals for the fees in conjunction with the Strategic Plan in the future.

Nick Johnson stated that parking fee revenues are attractive but FNL does not have air service currently. Landline would like to



provide secure airside-to-airside service to passengers as an extra value added to customers. Approximately 100,000 Landline passengers were served out of FNL in the last year.

- Commissioners spoke in favor of implementing a \$1 per passenger fee and requested that vehicle parking fee policy, aircraft parking fee policy, and landing fee policy be presented at the next meeting.

**Commissioner Marsh moved to recommend approval of the 2025 rates and fees as presented. The motion, seconded by Commissioner Miller, carried with a 5-1 vote. Commissioner Krenning voted in opposition of the motion.**

**Commissioner Miller moved to recommend approval of the 2025 budget as presented. The motion, seconded by Commissioner DiMartino, carried with a 5-1 vote. Commissioner Krenning voted in opposition of the motion.**

#### **9. 2025 AIRSHOW**

Francis Robbins, Acting Airport Director, presented this item in accordance with the Agenda Item Summary.

- Staff supported the Airshow Network application for a military demonstration team to headline an airshow in 2025. The Great Colorado Airshow application was selected by the Airforce Thunderbirds for September 20th and 21<sup>st</sup>.
- With the Commission's approval of the airshow, a planning task force will be established for the event.
- Staff time will be tracked throughout the planning process. More clarity on projected expenses and revenues from the event can be provided at a future meeting.

Public Comment:

Wayne Hammack with the Air Show Network spoke in favor of the event and stated that the current model would restrict the number of tickets sold based on capacity.

Martin Lind spoke in favor of the event to support community involvement.

**Commissioner Williams exited the meeting at 5:06 p.m.**

**Commissioner Marsh moved to approve the 2025 Great Colorado Air Show as presented. The motion, seconded by Commissioner Miller, carried with all Commissioners present voting in favor thereof.**

#### **10. DISCOVERY AIR LEASE AMENDMENT**

Francis Robbins, Acting Airport Director, presented this item in accordance with the Agenda Item Summary.



- Staff requested that the Airport Commission provide feedback and direction on a lease amendment with Discovery Air. The lease amendment reduces the total area within the leasehold, updates the construction phasing plan, and extends the construction timeline at a reduced rate.

**Commissioner Marsh moved to allow 10 minutes of public for Discovery Air. The motion, seconded by Commissioner Krenning, carried with all Commissioners present voting in favor thereof.**

Public Comment:

Discovery Air representatives Martin Lind and Garrett Scallon addressed the Commission and spoke in opposition of moving into Executive Session. Discovery is willing to pay \$0.05 per square foot of leased property but it is unknown why staff is requesting \$0.10 per square foot. Discovery Air receives no reimbursement for the investments that they make on the property. So far, they have completed one phase of their construction plus some additional development.

**Commissioner DiMartino moved to go into Executive Session for legal discussion regarding the Discovery Air lease amendment. The motion, seconded by Commissioner Miller, carried with all Commissioners present voting in favor thereof.**

**Public session ended at 5:48 p.m.**

**Executive session began at 5:51 p.m.**

**Executive session ended at 6:54 p.m.**

**Public session began at 6:55 p.m.**

**Commissioner Krenning moved to recommend that the Discovery Air lease is amended at \$0.05 per square foot for the ramp space. The motion, seconded by Commissioner Marsh, carried with all Commissioners present voting in favor thereof.**

**11. BUSINESS**  
**FROM MEMBERS**

Commissioners Stooksbury and Miller will sit on the Airport Director interview panel on September 20<sup>th</sup>.

**ADJOURNMENT**

Vice Chair Stooksbury adjourned the meeting at 7:00 p.m.

**Respectfully Submitted,**

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**Vice Chair, Jerry Stooksbury**



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

**ITEM NUMBER:** 2

**MEETING DATE:** October 15, 2024

**PREPARED BY:** Francis Robins, Acting Airport Director

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## **TITLE**

Monthly Financial Statement

## **RECOMMENDED AIRPORT COMMISSION ACTION**

Staff recommend acceptance of the preliminary financial statement as presented.

## **BUDGET IMPACT**

Neutral

## **SUMMARY**

Financial highlights for the month of September include:

- An audit of the Aviation Fuel Tax reimbursement revenues as reported in August resulted in reclassifying revenue into the Land Lease category. Total revenue for the month of August remained constant.
- The monthly statement indicates \$4 million within the net position available for use. This amount includes roughly \$3 million set aside by the Airport Commission and City Councils to be applied toward the terminal project.
  - An accurate net position available for use is \$1 million which is planned to be used for future federal funding grant matches.
- The 2024 operational status shows a net loss of \$154,319. This loss is due to construction costs budgeted in the capital category which have been charged to operational budgets including electrical utility improvements of \$61,489, and the demolition of Hangars 4910 and 4920 Grumman for \$228,859. This early spending is being monitored closely.

## **ATTACHMENT**

Preliminary monthly financial statement for September 2024



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**ITEM NUMBER:** 3

**MEETING DATE:** October 17, 2024

**PREPARED BY:** Aaron Ehle, Airport Planning & Development Specialist

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## **TITLE**

PDSC Agenda

## **RECOMMENDED AIRPORT COMMISSION ACTION**

Informational – The Airport Commission may make changes to the PDSC Agenda

## **BUDGET IMPACT**

Neutral

## **SUMMARY**

Previous meetings: The PDSC met on September 25<sup>th</sup> and October 9<sup>th</sup> to discuss several potential development projects related to the request for expressions of interest that was issued earlier this year. In addition to the PDSC meetings, several additional meetings have been conducted to discuss these projects.

- Site B (Triangle-shaped area between Earhart Rd, Lear Dr, Lindbergh Dr, and Cessna Dr)
  - o Professional Aircraft Services is proposing to build a new maintenance hangar with additional storage hangars. Planning continues on this effort and airport staff will meet with the project team next week.
- Site C (Area north of runway 6-24)
  - o Century Helicopters and Reach Aviation aim to develop new hangars on Site C as soon as possible. Significant planning has already taken place, and lease details are currently under discussion. Additional meetings are scheduled, and lease proposals may be ready for Commission review at the November meeting. The project teams are also coordinating with other potential developers on Site C.
  - o Scion Aviation and Lear Earhart Association have plans for development on Site C as well, but their timelines are longer-term. Both groups have been actively engaged in planning for the site.
  - o Dibble Engineering has been engaged to assist with layout and infrastructure planning for Site C.

At the October 9<sup>th</sup> meeting, a potential developer with a concept for a large-scale development on the west side of the airport was invited to share more information. The potential developer exited the meeting shortly after it began in response to questioning from the PDSC.

Upcoming meeting: At the November 6<sup>th</sup> meeting, the PDSC will continue to work with potential developers to advance project planning and lease proposals.





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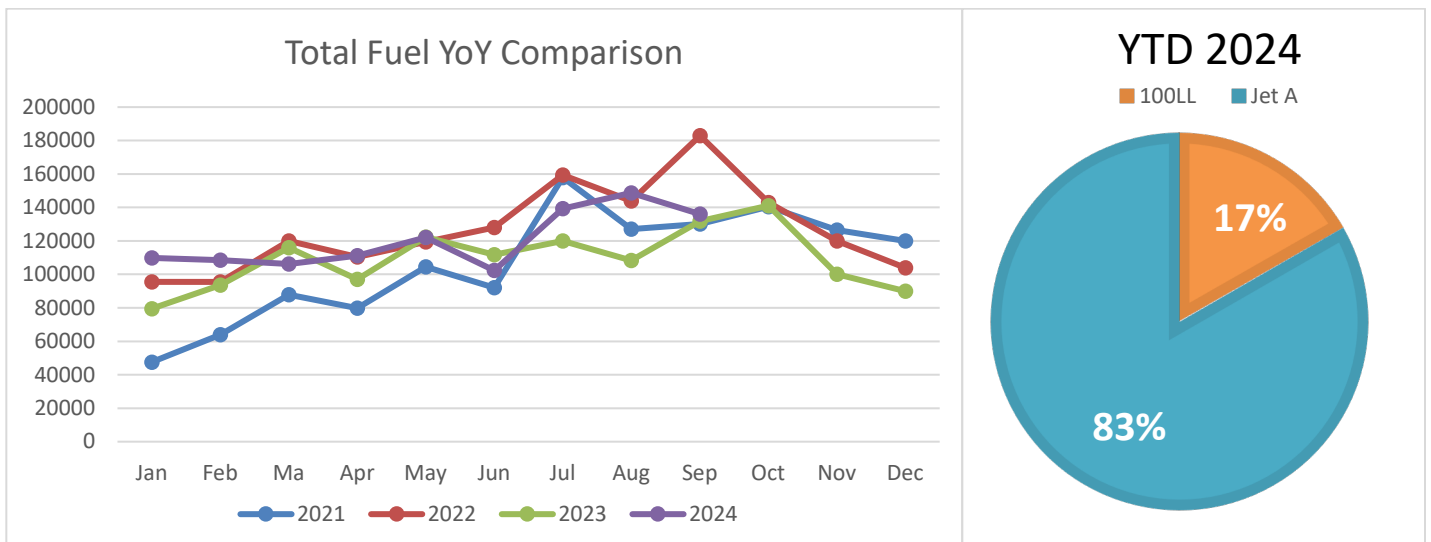
Date: October 17, 2024  
 To: Northern Colorado Regional Airport Commission  
 From: Francis Robbins, Acting Airport Director  
 Re: Airport Report for September 2024

