



# Meeting Agenda

## Aspen/Pitkin County Airport Advisory Board

---

Date: January 20, 2022

Time: 2p – 4p

Location: <https://zoom.us/j/95323894275?pwd=UnhXamQyaVcwQkp2V2tLQjBvbFVsZz09>

Meeting ID: 953 2389 4275 Passcode: 633886

---

### Agenda Items

- I. Call Meeting to Order
- II. Roll Call
- III. Approval of Meeting Minutes
  - a. Not Applicable – Initial Meeting
- IV. Board Comments
- V. Public Comments
  - a. Not Applicable – Initial Meeting
- VI. Old Business
  - a. Not Applicable – Initial Meeting
- VII. New Business
  - a. Welcome – Patty Clapper, BOCC Chair and Jon Peacock, County Manager
  - b. Introductions
  - c. Citizen Advisory Boards 101 – John Ely, Pitkin County Attorney
  - d. Selection of Board Chair
  - e. Selection of Board Vice Chair
  - f. Airport 101 – Dan Bartholomew, Director, Aspen Pitkin County Airport
  - g. Meeting date/time and format for future meetings
  - h. Topics for Future Discussion
- VIII. Adjourn

# Aspen/Pitkin County Airport Advisory Board

Meeting Minutes January 20, 2022

- I. Meeting called to order at 2:00PM.  
Dan Bartholomew welcome and introduction
- II. Roll call:  
In attendance: Jacquelyn Francis, Meg Haynes, Auden Schendler, Rick Heede, Valerie Braun, Howie Mallory, Bruce Gordan, Richard Burkley, Clint Kinney, and Catherine Christoff.  
Not in attendance: Sara Ott
- III. Approval of Meeting Minutes: None to approve
- IV. Board Comments: None
- V. Public Comments: None. John Ely said it is up to the AAB whether public comment will be allowed. Dan suggested they be given a time limit of 3 minutes. Howie asked if the press would be allowed to attend – Jon Peacock responded yes.
- VI. Old Business: None
- VII. New Business:
  - a. Patti Clapper: Welcome and thanks for your commitment. Diverse representation was very important to the BoCC for this board. Differences of opinion should be acknowledged and respected. Patti is committed to being available to staff and the board.
    - a. **Action Item:** Patti will set up a midsummer meeting with the AAB and BoCC.
  - b. Board Member Introductions:  
Jacquelyn Francis – ASE Vision member, resident of the North 40, climate scientist  
Auden Schendler – SkiCo employee – thinks we have an opportunity to be a model for the rest of the world  
Rick Heede – citizen for 40 yrs, thinks the airport is a big asset to the community, worked with RMI, wants an environmentally sustainable airport  
Valerie Braun – Was a Woody Creek resident for many years, wants to be a liaison to gather community input throughout the valley  
Howie Mallory – ASE Vision Technical Working Group, lived here 40 plus yrs, retired banker, hoping financial background can help  
Bruce Gordan – Resident for 50 plus yrs, pilot for 40 yrs, wants to be a representative for the community and local pilots  
Meg Haynes – was an alternate but was chosen to take the vacant spot left by Andrew Doremus, ASE Vision member, wants to represent the flying public and the community  
Rich Burkley – Alternate, ASE Vision Customer Experience Group, SkiCo employee for 32 yrs, wants to represent community and SkiCo  
Clint Kinney – Ex Officio, ASE Vision member, representing Snowmass Village  
Catherine Christoff – Ex Officio, Town Engineer, representing Basalt

Dan Bartholomew – Airport Director, previously at Reno Airport and Ft Lauderdale Airport, background in planning, engineering, and environmental, likes to work with staff and the community, has no agenda except meeting all regulatory requirements

- c. Citizen Boards 201 with John Ely – John explains that members are now part of local government and under CO Law, all are subject to open meeting requirements. Everything must be available to the public through open records including social media, text, emails, etc... John also stressed that if more than two members get together or have any discussion, this constitutes a meeting and must be noticed and available to the public. Executive Session is the only time a board can meet while being closed to the public but only happens under limited circumstances. John Ely said this would be a rare occurrence for the AAB. Lastly, John explained that the Ex Officio members are here to represent their municipalities and report back to them.
- Howie asked how they should handle being approached or lobbied by the community. Ely recommended that members tell the individual to attend and use the public comment time to make their comments/suggestions.

- d. Selection of Board Chair: Jacquelyn requested more information. Dan said that they will interact a lot with him, set the agendas, lead the meetings, have control over public comments and any meeting presentations, and that the commitment would be 3 to 4 hours a month.

Jacquelyn volunteered for Chair and Meg seconded – all members were for

- e. Selection of Vice Chair: Meg volunteered for Vice Chair and Jacquelyn seconded – all members were for.

Valerie commented that they were great on the ASE Vision Board and they both had a lot of experience. Howie asked about their terms – both are three years. Rich Englehart stated that according to the bylaws the Chair/Vice Chair is voted on annually. Auden requested that the Chair and Vice Chair run meetings very strictly in order to keep any one individual from dominating conversations.

- f. Airport 101 Presentation – Dan Bartholomew:

- Common Airport Terms and Acronyms
- Federal Aviation Regulations
- Grant Assurance Obligations
- Airport Funding Source
- Current Projects Update
- Airport Layout Plan
- Spring Pavement Maintenance and Airport Closure
- Aircraft Parking Reconfiguration for E175 and E175 Aircraft Overview
- Fixed Base Operator Solicitation
- Airport Hot Topics

Questions during presentation:

-Rich B. asked about fuel charges. Dan answered that the FBO does all the pumping, storing, and selling so it is up to them how much they charge. Airport gets 12 cents on every gallon.

-Howie asked about Entitlement Grants. Dan responded that Airline Commercial Service receives 95%, if not more. GA gets a very small amount that is based on aircraft operations. GA passengers are not included in Enplanement Reports.

-Jacquelyn asked if there are any restrictions for using Airside revenue for Landside projects. Dan responded yes there are restrictions – that could get in to revenue diversion.

-Bruce asked why charter passengers do not apply to the Enplanement Report, Dan responded that they do not use our facilities.

-Meg asked about the ALP RFQ. What will the hired consultants do for the ALP? Dan answered that they will meet with airport staff, the AAB, and stakeholders on what is needed in the ALP. He said the timetable for an ALP is typically 12 months but we will allow 18 months.

-Howie asked if the new FBO would be on same site or new location. Dan responded that it will be on the existing site but we will have to look at other space since we will be impeding on their existing area.

-Rich B. asked if we are looking at just one FBO for now or adding another. Dan said one for now

-Valerie asked if airport would be able to hold the new FBO tenants to the AAB recommendations. DB, yes. Will there be an expectation of a new facility? DB, yes.

-Rich Englehart also commented that we could require them to plan for building infrastructure for sustainable fuel.

-Howie asked if we could have performance standards for the commercial airlines for poor customer service, Dan said no, the FAA would not get involved. He did state that we are looking into adding performance metrics into the new airline agreements.

-Howie asked what the focus for redevelopment would be over the next few years. Dan answered that we will be looking at the terminal first and the 95-foot wingspan will be in effect for the next 5 to 7 years.

- g. Meeting Details: Meetings will be in person on the 3rd Thursday of the month for 2 hours at the Airport Operations Center at 1001 Owl Creek Rd. There will be a virtual option as well. The meetings will have a hard start at 3:00PM and a hard stop at 5:00PM.
  - h. Topics for Future Discussion (Attached): Dan suggested that each meeting have a focus topic but will let the board decide. He also asked if anyone has a desired kick off topic. Meg asked if Dan would like them to be educated on all the topics on the list. Dan answered yes.
- VIII. Motion to Adjourn at 4:40PM
- IX. Action Items:
- i. Each member should prioritize the list of Future Topics.
  - ii. Ask Kelly McNicholas-Kury to possibly present at the next meeting
  - iii. Sandra to Send out the Airport 101 Presentation to the AAB Members.



# Meeting Agenda

## Aspen/Pitkin County Airport Advisory Board

---

Date: February 17, 2022

Time: 3PM – 5PM

Location: 1001 Owl Creek Rd – Airport Operations Center

<https://zoom.us/j/91831547817?pwd=MERuTUlxMzBjTlJTbVNuN2JpMkVnZz09>

Meeting ID: 918 3154 7817 Passcode: 337757

---

### Agenda Items

- I. Call Meeting to Order
- II. Roll Call
- III. Approval of Meeting Minutes
- IV. Board Comments
  - a. New Alternate – Michael Solondz
- V. Public Comments (3 minute max per person)
- VI. Old Business
  - a. Priority Topics Discussion
- VII. New Business
  - a. Pitkin County Resolution 105 – 2020 Overview – Jon Peacock
  - b. Changes at the Airport due to COVID
  - c. Airport Development Timeline
  - d. Airport Hot Topics
- VIII. Adjourn

# Aspen/Pitkin County Airport Advisory Board

Meeting Minutes February 17, 2022

- I. Meeting called to order 3:00PM.
- II. Roll Call:  
In person: Jacquelyn Francis, Meg Haynes, Valerie Braun, Michael Solondz, Jon Peacock and Dan Bartholomew  
Virtual: Auden Schendler, Rick Heede, Howey Mallory, Bruce Gordon, Richard Burkley, Clint Kinney, Sara Ott, and Catherine Christoff  
Gallery: Jonathan Jones
- III. Approval of Meeting Minutes from 1/20: Approved with two additions
- IV. Board Comments:  
Valerie requested E175 discussion be added to the 2/20 Minutes  
Priority Topics suggestions, individuals mentioned the following:
  - a. How to get more efficient aircraft operating at ASE
  - b. New terminal needs mass transit
  - c. Have a rep. from the ATCT call in to discuss how to reduce Drop and Go Operations
  - d. Howie mentioned that Noise and Emissions data collection needs to be a high priorityIntroduction - Michael Solondz
- V. Public Comment: Jonathan Jones said that Atlantic Aviation is looking at sustainability at all of their locations but Aspen would be first as it is a priority for Pitkin County. Sustainable Aviation Fuel (SAF) was introduced in April 2021 and Atlantic is offsetting all fuel at ASE. LED Lights were introduced several years ago and they have been phasing in electric equipment since 2010
- VI. Old Business:  
Dan asked that each member please send in their priority topics. Some are naturally already falling into place - ALP, FBO, Resolution 105-2020. Jacque reiterated that everyone should send in his or her list to Sandra Story.  
Priority Topics suggestions, individuals mentioned the following:
  - a. Auden - How to get more efficient aircraft operating at ASE
  - b. Auden - New terminal needs mass transit connection
  - c. Michael - Have a rep. from the ATCT call in to discuss how to reduce Drop and Go Operations
  - d. Howie - Noise and Emissions data collection needs to be a high priority
- VII. New Business:
  - a. Overview of Pitkin County Resolution 105-2020 – Jon Peacock. BOCC adopted the recommendations of the ASE Vision Committee with a few additions.
    - 123 Community volunteers
    - 5 Advisory Boards
    - 47 public meetings
    - Delayed due to COVID

Vision Committee Report additions:

- Directed Staff to meet with the FAA on a new ALP that reflects the improvements that were recommended
- Start conversations to achieve the goals around aircraft noise and emissions
- Appoint an Airport Advisory Board

Lots of work to come for this committee.

There were 71 sub recommendations that fall into 17 areas:

- Maximizing safety at the Airport
- Maximizing the sustainability at the Airport
- Seamless ground connectivity
- Improving Airline reliability and service
- Non Airline reserved parking
- FBO reflects the community's values
- New Terminal
- Enhance the traveler and staff experience
- Open Air Jetways
- Provide and design 6 to 8 gates
- Flexible gates
- Replace and improve the ALP
- Leave the runway where it is
- Phase construction to minimize community disruption

Common Ground Recommendations included a Map that offers visual depiction of goals of the BoCC. Any major deviations should be brought back to the AAB and the BoCC for further discussion. For example: moving the terminal, moving the tower or changes to the west side of the airport.

Board Comments:

-Jacque asked that everyone become very familiar with the resolution. The charge of the AAB is to work on compromise that will best serve the community.

-Michael asked who is the ultimate authority in this process. Jon replied that the BoCC has that authority.

-Meg reiterated that compromise will be key.

b. Changes to the Airport due to COVID – Dan:

- ASE was not as impacted as most other airports
- Change in operational mix – GA went up and commercial went down
- Mask requirement still in place at the airport until at least March 18
- Implemented many cleaning protocols
- We had flight cancellations due to Airline crew and staffing shortages

-Meg asked if ASE had employee hiring issues. Dan replied that we did not but the airlines did.

-Barry asked if the mask requirements apply at the FBO. Dan said that they have different rules than the commercial terminal. TSA is not onsite so it is difficult to enforce.

c. Airport Development Timeline – Dan:

12 to 24 Months

- Airport Layout Plan – once all agreements are in place with the firm we will move into Data Collection and we will want to work with the FAA throughout the entire process. Howie asked about the criteria for choosing a consultant. Dan replied that they went through an extensive vetting process. Presentations were made and questions asked regarding staff/community collaboration. Meg asked who was involved in the selection committee and Dan named GR Fielding, Rich Englehart, an Operations Coordinator and Chris Davis. Valerie asked if they could know the name of the group but Dan said not until an agreement is made.
- Runway Rehabilitation – This year we will be closed for two weeks May 2 to May 16. Hopefully no closure next year. In 2024, we will have a substantial rehab.

2 to 7 Years

- We hope to finish with the ALP
- Terminal Design
- ATCT Design
- FBO Redevelopment – In Sept. 2023, the current agreement is up so we will begin soliciting for a new 30-year contract. They will spend 2 to 3 years in the current facility but will then be required to redevelop.
- Terminal Construction
- ATCT Construction (move Tower)

7 to 15+ Years

- FBO Construction (West side)
- Taxiway Shift
- Runway widening to 150ft (Currently 100ft)

After all is completed, we will be a full group 3 airport.

Board Questions:

-Jacque asked when we would start working on the RFP for the FBO. Dan answered that he is working on it now and it will come out the 2<sup>nd</sup> of this year and AAB will have input.

-Rick asked if there are any elements of this SLP that require FAA approval that might constrain the design and construction of the terminal. Dan replied no. The FAA is primarily concerned with safety; the terminal means less to them than the runway.

-Michael Will the Fuel Farm financing be the responsibility of the FBO – Dan replied yes. Also asked if the 2<sup>nd</sup> FBO is on the table. Dan said it is not necessarily on the table but the FAA cannot restrict if there is space available and it is safe to operate. We do not think we have that space.

-Valerie asked if we are comfortable that the FAA will allow the crossing of the runway. Jon replied that historically they have not been but now they are more open to it. We will learn more during the ALP process.

-Valerie asked if the County could fund the moving of the Tower. Dan answered that we do not know. Jon said he is sure the FAA will let us pay for it as long as that get to choose where it goes.

-Michael asked for a digital copy of the ALP. Dan said he would get it to him.



-Auden asked about rerouting Owl Creek and Dan replied that the County does not want to do that.

-Barry asked if that was a topic for the ASE Vision and Jacque said yes, and they did not want it moved.

d. Airport Hot Topics – Dan:

- Airline Ramp Delays – staffing issues – we can do nothing about it
- Airport Closure May 2 through May 15 - Runway rehab
- Airline Gates 1,6,and 8 Closure May 2 through June 2 to add concrete pads for the E175

Board Questions:

-Valerie asked what has to be done for the approval of the E175. Dan said it is a software upgrade to get more thrust out of the engine. We might see them this time next year. She also asked if the E175 is better than the CRJ and Dan said they are about the same. The E175 can fit only 7 more passengers. It is louder but cleaner. This is not a replacement aircraft for the CRJ.

-Howie asked if we would get any of the Build Back Better Net Funding. Dan explained that there are two different parts to Net Funding – Entitlement Funds Discretionary Funds.

We will automatically get 2.5 million a year for the next five years based on our enplanements. The FAA can give the Discretionary Funds to whomever they want. We will have to work to put us in line for some of that money. Jon added that we have to be completely sure that the FAA is in full agreement with our new ALP or it is very unlikely we would get any of those funds. It will definitely take compromise.

-Meg asked how they could learn more about the ALP. Dan said he would do a presentation for the AAB.

VIII. Next Meeting March 17, 2022 3:00PM to 5:00PM  
Motion to Adjourn at 5:00PM



# Meeting Agenda

## Aspen/Pitkin County Airport Advisory Board

---

Date: March 17, 2022

Time: 3PM – 5PM

Location: 1001 Owl Creek Rd – Airport Operations Center

<https://zoom.us/j/91525809035?pwd=Q3BIUXgvU2pDVkxraGovRW9qd3d4QT09>

Meeting ID: 915 2580 9035

Passcode: 492152

---

### Agenda Items

- I. Call Meeting to Order
- II. Roll Call
- III. Approval of Meeting Minutes
- IV. Board Comments
  - a. Revisit Objectives and Responsibilities of the Airport Advisory Board - Meg
- V. Public Comments (3 minute max per person)
- VI. Old Business
  - a. Priority Topics Discussion
- VII. New Business
  - a. Airport Layout Plan (ALP) Presentation - Dan
  - b. TSA Mask Mandate Extended
  - c. Hot Topics
- VIII. Adjourn

# Aspen/Pitkin County Airport Advisory Board

Meeting Minutes March 17, 2022

I. Call Meeting to order: 3:00PM

II. Roll Call:

In Person: Meg Haynes, Valerie Braun, Michael Solondz, Rich Englehart, and Dan Bartholomew

Virtul: Rick Heede, Bruce Gordan, Howie Mallory, Richard Burkley, Clint Kinney, Sara Ott, and Catherine Christoff

Not in attendance: Jacquelyn Francis, Auden Schendler

Gallery: Wayne Ethridge

III. Approval of Meeting Minutes: Minutes approved from 2/17 with one spelling correction

IV. Board Comments:

-Mike asked if he is expected to vote when someone is missing. Rich replied that Richard would vote if there were only 6 voting members present and Mike would also vote if there were only 5 voting members.

-Howie asked when the minutes went out. Sandra responded that moving forward they would receive them a couple of days after the Agenda Meeting between Dan, Meg and Jacque.

a. Revisit Objectives and Responsibilities of the AAB – Meg: Purpose and function is to assist and advise the BoCC on topics and community goals related to ASE – not on daily operations. We should try to accommodate the communities air service needs and reflect changes in air service and the aviation industry while also remaining true to the community's values. The recommendations of the board will be used by the BoCC to develop county policy and legislation.

-Rich added that the bylaws are policy driven. In addition, in the next 3 to 5 years there will be a lot of advice being sought from this board on the ALP, noise and emissions. Finally, he said that day-to-day operations at the airport are not part of the duties of this board.

Questions: Mike asked if Rich is the liaison between the board and the Bocc. Rich answered yes, but this is Dan's board.

V. Public Comments: Wayne Ethridge, once a County Commissioner, commented for Ellen Anderson who was the former Emergency Management Coordinator for Pitkin County. Ellen was also present for all of the ASE Vision Committee meetings.

Letter and article attached:

Questions/Comments: Valerie did ask if her Minority Report should be added to our info but Dan did not agree.

