

December 9, 2021

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, in the new Administration Facility “The Hangar” at 7565 South Peoria St., Englewood, Colorado, located within the County, on December 9, 2021, 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 Laydon, Ex-Officio (remote)  
Commissioner Sieber, Ex-Officio

The following members were absent, but excused:

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.

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 with a hybrid of in-person and video/web conferencing 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**

No Comment

**Amendments to the Agenda**

Consent Item #9 – Updated to a conditional approval of two Hangar and Office Space Sublease Agreements and authorize the Chair and Clerk to sign.

**Next Meetings**

- February 2, 2022 @ 6:30 p.m. – Noise Roundtable Meeting – Wright Brother’s Room, Virtual/Hybrid
- February 10, 2022 @ 3:00 p.m. – Regular Board Meeting – Wright Brother’s Room, Virtual/Hybrid

**CONSENT AGENDA**

- 1. Approve Minutes of November 12, 2021** Gwen Balk  
*Recommendation:* Motion to approve the minutes of November 12, 2021 and authorize the Chair to sign.
- 2. 2022 Schedule of Regular Meetings** Gwen Balk/ Jay Clark  
*Recommendation:* Motion to approve Notice Year 2022 Regular Public Meetings.
- 3. Airport Coronavirus Response Grant Program (ACRGP) Grant Offer** Mike Fronapfel  
*Recommendation:* Motion to approve the Airport Rescue Grant Agreement (ARGA) 3-08-0029-055-2021 in the amount of \$148,000 and authorize the Chair to sign.
- 4. Arapahoe County Water & Wastewater Authority (ACWAA) Easement for AeroColorado Private Office/Hangar on FBO Lot 15** Gina Conley  
*Recommendation:* Motion to conditionally approve the ACWAA easement for AeroColorado Private Office/Hangar on FBO Lot 15 Development 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. APP Centennial, LLC – Lessor’s Estoppel Certificate** Gwen Balk  
*Recommendation:* Motion to approve the Lessor’s Estoppel Certificate and authorize Chair and Clerk to sign.
- 6. Internship Grant Agreement** Lorie Hinton  
*Recommendation:* Motion to approve the Internship Grant Agreement & Resolution 2021-08 and authorize the Chair and Clerk to sign.

7. **Amendment No.3, Modification #1 to the CH2M Hill, Inc. Contract** **Mike Fronapfel**  
*Recommendation:* Motion to approve Amendment No.3, Modification #1 to the CH2M Hill, Inc. Contract dated October 12, 2017 and authorize the Chair and Clerk to sign.
8. **Amendment No.4, Modification #1 to the CH2M Hill, Inc. Contract** **Mike Fronapfel**  
*Recommendation:* Motion to approve Amendment No.4, Modification #1 to the CH2M Hill, Inc. Contract dated October 12, 2017 and authorize the Chair and Clerk to sign.
9. **Approval of Subleases on Parcel 50-5** **Luke Skaffen**  
*Recommendation:* Motion for conditional approval of two Hangar and Office Space Sublease Agreements and authorize the Chair and Clerk to sign.
10. **October 2021 Financial Reports** **Roxana Hahn**  
*Recommendation:* Advisory
11. **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 Doubek; the motion passed unanimously.

#### **BUSINESS AGENDA**

12. **Items Moved to the Business Agenda** **Nancy Sharpe**  
None.
13. **Establish Jurisdiction to Proceed with Public Hearings** **Kimberly Bruetsch**  
*Recommendation:* Advisory

Ms. Bruetsch advised that the public hearing notices had been properly published and that the Board had jurisdiction to proceed with the Public Hearing for the 2022 Annual Budget.

14. **2022 Annual Budget and Resolutions 2021-09 and 2021-10** **Andrew Gillespie**  
*Recommendation:* Motion to approve Resolution 2021-09, Resolution to Adopt Budget, and Resolution 2021-10, Appropriation Resolution.

Mr. Gillespie presented the 2022 budget that was proposed at the October 14<sup>th</sup> Board meeting and he advised the Board of the updates that were made to the budget. Commissioners Sieber and Huffman asked questions about different aspects of the budget; Mr. Gillespie and Ms. Balk both responded. Chair Sharpe opened the public hearing for the final budget at 3:09 p.m., and with no comments from the public it was closed at 3:10 p.m. Commissioner Bagnato made a motion to approve the recommendation, followed by a second to the motion by Commissioner Holen; the motion passed unanimously.

15. **Hotel Status Update** **Robert Olislagers**  
*Recommendation:* Advisory

Mr. Olislagers informed that at the October 14, 2021 meeting, the Board conditionally approved a lease agreement with Davendra Patel and Binoy Patel (no relation) to operate a Four Points by Marriott (formerly Sheraton) hotel. He advised that during the due diligence period it was discovered that the proposed hotel management team was not qualified to manage a Marriott "select" hotel, nor did the firm wish to be a 10%-plus equity partner and as a result, the Patels have had to look for and identified two firms interested in managing the hotel, with one firm insisting on a majority equity stake, while the other firm would like the Patels to set up and fund the 10% equity ownership with a payback schedule. However, neither option is particularly attractive to the Patels and they are in the due diligence phase at this time and the Authority has not yet been given any information on the firm that wants a majority stake, who would in effect become the lessee. Mr. Olislagers stated that if the latter is selected, staff would still need to establish whether that firm is qualified financially and has the necessary experience; the conditional approval would have to be withdrawn and a new motion to approve will be required. Separately, Mr. Ritter and his team have been advised that they are second in line behind the Patels in the event the Patels fail to find a suitable management partner. He continued that Mr. Ritter has also been advised of the Marriott "select" standards and the minimum equity partnership requirement. Marriott is committed to the "select" and "equity" standards on the presumption that it will improve the chances of the Four Points product succeeding after acquiring the brand from Sheraton Hotels. The board may recall that the prior owners employed a management firm that had no equity (i.e., "skin") in the hotel, which allowed it

to deteriorate. Additional information will be provided at future board meetings when available. Commissioner Holen and Sieber asked questions and Mr. Olislagers replied.

