YAMPA VALLEY AIRPORT COMMISSION  
MEETING AGENDA  
October 8, 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 10 Dec 20 Agenda items

Total Time: 1 Hour, 25 Minutes

Agenda Items: Time Allocated

I. Organizational Matters: 3 Min
   1. Roll Call
   2. Approval of the August 13, 2020 Regular Meeting Minutes

II. Non-Agenda Public Comments 4 Min

III. Comments from Board Members 4 Min

IV. New Business: 10 Min
   1. 2021 HDN Budget Summary – Kevin Booth
   2. 2021 SBS Budget Summary – Stacie Fain
   3. COVID-19/Airport/Capital/Infrastructure Update - Kevin Booth
   4. COVID-19/Airport/Capital/Infrastructure Update - Stacie Fain
   5. Air Service Update - Janet Fischer/Kevin Booth
   6. Atlantic Aviation Update – Tim Ascher 5 Min
   7. YVAC IGA Amendment Status – David Franzel 5 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. Marketing and Outreach: David Franzel, Rob Perlman, Janet Fisher, Robin Crossan, Randy Rudasics, Stacie Fain, Kevin Booth 5 Min
2. Finance: David Franzel, Doug Monger, Larry Mashaw, Les Liman, Sonja Macys, Stacie Fain, Kevin Booth 5 Min

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 (HDN) – Kevin Booth
2. Steamboat Springs Airport (SBS) – Stacie Fain

VIII. Discuss agenda items for the 10 December 20 meeting. 4 Min

IX. Adjourn meeting
YAMPA VALLEY AIRPORT COMMISSION  
August 13, 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, August 13, 2020 at YVRA.

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

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

Others present:  
Kevin Booth – YVRA  
Stacie Fain – KSBS  
Sonja Macys – Steamboat Springs City Council  
Lauren Rasmussen – Mead & Hunt  
Perry Kas – American Airlines  
Jeremy Lee – Mead & Hunt  
Devon Baummer – Mead & Hunt  
Pat Burke – Atlantic Aviation

I. ORGANIZATIONAL MATTERS

1. Approval of Minutes – June 11, 2020

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

II. PUBLIC COMMENT  
There was no public comment.

III. COMMENTS FROM BOARD MEMBERS  
There was no Board comment.

IV. NEW BUSINESS

1. COVID-19/Airport, Capital, Infrastructure Update - YVRA
Kevin reported on the progress of the construction project at the terminal. He said the project is on schedule for completion by October 31st. Kevin said that Southwest representatives and pilots had visited and were happy with what they saw at YVRA. Southwest will begin direct flights from Dallas and Denver in mid-December. Four of the five airlines serving YVRA have already loaded their flights. Jet Blue will load their flights soon. Delta will not be serving YVRA this season.

Kevin said the PA system will be installed in September, and bids have just been opened on the situational awareness system that will give the Operations Center to real-time access to all flights on the ground and in the air. The system will also tie in with GPS regarding the real-time location of all YVRA equipment. The radio system at the Operations Center will also be refreshed/upgraded. The replacement of the roof over bag belt one will be contracted tomorrow.

Regarding covid-19 mitigations, Kevin reported that he has requested staff increases for both the restaurant and janitorial services. Kevin reported that YVRA would be spending some CARES Act funding to get accredited with the Global Bio-risk Advisory Council (GBAC). GBAC assesses and approves protocols for safe covid-19 operations.

Kevin reported that the current twice daily flights to Denver are operating at between 60% and 80% capacity. The passenger numbers for August are approaching even with last year, with fewer flights.

Kevin reviewed the use of the CARES Act funding. The outstanding debt on the water tank was paid off, and draw-downs are being submitted monthly to cover on-going costs and contribute to the reserves. Kevin said that the partner abatement program will continue, pending approval by the BCC. On the retail side, Kevin said that a permanent liquor license was received that applies to the entire secure area. Sonja recommended that the situation be monitored to ensure that alcohol is not used as an excuse to defy the mask ordinance.