-Mike asked if each committee submitted a Minority Report and yes was the answer. He also asked if Valerie's report was treated the same as the others and again, yes was the answer.

-Rich added that all minority reports were part of the overall information submitted to and taken into consideration by the BoCC before approving Resolution 105-2020.

-Valerie said that she agreed with the recommendations for the most part – her report was very specific.

-Wayne Ethridge commented that he did not feel like the recommendations followed those of the Community Character Working Group that he sat on.

#### VI. Old Business:

-Meg stated that they still had not received Priority Topics from all but Dan suggested that most will naturally find their way based on timing of when certain things will need to happen.

- ALP
- FBO – look forward
- ALP Consultants will come in and do a deep dive
- Environmental – Noise and Emissions

-Howie stated that Noise and Emission should be discussed now not later. Dan added that we do not monitor emissions on a daily basis as it would be too difficult with wind to differentiate between highway, town and airport emissions. We model those at least once a year by taking inventory of the amount of fuel we sell, where employees are coming from, the number of passengers... As far as Noise is concerned, we have a permanent monitor in Woody Creek and would like to discuss with this group where we can put another. Noise monitoring happens twice a year- during Fourth of July and Presidents weekend. In May or June, we would like to bring in our Environmental Consultant to get feedback.

-Valerie asked if modeling is a sort of algorithm representative of what is happening at our airport as far as wind, altitude, etc. Dan replied that the Noise does use the airport's unique conditions but he is not sure if the Emissions modeling is pertinent.

-Rick commented that the goal is to reduce carbon emissions by 30% by 2023. This should not be difficult. He would like to weigh in when this topic comes up to help establish a reasonable baseline to measure progress.

-Dan added that when the Environmental Consultants come in they will have done modeling to acquire those baseline conditions but will definitely take your input.

-Howie asked what the financial responsibility is of the GA plane regarding the airport shutdown. Dan responded that depending on the final report of the NTSB a pilot may lose license/job if they were at fault. Insurance covers material used by the airport or mutual aid. Disruption to the airlines or other GA's are not addressed, as there is no tangible amount. Dan compared it to a traffic accident.

#### VII. New Business:

- a. Airport Layout Plan Presentation (High Level) – Dan:

### ***What is an ALP***

- Graphical reorientation of existing and proposed future conditions at the airport facility.
- Is it a public document? Yes, it is not SSI – nothing of a security nature.

### ***Purpose of an ALP***

- To ensure compliance with Airport design standards and for airspace obstruction management
  - Mike asked Dan to explain FSD Office and he replied they are responsible for all safety standards – eyes on the ground
- Dimensional Criteria – dimensions will be applied to everything
- Allows us to be eligible for Federal Grants
- Asset Management
- Planning Blueprint
- Primary purpose of a new ALP is to incorporate the Common Ground Recommendations and get FAA approval.
  - Rich asked if this is part of the Airport Master Plan. Dan answered that typically, a Master Plan creates recommendations – the ASE Vision Process was akin to a Master Plan. We are taking these community recommendations and applying them to the ALP.
  - Meg asked why we have not heard of an ALP before. Dan said it is recommended the ALP be updated every 5 years but if there are no significant changes, it is not required. The last was done in 2015/2016 that showed the runway shift.
  - Valerie asked if the new ALP will require another Environmental Impact Study. Yes, there will be aspects to that. Typically if there have not been too many projects/changes since the original study, we may be able to do a written evaluation instead of the entire process.
- ALP Contents
  - i. Airport Layout Plan – stamped and signed by the FAA and the Airport sponsor
  - ii. Airport Property Map (Exhibit A)
  - iii. Runway Airspace Diagrams – Inner Approach and Departure
  - iv. Airspace Obstructions Tables – over 25 pages
  - v. Horizontal Airspace
  - vi. Airport Land Use. Aeronautical (FBO) and Non Aeronautical (Parking Lots)
- ASE ALP Objective
  - i. Take the Common Ground Recommendations and place them on the ALP and then get FAA approval
  - ii. Move forward with projects – terminal, tower, etc.

- ALP Process
  - i. FAA Grant Application earlier this year
  - ii. Consultant Selection – RFQ, Scope, Contract then Independent fee analysis
  - iii. FAA Grant Release - in a holding pattern as the grants have not been release yet. Cannot begin work until then.
  - iv. Inventory – Arial photography, LIDAR Mapping, Planimetrics, Attribution
- Obstruction Analysis
- Aviation Forecasts – ALP Drawings and Narrative Reports
  - Rich asked if Fleet forecasting part of this. Dan replied yes. Aviation Forecasts includes fleet mix, operations, and number of passengers.
  - Mike asked if the Airport is currently asking for funds for the planning portion or for the entire scope of the project. Dan replied only the development of the ALP (everything in the presentation). That will then help decide how much we will need for development.
- ALP Submission to FAA
- FAA Evaluation
  - Valerie asked if we are tracking GA Enplanements and Dan answered that they are not required to release their passenger numbers on an aircraft. We have very accurate commercial number but the lowest we can break it down for GA is the number of operations. Mike commented that he was surprised the FAA did not require is and Dan said they may but they do not give it to us.
  - Meg asked for a timetable for the consultants. Dan replied that in 12 to 14 months they should have all their work completed if there are no major problems or changes. He also said we will start the minute the grant is released. Rich added that we hope to fast track the terminal portion.
- FAA Approval (Signature)
  - Valerie asked if the terminal design was set in stone. Dan replied that the FAA is not concerned with the design – the terminal just needs to be where it is depicted on the ALP - a general footprint. Valerie asked if the airport had official been survey – do we know there is room. Dan replied yes. She also asked if LIDAR is done with a drone and Dan explained that is it with an aircraft that does many fly overs.
- Process will include reports to the AAB, reports to the BoCC and constant FAA consultation.
  - Rich stated that the terminal design will be a huge public process
  - Sara asked if there is a copy of the ALP in the Admin Office and if she could stop by to look at it and Dan replied yes. She also asked that if Nosie and

Emissions are not included in this when would they be addressed. Dan answered they would be addressed in a subsequent study before implementation (written evaluation).

-Howie asked how does the Airport Terminal Process interface with the ALP Process – where would it be in this timeline. They are separate projects – ALP will only show notation of the terminal. We could start design process as soon as we get funding– can be done independently.

- Leveraging ALP Data
  - i. Pavement Management
  - ii. Work Orders
  - iii. Leaseholder Management
  - iv. Property Management
  - v. Document Management and Access
  - vi. Airspace/Obstruction Evaluations
  - vii. Inspections/Compliance
  - viii. Airport Land Use
  - ix. Mobile/Remote Information Access/Input

- Questions

-Valerie asked how far out are the Obstruction limitations. Dan replied 5 miles from the end of each runway and 10 miles from the centerline. The new housing going up will have to go through the FAA.

-Meg asked if we would be talking about moving the tower and the FBO concurrently while the broader scope is happening. Dan replied yes, we will know generally, where the FBO will go but it is a private development so it will be between the Airport, the County and the FBO

- b. TSA Mask Mandate Extended: From 3/18 to 4/18 but Dan does expect it to be extended further. We will not remove our COVID precautions yet. Pitkin County had lifted their restrictions.

- c. Hot Topics:

- Feb 21, 2022 at 11:33AM local time, a Hawker 800XP with 2 crew and 4 passengers went off the end of the runway into snow, which absorbed most of the impact. NTSB investigation is underway but preliminary report states that they could not get enough lift so brakes were applied and flight was aborted. No injuries were reported. As a result, the airport was closed for 9 hours. NTSB commented that this was a model response and recovery effort.
- Friday of the same week and Aircraft landed and the brakes locked up causing it to go off the edge of the runway. An FAA FSD Officer was on the plane when it happened.

-Rick asked if there was any structural damage to either of the planes. Dan replied the Hawker in the first incident was totaled and no damage to the plane in the second incident.

- Question submitted by Howie: Why are fractional ownership jet deliver and/or charter operations at the FBO not classified as commercial operators?
  - i. Private (Private Aircraft) vs Public Charter (Similar to Airline)
    - Size of Aircraft can also have an impact(> or < 30 Seats) FBO vs TSA
  - ii. Different Operational Regulations (Federal Aviation Regulations of FARs)
    - FAR Part 91 Private Aircraft (Including Fractional Ownership). May include Private Charters (ex. Football Team)...
    - Ground Transportation example: Uber – Private person/s hiring a ride. No commercial driver's license required and fewer operational restrictions.
  - iii. FAR Part 135 = Air Carrier Operator (Public Charter and Airlines)
    - Ground Transportation example: Municipal Bus – Commercial driver's license required and more operational restrictions.
  - iv. Term "Commercial" is confusing. Both Aircraft Operations require at least a commercial pilot's license. Part 135 typically requires an ATP Cert.
    - Mike added an example: if an operator is being hired it is a Part 121/135 Charter. If the operator is privately owned, you cannot hire them (Part 91)
    - Howie asked if charter's with 30 passengers can be included in the total commercial take offs and landings. Dan replied yes they could, as they have to report those numbers where the GA operations do not.
    - Dan added that Wildcat and Aero are a very small number of out GA traffic and not as frequent.
    - Rich also added that there is a growing interest for these types of operations and that the FBO have turned down several offers, as they do not have the space at this time.
    - Howie stated that during the Aviation Forecast process data from the growth patterns (Part 135 and Part 91) will be important. Dan agreed that it would be and added that the data will be captured.
- Reminder of the Airport closure 5/2 – 5/15 for maintenance and repairs
- Next Meeting April 21, 2022 at 3:00PM using provided laptops. (Please attend in person if at all possible)

VIII. Meeting Adjourned 4:52PM



Airport Advisory Board Meeting March 17, 2022

Good afternoon, Airport Advisory Board Members –

I watched with interest the video recording of your last meeting (February 17, 2022). During that meeting, County Manager Jon Peacock gave a PowerPoint presentation summarizing the lengthy Visioning Process. My comments today are to correct some of the incorrect statements he made.

- Mr. Peacock stated that 123 community volunteers served the Visioning Process on five advisory groups. What he did not mention was that at the end of the process, only 60 community volunteers were “left standing” – that is, actually voted (either for or against) their groups’ recommendations. That was an attrition rate of over 50%.
- Mr. Peacock also stated that “there was a lot of buy-in in terms of the recommendations” made by the Vision Committee. It is true that the final vote of the Vision Committee was 20-to-1. However, what Mr. Peacock neglected to tell you was that there was a “minority report”, penned by Vision Committee member Valerie Braun. As a citizen, I think County Staff is morally obliged to provide you with the “minority report” so that you can be informed on the complete work of the Vision Committee.
- Further, Mr. Peacock neglected to tell you that four Vision Committee members subsequently publicly changed their votes to “no” in a Commentary piece in the Aspen Times on September 21, 2020. Here is a copy of that piece.
- You can see that an additional 39 community members signed the Aspen Times piece in support of four Vision Committee members who changed their votes to “no”.
- Summary: The actual number of “yes” votes of the Vision Committee was only 16. I suggest that Mr. Peacock’s statement that “there was a lot of buy-in in terms of the recommendations” is just plain not true. Sixteen votes is not community buy-in.

I have rock-solid documentation of all the facts I have told you today. If you have questions, please phone me at 618-1515.

Respectfully submitted,  
Ellen W. Anderson

## COMMENTARY

# Group including Vision Committee members urges pause on Aspen airport

**T**o the Pitkin Board of County Commissioners:  
*"Do the best you can until you know better. Then when you know better, do better."*

— Maya Angelou

The majority of our valley residents and the Vision Committee now have new important information since the January 2020 vote was taken to recommend reconfiguration of the airside of ASE. In the nine months since that vote (before the COVID-19 pandemic) the world has changed, and so have our opinions and recommendations. We want to change our vote to no.

Here are the realities that have caused us to reconsider:

1. The CRJ700 will remain a reliable airplane able to serve Aspen for many years. A myth, perpetuated with undocumented rumors since 2013, was that the CRJ700 would be retiring starting in 2018

and would be mostly gone by 2021. This assumption was the impetus for the ASE Visioning process. The following quote is from Nathalie Scott, senior adviser of public relations and media of Mitsubishi Heavy Industries (the manufacturer of the CRJ700). Ms. Scott stated Sept. 4, "The Design Life of a CRJ700 is 80K Flight Cycles. FYI, the average age of the approximately 240 CRJ700s in service in the U.S. as of January 2020 was 14 years ... which is still pretty young." In other words, the CRJ700s are now only about half way into their useful life, meaning they have at least another 14 years.

2. The commercial and private airline industries have been dramatically altered. Since COVID-19 took hold, commercial flights have drastically decreased because of social distancing requirements, and most experts say it will take years to recover. According to Business Insider (July 19, 2020),

"The airline industry will be ravaged for years to come, and the effects will be felt across the entire economy, a new Moody's report says."

3. We now know that the possibility of clean, quiet, electric aircraft is proceeding faster than anyone predicted. A recent article in *The Atlantic* described the huge progress being made in electric airplanes. We respectfully request that the BOCC put on their best long-term strategic thinker hats and move outside the box to imagine a whole new concept of airplane and airport design.

Now that we know better, we want to do better. We the undersigned voting members of the Vision Committee (noted by asterisks\*) want to change our vote to no.

We are supported by many other community members. While we agree that the terminal needs to be improved, we strongly urge the BOCC to pause for a few years any

decision regarding reconfiguration of the airside of ASE. You do not yet have overwhelming and irrefutable evidence that spending a half a billion dollars now is either intelligent or far-sighted. Please pause long enough to reconcile the new world order with the future of Aspen.

Signed

Dick Arnold,\* John McBride,\* Tom Melberg,\*  
 Jackie Merrill,\* Amory and Judy Hill Lovins,  
 Tom Keough, Michael Kinsley, Sheldor  
 Fingerman, Tim Mooney, Bill Dinsmoor,  
 Wayne Ethridge, Bob Rafelson, Walter Chl,  
 Winifred Norman, David Sontag, Dan Glidden,  
 Kate Spencer, Ellen Anderson, Jay Hughes,  
 Dick and Cornelia Corbett, Denny and Linda  
 Vaughn, Tom and Nadine van Straaten, Mike  
 Waters, Bruce Gordon, Theodore and Bonny  
 DeWeese, Terry and Katrina Garnett, Brian  
 Hazen, Rodger Gurrentz, Rob Pew, Willie and  
 Alex Melberg, Gene Burrus, Eric and Maggie  
 Scheyer, Steve Arnold, Hugh and Mary Wise



# Meeting Agenda

## Aspen/Pitkin County Airport Advisory Board

---

Date: April 21, 2022

Time: 3PM – 5PM

Location: 1001 Owl Creek Rd – Airport Operations Center

<https://zoom.us/j/94024392896?pwd=Rml4RVBralI2NDhvc0tUUFBYmVDUT09>

Meeting ID: 940 2439 2896

Passcode: 480476

---

### Agenda Items

- I. Call Meeting to Order
- II. Roll Call
- III. Approval of Meeting Minutes
- IV. Board Comments
- V. Public Comments (3 minute max per person)
- VI. Old Business
  - a. Copy of the ALP is in the room
  - b. Reminder to please try to attend in person
- VII. New Business
  - a. FBO Lease Presentation: Dan
    - Guidelines: John Ely
  - b. Hot Topics
- VIII. Adjourn

# Aspen/Pitkin County Airport Advisory Board

Meeting Minutes April 21, 2022

I. Call Meeting to Order: 3:00PM

II. Roll Call:

In Person: Meg Haynes, Jacque Francis (joined late), Howie Mallory, Rick Heede, Valerie Braun, Rich Engelhart, John Ely, and Dan Bartholomew

Virtual: Bruce Gordon, Auden Schendler, Mike Solondz, and Sara Ott

Not in attendance: Richard Burkley, Clint Kinney, and Catherine Christoff

Gallery: Ellen Anderson, Jonathan Jones, and Heath Hildebrandt

III. Approval of Meeting Minutes: Minutes approved from 3/17

IV. Board Comments:

-Howie stated that he wants to put Amory Lovins report on the table for discussion but Meg said that all had received but not all had had time to read it completely.

-Rich agreed and said that we should set up a time with the direction of the BoCC.

-Howie asked if we could put it on the Agenda for next month and Rich agreed and suggested we invite him to come to the next meeting. Dan replied that the ALP Consultants will be here next month and time will be very limited.

-Valerie stated that most were not aware of the changes to the FAA Advisory Circular. Dan said that there was an update to the design guidance but it did not change design requirements.

-Rick added that he would like to address the airport design specifically as it applies to the Lumber Yard.

V. Public Comments: None

VI. Old Business:

a. A copy of the ALP is in the room and if anyone can stop by the office anytime as this is a public document. Dan stated that he would bring it to all future meetings.

b. Meg offered another reminder to please attend in person if possible.

Comments/Questions:

-Howie asked if a charter with 30 plus passengers could be included in the commercial data. Dan replied yes but the numbers would have to be reported and GA is not required. The numbers would not always be accurate, as not all data would be reported.

-Howie asked if the airport could require them give us the data and Dan said no we could not as it is not a Federal requirement - all we can do is ask. Howie asked if we could withhold gas for the information and Dan replied that we could not.

-Bruce wonders why we can't get numbers from the big Learjet he sees two or three times a week, using the facilities and hangers, parking by Gate 7 with up to 20 people and a lot of bags. Dan said he is assuming it is Aero and he will look into it.

-Howie asked when they file a flight plan do they indicate the number of passengers. Dan answered not always. Like GA they have a manifest but they don't have to report it.

-Tyson Weihs, from the virtual gallery said that his group is the largest filers of flight plans to the FAA and every plan does typically have the number of passengers but it is not made public.

VII. New Business:

a. FBO Guidelines: John Ely

-When the County enters into a contract, it must go through a procurement process in order to comply with state law and to afford as many companies the opportunity to present a plan that meets the County's wants/needs. It also allows the County to get the best deal on goods and services. There will be much interest locally and nationally for our FBO lease as it is intensely lucrative. No single individual can decide who gets the contract or what the terms will be. The process has to be fair and open. If AAB Members are approached, you should not engage in dialog – take the name and contact info and pass it to Dan or Sandra – there is already a list of interested parties. We will advertise the Request for Proposal (RFP) and make sure all on the list are aware. A deadline for submission will be set and they will go to a selection committee comprised of several individuals with different backgrounds. They will be evaluated and graded and the firm/individual with the highest score will be contacted so contract negotiations can begin. If this is successful then the process is over, if not the committee will go to number two. No one from the AAB or the BoCC will be selected for this committee because of your position. What the community might want or expect to be included in the RFP will be something the AAB has input on. The bids are to some extent public documents but there are portions, such as trade info unique to a business or individual, which will not be public.

Question:

-Howie asked if the county has established a minimum performance criterion for an FBO operation. John replied there is a section in the County Code that forms the basis of what is expected but we can go beyond that if needed.

-Howie asked when it was last modified and Dan replied 2014. Howie suggested that since GA operations are 3 or 4 times those of commercial it might be appropriate for the AAB to look at the quality and standards because things have changed a lot.

-Valerie asked whom and how many would be on the committee. John replied that Dan would be on it for sure but he himself would help with legal issues only. There would be an odd number, maybe 7 ish, and that they may not necessarily be employees – some could be from consulting firms in the industry for their expertise.

