



**BURLINGTON CITY COUNCIL  
REGULAR MEETING  
Burlington Community Center  
340 S. 14th St., Main Conference Room  
January 26, 2026  
6:30 p.m.**

Live public streaming available at  
<https://www.burlingtoncolo.com/virtualcouncilmeeting>

## **AGENDA**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Roll call**

Greg Swiatkowski, Mayor	Hal Mc Nerney	Adrian Hernandez
Mark Burghart	Troy Hinkhouse	Kamron Weisshaar
Paul Velasco, Mayor pro tem		
- 4. Review and Approve Agenda**  
*Emergency matters coming before Council which may require action may be added to the agenda.*
- 5. Consent Agenda Items**
  - A. January 12, 2026, minutes
- 6. Public comment** (*Comment is limited to 3 minutes.*)
- 7. Public hearing**
  - A. Public hearing for proposed Ordinance 1015 – an Ordinance of the City of Burlington Setting the Ballot Title and Content for Voter Authorization for a Two Percent (2%) Increase in the Rate of the Lodger’s Tax; Submitting the Ballot Issue at the Election to be Held April 7, 2026; Setting Forth Details in Relation Thereto; and Declaring an Emergency
- 8. Unfinished business**
  - A. Consider approval of Ordinance 1015 – an Ordinance of the City of Burlington Setting the Ballot Title and Content for Voter Authorization for a Two Percent (2%) Increase in the Rate of the Lodger’s Tax; Submitting the Ballot Issue at the Election to be Held April 7, 2026; Setting Forth Details in Relation Thereto; and Declaring an Emergency
- 9. New business**
  - A. Consider approval to submit an Energy and Mineral Impact Assistance Tier II Grant application to Colorado Dept. of Local Affairs (DOLA) for partial funding for construction of a Wastewater Treatment Facility.
  - B. Consider approval of Mayor’s signature on Access Road Grant Application & Exhibit A regarding airport.
  - C. Consider approval of Mayor’s signature on Pavement Maintenance Grant Application and Exhibit A regarding airport.
  - D. Consider approval of Mayor’s signature on CDOT HUTF form to certify lane miles of streets.
- 10. City department reports**
- 11. Reports from Council**
- 12. Adjournment**

**BURLINGTON CITY COUNCIL  
REGULAR MEETING  
County of Kit Carson  
State of Colorado  
Burlington Community and Education Center  
340 S. 14th Street  
January 12, 2026  
6:30 p.m.**

**1. Call to order**

Mayor Swiatkowski called the regular meeting to order at 6:30 p.m.

**2. Pledge of Allegiance**

**3. Roll Call**

**Council members present:**

Mayor Greg Swiatkowski  
Paul Velasco, Mayor Pro Tem  
Hal McNerney

Mark Burghart  
Troy Hinkhouse

**Council members absent:** Adrian Hernandez, Kamron Weisshaar

**Staff/Officials present:**

Jim Keehne – City Administrator  
Georgia Gilley – City Clerk  
Ashley Gutierrez – Utility Clerk

Mike Konecne – Public Works  
Michael Grinnan, Esq. – City Attorney

**Others present:**

Jeremy Otto, left after public hearing  
Tom Demastrie, left after public hearing

**4. Review and Approve Agenda**

*Emergency matters coming before Council which may require action may be added to the agenda*

City Administrator Jim Keehne noted the agenda was revised to add Item 9D regarding an agreement letter with Mayberry and Company LLC for 2025 audit services.

Motion by Burghart and second from Velasco to approve the revised meeting agenda to add Item 9D.

Motion passed unanimously.

Burghart: Aye  
Velasco: Aye

McNerney: Aye  
Hinkhouse: Aye

Hernandez: Absent  
Weisshaar: Absent

**5. Consent Agenda Items**

**A. Minutes from December 17, 2025**

Motion by Hinkhouse and second from McNerney to approve the consent agenda.

Motion passed unanimously.

Burghart: Aye  
Velasco: Aye

McNerney: Aye  
Hinkhouse: Aye

Hernandez: Absent  
Weisshaar: Absent

**6. Public comment – None**

**7. Public Hearing**

**A. Public hearing for an application for a new Tavern Liquor License at Century Lanes, 210 4<sup>th</sup> Street.**

Mayor Swiatkowski opened the public hearing at 6:32 p.m. City Clerk Georgia Gilley reviewed the new license application process that began when Raymond Witherell, Jr. submitted an application for a new tavern liquor license at Century Lanes, 210 4<sup>th</sup> St. Applicant is in the process of purchasing Century Lanes from current owner Judith Fuchs. The application was deemed complete December 9, 2025, after CBI and FBI background checks were returned without issue and both state and local application and license fees were paid. Application was submitted to the Liquor Enforcement Division. This public hearing is more than the required 30 days after application submittal. Proper posting of this public hearing was posted on the city website, City Hall front entrance, Burlington Post Office and in The Record newspaper. Judith Fuchs signed an Affidavit of Surrender that will go into effect once the new license is approved by the City Council and the state Liquor Enforcement Division. The final step is to prove possession of the premises, which will occur after the real estate closing. Staff saw no reason to deny the application for a new liquor license at Century Lanes.

Applicant's representatives Jeremy Otto and Tom Demastrie were present to answer questions and state their intentions to carry on and revive the establishment in the near future.

The public hearing ended at 6:37 p.m.

- i) Consider approval of a new Tavern Liquor License for Raymond Witherell, Jr. dba Century Lanes at 210 4th Street.

Motion by McNerney and second from Hinkhouse to approve the application for a new Tavern Liquor License at Century Lanes 210 4th Street.

Motion passed unanimously.

Burghart: Aye

McNerney: Aye

Hernandez: Absent

Velasco: Aye

Hinkhouse: Aye

Weisshaar: Absent

**8. Unfinished business**

**A. Consider approval of Resolution 2026-02 approving the Real Estate Purchase and Sale Agreement Regarding the Purchase of Real Estate from ROH Investments LLC.**

City Administrator Keehne indicated an opportunity came up for the City to purchase the vacant lots at the southeast corner of Fourteenth Street and Martin Avenue. The title company needs a resolution allowing the purchase to occur. The addresses at these lots were known as 494 and 498 14th Street.

Motion by Velasco and second from McNerney to approve Resolution 2026-02 to approve the Real Estate Purchase and Sale Agreement Regarding the Purchase of Real Estate from ROH Investments LLC Motion passed unanimously.

