

MINUTES OF REGULAR MEETING OF THE VAN AIRE SKYPORT CORPORATION BOARD OF DIRECTORS April 5, 2024

The Meeting was convened at 15725 Elk Circle, Brighton, CO, on April 4, 2024. President Brandon Jewett called the Meeting to order at 6:35 p.m.

Present at the Meeting were:

- Board Members
 - Brandon Jewett (President and Member-at-Large)
 - Ed Cole (Treasurer and 1A)
 - Maureen Bendure (1B)
 - Buddy Goeritz (2B)
 - Tom Edwards (2A) (came in later; see below)

Visitors

- Ron Stites, Stites & Associates, LLC (Office Manager)
- Charles Elliston

Brandon presented the Agenda for this meeting (attached).

Brandon asked if everyone had reviewed the Minutes of the March Board Meeting (3/6/2024) and if they had any corrections or additions. Buddy wanted to clarify that he could recruit Members to be part of his Covent/Bylaws Committee and suggested revising the minutes to reflect that. Brandon noted that this was already understood and that Buddy was, besides being Chair, the “Board Rep” on that committee. Hence, it was understood that Buddy could recruit Members. Brandon moved, and Ed seconded that the Minutes of the March 2024 Board Meeting be approved. The motion passed 4-0.

Tom Edwards arrived at the meeting.

Treasurer’s Report:

- Financials:
 - Monthly Profit/Loss
 - YTD Profit/Loss compared to Budget (to be posted on the website)
 - YTD Profit/Loss for Aviation Fuel
 - YTD Profit/Loss for Oil and Gas
 - Balance Sheet (to be posted on the website)
 - A graph of O&G Revenue was circulated to the Board
 - A copy of the Schwab March 31 Statement was circulated to the Board
 - A listing of taxes to be paid was presented:
 - 2023 Federal Income Tax Final Payment \$4,455.00 (due 4/15)
 - 2023 State Income Tax Final Payment \$892.00 (due 4/15)
 - Q1 2024 Federal Estimated Income Tax \$67,000.00 (due 4/15)
 - Q1 2024 State Estimated Income Tax \$15,000.00 (due 4/15)

- Ron also led a brief discussion on severance and ad valorem tax. Verdad should be withholding these for Van Aire. Verdad sent Van Aire a revised statement that disagreed with what they had sent earlier. We are still figuring out what that means for Van Aire.
- Ron noted that we need to get Brandon on the BoC account as a signer and get him (or someone other than John Conroy) set up to do our online Federal Tax payments through EFTPS.
- Ron gave Brandon the truck license renewal to ensure it gets on the truck.
- Ron pointed out that we have updated the details of our insurance policies on the Van Aire website. Members need to log in to see these details.
- Ron handed Brandon an Adams County form requesting information on the potential use of our new properties. Brandon will look at this and see if we need to respond.
- Ron noted that he is progressing in getting his house ready to sell. He urged Van Aire to get very serious about deciding how to proceed. Brandon has two people thinking about becoming treasurer and secretary. He expects some movement in that area very soon. Ron volunteered to meet with those persons and work with them to develop a strategy to move forward as smoothly as practicable. This solution may require going to QuickBooks Online so that Ron can give support remotely.
- Brandon moved to accept the Treasurer's Report as presented. It was seconded by Ed and passed 5-0.

Audit/Internal Fiscal Review Committee:

- Nothing new to report.

Fuel Committee:

- Charles noted that the system seems to be running fine.

Nominating Committee:

- There is nothing definite to report, but progress on the Treasurer and Secretary is underway.

Runway Committee:

- Charles submitted a written report (attached).
- Charles will contact the vendor ("Best Way Asphalt...") for warranty work.
- After a closer inspection, Charles thinks a seal coat may be needed this summer or fall. He will get contractor bids for the work.
- Tom noted that getting additional dirt work around specific spots of the runway and taxiways would be helpful. Charles will look into getting contractor bids for that.
- Charles noted that the wooden posts for the radio tower are rotted and need to be repaired/replaced. He will get contractor bids for that work.

Common Area:

- Don Smallwood provided a written summary of the work done on the Common Area. It is attached.

Architectural Control Committee:

- Nothing to report.

Investment Committee:

- Nothing new to report.

Oil and Gas Committee:

- No change.

