



## Legislation Details (With Text)

**File #:** 20-389      **Version:** 1      **Name:**  
**Type:** General Business      **Status:** Agenda Ready  
**File created:** 7/8/2020      **In control:** Town Council  
**On agenda:** 7/14/2020      **Final action:**  
**Title:** An Ordinance of the Board of Trustees of the Town of Erie Amending Title 3 of the Erie Municipal Code to Establish an Airport Advisory Board

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Airport Advisory Board Ordinance 2020.07.14 Draft

Date	Ver.	Action By	Action	Result
7/14/2020	1	Town Council		

**AGENDA CATEGORY: General Business**

**SUBJECT:**

**An Ordinance of the Board of Trustees of the Town of Erie Amending Title 3 of the Erie Municipal Code to Establish an Airport Advisory Board**

**DEPARTMENT: Administration**

**PRESENTER: Malcolm Fleming, Town Administrator**

**TIME ESTIMATE: 30 Minutes**

**FISCAL INFORMATION: N/A**

Cost as Recommended:

Balance Available:

Budget Line Item Number:

New Appropriation Required:

**STAFF RECOMMENDATION:**

**Adopt the proposed Ordinance**

**SUMMARY AND BACKGROUND OF SUBJECT MATTER:**

During the Board of Trustees May 12 meeting, some Board members expressed interest in forming an Airport advisory board. The Board agreed to discuss the matter further. During the Board's June 2 meeting, the Board discussed the purpose of such an advisory group and whether the group should be an task force, ad hoc committee or an ongoing advisory board. A majority of the Board expressed support for an ongoing advisory board focused on economic development at the airport. The Board asked the Town Administrator Fleming to work with Jason Hurd, the Town's contract Airport Manager, Scott deLuise, Erie resident and member of the Metro Denver Aviation Coalition, Todd Fessenden,

Public Works Director, and Ben Pratt, Economic Development Director to draft for Board consideration a resolution forming an airport advisory board.

The Town's other advisory boards were each established by adopting an ordinance amending Title 3 (Boards and Commissions) of the Town's Municipal Code to set the purpose and duties, membership, and other provisions relevant to each board. Using that approach as a template, comparing the structure and focus of other airport advisory boards in Colorado, and consulting with the working group of Hurd, deLuise, Fessenden and Pratt, Town Administrator Fleming worked with Town Attorney Kendra Carberry to prepared the proposed Ordinance.

Adopting the Ordinance would establish an Airport Advisory Board (AAB) with the following purpose, duties and membership:

- Purpose:** Promote economic activity at the Erie Municipal Airport that is beneficial to the Town.
- Duties:**
1. Advise the Board of Trustees on matters relating to the economic development, financial vitality and economic impact of the Erie Municipal Airport and related activities.
  2. With the support of the Airport Manager and Town staff, review and, as necessary, propose amendments to the Erie Municipal Airport Master Plan, and annual and long-range capital plans.
  3. Survey the community to understand local perspectives on the progress of economic development and other issues associated with the Erie Municipal Airport.
  4. Promote and encourage the economic development, public awareness and beneficial use of the airport and within that goal minimize any adverse impacts associated with the Erie Municipal Airport.
  5. Assess economic and capital improvement provisions of the Town's plans related to the Erie Municipal Airport, and if determined to be necessary, recommend amendments to the Board of Trustees.
  6. Recommend grants or other sources of funding Airport activities.
  7. Promote Airport awareness at Town events or at the request of interested individuals or groups.
  8. Biannually prepare and present a written report to the Board of Trustees.
  9. Perform such other functions and duties associated with the Erie Municipal Airport as the Board of Trustees may direct.
- Membership:** 7 members, each of whom shall be current residents of the Town, and at least four of whom shall have specific professional experience in economic development. A member of the Board of Trustees shall be appointed as the liaison to the Airport Advisory Board.

The Airport Manager would serve as the staff liaison for the AAB, with the Public Works Director overseeing that role, and the Economic Development Director coordinating activities and attending AAB meetings quarterly or as necessary. Staff believes this approach will provide effective support for the AAB's purpose and help further the Town's interests in economic development without

creating an unsustainable workload that impinges on staff's current responsibilities.

## **Background Information**

### **Airport Master Plan**

In 2015, the Town commissioned ADG/Airport Development Group to prepare an update of the Town's 2002 Airport Master Plan. On June 28, 2016 the Board adopted a resolution approving the [2016 Airport Master Plan <https://erie.legistar.com/View.ashx?M=F&ID=4535523&GUID=DC31C2FB-B7C9-431D-A3AE-0E963032431A>](https://erie.legistar.com/View.ashx?M=F&ID=4535523&GUID=DC31C2FB-B7C9-431D-A3AE-0E963032431A). That plan describes the short, medium, and long-term development plans needed to meet future aviation demand and provides a guide for the physical growth of the airport to coordinate with the future demands for services, available funding and environmental considerations. The Master Plan identifies \$1.7 million in short term improvements (some of which have been completed), \$9.2 million in intermediate improvements, and \$12.6 million in long-term improvements. Details on these improvements are listed in Chapter Six - Phased Development of the Master Plan (starting on pdf page 139).

### **Challenges to Economic Development**

In 2009, the Town commissioned an [Airport Economic Development Study <https://www.erieco.gov/DocumentCenter/View/182/Airport-Economic-Development-Study?bidId=>](https://www.erieco.gov/DocumentCenter/View/182/Airport-Economic-Development-Study?bidId=>). That study identified challenges that need to be addressed to capitalize on opportunities represented by the Airport. Those challenges include:

- The Fixed Base Operator (FBO) building is nearing the end of its useful life and will require replacement or substantial upgrade.
- Waste water is handled via a septic system. This is also true for most of the land immediately adjacent to the Airport and in the near-term will limit the commercial marketability of such.
- With the exception of approximately 10 acres north of the current FBO building and apron areas (including land that is currently reserved for Runway 9-27 west of Runway 15-33) there is little space within current Airport boundaries available for development. Further, a limiting factor of development on and around Erie Municipal Airport is the floodplain of Coal Creek. As illustrated on Figure 3.3 (from the Report), the north end of Runway 15-33 is located within the floodplain, as is the land on which the west end of Runway 9-27 currently sits.

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1. Proposed Ordinance
2. 2020 Colorado Aviation Economic Impact Study (CEIS) [Airport Economic Impact Report for Erie Airport <http://www.coloradoaviationsystem.com/wp-content/uploads/2020/02/Erie-Municipal-EIK.pdf>](http://www.coloradoaviationsystem.com/wp-content/uploads/2020/02/Erie-Municipal-EIK.pdf)
3. [Colorado Aviation System Plan Airport Report Cards <http://www.coloradoaviationsystem.com/wp-content/uploads/2020/02/CASP-Appendix-](http://www.coloradoaviationsystem.com/wp-content/uploads/2020/02/CASP-Appendix-)  
(Erie Airport is on p. 30)