YAMPA VALLEY AIRPORT COMMISSION
MEETING AGENDA
June 11, 2020

The meeting will be held by video conferencing via ZOOM starting at 6:00 PM MST. Your host will be Kevin Booth, Airport Director at Yampa Valley Regional Airport

Meeting Ground Rules:

✓ Start on time, end early
✓ Participate fully
✓ Listen to understand
✓ Honesty required
✓ Be respectful of each other
✓ Honor diversity of opinions
✓ Use humor
✓ One person speaks at a time

Meeting Objectives:

✓ Airport & Capital Project Update
✓ Air Service Update
✓ Committee Reports
✓ Identify August 2020 Agenda Items

Total Time: 1 Hour, 20 Minutes

Agenda Items:

I. Organizational Matters:
   1. Roll Call
   2. Approval of the April 9, 2020 Regular Meeting Minutes

II. Non-Agenda Public Comments

III. Comments from Board Members

IV. New Business:
   1. COVID-19/Airport/Capital/Infrastructure Update - Kevin Booth 20 Min
   2. COVID-19/Airport/Capital/Infrastructure Update - Stacie Fain 15 Min
   3. Air Service Update - Janet Fischer/Kevin Booth 10 Min
   4. Atlantic Aviation Update - Pat Burke 5 Min
   5. YVAC Committees’ structure – YVAC members 10 Min

Time Allotted

3 Min
4 Min
4 Min

NOTE: All programs, services and activities of Routt County are operated in compliance with the Americans with Disabilities Act. If you need a special accommodation as a result of a disability, please call the Commissioners’ Office at (970) 879-0108 to assure that we can meet your needs. Please notify us of your request at least seven business days prior to the scheduled event. Routt County uses the Relay Colorado service. Dial 711 or TDD (970) 870-5444.
VI. Reports from YVAC Committees:
1. Community Outreach and Education: Robin Crossan/Sonja Macys,
   David Franzel, Stacie Fain, Kevin Booth and Hayden Town Council rep
2. Marketing and Planning: Rob Perlman/Janet Fisher, Kevin Booth and
   Randy Rudasics (SSCRA representative)
3. Infrastructure & Finance: Doug Monger & Larry Mashaw

VII. Manager’s Reports - provided via email. No verbal presentation will be
made, except to answer questions pertaining to those reports.
1. Yampa Valley Regional Airport – Kevin Booth
2. Steamboat Springs Bob Adams Airport – Stacie Fain

VIII. Discuss agenda items for the 13 August 20 meeting at YVRA

IX. Adjourn meeting
Yampa Valley Airport Commission
April 9, 2020
Meeting

Minutes

The regular meeting of the Yampa Valley Airport Commission (YVAC) was called to order via Zoom at 6:00 p.m. on Thursday, April 9, 2020 at YVRA.

YVAC members present:
Janet Fischer – Steamboat Ski & Resort Corp
Randy Rudasics – Steamboat Chamber
Doug Monger – Routt County Commissioner
David Franzel – Resident of Routt County
Robin Crossan – Steamboat Springs City Council member
Larry Mashaw – Resident of Routt County
Les Liman – Aviation Community
Chris Nichols – Moffatt County/City of Craig
Betty Rubin – Go Alpine

YVAC members absent:
Zach Wuestewald – Representing the Town of Hayden

Others present:
Kevin Booth – YVRA
Stacie Fain – KSBS
Sonja Macys – Steamboat Springs City Council member
Pat Burke – Atlantic Aviation
Perry Kas – American Airlines
Alma Valenzuela – G2

I. ORGANIZATIONAL MATTERS

1. Approval of Minutes – February 13, 2019

MOTION
Sonja moved to approve the minutes of the above cited regular YVAC meeting as written. Robin seconded the motion. The motion carried unanimously.

II. PUBLIC COMMENT
There was no public comment.

III. COMMENTS FROM BOARD MEMBERS
David thanked Kevin and Stacie for all their efforts in response to the COVID-19 pandemic.

IV. NEW BUSINESS

1. Budget Presentations (KSBS & YVRA)
Kevin and Stacie confirmed that their budgets would be presented to the YVAC for approval at the August 13th meeting. Larry suggested that they should be submitted prior to that, even if in draft form, to the Finance Committee to allow time for review and questions. Stacie said that a draft of the KSBS budget would be available for review and discussion in June or July. Kevin said that the YVRA budget would not available until later, after the initial review by the County. Both Stacie and Kevin will work with the Finance Committee prior to submitting their budgets to the YVAC.