Burghart: Aye

McNerney: Aye

Hernandez: Absent

Velasco: Aye

Hinkhouse: Aye

Weisshaar: Absent

**9. New business**

**A. Consider approval of Mayor's signature on Bohannon Huston contract regarding land use and building code updates.**

Motion by Burghart and second from Hinkhouse to approve Mayor's signature on Bohannon Huston contract regarding land use and building code updates.

The motion passed unanimously.

Burghart: Aye	McNerney: Aye	Hernandez: Absent
Velasco: Aye	Hinkhouse: Aye	Weisshaar: Absent

**B. Consider approval of Resolution 2026-01 to designate public places for posting of notice for regular and special meetings.**

Motion by McNerney and second from Velasco to approve Resolution 2026-01 to designate public places for posting of notice for regular and special meetings.

The motion passed unanimously.

Burghart: Aye	McNerney: Aye	Hernandez: Absent
Velasco: Aye	Hinkhouse: Aye	Weisshaar: Absent

**C. Present, review and discuss proposed Ordinance 1015 regarding a ballot issue to raise Lodger's Tax and to set a public hearing January 26.**

Motion by McNerney and second from Velasco to set a public hearing for proposed Ordinance 1015 regarding a ballot issue to raise Lodger's Tax.

The motion passed unanimously.

Burghart: Aye	McNerney: Aye	Hernandez: Absent
Velasco: Aye	Hinkhouse: Aye	Weisshaar: Absent

**D. Consider approval of Mayor's signature on the January 9, 2026, Mayberry & Company LLC engagement letter to conduct the City's 2025 financial audit.**

Motion by Burghart and second from Hinkhouse to approve Mayor's signature on the January 9, 2026, Mayberry & Company LLC engagement letter to conduct the City's 2025 financial audit.

The motion passed unanimously.

Burghart: Aye	McNerney: Aye	Hernandez: Absent
Velasco: Aye	Hinkhouse: Aye	Weisshaar: Absent

**10. Reports from city departments**

Reports were in the packet, and those department heads present gave a summary review.

**11. Reports from Council – None.**

**12. Adjournment**

Motion by Burghart and a second from Hinkhouse to adjourn the meeting at 7:42 p.m.

The motion to adjourn the meeting passed unanimously.

Burghart: Aye	McNerney: Aye	Hernandez: Absent
Velasco: Aye	Hinkhouse: Aye	Weisshaar: Absent

CITY OF BURLINGTON:

ATTEST:

\_\_\_\_\_  
Gregory J. Swiatkowski, Mayor

\_\_\_\_\_  
Georgia Gilley, City Clerk

**PUBLIC NOTICE  
CITY OF BURLINGTON  
KIT CARSON COUNTY  
STATE OF COLORADO**

NOTICE IS HEREBY GIVEN that the City Council shall hold a Public Hearing at 6:30 P.M. January 26, 2026 at Burlington Community and Education Center, Conference Hall, 340 S. 14<sup>th</sup> Street, Burlington, Colorado, to consider proposed changes and amendments to existing ordinances or new ordinances as contained in the Burlington Municipal Code, regarding a proposed increase in Lodger's Tax, and impacts surrounding the proposed increase in Lodger's Tax.

Any person may appear at the Public Hearing and present evidence and testimony upon any matter considered by the City Council addressing changes or additions to the existing ordinances.

## **Lodger's Tax Increase**

This upcoming April, The City of Burlington will ask voters to consider a ballot issue to increase the city's Lodger's Tax by 2% for the purpose of promoting tourism and advertising the community to attract tourist and visitor business to our community. The 2% lodger's tax, which increase would begin July 01, 2026, is for the exclusive support of:

- funding road improvement needs on main thoroughfares, providing wayfaring opportunities to better direct visitor and tourism traffic throughout our community, and provide for community revitalization efforts that assist in improving visitor and tourism experience in Burlington and surrounding areas.

The city, through development of the Comprehensive Plan, garnered feedback from residents and businesses on the proposed tax issue and would like to respond to some frequently asked questions:

### **What is Lodger's Tax and where does the 2% come from?**

Title 3, Chapter 3.28 of the Burlington Municipal Code, established by Ordinance in 1988, and amended in 2006, describes Lodger's Tax as a tax levied and charged a hotel room tax in the amount of four percent (4%) of the entire amount charged for furnishing rooms or accommodations for consideration in a hotel, motel, apartment hotel, lodging house, motor hotel, guest house, guest ranch or other similar lodging business. The entire amount subject to tax shall not include city or state sales taxes or charges for food services, telephone, laundry, or other services incidental to the furnishing of lodging or accommodations for which a separate charge or bill is made.

The 2% will be added to the already existing 4% lodger's tax, making a total of 6% charged to the customer for room accommodation.

### **How was the 2% Lodger's Tax determined and how would the increased lodger's tax dollars be spent?**

Currently, Burlington operates a Special Revenue Fund, a fund created by ordinance to account for specific revenue sources, one legally restricted to expenditures for specified purposes. This special revenue fund is the Tourism and Promotional Fund where certain funds collected from the Lodger's Tax, Community and Education Center, V.A. Clinic, Welcome Center, and Old Town are placed to fund and used for the purpose of promoting tourism, advertising the community, attracting conferences, conventions and meetings or for other purposes related to attracting tourist and visitor business and businesses to the City.

The current 4% rate aids in funding of the V.A. Clinic, the Welcome Center, certain activities at the Community and Education Center, Old Town, and advertising the city to attract tourism and business to the community.

Additional funding is needed to assist in promoting Burlington, attracting businesses to our community and providing for ongoing sustainability of existing businesses, allowing all to grow and thrive.

100% of the monies collected through the 2% increase (estimated at \$137,500) annually) will be allocated to maintenance and repair efforts on our main thoroughfares, sidewalk infrastructure needs in our business related corridors, wayfaring or signage needs for those visiting our community to navigate the area, creation of gateways to our main attraction areas, and other areas that assist in revitalization efforts of our community. Each of these areas were identified as high priority community needs in the Comprehensive Plan, and all will aid in revitalizing our community.

### **Will the Tax Sunset?**

No, the need for structured investment in revitalization efforts is an annual expense and provides continued and ongoing investment in our community that will lead to long term sustainability.

### **Why a Lodgers Tax?**

Lodgers' Tax is largely paid for by visitors to our community. Residents already pay property tax and sales tax that assist with these efforts though additional dollars are needed to aid in attracting new businesses, tourists, visitors, and others if we as a community are to grow and thrive. Lodgers Tax is a tax on motel/hotel accommodations not readily funded by members of our community.