David asked for an update on the budget process. Kevin said that the CARES Act funding has allowed YVRA to move forward on a variety of projects, and the funding has not affected AIP funding. He said that his budget is based on the assumption that flights will be half-full through June. The resulting enplanements are projected to total approximately 94,000. Kevin outlined the projected revenues and costs for the upcoming year, with landing fees staying at their current level.

2. COVID-19/Airport, Capital, Infrastructure Update – KSBS

Stacie reported that $20,000 of the $30,000 in CARES Act funding received by KSBS had been allocated to the purchase of a used snowblower. She said that this purchase will be deferred to next year, as a snowblower will not be available through the DIA auction this year. The remaining $10,000 was allocated to moving the fuel parking area.

Regarding covid-19 mitigations, Stacie reported that the FBO is now under contract for professional cleaning 3 days/week. Staff will clean on the off days. Stacie reported that social distancing, mask protocols, etc. at the FBO are going well. Colorado Aviation Business Association (CABA) is supplying airports with masks.

Stacie said that the draft Master Plan has been posted on the website. The Airport Layout Plan (ALP) is currently in review with the City Planning Director and the Advisory
Committee. Once the review is complete, the ALP will be submitted to the FAA for approval. Stacie said that she hopes to have a complete document to present to City Council in October. She added that she had been working on updating some rules, regulations and minimum standards for the airport and on updating the ground leases.

Stacie said that the design for the fuel canopy and runway will be completed in 2021, with the runway rehabilitation scheduled for 2022. The RFP will for engineering will be put out shortly.

Stacie reported that she had submitted a very austere budget proposal to the YVAC Finance Committee. The budget will then be submitted to the Director of Public Works, prior to a review by the budget committee. The budget is then submitted to the City Manager for approval prior to being presented to City Council on October 2nd. Stacie reviewed the cuts she had made to the budget. She said that tool cat needed for operations (approximately $52,000) has been deferred to 2022. In the interim, KSBS will be borrowing the cat from Parks and Rec. Stacie reported that Honey Stinger is quite happy in the airport office building, and that the debt on the building had been paid off with the loan that Smartwool paid back when they moved out. This will enable KSBS to move toward self-sufficiency as an enterprise zone. Stacie reported that the traffic and fuel sales are up significantly. Kevin said he would send information on leasing a tool cat.

David reviewed the decision that YVAC Finance committee, rather than getting into the details of the airport budgets, had instead reviewed and accepted the financial information presented at this stage in the process, knowing that alterations would be made. At the October YVAC meeting, more up-to-date versions of the budgets would be presented to the YVAC Board for approval.

**MOTION**
Chris moved to accept the financial information presented regarding the YVRA and KSBS preliminary budgets for 2021, based on the recommendation of the Finance Committee. Larry seconded the motion.

Under discussion, Robin recommended that YVAC should remain involved with future spending decisions at the airports.

**The motion carried unanimously.**

### 3. Air Service Update
Janet added to Kevin’s comments on the winter flight schedule. She said that it was difficult decision for Delta to suspend YVRA operations for this year. She said that they plan to return in 2021-22. Janet said that the flight schedule will likely be changed somewhat before winter. Janet said that Ski Corp and the LMD are working on their operations plan in preparation for presentation to City Council.

In response to a question from Janet, Kevin said that UGE and G2 will both be bidding on service for Southwest, when the RFP is released.

Janet discussed the rules regarding capacity on flights. She said that even on airlines without restrictions, if a flight is over 70% full, passengers may have the option of changing flights without penalties. Some carriers have committed to not selling center
seats, or to a maximum load factor of approximately 66%, for a limited period of time. Perry said that American does not have a booking cap, but is offering a change option to passengers on full flights.

