



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Meeting Agenda

### Town Council

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Tuesday, August 5, 2025

6:00 PM

Council Chambers

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#### Special Meeting

[Link to Watch or Comment Virtually: https://bit.ly/TC-Special-1stTuesday](https://bit.ly/TC-Special-1stTuesday)

#### I. Call Meeting to Order and Pledge of Allegiance

6:00 p.m.

#### II. Roll Call

#### III. Approval of the Agenda

6:00-6:05 p.m.

#### IV. Public Comment On Non-Agenda and Consent Items only.

6:05-6:15 p.m.

*(This agenda item provides the public an opportunity to discuss items that are not on the agenda or consent agenda items only. The Town Council is not prepared to decide on matters brought up at this time, but if warranted, will place them on a future agenda.)*

#### V. General Business

[25-441](#)

Erie Municipal Airport Overview

Attachments:

[Presentation](#)

[LINK: EPA Determines that Lead Emissions from Aircraft Engines Cause or Co](#)

6:15-7:15 p.m.

Presenter(s): Todd Fessenden, Utilities Director

David Pasic, Public Works Director

Julian Jacquin, Director of Economic Development & TOEURA

#### VI. Adjournment

7:15 p.m.

*(The Town Council's Goal is that all meetings be adjourned by 10:30pm. An agenda check will be conducted at or about 10:00 p.m., and no later than at the end of the first item finished after 10:00 p.m. Items not completed prior to adjournment will generally be taken up at the next regular meeting.)*



# TOWN OF ERIE

645 Holbrook Street  
Erie, CO 80516

## Town Council

**Board Meeting Date: 8/5/2025**

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**File #:** 25-441, **Version:** 1

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**SUBJECT:**

Erie Municipal Airport Overview

**DEPARTMENT:** Public Works  
Utilities

Economic Development

**PRESENTER(S):** Todd Fessenden, Utilities Director  
David Pasic, Public Works Director  
Julian Jacquin, Director of Economic Development & TOEURA

**TIME ESTIMATE:** 60 minutes

*For time estimate: please put 0 for Consent items.*

**FISCAL SUMMARY:**

N/A

**POLICY ISSUES:**

This presentation is for background and general discussion.

**STAFF RECOMMENDATION:**

Consider staff's presentation and provide direction as Council deems appropriate.

**SUMMARY/KEY POINTS**

- This presentation highlights plans for capital projects at the airport and FAA contributions.
- Staff will discuss plans for fixed base operator (FBO), new hangars, and potential uses for the crosswind runway.
- Finally, staff will provide a review of the Airport Fund's annual budget and financial accounting.

**BACKGROUND OF SUBJECT MATTER:**

At the mayor's request, staff will provide an overview presentation of the Erie Municipal Airport covering the following topics:

- Comprehensive 5-year project list overview and FAA Contributions
- FBO plan, barriers, and next steps

- New Hangars - plans
- Crosswind runway best use
- Flight school traffic patterns and community concerns
- Budget/Finances

**TOWN COUNCIL PRIORITY(S) ADDRESSED:**

- ☒ Attractive Community Amenities
- ☐ Engaged and Diverse Community
- ☒ Prosperous Economy
- ☒ Well-Maintained Transportation Infrastructure
- ☐ Small Town Feel
- ☐ Safe and Healthy Community
- ☒ Effective Governance
- ☐ Environmentally Sustainable
- ☒ Fiscally Responsible

**ATTACHMENT(S):**

1. Presentation

# Erie Municipal Airport Overview

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## Erie Town Council

Todd Fessenden, Utilities Director

David Pasic, Public Works Director

Julian Jacquin, Director of Economic Development & TOEURA

August 5, 2025



# Did you know?





# Presentation Overview

- Comprehensive 5-year project list overview
  - FAA/CDOA/Town Contributions
- FBO plan, next steps
- New Hangars - plans
- Crosswind best use?
- Flight school traffic patterns, community concerns
- Budget/Finances
- Strategic Planning Documents (for reference)





The preparation of this document may have been assisted, in part, through the Airport Improvement Program financial assistance from the Federal Aviation Administration (AIP No. 3-08-0096-013-2012) as provided under Title 49 U.S.C., Section 47104. The contents do not necessarily reflect the official views or policy of the FAA. Acceptance of this Airport Layout Plan by the FAA does not in any way constitute a commitment on the part of the United States to participate in any development depicted therein nor does it indicate that the proposed development is environmentally acceptable or would have justification in accordance with appropriate public laws.

[illegible]

Note: All latitude/longitude coordinates are in North American Datum of 1983 (NAD 83) and NAVD83 vertical control datum was used.

Note: All latitude/longitude coordinates are in North American Datum of 1983 (NAD 83) and NAVD83 vertical control datum was used.

