



Salida Airport at Harriet Alexander Field

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Airport Advisory Board Meeting Minutes

August 28th, 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, Charles Collman, Randall Cone, Michael Marino, Shawn O'Day, Commissioner P.T. Wood, and Airport employee Justin Mann. Participating in the meeting via zoom was Salida Administrator Christy Doon. Former Board member Jim Dickson was also in attendance.

2. Minutes for Approval

Randall Cone moved to approve the July 24th, 2024 Meeting Minutes. Michael Marino seconded the motion. All approved.

3. Public Comments

None.

4. New Business

- a. Airport CIP and Projects – In the next few weeks, Zech has a meeting with CDOT and the FAA to go over the annual Capital Improvements Plan (CIP). There is a CIP Workshop in September in Denver, which will go over how airports should submit their CIPs, and goals for airports. Every year, the CIP is reworked and updated.

Zech gave a brief explanation of what's on the CIP for the next several years. The major projects for next year are the Fuel Farm and the Taxiway A Extension. Other upcoming projects for 2026 and beyond on the CIP include new hangar access, wildlife fencing, expanding the workshop, and restriping the airfield. Restriping the Airport could possibly be worked into the Taxiway A Extension project, but that will be determined as that project progresses.

The Airport has received the 75% drawings for both the Fuel Farm and the Taxiway A Extension. He has been reviewing those and will be submitting some comments back to the designers. Phase 1 of the Taxiway A Extension will be done in 2025, and the extension for Phase 2 will be done in 2028. The Airport must purchase some additional land prior to Phase 2.



Zech explained that the CIP is like a wish list. A project being on the CIP doesn't necessarily mean that it will be done. The Airport cannot use funding for a project unless the project is on the CIP.

Shawn O'Day inquired as to whether there are federal funds that can be obtained. Zech stated that there are, and the Airport is currently utilizing a lot of federal funds.

- b. On-Call Engineering RFQ – A Request for Qualifications (RFQ) was recently published to solicit engineering firms for a five-year contract with the Airport. For the past five years, the Airport's on-call engineering firm has been Dibble Engineering. The RFQs that are received will be reviewed and graded and a decision will be made based on that process.

5. Old Business

- a. Fuel Farm Design / Taxiway A Design, Environmental, Engineering (CDOT) – The 75% drawings have been received for both projects and they are currently being reviewed. A lot of the review for the Fuel Farm is based on fire codes. Zech is anticipating some adjustments on those plans. The original plans for the Taxiway A Extension project showed 1875 feet of taxiway, but the plans now show 1600 feet of taxiway. Zech is working with the designers to get that corrected.
- b. 2025 Budget / Project Costs – The two large grant funded projects, the Fuel Farm and the Taxiway A Extension, are the only projects slated to be completed in 2025. Zech spoke briefly about the grant funding and local matches for these projects.
- c. Salida Airport Board Mission Statement – Zech shared rough drafts of the Airport Board Mission Statement as well as the Airport Vision Statement. Randall Cone asked if the City and County have any input on the statements. Commissioner P.T. Wood stated that what Zech shared sounded good. Randall Cone stated that Administrator Reimer previously mentioned that it would be good if the Airport could be self-sufficient, which seems unlikely, as most airports are not self-sufficient. Salida City Administrator Christy Doon stated that the MOU between the City and County is currently being reviewed. The statement in the MOU that the Airport is an enterprise fund is being struck from the document because the importance of needing other support from the general funds of both communities is understood. She believes the process of updating the MOU is a good opportunity for the City and County to incorporate the mission and vision of the Board.
- d. Salida Airport SOP and Guiding Documents – Updating these documents is an ongoing project. Zech has been in communication with a company that analyzes land lease rates and other operational procedures for airports. This analysis will be helpful in planning how to fund the new development.

Zech needs to meet with the Building Department to discuss minimum construction standards and the Fire Department to discuss the NFPA409

Fire Code. The goal is to have these documents completed by spring of 2025.

- 6. Manager's Report – Activities during last month; statistics of prior months; updates; other projects** – There are extensive glider operations for Labor Day weekend. Salida Soaring LLC is providing the towing operations for the weekend gathering.

Fuel sales year-to-date are 46,000 gallons. In July, 11,500 gallons were sold. The projection for total sales for 2024 is ~70,000 gallons. Rampart Helicopters has been utilizing the Airport recently, and there was an arial geo-surveying company utilizing the Airport for almost two months, which boosted fuel sales.

Zech shared the runway stats from the program the Airport has been demoing.

There have been 4,316 operations recorded in the program since the Airport started using it in February. The program does not show military operations, so there are additional operations than the program has not been able to track. The state has decided that they will contribute to the operating cost for the program at all airports in Colorado, which will allow the Airport to continue using the program.

The staff has been doing a lot of mowing and property maintenance.

CDOT recently sent a technician to the Airport to do a repair on the AWOS.

While the technician was on location, he disassembled the old AWOS. The parts from the old system were given to the state to help maintain other systems in the state.

The crack fill project Zech has been working on over the summer is nearly complete. Zech spoke about the importance of maintaining the pavement at the Airport.

- 7. Adjourn** – There being no further meeting business, Zech Papp moved to adjourn at 9:38 a.m. Steve Bush seconded the motion, and the meeting adjourned.

Respectfully submitted,



Tara Miller
Secretary to the Airport Board