Janet said that the Southwest flights are not included in the minimum revenue guaranteed program. There was a discussion of the changes and uncertainties in the industry at this time. Jeremy noted many in the industry expect some major changes as the federal covid-19 support for the airlines ends. Janet said that bookings with some carriers into YVRA are flat year over year, and others are significantly lower.

Larry asked about seat capacity for the coming year compared to last year. Janet said that things are changing rapidly. Right now, the total seats are slightly above what should have been the total seat capacity last year. There was discussion of the routes that are available to get to YVRA from various areas of the country.

4. **Atlantic Aviation**
   Pat reported that the summer as been strong, so far. He said that there has been good compliance with covid-19 protocols. Pat announced that he had taken a position with Atlantic in Montrose and would be leaving in mid-September. Pat’s replacement, Tim Asher, will arrive in early September.

5. **YVAC Intergovernmental Agreement changes**
   David reviewed that the motivation for revisiting the IGA was the decision that YVAC should be in an advisory role regarding the airport budgets. He said that the Finance Committee had approved the proposed new language. He said that after approval by YVRA, the proposed revisions will be reviewed by the City and County officials and their attorneys. David said that the final version may be somewhat different. David reviewed the original language and the suggested changes. With the proposed changes, the airport identifiers would be corrected; the responsibilities of YVAC would change from having direct involvement with management decisions and the preparation of budgets to providing input and guidance; and YVAC would have the option of not preparing a YVAC budget.

**MOTION**
Les moved to approve the Third and Restated Intergovernmental Agreement as set forth in the prior discussion. Chris seconded the motion. The motion carried unanimously.

V. **REPORTS FROM YVAC COMMITTEES**

1. **Community Outreach and Marketing**
   David reported that the group had met to discuss how it could help Kevin and Stacie. It was decided that the committee would help contemplate and communicate ideas of how to support YVRA. David said that Stacie had suggested that the committee could educate the entire City Council regarding KSBS. She also suggested more Chamber involvement. David said that the PowerPoint presentation would be updated and more articles could be put in the paper. He also suggested gathering and recording passenger feedback. Chris agreed with the importance of continuing community outreach regarding the economic contribution of the airports. Kevin reviewed the edits he had made to the LMD operations plan.
2. **Infrastructure and Finance**
   David reported that the Finance Committee had reviewed the financial information provided by Kevin and Stacie and had worked on the revisions to the IGA. David said that Kevin will work with Stacie so that the financial information regarding the airports will be presented in a consistent fashion. He reviewed the schedule of the budget review process. Kevin noted that he also presents the YVRA budget to Ski Corp.

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, October 8, 2020.

VIII. **PRELIMINARY AGENDA ITEMS FOR THE AUGUST YVAC MEETING**
   • Budget presentations

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
YAMPA VALLEY REGIONAL AIRPORT UPDATE
8 October 2020

ENGINEERING & CONSTRUCTION:

2018 AIP-44 Update and Projections:
- Powder River warranty work scheduled for Oct 2020

2020 AIP-47/-48 Update and Projections:
- AIP-47 & -48 terminal project at week 25 of 32*:
  - * 4-week completion date extension pending FAA approval
  - 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
- All structural steel completed 13 Aug
- New hold room progressing normally; 70% complete
- South façade work delayed by structural; 70% complete
- HVAC work at 90% complete; controls work pending
- Fire system changes completed 10 Sep
- Ticketing area progressing normally; 60% complete
- New substantial complete date is 25 Nov
- L3 Harris ADS-B based, WAM system upgrade lease and HDN equipment installation pending; revised ECD is 31 Oct 2021
- 2021-2024 AIP/CIP Projects Outlook; FAA CIP mtg 8 Sep:
  - $660K rotary broom SRE purchase in 2021
  - $100K reimbursable agreement to fix MALSF lighting on Rwy 10 targeted for 2021 design & construct
  - $5.8M de-ice pad, apron rehab, and glycol facility upgrade programmed for design/construct in 2021/2022; $4.5M discretionary funding offered in 2021; $5.2M needed to meet 90% FAA funding level
  - $10.7M taxiway, blast pad and A4 connector relocation programmed for design/construct in 2023/2024
2020-2021 Project Updates:
- R&R bag belt #1 roof membrane completed 18 Sep; $89K
- 2020 - new terminal public address (PA) system; Ford AV now under contract for $199K; install starts 19 Oct
- 2020 - purchase/install Ops Center Situational Awareness System (SAS) for aircraft and equipment; RFP closed 3 Aug; budgeted $250K; BCC presentation re low bid later this week
- New Ops Center radio suite install completed 2 Oct for $21K
- Certify cadre of non-federal weather observers; proposal submitted to FAA; budgeted for $25K in training & equipment
- Repairs to CR51A, curbside road and rental car parking lot completed by Town of Hayden 26 Sep
- Expansion of BSO desk for SWA to be completed 30 Oct
- Installation of second oversize baggage scanner for TSA scheduled to start late Oct or early Nov
- 2020 - new conference room AV suite; may be deferred to ‘21
- 2021 - pave employee parking lot & adjacent primary airfield access road; expands paid parking capacity; est. cost $1M
- 2021 - remove & replace Hwy 40 signage; $20K budgeted
- 2021- design and build rental car wash facility; CARES Act and CFC funded; engineer’s estimate revised to $1.2M
- 2021 - construct new employee parking lot north of CR 51A

OPS AND ADMIN UPDATE:
- Southwest Airlines (SWA) still on track for DEN-HDN flight service for 2020-2021 ski season; 3xdaily DEN and Sat & Sun DAL flights on 143-seat B737 loaded; service starts 19 Dec
- JetBlue added 1xweek, 150-162 seat, A320 JFK-HDN service
- Public Health Director site visit 2 Oct; reviewed YVRA mitigation efforts, protocols, equipment, disinfectants in use and signage; follow-up on signage, videos and HVAC required
- Changing restaurant and snack bar POS system to improve online ordering and PCI compliance

COVID-19 OPS & FINANCIAL IMPACTS:
- DEN-HDN flights curtailed to 1xdaily Apr-Jun; initial budget projection update was 0% LF Apr-Jun; 2xdaily flights completed/scheduled Jul-Nov; 50% LF projected for budget purposes from Jul ’20 thru Jun ‘21; LFs approx. 80% Jul-Sep
- YoY Aug & Sep enplanement reductions were 812 which represents an annual (Dec-Nov) enplanement reduction of 0.9%; since Dec 2019 enplanements are down 11,503 or 11.5%
- Coronavirus Aid, Relief, and Economic Security Act (CARES Act) allocated $18.5M to YVRA; $15.5M for O&M expenses and $3.0M for airport developmental projects. $1.9M O&M
COVID-19 OPS & FINANCIAL IMPACTS CONT’D:

- Following announcement of CARES Act funding YVRA 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/projected
  - YVRA business partners fee payment abatements/deferrals approved; FBO and both shuttle bus companies accepted/received the rent abatement; rental cars pay percentage of gross in lieu of MAG with year-end true-up
  - For ski season we are finalizing a plan to offer airlines a 25% rental fee abatement based on budgeted enplanement reductions with year-end true-up based on actual enplanements
- CARES Act RFRs #2, #3 and #4 totaled $810K. YVRA will continue to submit monthly RFRs until O&M funding is depleted; at current burn rate that will be May 2022
- YVRA is executing Global Bio-risk Advisory Council (GBAC) certification for the facility; staff training continues for restaurant and janitorial staff, submittal of disinfection protocols/scheduling and submittal of equipment used in disinfection has been completed. Initiatives include review of PPE equipment and usage, touchless services for employees and passengers, increased messaging and signage, and congestion management during the busy ski season
- YVRA approved by County for additional restaurant and janitorial FTEs (1.4) for the 2020-2021 flight season; FTE request a direct result of COVID-19 protocols and requirements
- YVRA received 10,000 additional facemasks from FEMA and total of 14,500 received; these have been distributed to/shared with our business partners at the airport and have been offered to Routt County should burn rates at the airport be low or County demand/needs rise
- YVRA remains fully operational while adhering to social distancing and PPE guidelines; we’ve also increased COVID-19 signage, increased cleaning frequency and received $20K in electro-static disinfectant sprayers for use in public areas
## August Operations Comparison 2020 vs. 2019