FEDERAL AVIATION ADMINISTRATION  
 DEWALT AIRPORT DISTRICT OFFICE  
 12/11/2024  
 CASE No.: 2016-AW-710-NYA

# Notes

1. Base Mapping and ground contours via Windward Intel 2015.
2. Obstacle Free Envelope and Approach/Departure Surface Protection Area, See Plans and Profile Sheets and 14 CFR Part 77.
3. Coordinates and elevations derived via AEDT Survey, dated January 25, 2016.
4. No Modification to Design Standards Approved.
5. Inventory of (S) and (D) and adjacent property, including property, as shown on the District W Property Map, are included within the future airport property boundary as future interests. These interests are required to remain unencumbered by 14 CFR Part 77 requirements, which require easements and Federal Class Aeronautics No. 75, Powering Rights and Fees.
6. See "Inventory of Future Building Details."
7. Taxiway 9 (S) (T) is a private facility owned and maintained by Sea Airport HOA. Taxiway 9 provides access to the Sea Island Airport in accordance with the lease agreement with the Town of Sea.
8. The future, closed central runway parallel taxiway east of Runway 13/31 is shown to remain open, and established in the long term for purposes of potential incidental access to adjacent airport property.
9. All suballotment considerations are in North American Datum of 1983 (NAD 83) and NAVD83 vertical control datum was used.
10. In the future, Runway 13/31 lengthening will change to Runway 13/31 due to the negative elevation correction.
11. Airport Construction and a future facility, including and for shown on the TAD drawing sheets 12.
12. Existing tower height is 717 feet from lowest point of roof.

Elevation	Estimated Height
1,100	10
1,150	15
1,200	20
1,250	25
1,300	30
1,350	35
1,400	40
1,450	45
1,500	50
1,550	55
1,600	60
1,650	65
1,700	70
1,750	75
1,800	80
1,850	85
1,900	90
1,950	95
2,000	100

A.I.P. Project Number: 3-00-0000-13-2002

Project No:	EEEC/399M
Designed By:	SAEP
Drawn By:	EGG
Approved By:	DEH
Date	April 2016

## Airport Layout Plan

Exhibit:  
**III**  
of IX Exhibits

# FAA Contributions

## CIP Projects

- Typical funding: 90% FAA, 5% CDOA, 5% Town
- CDOA/Town: 90% CDOA. 10% Town
- Some projects: 95% FAA, 2.5% CDOA, 2.5% Town

## FAA Grant Assurances

- 20+ Compliance requirements
- 20-year commitment to maintaining airport
- New requirements – DEI, ICE (pulled back for now)



Year	Project	FAA	CDOA	Town	Total
2025	Taxiway/Ramp Rehab Electrical Vault Move	\$146,572 \$0	\$8,142 \$450,000	\$18,288 \$50,000	\$173,003 \$500,000
2026	Pavement Maintenance	\$0	\$300,000	\$33,334	\$333,334
2027	Transfer to Yuma				\$150,000
2028	Reconstruction Design & Transfers In	\$775,000	\$43,055	\$43,056	\$861,111
2029	Runway Reconstruction & Drainage Improvements	\$7,200,000	\$250,000	\$550,000	\$8,000,000
2030	Transfer to La Junta				\$150,000

# FBO plan, next steps

- Separation of Manager/FBO Agreement in 2023
  - FBO vs. Terminal
- Manager Agreement in place 3-year with 2 extensions
- FBO Agreement tied to FBO Improvements:
  - ABS Report 2023
  - BA Group
  - Airside FBO
  - Dependent upon level of improvements

# Recent Press

## ***FLYING***

### #3. Erie, Colorado

Located in the Boulder Valley, Erie benefits significantly from the [Erie Municipal Airport](#) (KEIK).

This small town has capitalized on its aviation connections, and now there are many renowned [flight schools and maintenance facilities in town](#).

Colorado has a robust tourism industry even without airports (too robust, if you ask some native residents). But Erie holds a special place in the aviation world, and no wonder. Just look at those views.

## Top 5 Aviation Communities in the U.S.

These towns are heavily influenced by the presence of general aviation and residential airparks.



Matt Herr

Wednesday, July 30, 2025







SPOTLIGHT: AIR TRAVEL

## Operating a municipal airport? Be prepared for takeoff!

Running an airport isn't easy,  
but the benefits to your community go sky high

By **TODD FESSENDEN**, Town of Erie utilities director

Operating a municipal airport brings unique challenges. Unlike other city or town operations, airports are high-maintenance facilities with strict safety and regulatory requirements. Infrastructure at the airport must meet the rigorous standards of the Federal Aviation Administration (FAA) and the Colorado Division of Aeronautics (CDOA). Fortunately, most capital improvement projects are funded 90% by the FAA, 5% by CDOA, and just 5% by the municipality. These funds, however, come with grant assurances — chief among them, a commitment to keep the airport operational for 20 years.

Municipal airports rarely generate profit. In fact, more than 90% of small airports are subsidized by their municipalities. Residents may question the value of the airport, especially those living near flight paths. The small aircraft used by private pilots and flight schools are noisy, and repetitive practice flights such as “touch-and-gos” often amplify noise complaints. While aviation accidents are far less common than car accidents, they draw greater public attention and concern. Effective public communication and expectation management are essential.

