

June 18, 2020

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 June 18, 2020 at 3:00 p.m.

The following members were present:  
Commissioner Sharpe, Chair  
Commissioner Bagnato, Chair Pro-Tem  
Commissioner Baker, Clerk  
Commissioner Doubek, Treasurer  
Commissioner Holen, Voting Member  
Commissioner Huffman, Ex-Officio  
Commissioner Sieber, Ex-Officio

The following members were absent, but excused:  
Commissioner Laydon, Ex-Officio

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 with instructions to access the meeting through video and web conferencing. 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.

Please note that due to the Governor's order related to the COVID-19 pandemic and restrictions on public gatherings, this public meeting was held through video and web conferencing software options for the Board members, staff and public.

#### **Call to Order & Pledge of Allegiance**

Chair Sharpe called the meeting to order at 3:00 p.m. and recited the Pledge of Allegiance.

#### **Public Comment**

#### **Amendments to the Agenda**

- **Consent Agenda Item #5** – Bird's Nest, LLC – Assignment pulled from consideration.

#### **Next Meetings**

- July 1, 2020 @ 6:30 p.m. – Noise Roundtable Meeting – Arapahoe Lima Board Plaza Room (TBD)
- August 13, 2020 @ 3:00 p.m. – Regular Board Meeting – Wright Brother's Room (TBD)

#### **CONSENT AGENDA**

- 1. Approve Minutes of May 14, 2020** **Gwen Balk**  
*Recommendation:* Motion to approve the minutes of May 14, 2020 and authorize the Chair to sign.
- 2. Straight Flight, Inc. – Reapplication under Centennial Airport's Minimum Standards for Commercial Aeronautical Activities** **Luke Skaffen**  
*Recommendation:* Motion to approve the reapplication from Straight Flight, Inc. and authorize the Chair and Clerk to sign the associated 10-year Agreement Under Standards.
- 3. May Financial Report** **Roxana Hahn**  
*Recommendation:* Advisory
- 4. AIP-52 Grant Amendment No.1** **Mike Fronapfel**  
*Recommendation:* Motion to approve AIP-52 Amendment No.1 and authorize the Chair and Legal Counsel to sign.
- 5. Bird's Nest, LLC – Assignment & Assumption of Gold Hangar 8 Sublease** **Gwen Balk**  
*Recommendation:* Motion to conditionally approve the Consent to the Assignment of Sublease and authorize the Chair and Clerk to sign the consent and any additional documents related to the closing subject to satisfactory review by Airport Counsel and Staff. *(This item was pulled from the agenda and was not considered.)*
- 6. Award of Contract to Ford Audio-Visual Systems, LLC (Ford) for the purchase and installation of audio-visual equipment in the new Administration building** **Kelly Dymond**

*Recommendation:* Motion to Award the Contract to Ford Audio-Visual Systems, LLC in the amount of \$287,069.93 and authorize the Chief Technology Officer to sign the necessary documents.

**7. Approval of Consent Agenda**

**Nancy Sharpe**

*Recommendation:* Approval of the Consent Agenda

Commissioner Holen moved to approve the consent agenda as amended by the removal of Consent Agenda 5 from consideration; Commissioner Bagnato seconded the motion. Motion passed unanimously.

**BUSINESS AGENDA**

**8. Items Moved to the Business Agenda**

**Nancy Sharpe**

None

**9. State of the Airport Update – COVID-19 Impacts**

**Robert Olislagers**

*Recommendation:* Information Only

Mr. Olislagers advised the Board that in May 2020 our traffic was up 1% compared to May of 2019 despite everything that has been going on. He stated that APA was the 2<sup>nd</sup> busiest airport for all of May and was the busiest in the country on May 5<sup>th</sup>. In the first two weeks of June, the Jet/Turbine operations were up to 52% compared to April when they were only 30% and that the fuel was up 75-80% for Jet/Turbine. To preserve cash and prevent using reserves, Mr. Olislagers stated that there have been budget adjustments made including a hiring freeze in all departments except with interns; however, as time changes certain freezes on the budget can be undone in certain areas. One of the biggest adjustments made was with our Customs Border Patrol fees increased by 44%. Due to this increase, APA has reduced CBPO from two to one CBPO. Mr. Olislagers also gave a brief update on the status of the new Administration building along with informing the Board that there is talk with someone right now about renting the current office space. He also advised the Board of a Master Plan meeting on 6/25/2020, which will be virtual. Commissioner Huffman asked if there will be a change in procedure for customs with the reduction in officers. Mr. Olislagers replied no and that hours will be between 12 and 8 PM when they see the most custom clearances.