-Valerie wondered how you make sure there is no conflict of interest. John said that we do the best we can but we do not normally have issues with that kind of problem.

-Rick wanted to know when the RFP process would begin – specifically the input that the AAB would be involved with. John answered that it will begin now. He suggested the AAB make sure they know what their rolls/functions are and to get familiar with the minimum standards and the expectations.

-Rick asked if the AAB will be able to read the RFP and Dan said not necessarily, as it is being drafted. John interjected that the AAB input will be on what goes into the RFP not the actual setup. The primary duty is to make sure that aspects of the operation are considered – what kind of service levels are expected.

-Howie added that community values and expectations include noise control and emissions reductions but John added that there are limitations to what we can require of an operation which is why the FAA wants to see it before it goes out. We cannot discriminate.

-Mike wondered if the AAB would be involved in the design, size of building, hanger space, etc. John replied yes.

b. FBO Presentation: Dan

**What is an FBO:** An entity granted the right to provide certain aeronautical services on an airport such as:

- Fueling
- Hangaring/Parking/Tie-Downs
- Aircraft Maintenance
- De-Icing (for private aircraft)
- Flight Instruction
- Etc..

**Fixed Based Operator History at ASE:**

- 1992 County issues an RFP for FBO services
- October 1993 ABO selected to provide FBO services. Term of 30 years expiring Sept 30, 2023
- October 2005 lease is transferred to Trajen Flight Support
- June 2006 Atlantic Aviation (current operator) acquired Trajen
- Lease will expire in Sept 2023 and the facilities will revert back to Pitkin County

-Besides the FBO there is also Specialized Fixed Base Operators that are subleases

- Weststar Aviation (aircraft maintenance)
- Mayo Aviation & Bubba Air (Charters)
- Aspen Aero (Flight Instruction & Aircraft Rentals)

-FBO is required to maintain, repair, and equip all facilities at own expense and pay their own utilities.

**FBO Current Facilities:**

- 6,00 Sqft General Aviation Passenger Terminal (No TSA requirements)
- Three aircraft hangers totaling 30,00 Sqft
- Fuel Farm
  - 100,000 Gallons JetA
  - 12,000 Gallons AvGas
- Vehicle Parking Areas
- Aircraft Apron
- Aircraft Tie-Downs and Patio Shelters (they manage on behalf of the county)

**FBO – Revenue Sources:**

- Fuel Flowage Fee - \$0.12/Gallon (Set by the BoCC annually)
  - Minimum Annual Guarantee (MAG) – Fuel flowage fee
  - Fuel Flowage Fee (excess over the MAG)
- Rent (Including Ground Lease)

- Monthly Patio Shelter Fees

**Title 10 Pitkin County Code – Airport Minimum Standards:** To establish “minimum” requirements an entity must meet when providing services and/or operating on a public use airport

-Purpose of Minimum Standards:

- Provides a safe operating environment (ex: Furl Handling)
- Ensures compliance with Federal and local regulations (ex: Night Curfew)
- Ensures compliance with Federal Grant Assurance obligations (ex: Non Discrimination and Exclusive Rights)

-Limits risk and liability and ensures adequate levels of services and expectations

**FBO Selection Process:**

1. Prepare and solicit Request for Proposals for the development and operation of FBO facilities at ASE. (Estimated June/July 2022)
  - Tyson Weihs asked if the county knows the total fuel pumped by the FBO in 2021, (Dan replied yes) and he also let everyone know that the price of fuel at the FBO is \$9.70.
  - Howie asked if we have adequate fuel storage capabilities. Dan replied yes for daily operations but if anything out of the ordinary happens, we do not. (Canyon closure, fires, etc...)
  - Rick stated that he has an understanding that Atlantic provides sustainable aviation fuel and asked if it is kept separately. Dan answered that they do but it is a mixed percentage with the other fuel – not kept separately. There is a maximum percentage of 50% mixture allowed by the FAA. He also said there is a very limited supply of sustainable fuel – the demand is higher than the supply.
  - Howie stated that if we had more efficient planes we would not need more fuel storage and Dan said that is true but we cannot force someone to have a more fuel-efficient plane – that is discriminating. We can only encourage.
  - Howie asked if what about carbon emissions. Dan replied that there are no FAA controls for emissions except noise emissions and that is done by the age of the aircraft. Typically, they are classified by stages (1, 2, 3...) with dates set as to when they can no longer fly in the US.
  - Rick stated that we cannot have a tighter standard than the national and Dan said that is correct as they are set by the FAA.
2. Response Period (Estimated 4-6 months)
3. Short List Interviews (Q1 2023)
4. Selection (Q1/Q2 2023)
5. Contracting (By September 2023)

**Post Selection:**

- Take over existing facility
- Redevelop facility within “X” years
- Operate and maintain for 30 years (Lease Term)
  - Valerie asked if we are requesting they have a new building would they have to move out and start over. Will there be a time when there is not an FBO.
  - Dan said no - it will have to be done in phases to allow them to keep operating.

-Valerie also wondered if everything will be at the expense of the FBO tenant and Dan answered absolutely everything.

-Tyson Weihs asked if the county had ever considered running the FBO. Dan replied that they had but the concern is the expense of developing the facility while also building a new terminal and doing a major runway rehab. In addition, the business model of an FBO is not something we do at the airport – there is a unique clientele in Aspen.

-Dan explained that offering a 30-year lease is important because there will be a significant amount of capitol going into this project and the leaseholder will need that amount of time to see a return on their investment. The FAA has a max on leases of 40 years.

-Rich added that we would make sure being able to revisit terms over the 30 years would be in the RFP.

-Howie asked if we will be able to evaluate performance and Dan replied we would but not everything will be public record. We are not privy to what they charge internally.

-Rick asked if the County will review and adjust rents and fuel flowage and Dan answered that all will be reevaluated.

***Relationship to the Common Ground Recommendations:***

1. Maximize the safety of our airport (Does not apply)

2. Maximize the sustainability of our new airport

- Carbon neutral/free facility and optimize renewable energy and storage
- SAF , reduce overall use of leaded fuel and pursue other fuel options as they become available

-Mike asked if we are allowed to increase the flowage fee to offset the cost of putting in a solar component or any other sustainable feature. Dan replied the FAA has not ruled on whether aeronautical revenue can be used for non-aeronautical purposes, as it would go against grant assurances. We would need specific approval from the FAA.

- Noise
  - Maintain and strictly enforce the curfew
  - Electrify the airfield
  - Use landscaping to enhance the visual appearance of noise berms & walls

-Valerie – Can we increase pressure on GA as far as noise is concerned other than a letter. Dan replied that we could not force anyone to anything more than the minimum standards set by the FAA. We do have the Fly Quiet Program that we will introduce to this board. It is meant to incentivize operators and pilots to fly in a more quiet fashion. We will bring in our consultants to give an overview, answer questions, and discuss alternative places to install more devices.

-Rick asked about the status of electric aircraft and Dan relied that we do not have the infrastructure to allow planes to plug in – we do not have enough amps.



-Howie asked who owns the commercial ground equipment. Dan replied that the airlines (SkyWest) owns their own equipment.

3. Seamless ground connectivity
4. Improving airline service reliability (Does not apply)
5. Non Airline reserved parking (ramp space)
  - Move large GA & Air Taxi to the north end away from noise sensitive areas
  - Provide electrical and tempered air hookups at each parking space
  - Implement ICAO spacing standards
  - Reduce drop and go's

-Rick asked if Atlantic keeps track of drop-and-go's. Jonathan replied that they do not have a drop and go log but they do keep track of number of operations.
6. FBO reflects community values
  - Striving towards carbon neutral/free emissions
  - GA Terminal to convey community character, values and culture

-Valerie stated during the ASE Vision it was discussed that we need to be careful about using off setting as a way to achieve net neutral – that just puts our crap in someone else's yard. If we want it, we have to own it. Dan added that would be a good point to bring up with the consultants when they come out – how does the offset program work globally.

-Rick and Jacque stated they would like to submit some questions to the consultants, as they are international experts.
7. Build New Terminal
  - Promotion of health and environmental ethics – best practice/values including recycling

-Meg asked how will these be included in the RFP and will they be given the Common Ground Recommendations as a reference. Dan answered that they would be used as a reference and the RFP would need to ask questions like how they would use recycling programs, or how would they electrify the airport.
8. Enhance the traveler and staff experience
  - Architecture both memorable and outstanding that reflects our unique history and vision for the future

-Valerie stated that the two terminals should complement each other (FBO and commercial terminal)
9. Open Air Jetways (Does not apply)
10. Provide and design 6 to 8 gates with comfortable waiting spaces (Does not apply)
11. Flexible gates (Does not apply)
12. Replace the current ADGIII ALP with improved ADGIII ALP that accommodates aircraft that meet community goals
  - Negotiate with the airlines & the FAA to achieve agreements with the County that ASE will be served by aircraft with the following characteristics
    - GHG and other emissions that are significantly less than CRJ700
    - Quieter than CRJ700

- Weight limit of 140,000 MTOW
  - Retain and strengthen the voluntary noise restrictions
  - Separate the runway from the taxiway by 400' between centerlines
  - Widen the runway to 150'
- 13. Leave the runway where it is
  - Requires future relocation of tower
  - GA parking on the west side will be required to maintain the same number of GA/Air Taxi parking spaces
- 14. Construction Phasing
  - Minimize community disruptions while considering terminal, airside, and landside improvements
- 15. Common Ground Recommendations Map: There are things on this map that have a lot to do with the new FBO. If we shift the runway and take up some of their real estate, where do we give them in-kind space?
  - Rick asked if it is at our discretion to offer more ramp space. Dan replied that it is but we have to be very transparent about it.
  - Howie – We have a fixed amount of acreage, with the present size of the FBO 6,000 Sqft and the airplanes getting bigger, does not that automatically create more pressure. You may not have the same amount of parking spaces – do we have an obligation to provide what we have today -- or even more. Dan replied there is not an obligation but we have to offer them enough space that they can operate.
  - Rick asked if there has been a safety analysis on having parking spaces across from the FBO and Dan answered, it would be an FAA safety process that will be evaluated during the ALP.

**Questions:**

- Valerie asked if there has been an update on the efficacy of the E75. Dan replied that there has not been any additional information.
- Valerie also asked if the airport is still planning to make parking spaces for the in the new ALP and Dan answered yes. (4 spaces)
- c. Airport Hot Topics
  - Mask Mandate Rescinded
    - Rick asked if the County can enforce the wearing of masks in their buildings and Dan replied yes, but not on the airplanes
  - Commercial versus GA Aircraft Avionics and weather minimums.
    - Howie asked if CRJs could be up graded.
      - A avionics tend to be newer
      - Some airline approaches can get lower than FAA procedures
      - Airlines are not going to invest in significant upgrades to older aircraft.
    - Howie asked if they did make the upgrades how many more flight would get in & out and Dan answered, there is no way to know it depends on weather.

-Howie asked how do we know the GA pilots are qualified to use the avionics. Dan responded that the airport has no control over that – only the FAA.

-Bruce added the FAA is designing the standards & minimums. This terrain is going to limit those minimums which sounds like if you get a new aircraft you can get in all the time – this is not true.

-Dan also added that you could hire a consultant to design an approach for you that will maximize those avionics and get FAA approval.

-Bruce stated that all of this requires special training and Dan agreed.

- Passenger Enplanement Numbers
  - YTD 248436
  - 2019 246334
  - Trending up 9% (more passengers on planes)

VIII. Next Meeting May 19 - Meeting Adjourned 5:00pm



# Meeting Agenda

## Aspen/Pitkin County Airport Advisory Board

---

Date: May 19, 2022

Time: 3PM – 5PM

Location: 1001 Owl Creek Rd – Airport Operations Center

<https://zoom.us/j/94024392896?pwd=Rml4RVBralI2NDhvc0tUUFBYUVDUT09>

Meeting ID: 940 2439 2896

Passcode: 480476

---

### Agenda Items

- I. Call Meeting to Order
- II. Roll Call
- III. Approval of Meeting Minutes
- IV. Board Comments
  - a. Citizen Letter – Meg
  - b. Reminder on Public Comment - Meg
- V. Public Comments (3 minutes per speaker)
- VI. Old Business
  - a. Zoom chat feature and public record - Dan
- VII. New Business
  - a. Runway pavement maintenance – Dan
  - b. Jacobsen/Daniels ALP Presentation
- VIII. Adjourn

# Aspen/Pitkin County Airport Advisory Board

Meeting Minutes May 19, 2022

I. Call Meeting to Order: 3:00PM

II. Roll Call:

In person: Meg Haynes, Valerie Braun, Howie Mallory, Rick Heede, Richard Burkley, Brad Jacobsen, Rich Englehart, and Dan Bartholomew

Virtual: Bruce Gordon, Auden Schendler, Mike Solondz, Clint Kinney, Sara Ott, and Catherine Christoff

Not in attendance: Jacque Francis

Gallery: Andrew Doremus, Bill Tomcich, Jonathan Jones, Ellen Anderson, and Langdon Dresser

III. Approval of Meeting Minutes: Minutes approved from 4/21

IV. Board Comments:

-Valerie asked if Dan has gotten the information about Aero. Dan replied not yet and he may not be able to get it.

-Bruce – why not. Dan answered the records might not be easy to get because the charters have different rules and records are not always accurate or discoverable.

-Bruce asked isn't that a big issue for the airport and Dan replied that it isn't because charters go through the FBO.

-Howie – we lease the FBO to Atlantic – isn't it in our agreement that they show how many people go through. Dan answered that it is not but we can possibly add that to the next lease.

-Bruce asked if charters impact Airport emissions. Dan said the number of operations does, not the number of passengers. He added that the number of operations is easy to track.

-Bruce stated that charter service has increased and Dan agreed.

-Howie would like this discussion to remain on the table.

-Meg – Regarding the letter from Amory Lovins, the AAB members were sent an email from Jacque outlining that staff is reviewing and will not be addressing it at this meeting. Once responses are complete it will be addressed and Dan will send them to Mr. Lovins. Meg added that many of the issues raised would be items on future agendas.

-Dan told the board that our emissions consultants are responding to some of Mr. Lovins questions and they will be here for the June meeting. Our noise consultants will also be scheduled sometime this summer.

-Howie asked if the emissions consultants will have data and Dan replied yes. Dan encouraged the board to ask questions while they are here. In addition, Mary Vigilante with Mead & Hunt will be here to walk through how they model emissions data.

-Valerie asked if the modeling is based off Aspen data and Dan replied yes – GA and commercial activity, vehicle activity, equipment, etc...

-Meg was tasked to remind the board that Public Comment is a time on the agenda to hear from the public and is limited to 3 minutes. There should not be a discussion at that time

but if the board decides a topic needs more attention they will schedule it on a future agenda.

-Valerie added regarding the Amory Lovins letter that she is not complaining that it has not been addressed yet but stressed that it should not be put off too long as it would lose emphasis. Valerie also stated that she does her own research and she encouraged the other board members to do their own as well.

-Valerie then added that she is still very curious about the changes the FAA made and noted that the board had not heard back on that. Dan responded that the FAA Advisory Circular that was updated went from approximately 350 pages to 500 pages and for him to compose what has changed will take a fair amount of time.

V. Public Comment:

-Bill Tomcich – One subject that repeatedly comes up in these meetings is reporting Part 135 scheduled charter operations. The detailed data that people are seeking just does not exist. They (Aero, Wildcat) are not required to report and it is the same at other airports. The level of sophistication on reporting numbers is nowhere near that of commercial services and it is not realistic to expect the same amount of data. This is a nationwide issue. Howie stated that if this data exists and they use our facility we should be able to require them to provide it.

-Ellen Anderson stated that she is very surprised that the AAB does not want to hear from Amory Lovins before the consultants, as he will bring up some very good points. In addition, on February 11 one of the County Commissioners posted a promotional piece for Signature Aviation on social media. Ellen has contacted the County Attorney but has not heard back and she is happy to share more information with anyone that wants it.

VI. Old Business:

- a. Dan let the board know that the chat feature has been disabled to prevent behind the scenes conversations. This is a public meeting and all discussions need to be captured in the official meeting minutes.

VII. New Business:

- a. Dan – We received a request from a board member for the number of gallons delivered into aircraft from Atlantic Aviation. 2018 - 2021 totals have been sent to each AAB Member.

-Valerie stated that these are from before and during COVID and the numbers have increased tremendously compared to pre COVID.

-Rick added that he was the board member that requested the information as part of his emissions calculations.

-Howie asked if there is sustainable fuel included and Dan replied yes, it is part of the mix. FAA regulations allow up to 30% of the jet fuel to be sustainable. He added that this fuel is very difficult to get.

- b. ***Airfield Pavement Repairs and Condition Presentation*** - Dan

- Runway Pavement Conditions
  - ASE has been having on going issues with cracking, raveling, and spalling.
  - Most of our pavement is pushing its 20 year useful life – nearing the end
- Runway Pavement Conditions – Subsurface

- Core samples taken exposed subsurface failures that are causing the top pavement to fail due to age
  - See photos in presentation: 1<sup>st</sup> photo at southeast end, 2<sup>nd</sup> photo in the center, and 3<sup>rd</sup> photo at the northeast end
    - Dan added that where Owl Creek goes under the runway there might be some joint issues in the pipe, which is causing pumping of the water. This can get into the subsurface and cause damage. Dan said we are getting to a point where we will have to do a complete rehab of the runway and our engineers are predicting 2024.
- Runway Rehabilitation Efforts – May 2022 (See presentation aerial photo)
  - Green and Blue indicate mill and overlay. They dug out 3 inches of asphalt.
  - Yellow indicates mill, overlay, and crack seal
    - Dan added that we are having these issues on at least the northern 2/3rds of our runway in the keel section – which is the hardest hit pavement by aircraft landing.
- Airport Pavement Condition Index (See chart in presentation)
  - Dan said the pavement starts out good and as time passes we use preventative maintenance and minor patching. Once it reaches a certain age, it starts to get exponential in its deterioration. Aspen Airport has been diligent about doing mill and overlay projects but the deterioration continues. We do not do a Defer Action – we try to maintain. ASE is now right in the middle of the graph heading into reconstruction mode. This is why completing the ALP is so important.
- Correlation to ALP Project
  - Existing ALP shows runway shift (Current official ALP)
  - Need FAA concurrence of taxiway shift versus runway shift (CGR) via updated ALP (Current effort)
  - Without FAA concurrence:
    - Airport not eligible for AIP Funding for runway reconstruction (\$ Millions)
    - Runway reconstruction cannot take place. They will not give us funding to rehabilitate a runway they think might shift. ASE cannot afford to do it without funding.
    - ASE has only one runway. If the runway pavement “fails”, the runway closes.
  1. Need time to acquire FAA Funding
  2. Perform Environmental Evaluation Update
  3. Design/Engineer Reconstruction
  4. Construct
    - Dan stated that all of these things take time, which is why we need to move forward with the ALP Project
- Questions?
  - Meg asked how much time did we buy with what was done this May? Dan replied that last year we only closed for one week and did some critical work. This year it was 2 weeks since we did the entire keel section hoping that we will

not need to shut down next year. Our Engineers are going to do more ground penetrating studies and there may have to be some phasing involved but looking at a month or two closure in 2024.

