

October 13, 2022

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, Administration Complex, 7565 South Peoria St., Englewood, Colorado, located within the County, on October 14, 2021 at 3:00 p.m.

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

The following members were absent, but excused:
Commissioner Baker, Clerk
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, and an agenda was posted on the Authority's website and in the window of the door at the Administration building. Please note that 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 3:15 PM and recited the Pledge of Allegiance.

Public Comment

Amendments to the Agenda

Consent Agenda Item #9: Updated and Revised Staff reports and exhibits for Air Plaza 50

Next Meetings

- November 2, 2022 @ 6:30 p.m. – Noise Roundtable Meeting –Hybrid, Wright Brothers Room
- November 10, 2022 @ 3:00 p.m. – Regular Board Meeting – Hybrid, Wright Brothers Room

CONSENT AGENDA

- 1. Approve Minutes of September 8, 2022** Stacey Davenport
Recommendation: Motion to approve the minutes of September 8, 2022 and authorize the Chair to sign.
- 2. Personnel Committee Recommendations** Stacey Davenport
Recommendation: Motion to approve the Personnel Committee's recommendations to approve the following:
 1. 2023 proposed Personnel Budget for inclusion in the 2023 Budget Planning Process;
 2. Colorado FAMLI Paid Leave Insurance Plan Opt-Out and approve/sign letter of declination;
 3. Group Insurance Renewal for the plan year from 12/1/2022 thru 11/30/23 and the ACPAA Monthly Premium Schedule;
 4. 457f Plan changes to include the addition of the new senior management personnel and authorization for all Voting members to sign the associated letters to The Principal;
 5. Employee Handbook update related to Vacation, Leaves of absence, Emergency Sick Leave, and Community Service to be effective upon approval of Personnel Committee Recommendations.
- 3. Engineering Services Selection and Contract** Lauren Wiarda
Recommendation: Motion to select Jacobs Engineering Group, INC. to be the airport's consulting engineer and authorize the Chair and Clerk to sign the Engineering Services Contract between Jacobs Engineering Group, INC. and ACPAA.
- 4. Arapahoe County Water & Wastewater Authority (ACWWA) Easement for South Suburban Parks and Recreation Replacement Dome** Lauren Wiarda
Recommendation: Motion to conditionally approve the ACWWA Easement for South Suburban Parks and Recreation replacement dome and authorize the Chair and Clerk to sign, pending final review and approval of the easement and legal description by staff and legal counsel.
- 5. State Grant Agreement for Design of Taxiway Rehabilitation** Lauren Wiarda
Recommendation: Motion to adopt Resolution 2022-06 and authorize the Chair and Clerk to sign.
- 6. Reapplication from ATP USA, Inc., under Centennial Airport Minimum Standards for Commercial Aeronautical Activity** Luke Skaflen

Recommendation: Motion to approve the reapplication from ATP USA Inc., to conduct Flight Training and authorize the Chair and Clerk to sign the associated 10-year Agreement Under Standards (AUS).