### **Why now?**

The City acknowledges that the current economy is financially straining for most. However, looking at funding revitalization efforts aid in making Burlington a strong and vibrant community, attractive to visitors and residents alike. Monies collected through lodgers' tax can therefore be utilized to attract additional businesses, incentivize structured growth and revitalize community pride.

**BALLOT LANGUAGE FOR 2026 ELECTION CONCERNING LODGER'S TAX INCREASE**

**CITY OF BURLINGTON REFERRED BALLOT ISSUE 1A CONCERNING LODGER'S TAX INCREASE**

SHALL CITY OF BURLINGTON LODGER'S TAX BE INCREASED BY AN ESTIMATED ONE HUNDRED THIRTY-SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$137,500) ANNUALLY IN THE FIRST FISCAL YEAR (2027) AND BY WHATEVER ADDITIONAL AMOUNTS ARE RAISED ANNUALLY IN EACH SUBSEQUENT YEAR, BY A TWO PERCENT (2.0%) INCREASE IN THE CITY LODGER'S TAX RATE (TWO PERCENT REPRESENTS 20 CENTS ON EACH 10 DOLLAR SPENT ON FURNISHING ROOMS OR ACCOMODATIONS IN A HOTEL, MOTEL, APARTMENT HOTEL, LODGING HOUSE, MOTOR HOTEL, GUEST HOUSE GUEST RANCH OR OTHER SIMILAR LODGING BUSINESS) INCREASING THE CITY LODGING TAX RATE FROM FOUR PERCENT (4.0%) TO SIX PERCENT (6.0%), COMMENCING ON JULY 01, 2026 AND CONTINUING IN PERPETUITY, THE REVENUES FROM SUCH TWO PERCENT (2.0%) INCREASE SHALL BE ADDED TO THE CITY'S TOURISM PROMOTIONAL FUND AND USED FOR THE PURPOSE OF PROMOTING TOURISM, ADVERTISING THE COMMUNITY, ATTRACTING CONFERENCES, CONVENTIONS AND MEETINGS OR FOR OTHER PURPOSES RELATED TO ATTRACTING TOURIST AND VISTOR BUSINESS AND BUSINESSES TO THE CITY, SPECIFICALLY FOR ROAD IMPROVEMENT AND COMMUNITY REVITALIZATION EFFORTS OF THE CITY OF BURLINGTON AS A VOTER APPROVED REVENUE CHANGE AND AN EXCEPTION TO THE REVENUE AND SPENDING LIMIT OF ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION?

A YES vote means you want the City of Burlington to increase lodger's tax rate by 2% to promote tourism, advertising the community, attracting conferences, conventions, and meetings or for other purposes related to attracting tourist and visitor business and businesses such as road improvement and community revitalization efforts of the City of Burlington.

A NO vote means you do not want the City of Burlington to increase lodger's tax.

**CITY OF BURLINGTON**  
**ORDINANCE NO. 1015**

**AN ORDINANCE OF THE CITY OF BURLINGTON SETTING THE BALLOT TITLE AND CONTENT FOR VOTER AUTHORIZATION FOR A TWO PERCENT (2%) INCREASE IN THE RATE OF THE LODGER'S TAX; SUBMITTING THE BALLOT ISSUE AT THE ELECTION TO BE HELD APRIL 7, 2026; SETTING FORTH DETAILS IN RELATION THERETO; AND DECLARING AN EMERGENCY**

**WHEREAS**, the City of Burlington, Colorado (the "City"), a Colorado Home Rule City duly organized and operating as a Colorado Home Rule City under the Constitution and laws of the State of Colorado; and

**WHEREAS**, the members of the City Council of the City (the "City Council") have been duly elected and qualified; and

**WHEREAS**, the City Council's Mission is to improve the quality of life for the citizens it serves. To that end, the City desires to deliver quality, customer-focused, municipal service with an emphasis on public safety, community livability, responsible planning for economic growth, infrastructure improvement, transportation systems, and environmental concerns, while maintaining its rural roots; and

**WHEREAS**, the City presently imposes a Lodger's Tax at the aggregate rate of four percent (4%) (the "Current Rates"), which tax rate is imposed pursuant to City Ordinance No. 838, passed in 2006, and codified in The Municipal Code of the City of Burlington, Colorado (the "Municipal Code"); and

**WHEREAS**, the City has not increased Lodger's Tax since 2006.

**WHEREAS**, the two percent (2%) Lodger's Tax increase shall be used in its entirety to fund tourism, advertising the community, attracting conferences, conventions and meetings, and for other purposes related to attracting tourist and visitor business to the City; specifically for road improvement and community revitalization efforts of the City; and

**WHEREAS**, Article X, Section 20 of the Colorado Constitution, also referred to as the Taxpayer's Bill of Rights ("TABOR"), requires voter approval for any new tax, any increase in any tax rate, and the spending of certain funds above limits established by TABOR; and

**WHEREAS**, TABOR requires that the City submit ballot issues, as defined in TABOR, to the City's registered electors on specified election days before action can be taken on such ballot issues; and

**WHEREAS**, April 7, 2026, is one of the election dates at which TABOR ballot issues may be submitted to the registered electors of the City pursuant to TABOR; and

**WHEREAS**, the City Council is of the opinion that it should refer to the voters at the April 7, 2026, election a TABOR ballot issue concerning the imposition of an additional permanent Lodger's Tax of two percent (2%) commencing July 1, 2026, for the purposes specified in this ordinance, which tax is proposed to be upon the City's Lodger's Tax; and

**WHEREAS**, the City desires to submit a tax increase ballot issue to the eligible electors of the City on April 7, 2026, for the purposes referenced above; now therefore,

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BURLINGTON, COLORADO:**

Section 1. Calling and Conduct of the Election. An election shall be held on Tuesday, April 7, 2026, at which time there shall be submitted to the eligible electors of the City the ballot issue set forth in this Ordinance. The cost of the election shall be paid from the City's general fund. The City Clerk shall serve as the designated election official of the City for the purposes of performing acts required or permitted by law in connection with the election. The officers and employees of the City are hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Ordinance and the holding of a polling place election on April 7, 2026.