Recruiting capable airport management can also be difficult. Given that municipal airports aren't revenue drivers, it's often hard to justify staffing costs. Yet, success

depends on two key roles: an airport manager and a fixed-base operator (FBO). The manager handles internal operations, capital needs, and regulatory compliance. The FBO provides essential pilot services, fuel, supplies, transportation, and guidance — essentially acting as a concierge for incoming aviators. These roles can be staffed in-house or outsourced.

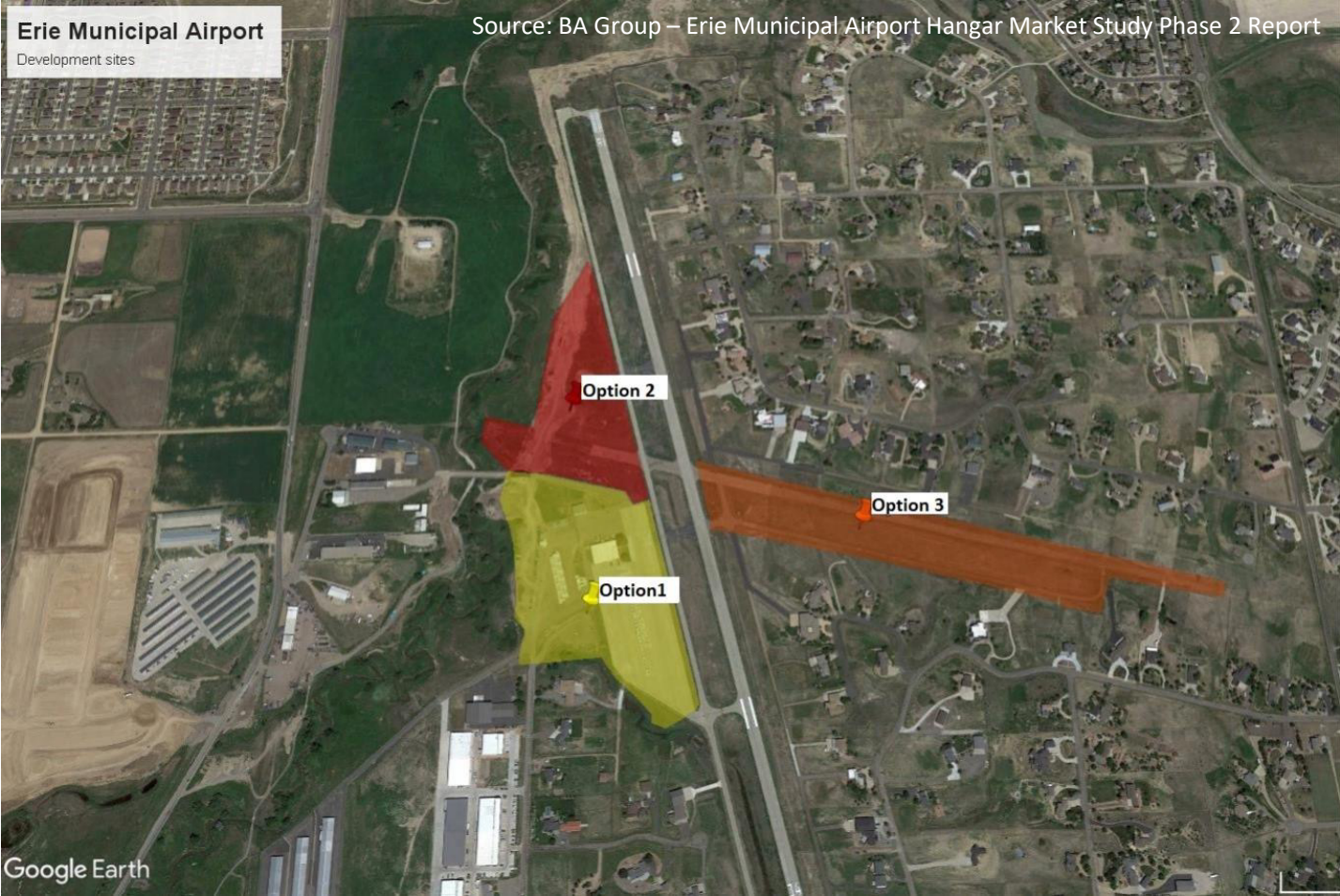
Municipal airports can play a vital role in emergency response for nearby communities. From wildfire and flood operations to medical flights and dog rescue missions, these facilities are critical infrastructure. Having knowledgeable staff or a well-trained manager is essential for compliance and preparedness.

Finally, municipal airports are the foundation of the aviation industry. After the Vietnam era, the supply of trained pilots and maintenance technicians steadily declined. Most commercial pilots today began their training at municipal airports. If your community values the ability to travel affordably across the country, or internationally, supporting your municipal airport is a smart long-term investment.

Like other essential but sometimes unpopular facilities (wastewater plants, landfills, major roadways) airports are a vital public asset. They are worth defending, maintaining, and communicating about with clarity and purpose.



