



Town of Erie

645 Holbrook Street
Erie, CO 80516

Meeting Agenda Airport Economic Development Advisory Board

Thursday, August 20, 2026

6:30 PM

Town Hall Community Room

1. **Call Meeting to Order**
2. **Roll Call and Verification of Quorum**
3. **Approval of the Agenda**
4. **Approval of Previous Meeting Minutes**
 - a. Approval of Airport Economic and Development Advisory Board June 18, 2026, Meeting Minutes
 - b. Approval of Airport Economic and Development Advisory Board July 16, 2026, Meeting Minutes
5. **Public Comment**
6. **General Business**
 - a. Officer Reports
 - b. Committee Reports
 - c. Airport Manager Report
 - d. Residential Fee Discussion
 - e. Commercial Fee Discussion
7. **Adjournment**

Next regular in-person meeting: Thursday, September 17, 2026 @ 6:30 p.m.

Translation Services

Persons planning to attend the meeting who need sign language interpretation, translation services, assisted listening systems, Braille, taped material, or other accommodation should [email the Town Clerk's Office](#) or call 303-926-2710. Please submit requests at least 48 hours prior to the meeting.

Si requiere una copia en español de esta publicación o necesita un intérprete durante la reunión del Consejo, por favor [llame a la Ciudad](#) 303-926-2710. Por favor envíe sus solicitudes al menos 48 horas antes de la reunión.



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Meeting Minutes

Airport Economic Development Advisory Board

Thursday, June 18, 2026

6:30 PM

In-Person

1. Meeting Called to Order at 6:30

Duration: 2 hrs 45 min:

2. Roll Call and Quorum

- A. Michael Bowden – In attendance
- B. Kevin Cain – Not present
- C. Emmet Dowling – In attendance
- D. Paul Houghtaling – In attendance
- E. Lyle Martin – In attendance
- F. Steven Toeppen – In attendance
- G. Jennifer Webb – In attendance

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- H. Julian Jacquin – In Attendance
 - I. Jason Hurd – In Attendance
 - J. Brandon Bell – Not Present
 - K. Anil Pesaramelli – Not Present

3. Pledge of Allegiance

4. Approval of Meeting Minutes

- A. April 2026 Agenda

5. Public Comment

8 members of the Erie AirPark HOA

6. General Business

- A. Officer Reports
 - 1. Chair Houghtaling – Notification that after 6 years of being chair, this was the last meeting he plans to serve as chair of this board and does not seek

reelection. It is time to step down. Thanks to Paul for his 6 years of service.

2. *Vice Chair Dowling – None*

3. *Secretary Bowden – None*

B. Committee Reports

1. *Airport Fund Report*

1. *Report presented and available*

2. *Hangar Committee*

1. *Julian provided an update on the submitted proposals for hangar development and the selection on one to move forward with.*

2. *Request for update*

3. *Community Engagement*

1. *We will attempt to start participating in town events for 2026 but will not be able to start with the Erie Town Fair on May 16th*

4. *Airport Manager*

1. *Jason provided update on warranty work in progress and discussed options for supporting unleaded fuel in the future*

5. *Request for next year budget request for Air Fair will remain the same as last year.*

6. *Request was made for an advisory board Work Plan. Draft was compiled in the meeting.*

7. *Advisory Board bylaws were requested and described.*

7. New Business

A. *Documentation provided by the HOA regarding the legitimate existence and active status of the Erie AirPark HOA will be entered into public record with the meeting minutes.*

B. *Emails from airpark residents will also be entered into the record with the meeting minutes.*

C. *Presentation by a representative of the Erie Airpark HOA regarding the proposed fee structure provided to the town council*

D. *Vote on motion to rescind the proposed fee structure provided to council. The motion did not pass.*

E. *AEDAB Officer elections*

1. *Emmet Dowling was elected Chair*

2. *Paul Houghtaling was elected Vice Chair*

3. *Mike Bowden was elected Secretary*

8. Adjournment at 9:15 PM

Next regular meeting – Thursday, July 13, 2026



TOWN OF ERIE

Meeting Minutes

Airport Economic Development Advisory Board

Thursday, July 16, 2026

6:30 PM

In-Person

1. Meeting Called to Order at 6:35

Duration: 2 hrs 54 min:

2. Roll Call and Quorum

- A. Michael Bowden – In attendance
- B. Kevin Cain – In attendance
- C. Emmet Dowling – In attendance
- D. Paul Houghtaling – In attendance
- E. Lyle Martin – In attendance
- F. Steven Toebben – In attendance
- G. Jennifer Webb – In attendance

3. Pledge of Allegiance

4. Approval of Meeting Minutes

- A. July 2026 Agenda
- B. June 2026 Minutes will be amended as requested and approved at next meeting

5. Public Comment

- A. Just observing – Susan House, HOA member, AirPark resident

6. General Business

- A. Officer Reports
 - 1. Chair Dowling –

The AEDAB fee structure proposal provided to council was simply intended to suggest ways to reduce and/or eliminate the fund transfer needed from the town's General Fund to balance the operating expenses of the airport. Requests for finding ways to achieve revenue neutrality for operations of the airport came directly from council as well as from concerned individual residents of the town, and dominates the charter of the AEDAB board.

It was reiterated that the amount of funds the town currently invests in the operations of the airport has been estimated by CDOT to return over 100x in revenue to the town and it's residents.

2. Vice Chair Houghtaling – Thank you to Emmett for accepting the position and responsibilities of AEDAB chair.

The future acquisition of 30 acres of land by the town at the SE corner of Arapahoe Rd/County Line will facilitate the building of additional hangars and potentially a new entrance to the airport. Each of these actions will contribute to the financial goals of the airport.

3. Secretary Bowden –

The town clerk will be consulted regarding the proper procedures for handling public input/feedback to AEDAB initiatives submitted via email to the board. This is to ensure official recording of the emails and to provide public access to them by everyone interested.

The AEDAB wants to provide full visibility of the development of any and all proposals to council regarding the funding, maintenance, operation, development, and use of Erie's airport.

All information provided to the AEDAB via any mechanism is always available to anyone by request to the town clerk.

B. Committee Reports

1. Airport Fund Report
 - a) None

Town staff has updated the timeline for amending commercial fees in December 2026. Residential fee changes will be pushed to 2027/2028 to accommodate the necessary legal research and allow for engagement with residents of the Erie AirPark that might be impacted.

Suggestion that there be a Town Hall meeting to discuss proposed fee changes.

The Town of Erie made a formal request for repayment of \$452,000 in General Fund transfers to the airport made since 2023.

It was also suggested that approx. \$300,000 of revenue from land sales following the closure of the crosswind runway should be applied to the General Fund transfer deficit.

Consideration of the \$700,000 received by the town to purchase the airport from the FAA should also be considered.

2. Hangar Committee
 - a) None
3. Community Engagement
 - a) None

4. Airport Manager
 - a) None

5. Residential Through the Fence (TTF) and aircraft base fee discussion.
6. Request was made for an advisory board Work Plan. Draft was compiled in the meeting.
7. Advisory Board bylaws were requested and described.

Z. New Business

- A. Residential Through the Fence (TTF) and aircraft base fee discussion.

The AEDAB board would like to acknowledge the significant amount of time and effort Braun Mincher has put in to research, consolidate, and communicate information regarding the issues surrounding fee structures. His input on behalf of the residents of the AirPark is greatly appreciated.

Lyle and Jennifer led these discussions.

With the intent of ensuring nothing is omitted in full disclosure of discussion of this topic, we ask that the AEDAB meeting recording be watched to learn all that was discussed.

- B. Jennifer Webb provided a presentation she compiled named "More than a Runway" describing the airport as more than a municipal infrastructure. It is part of Erie's history, identity, and future. She provided a packet of information including aviation educational program provided by AIMS. This will continue to be driven through the airport community engagement initiative.*

8. Adjournment at 9:30 PM

Next regular meeting – August 20, 2026