2. CDOT Aeronautics’ EIS Methodology
Randy reviewed the direct and indirect contributions to the local economy by visitors to the Yampa Valley that make up the figures cited in the CDOT calculation of the impact of the airports on the economy. He said that an average visitor coming by car spends approximately $1300 during a 6-day trip. An air traveler spends $4200 on the same length stay. The direct impact of the airport includes airport employees, airport services and equipment, etc. The indirect impact includes hotels, restaurants, retail, etc. Randy explained the multiplier effect created as the dollars brought in by tourists circulate through the economy. Following discussion, it was decided that the CDOT numbers are legitimate, and should be used in the presentations. In response to a request from David, Randy said he would prepare a brief statement explaining the calculation.

3. COVID-19/Airport, Capital, Infrastructure Update - YVRA
Kevin stated that the drop off in passengers that occurred when the ski area closed cut about two weeks off the normal 16-week direct flight season. He estimated that this would result in a 10% - 13% reduction in revenue for the year. Kevin said that COVID-19 also precipitated the demise of Trans States, which had been operating the Denver (UA) flights. Sky West is now providing the Denver service, which has been reduced to one flight per day. Kevin said that ridership is minimal. He said that airports are considered critical infrastructure, and so will remain open. He said that 10 – 16 employees continue to work at the airport while maintaining social distancing. Masks are worn if multiple employees are working in the same room.

Kevin said that the revenue projections for YVRA assume that there will be no passengers through the end of June, with 50% load factors for the remainder of the year. These projections will be revised as circumstances change. He noted that from December through the first half of March had been very good. Kevin said that they are currently planning for a full direct flight schedule beginning in December. He said that YVRA is in line for financial assistance through the CARES Act.

Sonja asked whether incoming passengers were being asked to quarantine upon arrival. Doug offered that no quarantine regulations are in place. Added, that it would be difficult to enforce. He said that there is also a concern regarding second homeowners. Did not know if they would allowed to use their properties. He offered that public messaging might help. Following discussion, Kevin agreed to post signs with self-isolation recommendations for arriving passengers, and said that he would raise the topic at the next EOC meeting. He said that both YVRA restaurants are open, with limited access, for carry-out only.

Kevin said that the terminal expansion and renovation project is moving forward, with work to begin in just over a week. He described the additional holding room and ticketing area being constructed for Southwest, and the automatic sliding door vestibules being
installed to help mitigate the temperature in the terminal. He said the project is scheduled to be complete by October 31st. Kevin said that all other capital projects are being reviewed in light of revenue shortfalls and would be presented to the BCC soon. He noted that the $1.5 million dollar supplemental grant will ensure a positive bottom line for 2020, even with the loss of revenue. Kevin said that the contractor hired to do the terminal project would comply with distancing guidelines and wellness checks. He said that the crews would be relatively small, and would be sequenced.

David asked about the situational awareness display equipment. Kevin reported that the initial bid came in at $250,000, which was unacceptable. Robin asked if additional phone charging stations would be installed, particularly in the arrivals area. Kevin said that that is not in the plan, but that the new gate will have better access for charging and more chargers will be added to the other gates.

David asked about changes to the ramp operations caused by the move of Atlantic to its new FBO. Kevin said that there were some issues at first, but that the problems were addressed.

4. COVID-19/Airport, Capital, Infrastructure Update – KSBS
Stacie reported on the recent economic, staffing and facilities challenges at KSBS. She said that the FBO was closed for a day for disinfection, and now has a cleaning contract in place. She reported that one employee was infected and another had recently travelled, so both were out for 14 days, and a third employee, who is over 60, is not working. Stacie said that she and one other person ran the airport by themselves for two weeks.

Stacie said that most of the traffic is currently medical, with some local and training flights. She said that she would also put up signs with recommendations for those coming in from elsewhere. Stacie said that it would be difficult to project the impact of COVID-19 on KSBS revenue, but that she has cut $40,000 from her budget through reductions in staff hours and pay, deferring the fuel canopy move and the purchase of a snowblower. All meetings and travel have also been cancelled.

Stacie said that the planned runway painting project is scheduled for the end of May, to be paid for with a CDOT grant. This project will take one day. The crack filling will be done by a local vendor, and will also take one day.

In response to a question from David, Stacie said that Honey Stinger had moved into the Airport Office Building on April 1st and is sub-leasing to Smartwool through July 1st. She said that the lease is very similar to the lease held by Smartwool, and that Smartwool had paid back the loans taken out for remodeling the facility.