# New Hangars - plans



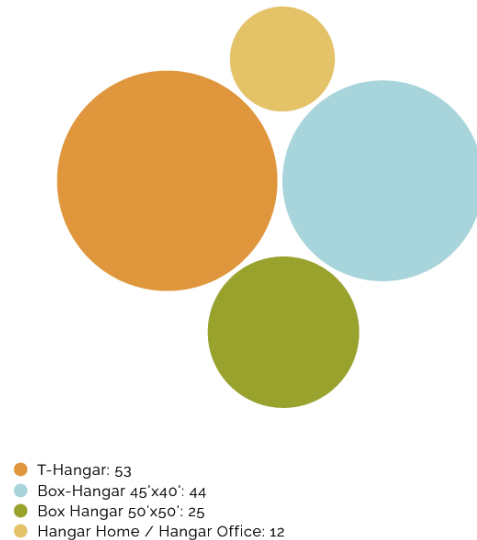
# of Hangars	Option 1	Option 2	Option 3
Small T-Hangar	14	20	36
Medium Box Hangar	14	18	36
Large Box Hangar	11	6	11
Totals	39	44	83



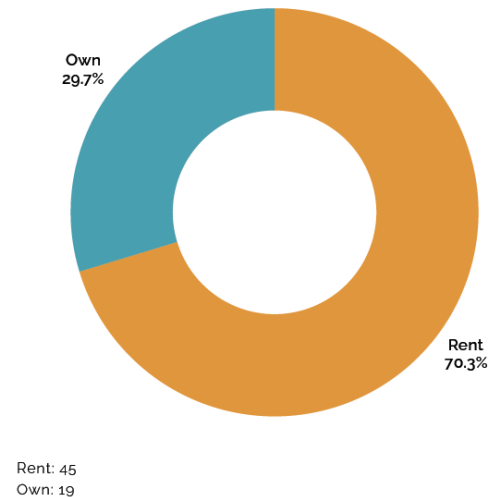
# New Hangars - plans

- Hangar Interest Form on Town website: 187 entries since July 2022.
- AEDAB sent “Follow-on Questionnaire” to all respondents in June 2025 requesting additional information on aircraft/hangar specifics. Received 65 completed questionnaires in response.

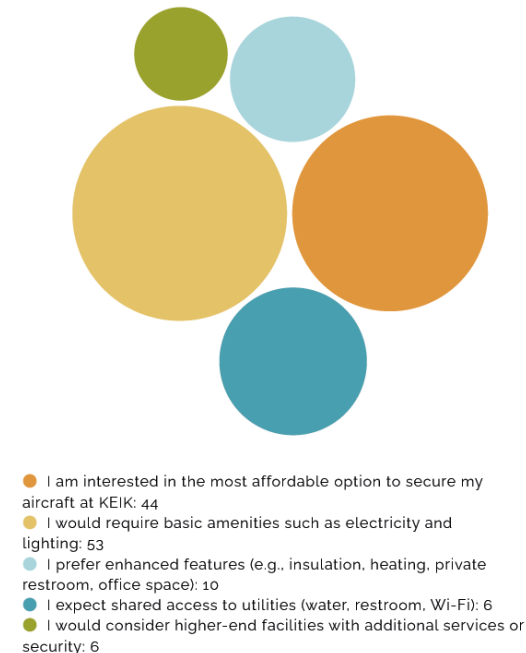
TYPE OF HANGAR DESIRED



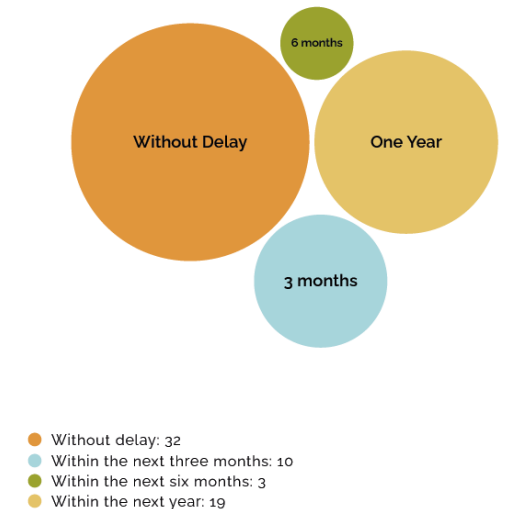
ARE YOU PRIMARILY INTERESTED IN RENTING OR OWNING A HANGAR?



HOW WOULD YOU DESCRIBE YOUR PERFECT HANGAR?



HOW SOON WOULD YOU EXPECT TO BE ABLE TO OCCUPY THE HANGAR?