Covenant/Bylaw Review Committee:

- Buddy's priorities:
 - Review and clarify voting rules and procedures.
 - Create mail-in balloting procedures if practical.
- Ron noted that we should review Officer requirements and duties as things become more complicated. We may need to hire more of the work done and allow some changes in responsibilities as we try to split up the work.
- Buddy will add members to his committee to help review and suggest changes.

Old Business:

- The need for a Secretary and Treasurer were discussed. Ron would eventually like to be more of a consultant as soon as practical. Brandon expected that some options would soon be available.
- Airport Rules and Regulations:
 - Brandon initiated a discussion on Airport Rules and Regulations. Tom moved that the discussion be tabled. Buddy seconded the motion to table. The motion to table carried 3 to 2.

New Business:

- Walking Path:
 - Maureen stated, "I want one." Tom agreed. They volunteered to work with Chad Cox of Western Engineering to develop some specific designs and graphics for the Board to consider. Brandon encouraged them to contact the Common Area Committee for additional input.
- Water Rights:
 - Buddy expressed general concern that access to well water may be a worsening problem. There was a general discussion, but no action is pending.
- Buildings/Facilities:
 - Brandon proposed that the Board take positive action toward building a "garage/barn" type equipment structure on the new property. Tom moved that Van Aire begin working out the details of building an equipment barn on the northeast corner of the new 16-acre area. Maureen seconded the motion. Buddy suggested that the Board look at some of the details he already has developed. The motion passed 5-0.
- Adams County enforcement issue:

- Brandon noted that Adams County will enforce the County prohibition against storing unlicensed vehicles outdoors. He wanted this recorded in the Minutes as helpful information for Members.
- Neighbor Complaint:
 - Brandon noted that a Green Acres resident complained about dirt piles and equipment stored on the 5.5 acres. This problem has been remedied. Bills for the work done were submitted to Ron.

Next Meeting: Not set.

Brandon moved to adjourn. Tom seconded the motion, and the Meeting adjourned at approximately 8:30 p.m.

AGENDA OF THE REGULAR MEETING
OF THE
VAN AIRE SKYPORT CORPORATION BOARD OF DIRECTORS

5 April 2024

PRESENT:

Directors: 1A Ed Cole (Treasurer) _____
1B Maureen Bendure (Vice Pres.) _____
2A Tom Edwards _____
2B Carl Georitz _____
Member At-Large Brandon Jewett (President) _____
Ron Stites (Office Manager) _____

Guests:

The meeting was called to order by _____ at _____,

Meeting Minutes for Feb 2023 board meeting minutes review,
approved _____.

Financials - Ron Stites

Committee Reports

- **Audit Committee** – Wendy Odenbrett, Ed Cole, Laura Larkin, Helen Gaines
- **Fuel Committee** – Jim Vyduna, John Conroy, Ed Cole, Ryan Bendure, Charles Elliston
- **Nominating Committee** - Maureen Bendure
- **Runway Committee** – Vince Phelps, Charles Elliston, Wayne Henke, John Conroy, Casey Meeks
- **Common Area Committee** – Terry Jackson, Vince Phelps, Charles Elliston, Casey Meeks
- **Architectural Control Committee** – John Conroy, Laura Larkin, Maria Riehl, Tom Edwards
- **Investment Committee** – Jim Vyduna
- **Oil & Gas Committee** – Don Smallwood and John Allison
- **Covenant/Bylaw Review Committee** – Carl Goeritz, Brandon Jewett

OLD BUSINESS

- Airport rules and regs.
- Replacing office manager and Treasure

NEW BUSINESS

- Building for equipment/club house

Tabled Items

VASC Runway Committee Report on Runway and Taxiway Condition

April 5, 2024

Abstract:

On Wednesday and Thursday, April 3 and 4, 2024, VASC Runway Committee member Charles Elliston conducted an inspection tour of all VASC taxiways and the runway to determine the condition of the taxiway and runway surfaces with respect to the need for crack sealing and sealcoating to be accomplished during the 2024 calendar year.

This survey was initiated at the request of the VASC Board of Directors during the March, 2024 monthly Board meeting. A few anecdotal complaints had been expressed by members of the corporation regarding the quality of the crack sealing work that had been accomplished by an outside contractor in the autumn of 2023. The purpose of the survey was to determine the validity of the complaints and assess the need for remediation under the warranty issued by the contractor.

