



Salida Airport at Harriet Alexander Field

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Airport Advisory Board Meeting Minutes

July 24th, 2024

9:00 a.m.

1. Call to Order

Randall Cone called the meeting to order at (unknow time). Those present in person were Airport Manager Zech Papp, Jerry Cunningham, Charles Collman, Barabara Struble, Commissioner P.T. Wood, Chaffee County Administrator Don Reimer, and Airport employees Ethan Smith and Justin Mann. Participating in the meeting via zoom were Jim Barker, Michael Marino, and Shawn O'Day.

2. Minutes for Approval

Randall Cone moved to approve the June 26, 2024 Meeting Minutes. Jerry Cunningham seconded the motion. All approved.

3. Public Comments

None.

4. New Business

- a. New Airport Staff Member – Zech introduced the new Airport staff member, Justin Mann. Justin introduced himself and gave a brief background on himself.

5. Old Business

- a. Fuel Farm / Taxiway A Design, Environmental, Engineering (CDOT) – Zech spoke briefly on these projects. Over the last six weeks, all the surveying has been completed for the Fuel Farm and Taxiway A Design. Core samples have been taken of the soil where the taxiway will be, and the environmental team has been out to do their inspection of the sites. Zech is waiting to get approval from the FAA on the environmental side of things, and he's hoping to hear from them by the end of the week. Commissioner Wood asked Zech when the expected finish date for the projects is. Zech stated that the Fuel Farm design should be completed by October and the Taxiway A design soon thereafter. The hope is to put the Fuel Farm out to bid before the end of this fiscal year, hopefully by November. The Taxiway A project will go out for bid in February of 2025 and construction will begin in the spring for both projects. The hope is that both projects will be completed by September of 2025.



- b. 2025 Budget / Project Costs – Zech is still in the process of getting a meeting set up with the City of Salida and finalizing his budget presentation. The biggest question with the budget is the infrastructure for the area that will be developed. Zech will work on reaching out to the people that have submitted letters of interest for new hangars to see what their building plans are so he can get an idea of what kind of infrastructure will be needed.

Commissioner Wood stated that due to less sales tax, there is less money coming in this year than they did last year, so all county departments need to plan for a tight budget.

Administrator Reimer stated since the county is not anticipating as much revenue, looking in to how the new projects can be utilized to bring in revenue is important. Currently, the city and county have budgeted ~\$600,000 for the two projects for the local match, which is a substantial amount of money for both entities.

A brief discussion ensued regarding the upcoming budget and costs, and possibility of updated the Airport's fee structures. The managing funds are available for these two projects.

- c. Salida Airport Board Mission Statement – This is not complete yet and will be discussed at the next meeting.
- d. Salida Airport SOP and Guiding Documents – This is not complete yet, but Zech has been working with the County Attorney on this project.

6. Manager's Report – Activities during last month; statistics of prior months; updates; other projects

– Zech stated that the contract for the Airport's engineering firm, Dibble Engineering, is a five-year contract which concludes at the end of 2024. The FAA requires that the Airport put out a request for qualifications (RFQ), and the Airport must select their on-call engineer for the next five years. RFQs will be reviewed, and a selection will be made shortly thereafter. The Airport has a general services agreement with Dibble Engineering, and that will likely be the case for the next 5-year contract as well. Fuel sales and operations have been slightly elevated for the past month. There have been just over 4,000 operations at the Airport in 2024. The Airport is currently fully staffed. A new zero-turn mower was purchased, which has been helpful for the staff. Zech has been working on the crack-fill project as well, and the goal is to complete that project by mid-August, with some touchups being done in September when the weather cools off.

Administrator Reimer stated that the update to the hangar design guidelines and requirements are currently being reviewed and updated, including potential firewall needs. The need to use the land area efficiently is very important. Zech stated the minimum construction standards are also being reviewed.

- 7. **Adjourn** – There being no further meeting business, Randall Cone moved to adjourn at (unknown time). Jerry Cunningham seconded the motion, and the meeting adjourned.

Respectfully submitted,

Tara Miller

Tara Miller
Secretary to the Airport Board