-Valerie asked if there has been any feedback from the FAA about leaving the runway where it is. Dan responded that there has not been thus far but they will be working closely with the FAA and building a relationship. All of our initial conversations have been positive.

-Valerie questioned if this is going to push us towards having to make a final codification of a runway that is 150 feet wide. Dan answered that is a difficult question. There is a good possibility the FAA will let us just rehab the runway where it is and then at some point in time we would have to go to Group 3. Dan added that he does not think there is a need from the FAA to make us do this immediately however, it is still in the realm of possibility.

-Rich stated that would be our approach as well. The community has placed priority on the terminal, which will cost a lot of money so the farther we can push the runway out, the better.

-Mike was curious if the FAA is not up for funding smaller rehabs because we will need a full reconstruction in the near future, is the money coming out of the operating budget. Dan replied no, they are willing to pay for minor repairs using money we get on an annual basis – Entitlement Funds. For the project in 2024, we will have to go out for Discretionary Funds and we will have to compete for that funding.

**c. *Procurement Process – Rich***

-There was an assumption that we were hiring the same firm we have used in the past. We want to be clear on how we go about selecting consultants. We have a Procurement Department that handles all of our RFPs and RFQs and it is a very strict legal process. The staff will develop a scope of work and we will reach out and ask for input from the AAB on the upcoming FBO RFP. By County code it has to be a competitive process - the RFP is put on BidNet which is nationwide and most contractors are familiar with this platform. The submittal process is very specific in what it requires and it spells it out – it has to be a certain font, a certain amount of words, etc... If the process is not followed they will be disqualified. Questions during the process are sent to the Procurement Department – staff does not address them. Procurement collects the questions and sends out an addendum for clarification – this can happen more than once. They must verify they have received those as part of their submittal. Staff will put together a team from either the County or people we have a contract with. We do not invite the general public into these because if the applicant does not get selected it can go through an appeals process. There is a scoring sheet based on percentages for different things. The team will score each without seeing each others scores and then they are compiled. If there is a clear winner, the process is over. Staff will do a notice of award and sit down to work on a contract. If terms cannot be reached, we go to the second choice, etc... or then re-advertise. It is a long process. Jacobsen/Daniels was one of the seven that started for the ALP process that was then narrowed down to four. They came in



to give a presentation with the scoring committee and Jacobsen/Daniels was selected. The assumption was that Kimley-Horn was going to do the work but that is not the case. From the standpoint of the FBO we have asked for input and we have received some, which we plan to put in the scope of services. We will share with the AAB the RFP before it goes out but it will be in confidence. If anyone has a conflict, you must let us know. We are forming a team right now – for ALP RFP Community Development, Public Works, and three from the airport were involved. For the FBO we are looking at perhaps the County Engineer, myself, Jacobsen/Daniels, Ricondo (Our financial consultant) as they come with the expertise we need. When/if we bring in some for presentations, we are checking with the County Attorney if we can have one or two of you sit in but not as a scoring person. There will be non-disclosures that will have to be signed.

-Bruce asked what is the role of the AAB in this – is there involvement in choosing the FBO firm/individual. Rich answered that they have been talking to John Ely about having 1 or 2 board members sit in on any presentations but we cannot have you be part of the scoring team. We need your help on the front end – who best meets our criteria. This helps in the evaluation because if there are points out there that need to make it into the RFP we want to know. This will go to an Executive Session and the BoCC is the ultimate decision makers.

-Meg asked if we have a timetable for the Executive Session. Rich replied not yet but we are hoping to get the RFP out by June or July so it will be within that period of time.

-Rick asked for clarification on which RFP the AAB is invited to participate in and Rich replied it will be the FBO. Rick added what about the Terminal Design. Rich said that is a whole different thing. The AAB will be heavily involved in that – it will be a larger public process. We will need an engineer and an architect and we will have to do a procurement process for both.

**d. *Presentation by Jacobsen/Daniels***

-Brad – We are very excited to be here. I am one of the owners of Jacobsen/Daniels, I've been doing this for over 20 years and I just want to present our initial thinking on the scope. I want to hear from you and for this to be conversational. Please interject with any questions.

**Project Objectives:**

- Why? To achieve the community goals (CGR) and meet the FAA's mandate for safety
- How? Provide technical analysis/stakeholder coordination to translate/validate the CGRs
- What? Update ALP drawing and implement roadmap

**Translate Settled Common Ground Recommendations:**

(Meet FAA Specifications)

- Translate the CGR into a set of plans the FAA will accept
  - Orthorectified Mapping
  - AGIS Format
  - AC 150-5300-13B

- AC 150-5070-6B
- AC 150-5300-16B
- AC 150-5300-18B
- Validate the unsettled CGR – Add Technical Analysis Study
  - What is not sufficiently defined?
  - What does not yet meet FAA criteria?
  - What is not yet functionally viable?
- Areas for additional study/analysis
  - ATCT Relocation
  - Taxiway shift impacts
  - Fleet Mix forecast
  - Existing FBO Leasehold
  - Westside GA Development
  - Terminal Modernization

#### -Questions?

-Valerie stated that it will be a tight squeeze – she needs to be convinced there is actually enough room. Brad replied that they anticipate there will be multiple solutions.

-Valerie also asked if the development at the Lumberyard get encompassed in this and Brad answered that he will speak about situations like that later in the presentation but not specifically that situation.

-Howie asked if Brad had been involved in something of this scale before and at what scale. Brad answered the tight space is a very common problem – most of his previous clients have had the same issues. The bigger challenge that we will have here is not only defining what you do but when you do it – can you afford it and how do you prioritize.

-Howie – Regarding the availability of funding, do you see any trends that you need to be mindful of? Brad replied that the bipartisan law identifies around 20 billion for airport development and it is broken into different categories. Aspen is a non-hub airport so we will be competing with all the other non-hub airports for that portion of the money over the next five years. The sooner you can be ready to be first or near first in line and the better plan you have, the higher your chances of getting that money.

-Brad – The last thing I wanted to touch on is the **Terminal Modernization**. That was the part that the community supported and wanted to get involved in. Also, the Fleet Mix Forecast really has been settled but you really want to keep looking at it because it will continue to change – you want to stay current.

- Incorporate other “Common Goal” Considerations  
(Potential Near-Term Opportunities)
  - Land Swaps
  - Employee Housing
  - Geothermal
  - Solar Panels
  - Microgrid
- Implementation Roadmap  
(Project Sequencing)
  - AIP Projects
  - ROM Cost Estimate

- Sources and use of Funds
  - FAA Grants
  - PFC/CFC
  - Rates and Charges
  - Revenue Bonds
- Phasing Sequence
  - Match need, funding, federal approvals

**Environmental Processing:**

- The FAA issued a FONSI/ROD in July 2018 for an EA of shifting Runway 15/33 to the southwest and a number of terminal area improvements
- CGR call for shifting Taxiway A (and relocating ATC Tower) instead of shifting Runway 15/33 to minimize impacts to the community
  - Step 1: Compare CGR to the previous EA project components
  - Step 2: Coordinate with FAA on desired approach
  - Step 3 Perform NEPA Analysis/Secure unconditional FAA approval

**Environmental Processing:**

(Time & Effort)

- If ALP components and related impacts are similar, FAA may determine they are adequately addressed under previous EA. (Least time & effort)
- If not FAA may require a written re-evaluation or a supplemental EA. (More time & effort)
- If not and ALP components vary substantially from the previous EA, the FAA will request an entirely new EA. (Most time & effort)

**Environmental Processing:**

(Initial Strategies)

- 1) “Separate” the CGR Terminal Improvements (same/similar as previous EA) to avoid additional NEPA Processing and enable terminal planning and design process to begin
- 2) “Disconnect” Taxiway A shift to avoid delaying the terminal work
- 3) Potential Supplemental for the Taxiway A shift (Faa coordination on ATCT relocation)
- 4) Section 163 determination for remaining ALP components (including “other considerations”)

-Valerie – just so I am remembering correctly, the EA was about noise and emissions in the area, not an operational assessment of the airport – the construction of the original project. It is not significant because we are not moving the runway. Brad replied that it is not only the construction of the project but also the operations of the airport after it is constructed. It is the environmental impact of just this project.

-Howie – who actually reaches out to the FAA? Dan replied that it will be a combination of himself, Rich, and Jon Peacock. The BoCC signs the final EA in partnership with the FAA.

-Rich added that if there are big changes that come out of the meetings with the FAA, those will need to come back to this board.

-Rick – Do the CGR include widening the runway and what size aircraft would then be permitted? Dan answered that the FAA puts everything into boxes: Design Group 1 –

small GA planes, Design Group 2 – slightly larger planes, and then Design Group 3. The FAA does not like anything in between, which is where we are now. We have to move to Group 3 and an example of a Group 3 aircraft is an Airbus 220. We have a modification standard right now as we have exceeded Group 2. If we wanted to move back to Group 2 we would lose all of our airline service. This comes down to Fleet Mix. Examples of Group 3 aircraft is an Airbus 220 and also the 737. Dan added that he believes it is questionable at this point if the 737 can operate out of Aspen efficiently and economically. Rick also added that there is a nondiscrimination clause and Dan replied yes, it is a Federal Funding issue.

-Bruce – two questions– 1) Do we have any control over putting in gates and distances between gates to mitigate bringing in the 737s? Dan – no you cannot design a terminal to get around an aircraft that your runway can serve. 2) Why would a group two not work if the current mix is the way it is? Dan – the aircraft we have now are bigger than a Group 2 aircraft but not quite full Group 3. We have also received funding for the size runway we have – we would have to pay back millions to revert back to a lower class airport.

-Rick – There has been concern about the E175. Why are we allowing that to fly in? Dan – we can't make that call – if it meets requirements we have to accommodate.

-Rick – Are we required to strengthen our runway to allow for larger Group 3 aircraft? Dan – yes, all must meet Group 3 standards – we can try to negotiate but we do not have the final say.

-Rick asked Brad if widening and strengthening the runway to allow for Group 3 would trigger a new EA. Brad replied, not necessarily, as that was the plan before.

-Howie asked if SkyWest had started operating the E175 and Dan replied yes – Sun Valley, Eagle...

-Valerie asked Dan if many other airports have modified standards and he replied yes. She then made the statement – do we want bigger private jets coming in?

Strengthening and widening will allow for significantly larger jets, which will mean less parking. Valerie added that the community is very concerned if we become a Group 3 airport we will have no choice but to allow bigger GA planes. She added that she believes a vote to the people would go against this.

-Mike stated the he and Bill Tomcich had served on the Technical Working Group and researched that there are very few planes that cannot already fly into Aspen.

-Valerie insisted that the board needs to be very sensitive to the fact that people do not want to have so many operations at the airport because there will not be anywhere to park.

-Rick – this community has a sensitivity to the 737 and Dan added that getting one in would be doable but getting one out would be difficult.

-Mike added that everyone is interested in getting the safest most practical layout for the runway and taxiway. He asked Brad if the best solution goes against the CGR would he bring it to the table. Brad replied that as consultants they will always bring what we think is the best solution but I don't believe our role is to evaluate the runway. Our role is to translate the CGR and put them into a document that is acceptable to the FAA. Dan added that the ASE Vision CGR is the Masterplan of this project. If the FAA came back and said no you can't move that taxiway we would have to look at other alternatives.

-Howie – The guardrails are the CGR and that may not match up with the best solutions but the public has to get behind that – not what the consultants say to do. Brad responded with yes, that is correct. My role is to facilitate the CGR.

**Project Schedule:**

(Briefing Schedule and Input)

- AGIS Delivery – 6 months
- Planning Support and ALP Delivery – 12 months
- Environmental Processing – 18 months
- Community & Coordination – 18 months

-Brad said they plan to touch base with the AAB every couple of months

-Valerie said that may not be enough once it gets started

-Meg – the more the better

-Mike agreed – work group sessions may be needed. Rich added that the bylaws are set up to allow that.

-Meg asked how we negotiate with the FAA to move up the terminal timeline sequencing issue. Brad replied that we can't really ask for money until they have approved the project. The goal is to break that out as a separate project, get it approved, even though we have not completed the rest of the ALP. The FAA can and will often do this for specific projects.

-Howie – since the FAA will not give money until everything is approved is the ALP funding coming out of County funds or enterprise funds? Dan replied that it is not – we have grants that will pay for Jacobsen/Daniels.

-Valerie – didn't a grant fund the Visioning Process? Dan answered no, that was all County money.

-Rick asked where Brad is based and he replied Detroit.

-Rick then asked if Brad will do a carbon inventory of all his travels back and forth and Brad said that he would.

-Howie – Brad, have you ever done a project comparable to this – one runway and a lot of competing GA and commercial. Brad replied he had not worked with a one runway airport but he had worked with other resort towns. Others on his team (they are 5 total) have worked with similar airports in Colorado.

-Meg asked if Brad would be here often and he answered, every month but he is not relocating

-Dan added one follow up to Valerie's earlier statement: It is not parking or anything else that controls our operations – it is airspace.

-Valerie agreed but added that we do have to acknowledge that we have very little ground space and if larger planes come in they will be the ones to park here. She also added that transportation is another issue the community is very concerned about.

-Bruce noted that often planes are forced to circle above during busy times, waiting for a plane to take off, as there is nowhere to park.

-Jonathan asked if he could make a clarification. The 30% is the sustainable fuel mix.

-Sara asked if managing traffic would be in the scope of the AAB. Rich replied that we probably will have to get into these types of discussions (engineering impacts) but that is quite a ways down the road. Dan added that the FAA does not weigh in on those types

of issues. As part of their scope, Jacobsen/Daniels will be looking at parking alternatives and traffic impacts.

VIII. Next Meeting: June 16, 2022. Meeting Adjourned 4:57PM



# Meeting Agenda

## Aspen/Pitkin County Airport Advisory Board

---

Date: June 16, 2022

Time: 3PM – 5PM

Location: 1001 Owl Creek Rd – Airport Operations Center

<https://zoom.us/j/94024392896?pwd=Rml4RVBralI2NDhvc0tUUFBYmVDUT09>

Meeting ID: 940 2439 2896

Passcode: 480476

---

### Agenda Items

- I. Call Meeting to Order
- II. Roll Call
- III. Approval of Meeting Minutes
- IV. Board Comments
- V. Public Comments (3 minutes per speaker)
- VI. Old Business
  - a. Public Letter Response and Handling of Future Letters – Dan B.
  - b. Follow up to Citizen Comment – Rich E.
- VII. New Business
  - a. AAB Board Retreat – Jacque F.
  - b. Discussion of existing FBO operator, existing lease and occupancy agreement between the County and the operator and the performance of the operator under the current agreement as well as potential changes to the operator agreement; pursuant to CRS 24-6-402 4b, discussion with counsel - Rich E., Dan B.
  - c. May Airfield Work Recap – Dan B.
  - d. ASE Air Emissions Presentation – Mead & Hunt
- VIII. Adjourn

# Aspen/Pitkin County Airport Advisory Board

Meeting Minutes June 16, 2022

The agenda items contained in these minutes are written in an action only format.

For the agenda, minutes, and recording, go to:

<https://www.aspenairport.com/about-aspen-airport/>

I. Call Meeting to Order: 3:00PM

II. Roll Call:

In Person: Jacque Francis, Meg Haynes, Valerie Braun, Rick Heede, Rich Englehart, Dan Bartholomew, Ryk Dunkelberg, Jen Wolchansky, and Mary Vigilante  
Virtual: Bruce Gordon, Auden Schendler, Mike Solondz, Richard Burkley, and Catherine Christoff

Not in Attendance: Howie Mallory, Clint Kinney, and Sara Ott

Gallery: Ellen Anderson, Jonathan Jones, Andrew Doremus, Paul Gordon, and David Schneider

III. Approval of Meeting Minutes: Minutes approved from 5/19

IV. Board Comments (3:48):

-Valerie requested we add agenda and minutes to the website

-Jacque requested we add more info about AAB Members to the website

V. Public Comment (8:18):

-Ellen Anderson brought up ASE is listed as one of the worst airports due to delays and high fares. She hopes Amory Lovins will be invited to a meeting soon. She is also sad that the minutes format will change. Lastly, she is working on comparing Noise Complaint Log with Fly Quiet Letters.

VI. Old Business (12:25):

- Dan – Public comments and letters will be taken on a case by case basis
- Rich – At the last meeting a public comment was made about one of our commissioners and after checking with the county attorney it was determined there was no violation.

VII. New Business (13:59):

- Jacque – Please respond to the Doodle Poll regarding the AAB Retreat
- Rich – Putting together an Executive Session for FBO Discussion on June 30<sup>th</sup> from 1:00PM to 3:00PM
- **2022 Airfield Pavement Repairs Presentation** – Dan (17:40)
- **Aspen/Pitkin County Airport Greenhouse Gas Emissions Inventory and Air Quality Presentation** – Mead & Hunt: Ryk Dunkelberg, Jen Wolchansky, Mary Vigilante (30:04)
  - **Questions/Discussion on Presentation** (50:11)
- **Carbon Offsets Presentation** – Mead & Hunt (1:11:07)
  - **Questions/Discussion on Presentation** (1:34:29)



**MOTION** (1:50:00): Rick Heedy moved to have the baseline for Aspen's Carbon Dioxide Emissions related to the Airport averaging 2019 & 2020 based on Mead & Hunts inventories. Auden Schendler seconded the motion. Motion passed with 5 yea votes.

- Yes votes: Rick Heede, Meg Haynes, Bruce Gordon, Auden Schendler, Rich Burkley (Alternate vote)
- No votes: Jacque Francis – wanted more time to discuss and to use more data
- Valerie Braun did not vote

**ACTION ITEM** (1:51:00): ASE Staff to get the Mead & Hunt Emmisions Inventory Reports for 2019 and 2020 to AAB.

**ANNOUNCEMNET:** Richrd Burkley is moving and will be resigning from the Airport Advisory Board sometime this summer.

VIII. Next Meeting: July 21, 2022. Meeting Adjourned 4:56PM



# Meeting Agenda

## Aspen/Pitkin County Airport Advisory Board

---

Date: July 21, 2022

Time: 3PM – 5PM

Location: 1001 Owl Creek Rd – Airport Operations Center

<https://zoom.us/j/94024392896?pwd=Rml4RVBralI2NDhvc0tUUFBYmVDUT09>

Meeting ID: 940 2439 2896

Passcode: 480476

---

### Agenda Items

- I. Call Meeting to Order
- II. Roll Call
- III. Approval of Meeting Minutes
- IV. Board Comments
- V. Public Comments (3 minutes per speaker)
- VI. Old Business
  - a. Meeting Process – Jacque and Meg
  - b. Speaking to the Press – Jacque and Meg
  - c. Based on the 06/16/22 vote, working with Mead & Hunt on proposal to measure Airport Emissions
- VII. New Business
  - a. Enplanement Numbers year to date compared to 2019
  - b. June 30, Special Meeting
  - c. Mead & Hunt Airport Noise and Fly Quiet Program Discussion
- VIII. Adjourn

# Aspen/Pitkin County Airport Advisory Board

Meeting Minutes July 21, 2022

The agenda items contained in these minutes are written in an action only format.