**10. Audit of the ACPAA Financial Statements for the years ending December 31, 2019 & 2018 Roxana Hahn/Jodie Cates**

*Recommendation:* Motion to accept the ACPAA Financial Statements for the years ending December 31, 2019 and 2018.

Ms. Hahn introduced Ms. Jodie Cates who is the Managing Director at BKD, LLP and Ms. Karmyn Jeffries who is the newest member of the audit team for the airport. Ms. Cates presented the audit and stated that the audit resulted in a clean unqualified opinion and that this audit was interesting from a logistical side rather than the financial. Chair Sharpe congratulated Ms. Hahn and Mr. Gillespie on having such a great audit. Ms. Hahn then asked for the motion to accept the ACPAA Financial Statements and a motion was made by Commissioner Doubek. Commissioner Holen seconded the motion and it passed unanimously.

**REPORTS**

**11. Fuel and Operations Report for May 2020**

**Rachel Keller**

*Recommendation:* Advisory

Ms. Keller stated the following for May:

**May 2020**

- 2020 YTD Operations: Down 11.2% from 2019 at 121,153
- Monthly Operations May: Up 1.1% from 2019 at 30,398
- 2020 YTD Fuel Totals: Down 26.7% from 2019 at 4,257,836
- Monthly Fuel Totals May: Down 45% from 2019 at 658,678
- Monthly AvGas Fuel Sales May: Up 9.1% from 2019 at 53,471
- Monthly Jet Fuel Sales March: Down 47.3% from 2019 at 605,207
- Monthly Market Share for fuel sales for May: DJC: 34.8%; TAC Air: 35.1%; Signature: 22.1%; Modern Aviation: 7.6%; Heliplex: .4%

**12. March and April Noise Update**

**Rachel Keller**

*Recommendation: Advisory*

Ms. Keller presented statistics on the May 2020 noise complaints. She stated the following:

**May 2020:**

- There were 627 complaints from 113 households
- Year-to-Date there are 3,646 complaints from 163 households
- With the top household removed, there were 496 complaints for May
- There were 572 daytime complaints; 55 nighttime complaints
- 68 requested a response by email; 67 requested a response by phone
- Majority of the complaints come from Unincorporated Arapahoe County with 38% followed by Unincorporated Douglas County at 26%
- The Top 5 households comprise 80% of year-to-date complaints with a total of 3,646 complaints; the number one household makes up 33% of that total with 1,201 complaints
- Departures led complaints with 40% and complaints for prop aircraft was 76%.
- Staff provided a 2018 Census Population information for the surrounding cities and counties affected by aircraft noise

Commissioner Huffman asked if there is any way to distinguish between flights that took off during the COVID-19 and Metroplex compared to operations now. Ms. Keller replied that there is a chance some could be due to the new Metroplex; however, with the pandemic going on and the flight patterns still not 100% right now, it is hard to distinguish between them. She also stated that in the future, there may be a way to measure, but she will let them know if that becomes a possibility. Chair Sharpe commented that the new Noise Abatement signs looked nice.

**13. Legislative Report**

**Robert Olislagers**

*Recommendation: Advisory*

Mr. Olislagers stated that the US House of Representatives voted for another CARES Act Package of \$3T; however, the US Senate is not likely to take up the bill preferring to evaluate the impact of the current relief package. They have started preliminary talks though about a \$1T package. He also stated that the House is working on a surface transportation reauthorization, but the Senate Republicans have already panned the \$500B 5-year proposal and there are no airport funds in this bill. Mr. Olislagers stated in conclusion that the State Assembly wrapped up its 2020 season and two PFAS bills exempted all public use airport from fees or liability at this time.

**Public Comment**

**Nancy Sharpe**

Ms. Balk informed the Board that there were no public comments or questions submitted.

**Comments from Board or Staff**

**Nancy Sharpe**

Mr. Olislagers reiterated the virtual Master Plan meeting is set for 6/25/2020 from 5:00-7:00 p.m. and that the link for the meeting can be found on the Centennial Airport website.

**Adjournment**

**Nancy Sharpe**

The meeting was adjourned at 3:45 p.m.

**Execution of Documents**

**Gwen Balk**

**Approved:**

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Nancy Sharpe, Chair