5. VOR Equipment/Service Update
Stacie said that the emails and letters seemed to have helped, and that SBS had been removed from the list of VORs to be de-commissioned.

6. Air Service Update
Janet reviewed the process through which visitors left town when the ski area closed and flights cancelled. She said that she expects the total seat capacity for the season to be about 14% below forecast, with 11% fewer than expected passengers. The revenue guarantee program will be unaffected. Janet said she is trying to maintain the connections
with the airline partners, and is assuming that the full schedule of direct flights, including the new Southwest flight, will resume next winter.

7. **Atlantic Aviation**
   Pat reported that all employees are still working, but that activity has been very low. He said that the FBO is disinfected three time per day and after visitors. Pat said that Atlantic is still planning on finishing up the site work in May, but that much remain uncertain. He said he would also agree to post signs for arriving passengers and crews.

8. **Go Alpine**
   Betty reported that Go Alpine is still open, but ridership is way down. She described the measures being taken to maintain social distancing and protect drivers and passengers. Kevin commended Go Alpine for contracting to provide medical transports, if needed.

9. **American Airlines**
   Perry said that American plans to run very lean through the end of the year, but acknowledged that the situation remains fluid.

V. **REPORTS FROM YVAC COMMITTEES**

1. **Community Outreach and Education**
   David said that he would update the presentation to include the new CDOT economic impact data, with an explanation of the change in numbers.

2. **Marketing and Planning**
   Janet suggested that this committee could be combined with the Outreach committee. Robin agreed that the committee structure needs to be revisited to ensure that the committees are meaningful. David asked all members to consider how the committees could be reorganized in preparation for a discussion of the issue in June.

3. **Infrastructure and Finance**
   David said that the committee would meet with Stacie and Kevin over the summer to review the airport budgets.

VI. **MANAGERS’ REPORTS – provided via email**

1. **Yampa Valley Regional Airport**
   No questions.

2. **Steamboat Springs Airport**
   No questions.

VII. **SET DATE FOR NEXT MEETING**
   The next meeting will be held on Thursday, June 11, 2020 at YVRA.

VIII. **PRELIMINARY AGENDA ITEMS FOR THE JUNE YVAC MEETING**
   - Committee structure

IX. **ADJOURN MEETING**
The YVAC meeting was adjourned at approximately 8:00 p.m.

Minutes Approved: _________________, 2020

By: ____________________________
David Franzel, Chairman
Yampa Valley Airport Commission
ENGINEERING & CONSTRUCTION:

2018 AIP-44 Update and Projections:
- Apron expansion warranty work pending 2020 completion

2019 AIP-45/-46/-47/-48 Update and Projections:
- AIP-45 (SRE purchase) & -46 (seal coat) closed out with FAA
- AIP-47 & -48 Terminal Expansion and Renovation started Mon 20 Apr 2020; scope:
  - Schedule I - adds one (1) 115-seat passenger hold room
  - Schedule II - R&R windows/doors/south façade of terminal
  - Schedule III - expands ticketing area by six (6) work stations
  - Schedule IV - adds vestibules to seven (7) hold room doors
- Funded in 2019 by $1.97M in FAA entitlement funds & $1.5M FAA discretionary funding (AIP-48) announced 22 Nov plus CDOT 5% ($1.74K); YVRA pays remainder ($3.57K)
  - FCI Constructors was awarded the $3.3M project 27 Nov:
    - Total cost w/engineering/project administration is $4M
    - Demolition completed 5 Jun
- FAA has contracted with L3 Harris to build a parallel, ADS-B based, system upgrade to the existing/2009 Wide Area Multilateration (WAM) radar tracking system; positive impact on HDN, SBS and CAG airports; ECD 31 Oct 2020
- 2021-2024 AIP Project Outlook:
  - $700K rotary broom SRE purchase in 2021
  - $100K reimbursable agreement to fix MALSF lighting on Rwy 10 targeted for 2020 design & 2021 construct
  - $6.6M de-ice pad, apron rehab, and glycol facility upgrade programmed for design/construct in 2021/2022
  - $10.7M taxiway, blast pad and A4 connector relocation programmed for design/construct in 2023/2024
2020 Non-AIP Project Updates:
- Install new terminal public address (PA) system; Ford AV was only bidder; new quote after scope and requirement review; 2020 installation ICW terminal project; budgeted $130K