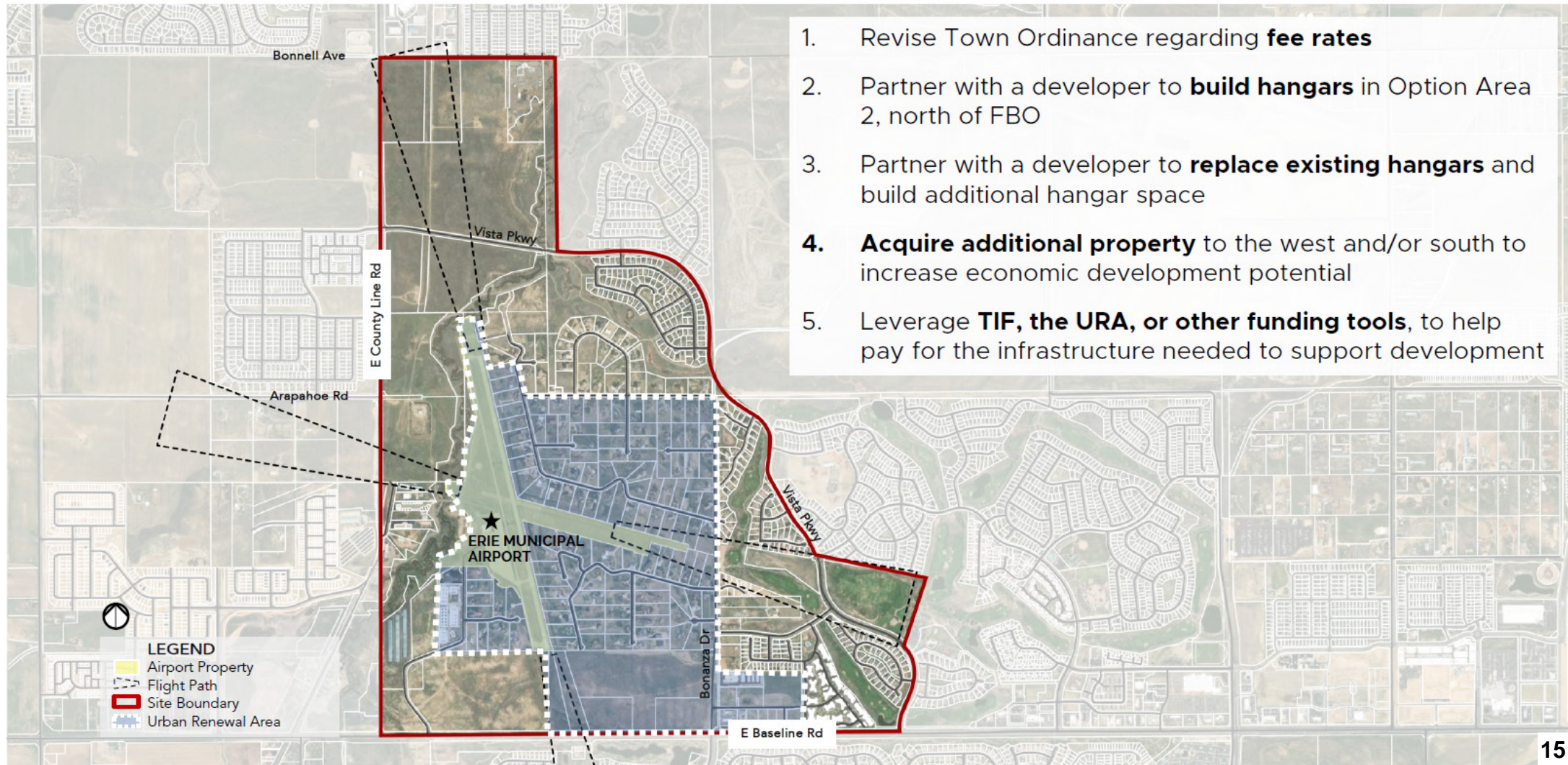




# New Hangars - plans

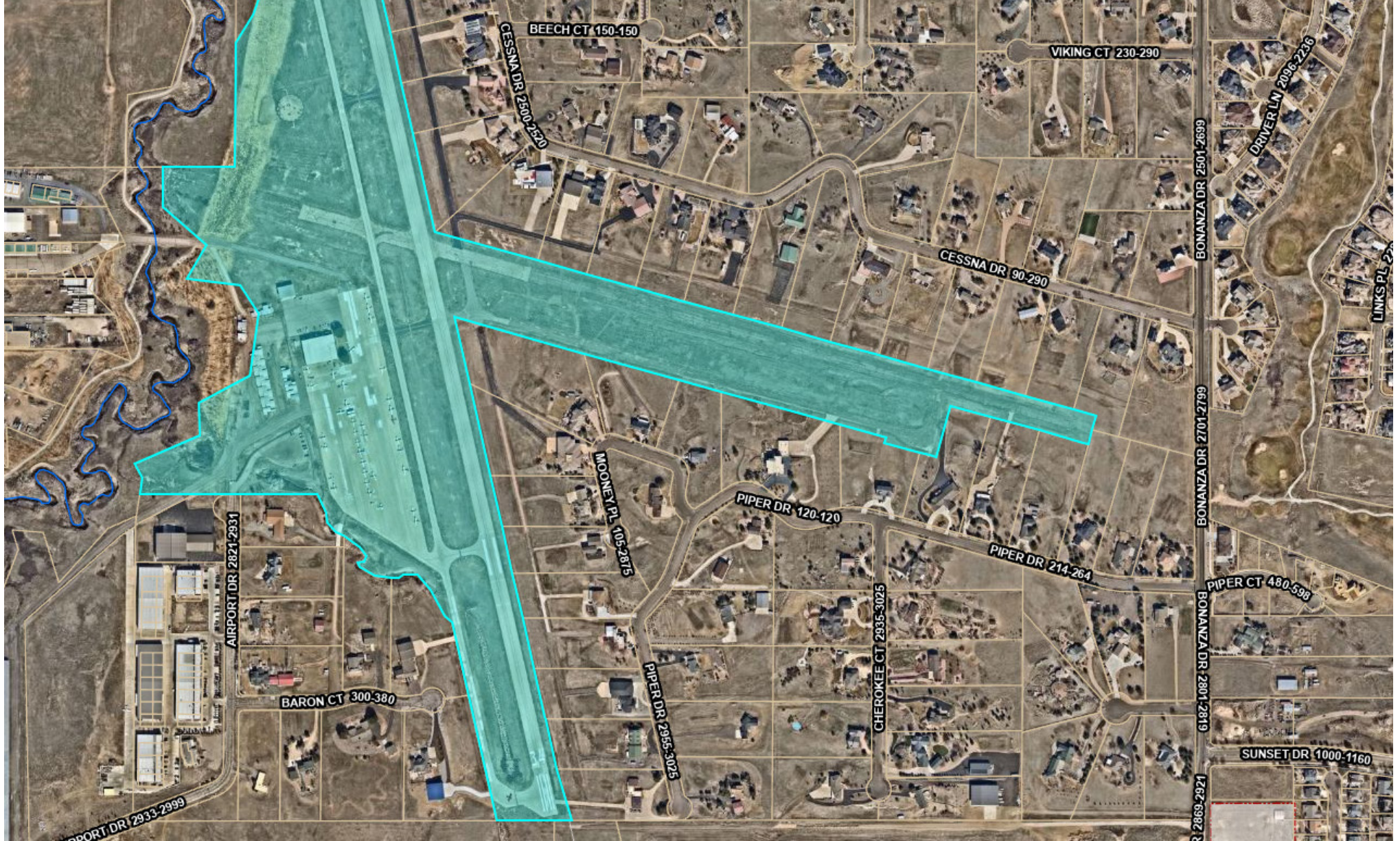
WHERE CAN YOU START TO FOCUS?

ACTION STEPS





# Crosswind best use?





# Crosswind best use?



- Approx. 10 acres remains from former Closed Crosswind Runway 09-27 (excluding newly relocated AWOS).
- AEDAB completed Crosswind Runway Land Use Evaluation in Dec 2024.
- EPS studied feasibility and economic impact of the following uses:
  - Urban Agriculture
  - Solar Facilities
  - Commercial hangars (lease/own)
  - Residential hangar homes
- AEDAB supports hangars of some kind, subject to community engagement.
- Discuss further in Executive Session.



# Crosswind best use?

## DEVELOPMENT OPTION COMPARISON

The purpose of the table below is to provide the Town of Erie and the Airport Economic Development Advisory Board with a relative understanding of the potential net revenues possible under various development options. In addition to the quantified options below, two other options involving Urban Agriculture and Solar Arrays should be kept in consideration.

	Commercial Hangars				Residential Hangars		
	Ground Lease Agreement	Land Sale to Developer	Town of Erie Development		Larger (1 ac.) lots with Septic	Small Lots with Sewer Access	
			Low	High		Low	High
<b>Forecasted return (present value)</b>	\$1.3 to \$3.4 million	\$941,000+	-\$956,572	\$1.6 million	\$1.1 million	\$50,256	\$2.3 million
<b>Timing of revenue</b>	Long-term (40+ yrs.)	Immediate	Long-term (40+ yrs.)	Long-term (40+ yrs.)	Long-term (20 yrs.)	Long-term (20 yrs.)	Long-term (20 yrs.)