For the agenda, minutes, and recording, go to:

<https://www.aspenairport.com/about-aspen-airport/>

I. Call Meeting to Order: 3:00PM

II. Roll Call:

In Person: Jacque Francis, Howie Mallory, Rick Heede, Valerie Braun, Sara Ott, Rich Burkley

Virtual: Bruce Gordon, Mike Solondz, Clint Kinney, Catherine Christoff

Not in Attendance: Meg Haynes, Auden Schendler

III. Approval of Meeting Minutes:

- Motion was made by Mike Solondz to approve the minutes as presented. Valerie abstained due to confusion on the proper procedure for taking a vote on the baseline for emissions portion. Jacque asked about going back to correct. Mike suggested that if the meeting did not go that way the minutes reflected Valerie could offer an amendment. Valerie stated she wants to reevaluate the decision based on the voting process. The minutes did reflect the conversation and Valerie was good with the minutes reflecting her abstaining from that vote knowing further discussion on the topic was later on the agenda. Motion passed. Minutes approved from 6/16

IV. Board Comments (3:54):

-Howie brought up the article in the paper regarding airline leases and them not agreeing to some of the requests. Jacque added that this should be added to a future agenda as negotiating with the airlines was one of the CGR.

-Bruce stated that things are moving quickly and he's not sure how much input this board is having and its role in reference to the airline lease being signed by the BoCC.

-Dan replied that some things are operational based and some are input based such as Noise and Fly Quiet. There is a line between what we can and cannot bring to the AAB.

-Rick requested that the topic of operational based vs input based (what is to be put to this board) be added to a future agenda.

V. Public Comment (15:40):

-Ellen Anderson stated she is glad to see there will be continued discussion on emissions. She also pointed out on the airport aerial map that the previous emission testing was done from the fire station at the ABC. Ellen believes the monitors should have been placed at the end of Runway 33 near Buttermilk. She also wonders why a Land Planner, Cindy Houben, and not a scientist handled this.

-Pat Boeshaar, Professor of Physics at the University of California, with 40 years of work on organic gasses and particulates, spoke on modeling, data acquisition, and the importance of environment.

-Tony Tyson, Professor of Physics at the University of California, Davis and a member of the National Academy of Science, spoke on modeling. He stated that modeling is only as good as the input data, the calibration, and the validation. Mr. Tyson recommended we look at the

EPA Study done in 2017 called *Dispersion Modeling Guidance for Airports Addressing Local Air Quality Concerns*. He also distributed a two page handout called *Comments on Modeling*.  
VI. Old Business (25:27):

- a. (25:35) Meeting Process – Jacques suggested all members go through the “Parliamentary Process” document, as this is how meetings will be conducted moving forward.
- b. (26:38) Speaking to the Press – Jacques read a statement from County Attorney John Ely: “The opinions and recommendations of the citizen board are utilized by the BoCC to develop County policy, positions, legislation, programs and other actions to benefit Pitkin County. Only the BoCC may articulate a position or policy on behalf of the County with the exception of actions specifically authorized by the terms of these bylaws, the County Charter, or Colorado law in order to preserve consistent communication with other organizations, governmental and individual. Communications for a citizen board should always be vetted through a staff liaison or the County Attorney prior to publication. Individual board members are free to express personal opinions in any manner as long as they are not made in a representative capacity for their board or for the County, and not made as a citizen board member”.
- c. (29:07) Discussion on Emissions Baseline  
-Jacques asked if the vote taken for reducing fuel related emissions was inadequate and wanted to discuss how specific we should be about the baseline - because getting a baseline could be a waste of time and money if too much specific data is required.. Rick mentioned the need to distinguish between climate and CO objectives and baselines and regulated air pollutants. Questions were asked of Tony Tyson on monitoring and modeling and discussion ensued. Tony Tyson suggested using an approach done by EPA for LAX. Further discussion ensued

New Business (46:51)

- d. (48:25) June 30<sup>th</sup> Special Meeting Recap – Rich  
FBO Lease discussion – Hope to have it out by the beginning of August.  
Action Items: Charters, Hangers and Tie Downs, and Sustainable Aviation Fuel to be added as future agenda topics  
-Howie asked how long the submission for questions period will last and Dan answered approximately 4 months.  
-Bruce requested confirmation that member comments from the 6/30 Executive Session were put into the FBO RFP and Dan replied yes. Bruce also added that the lease terms (not being able to sell the lease to others) is important to the community. Rich said that we can ask the County Attorney about lease terms.  
-Clint added that this is an advisory board. All that we can do is give advice to the BoCC. Rich confirmed that to be correct and he added that all advice from 6/30 for the FBO RFP was given to the BoCC.
  - e. (56:25) Enplanement Numbers Recap – Bill Tomcich. Year to date compared to 2019  
-Valerie asked about GA numbers compared to 2019. Rich offered that we would try to have an update for them monthly.
- ***Best and Worst Small Airports Presentation*** – Dan (1:03:15)
    - **Questions:**
      - Howie requested clarification on price to fly into Aspen – what route was used and Dan replied it was an average of all.

-Bill Tomcich stated that he thought more comparable cities were left out but should have been included.

-Rick asked if delays data is based on arrivals and departures and Dan replied yes.

He also asked if prior airports, such as Denver, have an effect on delays data and Dan also replied yes.

***f. Fly Quiet Program 2021 Presentation-*** Mead & Hunt : Ryk Dunkelberg, Cindy Gibbs, Paul Dunholter (1:17:07)

VII. Next Meeting: August 18, 2022 Meeting Adjourned 5:15PM



# Meeting Agenda

## Aspen/Pitkin County Airport Advisory Board

---

Date: August 18, 2022

Time: 3PM – 5PM

Location: 1001 Owl Creek Rd – Airport Operations Center

<https://zoom.us/j/94024392896?pwd=Rml4RVBrall2NDhvc0tUUFBYmVDUT09>

Meeting ID: 940 2439 2896

Passcode: 480476

---

### Agenda Items

- I. Call Meeting to Order
- II. Roll Call
- III. Approval of Meeting Minutes
- IV. Public Comments (3 minutes per speaker)
- V. Board Comments
- VI. Old Business
  - a. Examples of Airport Advisory Board Input
  - b. Follow up on FBO Lease Transfers
  - c. Airport Operational Data
  - d. FBO RFP Status
- VII. New Business
  - a. FAA Air Traffic Control Presentation – Kyle Gelroth
  - b. Enplanement Trends – Bill Tomcich
  - c. Retreat Items
  - d. FAA Meeting Recap – Dan Bartholomew
  - e. Hot Topic – Terminal Flooding
- VIII. Adjourn

# Aspen/Pitkin County Airport Advisory Board

Meeting Minutes August 18, 2022

The agenda items contained in these minutes are written in an action only format.

For the agenda, minutes, and recording, go to:

<https://www.aspenairport.com/about-aspen-airport/>

I. Call Meeting to Order: 3:00PM

II. Roll Call:

In Person: Jacque Francis, Valerie Braun, Bruce Gordon, Auden Schendler, Mike Solondz, Sara Ott

Virtual: Meg Haynes, Howie Mallory, Rick Heede, Richard Burkley, Clint Kinney, Catherine Christoff

III. Approval of Meeting Minutes: (3:06)

Motion to Approve - Mike Solondz

Second – Valerie Braun

Minutes approved

IV. Public Comments: (3:32)

-Ellen Anderson – Staff is directing the board, not doing what you tell them to do – for example, allowing you to speak with Amory Lovins and Tony Tyson. She added that she feels there is a dumbing down of Pitkin County. Intellectual conversation used to be welcomed, now it is being squelched, especially in this group. You were not asked to advise on the Airline Leases or the FBO Contract. Ellen would like to see a resurgence of intellectual courage.

V. Board Comments: (6:40)

-Howie asked if the county had replied to the letter from Amory Lovins. Dan replied that they had and the response was sent out to him and the board and there was also an article in the newspaper. Dan also said that Sandra will send Howie another copy.

-Howie also asked for an update on the procedures for measuring emissions and noise that was discussed in the last meeting. Dan stated that this will be the focus of the Board Retreat on the 26<sup>th</sup>. No decisions will be made but there will be a discussion with Mead & Hunt on Emissions 101. All will be brought to the September meeting.

-Howie asked if the emissions data collection would be ready for this winter season. Dan responded that it depends how quickly this Board decides what they want to measure/model and how quickly we can procure that.

-Bruce stated that he is unclear on who sets the rules. He feels they have had no input on the FBO or the Airline Leases. He is not sure about the role of the AAB. Dan replied that he brought a presentation that will answer some of these type of questions.

-Valerie is concerned that they have not had an opportunity to speak with Amory. She would like to discuss and better understand staff's response. She would also like to talk more with the two professors from the last meeting. (Tyson and Boeshaar).

-Valerie added that she was very surprised that someone from another advisory board was sitting on the selection committee for the FBO RFP, but a voting member from this Board was not allowed. She would also like the chance to discuss, for better understanding, some

of the items in the RFP. Dan explained that having a voting member of the AAB on the selection committee presents a possible conflict of interest.

-Rich added we had legal advice from John Ely about not putting members of advisory boards on selection committees as it is a highly legal process. Rich also added that they may be able to bring in the top two or three respondents to give presentation. Some or all the members of the AAB may be able to attend and give advice from there.

-Rich spoke to the point that Bruce made regarding the FBO input. We had an Executive Session on the FBO Lease and all of your recommendations were recorded and presented to the BOCC.

-Mike stated that this is a new Board and we are still learning the process. I regards to Ellen Andersons statement about staff, his experience so far has been that every staff member has responded promptly and professionally. He also feels the County's response to Amory's letter was appropriate and professional.

-Sara gave an update – the City is not monitoring noise on top of Mountain Rescue, only particulate matter monitoring. The City has hired an environmental industrial hygienist for the development site and that data will be available to this board. Also, she was struck that Valerie did not feel that this board was represented by Clint Kinney being on the selection committee even though he is a nonvoting member.

-Bruce asked for confirmation that the discussions in the AAB Executive Session were indeed taken into consideration for the FBO RFP. Rich confirmed that the action items taken from the Exec Session were reported to the BoCC and were included.

-Valerie replied to Sara's statement that she was only curious why a voting member could not be on the committee.

-Mike asked Sara if she is on the board in the roll of City Manager or community member. Sara responded that she was asked by the City to represent. With Ex Officio members, all three communities are represented – Aspen, Snowmass Village, and Basalt.

-Mike then asked who is Clint Kinney. Clint replied that he is the town manager for Snowmass Village and will be sitting on the RFP selection committee in that roll.

VI. Old Business: (28:08)

a. ***Examples of Airport Advisory Board Input Presentation*** – Dan (28:21)

b. Follow-up on FBO Lease Transfers - Dan (44:00)

The question was if someone wanted to buy out the FBO Contract, would we have any say in who could do that. The answer is as long as they are adhering to Title 10 and meet the requirements of the original contract, we cannot have any part in the decision. This is highly regulated.

c. ***Enplanement Trends Slides*** – Bill Tomcich (45:49)

d. FBO RFP Status – Dan (48:34)

The RFP went out about a week and a half ago. There will be a Pre Bid Meeting to answer questions from the proposed respondents. We will then put together a short list and then we would have interviews/presentations. This is when some or all of the AAB may be allowed to participate. After choosing there will be contract negotiating. We hope to have a final contract by August 2023.

-Rich added a suggestion that Valerie meet with Dan in regards to her questions about the RFP.

VII. New Business: (50:43)



- a. **FAA Air Traffic Control Presentation** – Kyle Gelroth  
(Presentation Attached)
  - b. **Retreat Items:** (1:31:03)
    - Jacque – There have been questions as to why we are doing this offsite. The Board wanted it in a setting that was more casual, with more personal interaction and interaction with the public.
    - Valerie asked if it would be available via Zoom. Jacque replied that it would not but no decisions would be made, no voting and it would be recorded. This was done with the intention of all members attending and all members were polled for available dates.
    - Dan added that the meeting will be a public meeting and anyone can attend.
    - Howie stated that he would like to observe even if he could not participating and would like there to be a Zoom option
    - Sara asked if there would a comparison for what was the traditional methodology for GHG modeling for the Airport compared to the more contemporary models. Dan replied that the consultants would make the comparison.
    - Rich added that staff is here to help this Board to be successful. If you want us to do anything differently let us know and we will.
    - Dan asked Kyle about flight patterns over Old Snowmass – has this changed. Kyle responded that aircraft on a visual approach have a right to maneuver – the tower tries to keep them on final as much as possible but options are given to maneuver west of final if needed. Dan also asked if they are experiencing an increase in this maneuvering and Kyle replied no.
    - Rick added he would like a timeline/overview of member Terms and important deadlines.
  - c. **FAA Meeting Recap Presentation** - Dan: (1:47:04)
  - d. **Hot Topics** – Dan (1:55:27)
    - Terminal Flooding
    - Aircraft Incident
- VIII. Next Meeting, September 15, 2022  
Meeting Adjourned (5:05:07)

**Action Items:**

- Meg requested that Action Items be listed in bullet format at the end of the meeting minutes - Done
- Send Howie Mallory County response to Amory Lovins letter – Done
- Sara requested the FAA slides be attached to the minutes – Done
- Set a meeting between Dan and Valerie for her RFP questions – have emailed her
- Rick added he would like a timeline/overview of member Terms and important deadlines – Dan will have at the September Meeting
- Mike would like us to circulate a copy of the Airport Operations Budget in order to get a handle on Airport Finances - Done

# **ASPEN (ASE)**

## **Air Traffic Control Operations**

**Kyle Gelroth – Air Traffic Manager**

**ASE ATCT/TRACAB**

**Date: August 18, 2022**



# AGENDA

- OVERVIEW OF ASE AIRSPACE/PROCEDURES
- DIFFERENCES BETWEEN ASPEN AND “TYPICAL” AIRPORTS
- METERING PROGRAMS INTO ASE
- FUTURE PLANS
- QUESTIONS?



# ASPEN AIRSPACE

## Approach Control Facility

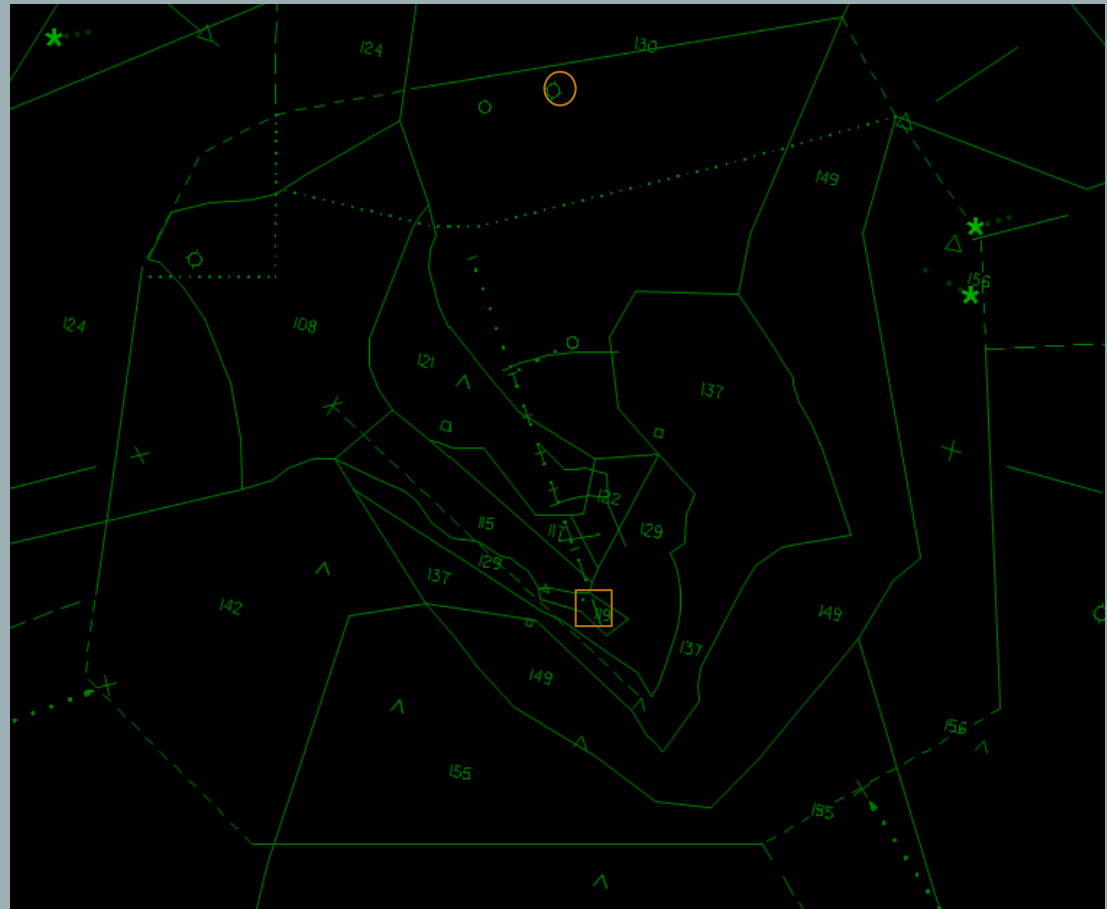
- Airspace is approximately:
  - 50 miles x 40 miles
  - Surface to 21,000 feet
- Aspen Controller's sequence arrivals and departures to/from Aspen between 700AM-8PM 365 days/year.
- Denver Center (high altitude) Controls this airspace and airport outside of ASE hours.

## Tower

- Sequences arrivals and departures to the Runway/Taxiways

Tower and Approach Control are co-located in a TRACAB.

- Handful of TRACAB's in the U.S.