In general, the inspection revealed that nearly every crack that had been sealed the previous year had reopened. However, given the nature of the expansive soil that is known to underlie much of the surface in the neighborhood, it is reasonable to expect that such cracks would reappear, much as they have done annually for many previous decades. Several wide cracks – in some cases more than an inch – exhibited substantial subsidence of the crack sealing material to depths greater than an inch. In a few cases the sealing material applied to individual cracks had completely disappeared into the crack. In many smaller cracks, the sealing material appeared to have sagged below the surrounding asphalt surface at the time of application, thus indicating that insufficient sealing material had been applied to said cracks. This phenomenon was observed primarily on the two north-south taxiways on the south side of the west half of the runway.

The contractor is reported to have stated that the very persistent wide cracks would first be filled with a firm or hard plastic foam substance, like a narrow swimming pool noodle, and crack sealing compound would then be applied on top of the “noodle” to the level of the surrounding asphalt surface. This inspector observed at the time the work was being done last October that this process was not followed on several cracks. Subsequent inspection of the widest cracks seems to confirm that the practice was not followed on any of the cracks. It is these cracks for which this inspector believes the contractor should be held accountable by invoking the warranty specified by the contractor prior to being given the contract, and for which VASC paid.

While conducting the crack survey, this inspector also noted that most taxiways and the runway exhibited significant degradation of their asphalt surface, suggesting that sealcoating should also be accomplished in this calendar year.

And lastly, the thickness and integrity of the asphalt on the runway surface and several taxiways appears to be very adequate. However, a few taxiways exhibited significant “spider web cracking” and deterioration suggesting that the depth of the last asphalt resurfacing, applied several years ago, was insufficient in the degraded areas. These damaged areas will need attention in the next few years, if not sooner.

Specific Observations:

1. A detailed inspection of the easternmost north-south taxiway on the compound revealed the presence of at least 52 remarkable cracks across the full width of the taxiway. Nearly all of these cracks appeared to have been properly sealed in the previous year, and nearly all of these cracks exhibited subsequent separation in the sealing compound in the form new cracking. Most of the cracking appeared to be the consequence of normal soil and asphalt shifting and contraction. The nominal crack width was approximately 1/8 to 1/4 inch. The widest crack, of which there were only two, had spread to a width of 1/2 inch. This inspector does not believe these cracks justify any warranty claim.
2. Assuming the above-mentioned taxiway is approximately 1/4 mile long, the average distance between cracks computes to about 1 crack in every 25 linear feet of taxiway. In reality, cracks seemed to appear on each side of each resident's individual taxiway or ramp where it joins the main taxiway. Cracks seldom appear between these intersections. This inspector's general impression is that this average crack rate applies to most other taxiways on the compound with a couple of notable exceptions. Two taxiways – the north-south taxiway on the north side closest to the Wind Tee, and the taxiway servicing Brandon Jewett's and Don Smallwood's properties on the south side – had remarkably fewer cracks, and no large cracks. Conversely, the second taxiway from the west end on the south side of the runway had an exceptionally large number of large cracks and showed evidence that crack sealing had not been accomplished with the same degree of attention to thoroughness as on most other taxiways. Collaterally, both south-side north-south taxiways on the west end exhibited evidence of thinner asphalt with attendant spider-web cracks and surface deterioration. The far west taxiway joining the west end of the runway seemed to be in excellent condition, with only a few significant cracks.
3. There are seven very wide cracks on the east half of the runway that appear to this inspector to be worthy of a warranty claim. All are at least one inch wide, and at

least one inch deep. It was this inspector's observation at the time that the work was accomplished, that the contractor failed to insert the plastic foam noodles in the cracks prior to treatment with tar or rubber compound, as had allegedly been promised.

4. Coincidentally, this inspector noted seven cracks where taxiways intersected the runway on the west half of the runway in which a warranty claim appears to be justified.
5. Significant edge cracking and separation was noted on several taxiways. This inspector believes this is the result of excessive height of the taxiway surface above the surrounding grade, and the absence of sufficient dirt abutments along the sides of the taxiways to help hold the asphalt in place.
6. Although not specifically mentioned in the commission to study the taxiway/runway surfaces, it was brought to this inspector's attention that the 4" X 4" wooden vertical stanchions supporting the remote radio runway lighting control box are damaged and rotted to the extent that immediate replacement should be accomplished.