## Report Highlights

- John Kinney has been appointed the Airport Director with a starting date of Tuesday, November 12.
- FNL tower continues to have reduced tower hours with ATC services closed on Saturdays. New controllers have arrived and are in training which could be concluded later this month.
- TAXIWAY B&D rehabilitation construction was completed in September. Painting is scheduled for later this month. GA taxi lane rehabilitation commenced construction on October 15.
- Terminal Construction is nearing completion this month and finishing touches are being made for the building to be fully operational. Parking lot fully opened on Friday October 10.

## Airport Activity Dashboard

- Flight operations for the month of September averaged 274 per day, and the thirteen-month rolling average is 371 operations per day.
- Wholesale fuel ordered on and off airport was 136,044 gallons for the month of September, an increase of 3% compared to the previous September at 131,840 gallons.
  - Total year to date fuel is up 10% year over year.
  - Total fuel flowage through September 2024, is 136,088 gallons compared to 980,525 Gallons YTD in September 2023.



## **Airport Director**

On Monday October 14<sup>th</sup>, The city of Loveland announced that John Kinney will be the new Airport Director starting November 12, 2024. Mr. Kinney has many years of airport management experience including at Denver International, Aspen-Pitkin County, and most recently Boulder Municipal Airport. See the attached press release for more details.

## **Federal Contract Tower (FCT)**

Another third new controller has been hired to staff the tower at FNL so all three are currently in training. The temporary controller is scheduled to leave FNL later this month. Having four certified controllers is expected to make the tower open as published: Sunday through Friday and closed on Saturday.

## **Terminal**

Hensel Phelps is concluding the final construction phase of the terminal building. This is on schedule with the initial construction schedule with consideration to the additional work scope added, including the paving and new light configuration of the parking lot. Construction commenced in July of 2023, and concluded after 15 months of work. The terminal ribbon cutting and grand opening event is scheduled for November 7<sup>th</sup>.

The Ditesco construction summary is attached.

## **Winter Changeover**

Airport staff have started the changeover of equipment to the winter configuration. Some cross-season equipment is used for both summer and winter, but all equipment receives maintenance and operational checks prior to the winter season. Additionally, the process includes training and familiarization for all employees involved in Snow and Ice control activities.

## **New Staff Member**

A new staff member started this month. Jacob Gibson has been hired as the Airport Facilities Maintenance Technician. Jacob brings over 10 years of maintenance experience to the table and has been a great addition to the team. This position was created this year as part of supporting the new terminal construction and launch. He will also care for eight other buildings on the airfield which the airport is responsible for.

## **FAA Capital Plan**

Airport Staff met with FAA and CDOT Aeronautics staff to request the grant funding needed for the capital improvement projects for the next 5 years. FAA informed staff that the grant funding for Runway 15/33 widening would be split between federal fiscal years 2025 and 2026 and the specific amounts are yet to be determined on that split. They also reiterated that all federal grant funds are to be channeled toward the Runway widening project until the project is completed. As a result airport staff have worked closely with finance department and our on call engineer to reprioritize the projects which were asking for FAA funding based on the new funding outlook. Materials were not ready for review this meeting so a

presentation is planned for November for review. The financial outlook for federal grants after 2026 include the \$150K formulary grant. We can also compete for the Federal Contract Tower Program Bill funds next year.