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Updated 2020-2021 Winter Air Service Schedule included at page 6
Updated 2020 Spring/Summer/Fall Air Service Schedule included at page 7
More detailed depictions of terminal expansion project at pages 6 & 7
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<th>Arrives</th>
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<td>A320</td>
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<td>United Express</td>
<td>CR7</td>
<td>50</td>
<td>#5820</td>
<td>700p</td>
<td>851p</td>
<td>#5559</td>
<td>750a</td>
<td>965a</td>
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<tr>
<td>Fort Lauderdale (FLL)</td>
<td>Wed/Sat</td>
<td>12/19/20 - 5/27/21</td>
<td>jetBlue</td>
<td>A320</td>
<td>150-162</td>
<td>#455</td>
<td>730a</td>
<td>1030a</td>
<td>#45</td>
<td>1125a</td>
<td>550p</td>
</tr>
<tr>
<td>Los Angeles (LAX)</td>
<td>Daily</td>
<td>12/18/20 - 5/27/21</td>
<td>United Airlines</td>
<td>CR7</td>
<td>50</td>
<td>#5379</td>
<td>1140a</td>
<td>503p</td>
<td>#5614</td>
<td>335p</td>
<td>511p</td>
</tr>
<tr>
<td>Newark (EWR)</td>
<td>Sat/Sun</td>
<td>12/19/20 - 3/28/21</td>
<td>United Airlines</td>
<td>A320</td>
<td>150</td>
<td>#1009</td>
<td>830a</td>
<td>1113a</td>
<td>#2117</td>
<td>1200p</td>
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<tr>
<td>San Diego (SAN)</td>
<td>Wed/Sat</td>
<td>12/19/20 - 5/28/21</td>
<td>Alaska Airlines</td>
<td>E175</td>
<td>76</td>
<td>#2574</td>
<td>950a</td>
<td>1255p</td>
<td>#2575</td>
<td>140p</td>
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<tr>
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<td>Sat</td>
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<td>E175</td>
<td>76</td>
<td>#5825</td>
<td>1255p</td>
<td>420p</td>
<td>#5506</td>
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<td>653p</td>
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<tr>
<td>Washington Dulles (IAD)</td>
<td>Sat</td>
<td>12/19/20 - 5/27/21</td>
<td>United Airlines</td>
<td>A320</td>
<td>150</td>
<td>#329</td>
<td>900a</td>
<td>1120a</td>
<td>#455</td>
<td>1240p</td>
<td>607p</td>
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</table>

1 FWR on Saturdays only from January 9 through February 13
2 Daily United ORD will operate Saturdays/Sundays only from 1/9 through 2/13
3 American Eagle ORD operates daily, except Saturdays Feb 13 - Apr 3 where it operates with 737-8
4 Houston daily through Sat March 20, then on Friday 3/26 and Saturday 3/27
5 New York JFK operates on these Wednesdays and Saturdays, only: Dec. 19, 26, Jan. 2, Feb. 6, 10, 13, 17, 20, 27, Mar. 6, 13, 20, 27
Steamboat Air Service Schedule
Spring, Summer, Fall 2020
Updated June 10, 2020

