

ARCHULETA COUNTY AIRPORT ADVISORY COMMISSION

MEETING AGENDA / MEETING MINUTES

Wednesday, February 15, 2012

3:00 p.m.

Avjet Upstairs Conference Room

AAC Members:

Kate Alfred	Chairman	Airport Manager	Bill McKown
Michael Arbuthnot	Vice Chair	FBO Representative	Bob Goubitz
David Lopez	Secretary	County Representative	Greg Schulte
Deidra Fortier		Town Representative	David Mitchum
Ralph Goulds			
C. K. Patel			
Dave Patterson			

Call To Order: Meeting called to order by Kate at 3:02 PM. Attendees: Kate Alfred, Mike Arbuthnot; David Lopez, Deidra Fortier, Ralph Goulds, C.K. Patel, Bill McKown, Bob Goubitz, & Greg Schulte.

Introductions: Greg Schulte, Archuleta County BOCC was present

Minutes: Minutes of 18 January, 2012 meeting approved.

Attachments: (1) Executive Summary – PS 150 SARL Air Race 2012
(2) PS SARL 150 Concept of Operations
(3) PS SARL Air Race Budget
(4) Archuleta County AIP – 20 Budget Updates

Old Business

- **UPDATE:** Airport Signage Update *B McKown*
Discussion: Production of sign at the corner of Piedra Road and Cloman
Action: Bill McKown requested permission of sign location and contractor is in place to erect the sign.
- **UPDATE:** Jan Financial Meeting with Schulte / Sorenson / Star Cancelled *M Arbuthnot*
Discussion: Meeting rescheduled for Thursday, Feb 16th 1:30 pm
Action: ACC will brief County representatives on the ACC developed Economic Impact Study. Briefing will include development methodology and data validation. ACC members highly encouraged to attend

New Business

ACC Progress Report

K Alfred

Discussion: Kate addressed AAC accomplishments of 2011 that allowed the ACC to become more relevant and proactive to the airport and county. Accomplishments included:

- AAC Monday Work Session established
- AAC By-laws drafted
- AAC Endorsement Policy established
- Archuleta County Airport Website updated
- Airport Economic Impact Study initiated
- Airport Operations Manual developed by Bill McKown
- AAC Procedure Manual developed by Ralph Goulds

Airport Manager / AAC Continuity Manuals :

K Alfred

Discussion: AAC has requested Bill McKown and Ralph Goulds to be responsible for an Airport Operations Manual and an AAC Procedure Manual.

Action: We request to have an initial presentation from each at the March AAC meeting.

AAC 2012 First Quarter Report to the BoCC

K Alfred

Action: The report will be presented at the Tuesday, March 20 BoCC meeting.

SARL 2012 Pagosa Springs 150 Air Race

D Fortier

Discussion: Diedra presented the SARL 2012 Executive Summary (Attachment 1) and Concept of Operations (Attachment 2) for the Air Race to be held September 22, 2012

Action: ACC Board endorsed the presentation.

Reports

Airport Manager's Report

B McKown

Discussion: Web Site Updates. An onscreen presentation was provided on the migration of the new Archuleta County Government web site. Website update scheduled for completion on 16 February. Mike Arbutnot discussed potential problems of website maintenance if responsibility for maintenance and updates is not properly assigned and managed. Greg Schulte addressed this issue and advised the AAC that resource constraints require that individual county managers are responsible for maintaining their particular areas of responsibility.

FAA Funding

B McKown

Discussion: A five year \$63.3 Billion authorization passes congress. The FAA reduces their funding levels by five percent impacting small airports and their related AIP projects.

Gate Card Validation / Mailings

B McKown

Discussion: Airport management is reviewing gate access security issues, upgrading gate software, and validating current gate card authorizations and assess polity and procedures. Letter from the Airport Manager is scheduled for mailing on 16 February. E-mail on the issue was previously sent.

Action: Airport Manager has this task for action.

Snow Removal / Airport Service vehicle

B McKown

Discussion: Nine evolutions down and more to come. To date, approximately \$3K has been spent out of a budgeted \$15K for snow removal. A new airport vehicle was approved by the CDOT Aeronautical Board.

Avtronics Inc. / FAA & Bravo Taxiway

B McKown

Discussion: Avtronics certification approved by the FAA. Airport Manager discussed the need for a consolidated voice from the AAC and BoCC to Lobby the FAA to accept Bravo Taxiway for funding assistance.

Board of County Commissioners Report

Greg Schulte

Discussion: Greg Schulte distributed the Archuleta County AIP – 20 Budget Summary estimates to the AAC. Different scenarios of funding were presented. A final budget is forthcoming.

Town of Pagosa Springs Report

David Mitchum

Discussion: David Mitchum was not present at the meeting

FBO Report

B Goubitz

Discussion: FBO Parking Update: The Parking Policy was presented for FBO parking lots. FBO Manager identified and discussed winter parking issues and snow removal issues when cars are parked long term. Potential solutions were discussed. FBO Manager recommended that the parking lots and ramp areas should have priority for snow removal operations.

Enterprise Car Rental at Avjet

B Goubitz

Discussion: The lease with Enterprise is coming to an end and will most likely not get renewed. FBO Manager discussed issues with local rental car providers. He indicated that lost of Enterprise does not impact FBO operations. Rental cars from local rental car providers can be delivered to the FBO when required.

Comments / Questions

County Financial / Econ Impact Study

Thursday, February 16th

1:30 p.m. (Avjet)

Next AAC Monday Work Session

Monday, February 20, 2012

9:00 a.m. (Boulder)

Next AAC Meeting

Wednesday, March 21, 2012

3:00 p.m. (Avjet)

Request for Motion to Adjourn: AAC meeting was adjourned at approximately 4:30 PM.