

January 4th, 2016 Airport Board Minutes

Members Present: Bill Groff (Chair), Bob Greenberg (Vice-Chair), Bill Hawley, John Knowles, Norm Knapp, Rory Paxman, Jody Patterson, Judd Hill

A. Meeting called to order by Chair Groff at 17:02.

B. Review and Approve minutes of 12/7/15 Airport Board meeting.

1. No corrections.
2. Motion to approve by Hawley, 2nd by Knowles; unanimous vote.

C. Discussion of airport board data.

1. Fuel prices discussed; CNY is below average for all surrounding areas.

D. Manager's Report and Discussion.

1. Insurance work underway for electrical surge.
2. New gate with new codes for drive-through airside access; everyone at airport has to take training.
3. Overview of new training and restricted movement to aircraft movement area.
4. Will be dealing with reapplication for TSA once a schedule is determined for Boutique Air.

E. Discussion and Consideration of Airport Board Officers for 2016.

1. Motion made by Greenberg nominating Groff as Chair. Motion 2nd by Knowles; passed unanimously with 1 abstaining (Groff).
2. Motion made by Groff recommending Greenberg as Vice-Chair. Motion 2nd by Knowles; passed unanimously with 1 abstaining (Greenberg).

F. Discussion and Consideration of Transfer of Redtail contract to new ownership.

1. A new owner individual for
2. Recommend a legal review as to whether a new contract needs to be signed by a new principle.

G. Discussion and Consideration of Amendment to ground leases to allow businesses to operate out of hangars.

1. Businesses have been operating out of the hangars at Canyonlands Field for years with the knowledge of the county.
2. Master ground leases for these hangars states that use is only for storage of private hangars.
3. Need to approve a new lease that reflects the ability to operate businesses as they have been for years.
4. Topic tabled until legal review of lease; of which a clause will state that aviation-related businesses can operate out of hangars.

H. Discussion and Consideration of sublease contract for hangars.

1. Master ground leases state that the county has to approve any subleasing of hangar space at CNY.
 - a. Sub-lease will be signed by 3 entities: County, Master Lease holder, and Sub-lease.
2. This sublease will clarify that sub-lease individual bound to regulations explained in master ground lease.
3. The master lease holder can be held accountable for the actions of the sub-lease individual.
4. This topic was tabled until legal review.

I. Discussion and Consideration of subleases for current hangar owners.

1. This topic was tabled until legal review.

J. Discussion and Consideration of transfer of control and contract of Charles Henderson lease to H&L LLC.

1. History of Hangar.
 - a. Lease signed between Henderson and County, and a hangar was built; this is the only contract/lease on file with county.
 - b. Half of hangar sold to Langersmith and an LLC was formed for ownership of the hangar.
 - c. Langersmith share of LLC sold to Clint McBeth (Skydive Moab).
 - d. Officers of LLC are McBeth and Henderson.
 - e. Current occupants are McBeth and a sub-lessee of Henderson.
 - f. Recommend to table item to determine if contract can go to an LLC pending a legal review.

2. Concerns about whether a lease can be signed by an LLC because of the basis of LLC to isolate individuals.
3. Renter of Henderson will need to sign a sublease agreement.
4. Recommend to table item to determine if contract can go to an LLC pending a legal review.

K. Discussion and Consideration of Code of Conduct amendment for NCY Minimum Standards.

1. A code of conduct was derived from other Grand County departments, the basis of which is to ensure a professional environment to conduct business and activities at the airport.
2. Currently under review of FAA compliance office to assure no violations of grant assurances.
3. Ideally will be included in the Minimum Standards and passed as an ordinance.
3. Electronic version of the document will be submitted to board members.

L. Discussion and Consideration of terminal remodel planning project.

1. Needs of airport include a new runway and a terminal, most-urgently needed security screening area.
2. If process is going to go to C.I.B. at February 1 deadline, project needs to be determined within next several weeks.
3. Original design from Architects, yet to be delivered, will likely not be feasible due to cost (approximately \$7.5M).
4. Recommended to continue to try and meet the February 1st deadline.

I. Future considerations.

1. Vending Machine Lease.
2. Minimum standards.

J. Adjourned at 18:12 without objections.

-End of Report-

Respectfully submitted by: Judd Hill, CNY Mgr.