7. **Ratification of Subordination, Non-Disturbance, and Attornment Agreement with Modern Aviation Properties, LLC** **Luke Skaflen**
Recommendation: Motion to ratify the previously conditionally approved Subordination, Non-Disturbance, and Attornment Agreement (“SNDA”) with Modern Aviation Properties, LLC dated August 11, 2022 and authorize the Chair to sign.
8. **Mayo Aviation Reapplication under Centennial Airport Minimum Standards for Commercial Aeronautical Activity** **Luke Skaflen**
Recommendation: Motion to:
1. Consent to the assignment of Mayo Aviation, a Colorado corporation, to Mayo Aviation, an Illinois Limited Liability Company; and
 2. Approve the reapplication from Mayo Aviation LLC., to conduct Aircraft Charter Part 3, Section 5 and Airframe and Powerplant Repair (Part 3, Section 4) and authorize Chair and Clerk to sign the associated 10-year Agreement under Standards (“AUS”).
9. **Air Plaza 50 Purchase and Sale Agreement** **Mike Fronapfel**
Recommendation: Motion to approve the following three items and authorize the Chair and Clerk to sign:
1. Hangar Rights Purchase and Sale Agreement (“PSA”)
 2. Conditional approval of Second Amendment to the 12/9/1999 FBO Lease and Agreement which was an amendment and restatement of the Colorado Air Center, Inc., FBO Lease (“CACI Lease”) dated 2/1/1979 between Authority and Denver Jet Center (“DJC”). The condition is upon closing with DJC.
 3. Conditional Approval of Twelfth Amendment to the 12/9/1999 FBO Lease and Agreement which was an amendment and restatement of CSX Beckett Aviation, Inc. FBO Lease (“Beckett Lease”) dated 8/13/1982 between Authority and DJC. The condition is upon closing with DJC
10. **Recommendation of the Finance Committee for Financial and Compliance Auditing Services** **Stacey Davenport and Andrew Gillespie**
Recommendation: Motion to approve the Finance Committee’s selection of FORVIS, LLP and authorize staff and the auditing firm to prepare the Engagement Letter for the audit of the 2022 financial statements for approval at the November 10, 2022 Board meeting.
11. **Ratification of Third Quarter 2022 Expenditures** **Andrew Gillespie**
Recommendation: Motion to ratify Third Quarter 2022 Expenditures in the amount of \$1,094,223.26.
12. **Change Order #2 to the AIP 56 Contract with IHC Scott** **Lauren Wiarda**
Recommendation: Motion to approve Change Order #2 to the AIP 56 contract with IHC Scott and authorize the Chair to sign.
13. **August 2022 Financial Reports** **Andrew Gillespie**
Recommendation: Advisory
14. **Approval of Consent Agenda** **Nancy Sharpe**
Recommendation: Approval of the Consent Agenda

Commissioner Holen moved to approve the consent agenda as amended followed by a second from Commissioner Bagnato; the motion passed unanimously.

BUSINESS AGENDA

15. **Items Moved to the Business Agenda** **Nancy Sharpe**
None.
16. **ACPAA Insurance Programs Renewals for the year 2022-2023** **Luke Skaflen**
Recommendation: Motion to approve the Airport Insurance Program for the renewal period from 11/1/2022 through 10/31/2023 in the amount of \$188,664 and authorize the Executive Director or Director of Administration to sign all necessary documents.

Mr. Skaflen presented the insurance program for the Airport for 11/1/2022 – 10/31/2023. He stated that there was some increases this year due to an increase in insurable values, the annual premiums will increase 5.7% and Air Plaza 50 is still covered within that

coverage; however, once Parcel 50-5 is assigned, coverage will be cancelled and there will be an estimated \$8,900 annual savings. He advised of increases with our Inland Marine (Equipment) by 14%, Automobile increase of 16.2% due to the addition new vehicles this year. The aviation liability increased 4.4%, Public Officials E&O went up by 9.5%, and the biggest increase was in cyber security by 40% from last year. Commissioner Huffman asked if the Public Officials insurance is still the same and if the coverage had increased. Mr. Skaflen replied that the coverage remains the same as years prior and is up to \$2M. With no further questions, Commissioner Holen made a motion to approve the Insurance Renewal followed by a second in motion from Commissioner Bagnato; motion passed unanimously.

17. Presentation of the Proposed 2023 Annual Budget and approval of Resolution 2022-07, which sets the meeting date for the adoption of the 2023 Budget. **Andrew Gillespie**

Recommendation: Adopt Resolution 2022-07

Mr. Gillespie presented the proposed 2022 Budget and asked for a motion to adopt Resolution 2022-07. Chair Sharpe and Commissioners Bagnato, Holen, Sieber, and Huffman asked questions; Mr. Fronapfel and Mr. Gillespie replied. Commissioner Bagnato made a motion to adopt the resolution and to set the public hearing for the Board meeting on December 8, 2022; Commissioner Holen followed with a second to the motion and it passed unanimously.

REPORTS

18. Fuel and Operations Report for September 2022

Nathan Moran

Recommendation: Advisory

Mr. Moran stated the following:

- 2022 YTD Operations: Down 4.4% from 2021 at 226,442
- Monthly Operations September: Down 37.9% from 2021 at 18,809
- 2022 YTD Fuel Totals: Up 6.1% from 2021 at 12,916,955
- Monthly Fuel Totals for September: Down 7.1% from 2021 at 1,473,377
- Monthly AvGas Sales September: Up 2.8% from 2021 at 66,552
- Monthly Jet Fuel Sales September: Down 1.9% from 2021 at 1,406,825
- Monthly Market Share for fuel sales for September: DJC: 33.0%; Signature South: 28.1%; TAC (Signature North): 26.7%; Modern Aviation: 12.1%; Heliplex: .2%

Commissioners Bagnato, Doubek, and Huffman all asked questions regarding if the numbers were down due 17R/35L being closed because of construction. Mr. Fronapfel replied yes but with the runway opening we expect to see the numbers go up and that for now Signature North and South would remain separate until we are otherwise notified.

