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 times per day and after visitors. Pat said that Atlantic is still planning on finishing up the site work in May, but that much remains 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: June 11, 2020

By: David Francel, Chairman
    Yampa Valley Airport Commission