### **New Hangar Development**

Airport staff have initiated a project for the planning and environmental services required to develop hangars in site C with the Engineer of record, Dibble. Staff have also met with the submitters on both site B and C identifying a roadmap for development with special consideration being given to infrastructure existing constraints and how to plan for expansion to remaining development areas. Important decision points for the developer include off leasehold improvements including taxiway, roadway, and utility connections. Progress has been made in identifying current and future capacities of utilities and a working list of the remaining capacity evaluations established. Staff have a work plan to advance the Century Helicopter & Reach joint proposal to the commission as early as the November meeting.

### **Airport Scheduled Events**

- Oct 12-18 NIFA SAFECON Event
- Oct 15-23 GA Hangar Taxi Lane Rehabilitation
- Nov 7 Terminal Grand Opening Event

### **Attachments**

1. Airport Director Press Release
2. Ditesco Progress report

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[Current City Projects \(https://www.lovgov.org/community/current-city-projects\)](https://www.lovgov.org/community/current-city-projects)

## News Releases

# John Kinney selected to lead Northern Colorado Regional Airport as new director

**Post Date:** 10/14/2024 12:00 p.m.

John Kinney has been appointed as the director of the Northern Colorado Regional Airport (FNL) following a national search. This decision was made by Loveland Acting City Manager Rod Wensing on behalf of the Cities of Fort Collins and Loveland. Kinney will assume his new role on Tuesday, Nov. 12.

As the airport director, Kinney will oversee the daily operations, planning, development, and maintenance of the airport, ensuring compliance with regulations from both cities, the TSA, and the FAA.

"The Northern Colorado Regional Airport is a well-designed airport with a solid reputation, talented team, great tenants, and strong community partnerships. I'm eager to join this dynamic environment and help shape its future," said Kinney. "FNL is not only a vital community asset but also a powerful economic driver with tremendous potential. I look forward to leveraging my experience and fostering collaboration with airport staff to benefit the airport, its stakeholders, and the broader community."

Kinney brings over 30 years of dedicated service in aviation management and leadership to his new role. He has overseen operations and emergency management at major airports including Denver International and Los Angeles International, as well as regional airports in Aspen and, most recently, Boulder. Kinney also served as federal security director for the TSA.

A licensed pilot since 1982, Kinney has been a prominent speaker in the transportation industry, in addition to being a contributing writer and advisor. He is certified through the American Association of Airport Executives and has served on the board of directors for the Southwest and Northwest Chapters of the American Association of Airport Executives.

"Over the past decade, the airport has consistently excelled in safety, innovation, and operational efficiency. John's extensive and diverse aviation experience make him the ideal leader to guide the airport into the future and serve the northern Colorado community," said Acting Loveland City Manager Rod Wensing. "As we prepare for the



grand opening of the new terminal and other advancements, I am excited to welcome John to the team.”

“As we welcome Kinney to Northern Colorado, we want to extend our gratitude to Francis Robbins for stepping into the acting airport director position and continuing the good work that’s been happening at our airport,” said Wensing.

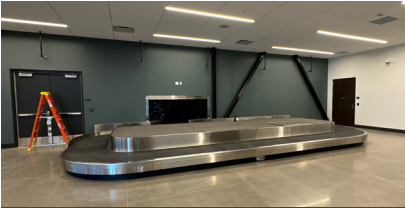
### **About the Northern Colorado Regional Airport**

Located in the heart of Northern Colorado, the Northern Colorado Regional Airport (FNL) serves as the premier destination for aviation-centered business, research, development, education, and training. Co-owned by the Cities of Fort Collins and Loveland, FNL is one of fourteen commercially certified airports in the State of Colorado. Conveniently adjacent to Interstate 25 and US Highway 34 at 4825 Earhart Road, Loveland, CO 80538, the airport’s new commercial passenger terminal will open during a Grand Opening Celebration on November 7. Additional developments include a runway widening project and future additional hangars. Learn more at [flynoco.com](http://flynoco.com).