<b>Potential long-term costs</b>	Low	None	High	High	High	High	High
<b>Ongoing maintenance commitment</b>	None	None	High	High	Medium	Medium	Medium
<b>Risk taken on by town</b>	Low	None	Moderate / High	Moderate / High	Moderate / High	Moderate / High	Moderate / High

# Flight school traffic patterns, community concerns

- The majority of noise complaints are due to flight training schools.
- These schools generate from and are being pushed from Broomfield (Rocky Mountain Metropolitan Airport) to Erie
- Boulder has been looking at closing its airport for affordable housing
- Grant assurances
  - Grant assurances
  - 20-year requirement
  - FAA funds for property purchase
    - Relevancy to EIK

# Budget/Finances

## 2-7-2 Airport fund.

- A. *Fund created:* A fund is created entitled "airport fund", to be a self-balancing set of accounts for the purposes of acquisition and operation of airport facilities. This fund shall comply with all accounting and budgetary laws of the town and the state.
- B. *Relationship to other funds:*
1. Loans, transfers, and investments may be made to this fund by other funds for the above stated purposes if approved by the town council. Any assistance by other funds to the airport fund will be repaid to the other funds.
  2. The airport fund shall be self-supporting and not an encumbrance to other funds. The airport shall be operated in a fiscal balance whereby the facilities accrue revenue in excess of expenditures. If the airport does not accomplish this fiscal balance, then the town council may consider closing the facility and ending its operation.