2020 Projects now “off hold” after financial review:
- Pave current employee parking lot & adjacent primary airfield access road; expands paid parking capacity; est. cost $1M
- Remove & replace roof membrane over bag belt #1; budgeted $50k; engineers estimate is $150K; RFP closes 17 Jul
- Install new Ops Center situational awareness displays for aircraft and equipment locations using FAA’s System Wide Information Management (SWIM) data incorporating Wide Area Multilateration (WAM) data & locally produced GPS data. RFP release expected mid-Jun; estimated cost $250K
- Purchase and install upgraded Ops Center radio suite; $21K
- Purchase and install a non-federal FAA approved back-up Automated Weather Observation System (AWOS); $100K
- New AV suite for terminal conference rooms; $6.2K budgeted
- Remove and replace Hwy 40 YVRA signage; $20K budgeted
- Design and build rental car wash facility; CFC funded; engineer’s estimate revised to $1.4M; deferred to 2021
- Construction of new employee parking lot; deferred to 2021

OPS AND ADMIN UPDATE:
- Southwest Airlines (SWA) still on track for DEN-HDN flight service for 2020-2021 ski season; three daily flights on 143-seat B737 expected; schedule details and enplanement projections expected after SWA’s schedule release later this summer

COVID-19 OPS & FINANCIAL IMPACTS:
- Flights to HDN curtailed to once daily thru Jun; initial budget projection update was 0% LF Apr-Jun then 50% LF from Jul ’20 thru Jun ‘21; LFs now starting to move upwards
- YoY Apr & May enplanement reductions were 3,976 which represents an annual (Dec-Nov) enplanement reduction of 3.7%; since Dec 2019 enplanements are down 10,556 or 9.8%
- On 14 Apr 20 USDOT announced Coronavirus Aid, Relief, and Economic Security Act (CARES Act) financial relief airports; YVRA was allocated $18.5M and submitted two grant applications to the FAA; $15.5M for O&M expenses and $3.0M for airport developmental projects. The O&M grant was issued and the developmental grant is pending. CARES Act funding is available to airports over the next four years.
- Received multiple requests for fee payment abatements/deferrals from YVRA business partners; BCC approved a measured abatement program starting in Apr and continuing until enplanements and/or operations reaches 85% of normal
- YVRA remains fully operational while adhering to social distancing and PPE guidelines; we’ve also increased COVID-19 signage, increased cleaning frequency and are procuring elec-
# April Operations Comparison 2020 vs. 2019

<table>
<thead>
<tr>
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<th>Apr 2020</th>
<th>Apr 2019</th>
<th>Change</th>
<th>Up/Down Operations</th>
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<td><strong>Cargo Operations</strong></td>
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<td>0</td>
<td>Up/Down Operations</td>
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<tr>
<td><strong>Enplaned Passengers</strong></td>
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<td>2,326</td>
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<tr>
<td><strong>GA Landing Weight Fees (100%)</strong></td>
<td>$5,103</td>
<td>$8,446</td>
<td>-$3,342</td>
<td>Up/Down Operations</td>
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# May Operations Comparison 2020 vs. 2019

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<tr>
<td>All Aircraft Operations</td>
<td>616</td>
<td>659</td>
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Updated Spring/Summer/Fall Air Service Schedule included at page 5

More detailed depictions of terminal expansion project at pages 6 & 7
Steamboat Air Service Preliminary Schedule
Spring, Summer, Fall 2020
Updated February 13, 2020

Note: Schedule & times are subject to change at any time without notice

**Denver - United Express**

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<tr>
<th>April 13 - May 7, 2020</th>
<th>Operated by SkylVest &amp; Trans States</th>
<th>2 flights Daily</th>
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<td>Denver</td>
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<tr>
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**Additional Changes Expected Jul-Nov**
AIP-47 Terminal Expansion and Modification Projects
Schedules I-IV
AIP-47 Terminal Expansion and Modification Project
Schedule II—Ticketing Expansion/Curbside Enclosure

AIP-47 & -48 Terminal Expansion and View of Schedules III & IV
Kevin Booth  
Airport Director  
Yampa Valley Regional Airport  
11005 RCR 51A (P.O. Box 1060)  
Hayden, Colorado 81639  
Office 970-276-5004  
Mobile 719-640-8783  
Fax 970-276-5030  
kbooth@co.routt.co.us

Tinneal Gerber  
Assistant Airport Director/Business Manager  
Phone 970 276-5021

YVRA Website: www.flysteamboat.com

YVRA Facebook: Yampa Valley Regional Airport-HDN

YVRA Twitter: YVRA-HDN@HDNCo
- The Airport Manager continues to exercise the Airport Contingency Plan for COVID19. The FBO continues to operate from 7 am to 5pm, 365 days a year and the Airport remains open 24/7 as required by FAA and CDOT. The FBO has been operating with limited service and will open to the public again on June 8th, with COVID19 mitigations in place. The FBO will be the first City building to re-open to the public. Airport/FBO employees continue to work a 36- hour work week due to City budget cuts.

