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Airport Advisory Board Meeting Minutes

March 27th, 2024

9:00 a.m.

1. Call to Order

Steve Bush called the meeting to order at 9:02 a.m.

Those present in person were Airport Manager Zech Papp, Tara Miller, Steve Bush, Jerry Cunningham, Charles Collman, Randall Cone, Barbara Struble, Dennis Dempsey, Jim Barker, Commissioner P.T. Wood, and Airport employees Jamison Bernoudy and Ethan Smith. Participating in the meeting via zoom was Shawn O'Day, County Administrator Don Reimer, Deputy County Administrator Beth Helmke and Salida City Administrator Christy Doon.

2. Minutes for Approval

Jerry Cunningham moved to approve the February 28th, 2024 Meeting Minutes. Jim Barker seconded the motion. All approved.

3. Public Comments

Public Comment was given by:

Donna Rhoads, 6095 County Road 160, Salida

4. New Business

Steve Bush stated that he attended the County Board Training hosted by County Attorney Daniel Tom the previous evening. Charles Collman gave a quick overview of the training.

- a. Salida Airport Emergency Response Plan – Zech Papp addressed the Board regarding a recent incident that brought up the need to review the Emergency Response Plan (ERP). Zech has discussed this with Rich Atkins at the Office of Emergency Management as well Josh Hadley with Emergency Medical Services. The most current emergency response plan is from 1994. Deputy County Administrator Beth Helmke suggested that Zech review the Eagle County Airport ERP. It was determined that development of a new emergency response plan is necessary.
- b. Salida Airport Standard Operating Procedures – Zech Papp addressed the Board regarding the need to update the Standard Operating Procedures



(SOP). This spring, the Airport will be working towards revitalizing and updating all of the guiding documents, including construction standards, fire code standards, commercial operator's agreements, rules & regulations, and fee structures.

- c. Salida Airport Board Mission Statement – Zech Papp addressed the Board with regard to the lack of a mission statement. Ideas were briefly discussed with the following potential bullet points:

- Promote aviation safety
- Airport sustainability
- Aviation access to Chaffee County
- Growth & development
- Maintenance & safety
- Compliance with state and federal regulations
- Providing quality customer service
- Promoting local activities
- Provide guidance to policy makers
- Advise the Airport Manager, as he advises the city and county
- Promoting aviation to youth

Jim Baker spoke about the need for 2 mission statements, one for the actual Airport, and one for the Airport Board. Jim also stated that most mission statements are very short, one or two sentences. Shawn O'Day spoke about the need for a vision statement as well. Board members will brainstorm over the next month and this will be discussed at the next meeting.

- d. BV Airport Development Table Talk – Zech Papp has been invited to attend the table talk meeting the BV Airport on April 8th to discuss airport development. A brief discussion ensued, and it was asked if the BV Airport has a master plan, which they do, as each airport is required to have a master plan, capital improvements plan and airport layout plan. An updated airport layout plan will come with the Taxiway Alpha design, engineering and environmental. The capital improvement plan is reviewed every fall, and a plan for the next ten years is laid out. Zech stated that the Salida Airport has had the chance to look at the BV Airport's guiding documents, which could be helpful for revitalizing and developing our items.

5. Old Business

- a. Fuel Farm/DOLA Grant
- b. Taxiway A Design, Engineering and Environmental (CDOT) – Items A and B were discussed together.
- A brief update was given. The State's CDOT grant will cover the environmental design aspect for both projects, which will likely take 2-3

months. Once that's completed, the design and engineering work can begin. The hope is that the Fuel Farm will be ready to put out for bid in September or October, select a contractor, and have them order the tanks. The tanks take approximately 10 months to build.

- c. Runway Stats Traffic Monitoring – Zech Papp gave another quick overview of the new equipment that the Airport has been given the opportunity to test out. The equipment automatically monitors and logs several things and can produce several reports, such as take-offs and landings, aircraft information, a heat map that shows aircraft trafficways, peak times of the day, peak days of the week, and much more. There are currently 5-6 small airports across the state participating in the testing phase. In June or July, the State will determine if they can fund the program for smaller airports, or if the individual airports will have to pay for the service.
- d. 2025 Budget / Project Costs – Zech Papp provided a brief update, stating that the 2025 budget is nearly complete.

6. Manager's Report – Activities during last month; statistics of prior months; updates; other projects – Zech Papp stated that fuel sales are good and pretty standard for this time of year. Fuel prices have increased a little bit. Flight instructors are currently very busy. There are currently 2 high school interns through Colorado Mountain College (CMC), and 1 or 2 other student interns that are not part of the CMC program. The State is doing a reimbursement for businesses and organizations that are doing internships for students, which Zech has applied for. If the airport is awarded with the reimbursement, the hope is to invest those funds into the youth programs. Dennis Dempsey inquired as to whether there is going to be an Airshow and a Fly-in this year. Zech stated there will not be.

7. Adjourn – There being no further meeting business, Jerry Cunningham moved to adjourn at 10:03 a.m. Randall Cone seconded the motion and the meeting adjourned.

Respectfully submitted,



Tara Miller
Secretary to the Airport Board