Section 2. Tax Increase Ballot Issue. A ballot issue concerning the Lodger's Tax increase shall be submitted to the eligible electors of the City, which ballot issue shall be in substantially the following form:

SHALL CITY OF BURLINGTON LODGER'S TAX BE INCREASED BY AN ESTIMATED ONE HUNDRED THIRTY-SEVEN THOUSAND FIVE HUNDRED DOLLARS (\$137,500) ANNUALLY IN THE FIRST FISCAL YEAR (2027) AND BY WHATEVER ADDITIONAL AMOUNTS ARE RAISED ANNUALLY IN EACH SUBSEQUENT YEAR, BY A TWO PERCENT (2%) INCREASE IN THE CITY LODGER'S TAX RATE (TWO PERCENT REPRESENTS 20 CENTS ON EACH 10 DOLLAR SPENT ON FURNISHING ROOMS OR ACCOMODATIONS IN A HOTEL, MOTEL, APARTMENT HOTEL, LODGING HOUSE, MOTOR HOTEL, GUEST HOUSE GUEST RANCH OR OTHER SIMILAR LODGING BUSINESS) INCREASING THE CITY LODGING TAX RATE FROM FOUR PERCENT (4%) TO SIX PERCENT (6%), COMMENCING ON JULY 01, 2026, AND CONTINUING IN PERPETUITY, THE REVENUES FROM SUCH TWO PERCENT (2%) INCREASE SHALL BE ADDED TO THE CITY'S TOURISM PROMOTIONAL FUND AND USED FOR THE PURPOSE OF PROMOTING TOURISM, ADVERTISING THE COMMUNITY, ATTRACTING CONFERENCES, CONVENTIONS AND MEETINGS OR FOR OTHER PURPOSES RELATED TO ATTRACTING TOURIST AND VISTOR BUSINESS AND BUSINESSES TO THE CITY, SPECIFICALLY FOR ROAD IMPROVEMENT AND COMMUNITY REVITALIZATION EFFORTS OF THE CITY OF BURLINGTON AS A VOTER APPROVED REVENUE CHANGE AND AN EXCEPTION TO THE REVENUE AND SPENDING LIMIT OF ARTICLE X, SECTION 20 OF THE COLORADO CONSTITUTION?

\_\_\_\_\_ YES / FOR

\_\_\_\_\_ NO / AGAINST

Section 3. Setting the Ballot Title and Content. For purposes of Section 31-11-111, C.R.S. this Ordinance shall serve to set the title and content of the ballot issues set forth herein.

Any election contest arising out of the Ballot Issues or the election concerning the order of the ballot or the form or content of the ballot titles shall be commenced pursuant to Section 1-11-203.5, C.R.S.

Section 4. Amendment of Lodger's Tax Rate. Subject to approval of the ballot issue set forth in Section 2 hereof by a majority of the eligible electors voting thereon at said election, the references within the Municipal Code to the Lodger's Tax rate of four percent (4%) in Sections 3.28.010 shall be amended and changed to reflect a rate of six percent (6%).

Section 5. Ratification of the Municipal Code. With the exception of the provisions of the Municipal Code which are modified and amended as provided herein, all remaining provisions of the Municipal Code shall remain in full force and effect. To the extent necessary to affect the voter authorization, the Municipal Code may be further amended by ordinance consistent with the terms of this Ordinance.

Section 6. Approval of Ballot Issue. If a majority of the votes cast on the ballot issue submitted at the election shall be in favor of the ballot issue, the City acting through the Council shall be authorized to proceed with the necessary actions in accordance with the ballot issue so approved.

Section 7. Severability. Should any one or more sections or provisions of this Ordinance be judicially determined invalid or unenforceable, such determination shall not affect, impair, or invalidate the remaining provisions hereof, the intention being that the various provisions hereof are severable.

Section 8. Emergency Declaration Effective Date. By reason that it is necessary to certify the ballot issues by an established date and the matters set forth in this Ordinance will be subject to a vote by the eligible electors of the City, it is hereby declared that an emergency exists, that this Ordinance is necessary to the immediate preservation of the public peace, health and safety, and that this Ordinance shall be in full force and effect upon adoption.

**INTRODUCED, READ AND ADOPTED AS AN EMERGENCY ORDINANCE,  
AND ORDERED PUBLISHED** this \_\_\_\_ day of January 2026.

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Greg Swiatkowski, Mayor

[S E A L]

ATTEST:

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Georgia Gilley, City Clerk

Application for Federal Assistance SF-424	
<p><b>*1. Type of Submission:</b></p> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	
<p><b>*2. Type of Application</b> * If Revision, select appropriate letter(s):</p> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
<p><b>*3. Date Received:</b> _____ <b>4. Applicant Identifier:</b> ITR</p>	
<p><b>5a. Federal Entity Identifier:</b> _____ <b>*5b. Federal Award Identifier:</b> 3-08-0057-022-2026</p>	
State Use Only:	
<p><b>6. Date Received by State:</b> _____ <b>7. State Application Identifier:</b> _____</p>	
8. APPLICANT INFORMATION:	
<p><b>*a. Legal Name:</b> City of Burlington</p>	
<p><b>*b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 84-60000639</p>	
<p><b>*c. UEI:</b> C7WQCNBHCD37</p>	
d. Address:	
<p><b>*Street 1:</b> PO Box 366  <b>Street 2:</b> _____  <b>*City:</b> Burlington  <b>County/Parish:</b> Kit Carson  <b>*State: Province:</b> CO  <b>*Country:</b> USA: United States  <b>*Zip / Postal Code</b> 80807-0366</p>	
e. Organizational Unit:	
<p><b>Department Name:</b> _____ <b>Division Name:</b> _____</p>	
f. Name and contact information of person to be contacted on matters involving this application:	
<p><b>Prefix:</b> Mr. <b>*First Name:</b> Daniel  <b>Middle Name:</b> _____  <b>*Last Name:</b> Melia  <b>Suffix:</b> _____</p>	
<p><b>Title:</b> Airport Manager</p>	
<p><b>Organizational Affiliation:</b> _____</p>	
<p><b>*Telephone Number:</b> (719) 346-5352 <b>Fax Number:</b> _____</p>	
<p><b>*Email:</b> daniel.melia@burlingtoncolo.com</p>	

**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Pick an applicant type

Type of Applicant 3: Select Applicant Type:

Pick an applicant type

\*Other (Specify)

**\*10. Name of Federal Agency:**

Federal Aviation Administration

**\*11. Catalog of Federal Domestic Assistance Number:**

CFDA No: CFDA Title:

20.117 Airport Infrastructure Grants (AIG)

**\*12. Funding Opportunity Number:**

\*Title:

N/A

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\*15. Descriptive Title of Applicant's Project:**

Access Road

Attach supporting documents as specified in agency instructions.