(Ord. 421, 9-12-1991; Ord. No. 031-2023, § 1, 11-28-2023)

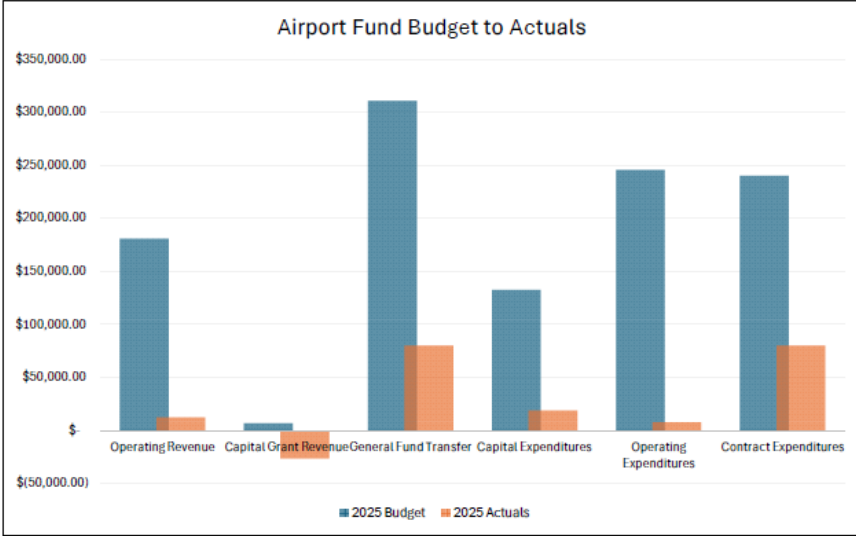
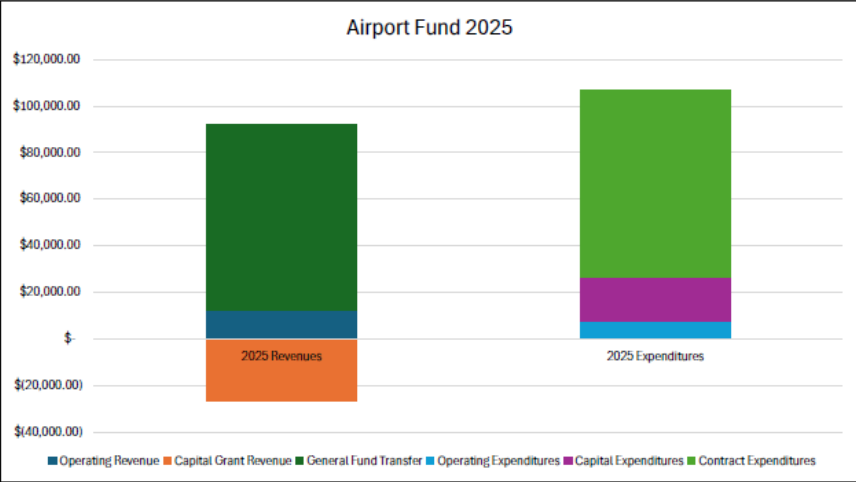




# Budget/Finances

## Quarterly Airport Report Q1 Update

The Airport Fund's capital grant revenues are currently negative due to the accrual of grant funding back into the 2024 fiscal year. As a self-supporting fund by statute, the Airport Fund is obligated to repay any transfers from the Town's General Fund. This includes the \$240K it received in 2024.