*[Return to full list >> \(/community/news-releases\)](#)*



# Northern Colorado Regional Airport Terminal



Completed Baggage Handling System



Completed site concrete



Terminal Construction Progress

## MAJOR MILESTONES

- Interior finishes and room build out is complete.
- Acoustical ceiling panel installation is complete.
- Baggage handling system installation is complete.
- Electrical lighting installation is complete.
- Site paving is complete.
- Irrigation and landscape installation is underway.
- Building commissioning is underway.
- Project substantial completion has been reached.

## WORK UPCOMING

- Furnishings and TSA equipment move in.
- Project final completion.



**EXPENDITURE TO DATE**  
**\$15,518,381**  
CONTRACT VALUE: \$16,999,813

**CHANGE ORDER PERCENTAGE**  
**14.8%**  
TERMINAL BUILDING: 5.76%  
ADDED WORK FOR PARKING LOT: 9.04%

**DAYS CHARGED TO DATE**  
**437**  
ORIGINAL CONTRACT: 422 DAYS  
CONTRACT CHANGE ORDER DAYS: 15

## LOOK AHEAD SCHEDULE

	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Interior room buildout and finishes	█			
Baggage handling system installation	█			
Building commissioning and testing	█	█		
Site paving	█			
Irrigation and landscaping	█	█		
Project substantial completion	█			
Furnishings and TSA equipment move in		█		
Project final completion		█		
Terminal opening			█	





## Weekly Report

10/04/24

### Northern Colorado Regional Airport Terminal (FNL)

Owner: Northern Colorado Regional Airport  
Engineer: Dibble  
Contractor: Hensel Phelps

Owner's Project No.: AP2004  
Engineer's Project No.: 2019-129

#### Tasks completed/underway 09/30/24 - 10/04/24:

- *Light Pole Installation is complete*
- *Parking lot asphalt striping is complete.*
- *Landscape installation is underway.*

#### Work scheduled for 10/07/24 - 10/11/24:

- *Site punch list walk*
- *Punchlist item corrections*
- *TSA Equipment Transfer*
- *Construction Fence Removal*

#### Upcoming events:

- *TSA move in/network equipment set up 10/10 to 10/25*
- *Project final completion 10/17*
- *Construction demobilization*
- *Furnishings installation week of 10/28*
- *Terminal grand opening 11/7*

Upcoming Activity Schedule	09/23/24-09/27/24	09/30/24-10/04/24	10/07/24-10/11/24
Parking Lot Striping and Signage			
Punchlist item corrections			
TSA equipment transfer			
Construction fence removal			

*Photos attached represent status of work over the last seven days.*



## Weekly Report Northern Colorado Regional Airport Terminal (FNL)

### Photos

Weekly Report

**Taken On**  
10/02/2024

**Description**  
Parking lot signage



Weekly Report

**Taken On**  
10/02/2024

**Description**  
Entrance late landscaping





Weekly Report

**Taken On**  
10/02/2024

**Description**  
Parking lot striping





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**ITEM NUMBER:** 5  
**MEETING DATE:** October 17, 2024  
**PREPARED BY:** Kate Morgan, Airport Executive Assistant

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## **TITLE**

Governance Model Update

## **RECOMMENDED AIRPORT COMMISSION ACTION**

Informational

## **BUDGET IMPACT**

Neutral

## **SUMMARY**

At the end of 2023, Loveland and Fort Collins City Councils each appointed two representatives to sit on a joint committee designed to discuss, evaluate, and make recommendations regarding alternative models of governance at Northern Colorado Regional Airport. Mayor Arndt and Councilmember Pignataro were appointed to represent Fort Collins City Council. Mayor Marsh and Councilmember Krenning were appointed to represent Loveland City Council.

Since then, the Governance Board has held three public meetings. These meetings typically include staff representatives from both cities and outside legal counsel from Dan Reimer, who produced the 2023 Governance Report for the airport.

At the Board's direction, a presentation for both City Councils will be drafted to outline their recommendation of exploring an authority model, creating a workplan, and establishing checkpoints for Council approval. The next meeting is scheduled for December 16<sup>th</sup> at 4:00 p.m. at Platte River Power Authority.