<b>Application for Federal Assistance SF-424</b>	
<b>16. Congressional Districts Of:</b>	
*a. Applicant: IV	*b. Program/Project: IV
Attach an additional list of Program/Project Congressional Districts if needed.	
<b>17. Proposed Project:</b>	
*a. Start Date: 01/01/2026	*b. End Date: 12/31/2026
<b>18. Estimated Funding (\$):</b>	
*a. Federal	\$ 161,476
*b. Applicant	\$ 4,249
*c. State	\$ 4,249
*d. Local	\$ 66,666
*e. Other	\$ 600,000
*f. Program Income	\$ 0
*g. TOTAL	\$ 836,640
<b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>*20. Is the Applicant Delinquent On Any Federal Debt?</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", explain:	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix: Mr.	*First Name: Greg
Middle Name:	
*Last Name: Swiatkowski	
Suffix:	
*Title: City Administrator	
*Telephone Number: (719) 346-8652	Fax Number:
* Email: greg.swiatkowski@burlingtoncolo.com	
*Signature of Authorized Representative:	*Date Signed:

**Application for Federal Assistance (Development and Equipment Projects)**

**PART II – PROJECT APPROVAL INFORMATION**

Part II - SECTION A	
The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.	
<b>Item 1.</b> Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Item 2.</b> Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 3.</b> Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 4.</b> Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 5.</b> Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
<input type="checkbox"/> The project is included in an <i>approved</i> PFC application. If included in an approved PFC application, does the application <i>only</i> address AIP matching share? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> The project is included in another Federal Assistance program. Its CFDA number is below.	
<b>Item 6.</b> Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:	
<input type="checkbox"/> De Minimis rate of 10% as permitted by 2 CFR § 200.414.	
<input type="checkbox"/> Negotiated Rate equal to	% as approved by _____ (the Cognizant Agency)
on	(Date) (2 CFR part 200, appendix VII).
<i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>	

**PART II - SECTION B**

**Certification Regarding Lobbying**

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Sponsor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Authorized Representative shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**PART II – SECTION C**

The Sponsor hereby represents and certifies as follows:

**1. Compatible Land Use** – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

The County has adopted compatible Land Use Zoning

**2. Defaults** – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

None

**3. Possible Disabilities** – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

None

**4. Consistency with Local Plans** – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

Yes

**5. Consideration of Local Interest** – It has given fair consideration to the interest of communities in or near where the project may be located.

Yes

**6. Consultation with Users** – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

Yes

**7. Public Hearings** – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

N/A

**8. Air and Water Quality Standards** – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

N/A

**PART II – SECTION C (Continued)**

**9. Exclusive Rights** – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

None

**10. Land** – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

Yes, please see the current Exhibit A, dated 11-2020.

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

N/A

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

N/A

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<sup>1</sup> State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

**PART III – BUDGET INFORMATION – CONSTRUCTION**

<b>SECTION A – GENERAL</b>	
1. Assistance Listing Number:	20.117
2. Functional or Other Breakout:	

<b>SECTION B – CALCULATION OF FEDERAL GRANT</b>			
Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense			\$ 5,000
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			164,974
5. Other Architectural engineering fees			
6. Project inspection fees			
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			666,666
12. Equipment			
13. Miscellaneous			
14. <b>Subtotal</b> (Lines 1 through 13)			<b>\$ 836,640</b>
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			836,640
17. <b>Less: Ineligible Exclusions</b> (Section C, line 23 g.)			
18. <b>Subtotal</b> (Lines 16 through 17)			<b>\$ 836,640</b>
19. Federal Share requested of Line 18			161,476
20. Grantee share			4,249
21. Other shares			4,249
22. <b>TOTAL PROJECT</b> (Lines 19, 20 & 21)			<b>\$ 836,640</b>

<b>SECTION C – EXCLUSIONS</b>	
23. Classification (Description of non-participating work)	Amount Ineligible for Participation
a.	
b.	
c.	
d.	
e.	
f.	
g. <b>Total</b>	

<b>SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE</b>	
24. Grantee Share – Fund Categories	Amount
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	75,164
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. <b>TOTAL - Grantee share</b>	<b>\$ 75,164</b>
25. Other Shares	Amount
a. State	600,000
b. Other	
c. <b>TOTAL - Other Shares</b>	<b>\$ 600,000</b>
<b>26. TOTAL NON-FEDERAL FINANCING</b>	<b>\$ 675,164</b>

<b>SECTION E – REMARKS</b> (Attach sheets if additional space is required)
<p>FAA AIG funding beginning in FY26 in the amount of \$137,000, along with \$24,476 in recovered AIP 018 grant funds from the Generator/REIL project. The match rate is 95% federal, 2.5% CDOT, and 2.5% local funding. This project will also be supported by additional funding from a CDOT grant in the amount of \$600,000 and the local match of \$66,667.</p>

**PART IV – PROGRAM NARRATIVE**  
(Suggested Format)

<b>PROJECT:</b> Access Road
<b>AIRPORT:</b> Burlington-Kit Carson County Airport
<b>1. Objective:</b> <p>The access road reconstruction and realignment project will entail the design and construction of the existing access road from US Highway 385 to the terminal. Work will include removing the existing asphalt, placement of a new pavement section to accommodate traffic loads, associated grading, drainage, and marking improvements. The section of the access road will be realigned to accommodate hangar development and provide required safety areas. Engineering will include predesign, design, bidding, and construction management.</p>
<b>2. Benefits Anticipated:</b> <p>The access road reconstruction and realignment project will improve the condition of the existing asphalt, which is currently in poor condition. The project will improve the overall appearance of the airport while providing a smoother, more durable paved surface for airport users and suppliers.</p>
<b>3. Approach:</b> (See approved Scope of Work in Final Application) <p>Refer To Scope</p>
<b>4. Geographic Location:</b> <p>3.5 miles South of Burlington, Colorado in Kit Carson County.</p>
<b>5. If Applicable, Provide Additional Information:</b>
<b>6. Sponsor's Representative:</b> (include address & telephone number) <p>Mr. Daniel Melia PO Box 366, Burlington, CO 80807 (719) 346-8652 and daniel.melia@burlingtoncolo.com</p>



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## Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

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Sponsor: City of Burlington, Colorado