19. Third Quarter Land Use Referrals

Samantha Blymyer

Recommendation: Advisory

Ms. Blymyer reported the following for Third Quarter land use referrals:

- A total of 16 referrals were received during July 2022 through September 2022
- 12 of those were approved as submitted
- 4 were subject to comments
- There were no referrals not recommended

20. Noise Update

Samantha Blymyer

Recommendation: Advisory

Ms. Blymyer presented statistics on the September 2022 noise complaints. She stated the following:

- There were 396 complaints from 54 households.
- Year-to-Date there are 4,175 complaints from 203 households.
- With the top household removed, there were 244 complaints for the month of September
- There were 373 daytime complaints; 23 nighttime complaints
- 37 total response requests with 24 requesting a response by email and 13 requesting a response by phone
- Majority of the complaints come from Centennial at 40% followed by Unincorporated Arapahoe County at 20%, Castle Rock at 19%, Unincorporated Douglas County at 9%, and Greenwood Village at 5%.
- The Top 5 households comprise 64% of year-to-date complaints.; with the top 2 households comprising 20% in Greenwood Village and Centennial with 835 complaints each year to date.
- Departures led complaints with 50% by operation type followed by arrivals at 32%; Prop aircraft led complaints at 52%.

- Staff provided a 2018 Census population information for the surrounding cities and counties affected by aircraft noise

Chair Sharpe and Commissioners Huffman and Sieber about the different households and the noise complaints compared to where they fall on the maps. Both Mr. Fronapfel and Ms. Blymyer replied.

21. Centennial Airport Noise Roundtable Update

Paul Krier (Unincorporated Arapahoe County)

Recommendation: Advisory

Mr. Krier reported the following:

- Public comment had one in-person and three online commenters. All commenters expressed concerns of increased traffic and noise where historically aircraft noise was noticeable but not to the current volume. Commenters expressed it was not that a few aircraft were overhead, it was the continuous nature of flights, some barely minutes apart, lasting over long periods of the day.
- The Executive Committee presented the 2023 CACNR budget. The budget showed significant carry over of funds from 2022. The Executive Committee suggested the Roundtable not invoice the local jurisdictions for funding the 2023 fiscal year and the Roundtable agreed. The airport graciously will contribute funds in 2023.
- In the coming months, the Roundtable will focus meeting time on a single committee per meeting for cleaning up old business and brainstorming from the entire Roundtable for future strategies.
- The Community Outreach Committee noted potential copyright issues with photos used on the website which has been mitigated with our website builder. The Executive Committee budgeted for a Media Outreach project around the local communities for more visibility of the Roundtable. This visibility and community awareness will be important during a Part 150 study.
- The Fly Quiet Committee is in the process of contacting other Front Range airports for potential information sharing and collaboration. Of interest is the potential of another flight training practice area East of Kiowa as the Southwest practice area becomes more congested with housing. The Committee indicated they would like to look into another noise abatement sign on field to remind pilots of noise sensitive areas prior to departure.
- The Noise Monitor Committee is collaborating with the Fly Quiet Committee for implementation of a recognition program of the local flight schools, targeting two of the noise monitor locations to kick off the program.

22. Legislative Report

Mike Fronapfel

Recommendation: Advisory

Mr. Fronapfel advised that FAA announced that Robert Olislagers will be the Senior Coordinator for the Eliminate Aviation Gasoline Lead Emissions (EAGLE) Program. He also informed that work has completed on Runway 17R/35L, and Taxiway B and both the runway and taxiway were reopened on October 6th four days early and that work to construct the midfield runup area, rehabilitate the north runup area and other minor airfield improvements will be completed in Spring of 2023. Mr. Fronapfel shared some pictures of the new 17R/35L improvements along with the area for the new ARFF training site located next to it on the southwest side of the touch and go runway.

Public Comment

Comments from Board or Staff

Nancy Sharpe

Adjournment

The meeting was adjourned at 4:10 PM.

Nancy Sharpe

Execution of Documents

Stacey Davenport

Approved:


Nancy Sharpe, Chair