Denver - United Express

<table>
<thead>
<tr>
<th>April 13 - May 31, 2020</th>
<th>Operated by SkyWest</th>
<th>5 flights per week</th>
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<tr>
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<td>Freq.</td>
<td>Flight #</td>
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<tr>
<td>Denver</td>
<td>Su, Mo, Tu, We, Fr</td>
<td>5374</td>
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<table>
<thead>
<tr>
<th>June 1 - July 6, 2020</th>
<th>Operated by SkyWest</th>
<th>1 flight Daily</th>
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<tr>
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<td>Freq.</td>
<td>Flight #</td>
</tr>
<tr>
<td>Denver</td>
<td>Daily</td>
<td>5374</td>
</tr>
<tr>
<td>(return)</td>
<td></td>
<td>5660</td>
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<table>
<thead>
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<th>July 7 - August 2, 2020</th>
<th>Operated by SkyWest</th>
<th>2 flights Daily</th>
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</tr>
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</tr>
<tr>
<td>(return)</td>
<td></td>
<td>5660</td>
</tr>
<tr>
<td>Denver</td>
<td>Daily</td>
<td>5524</td>
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<tr>
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<table>
<thead>
<tr>
<th>August 3 - 17, 2020</th>
<th>Operated by SkyWest &amp; Express Jet</th>
<th>3 flights Daily</th>
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</thead>
<tbody>
<tr>
<td>City</td>
<td>Freq.</td>
<td>Flight #</td>
</tr>
<tr>
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<td>5374</td>
</tr>
<tr>
<td>(return)</td>
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<td>5696</td>
</tr>
<tr>
<td>Denver</td>
<td>Daily</td>
<td>4790</td>
</tr>
<tr>
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<td>4724</td>
</tr>
<tr>
<td>Denver</td>
<td>Daily</td>
<td>5441</td>
</tr>
<tr>
<td>(return)</td>
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</table>

<table>
<thead>
<tr>
<th>August 18 - November 25, 2020</th>
<th>Operated by Express Jet</th>
<th>2 flights Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
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<td>Flight #</td>
</tr>
<tr>
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<td>Denver</td>
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<td>4693</td>
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<tr>
<td>(return)</td>
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</table>
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
Steamboat Springs Airport/
Bob Adams Field Manager’s Report
October 4, 2020
Operations

Fuel Sold & Fuel Sale Revenue August 2019 & 2020

Flight Ops - August 2019 & 2020
The FBO pumped and sold a record amount of fuel in August and September. The FBO sold the most total gallons of fuel for September and second highest number of gallons for August since 1997. The Jet A gallons sold are a record for August and September. The increase can be attributed to an increase in GA traffic using Jet A fuel and firefighting activity.

Operations at the Airport continue to be extremely busy with increased GA traffic (jet, turbine and piston aircraft) and fire-fighting helicopter and fixed wing operations (see flight line photo below). The tie down spaces were completely full for several weekends through the summer.

The Airport Manager continues to exercise the Airport Contingency Plan for COVID19. The FBO remains open and 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 is operating with COVID19 mitigations in place. Airport/FBO employees continue to work a 36-hour work week due to City budget cuts.
➢ The Airport Senior Maintenance Technician coordinated with hangar owners to have their fire extinguishers serviced. 29 hangar owners participated in this program.
➢ The Airport Manager coordinated with the Director of the Balloon Rodeo to issue Notices to Airmen (NOTAMs) to ensure safety for the festival and Airport. About 25 balloons attended this year’s event.
➢ A Pilatus jet (PC-24) visited the airport from CA to practice take off and landings in the high-density altitude as the owner is purchasing property in Steamboat. This is the same type of new jet that was tested at the airport 2 years ago.
➢ The USDA established KSBS as a fire-fighting helibase (see photo below). The Airport has a Base Manager and base support trailer with generator.