Airport: Burlington-Kit Carson County Airport

Project Number: 3-08-0057-022-2026

Description of Work: Access Road

### Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgment and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing were or will be determined to be qualified and competent to perform the work (Grant Assurance).  
 Yes    No    N/A
2. Construction records, including daily logs, were or will be kept by the resident engineer/construction inspector that fully document contractor's performance in complying with:
  - a. Technical standards (Advisory Circular (AC) 150/5370-12);
  - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
  - c. Construction safety and phasing plan measures (AC 150/5370-2). Yes    No    N/A
3. All acceptance tests specified in the project specifications were or will be performed and documented. (AC 150/5370-12).  
 Yes    No    N/A

4. Sponsor has taken or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).  
 Yes    No    N/A
5. Pay reduction factors required by the specifications were applied or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).  
 Yes    No    N/A
6. Sponsor has notified, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
  - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
  - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- Yes    No    N/A
7. Weekly payroll records and statements of compliance were or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).  
 Yes    No    N/A
8. Payments to the contractor were or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
  - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
  - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
  - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- Yes    No    N/A
9. A final project inspection was or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
  - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
  - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- Yes    No    N/A
10. The project was or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).  
 Yes    No    N/A

11. The construction of all buildings have complied or will comply with the seismic construction requirements of 49 CFR § 41.120.

Yes  No  N/A

12. For development projects, sponsor has taken or will take the following close-out actions:

- a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);
- b. Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and
- c. Prepare and retain as-built plans (Order 5100.38).

Yes  No  N/A

13. Sponsor has revised or will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

Yes  No  N/A

Attach documentation clarifying any above item marked with "No" response.

**Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 2026 .

Name of Sponsor: City of Burlington

Name of Sponsor's Authorized Official: Greg Swiatkowski

Title of Sponsor's Authorized Official: Mayor

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

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## Drug-Free Workplace Airport Improvement Program Sponsor Certification

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Sponsor: City of Burlington

Airport: Burlington-Kit Carson County Airport

Project Number: 3-08-0057-022-2026

Description of Work: Access Road

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

Yes  No  N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Yes  No  N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

Yes  No  N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Yes  No  N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

Yes  No  N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Yes  No  N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

Yes  No  N/A

**Site(s) of performance of work (2 CFR § 182.230):**

**Location 1**

Name of Location: Burlington-Kit Carson County Airport  
Address: 14111 US Highway 385, Burlington, Colorado 80807

**Location 2 (if applicable)**

Name of Location:  
Address:

**Location 3 (if applicable)**

Name of Location:  
Address:



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## Equipment and Construction Contracts Airport Improvement Sponsor Certification

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Sponsor: City of Burlington, Colorado

Airport: Burlington-Kit Carson County Airport

Project Number: 3-08-0057-022-2026

Description of Work: Access Road

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor ([www.dol.gov](http://www.dol.gov)) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a "covered contract" under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor's officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

Yes    No    N/A

2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).
- Yes  No  N/A
3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.
- Yes  No  N/A
4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:
- Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
  - Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
  - Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).
- Yes  No  N/A
5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)). was or will be:
- Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
  - Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
  - Publicly opened at a time and place prescribed in the invitation for bids; and
  - Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.
- Yes  No  N/A
6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:
- Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
  - Plan for publicizing and soliciting an adequate number of qualified sources; and
  - Listing of evaluation factors along with relative importance of the factors.
- Yes  No  N/A
7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).
- Yes  No  N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):
- a. Only one qualified person/firm submits a responsive bid;
  - b. Award is to be made to other than the lowest responsible bidder; and
  - c. Life cycle costing is a factor in selecting the lowest responsive bidder.
- Yes    No    N/A
9. All construction and equipment installation contracts contain or will contain provisions for:
- a. Access to Records (§ 200.336)
  - b. Buy American Preferences (Title 49 U.S.C. § 50101)
  - c. Civil Rights - General Provisions and Title VI Assurances( 41 CFR part 60)
  - d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
  - e. Occupational Safety and Health Act requirements (20 CFR part 1920)
  - f. Seismic Safety – building construction (49 CFR part 41)
  - g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
  - h. U.S. Trade Restriction (49 CFR part 30)
  - i. Veterans Preference (49 USC § 47112(c))
- Yes    No    N/A
10. All construction and equipment installation contracts exceeding \$2,000 contain or will contain the provisions established by:
- a. Davis-Bacon and Related Acts (29 CFR part 5)
  - b. Copeland "Anti-Kickback" Act (29 CFR parts 3 and 5)
- Yes    No    N/A
11. All construction and equipment installation contracts exceeding \$3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).
- Yes    No    N/A
12. All contracts exceeding \$10,000 contain or will contain the following provisions as applicable:
- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
  - b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
  - c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
  - d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).
- Yes    No    N/A

13. All contracts and subcontracts exceeding \$25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

Yes  No  N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$250,000) include or will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

Yes  No  N/A

Attach documentation clarifying any above item marked with "No" response.

**Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this            day of            , 2026 .

Name of Sponsor: City of Burlington

Name of Sponsor's Authorized Official: Greg Swiatkowski

Title of Sponsor's Authorized Official: Mayor

**Signature of Sponsor's Authorized Official:** \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

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## Project Plans and Specifications

### Airport Improvement Program Sponsor Certification

---

Sponsor: City of Burlington

Airport: Burlington-Kit Carson County Airport

Project Number: 3-08-0057-022-2026

Description of Work: Access Road

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor ([www.dol.gov/](http://www.dol.gov/)). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).

Yes    No    N/A

2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).

Yes    No    N/A

3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).  
 Yes    No    N/A
  
4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).  
 Yes    No    N/A
  
5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).  
 Yes    No    N/A
  
6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).  
 Yes    No    N/A
  
7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).  
 Yes    No    N/A
  
8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).  
 Yes    No    N/A
  
9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).  
 Yes    No    N/A
  
10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).  
 Yes    No    N/A
  
11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)  
 Yes    No    N/A
  
12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:
  - a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.  
 Yes    No    N/A



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## Real Property Acquisition Airport Improvement Program Sponsor Certification

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Sponsor: City of Burlington, Colorado

Airport: Burlington-Kit Carson County Airport

Project Number: 3-08-0057-022-2026

Description of Work: Access Road

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on real property acquisition and relocation assistance are in 49 CFR Part 24. The AIP project grant agreement contains specific requirements and assurances on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the real property acquisition project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. The sponsor's attorney or other official has or will have good and sufficient title as well as title evidence on property in the project.  
 Yes    No    N/A
  