Airport Fund 2025 Q1 Report			
Description	Budget		Actuals
Beginning Fund Balance	\$	131,894.00	\$ 131,894.00
Revenues:			
Total Operating Revenue	\$	(180,848.00)	\$ (12,290.87)
Fuel Flowage Fees	\$	(5,250.00)	\$ (769.71)
Investment Income - Pooled	\$	(525.00)	\$ -
Investment FVA - Pooled	\$	-	\$ -
Lease/Rental Income	\$	(54,306.00)	\$ (10,500.00)
FBO Fees	\$	(42,660.00)	\$ -
Aviation Gas Taxes - Colorado	\$	(8,400.00)	\$ (1,021.16)
Miscellaneous Income	\$	(69,707.00)	\$ -
Total Capital Grant Revenue	\$	(6,595.00)	\$ 26,354.24
Transfer from Grant Fund - AWOS/Wind Cone Reloc	\$	-	\$ 26,354.24
Transfer from Grants Fund - West Ramp & TWY Cons	\$	(6,595.00)	\$ -
Total General Fund Transfer	\$	(310,696.58)	\$ (80,000.00)
Projected General fund Transfer - Contract	\$	(240,000.00)	\$ (80,000.00)
Projected General fund Transfer - Operations	\$	(64,542.34)	\$ -
Projected General fund Transfer - Capital	\$	(6,154.24)	\$ -
Projected Use of Fund Balance			
Total Revenue/Sources	\$	(498,139.58)	\$ (65,936.63)
Reconciliation with Expenditures:			
Total Capital Expenditures	\$	132,389.00	\$ 18,835.60
Construction - AWOS/Wind Cone Reloc	\$	-	\$ -
Construction - Vault Building	\$	50,000.00	\$ -
Construction - West Ramp & TWY Cons	\$	132,389.00	\$ 18,835.60
Capital Offsetting Revenue:			
Operating Revenue - Capital Use	\$	-	\$ (4,380.98)
Capital Grant Revenue	\$	(6,595.00)	\$ 26,354.24
Projected General fund Transfer - Capital	\$	(6,154.24)	\$ -
Projected Use of Fund Balance	\$	(119,639.76)	\$ (40,808.86)
Total Operating Expenditures	\$	245,390.34	\$ 7,909.89
Advertising & Publishing	\$	2,625.00	\$ -
Bank Charges	\$	-	\$ -
Bldgs/Grounds Maint Services	\$	89,250.00	\$ -
Bldgs/Grounds Maint Supplies	\$	2,500.00	\$ -
Consultation Services	\$	22,000.00	\$ -
Legal Services	\$	3,300.00	\$ -
Maintenance Contracts	\$	26,250.00	\$ -
Membership Dues	\$	3,261.00	\$ -
Permits, Licenses & Other Fees	\$	111.00	\$ 140.00
Postage	\$	105.00	\$ -
Printing & Copy Services	\$	735.00	\$ -
Insurance	\$	12,010.76	\$ 753.00
Indirect Cost Allocation	\$	20,867.58	\$ -
Travel & Conferences	\$	2,625.00	\$ -
Tools & Equipment	\$	10,550.00	\$ -
Utilities	\$	49,200.00	\$ 7,016.89
Operating Offsetting Revenue:			
Operating Revenue - Operations	\$	(180,848.00)	\$ (7,909.89)
Projected Use of Fund Balance	\$	-	\$ -
Projected General fund Transfer - Operations	\$	(64,542.34)	\$ -
Total Contract Expenditures	\$	240,000.00	\$ 80,000.00
Contract Offsetting Revenue:			
Projected General fund Transfer - Contract	\$	(240,000.00)	\$ (80,000.00)
Total Expenditures	\$	617,779.34	\$ 106,745.49
Ending Fund Balance	\$	12,254.24	\$ 91,085.14

# Budget/Finances

## Options to charge fees for planes using runway, but not based at ELK:

### A. Common Fee Types:

- A. Landing Fees (*charged per landing*)
- B. Touch-and-Go Fees (*per operation, bundled for flight schools/users*)
- C. Transient Ramp Fees (*parking or short-term use*)
- D. Operating Access Fees (*annual or monthly fee*)

### B. How to Track Usage:

- A. Self-reporting Agreements (*require flight schools to report/remit*)
- B. ADS-B Tracking Tools (*paid services to track aircraft and automate billing*)
- C. Cameras/Observers/CTAF Logs (*labor-intensive*)
- D. FBO Coordination (*to track and invoice*)

### C. Legal & Policy Notes:

- A. Publicly posted and non-discriminatory
- B. Excluded from airport based at ELK
- C. Coordinate with AEDAB & Town Council before implementing

# Budget/Finances

## Recommended actions to improve fiscal return from ELK:

- A. Update Through-the-Fence (TTF) Fee Structure (per 2023 ABS study):
  - A. Increase TTF fee from \$600 to \$1,000 for each lot
  - B. Update structure to impose TTF fee on all 55 lots with access
- B. Develop new commercial hangars on Airport Property:
  - A. Seek development partner to negotiate ground lease for ELK property
  - B. Third party develops, manages and leases new airplane hangars
  - C. Town receives ground lease revenue for improved land from operator
- C. Other Fees/Revenues:
  - A. Updates to landing/touch-and-go fees (per previous slide)
  - B. Increase fuel fees, FBO fees, and other airport-related revenues



# Strategic Planning Documents

- [Erie Airport Master Plan](#) (2016)
- [Erie Airport Economic Development Strategy](#) (2024)
- [Erie Airport Economic Impact Study](#) (2024)
- [Erie Airport Crosswind Runway Evaluation](#) (2024)
- [Erie Airport Hangar Market Study Phase 1 Report](#) (2022)
- [Erie Airport Hangar Market Study Phase 2 Report](#) (2022)
- [Erie Airport Economic Impact Report by CDOT](#) (2020)
- [Erie Airport Terminal Building Facility Assessment](#) (2022)
- [Erie Airport Roadway Connection Study](#) (2022)
- [Erie Airport Strategic Business Plan, FBO Alternatives & Rate Study](#) (2023)
- [Erie Airport Management Agreement with Vector Air Management](#) (2023)



# Questions & Discussion

Todd Fessenden, Utilities Director  
David Pasic, Public Works Director  
Julian Jacquin, Director of Economic Development & TOEURA

Link to article mentioned in Malcolm's email:

[EPA Determines that Lead Emissions from Aircraft Engines Cause or Contribute to Air Pollution | US EPA](#)