**REPORTS**

**15. Fuel and Operations Report for November 2021**

**Jeremy Gunn**

*Recommendation: Advisory*

Mr. Gunn stated the following:

- 2021 YTD Operations: Down 6.4% from 2020 at 289,694
- Monthly Operations November: Up 3.6% from 2020 at 25,559
- 2021 YTD Fuel Totals: Up 37% from 2020 at 15,268,693
- Monthly Fuel Totals for November: Up 34.9% from 2020 at 1,449,585
- Monthly AvGas Sales November: Up 7.1% from 2020 at 54,430
- Monthly Jet Fuel Sales November: Up 36.2% from 2020 at 1,395,155
- Monthly Market Share for fuel sales for November: DJC: 36.7%; TAC Air: 28.6%; Signature: 25%; Modern Aviation: 9.6%; Heliplax: .1%

**16. Noise Report for November 2021**

**Mike Fronapfel**

*Recommendation: Advisory*

Mr. Fronapfel advised that due to Ms. Keller recently leaving the airport as Senior Planner – Noise & Environmental, staff will resume providing the noise reports to the Board once it hired someone new into that position.

**17. Centennial Airport Community Noise Roundtable (CACNR) Report Meeting**

**Melissa Coudeyras**

*Recommendation: Advisory*

Mrs. Coudeyras reported the following from the Dec. 1 CACNR meeting:

- There were 3 members of the public that asked to make public comments; the main focus from the complaints was the noise from the flight school
- A virtual meeting has been set up with the flight schools, the Airport, CACNR Executive Committee, the Commissioners, and all other interested parties for Monday, December 6<sup>th</sup> at 2:00 p.m.
- Invoices have been sent out to all jurisdiction member representatives for 2022
- Currently the Community Outreach Committee is looking for a new chair
- On the fly quiet committee, they have been working on a incentive program for pilots to fly quieter. More factors involved than previously considered affecting a pilot's ability to "fly quiet"
- Looking at a second location for noise abatement signs; a discussion about fly quiet posters and brochures are being distributed to the flight schools
- The Noise Monitor Committee will continue to work with Mike and the Airport to continue presentations to the Round table; portable noise monitors will continue to be Highlands Ranch until the weather changes

Mrs. Coudeyras thanked the Board, the Authority, and everyone on the Roundtable for working with them over the years and advised that she will be stepping down from her current role.

**18. Legislative Report**

**Mike Fronapfel**

*Recommendation: Advisory*

Mr. Fronapfel informed the Board that in order to continue fighting the Delta and Omicron variants, on December 2, 2021, the White House announced it will continue to require masking during international or other public travel – as well as in transportation hubs such as airports or indoor bus terminals – through March 18, 2022. He stated that the current mask mandate was set to expire on January 18, 2022; however, the Centers for Disease Control and Prevention (CDC) informed AAEA that the U.S. government is in the process of amending their international air travel requirements to tighten the pre-departure testing timeframe to 24 hours, regardless of the traveler's vaccination status, in response to the omicron variant. Mr. Fronapfel advised that the new one-day testing requirement would apply equally to U.S. citizens as well as foreign nationals. Currently, fully vaccinated international air travelers can present a negative test result obtained within three days from their point of departure. Only unvaccinated U.S. citizens are required to get a negative COVID-19 test within one day. CDC anticipates that this change will take effect on Monday, December 6, 2021, not earlier.

**Public Comment**

No public comment.

**Comments from Board or Staff**

**Nancy Sharpe**

Commissioner Holen acknowledged the recent passing away of Senator Bob Dole. Commissioner Laydon acknowledged Melissa Coudeyras and Brad Pierce along with the whole roundtable for their participation with handling the flight schools and the noise complaints.

Mr. Fronapfel took a moment to acknowledge Dave Zarlengo, who in November marked working at the airport 40 years. He went on to introduce Mr. Derald Shaw, who was an operations supervisor at APA the last seven years and would be taking over for Dave starting at the end of January 2022. Mr. Fronapfel also introduced to the Board Mrs. Lauren Wiarda who was appointed the new Director of Planning, Mr. Jeremy Gunn who is now the Director of Operations, and Mr. Jay Clark who would be taking over as the new Director of Administration at the end of January 2022 when Ms. Gwen Balk would be retiring.

**Adjournment**

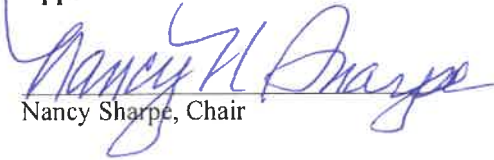
The meeting was adjourned at 4:10 PM.

**Nancy Sharpe**

**Execution of Documents**

**Gwen Balk**

**Approved:**

  
Nancy Sharpe, Chair