# ASE AIR TRAFFIC PROCEDURES

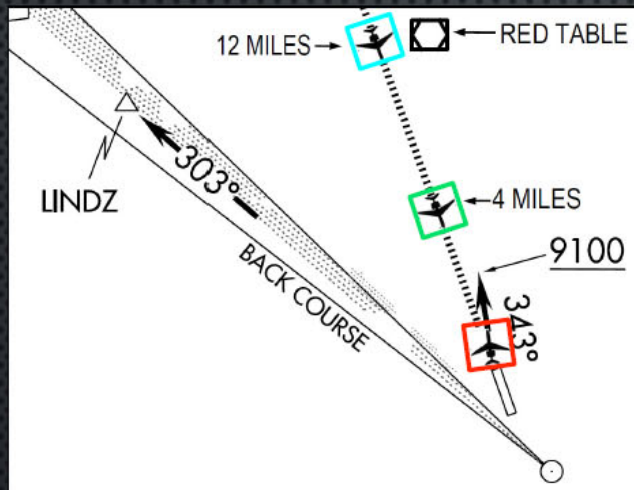
## UNIQUE OPERATION

- Aspen is 1 of 3 Airports in the National Airspace System (NAS) that does entirely Opposite Direction Operations (ODO)
  - Only one that does ODO Simultaneously
    - “WRAP” Procedure
- Majority of aircraft land Runway 15 and Depart Runway 33 – Due to Mountainous Terrain
- FAA Rules for ODO – Very stringent to ensure Safety
  - Strict Cut off Points
  - Standard Instrument Departures and Arrivals
  - Visual Separation – Must be applied to conduct our operation



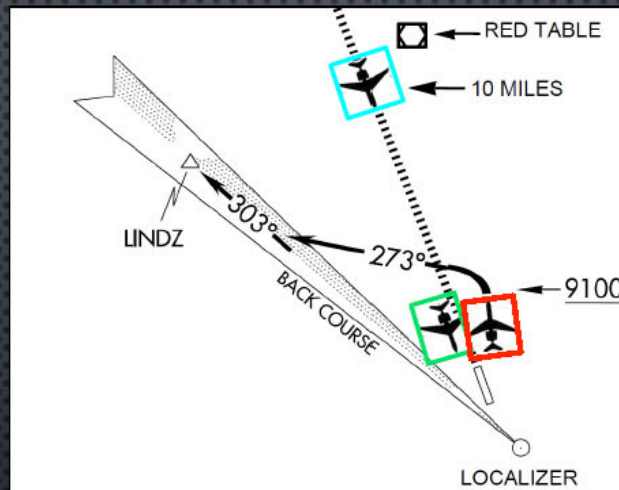


# “WRAP” AND “WESTBOUND-IN-FRONT-OF” OPERATION

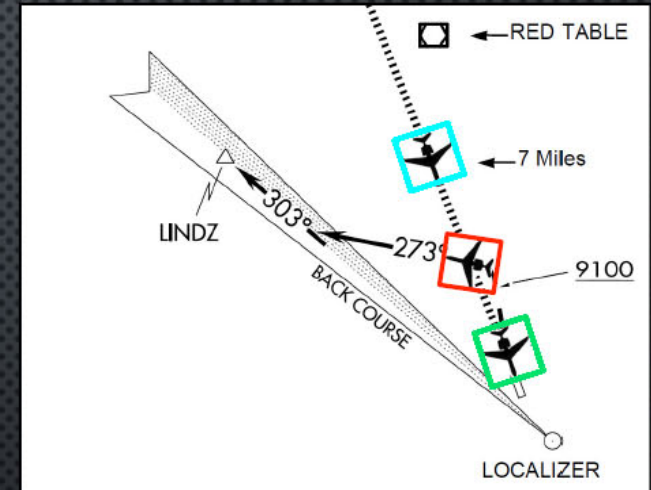


**Aircraft A** departs Runway 33 and “Wraps” behind (or above) opposite direction **Aircraft B** landing Runway 15.

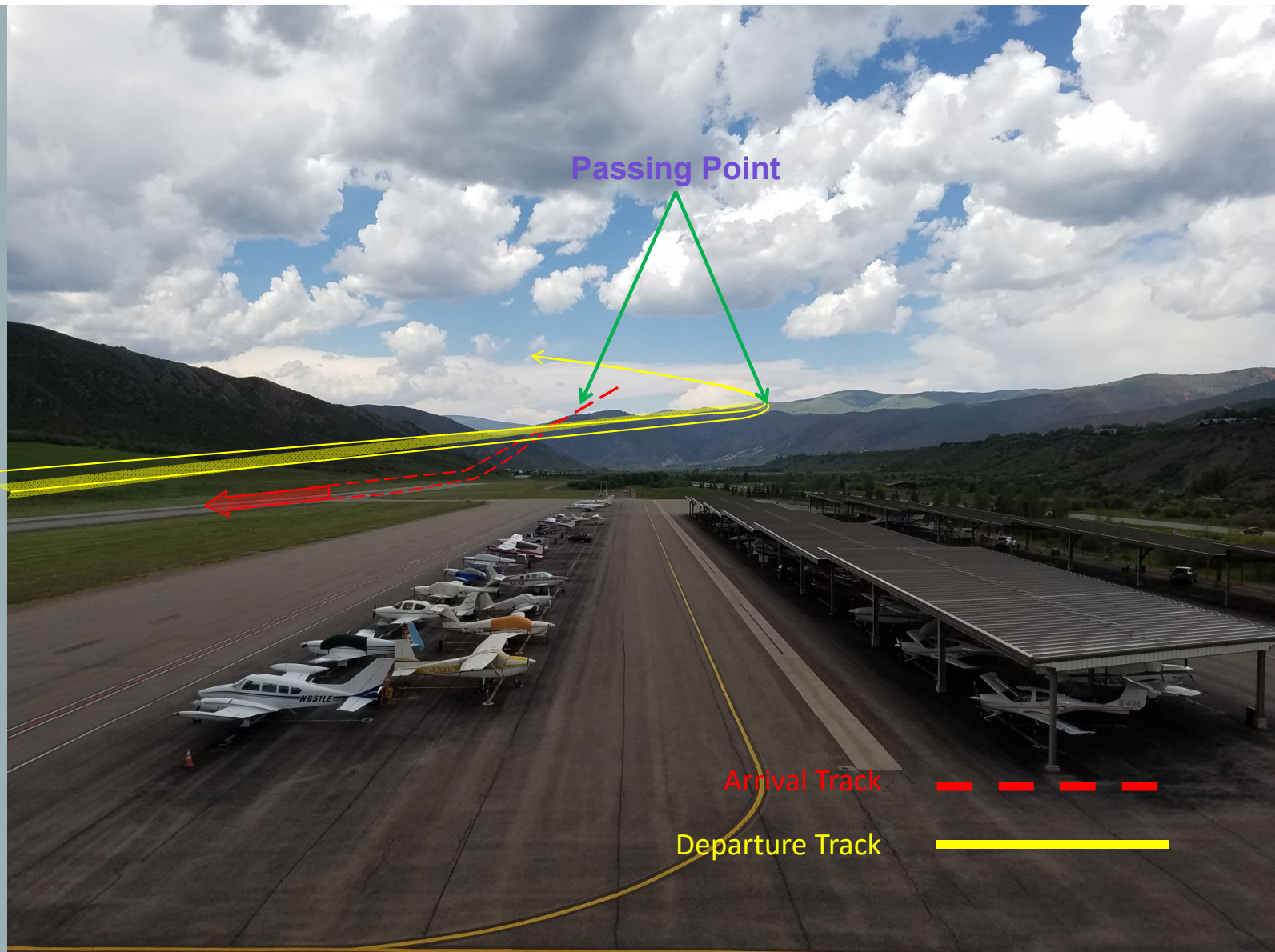
**Expeditious compliance with initial H343° is critical for air traffic separation with opposite direction arrival aircraft.**



At or above 9100' MSL, departing **Aircraft A** turns west to H273°. First arrival **Aircraft B** lands straight in. Arrival **Aircraft C** remains on the Runway 15 extended centerline unless otherwise instructed by ASE ATCT/TRACAB.



Departing **Aircraft A** continues “Westbound-In-Front-Of” **Aircraft C** tracking the extended centerline for Runway 15.



Passing Point

Arrival Track

Departure Track

# Air Traffic at “Typical” Airport vs Aspen

## “Typical” Airport

- Arrivals and Departures take-off/land the same direction (into wind)
  - 2 ½ - 8 miles between arrivals
  - Allows for higher aircraft volumes
  - Very high arrival rates possible
- Less Complexity
  - Little or No Opposite Direction
  - No Tailwinds-Ability to Change Runway
- Non-mountainous areas
  - Fewer Obstructions
  - Less Impactful Weather
- Standard/Routine Operations throughout the country.

## Aspen ATCT

- Arrivals and Departures are 99% Opposite Direction (tailwinds)
  - 10-20 miles between arrivals
  - Lower Aircraft volumes
  - ASE’s Max Rate (28-32/hour):
    - 16 Arrivals/16 Departures per hour on busy day
    - Very Complex (tailwinds, obstructions, weather)
- Unique Non-Standard Operation





# METERING PROGRAMS INTO ASE

## FAA Regulations

- **REQUIRE**: First Come, First Serve
- **Safety and Efficiency** are FAA's primary goals
  - Neither General Aviation nor Commercial get priority
  - Typical High Demand Summer/Winter Day:
    - Commercial Aircraft: 17%
    - General Aviation/Air Taxi Traffic: 83%
  - Parking Exceptions at times
    - GA traffic parking full = Commercial Aircraft Typically Excluded from Flow Programs (vice versa)
- Reservation System
  - Does NOT work efficiently due to numerous factors:
    - Weather, Wind, Other flow programs
    - Pilot's trying to "cheat system" causes safety issues



# METERING PROGRAMS INTO ASE

- **Max Operations**

- 28-32 aircraft/hour total operations
- 10-12 miles between aircraft arriving ASE due to ODO
- Approximately: 300 Operations/day is max capacity



- **High Demand days**

- Christmas/New Years, President's Day, 4<sup>th</sup> of July, Food & Wine, 3 day weekends in Summer, etc....
  - # 1 Cause of Delays: DEMAND EXCEEDING CAPACITY OF AIRSPACE  
= TRAFFIC MANAGEMENT PROGRAMS TO MAINTAIN SAFETY
    - Ground Delays for aircraft arriving ASE
    - Diverts due to significant ground/airborne delays
  - Parking issues are rare with current capacity limits but can happen



# FUTURE PLANS

## **RNAV/GPS – WAY OF FUTURE (NEXTGEN)**

- Aspen is one of few airports that operate using Ground Based Navigation
- Ground Based Navigation Equipment becoming obsolete and difficult to maintain

## **New Types of Approaches**

- Follow very similar flight paths to those already in use
- Due to unique terrain – RNAV RNP .3 Approaches required to be flown into ASE
  - Expensive equipment and not required currently at other airports
- Estimated the 3%-5% that currently fly into ASE have this equipment
- New RNAV approaches will allow for:
  - Lower descent altitudes
  - More stable approaches
  - Less cancellations due to weather
  - More reliable equipment
- Estimated 10-15 years until this equipment is more widely available



# Questions?



# 2022 Retreat Agenda

Pitkin County Airport Advisory Board

August 26, 2022

Mountain Chalet Aspen – Mountain View Room

<https://us06web.zoom.us/j/86195831026?pwd=VmZxdXBRWndNOS9FRjFBWmx5ZF5dz09>

Meeting ID: 861 9583 1026 Passcode: 546089

1:00 -1:45	<b>Welcome and Overview</b>	Overview: Rich and Jacquelyn
	<b>Outcomes:</b> <ol style="list-style-type: none"><li>1. An understanding of emissions related to the Airport through Q&amp;A with Mead and Hunt</li><li>2. AAB discussion on what, where and how to reach the emissions goals.</li><li>3. Discussion outcomes will lead to the development a policy for AAB Vote to recommend to BoCC at future meetings. (no decisions today)</li><li>4. AAB relationships and trust building both internal and external</li></ol>	
1:45 – 2:30	<b>Emissions 101</b> <ul style="list-style-type: none"><li>• Basis presentation on what this means, what has been done with an ear to what has worked and what needs improvement. Time will be spent with consultants to ask questions in order to gain understanding and begin to build the foundation for policy development.</li></ul>	Mead and Hunt: Ryk and Mary
2:30 – 2:45	<b>Break</b>	
2:45 – 3:30	<b>AAB Emission Discussion</b> <ul style="list-style-type: none"><li>• Begin to dig into the what, where and how to reach the emissions goals. The discussion will give direction for staff in order to develop a policy for a future discussion and vote and recommendation presentation to the BoCC at a future work session.</li></ul>	Full Board Participation Moderators: Jacquelyn and Meg
3:30 – 4:30	<b>AAB Relations and Trust Building</b> <ul style="list-style-type: none"><li>• AAB relationships and working agreement discussion as well as external trust building.</li></ul>	Full Board Participation Moderators: Rich, Jacquelyn and Meg
4:30	<b>Adjourn</b>	
4:30 – 5:30	<b>Happy Hour</b> <ul style="list-style-type: none"><li>• BoCC and public are invited to share an hour with the AAB in a social setting with a cash bar option. An opportunity for the AAB to have casual time with those attending.</li></ul>	

# **Aspen/Pitkin County Airport Advisory Board Retreat**

Minutes August 26, 2022

In Person Attendance: Jacque Francis, Meg Haynes, Rick Heede, Valerie Braun, Auden Schendler, Bruce Gordon and Mike Solondz

Virtual Attendance: Howie Mallory

Absent: Clint Kinney, Sara Ott, and Catherine Christoff

**(15:38) Retreat Begins:** Introduction Jacque Francis

**(18:18) Rich Englehart:** Introduction and explanation of his role for the Retreat – to help facilitate. The first part of the retreat will focus on emissions with a Presentation and a Q/A with Mead & Hunt. Rich stressed that no decisions will be made today. He reiterated the roll of the Board (to advise the BoCC) and the roll of Staff (we are here to help)

It was asked how we got to where we are with Mead & Hunt and Rich explained that they were competitively selected through request for proposal processes as do all consultants.

The Board then had an open discussion on emissions regulations, fleet mix, aircraft group classification and RFP selection committees.

**(47:36) Introductions Ryk Dunkelberg (Mead & Hunt) and Mary Vigilante (Synergy)**

**(54:07) Emissions Presentation Mary Vigilante:** Open Question and Answer Session with the Board

**(2:07:24) Break**

**(2:22:11) Retreat Returns from Break**

**(2:59:18) Mead & Hunt Departs - Rich Englehart Facilitates Discussion:**

- (3:02:18) Is Board satisfied with how staff, Jacque and Meg are setting the Agendas. Do you want to take public comment?
- (3:05:40) Jacque asks to go around the room and have everyone comment on whether they feel they are being lead not served by staff and to give their thoughts on a response to the opinion piece in the paper by Ellen Anderson
- ( 3:25:31 ) Operation/Working Agreements – Dot Exercise

**(3:32:54) Retreat Ends**

**Action Items: Results from the Operating/Working Agreements – Dot Exercise**



# Meeting Agenda

## Aspen/Pitkin County Airport Advisory Board

---

Date: September 15, 2022

Time: 3PM – 5PM

Location: 1001 Owl Creek Rd – Airport Operations Center

<https://zoom.us/j/94024392896?pwd=Rml4RVBrall2NDhvc0tUUFBYmVDUT09>

Meeting ID: 940 2439 2896

Passcode: 480476

---

### Agenda Items

- I. Call Meeting to Order
- II. Roll Call
- III. Approval of Meeting Minutes
- IV. Public Comments (3 minutes per speaker)
- V. Board Comments
- VI. Old Business
  - a. Timeline on Future Topics (**Presentation/Discussion**)
- VII. New Business
  - a. Retreat Follow-up
    - Working Agreements (**Discuss/Public Comment/Vote**)  
(See Attachment)
    - Future Meeting Formatting
      - Agendas to Include Public Input (**Discussion**)
      - Meeting Location(s) (**Discussion**)
      - Meeting Durations (**Discussion**)
      - Subcommittees (**Discussion**)
    - Emissions Policy Development (**Discussion/Direction**)
- VIII. Adjourn

**AIRPORT ADVISORY BOARD**  
**WORKING AGREEMENTS**  
**Adopted --/--/----**

**We agree that we are an advisory board to the Board of County Commissioners. As such:**

**We agree:** to learn about the many issues that affect the airport and providing informed recommendations to the Board of County Commissioners on said issues.

**We agree:** and understand that our advisory board input will be crafted as policy recommendations to the Board of County Commissioners for the Board of County Commissioners to consider as part of their decision making process.

**We agree:** that we are not responsible for day to day operations of the airport and will keep our policy recommendations in line with Resolution 105-2020.

**We agree:** to start and end meetings on time unless agreed upon to extend the times.

**We agree:** to make decisions by consensus when possible and to accept the majority position of the Airport Advisory Board when consensus does not exist, as well as respect the minority position.

**We agree:** that Board meetings are a priority. Every effort will be made to attend meetings, come to the meetings prepared, meet on time, keep meetings on schedule, complete discussions, and bring issues to closure when possible.

**We agree:** to demonstrate honesty and integrity in our actions and statements.

**We agree:** that any member may differ on an issue. When that happens we commit to work effectively together by disagreeing openly, respecting differences and being tough on the issues and not on the people discussing them.

**We agree:** to share all relevant information and examine issues thoroughly to ensure the Airport Advisory Board and public are well informed prior to making recommendations to the BoCC or Airport Director.

**We agree:** to keep discussions and dialogues focused on the topic at hand. Efforts will be made to be specific, use examples, and explain statements to clarify individual positions.

**We agree:** that all ideas are valid, and to treat everyone respectfully.

**We agree:** to use passion towards issue rather than person.

**We agree:** to ask questions to determine if we understand another point of view.

**We agree:** that if you miss a meeting, support decisions made in your absence.

**We agree:** that differences of opinion are natural and useful.

**We agree:** to respect confidentiality where appropriate.

**PROCEDURAL AGREEMENTS**

**We agree:** to forward communications through the Airport Director.

**We agree:** to encourage an inclusive public processes.



# Aspen/Pitkin County Airport Advisory Board

Meeting Minutes September 15, 2022

The agenda items contained in these minutes are written in an action only format.

For the agenda, minutes, and recording, go to:

<https://www.aspenairport.com/about-aspen-airport/>

I. Call Meeting to Order: 3:00PM

II. Roll Call:

In Person: Jacque Francis, Rick Heede, Valerie Braun, Auden Schendler, Barry Vaughn, Clint Kinney

Virtual: Meg Haynes, Howie Mallory, Bruce Gordon

Not in Attendance: Mike Solndz, Sara Ott, Catherine Christoff

III. Approval of Meeting Minutes (1:46):

-Valerie asked for a correction under Board Comments, Section 5: She could not understand why another member of an advisory board could sit on the FBO RFP Selection Committee and not a member of the Airport Advisory Board. Correction made. Motion to approve made by Auden, second by Valerie. Minutes Approved from 8/18.

IV. Public Comment (4:16):

Ellen Anderson spoke to the BoCC about concerns she has with the AAB. At the BoCC the public gets 3 minutes for something not on the agenda, with the AAB you get 3 minutes whether it is on the agenda or not. Ellen also talked to the BoCC about the dumbing down of Pitkin County. We have some of the most brilliant minds here and the AAB won't listen to them yet they are invited guests at the Aspen Institute. She feels staff has an uncanny way of keeping the right people from being in the right room at the same time to have intelligent, informed conversation.

V. Board Comments (7:18):

-Barry found sources that may be helpful and educational on environmental issues – air pollution and noise pollution. Sandra will distribute to other members. Jackie responded that these may be useful once we set the baseline and start having conversations on “how” we reduce emissions by 30%.

-(11:16) Bruce asked if Barry would introduce himself. Barry responds that he was a member of the ASE Vision Focus Group and had moved back to the area in 2017. He was a lawyer for 35 years and a pilot for 10 years. Barry is interested in helping this community move forward with the Common Ground Recommendations.

-(12:38) Howie asked to circle back to what Kyle from the FAA said in his presentation referring to airport safety and Next Gen Avionics and that only 3% of aircraft are using this system. His question is whether SkyWest will add this technology to their commercial jets that fly into Aspen. Dan replied that they would not add this to the CRJs as they are too old. The Embraer is definitely a possibility – some are already equipped with the new ARNAV technology. The Airbus A220 is very new so Dan said he would be surprised if they did not come with the ARNAV capabilities. Dan added that it is dependent on whether the carrier wants to invest in the technology.

