

August 11, 2016

The Board of Commissioners of the Arapahoe County Public Airport Authority, Arapahoe County, Colorado, held a regular meeting open to the public at Centennial Airport, Control Tower / Administration Complex, 7800 South Peoria St., Englewood, Colorado, located within the County, on August 11, 2016 at 3:00 p.m.

The following members were present:
Commissioner Doubek, Chairman
Commissioner Doty
Commissioner Sharpe
Commissioner Seiber
Commissioner Huffman

The following members were absent, but excused:
Commissioner Bagnato
Commissioner Holen
Commissioner Weaver

Each Commissioner was notified of the date, time and place of the meeting and the purpose to which it was called. At least three (3) days prior to the date of the meeting, Public Meeting notices were posted at the Administration Buildings of Arapahoe County, Douglas County, Greenwood Village, City of Centennial; the courthouses in Arapahoe County and Douglas County; and at least three places on the Airport. At least 24 hours prior to the meeting, an agenda was posted on the Authority's website and in the window of the door at the base of the Control Tower/Administration Complex at 7800 South Peoria Street.

Call to Order & Pledge of Allegiance

Chairman Doubek called the meeting to order at 3:03 PM and recited the Pledge of Allegiance.

Public Comment

No public comment.

Amendments to the Agenda

No amendments to the Agenda.

Next Meetings

- September 7, 2016 @ 6:30 p.m. – Noise Roundtable Meeting – Ramada Hotel and Suites
- September 8, 2016 @ 3:00 p.m. – Regular Board Meeting – Wright Brother's Room

CONSENT AGENDA

1. **Approve Minutes of July 14, 2016** Gwen Balk
Recommendation: Motion to approve the minutes of July 14, 2016 and to authorize the Chair to sign.
2. **Centennial Flyers, LLC – Reapplication under Centennial Airport's Minimum Standards for Commercial Aeronautical Activity** Luke Skaffen
Recommendation: Motion to approve the reapplication from Centennial Flyers, LLC and authorize the Chairman and Clerk to sign the associated 10-year Agreement Under Standards.
3. **Qwest Corporation & Morgan Adams Foundation – Consent Event License Agreement** Gwen Balk
Recommendation: Motion to approve the Consent to Event License Agreement between Qwest Corporation and Morgan Adams Foundation and authorize the Chair to sign.
4. **Appoint Budget Officer for 2017 Budget** Roxana Hahn
Recommendation: Motion to appoint Roxana Hahn as Budget Officer for the 2017 Budget.
5. **Consent to Subsublease Amendment re: Lookfar Aviation, LLC & Cloud 7 Aviation, LLC** Gwen Balk
Recommendation: Motion to approve the Consent to Subsublease Amendment and authorize the Chair and Clerk to sign.
6. **Amendment No. 8 to the CH2M Contract** Mike Fronapfel
Recommendation: Motion to approve Amendment No. 8 to the CH2M Contract dated December 13, 2012, and authorize the Chair and Clerk to sign.

7. Approval of Consent Agenda

Robert Doubek

Prior to the motion to approve the Consent Agenda, Robert Olislagers fielded questions from Commissioner Sharpe regarding the runway closure mentioned in Item 6. He responded with the closure dates and the outreach efforts that have been accomplished so far.

Action: Approval of the Consent Agenda passed unanimously on a Motion by Commissioner Doty, seconded by Commissioner Sharpe.

BUSINESS AGENDA

8. Items Moved to the Business Agenda

Robert Doubek

None

9. New Administration Office Building Update

Robert Olislagers

Recommendation: Advisory

Mr. Olislagers presented information on the new administration building process. He explained the research done and on-site visits staff had accomplished along with preliminary needs and wants for the new building. Mr. Olislagers presented the NW corner of the main parking lot between Denver jetCenter and TAC Air (property owned by the Authority) to be the prime location for said building. A few of the top discussion points were as follows:

- Open collaborative space
- Covered and uncovered parking – enough for events and current tenants
- Multiple meeting space options
- 8 private offices and 8 cubicle spaces
- Retail space – coffee shop/FedEx/UPS/Pilot Shop
- Customs Space
- LEED Certification – pros/cons to be researched

Mr. Olislagers said the next steps would be to establish a design committee with the Board, staff, and stakeholders to narrow down the needs and wants to what would be best for the airport and community, and put out a Request for Qualifications to select an architectural/engineering firm. He noted that the ideal current timeline would have a firm selected by fall of this year to begin work January 2017. He also mentioned that work could begin late 2017, but most likely, as a financing package is put together, would not start until 2018.

Commissioners Sharpe and Doty asked questions pertaining to financing, stakeholder involvement and the cost/benefit of adding potential retail space. Mr. Olislagers responded and said before moving forward on any decisions, the first step is to select a firm to begin the process of preliminary cost analysis and design criteria.

REPORTS

10. June 2016 Financial Reports

Roxana Hahn

Recommendation: Advisory

Ms. Hahn presented the financial information from the Second Quarter ending June 30, 2017. She noted the addition of the line item for Metroplex Legal as requested by the Board. Mr. Olislagers responded to questions from the Board.

11. Fuel and Operations Report for April 2016

Marissa Jones-Flaget

Recommendation: Advisory

Ms. Jones-Flaget presented:

- YTD Operations: Up 10% from 2015 at 199,847
- YTD Fuel Totals: Up .3% from 2015 at 7,622,825
- Monthly Fuel Totals July: Down 11.3% from 2015 at 1,099,031
- Monthly Jet Fuel Sales July: Down 11.2% from 2015 at 1,044,990
- Monthly AvGas Sales July: Down 12.2% from 2015 at 54,041
- Monthly Market Share for AvGas and Jet Fuel Combined July: DjC: 36%; TAC Air: 32.4%; Signature: 21.79%; X-Jet: 9.6%; Heliplex: .1%

12. Noise Update

Recommendation: Advisory

Aaron Repp

Mr. Repp presented statistics on the July 2016 noise complaints. He stated the following:

- There were 661 complaints from 59 households.
- With the top household removed, there were 359 complaints.
- Year-to-Date there are 5944 complaints from 163 households.
- With the top household removed, there were 1521 year-to-date complaints.
- There were 592 daytime complaints.
- There were 69 nighttime complaints.
- The Top 5 households comprise 84% of year-to-date complaints
- The Top 1 household comprises 74%
- The number 4 household is at 97 complaints and is noteworthy since they just moved in a few months ago and submitted 84 complaints in July. Since reaching out to the household, only 3 complaints have been logged in August.
- The 17 complaints that appeared to be duplicates in June were confirmed as such and removed from the report.
- There were more complaints for jet traffic and continue to be more complaints on departures (with top household removed).
- There were 7 houses not represented on the dot map, 6 were to the Southeast and 1 to the Northwest.

Commissioner Sharpe asked why the aircraft type (prop or jet) varies so much, to which Mr. Repp responded that data is often driven by new complainants. Commissioner Sharpe also requested data to show complaints of arrivals and departures by community. Mr. Repp said he would look into the options but typically the most departure complaints come from Greenwood Village. He said north flow traffic flies over more residential neighborhoods currently, however, that could change soon with the new developments being constructed to the south of the airport.

13. Centennial Airport Community Noise Roundtable Update

Recommendation: Advisory

Andrea Suhaka

Ms. Suhaka reported the following notes from the 8/3/2016 Roundtable meeting:

- The FAA Metroplex team attended and fielded questions from the Roundtable.
- The first Metroplex outreach meeting is set for 8/23/16.

Commissioner Sieber departed at 4:07 pm.

- According to the representative, Metroplex changes could go through 2019.
- CACNR has signed a contract with the company that had been working on the website in the past, Foxden, to get the website up and running and maintained for 1 year. The amount is not to exceed \$1500.
- The MOU Funding Structure had been sent to Linda Bruce of the FAA and a response is expected by 9/7/16.
 - o Mr. Ollislagers added, by request of Ms. Suhaka, that Ms. Bruce informed him that the financing proposal had been sent to Washington for approval.
- The requested changes to the MOU had been made.

14. Legislative Report

Recommendation: Advisory

Robert Ollislagers

Mr. Ollislagers said the President has signed the extension on the reauthorization; however, Congress has yet to act on the Continuing Resolution (CR) to approve all of the funding. The CR will expire in September, but Mr. Ollislagers expects a short term CR will be passed to get through the fall election.

Mr. Ollislagers also mentioned the Metroplex meeting set for 8/23/16 to brief the Airport and County Board of Commissioners.

Public Comment

No public comment.

Comments from Board or Staff

None

Adjournment

The meeting was adjourned at 4:21 PM.

Robert Doubek

Execution of Documents

Gwen Balk

Approved:


Robert Doubek, Chairman