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**ITEM NUMBER:** 7  
**MEETING DATE:** October 17, 2024  
**PREPARED BY:** Francis Robbins, Acting Airport Director

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## **TITLE**

Vehicle Parking Policy

## **RECOMMENDED AIRPORT COMMISSION ACTION**

A motion to adopt the updated parking policy

## **BUDGET IMPACT**

Positive – the updated parking policy will increase the potential parking revenue once a parking system is implemented

## **SUMMARY**

The airport parking policy has historically been a few simple lines on the airport website. This updated policy incorporates parking prohibitions in Loveland City Code applied to other government owned parking areas, consolidates parking payment and enforcement policies in one document and establishes criteria for a parking permit system.

In addition to the parking policy, Airport staff request direction on the parking fee strategy to implement. The parking fee was left at the historical rate of \$7 per day. Public outreach indicates that implementing that rate to all parkers with no cost free initial period will have a dramatic inverse affect on parking demand and result in unrealized revenue projections. In public outreach and public meetings, Two discussed had the highest level of support and stem from differing philosophies.

- 1- The paved parking lot be charged at a reduced introductory rate of \$3 per day starting on day one with an initial cost free period of 4 hours. The unpaved parking have an initial no cost period of 14 days followed by a paid rate of \$3 per day. The parking fee would be evaluated regularly with business stakeholders to evaluate the impact on ridership.
- 2- All parking lots have an initial cost free period of 14 days with additional parking available at \$3 per day. The parking fee and cost free initial period would be evaluated regularly with business stakeholders to evaluate the impact on ridership.

The airport has investigated the suggested path of adopting a parking payment system used regionally for best customer service. The system provider in Fort Collins, is Park Mobile, the system used at Embassy Suites next to the airport is Air Garage. Park Mobile has won a contract with the OMNIA purchasing consortium, of which the City of Loveland is a participant. Due to the collective purchasing contract, airport staff recommend adopting the Park Mobile system. Staff have confirmed with Park Mobile there is a path to provide an initial free parking period at no cost to the parker. So long as the parking revenue generated per month is greater than \$750 per month, this parking permit system would have a positive revenue impact to the airport.

### **ATTACHMENTS**

- 1- Vehicle Parking Policy

# Parking Policy

Northern Colorado Regional Airport (FNL)

## 1 Purpose

1.1 The purpose of this policy is to manage the use of limited public parking areas in a way that is effective and consistent with the Airport strategy for safe, fiscally responsible operation.

## 2 General Rules and Regulations

2.1 In order to maintain safety, parking rules and regulations are continuously enforced in all parking lots owned and operated by the Northern Colorado Regional Airport.

## 3 Parking permit

3.1 Parking in an Airport-owned lot is by permit only. Parking permits may offer a no cost period within the permit.

3.2 Parking permits may have an initial no cost period of at least 4 hours and not to exceed 21 days.

3.3 Each lot shall have a maximum stay length of 31 days.

3.4 The Airport shall establish a parking permit system which may include physical or digital parking passes.

3.4.1 Digital parking pass software must conform to the City of Loveland accessibility policy or address each of the World Wide Web Consortium's Web Content Accessibility Guidelines (WCG) 2.1.

## 4 Parking Prohibitions

4.1 Vehicles parked without a permit

- 4.2 Vehicles parked in more than one stall
- 4.3 Vehicles parked at a red curb
- 4.4 Vehicles parked in a painted hash area
- 4.5 Vehicles parked within 15 feet of a fire hydrant
- 4.6 Vehicles parked in an area, lot, or spot marked with “No Parking” signage
- 4.7 Vehicles parked in a spot reserved for the disabled or violating other ADA parking regulations
- 4.8 Vehicles parked in a loading zone - unless you are actively loading or unloading passengers or property (must have flashers on and stay within loading zone time allowance as posted)
- 4.9 Vehicles parked in a travel lane, bike lane, or transit lane
- 4.10 Vehicles parked with a trailer, camper, or RV which does not fit in one stall
- 4.11 Use a parked vehicle for sleeping or other residential purposes
- 4.12 Abandoned vehicles which are not operable in their current state and have been left unattended in the same stall or right-of-way for extended periods of time
  - 4.12.1 Abandoned vehicles will be towed and stored at the owner's expense.
- 4.13 Vehicles with expired registration will be ticketed

## 5 Enforcement

**5.1** Northern Colorado Regional Airport falls within the Loveland Police Department jurisdiction and as such is the primary entity of parking enforcement.