-Howie then asked if we have the capability to set standards on the avionics of the planes flying into Aspen and how much would it cost SkyWest to add the technology to the CRJs. Dan said that he could not make a guess at the cost but it is incredibly expensive. As to regulating the aircraft based on the navigation equipment, Dan replied that we have absolutely no control over that – it is an FAA/Operator decision.

-(16:53) Jacque replied to Ellen Anderson regarding agenda formatting and public comment. She said these topics are up for discussion on this agenda – the AAB is listening. Jacque also wanted to commend this board for taking the time to learn, while also listening to the community.

-(17:56) Auden also asked to respond to public comment in defense of staff. He stated that this is a very diverse group with different viewpoints. If the AAB decides to talk to specific experts, they will make the request to staff and staff will bring them in – as they have in the past. Auden feels that just because an expert lives here does not mean he is the right person to bring in. He also finds it a little problematic for Ellen to make assumptions about this board or staff. Amory's comments have been addressed and Auden thinks he has gotten more attention than other members of the community.

-(18:55) Meg echoes Auden's sentiments.

-(19:07) Valerie stated there are a number of AAB members that have asked to have a conversation with Amory Lovins to discuss the staff responses to his letter. They would still love the opportunity.

-(19:36) Jacque added that she had hoped more of the public would of attended the retreat so there could have been a dialogue. She has had many people state that they would like to respond to Amory's comments and they would attend if he were invited – this is not something that is being ignored.

-(20:22) Barry agrees that experts from within or outside the community should be given the opportunity to speak, but it will be a balancing act for the Chairs as the board needs to get on with business. He also agrees with Valerie that he would like to better understand the staff responses to Amory's letter. Barry suggests that the board not take the word of any expert based solely on their reputation in the community, as some of the things that have been printed are factually not true. He hopes in future discussions the board can look at what is said critically, and engage in conversation to come up with what we believe to be the truth.

VI. Old Business (22:34):

***Airport Advisory Board Future Topics Timeline*** – Dan (23:09)

Ideas on Future Topics (31:36)

- Transportation to and from the Airport – Auden
- Electrifying Vehicles – Dan
- Sound Berm along Hwy 82 – Barry
- Engineered Material Arresting System – Barry
- Terminal Cost and Financing – Howie
- List of land options for use of solar, geo, parking – Rick
- Linking fuel types and sur-charge or carbon taxing as a possibility. Can County staff or Pablo offer input – Rick (he also asked that Sandra distribute a resource, *Carbon Offset Guide*)
- Look funding through the Inflation Reduction Act – Auden

- Micro-grid Project Discussion – Rich
- Good Traveler Program Discussion – Jacque

-Meg asked if Dan could distribute his list from the slide for each member to individually prioritize the topics and add to it if they would like. Clint requested that Dan let the board know which items on the slide are time sensitive in order to keep things moving

VII. New Business (46:11):

a. Retreat Follow-up

- Working Agreements Discussion (Dots Results) – Rich
  - Rich asked for any edits to the document that the board would like made.
  - Minor edits from Barry. He added that all ideas are worthy of consideration and the board should listen to anyone that wants to come and give their expert opinions.
  - The board decided not to take a vote to adopt the document until the corrections are made.
  - (55:32) Howie asked for clarification on the Public Hearing reference proposed for October, Rich responded that this board needs to develop a draft policy on public comment before anything goes to the BoCC.
  - (58:25) Rick added that October may be a bit hasty with everything involved in preparing a policy on emissions.
- Future Meeting Formatting (59:17) – Rich
  - Agendas to Include Public Input – Around the table comments by the board and open discussion
  - (1:13:40) Discussion on location of meetings, duration of meetings and forming subcommittees
- Emissions Policy Development (1:18:41) – Dan and Mead & Hunt (Jen Wolchansky and Mary Vigilante)
  - Airport Emissions Reduction Policy and Scope Slide
    - Jen W. asks if the board would like them to go through the slide line by line and the board suggested they give the big picture due to time constraints. A discussion and comment period follows.
  - Next Steps / Questions for the Board Slide (1:23:58) – Dan
    - What tasks does the AAB want to pursue or consider in developing a carbon reduction roadmap?
    - Does the AAB want to focus on Modeling
    - Is the AAB interested in monitoring and/or field measurements?
    - How often should progress be tracked?
    - Emissions Baseline?
    - Items which should be added or removed from preliminary recommendations?

-(1:25:02) Mary Vigilante starts a discussion on these questions and the Emissions Policy and Scope

VIII. Next Meeting: October 20, 2022 –  
Meeting Adjourned 5:02 PM

**Action Items:**

- Airport Emissions Baseline Policy language – Jacque and Rick
- Reading Material from Barry to be distributed by Sandra – Done
- Staff will get with the County Communications Team to make the AAB more visible
- Dan will send out the Future Topics List for individuals to add desired topics and prioritize.  
Clint asked that Dan let the board know which of the topics are time sensitive.
- Rick asked Sandra to distribute the *Carbon Offset Guide* – Done
- Barry will research the 27 airport participating in the ACI process and report back.



# Meeting Agenda

## Aspen/Pitkin County Airport Advisory Board

---

Date: October 20, 2022

Time: 3PM – 5PM

Location: 1001 Owl Creek Rd – Airport Operations Center

<https://zoom.us/j/94024392896?pwd=Rml4RVBrall2NDhvc0tUUFBYmVDUT09>

Meeting ID: 940 2439 2896

Passcode: 480476

---

### Agenda Items

- I. Call Meeting to Order
- II. Roll Call
- III. Approval of Meeting Minutes
- IV. Public Comments (3 minutes per speaker for non-agenda items)
- V. Board Comments
- VI. Old Business
  - a. Working Agreements – (Discussion/Public Comment/Vote) – Attachment – Rich
  - b. Agenda Development/Public Participation/Meetings – (Discussion) – Attachment - Rich
  - c. Draft Emissions Policy – (Review/Discussion) Jacque & Rick  
A draft will be sent prior to the meeting.
- VII. New Business
  - a. New Passenger Terminal Project Delivery Method (Discussion/Direction) – Brad Jacobsen
  - b. ALP Project (Update/Discussion) – Brad Jacobsen
  - c. Fleet Mix Discussion (Recap) - Dan
  - d. FBO Solicitation Process (Update) - Dan
  - e. Safety Task Force Subcommittee (Discussion and Direction)
  - f. Commercial Passenger Activity (Update) – Bill Tomcich
- VIII. Public Comment (3 minutes per speaker on agenda topics)
- IX. Board Follow Up Comments
- X. Adjourn

**AIRPORT ADVISORY BOARD**  
**WORKING AGREEMENTS**  
**Adopted --/--/----**

**We agree that we are an advisory board to the Board of County Commissioners. As such:**

**We agree:** to learn about the many issues that affect the airport and providing informed recommendations to the Board of County Commissioners on said issues.

**We agree:** and understand that our advisory board input will be crafted as policy recommendations to the Board of County Commissioners for the Board of County Commissioners to consider as part of their decision making process.

**We agree:** that we are not responsible for day to day operations of the airport and will keep our policy recommendations in line with Resolution 105-2020.

**We agree:** to start and end meetings on time **unless agreed upon to extend the times.**

**We agree:** to make decisions by consensus when possible and to accept the majority position of the Airport Advisory Board when consensus does not exist, as well as **to** respect **any** minority position.

**We agree:** that Board meetings are a priority. Every effort will be made to attend meetings, come to the meetings prepared, meet on time, keep meetings on schedule, complete discussions, and bring issues to closure when possible.

**We agree:** to demonstrate honesty and integrity in our actions and statements.

**We agree:** that any member may differ on an issue. When that happens we commit to work effectively together by disagreeing openly, respecting differences and being tough on the issues and not on the people discussing them.

**We agree:** to share all relevant information and examine issues thoroughly to ensure the Airport Advisory Board and public are well informed prior to making recommendations to the BoCC or Airport Director.

**We agree:** to keep discussions and dialogues focused on the topic at hand. Efforts will be made to be specific, use examples, and explain statements to clarify individual positions.

**We agree:** that all ideas are **worthy of consideration**, and to treat everyone respectfully.

**We agree:** to use passion towards issue rather than person.

**We agree:** to ask questions to determine if we understand another point of view.

**We agree:** that if you miss a meeting, support decisions made in your absence.

**We agree:** that differences of opinion are natural and useful.

**We agree:** to respect confidentiality where appropriate.

**PROCEDURAL AGREEMENTS**

**We agree:** to forward communications **intended for staff** through the Airport Director.

**We agree:** to encourage an inclusive public process.

**From the Roundtable comments from the last AAB meeting, the following is a summary for review and discussion under: Agenda Development/Public Participation/Meetings:**

The Airport Advisory Board (AAB) was appointed to represent and advise the Board of County Commissioners (BoCC). As such the AAB will seek input and advise from experts that are knowledgeable with airside/landside operations associated with airport services. When developing policy recommendations for BoCC consideration, the AAB will establish a calendar of events to assure the public will have notice of an opportunity to comment. When collecting public comment, the means to do so will be in front of the AAB during a scheduled point in time. When agreed upon by the majority of the AAB, additional after hour special meetings may be set up seek input on general topics. The AAB will seek opportunities to form sub-committees made up of members and non-members to focus on a particular need. When appropriate the AAB may set up workshops or open houses to seek input.

Policy development that requires BoCC action will follow these steps as close as possible:

- Gather as much input from experts with aviation credentials on the front end;
- Develop, discuss and approve a draft policy;
- Disperse the policy to the public for review and comment;
  - Put out a calendar for dates for public input
- Edit if needed, and finalize with vote;
- Staff will request time on a BoCC work session for policy presentation and discussion;
- Upon BoCC review and agreement the policy will be scheduled for two readings in order to adopt a Resolution
  - First hearing to present the policy at a regular BoCC meeting and set a date for second reading and public comment.
  - Second reading and public comment as part of final adoption.

The AAB's regular meeting agenda will include an additional "Public Comment on agenda items discussed" followed by "Board Discussion" at the conclusion of the "New Business" items. Non-agenda items "Public Comments" and "Board Comments" will remain at the beginning. When directed, the staff will include notice on an agenda item that a particular topic will be seeking public comment at that time on the agenda. Every effort will be made to post documents in advance of meetings to allow time to read and prepare for discussion.

Regular meetings will be held at the Airport Operations Center. Special meetings may be called from time-to-time and may be held in the Pitkin County Administration Building depending on public interest or the topic. In an effort to keep the public informed Pitkin County will involve Pitkin County Communications team to assist with improved website access, press releases and set up means to gather public input both written and verbally.

# Aspen/Pitkin County Airport Advisory Board

Meeting Minutes October 20, 2022

The agenda items contained in these minutes are written in an action only format.

For the agenda, minutes, and recording, go to:

<https://www.aspenairport.com/about-aspen-airport/>

I. Call Meeting to Order: 3:00PM

II. Roll Call:

In Person: Jacque Francis, Meg Haynes, Rick Heede, Howie Mallory, Valerie Braun, Bruce Gordon, Auden Schendler

Virtual: Barry Vaughn, Mike Solondz, Sara Ott, Catherine Christoff

Not in Attendance: Clint Kinney

III. Approval of Meeting Minutes (2:41):

Motion to approve made by Meg, second by Bruce. Minutes approved from 09/15.

IV. Public Comment (3:09):

Ellen Anderson – Thank you to the board for listening and making changes to the agenda, allowing a public comment period at the end of the meeting as well as at the beginning.

V. Board Comments (4:05):

Valerie said she was sad that more did not come to meet the finalist for Deputy Airport Director. She thought they were all very impressive - great resumes and personalities. She asked who would make the final decision and Dan replied it would be him. Valerie also added she still thinks the board should have the opportunity to meet with outside experts. She found from the roundtable comments at the last meeting, one of the things noted on Policy Development that requires BoCC action was for the board to gather as much input from experts with aviation credentials. Valerie offered to take the lead on it as she thinks the members would love to talk to Lovins, Tyson and Boeshaar about the emissions draft. -(6:49) Howie asked if she is referring to using our roundtable comments towards our Emissions Baseline Draft? Valerie replied yes because we are going to be sending this to the BoCC and the first thing on the list that we generated was to get as much expert advice to help us make informed decisions.

-(7:48) Rick stated that he assumes the expert input would be associated with what is on the agenda. He added that Amory's expertise is broad but not particularly focused on emissions inventory.

-(8:03) Valerie replied that Tyson and Boeshaar have close contact with that sort of thing and it would be great to get Amory's perspective as he works with airports all over the world.

-(8:20) Rick said he is not suggesting we don't invite Amory but it should be for the appropriate agenda item. The ALP for example or future aviation technologies.

-(8:33) Jacque agrees with Rick as he is one of the leading experts in the world on this kind of emissions inventory study. She does not feel there is a need to slow this down by getting more opinions. She and Rick have gone through this carefully, with some serious expertise and serious homework. She agrees that input should be taken for other topics but not on the emissions baseline.



-(9:26) Mike agrees with Jacque

-(9:39) Auden also agrees that outside input is great for a lot of different topics but this one is cut & Dry – not that complicated.

-(9:50) Rich added that part of the process he believes this board has agreed to is that you have developed a draft based on the input you have received so far. This document went out for your discussion today. What would come next is you take a vote today to advance it to public comment. That would be the opportunity for anyone to make a comment on the draft so you can consider all other input made on the document. Staff can set it up where comment can be made verbally or written for a certain period of time. The board would then gather that information, decide if you want to include it or not, update your document if necessary, and then formally vote if you want to send it to the BoCC for their review. There is an extra step in this that allows for public input.

-(11:04) Howie said that is a good point but they haven't even had a chance to discuss the document today. He thinks the board should go through it with any questions before bringing in any experts. This document is one of the three key components of our mission

1) Emissions Reduction

2) Noise Management

3) Safety

-(12:31) Rick added, on the agenda it says Draft Emissions Policy but he does not want there to be confusion. This document is an emissions inventory to establish a baseline inventory for an emissions reduction and mitigation policy. Once completed it will be up for discussion where Amory and other experts may want to weigh in.

-(13:07) Howie asked for clarification; how does baseline inventory relate to the term carbon footprint?

-(13:20) Rick replied footprint is a general term and inventory is a technical term.

VI. Old Business (13:32):

a. Working Agreements (Attachment) – Rich (13:38)

Confirming that this edited version is what the board wants for its operating agreements. You can choose to open this up for public comment and then vote.

-Jacque asked if anyone wanted to add anything to the corrections that were made.

-Mike asked about the procedural agreements at the bottom; all communication to staff should go through the Airport Director? Dan replied it would be best to go through Sandra Story. Rich added that this is to avoid board members going to staff and directing them to do work and to eliminate any confusion.

**Public Comment** (15:47):

-Ellen Anderson suggested an edit to #2. We agree to learn about many issues that affect the airport providing informed recommendations to the BoCC on said issues. Change from providing to provide.

**Approval of Working Agreements** (17:00):

Motion to approve made by Meg, second by Auden (with the small edit suggested by Ellen)

b. Agenda Development/Public Participation/Meetings (Attachment) – Rich (17:36)

This document is a summary of the roundtable comments involving when the board accepts public input. If all members agree, we can implement this on future agendas. All agreed.

c. Draft Emissions Policy (Attachment) – Jacque and Rick (19:03)

Presentation of Document **Memorandum on ASE Climate Green House (GHG) Emission Baseline**

(25:31) Mary Vigilante and Jen Wolchansky join for a discussion on the data collected for the emissions inventory and to answer any other questions.

VII. New Business (56:40):

- a. New Passenger Terminal Project Delivery Method (Presentation/Discussion)– Brad Jacobsen

**(1:38:14) Motion to choose the CMR Delivery Method**

Motion to approve made by Bruce, second by Howie

- b. Fleet Mix Discussion Recap and ALP Update – Dan and Brad (1:39:54)  
c. FBO Solicitation Process Update – Dan (1:49:05)  
d. Safety Task Force Subcommittee Discussion and Direction – Barry Vaughn (1:53:19)  
All members present agreed it was a great idea. Barry will take the lead.  
e. Commercial Passenger Activity – Bill Tomcich (1:59:05)

VIII. Public Comment (2:00:29):

-Ellen Anderson said that she never received the GHG Inventory. Rich replied it was distributed to the board as an internal working document. Ellen added that looking over the chart it is still only GHG Emissions. To her understanding, there are two kinds of emissions; GHG, which is bad for the planet and the other, ground emissions, is bad for the kids at Buttermilk. Why is there no discussion on the ground emissions?

-Jacque replied that they were intentionally separated out - GHG will be addressed first and then ground emissions.

IX. Board Follow Up Comments (2:01:47): None

X. Next Meeting: November 17, 2022-

Meeting Adjourned 5:05 PM

**Action Items:**

- One edit to the Working Agreement (provide in place of providing) – Done
- Meg requested the report that Bill Tomcich presented – Done
- Rich requested the Working Agreements be added to the agenda permanently – Done



# Meeting Agenda

## Aspen/Pitkin County Airport Advisory Board

### [Airport Advisory Board Working Agreements](#)

---

Date: November 17, 2022

Time: 3PM – 5PM

Location: 1001 Owl Creek Rd – Airport Operations Center

<https://zoom.us/j/94024392896?pwd=Rml4RVBrall2NDhvc0tUUFBYmVDUT09>

Meeting ID: 940 2439 2896

Passcode: 480476

---

### **Agenda Items**

- I. Call Meeting to Order
- II. Roll Call
- III. Approval of Meeting Minutes
- IV. Public Comments (3 minutes per speaker for non-agenda items)
- V. Board Comments
- VI. Old Business
  - a. Emissions Update – Dan
  - b. Safety Subcommittee (Discussion/Public Comment/Vote) – Barry
  - c. AOC Conference Room AV Upgrade – Dan
- VII. New Business
  - a. Airport Budget – Dan
  - b. Passenger Terminal Design Process – Dan
  - c. ASE Website
  - d. December Meeting Availability
  - e. ASE Commercial Passenger Update – Bill Tomcich
- VIII. Public Comment (3 minutes per speaker on agenda topics)
- IX. Board Follow Up Comments
- X. Adjourn

# **Aspen/Pitkin County Safety Task Force<sup>1</sup>**

## **Mission Statement**

The mission of the Safety Task Force would be to maximize safety and reduce aviation accidents and incidents at the Aspen/Pitkin County Airport (KASE) and associated airspace.

## **Basic Concept**

- involve local pilots with substantial experience operating at KASE
- brainstorm recommendations to enhance and improve safety
- focus primarily on general aviation (GA)
- reach out to aviation organizations
- ascertain organizations' interest in partnering with Pitkin County to improve safety at the airport and in the air
- formulate recommendations for consideration by KASE Airport Advisory Board (AAB) and Pitkin County Board of Commissioners (BOCC)
- assist in implementation of recommendations once approved

## **Measurements of Success**

Unlike typical business or governmental objectives, the success of this mission would ultimately be measured in the negative, by a reduction in the number of accidents and incidents occurring at KASE and in the associated airspace, and in the reduction of the number of concomitant accident/incident reports by the National Transportation Safety Board (NTSB).