2. If defects and/or encumbrances exist in the title that adversely impact the sponsor's intended use of property in the project, they have been or will be extinguished, modified, or subordinated.  
 Yes    No    N/A
  
3. If property for airport development is or will be leased, the following conditions have been met:
  - a. The term is for 20 years or the useful life of the project;
  - b. The lessor is a public agency; and
  - c. The lease contains no provisions that prevent full compliance with the grant agreement. Yes    No    N/A

4. Property in the project is or will be in conformance with the current Exhibit A property map, which is based on deeds, title opinions, land surveys, the approved airport layout plan, and project documentation.
- Yes    No    N/A
5. For any acquisition of property interest in noise sensitive approach zones and related areas, property interest was or will be obtained to ensure land is used for purposes compatible with noise levels associated with operation of the airport.
- Yes    No    N/A
6. For any acquisition of property interest in runway protection zones and areas related to 14 CFR 77 surfaces or to clear other airport surfaces, property interest was or will be obtained for the following:
- a. The right of flight;
  - b. The right of ingress and egress to remove obstructions; and
  - c. The right to restrict the establishment of future obstructions.
- Yes    No    N/A
7. Appraisals prepared by qualified real estate appraisers hired by the sponsor include or will include the following:
- a. Valuation data to estimate the current market value for the property interest acquired on each parcel; and
  - b. Verification that an opportunity has been provided to the property owner or representative to accompany appraisers during inspections.
- Yes    No    N/A
8. Each appraisal has been or will be reviewed by a qualified review appraiser to recommend an amount for the offer of just compensation, and the written appraisals as well as review appraisal are available to Federal Aviation Administration (FAA) for review.
- Yes    No    N/A
9. A written offer to acquire each parcel was or will be presented to the property owner for not less than the approved amount of just compensation.
- Yes    No    N/A
10. Effort was or will be made to acquire each property through the following negotiation procedures:
- a. No coercive action to induce agreement; and
  - b. Supporting documents for settlements included in the project files.
- Yes    No    N/A



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## Selection of Consultants

### Airport Improvement Program Sponsor Certification

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Sponsor: City of Burlington, Colorado

Airport: Burlington-Kit Carson County Airport

Project Number: 3-08-0057-022-2026

Description of Work: Access Road

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).  
 Yes    No    N/A
  
2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).  
 Yes    No    N/A
  
3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).  
 Yes    No    N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).  
 Yes  No  N/A
5. Sponsor has publicized or will publicize a RFQ that:  
a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and  
b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).  
 Yes  No  N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).  
 Yes  No  N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR §180.300).  
 Yes  No  N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:  
a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and  
b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).  
 Yes  No  N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).  
 Yes  No  N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).  
 Yes  No  N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR §200.318(i)).  
 Yes  No  N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)  
 Yes  No  N/A



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## Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification

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Sponsor: City of Burlington, Colorado

Airport: Burlington-Kit Carson County Airport

Project Number: 3-08-0057-022-2026

Description of Work: Access Road

### Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

### Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

Yes    No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

Yes  No

3. The sponsor or sub-recipient certifies that is has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

Yes  No

Attach documentation clarifying any above item marked with "no" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this            day of            , 2026 .

Name of Sponsor: City of Burlington

Name of Sponsor's Authorized Official: Greg Swiatkowski

Title of Sponsor's Authorized Official: Mayor

**Signature of Sponsor's Authorized Official:** \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

### CERTIFICATION REGARDING LOBBYING

#### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

<b>* APPLICANT'S ORGANIZATION</b>	
City of Burlington	
<b>* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE</b>	
Prefix: <input type="text"/>	* First Name: <input type="text" value="Greg"/> Middle Name: <input type="text"/>
* Last Name: <input type="text" value="Swiatkowski"/>	Suffix: <input type="text"/>
* Title: <input type="text" value="Mayor"/>	
<b>* SIGNATURE:</b> <input type="text"/>	<b>* DATE:</b> <input type="text"/>





**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

**Type of Applicant 2: Select Applicant Type:**

Pick an applicant type

**Type of Applicant 3: Select Applicant Type:**

Pick an applicant type

\*Other (Specify)

**\*10. Name of Federal Agency:**

Federal Aviation Administration

**\*11. Catalog of Federal Domestic Assistance Number:**

CFDA No: CFDA Title:

20.116 Airport Improvement Program (AIP)

**\*12. Funding Opportunity Number:**

\*Title:

N/A

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\*15. Descriptive Title of Applicant's Project:**

Runway 15-33 Pavement Maintenance (NPE)

Attach supporting documents as specified in agency instructions.

<b>Application for Federal Assistance SF-424</b>	
<b>16. Congressional Districts Of:</b>	
*a. Applicant: IV	*b. Program/Project: IV
Attach an additional list of Program/Project Congressional Districts if needed.	
<b>17. Proposed Project:</b>	
*a. Start Date: 01/01/2026	*b. End Date: 12/31/2026
<b>18. Estimated Funding (\$):</b>	
*a. Federal	\$ 300,000
*b. Applicant	\$ 7,894
*c. State	\$ 7,894
*d. Local	\$ 0
*e. Other	\$ 0
*f. Program Income	\$ 0
*g. TOTAL	\$ 315,788
<b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on _____	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>*20. Is the Applicant Delinquent On Any Federal Debt?</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", explain:	
<p>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)</p> <input checked="" type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix: Mr.	*First Name: Greg
Middle Name:	
*Last Name: Swiatkowski	
Suffix:	
*Title: Mayor	
*Telephone Number: (719) 346-8652	Fax Number:
* Email: greg.swiatkowski@burlingtoncolo.com	
*Signature of Authorized Representative:	*Date Signed:

**Application for Federal Assistance (Development and Equipment Projects)**

**PART II – PROJECT APPROVAL INFORMATION**

Part II - SECTION A	
The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.	
<b>Item 1.</b> Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Item 2.</b> Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 3.</b> Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 4.</b> Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A
<b>Item 5.</b> Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
<input type="checkbox"/> The project is included in an <i>approved</i> PFC application. If included in an approved PFC application, does the application <i>only</i> address AIP matching share? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> The project is included in another Federal Assistance program. Its CFDA number is below.	
<b>Item 6.</b> Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:	
<input type="checkbox"/> De Minimis rate of 10% as permitted by 2 CFR § 200.414.	
<input type="checkbox"/> Negotiated Rate equal to	% as approved by _____ (the Cognizant Agency) on _____ (Date) (2 CFR part 200, appendix VII).
<i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>	

**PART II - SECTION B**

**Certification Regarding Lobbying**

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Sponsor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Authorized Representative shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**PART II – SECTION C**

The Sponsor hereby represents and certifies as follows:

**1. Compatible Land Use** – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

The County has adopted compatible Land Use Zoning

**2. Defaults** – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

None

**3. Possible Disabilities** – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

None

**4. Consistency with Local Plans** – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

Yes

**5. Consideration of Local Interest** – It has given fair consideration to the interest of communities in or near where the project may be located.