➢ The Airport continues to host a variety of fire-fighting aircraft at the Airport as the fires impact the region. The Airport team continues to support a variety of types of aircraft, support vehicles, equipment, and crews as the fire-fighters protect our community (see photos below and videos can be found on the Airport website). The FBO staff also continues to work closely with the fuel vendor to ensure the FBO has enough fuel to support all the aircraft that need fuel. The City and Airport entered into a Land Use Agreement (LUA) with the U.S. Department of Agriculture (USDA) on September 12th to support the fire-fighting activity for the Middle Fork Fire. Three porty-potties and a
wash station have also been installed at the airport to support the number of fire-fighting personnel on the Airport. The following helicopters are based at the Airport:

- Sky Crane with snorkel (north end of the ramp in the millings that will eventually become the road to the helicopter development area identified in the Airport Master Plan) / KMax with 200 ft longline and bucket
  - Support trailer
  - Fuel tanker
  - Support truck
  - 6 crew members (2 pilots, 3 mechanics, fuel truck operator, and base manager)

- Chinook with 200 - foot long line and bucket (south end of ramp usually used for airplane runup area) / Blackhawk with snorkel
  - Support trailer
  - Fuel tanker
  - Support truck
  - 10 crew members

- Bell 407 with bucket (ramp next to A-1 hangar where Classic Medevac helicopter operates)
  - Fuel truck
  - Support truck
  - Crew of 9 (pilot and fire-fighters)

- AStar (on the road near Gate 5 east of the Executive hangars)
  - Fuel truck
  - Support truck
  - Crew of 5 (pilot and fire-fighters)
A KMax helicopter and crew is staging out the Airport while working on a powerline project for a couple of weeks. The helicopter locates and removes any powerline wooden structures and replaces them with metal structures to enhance fire safety (see photo below).
A member of the Parks & Rec Department captured a photo of a jet landing at KSBS over Howelsen Hill (see photo below).

Events

- KSBS received a $30K grant through the Cares Act for Airports.
- The Airport Manager attended a Zoom meeting for the Yampa Valley Airport Commission (YVAC) bi-monthly meeting and a YVAC Finance Committee Meeting. She presented her 2021 budget to the YVAC Finance Committee and Commissioners.
- A Resolution was passed by City Council during the consent agenda that updated the duties of the Yampa Valley Airport Commission (YVAC), specifically clarifying the guidance provided during the budgeting process for the SBS and HDN airports.
- The Airport was inspected as part of the City’s CIRSA safety inspection. No discrepancies were noted during the inspection.
- The Airport Manager and Senior Maintenance Technician worked with the City Finance Department to complete the Airport Asset Inventory.
The Colorado Aviation Business Association (CABA) delivered 500 masks to the airport for use during COVID19 (see photo below).

Training

- The Airport Manager continued to host monthly Staff Meetings via teleconference and in person in compliance with physical distancing requirements. The dangers and processes for flying drones around the airport was discussed.
- The Airport/FBO staff continued to participate in virtual City All Hands meetings via Microsoft Teams to receive updates on the City COVID19 response.
- The Airport Team received Wildlife Management training from a representative from the Animal and Plant Health Inspection Service, U.S. Department of Agriculture (USDA). The Team reviewed airport wildlife procedures and ensured we have the proper supplies on hand for handing wildlife mitigation. The Airport Manager and Senior Maintenance toured the airport property with the inspector and discussed wildlife mitigation measures.
Airport Manager Initiatives

- The Airport Master Plan continues to move forward. The Airport Layout Plan (ALP) has been submitted to the FAA for approval. This is the final chapter that needs to be approved by the FAA. The team is working on the final chapter, Implementation, of the Master Plan. The Airport Manager plans to present the Master Plan to City Council for approval this fall.

- The Airport Manager has published Minimum Standards and Rules and Regulations for the Airport. Revision 1 to the Minimum Standards is with the City Manager for signature.

- 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 33, 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 has been approved 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 continues to work with Master Plan consultants in researching options for the hangars that have ground leases with reversion clauses that expire within the next ten years, with two less than five years. The Legal Department has provided the input needed for the team to move forward with recommendations to City Management and City Council. The precedent set for these hangars will apply to those hangars with future expiration dates.

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 also provides regular updates to the Master Plan.

http://steamboatsprings.net/333/Steamboat-Springs-Airport