---

<sup>1</sup> On January 23, 2019, the Pitkin County Board of Commissions (BOCC) established the Aspen/Pitkin County Vision Committee (Vision Committee) and related working groups and focus group to develop a vision for the future of the airport. On April 16, 2020, at the end of an extensive and exhaustive public process, the Vision Committee submitted its final report and recommendations to the BOCC. On December 18, 2020, after further extensive public process, the BOCC passed resolution No. 105-2020, which adopted with additions and amendments the recommendations contained in the Vision Committee's report (the Common Ground Recommendations) and which also provided for the formation of an "Airport Advisory Board of citizen volunteers" (AAB) to advise and assist the BOCC regarding airport matters as recommended by the Vision Committee. On June 27, 2021, the BOCC passed ordinance no. 026-2021 authorizing the creation of the AAB. And on January 13, 2022 the BOCC passed resolution no. 005-2022 appointing the initial members of the AAB. Since then the AAB has been meeting regularly.

The principal role of the AAB as stated in the AAB's bylaws promulgated by the BOCC is to make recommendations implementing the Common Ground Recommendations. First among these is to "Maximize the Safety of Our Airport". The AAB's bylaws also provide that "the BOCC will support the Board's need to appoint sub-committees or special taskforce committees from time-to-time. Those appointments will be reviewed and approved by the BOCC prior to seating."

The AAB at its October 17, 2022 meeting approved in concept the formation of the Safety Task Force to develop and make recommendations to the AAB to, if approved, be presented to the BOCC for consideration and hopefully approval and implementation. The purpose of this document is to describe in greater detail the Safety Task Force concept for the AAB's and BOCC's consideration.

## **Importance of Partnerships**

There are numerous organizations in the aviation community who share our community's interest in aviation safety. A focus of the Safety Task Force will be to reach out to these organizations to explore the possibility of partnerships with these organizations to promote safety at our airport and in our airspace. No commitments would of course be made by Safety Task Force members in exploring these possibilities without express, prior AAB and BOCC approval. Such organizations could include, but not necessarily be limited to, the following:

- AOPA, the Aircraft Owners & Pilots Association
- NBAA, the National Business Aviation Association
- GAMA, the General Aviation Manufacturer's Association
- FSF, the Flight Safety Foundation
- Fractional Jet Ownership business, such as
  - Flexjet
  - NetJets, Inc.
- Aviation Charter Companies ("Air Taxi")
- the KASE FBO, once the next operator is selected
- FAA, the Federal Aviation Administration
- KASE Tower Controllers
- CPA, the Colorado Pilots Association
- Flight Safety International, professional aviation training
- Colorado Division of Aeronautics, a division of CDOT
- Aviation insurance companies and brokers

## **Guardrails**

The Safety Task Force's work will be limited to aviation safety. Although its members may occasionally express their opinions as individuals and members of the community on other subjects before the AAB and BOCC, the Safety Task Force as a body will be cognizant of its guardrails and not stray into areas beyond its remit.

## **Safety Task Force Members**

The following local pilots have agreed to serve on the Safety Task Force subject to the approval of the AAB and BOCC:

### **Daniel Baker**

Commercial pilot

FlightAware founder & former CEO

Collins Aerospace strategic advisor

GAMA executive committee

Aircraft owner

**Brett Detwiler**

Airline Transport Pilot  
Retired senior Airline pilot & trainer  
Charter pilot

**Bruce Gordon**

Airline Transport Pilot  
EcoFlight founder & chief pilot  
AAB Member

**Peter Hutter**

Private Pilot, Multi Engine  
Aerospace engineer & manufacturer  
Search & rescue pilot  
Aircraft owner

**Gary Kraft**

Certified flight instructor, CFII  
Aircraft owner

**William Landis**

Airline Transport Pilot  
Charter pilot & operations director

**John McBride**

Private pilot  
Real estate developer  
Aircraft owner

**Walter Obermeyer**

Airline Transport Pilot  
Investment Advisor  
Aircraft owner

**Mike Solondz**

Airline Transport Pilot  
Airline pilot & staff trainer

**Steve Vance**

Private pilot, multi engine, instrument rated  
Engineer, business owner  
Aircraft owner

**Barry Vaughan**, chair  
Retired attorney  
Private pilot, single engine, instrument rated

**Tyson Weihs**  
Private pilot, multi engine, instrument rated  
ForeFlight founder & former CEO  
NBAA board member  
GAMA executive committee  
Aircraft owner

### **Preliminary Timeline**

November 2022

AAB approval

December 2022

BOCC approval

December 2022 - January 2023

Organizational meeting of the Task Force

Introductions

Open meeting law compliance

Interest conflict avoidance

Conceptual review

Guardrails

Task assignments

Preliminary recommendation formulation and compilation

Potential aviation partnership outreach

January-February 2023

Further Task Force meetings

Review and refinement of recommendations

Report results of potential partnerships outreach effort

March 2023

Finalization of initial Task Force recommendations

Submission to AAB for consideration and approval

April 2023

Presentation of recommendations to BOCC for consideration and approval

April-May 2023

Commence implementation

### **Meeting Location and Public Involvement**

The meetings of the Safety Task Force will be conducted preferably in person and by Zoom™ as necessary, preferably at the KASE operations center. The proceedings and internal communications of the Safety Task Force will be subject to, and comply with, the Colorado Open Meetings Law, CRS § 24-6-401 et seq., with the assistance of county and airport staff. Notices to the public of task force meetings will be given in the same manner as for AAB meetings.

### **Monthly Reporting and Coordination with Staff**

The Safety Task Force chair will report to the AAB at its regular meetings and to the BOCC as requested on the task force's progress. The Safety Task Force will also coordinate and consult with county and airport staff on a regular basis during the task force's work.

-o0o-



# Aspen/Pitkin County Airport Advisory Board

## Meeting Minutes 17, 2022

The agenda items contained in these minutes are written in an action only format.

For the agenda, minutes, and recording, go to:

<https://www.aspenairport.com/about-aspen-airport/>

- I. Call Meeting to Order: 3:00PM
- II. Roll Call:  
In Person: Meg Haynes, Howie Mallory, Valerie Braun, Bruce Gordon, Auden Schendler, Barry Vaughn, Mike Solondz, Clint Kinney, Sara Ott  
Virtual: Catherine Christoff,  
Not in Attendance: Jacque Francis, Rick Heede
- III. Approval of the Meeting Minutes:  
Motion to approve made by Auden, second by Mike. Minutes Approved for 10/20.
- IV. Public Comment: None
- V. Board Comments (3:42):  
-Valerie is very pleased with how fast the Safety Sub-Committee came together and with the members serving on it.  
-(4:23) Howie agrees with Valerie and he would also like Dan to provide a timeline of when certain decisions need to be made. Dan replied that he could put together a six-month outlook while making a best guess and as long as it can be flexible.
- VI. Old Business (7:28):
  - a. Emissions Update – Dan – Because Jacque and Rick could not be at this meeting, it was decided to postpone the GHG Baseline Emission vote to December. Staff wants to make sure we have their approval.  
-Howie asks for clarification that our goal is to be able to recommend a procedure to accomplish a 30% reduction in GHG. Dan replied yes, and we need a baseline of what to measure against. That is what Mead & Hunt is currently working on with Jacques and Rick. We will dive into this more at next month's meeting with Mead & Hunt.
  - b. Safety Sub-Committee Presentation – Barry (11:53)  
Discussion, Public Comment, Vote  
-Follow-up Board Comments (28:40)  
-Clint asked how they make sure that this Task Force stays on a policy level, not an administrative level – such as day-to-day operations. Barry replied that compliance is monitored by the FAA. The Task Force would not be involved with that aspect or with Airport's rules or regulations. Clint adds that he just wants to make sure this does not infringe on Dan or Staff's jobs.  
-Bruce added that he sees this as an educational opportunity where there is a lot of room for improvement. Barry agreed that at the end of the day, this is to educate pilots and none of it would be on a regulatory basis. Barry added that one of the things he needs to stay mindful of is steering this process to make sure they stay focused on safety, and that none of the members takes it upon themselves to make broad policy pronouncements about things outside of their guardrails.

-(32:57) Rich stated that he and Dan will be requiring Barry to check in on progress. If ideas come out of this that could help with day-to-day operations, they will entertain them. However, this group needs to stay focused on their task at hand. This is a policy driven group, not day-to-day operations. Rich added that this Task force is on the BoCC addenda for December 7, if you all vote to pass it through.

-(34:12) Sara suggested the name be changed so as not to imply it being part of Emergency Operations and Dan agreed. Bruce suggested adding the word Education to the name.

-Barry suggested Fly Safe ASE Task Force

-(37:25) Howie asked if the scope included on the ground operations and safety and Dan replied no, flying operations only.

-(38:27) Public Comment - None

-(38:59) Howie made a motion to approve the creation of the Pitkin County Flight Operations Safety Task Force or name to be determined. (Barry remarked that he likes the name Flight Ops Safety Task Force) Second by Auden. Vote 7-0 - Unanimous

-(39:37) Mike asked if this is a final working document going to the BoCC for approval and if so he suggested having only the first sentence under *Guardrails*. Barry agreed to remove the others.

-Meg added that it does not change the motion, as it is a small edit.

c. AOC Conference Room AV Upgrades – Dan (41:03)

Early to mid-January implementation

- Replacing overhead projector with a 98-inch flat panel display.
- 6 pendant ceiling speakers
- 6 ceiling microphones with amplifiers
- New camera system
- Acoustical ceiling panel
- Dedicated computer
- Lighting control

VII. New Business (45:14):

a. Airport Budget Presentation– Dan

- Airport Revenues
- Airport Expenses
- BoCC Budget Presentation

b. Passenger Terminal Design Process – Dan (1:09:24)

- Terminal Design and Construction Process
- Terminal Facility Funding Options

c. ASE Website Update – Dan (1:28:11)

Dan requested input from the AAB on how to make the website better. What to keep, what to get rid of. Barry asked if Sandra could find out if our developers had worked with any other airports besides Jackson Hole.

d. December Meeting Availability (1:33:28)

Board decided to keep the meeting as is on December 15.

e. ASE Commercial Passenger Update/Presentation – Bill (1:34:35)

- ASE YTD Passenger Traffic with YOY Comparison
- Winter Service Patterns

- Discussion (1:45:25)

VIII. Public Comment (1:52:50):

- Ellen Anderson asked if the Dec 7 BoCC Meeting regarding the Task Force would be a first reading with a second reading? If so has the BoCC changed their policy to allow public comment on first reading? Rich replied that it would be a single read resolution, not on a consent agenda. The BoCC have set aside 15 to 30 minutes to discuss. In addition, Ellen requested that the PowerPoint from this meeting be made available to the public and Dan said that it would be. She then asked if there was anyone else on Zoom – Dan replied that Catherine Christoff is the only one that he was aware of.

IX. Follow Up Board Comments (1:54:38): None

X. Next Meeting: December 15, 2022 –  
Meeting Adjourned 4:46 PM

**Action Items:**

- Six month timeline – Dan – Information to follow on 2023 Work Plan
- Sara suggested Task Force name change – Barry – Done
- Mike suggested removing all but first sentence under Guardrails on Task Force Document – Barry – Done
- Ellen requested the PowerPoint be made available to the public – Sandra – Done – sent to her personally and posted on the website.

# Aspen/Pitkin County Airport Advisory Board

## [Airport Advisory Board Working Agreements](#)

---

Date: December 15, 2022

Time: 3PM – 5PM

Location: 1001 Owl Creek Rd – Airport Operations Center

<https://zoom.us/j/94024392896?pwd=Rml4RVBrall2NDhvc0tUUFByTmVDUT09>

Meeting ID: 940 2439 2896

Passcode: 480476

---

### **Agenda Items**

- I. Call Meeting to Order
- II. Roll Call
- III. Approval of Meeting Minutes
- IV. Public Comments (3 minutes per speaker for non-agenda items)
- V. Board Comments
- VI. Old Business
  - a. Greenhouse Gas Discussion/Public Comment/Vote
  - b. Safety Task Force Update – Meg
- VII. New Business
  - a. AAB – BoCC Annual Report - Jacque
  - b. Retreat
    - Possible Dates
    - 2023 Advisory Board Work Plan/Timeline
    - Criteria Pollutants
  - c. ASE Commercial Passenger Update – Bill Tomcich
- VIII. Public Comment (3 minutes per speaker on agenda topics)
- IX. Board Follow Up Comments
- X. Adjourn

# Aspen/Pitkin County Airport Advisory Board

Meeting Minutes December 15, 2022

The agenda items contained in these minutes are written in an action only format.

For the agenda, minutes, and recording, go to:

<https://www.aspenairport.com/about-aspen-airport/>

I. Call Meeting to Order: 3:00PM

II. Roll Call:

In Person: Jacque Francis, Meg Haynes, Howie Mallory, Valerie Braun, Auden Schendler, Barry Vaughan, Mike Solondz

Virtual: Bruce Gordon, Clint Kinney

Not in Attendance: Sara Ott, Catherine Christoff

III. Approval of the Meeting Minutes:

Motion to approve made by Rick, second by Auden. Meeting Minutes approved for 11/17

IV. Public Comment: None

V. Board Comments: None

VI. Old Business (00:06):

a. Greenhouse Gas Discussion/Public Comment/Vote – Rick Heede and Jacque Francis.

-Rick presented the Memorandum on the ASE Climate Emissions Baseline Inventory developed by he and Jackie.

Board Questions (01:40):

-Valerie stated the 96% of what we are measuring so far has to do with aircraft operations. Currently we have gone up in usage each year. She asked if that is 96%, how do we show a 30% reduction if we continue to see an increase in sales. Rick replied that new types of airlines, including electric aircraft, may come online by 2030 and the use of SAF will grow.

-Valerie asked if there is enough SAF around and available. Rick answered that they have asked staff to request that information from the FBO.

-Valerie also asked on the remaining 4% that is on vehicle use – how are we measuring that? Rick replied we are looking at fuel use in county owned vehicles servicing the airport as well as the natural gas and electric used in the terminal.

-Valerie asked how many electric vehicles are being used now and Dan replied none yet, but two are coming in 2023

-Valerie asked how we would measure electric vehicle. Rick answered we would compare the previous year's usage and the next year's electrical usage to calculate it.

-Valerie then asked when we could expect all or most of the airport vehicle to be electrified. Dan answered that it is difficult to say, as most of the snow equipment does not have that option. He also added that we are currently maxed out on electricity at the airport but we are working to add a couple of chargers and add to the amount of electricity the airport receives.

-Valerie asked who manages all the paperwork and Dan replied our Fleet Department handles it on all fuel. (Total fuel usage)

-Valerie asked Rick if there is a place for monitoring in the Memorandum on a monthly basis. He replied that staff will review energy bills, both fuel and building energy bills and provide that to the team that does the inventory, perhaps Mead & Hunt or others. This data would then be provided to the AAB on an annual basis.

-Jacque added that the 30% was not the most important thing to her and Rick in this document, but to do the most amazing job possible and have ambitious goals.

-Howie asked why we couldn't track on a quarterly basis so we can see seasonal changes. Rick said he believes we could track fuel sales and emissions on a quarterly and report to the board if requested.

-Auden added that the least amount of work we can do, the better. Fuel usage per year is not going to change that much and the trend line will be over years not quarters.

-Rick stated that it is not a lot of work as long as the FBO is tracking. Dan said it is in their lease agreement for annual sales. He added that there will be expense involved with tracking emission quarterly. (Consultants and tools)

-Jacque added that they would be given a worksheet from the consultants moving forward to streamline the process.

-Rick says the consultants have agreed to provide 2019 and 2020 documentation of the baseline and every 3 years moving forward.

-Mike stated we are not physically measuring emissions for our target; this is strictly on a usage basis. He asked if we have to amend the resolution we adopted a few months ago. Rick replied no, as this is just a list of all the sources included in the baseline.

-Rick added that they know there is some percentage of fuel consumption by aircraft flying in and out that don't refuel. We are trying to gather data on the number of fueling operations so that we can get a sense of how many aircraft don't buy fuel here. In this memorandum, we are focusing on fuel sales.

-Barry added that he thought they both did a great job on this and he is happy to moving forward.

Public Comment (18:05): None

Motion to adopt the Memorandum on the ASE Climate Emissions Baseline Inventory made by Auden, and second by Meg. Approved unanimously.

b. Safety Task Force Update - Meg (22:03)

Next Meeting Thursday 1/26 at 1:00 PM in BoCC Room

c. Update on ALP – Dan (29:57)

- In the inventory phase – data collection
- Completed aerals of the airport
- Working on enplanement and operations forecast
- Working on fleet mix
- Jacobsen Daniels wants to come out for the January meeting and every two months after for updates unless nothing to report

d. Update on FAA December Meeting – Dan ( 31:17)

- Relationship building
- Working on issues with the Environmental for the terminal

e. Update on AOC Conference Room Upgrades – Dan (32:14)

- Supply Chain Issues
- Hopefully Completed before February Meeting

VII. New Business (35:54):

a. AAB – BoCC Annual Report - Presentation Jackie

- Rich said that according to the bylaws the AAB must give an annual progress report to the Bocc
- (36:45) Looking Back slide
  - Barry asked that “development and vote” be added to the GHG Policy and Emissions bullet
  - It was also requested that the Presentation on 2023 Budget bullet be changed to “Budget Review Presentation”
- (41:22) Meg asked Dan for a more in-depth ALP update
- (45:35) Looking Forward slide
  - Barry asked that we change webpage redevelopment to website redevelopment
  - Barry asked that ALP, Terminal and FBO be added to Looking Forward slide
  - Valerie asked Dan to define Environmental under Working Groups bullet. Dan replied that there could be several different topics for each group.

b. Retreat Discussion (53:38)

- Possible dates January 5, 6, or 9. The board chose 6<sup>th</sup> with lunch at 12:00 and retreat from 12:30 to 5:00 at the BoCC Room.
- (1:06:33) 2023 Work Plan, Criteria Pollutants, and Task Force/Sub-Committees will be discussion topics at the retreat.
  - Rich added that he would like to bring in representatives from the area who have already been working on this to find out what they are doing and to partner with them. (Pitkin County, City of Aspen, CORE)
- (1:11:45) Auden asked Mead & Hunt - if we got the measurements perfect, had all the data, and decided what we cared about, what could we do about it?
- (1:12:36) Mary Vigilante responds and a discussion follows

c. ASE Commercial Passenger Update – Presentation/Discussion - Bill Tomcich

VIII. Public Comment (1:45:58):

-Ellen Anderson said thank you for letting the public have 3 minutes at the end of the meeting to comment. She added that she is very encouraged by the Safety Task Force. Ellen has been saying for years that Pitkin County should have been analyzing all of the crashes. She added that most of the incidents have been GA but there have been at least 1 commercial accident that was not listed in Barry’s findings. Ellen is also glad that the meetings will be open the public and will allow public comment. She suggested that the Task Force focus on the human element not just the technical side and statistics.

IX. Board Follow Up Comments (1:49:27):

-Barry said Sara Ott had made the suggestion to change the name of the Task Force to make it clear that it is about Flight Ops and not Emergency Management Response. In response to Ellen’s statement, the Task Force will be looking at the timeline that comes before the accident but the methodology of the response .

X. Next Meeting: January 19<sup>th</sup>, 2023 –

Meeting Adjourned (1:50:32)