**5.2** Parking lot patrols may be conducted by Loveland police officers, Colorado State Patrol, airport staff, and Loveland code enforcement personnel.

## **6 Towing**

**6.1** Towing of vehicles will be conducted by a company contracted with the City of Loveland or the Loveland Police Department.

**6.2** Vehicles towed because of construction or security needs may be placed in another part of the parking lot.

**6.2.1** The designated area for towed vehicles will be identified on the airport website and in the terminal building.

**6.3** Towing and storing vehicles will be conducted in accordance with City of Loveland Code compliance



# NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

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**ITEM NUMBER:** 8  
**MEETING DATE:** October 17, 2024  
**PREPARED BY:** Francis Robbins, Acting Airport Director  
Aaron Ehle, Airport Planning & Development Specialist

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## **TITLE**

Landing Fee Policy

## **RECOMMENDED AIRPORT COMMISSION ACTION**

A motion to adopt the Landing Fee Policy

## **BUDGET IMPACT**

Positive – a landing fee policy is needed to implement the fee increase adopted on September 19, 2024.

## **SUMMARY**

This item is in response to the Airport Commission request. The fee adjustment needs an updated policy to support the change. In preparing the policy, staff examined similar landing fee policies at 10 airports in Colorado and surrounding states. In doing so, several exemptions were discovered which were not contemplated previously. These exemptions are included in the proposed Landing Fee Policy which contemplate military, emergencies, public safety, and based aircraft.

To implement this policy, airport staff will procure a service for tracking the aircraft land activity and provide a payment portal similar to vehicle parking. The vendors shall be required to

- Demonstrate that information technology and content provided to the City of Loveland conforms to or addresses each of the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.1, Level AA success criteria wherever demonstrating such performance is practicable for both airport staff and paying customers.
- Demonstrate a history of accurate tracking using multiple data sources
- Demonstrate a history of collecting the fees billed
- Demonstrate the costs to the airport of the service provided.

## **ATTACHMENTS**

1. Landing Fee Policy



# Landing Fees Policy

Northern Colorado Regional Airport

## Effective Date

Effective January 1, 2025, landing fees will be charged to all transient and non-signatory commercial aircraft operating at Northern Colorado Regional Airport (FNL). These fees will be assessed at the time of departure and billed at the following rates:

## Rates

Landing fees will be assessed at the following rates based on Maximum Certificated Landing Weight (MLW):

- No landing fee for aircraft less than or equal to 12,499 lbs.
- \$1.99 per 1,000 lbs. for transient aircraft between 12,500 and 59,999 lbs.
- \$2.99 per 1,000 lbs. for transient aircraft 60,000 lbs. or greater
  - These rates are subject to change upon approval by the Airport Commission

## Exemptions

- Government-Owned (Federal, State of Colorado) and Military Aircraft registered as owned by the government according to the Federal Aviation Administration (“FAA”) Registry will be exempt from payment of landing fees.
- Aircraft maximum gross landing weight less than 12,500 lbs. of will be exempt from payment of landing fees.
- Aircraft based at Northern Colorado Regional Airport (aircraft that are stored at the airport more than 183 days per year) will be exempt from payment of landing fees.
- Landing fees for up to five (5) non-based aircraft registered to an organization will be waived if:
  - The organization is actively engaged in business activities involving at least 5 full-time employees from an address within the city limits of Loveland or Fort Collins
  - And*
  - The organization has at least one registered aircraft based in a hangar at FNL, along with at least two full-time employees primarily stationed at FNL who are engaged in operating and/or maintaining the organization’s aircraft

- Non-profit medevac and firefighting aircraft will be exempt from payment of landing fees.
- No landing fee will be assessed for signatory passenger or cargo air carriers operating at FNL.
- No landing fee will be assessed in the event an aircraft lands at the airport due to a declared emergency.
- No landing fee will be assessed in the event an aircraft departs from the airport for another destination and, without making a stop at another airport, is forced to return to and land at the airport because of weather, mechanical, or other similar emergency or precautionary reasons.