

**Airport Advisory Board Meeting  
Fremont County Airport  
March 7, 2018  
8:00 AM**

Members Present: John Marietta, Chairman; Leonard Mino; Bruce Claremont; Rich LeDoux; Tom Schlif; Jim Wick; Lu Toxvard;

Members Absent:

Other Officials Present: Dick Baker, Airport Manager;

Others Present: John Rostas – Armstrong Consultants; Cole Miller – Armstrong Consultants; Jesse Fabula – Armstrong Consultants; Hans Miesler; Terrence Terrill – EAA 808; Jason Dawson– Royal Gorge Skydiving; Shannon Espinoza-Airport office staff

The meeting was called to order at 8:00 am by Chairman John Marietta. Introductions were made due to the number of guests and minutes from the previous Board meeting were considered for approval.

**By motion and unanimous consent**, the minutes of the December 6, 2017 Advisory Board meeting were approved.

**Airport Manager’s Report – Richard Baker**

- Drainage around terminal building has been addressed. It is unknown if the improvements are satisfactory as there has been no rain to test it.
- Hangar 16 improvements have been completed, including a new concrete floor and bird proofing.
- PAPI light installation concluded on February 20<sup>th</sup> and is awaiting flight check by the FAA.
- The transfer of Hangar 11 from Holt to Tabuteau (1 share) and Katchmar (1 share) was approved at the County Commissioner’s Meeting on February 13, 2018.
- An updated estimate in the amount of \$14,100 was received for the restoration of the office hangar roof.
- The airport is currently looking for estimates for a fuel pump system. One estimate comes in at \$37,000 for jet or gas. The jet fuel pump is the most critical need at this time. We currently only have 1-phase as a 3-phase would be a \$40,000 upgrade. The question of whether or not there is an engine-driven option was brought up but would need to be researched in order to determine if it is a viable option.
- A letter was sent to Silverwest Flyers Inc. on December 21, 2017 to address the loose metal on their hangar roof. They responded January 2, 2018 stating the matter had been resolved.
- Royal Gorge Skydiving gave the airport manager a written proposal on March 1, 2018, for terminal building improvements, including paint, installation of a portable carport awning on the East side of the building, additional drainage, and other safety-related and cosmetic improvements at no cost to the county and under the supervision of the airport manager.
- It was also brought up that Skip Moreau has supplied a written request an area for signage. Chairman Marietta advised the board that there have already been 3 locations designated for signage. This request will require further research.
- A discussion regarding traffic counts and operations through the airport ensued. It was noted that DOSS Aviation accounts for over one-half of operations. Based operations accounted for over 4,000 operations in 2017. BLM operations vary greatly based on the severity of the fire season for any given year. In 2017, BLM flew 3 operations.

- A discussion of the Airbus flight test program then ensued. The potential flight test would occur in July, with the aircraft using Hangar 4 and a crew of approximately twenty people.
- A discussion of marketing and travel for airport development ensued. Chairman Marietta suggested adding a line for marketing and travel into the budget talks in fall. Trade publications and online marketing were suggested as good methods of marketing.

### **Standing Committee Discussion and Appointments**

- Safety and Security: Bruce suggested the 1<sup>st</sup> Monday in April be Fire Safety Day, at which time the fire department could come check fire hydrants and do a safety inspection.
- Development – Lu questioned if we had ever had a volunteer clean-up day at the airport. Baker indicated that no, we had not. Terrence Terrill with the EAA 808 indicated that the EAA is trying to garner more participation and get more community members involved in aviation in an effort to aid airport development across the region.
- Finance – Jim requested ideas regarding projects he could look at in this capacity. Examples brought forth included 2<sup>nd</sup> and 4<sup>th</sup> quarter airport finance reports supplied by Wes.

### **Operating Procedures**

- It was indicated that previous procedures were signed and approved at the commissioner level on July 11, 2017. These items include the heavy helicopter and light fixed-wing interactions attachment in the updated airport rules and regulations, and signage regulations.

### **New Business**

- A fly-in breakfast in Summer of 2018 was mentioned. The EAA Ch. 808 may be interested in this event. A recommendation of pairing this event with other local events was brought forth.
- A discussion on the election of new officers ensued. Chairman Marietta will not seek reappointment on the board. The current positions to be filled include Chair, Vice-Chair, Secretary, and Vice-Secretary. Descriptions of the positions were read and it was made known that these positions were for a term of 2 years and are effective at the June meeting. It was mentioned that the board serves as a buffer between commissioners and tenants.
  - Jim Wick volunteered for the position of Vice-Chair. This nomination was seconded, voted on, and passed.
- A discussion of how to change the board organizational structure ensued. It has to be brought before the commissioners.
- A motion for Marietta to continue until September was made and carried.

### **Old Business**

- A discussion on the county airport webpage ensued. The board member information has been updated, but the rules and regulations document needs to be completed. They will be updated on the page upon final approval by the commissioners. The county is currently in the process of creating a social media use policy, which will determine how the board will approach the discussion of a stand-alone webpage in subsequent meetings. The idea of making Lisa an administrator of the same was posited, but it remains to be seen if that is a valid option.
- The airport's Facebook page was then discussed. Currently Wes is the page administrator and Shannon is a designated editor. It was mentioned that this page is how we currently inform the public of additional airport activity.

- A discussion of bulk fuel sales was brought forth by a community member. It was noted that the decision to end bulk fuel sales was a management-level decision in order to best serve the airport patrons.

There was no further business brought forth and Chairman Marietta adjourned the meeting at 9:01 am.

Minutes submitted by Shannon Espinoza