- The Airport runway and ramp were painted on May 18th with a grant from CDOT. Ginger Scott, City Grant Writer, wrote the grant request and Chris Leary, the Airport Senior Maintenance Technician, oversaw the entire project. The tenants and users have commented on how nice it is. See photo on the cover.
- The rental of the B-6 small transient hangar yielded the FBO $3,025.00 in the first quarter of the year.
- The Civil Air Patrol from the Rocky Mountain Metro Squadron, in the Denver metro area, delivered PPE for Casey’s Pond (see photo below).

![Photo of Civil Air Patrol delivering PPE](image1.jpg)

- Aircraft continue to return to KSBS as more businesses re-open in Steamboat Springs. See photo below.

![Photo of aircraft at KSBS](image2.jpg)
Events

- The Airport Manager attended a Zoom Yampa Valley Airport Commission (YVAC) meeting. She provided updates on Airport and FBO operations during COVID19 and the status of upcoming CIP, including City budget cuts, the delay in the design of moving the fuel parking structure, and crack repair and painting of the runway and ramp that will move forward this spring.
- The Colorado Pilot’s Association (CPA) still plans to conduct a Fly-In to KSBS on July 11-12th for the Balloon Festival (if it occurs). The Airport is preparing for 10-20 airplanes to arrive that weekend.
- Due to COVID19, the YVMC Foundation has cancelled the 2nd annual Hangar Party fundraiser to raise funds for the new emergency room at the hospital that was scheduled for August 8th.
- The Airport plans to host a 2nd Annual Fly-In and Airport Appreciation Day on September 20th, if COVID19 response allows.

Training

- The Airport Manager continued to host monthly Staff Meetings via teleconference and in compliance with physical distancing requirements. COVID19 mitigations and other safety processes were reviewed and discussed.
- The Airport/FBO staff participated in numerous virtual City All Hands meetings via Microsoft Teams to receive updates on the City COVID19 response.

Airport Manager Initiatives

- KSBS was notified that the Airport will be receiving a $30K grant through the Cares Act for Airports. The City Grants Writer has completed the application and it will be submitted this week.
- The Airport Manager worked with the Master Plan consultants to develop Minimum Standards and Rules and Regulations for the Airport. These documents have been socialized with the tenants, users, and commercial aeronautical operators at the Airport. They are currently being reviewed by the Legal Department and management for adoption.
- The Airport Manager continues to have discussions with the District Chief and Aviation Unit Chief to implement a Land Use Agreement (LUA) for a Class 3 (Mobile) Single Engine Air Tanker (SEAT) base at the airport. This LUA would support up to six aircraft during fire season and would begin this summer.
The Airport continues to have a problem with enough hangars to accommodate pilots and aircraft that want to be based at KSBS. The hangar wait list currently totals 22, with Cirrus and large Piper aircraft in most need of hangar space. She is also working with the FAA and Master Plan consultants to designate some land for developers to build new airport hangars that is in coordination with the update to the Airport Master Plan. A Category Exclusion (CATEX) for the hangar, fuel truck parking, parking lot, and north helicopter development areas is currently being reviewed by the FAA. This will allow the Airport to open land for bid for hangar development once the Master Plan is completed.

The Airport Manager is working with Master Plan consultants in researching options for the hangars that have ground leases with reversion clauses that expire within the next ten years. The precedent set for these hangars should also apply to those hangars with future expiration dates. The Airport Manager will provide City Staff and City Council some options for consideration. This topic was introduced to Tenants and Users of the Airport during a meeting on February 12th and the Airport Manager continues to keep everyone updated.

General Information

The City Communications Officer continues to update the Airport Website. Please use link below to see what is included on the site. The site provides regular updates to the Master Plan.
http://steamboatsprings.net/333/Steamboat-Springs-Airport

The Airport Manager completed her work in support of the Routt County EOC Medical Surge Task Force that developed the plan for Medical Surge Operations. She remains available if needed again as the COVID19 response continues.

The Airport Manager will be retiring from the U.S. Coast Guard on July 1, 2020. Her retirement ceremony has been cancelled due to COVID19.