

PDSC MEETING AGENDA

Date: March 6, 2025

Time: 3:00 pm to 4:30 pm

Location: Airport Administration Conference Room (Virtual via Zoom)

The PDSC Chair will give anyone in the audience time to speak, limited to 3 minutes per person, to any item on the agenda. General public comment should relate to items not on the agenda.

PDSC Agenda

- 1) **Public Comment:** 3 minutes per person **10 minutes**

- 2) **Approve Minutes** from January 9, 2025, meeting **5 minutes**

- 3) **PDSC Going Forward:** Recommendation to Commission **70 minutes**
 - Review of PDSC Charter (**Attachment 1**)
 - From your perspective, what should the role of the PDSC be?
 - How can it advise the Airport Commission and serve the Airport in general?
 - Which topics should the PDSC discuss?
 - Who should decide?
 - Are meeting agendas and packets be formatted correctly?
 - How often should meetings be held?

- 4) **Items from the PDSC Members** **5 Minutes**
 - Discussion Items
 - Future Meetings / Agenda Items

Join Zoom Meeting

Thursday, March 6, 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: 1/9/2025
TIME: 3:00 – 4:34 p.m.
RE: Planning and Development Subcommittee Meeting (PDSC)
ATTENDEES: John Kinney, Rick Turley, Drew Brooks, Scott Schorling, Diane Jones, Tom Flemming, Jackie Marsh, Aaron Ehle, Kate Morgan, Laurie Wilson, Dale Miller, Danny McGinn, Kevin Jones, Terry Cecil

Begin Meeting Record 1/9/2024

Agenda Item #1: Public Comment

- None

Agenda Item #2: Meeting Minutes from December 11, 2024

- **The members present unanimously approved the meeting minutes from December 11, 2024, as presented.**

Agenda Item #3: Fort Collins-Loveland Water District Easement

- Fort Collins-Loveland Water District has requested 3,032 square foot lease in the northwest area of the airport.
- The airport will receive \$3,654 in compensation for the easement area. This is fair market value based on a recently conducted appraisal.
- There are no anticipated negative impacts to airport operations.
- **The PDSC voted unanimously to recommend approval of the easement to the Airport Commission and City Councils, with Mayor Marsh abstaining.**

Agenda Item #4: Staff's Decision-Making Matrix

- With many needs and competing priorities, staff needs to make decisions based on
 - Safety
 - Experience
 - Affordability
- A workshop is being planned for the Commission and stakeholders to define strategy, discuss projects/initiatives, and determine priorities. Topics include:
 - Radar for Air Traffic Control Tower (ATCT) at FNL
 - Future ATC Tower
 - Airport Governance
 - Planning & Development Subcommittee
 - Crosswind Runway Analysis/Review
 - Runway Widening
 - Parcels C & B feasibility to develop
 - Ground Transportations Plan
 - Develop a Comprehensive Rents, Rates, and Fees, and Cost Recovery Program

- Through-the-Fence (TTF) Issues
- Modernize Primary Management Compliance Documents
- FAA Compliance Efforts
- Comprehensive Capital Improvement Plan (CIP)
- Airshow
- Full Scale Emergency Exercise
- Solicitation for On Call Airport Planning
- Solicitation for Air Service Development Consulting
- The PDSC needs guidance from the Airport Commission on how to be most effective.
 - Meeting schedule/frequency decisions need to be made also.
 - Airport staff believe the PDSC should function as a working group.
 - Historically, preparing detailed materials for PDSC meetings has required excessive staff time.
 - To encourage an organic, free-flowing discussion, the agenda for this meeting has been streamlined.
- Additional staffing and/or consultant expertise will likely be needed to develop and implement new plans and policies.
- The transition to an airport authority model will require extensive planning and operational adjustments.
 - The Airport must operate as a self-sustaining business, as financial support from the Cities will no longer be available.
 - With substantial available land, the Airport has the capacity to accommodate all user groups while generating additional revenue.

Agenda Item #5: Airport Development

- Development concepts from the Request for Expressions of Interest (REOI) have been used to create conceptual layouts for Sites B and C.
 - Site C
 - The infrastructure costs for developing the site are significantly high.
 - Various funding mechanisms are under consideration.
 - A phased development approach will be necessary.
 - The layout is designed to accommodate a diverse range of users, with capacity for larger aircraft on the western side.
 - Site B
 - The conceptual layout has been refined to designate aeronautical use on the eastern side while reserving space for non-aeronautical development along the major entry corridors.
 - The design allows for future expansion, including the widening of Earhart Road and Lindbergh Drive to accommodate turn lanes, sidewalks, and other infrastructure improvements.
 - Next Steps for Site C and B:

- Dibble will provide infrastructure cost estimates.
- The Airport will solicit proposals from developers, with staff reviewing and negotiating from a business-driven perspective.
- Site D
 - City of Loveland Economic Development has engaged Dibble to conduct an opportunities and constraints analysis for future development.