Conclusions:

1. A warranty claim for faulty crack sealing work is justified for at least fourteen major cracks in taxiways and the runway.
2. Crack sealing of all taxiway and runway cracks should be accomplished prior to the 2024-2025 winter season.
3. Emphasis should be placed on effectively mitigating the wide-crack problem by using "noodles" or some other effective method - more effective than pouring sand or large quantities of tar or hot rubber into the seemingly bottomless cracks - of preventing large quantities of crack sealing material from being lost deep in the crack to no avail with respect to prevention of water and ice accumulation in the crack.
4. Sealcoating is needed and should be accomplished prior to the 2024-2025 winter season.
5. Contractors doing crack sealing and sealcoating work should be closely supervised by a Board member or someone with sufficient authority to assure compliance with contracted-for services.
6. Emphasis should be placed on an extra thick layer of sealcoating to help prevent additional spiderweb cracking and deterioration of taxiway surfaces that are thin. This is a band-aid approach but it is better than ignoring the damage.
7. Runway surface integrity seems to be quite robust, but consideration should soon be given to overlaying those taxiways that were not paved to a sufficient depth at the most recent resurfacing event. The mitigation suggested in Item 6 above is temporary at best and will not suffice for more than a very few years.
8. The Board should consider initiating a program to enhance the dirt abutments adjacent to taxiway edges to prevent further edge slumping, cracking and separation of this asphalt. (Perhaps some dirt removed for construction of the proposed walking/biking path could be used for this purpose.)
9. The vertical stanchions supporting the remote radio runway lighting control box should be replaced without delay.

March 23, 2024

Status: New Van Aire Properties i

16.5 Sportsman lot

On Feb. 1 I started working on cleaning up the property by:

1. Removing old fence line, removing posts and rolling up wire
2. Removing old machinery and junk in fence line
3. Cutting weeds that had over grown fence line and plot along 160th ave
4. Disking weed plots for overseeding with dry land pasture mix
5. Discing between taxi way and old fence and the weed patch along 160th
6. Over seeded the disc area with dry land pasture mix.
7. Disposed the junk metal from the fence row

5 acre white fence parcel

After finishing 16 acre parcel I moved to the white fence lot. The condition of this parcel is described below.

It was overgrown by weeds that ranged from shoulder high to knee high.

5 loads of dirt and trash had been dumped in separate piles in the center of the property. Two trenches 4' wide and 12' long and been dug by a backhoe in the center west side of the property. One hole had been drilled with a large auger in the center. The dirt from holes and trenching was stacked beside the holes.

The white fence has been damaged by prior mowers hitting the fence and damage done to the posts.

There is a shallow v shaped ditch along the entire length of the west side of the property. It appears to have been installed to drain water from the culverts that converge on the SW corner of our property. In addition, the large house on the SW corner of our property has a plastic drain line the appears to drain all the water from his eave spouts into the ditch. The tall house on the NW corner the the W fence line has a septic field just across the fence and appears to be seeping into said ditch as indicated by the softness of the soil and the septic smell that exists in that area.

i have mowed the property, skimmed of the koshia weeds growing on the crushed asphalt area, leveled the dirt piles, picked up the concrete and rocks and disposed the debris in the excavated trenches. I leveled off the piles and filled in the trenches. I disc the entire property and over seeded the grass covered area

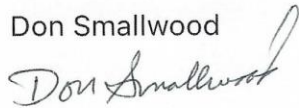
with dry land seed.

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After the above actions Installed gates across the fence opening. I engaged Steve Headstrom who lives on 155th circle in Green Estates to dig the post holes and help me install the gates and posts which were sourced from Mari Snyder. She donated the gates and posts, no charge. I have installed a combination lock that has the same combination as the fuel farm door.

My comments on where to locate the machinery/meeting place building.
After spending considerable time looking at both properties I believe the 5 acre parcel is the most favorable choice. It is the most secure area, access is good with Edna St. entrance. The structure could be located on the S 1/2 of the property away from the runway with ample parking room. It is the highest part of the property with power access from the SW corner, plenty room for a septic field and gas from the street.

Don Smallwood

A handwritten signature in cursive script that reads "Don Smallwood". The signature is written in dark ink and is positioned below the printed name.