

**REPORT/ RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF
ARAPAHOE COUNTY PUBLIC AIRPORT AUTHORITY AND
RECORD OF ACTION**

March 11, 2021

FROM: Luke Skaflen, Business Support Specialist – Administration

SUBJECT: Top Flight Detailing Reapplication under the Minimum Standards

RECOMMENDATION: Motion to approve the reapplication from Top Flight Detailing, LLC to conduct Mobile Aircraft Detailing and authorize the Chairman and Clerk to sign the associated 10-year Agreement Under Standards (AUS).

BACKGROUND: On February 9, 2021, Top Flight Detailing, LLC (the "Applicant") submitted a reapplication to continue to conduct its Mobile Aircraft Detailing business, under Part 3 Section (11) and is seeking approval of the reapplication (Exhibit I).

Scott and Kenya Huppert are the owners and have been since 2001. Joe Banks is the manager. The Applicant activities include interior/exterior aircraft detailing and currently employs a staff of 10.

Since 2001, the Applicant has operated on a mobile basis on the Denver JetCenter and TAC Air leaseholds with their respective permissions. The Applicants operations are limited to the leaseholds of the FBO's which have given such operating permission.

The Applicant's premises, hangar keepers, and products, completed operations and coverage meets the minimum standards insurance requirements.

Any confidential exhibits are available for the Board to review by request.

AUS contract attached in the usual form (Exhibit II).

FINANCIAL DATA: Non-refundable reapplication Fee of \$100 and Annual Activity Fee of \$500

REVIEW BY: Gwen Balk

OTHERS:

PRESENTERS: Luke Skaflen

Action of the Board of Commissioners

| | 1 st | 2 nd | YES | NO | ABSTAIN |
|---------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Bagnato | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Baker | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Doubek | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Holen | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Sharpe | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |