

Aspen/Pitkin County Airport Advisory Board

[Airport Advisory Board Working Agreements](#)

Date: August 20, 2026

Time: 2:30PM – 5:30PM

Airport Operation Center

<https://us06web.zoom.us/j/89965669686?pwd=aEtsZU86j3ikNErIaCbEwwpu1xkCet.1>

Passcode: 841042

Agenda Items

- Call Meeting to Order
- Roll Call
- Public Comments (3 minutes per speaker, unless otherwise advised by the Chair for non-agenda items)
- Approval of Meeting Minutes
- Board Comments
- Priority Item(s)
 - Terminal SD Update / Alignment Progress – Carter, ZGF/CCA, Kiewit/FCI (20 Minute Presentation – 40 Minutes Q/A)
 - Kiewit/FCI, a Joint Venture Introduction
 - Refresh of the 10 BOCC Resolution Items
 - Presentation and Process for Identifying Areas of Study
 - Progress Update on Master Plan Design and Phase 1 Design Option
 - Discussion, Q/A
 - ASE Air Quality Measurements – First Quarter Reporting – Roher Wayson and Jen Wolchansky (45 minutes including Q&A)
- Old Business
- New Business (Time Permitting)
 - Introduction of the New Interim Airport Deputy Director (5 minutes)
 - Parking Update/Discussion – Diane (10 minutes)
 - BoCC Workshop on UFC's Update – Ryan (5 minutes)
- Standing Items (Time Permitting)
 - Staff Update (see staff memo attached) Diane and Nora (10 minutes) (Including runway update)
 - Pilot Safety Committee Update – Andrew (5 Minutes)
- Public Comment (3 minutes per speaker on agenda topics)
- Board Follow-up Comments
- Adjourn

AGENDA ITEM SUMMARY

MEETING DATE: August 20, 2026, Airport Advisory Board

AGENDA ITEM TITLE: Airport Terminal Modernization - ASE Terminal Schematic Design Master Plan and Phase 1 Update

STAFF RESPONSIBLE: Ryan Mahoney, Deputy County Manager
Diane Jackson, Airport Director
Joe Christie, ASE Program Management Team
Carter Strothman, ASE Program Management Team

ISSUE STATEMENT: Staff is seeking to provide an update on the Airport Terminal Modernization Project, as we prepare to transition from schematic design to design development, and have the Terminal Design Team perform a page-turn to finalize the ASE Schematic Design Documents, which include two phases – an updated Phase-1 Design that aligns with direction provided in the recent BOCC Resolutions and for a cost-effective opening day program that still accommodates future Phases of the Master Plan design.

BACKGROUND: In November of 2024, the County received approval of the Airport Layout Plan (ALP) from the Federal Aviation Administration (FAA), which serves as a critical roadmap for implementing community-driven goals identified in the ASE Vision Common Ground Recommendations (CGR). These recommendations were developed through extensive collaboration with residents, stakeholders, and experts. Having an approved and signed ALP opens the door to federal funding opportunities for critical airport projects, including a new terminal and runway.

A Request for Qualifications (RFQ) for the solicitation of Terminal Architectural Design Services was issued in April 2025, with responses received in May 2025; and the ZGF-CCA Design Team was selected. In August 2025, ZGF-CCA was contracted with the County and commenced work on the first phase of the terminal design effort, being the development and submittal of the ASE Concepts & Programming Phase Summary Book.

The Concepts & Programming phase ran from August 2025 through January 2026, and the Terminal Design Team met with airport and county staff, the airlines, all ASE tenants, and in close collaboration with the Terminal Design and Airport Multimodal Connectivity Task Forces to develop multiple terminal design concepts which led to a single preferred concept. The ASE Concepts & Programming Phase Summary Book presents a conceptual terminal design that reflects the CGRs, community input to date, and provides a plan of action on how the County can achieve the goal of modernizing the terminal.

The key Schematic Design phase milestones included:

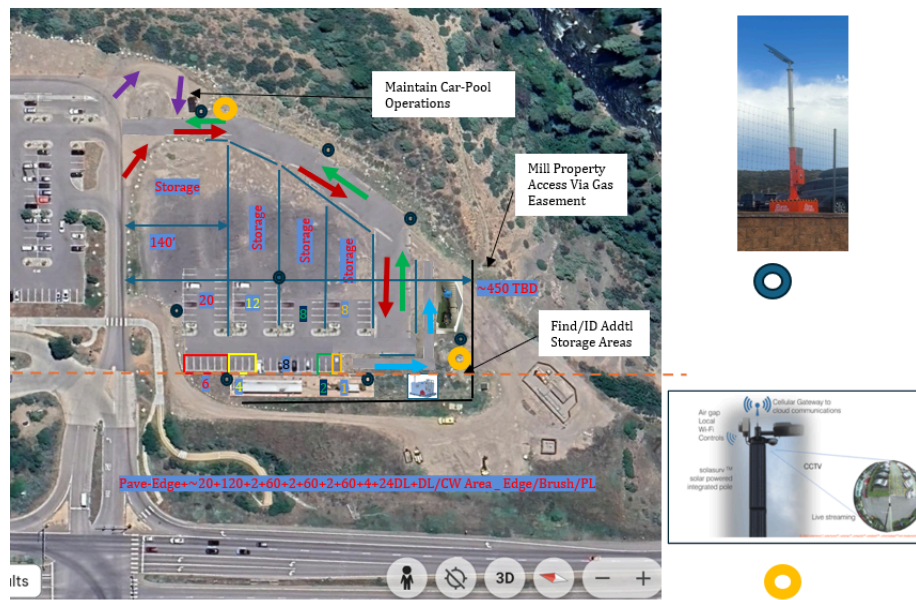
- **Concept Selection:** Preferred concept selected from the two refined concepts.
 - January 15 – Community Open House #4
 - January 15 – AAB Concept Recommendation

- January 28 – BOCC Concept Vote
- **Look & Feel Refinement:** Components from preferred concept are refined to confirm fit and functionality and then sized to align with refined design parameters.
 - March 3 – Task Force Meetings
 - March 5 – Community Open House #5
- **Site & Systems Refinement:** Components from preferred concept are refined to confirm fit and functionality and then sized to align with refined design parameters.
 - April 28 – Task Force Meetings
 - April 30 – Community Open House #6
 - March 5 to April 5 – Terminal Design Survey #3
 - May 19 – Tour of Existing Terminal
- **Schematic Design Alignment to Design Development Informal Resolution:** Components are aligned to address key findings identified by prior resolutions, as identified in the following section of this AIS.
 - May 27 – BOCC Resolution on P&Z Considerations ([bocc.res.058.2026](#))
 - June 2 – Joint Task Force Schematic Design Meeting
 - June 16 – Joint BOCC-AAB
 - June 18 – AAB Schematic Design Recommendation
 - June 24 – BOCC Schematic Design Resolution ([bocc.res.067.2026](#))
 - Aug. 20 – AAB Alignment Phase Review
 - Aug. 25 – BOCC Alignment Phase Review
 - Sept. 1 – Joint BOCC-AAB Meeting
 - Sept. 17 – AAB Recommendation on Transition to Design Development
 - Sept. 23 – BOCC Design Development Resolution

BOCC RESOLUTION 058-2026 & 067-2026 ITEMS – RESPONSES: In the updated Alignment Phase SD materials, the design team has addressed the ten (10) items below, three (3) of which are from Resolution 058-2026 and seven (7) from Resolution 067-2026.

From BOCC Resolution 058-2026 – Planning and Zoning Commission considerations:

- *“To exclude property depicted in the WOMP (current location of the Battery Energy Storage System) for use as the temporary CONRAC, and investigate as an alternative, the use of lots A-1 and A-2 of the Brush Creek Parking Lot.”*
 - The ASE-PMT and the Design Team have worked with current site survey data and collaboration with the Rental Car Companies to produce a schematic design that will be presented to the BOCC for next steps on the review and approval process. This SD design meets the needs of the County and the Rental Car Companies during the construction period.



- *“To explore Dark Sky compliant lighting for the landside terminal and parking area.”*
 - The current SD plans and design directives still comply with this request.

G4050.60 General Luminaire Requirements

Exterior Luminaires on this project shall be rated for exterior use, UL Listed, with all glare shields, louvers and other accessories to achieve Dark Sky compliance and to meet all Local, State and Federal codes. Fixture housings and accessories shall be aluminum or brass with painted finish as selected by Landscape Architect, unless indicated otherwise on the Project' most recent Fixture Schedule. Luminaires shall be lamped with 2700 Kelvin / 90+ CRI (Color Rendering Index) LED lamps. All luminaires and lamps shall be dimmable and compatible with the Project's Lighting Control and Dimming System

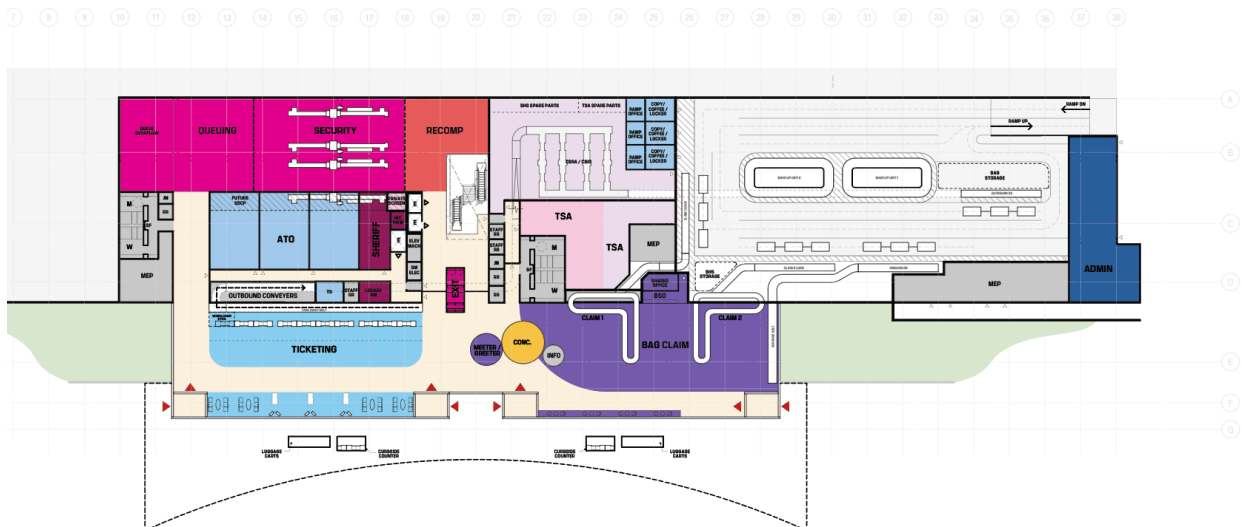
- “That the square footage for the TSA baggage screening operations and the Sheriff’s Office security space accommodations shall meet the programmatic needs of the community and the requirements of the U.S. Government.”
 - The current SD plans and design directives still comply with this request and have provided areas in and around the terminal building that will allow the County to provide the final design spaces that County departments and the TSA will accept.



Planning Guidelines and Design Standards for Checked Baggage Inspection Systems

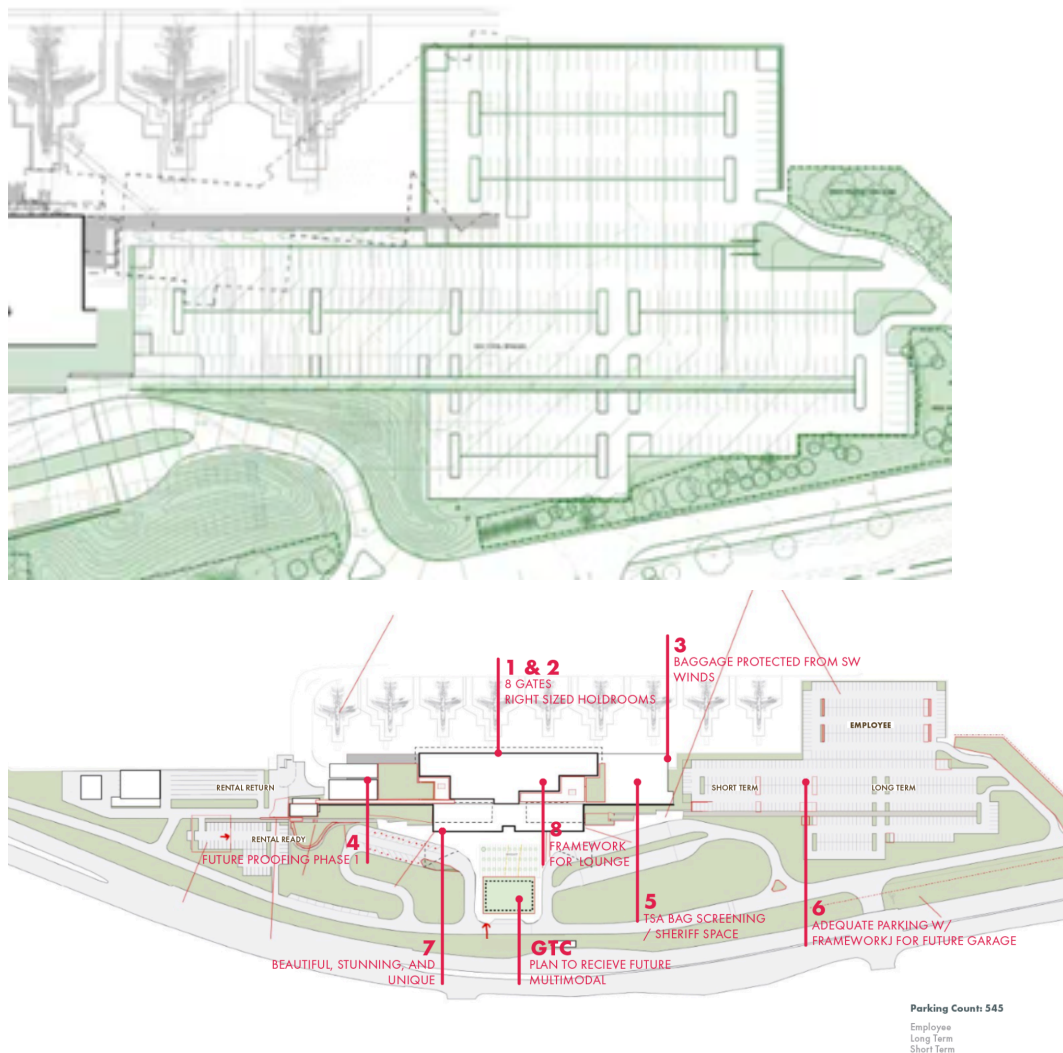


Version 8.0
December 30, 2022
File 2600.3

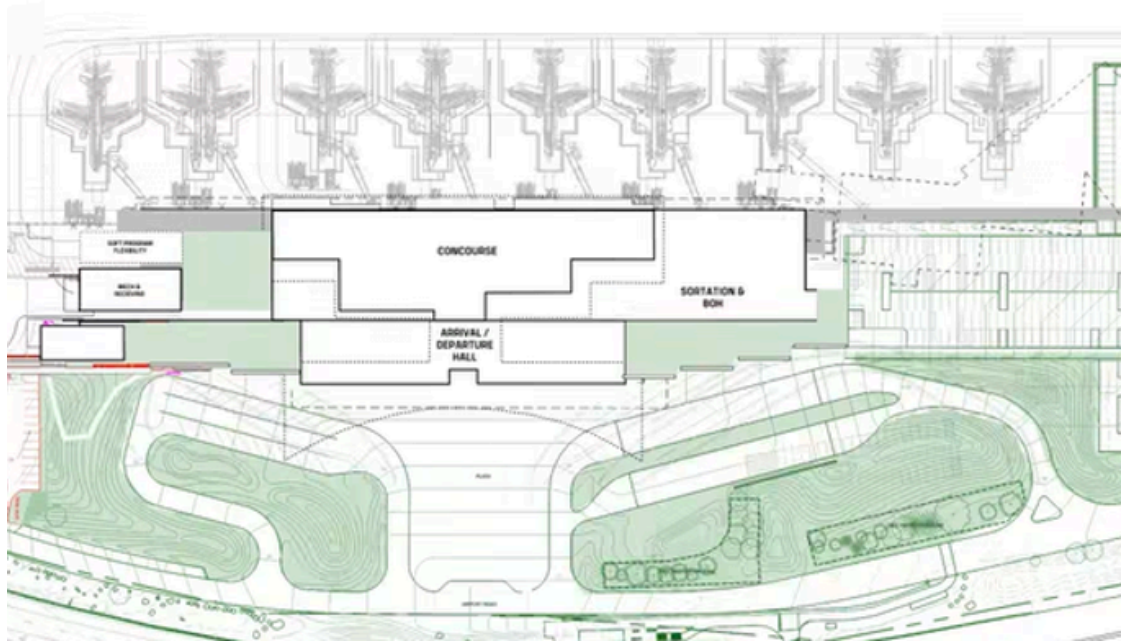


From Resolution 067-2026 – Terminal Schematic Design Concept:

- *“Define a specific proposed solution or explanation for the current employee, guest and locals’ adequate Opening Day Parking.”*
 - The updated Alignment Phase SD plans provide for no less than the same amount of private operated vehicle (POV) space as the airport’s current 2025 amount, being 545 spaces.
 - The plans provide for a dedicated area for employee parking that will account for no less than the number of spaces needed for the morning flight activity and to account for the overlap of shifts to address the afternoon and evening flight activity. The space counts and management will be based on the historical activity data provided by Metropolis and by the agreed upon Projected PMAD Flight Schedule.



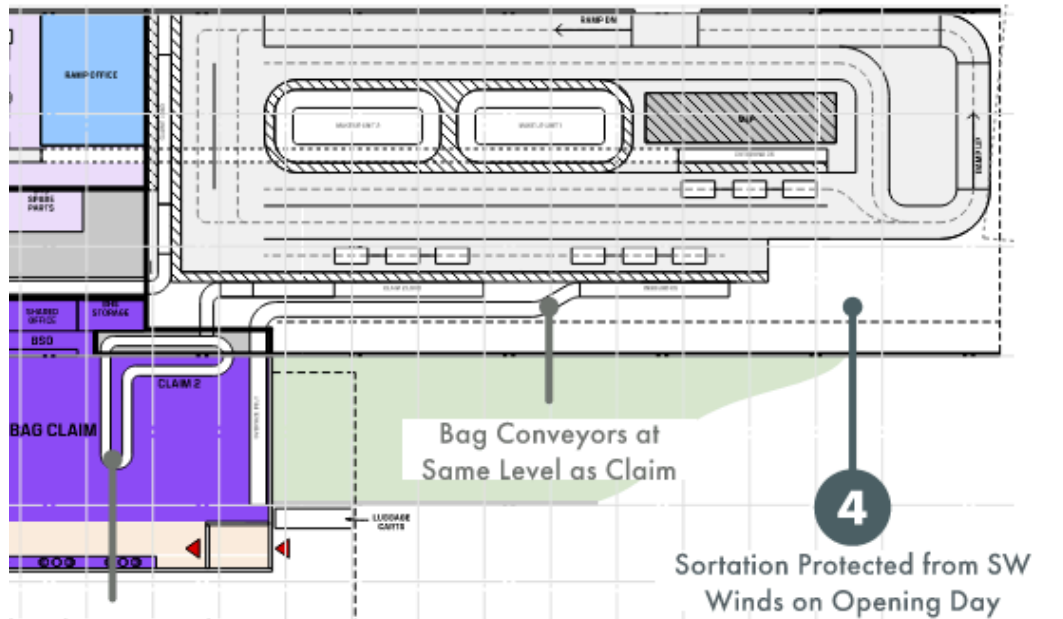
- *“Evaluate the feasibility of an eight gate, which the AAB believes is critical to maintain current levels of airline service and provides enough square footage in the hold area to accommodate an eight gate’s worth of passengers.”*
 - The updated Alignment Phase SD plans provide for an Eight Aircraft Position for Passenger Boarding, and One (1) Remain-Over-Night (RON)
 - The plans provide for holdroom and seating space for an Eight Gate



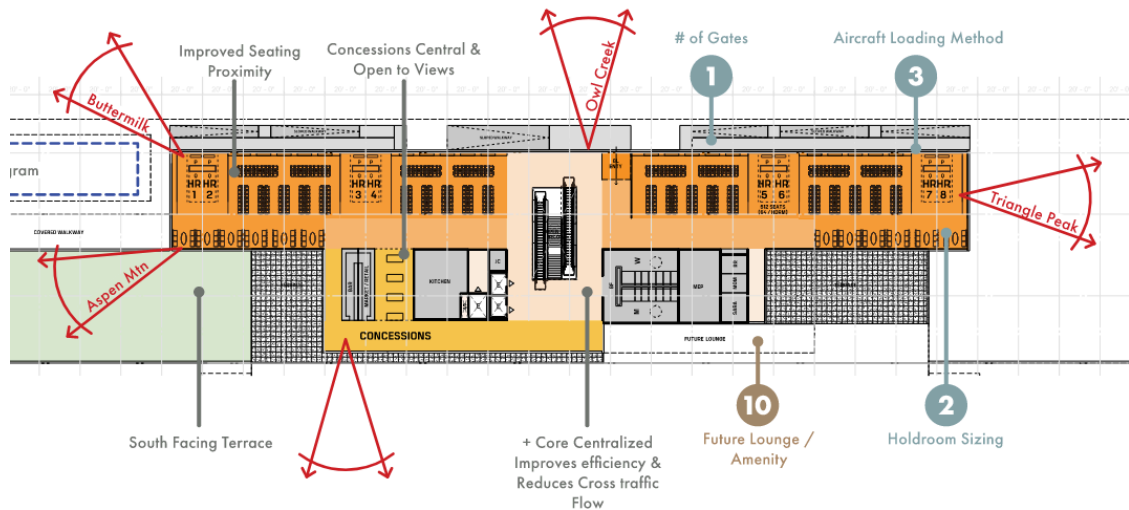
- *“Address the perception that the holding areas are too tight.”*
 - The updated Alignment Phase SD plans provide for holdroom areas that have high ceilings and views of every gate
 - The Plans provide seating for all gates with seat counts that are 10% greater than the typical average aircraft load factors, and some additional area in the concourse for additional seating to be provided in the future.
 - The plans provide for concourse expansion if the County were to deem it necessary to increase the concourse and holdrooms areas in the future.
 - The plans provide for an entire holdroom and corridor area that is more than 2-times the size of the existing holdrooms and walkways.



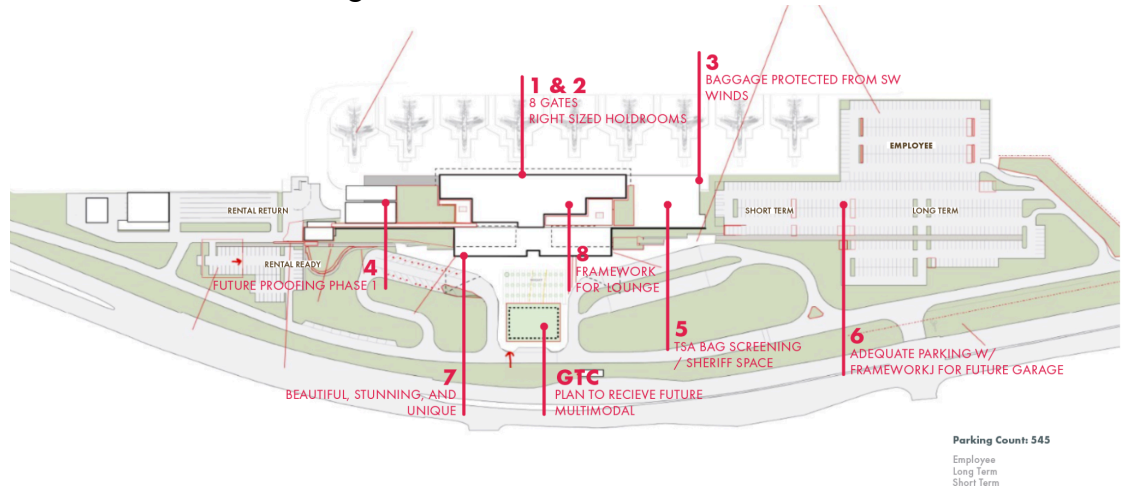
- “Consider non-climate controlled baggage areas.”
 - The updated Alignment Phase SD plans provide for a bag make-up area that is under roof and with half-walls that address bag belt infrastructure needs and open-air ventilation.
 - The plans provide for future enclosure and expansion of the HVAC systems to fully enclose the bag make-up area at any time.



- “Address the lack of exceptional views and a possible third story penthouse, gathering area, restaurant, and similar amenities.”
 - The updated Alignment Phase SD plans provide for 360-degree views from an elevated concourse level.
 - The plans provide for a future third story penthouse, gathering area, restaurant, and similar amenities.



- “Design to future proof Phase 1 to enable future construction of those remaining portions of the approval schematic design not included as part of Phase 1.”
 - The updated Alignment Phase SD plans provide a Master Plan design that shows where future construction can occur, and to align with what is most important at the time of decision making.



- “Design for a beautiful, stunning and unique looking and functioning terminal.”
 - The updated Alignment Phase SD plans have addressed all the items above and have created a stronger foundation to use the DD phase to create a beautiful, stunning and unique looking and functional terminal.



SOUTH TERRACE Mountain Views

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LINK TO STRATEGIC PLAN: Flourishing Natural and Built Environment: Conserve natural resources and environment, Responsibly maintained and enhanced County assets. Prosperous

Economy: Responsible and accountable stewardship of County assets. Livable and Supportive Community: A sense of personal and community safety.

KEY DISCUSSION ITEMS:

As we prepare to transition from schematic design to design development, the Terminal Design Team will provide a page-turn as previously described in the ASE Concepts & Programming Phase Summary Book and refined in the Schematic Design Documents, to provide a terminal space program and site layout design for a new modernized terminal within the County's budget constraints while reflecting the CGRs and reconciling the inherent tradeoffs associated with "right-sizing" and "future-proofing" for opening day (Phase 1) and through future flexibility (Phase 2).

As we prepare to transition from aligned schematic design to design development of the new terminal, the work to-date incorporates significant community feedback, including from the Terminal Design and Airport Multimodal Connectivity Task Forces, multiple community meetings and hundreds of survey responses. This input was fundamental and foundational in producing updated schematic designs in context of the CGRs. Community outreach will continue through the design development phase over the next 16 weeks, as the process transitions to sharing how public input to-date is being incorporated into the new terminal design.

PROCESS & NEXT STEPS:

The **Design Development** phase will begin in September 2026 and last for about 16 weeks. It determines the sizes and layouts of rooms and end to end connection of all systems, and the final overall terminal finishes. It is a process of verifying airport operational needs and tradeoffs within the CGRs and budget constraints, implementing the overall vision and presenting the final design. During this phase, design becomes more final and leads into the permitting process.

The design phase concludes with roughly 20 weeks of the **Construction Documentation** phase remaining to prepare all final building and site design elements and ready for construction.

Each of the above design phases for the new airport terminal will continue to follow the project development and decision-making process outlined in the Task Forces' charter, wherein the Task Forces will continue to support community engagement and provide input to staff and the Airport Advisory Board (AAB). The AAB will continue to make recommendations to the Board of County Commissioners (BOCC) as appropriate to support the decision-making process shown below.

BUDGETARY IMPACT: The airport's previously approved Budget will cover the design phases. The full construction budget needs and related project costs will be presented later in 2026 as the design progresses and refined Construction Manager at Risk (CMAR) cost estimates are established.

RECOMMENDED BOCC-AAB ACTION:

Prepare to consider acceptance of the aligned ASE Terminal Schematic Design at September 1, 2026, BOCC & AAB Work Session. This document will serve as the Basis of Design for the following phases to further the terminal design to be within an acceptable budget, reflect the Common Ground Recommendations, and provide the flexibility to serve airport user, staff and

community interests on opening day, as well as the ability to anticipate and adapt to future needs. The AAB recommendation for approval of Master Plan Schematic Design would then come to the BOCC for informal resolution following the September 17 AAB meeting. Acceptance of the aforementioned Schematic Design does not mean it will be the final design; it will simply be the starting point for the next design phase and will be further refined to meet County requirements and budget constraints.

Staff advises that, on September 17, 2026, the AAB make a recommendation to the BOCC for approval of the Aligned ASE Terminal Schematic Design to be considered for approval by informal resolution at a subsequent BOCC meeting.

As noted above, this action would not approve a final terminal design. It would acknowledge the transition from schematic to design development, based on significant community input to-date which was fundamental and foundational in defining the schematic design program in the context of the CGRs. Community outreach through the lens of the CGRs will continue to inform the design development phase over the next 16 weeks.

ATTACHMENTS:

ASE progress Schematic Design Documents – Full Terminal and Site, dated August 18, 2026.

ASE progress Phase-1 – Schematic Design Sketches – Aligned Terminal, presented August 18, 2026.



ASE STAFF MONTHLY MEMORANDUM

To: Members of the Airport Advisory Board

Date: August 20, 2026

Re: AAB Task Force, Subcommittee, and Staff Updates

NOISE

New Fly With Integrity Program materials have been posted at the FBO.

Noise Complaints/Curfew Violations:

7/19/26 – Complaint received regarding a low flying private plane over the Town of Carbondale. ASE Operations team responded: flight did not depart from or land at ASE.

8/3/26 – Complaint received from an Aspen resident regarding early morning Flight School operations over the City of Aspen. ASE Operations team responded: Flight School has been notified.

8/7/26 – Curfew Violation – Aircraft landed at 6:31 AM local time, despite being made aware that ASE was closed to operations until 7:00 AM. County Attorney notified.

8/10/26 – Complaint received regarding early morning noise near North 40 neighborhood. ASE Operations promptly began investigations into the source of the noise.

8/11/26 – Complaint received reiterating concerns re: early morning noise audible near North 40 neighborhood. ASE Operations responded with the results of their investigation concluding that ASE was not the source of the noise.

AIR QUALITY

Monitoring continues at 11 locations. Mead & Hunt will present data from existing air quality study in August, 2026.

ASE PILOT SAFETY COMMITTEE

A survey for ASE pilots has been circulated and results are being evaluated on an ongoing basis to help guide the Safety Committee's agenda and priorities.

AIRCRAFT INCIDENTS

7/11/26 – ARFF responded to a crash phone notification (Alert 1) for a falcon aircraft with a nose gear indicated red. The aircraft landed safely with ARFF supervision. Following safe parking at the GA ramp,

ARFF conducted an inspection and found that landing gear was intact and in normal temperature range, no damage noted. The pilot confirmed no injuries, no damage to aircraft or other concerns.

ASE

Modernization Project update will be provided by Diane at the August AAB meeting.

Elk and Bear Lot parking fee increases were proposed to BoCC on August 12, 2026. A second reading will be held on August 26, 2026.

Aspen/Pitkin County Airport Advisory Board

Meeting Minutes June 18, 2026

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/>

- Call Meeting to Order: 3:00PM
- Roll Call:
In Person: Jacque Francis, Meg Haynes, Bruce Gordon, Jim Light, Andrew Doremus, Evan Marks
Virtual: Mike Solondz, Ann Mullins, Lara Whitley, Clint Kinney, Gloria Kaasch-Buerger
Absent: Howie Mallory
- Public Comment:
-(7:25) Suzanne Pfister, daughter of Betty Haas Pfister, spoke in support of the initiative to name the new Aspen Airport terminal in honor of her mother. The proposed name is The Betty Haas Pfister Terminal at Sardy Field.
-(11:05) Toni Kronberg spoke about the new RFTA bus route, the Flyer, and also the use of the mass transit lane is not for right turns as it is technically the light rail corridor. She spoke about the Brush Creek Park and Ride management plan as well.
- Approval of the Meeting Minutes (13:57):
Bruce Gordon made a motion to approve the April meeting minutes, and Andrew Doremus was the second. Approved.
- Board Comments:
-(14:38) Jacque stated that she is in favor of the Board putting Suzanne Pfister on a future agenda. All agreed.
-(15:15) Andrew spoke about the noise abatement topic. He said the website had useless information and needed to be updated. He also stated the Fly with Integrity Program really needs to get on it. Board and staff discussion follows. Andrew said he would like to be included in any progress made.
- Priority Item(s):
 - **Program Updates**
 - (21:03) Runway/Airfield Update – G.R Fielding and Joe Christie
Board questions follow and discussion with staff.
 - (37:29) Communications Update – Miles
 - (41:30) Terminal SD/Phase 1 Recommendation – Carter and ZGF Tea
 - **(59:30) Board Discussion/Public Comment/Vote**
(1:44:00) Meg Haynes made a motion to recommend to the BOCC that the ASE – Terminal Schematic Design Concept be approved and that the phase 1 solution, as presented at the 6/16/26 joint work session, be forwarded through design development. This recommendation includes a request that, preferably within 90 days or before the end of Design Development, the design team gives emphasis on defining specific proposed solutions or explanation for:

- to define a specific proposed solution or explanation for the current employee, guest and locals' adequate Opening Day parking,
- the requests to provide an eighth gate, which is critical to maintain current levels of airline service and provides enough square footage in the hold area to accommodate eight gate's worth of passengers,
- the perceived too tight holding areas,
- the non-climate controlled baggage areas,
- the lack of exceptional views and a possible third story penthouse, gathering area, restaurant, etc.,
- future proofing Phase 1 to enable the remaining portions of the approved schematic design,
- a beautiful, stunning and unique looking and functioning terminal.

I further clarify that any future phases reflecting the remaining portions of the approved schematic design would move forward to the design development phase and would not be required to start over at the programmatic design phase.

The second was made by Mike Solndz

(1:48:00) Further Board Discussion on Motion

(2:01:38) Public Comment

-(2:01:41) Toni Kroneberg said that Jim Light's ideas are right regarding being prepared for opening day and future proofing. She said that Meg's summery is everything that the public is concerned about. Toni spoke about the top items that were discussed during the Visioning Process.

-(2:05:16) Patrick Hunter spoke about flight troubles he had recently. He asked Diane who controls the number of planes sitting on the airport apron at one time. Jacques asks Diane to respond.

(2:07:40) Further Board Discussion on Motion

(2:15:25) Vote

Jacque Francis -yes

Meg Haynes - yes

Bruce Gordon - yes

Mike Solondz - yes

Andrew Doremus - yes

Jim Light - yes

Ann Mulins – yes

Unanimous

- Old Business:
- New Business:
- Standing Items:
- Public Comment:
- Board Follow Up Comments:
- Adjourn