Agenda Item #6: Vehicle Parking Update

- Over the holidays, there were nearly 1,100 cars parked at the Airport.
 - Airport staff coordinated with the shuttle bus companies and local law enforcement to increase lighting and enhance security in the parking lots.

Agenda Item #7: Terminal Area Plan

- Staff is working on a holistic plan that considers shuttle bus operators, car rental companies, transportation network companies, airline parking, and roadway improvements.
 - A consultant will be engaged to help develop the plan and set rates & fees.

Agenda Item #8: Items from PDSC Members

- There has been considerable discussion recently about the role of the PDSC.
 - The Airport Commission will be consulted on how the group can best serve the Airport.

End Meeting Record

Northern Colorado Regional Airport Commission
Planning and Development Subcommittee
Charter
Amended 3/21/2024

I. Purpose

The Planning and Development Subcommittee (“PDSC”) was formed by the Northern Colorado Regional Airport Commission (“Airport Commission”) pursuant to Section 12 of the Commission Bylaws to facilitate strategic planning for the Airport and its immediate surroundings. It pursues the following major objectives:

- i. To support the development of an updated Strategic Plan and the 2020 Airport Master Plan;
- ii. To provide ongoing support and input on specific plans and proposals for the development of Airport land; and
- iii. To provide input on other business development efforts as appropriate.

II. Authority and Limitations

The PDSC serves only in an advisory role to the Airport Commission with respect to the objectives listed above and may provide recommendations to the Airport Commission as the PDSC deems appropriate or as requested by the Airport Commission. The PDSC has no authority to take any final action or to direct the expenditure of funds or resources.

III. Membership

Membership of the PDSC will consist of the following Airport Commission representative, City of Loveland and City of Fort Collins representatives (“City Members”) and non-City representatives (“Citizen Members”):

Airport Commission Member

City Members

- Airport Director (PDSC Chair)
- Staff member from the City of Loveland Economic Development Department
- Staff member from the City of Fort Collins
- Staff member from the City of Loveland Current Planning Division

Citizen Members

- Rick Turley, FNL Pilots Association
- Tom Fleming
- Diane Jones

The Airport Commission shall appoint an Airport Commissioner to be the Airport Commission Member of the PDSC with voting rights. The Airport Commission shall also appoint an alternate Airport Commission Member who may attend any meeting or meetings in the Airport Commission Member’s absence with all voting rights of the Airport Commission Member. Any Airport Commissioner may also attend any PDSC meetings.



The Airport will select an Airport staff member to participate as staff liaison to the PDSC. Membership may change over time, subject to approval by the Airport Commission as described in this Charter. Other individuals may be asked to take part in the PDSC from time to time in an ad-hoc, advisory role as needed, but shall not have any authority vote on any matter being considered by the PDSC.

Because of the breadth of the PDSC's charter, it may be necessary or appropriate to form other work groups from time to time to address related topics. If directly related to the purpose of the PDSC, then the PDSC may form the work group and advise the Commission. If the scope is unrelated to or exceeds the PDSC's charter, then the PDSC will submit the proposal to the Commission for consideration and approval as appropriate.

IV. Member Terms

The length of the Airport Commission Member's and alternate Airport Commission Member's terms shall be one (1) year. The length of a Citizen Member's term shall be four (4) years effective as of the date of the Airport Commission's approval of such Citizen Member's appointment. For the Citizen Members listed in this Charter, their terms shall begin on the effective date of this Charter amendment. There shall be no term limits for City Members positions as staff filling those positions may change over time.

V. Changes in Membership

Airport Commission approval by motion or resolution to amend this Charter with respect to membership shall be required for all membership changes.

A new or replacement Citizen Member may be nominated and presented to the Airport Commission for consideration by any member of the PDSC or Airport Commissioner. The Airport Commission may, in its discretion, hold interviews by an interview committee of its choosing with no more than two Airport Commissioners.

VI. Meetings

In accordance with the Airport Commission Bylaws, PDSC meetings shall be held in accordance with the Colorado Open Meetings Law. The PDSC shall generally meet monthly on the first Wednesday of each month beginning at 3:00PM, but may be rescheduled as needed with proper notice to the PDSC Members and the public. Meetings may be held in person or virtually or a combination of both. A majority of the members of the PDSC constitutes a quorum.

VI. Duration

The duration of the PDSC will be determined by the need for support on current and future Airport planning and development projects. However, the Airport Commission, at its sole direction, may dissolve or alter the focus of the PDSC to best serve the Airport's interests.