Yes

**6. Consultation with Users** – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

Yes

**7. Public Hearings** – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

N/A

**8. Air and Water Quality Standards** – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

N/A

**PART II – SECTION C (Continued)**

**9. Exclusive Rights** – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

None

**10. Land** – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

Yes, please see the current Exhibit A, dated 11-2020.

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

N/A

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit "A". [1]

N/A

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<sup>1</sup> State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

**PART III – BUDGET INFORMATION – CONSTRUCTION**

<b>SECTION A – GENERAL</b>	
1. Assistance Listing Number:	20.116
2. Functional or Other Breakout:	

<b>SECTION B – CALCULATION OF FEDERAL GRANT</b>			
Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense			\$ 1,000
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			75,000
5. Other Architectural engineering fees			
6. Project inspection fees			
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			239,788
12. Equipment			
13. Miscellaneous			
14. <b>Subtotal</b> (Lines 1 through 13)			\$ 315,788
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			315,788
17. <b>Less:</b> Ineligible Exclusions (Section C, line 23 g.)			
18. <b>Subtotal</b> (Lines 16 through 17)			\$ 315,788
19. Federal Share requested of Line 18			300,000
20. Grantee share			7,894
21. Other shares			7,894
22. <b>TOTAL PROJECT</b> (Lines 19, 20 & 21)			\$ 315,788

<b>SECTION C – EXCLUSIONS</b>	
23. Classification (Description of non-participating work)	Amount Ineligible for Participation
a.	
b.	
c.	
d.	
e.	
f.	
g. <b>Total</b>	

<b>SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE</b>	
24. Grantee Share – Fund Categories	Amount
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	7,894
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. <b>TOTAL - Grantee share</b>	<b>\$ 7,894</b>
25. Other Shares	Amount
a. State	7,894
b. Other	
c. <b>TOTAL - Other Shares</b>	<b>\$ 7,894</b>
<b>26. TOTAL NON-FEDERAL FINANCING</b>	<b>\$ 15,788</b>

<b>SECTION E – REMARKS</b> (Attach sheets if additional space is required)
<p>FAA NPE funding from FY25 and FY26 in the amount of \$300,000 at the 2026 match rate of 95% federal, 2.5% CDOT, and 2.5% local funding.</p>

**PART IV – PROGRAM NARRATIVE**  
*(Suggested Format)*

**PROJECT:** Runway 15-33 Pavement Maintenance (NPE)

**AIRPORT:** Burlington-Kit Carson County Airport

**1. Objective:**

The Runway 15/33 pavement maintenance project will entail the application of a surface treatment and sealing cracks in the asphalt pavement. The pavement maintenance project is intended to extend the life of the asphalt pavement and improve the appearance of the pavement surface. Engineering will include predesign, design, bidding, and construction management.

**2. Benefits Anticipated:**

The Runway 15/33 pavement maintenance project will restore the pavement surface through the application of a seal coat surface treatment and sealing cracks that have formed since the last time the pavement had cracks sealed. This will restore the pavement condition and prolong the life of the existing airfield pavement.

**3. Approach:** (See approved Scope of Work in Final Application)

Refer To Scope

**4. Geographic Location:**

3.5 miles South of Burlington, Colorado in Kit Carson County.

**5. If Applicable, Provide Additional Information:**

**6. Sponsor's Representative:** (include address & telephone number)

Mr. Daniel Melia  
PO Box 366, Burlington, CO 80807  
(719) 346-8652 and daniel.melia@burlingtoncolo.com



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## Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

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Sponsor: City of Burlington, Colorado

Airport: Burlington-Kit Carson County Airport

Project Number: 3-08-0057-021-2026

Description of Work: Runway 15-33 Pavement Maintenance (NPE)

### Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgment and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing were or will be determined to be qualified and competent to perform the work (Grant Assurance).  
 Yes    No    N/A
2. Construction records, including daily logs, were or will be kept by the resident engineer/construction inspector that fully document contractor's performance in complying with:
  - a. Technical standards (Advisory Circular (AC) 150/5370-12);
  - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
  - c. Construction safety and phasing plan measures (AC 150/5370-2). Yes    No    N/A
3. All acceptance tests specified in the project specifications were or will be performed and documented. (AC 150/5370-12).  
 Yes    No    N/A

4. Sponsor has taken or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).  
 Yes    No    N/A
5. Pay reduction factors required by the specifications were applied or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).  
 Yes    No    N/A
6. Sponsor has notified, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
  - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
  - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- Yes    No    N/A
7. Weekly payroll records and statements of compliance were or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).  
 Yes    No    N/A
8. Payments to the contractor were or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
  - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
  - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
  - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- Yes    No    N/A
9. A final project inspection was or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
  - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
  - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- Yes    No    N/A
10. The project was or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).  
 Yes    No    N/A

11. The construction of all buildings have complied or will comply with the seismic construction requirements of 49 CFR § 41.120.

Yes  No  N/A

12. For development projects, sponsor has taken or will take the following close-out actions:

- a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);
- b. Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and
- c. Prepare and retain as-built plans (Order 5100.38).

Yes  No  N/A

13. Sponsor has revised or will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

Yes  No  N/A

Attach documentation clarifying any above item marked with "No" response.

#### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 2026 .

Name of Sponsor: City of Burlington

Name of Sponsor's Authorized Official: Greg Swiatkowski

Title of Sponsor's Authorized Official: Mayor

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

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## Drug-Free Workplace Airport Improvement Program Sponsor Certification

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Sponsor: City of Burlington

Airport: Burlington-Kit Carson County Airport

Project Number: 3-08-0057-021-2026

Description of Work: Runway 15-33 Pavement Maintenance (NPE)

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement has been or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

Yes    No    N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) has been or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Yes    No    N/A

3. Each employee to be engaged in the performance of the work has been or will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

Yes  No  N/A

4. Employees have been or will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Yes  No  N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

Yes  No  N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Yes  No  N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

Yes  No  N/A

**Site(s) of performance of work (2 CFR § 182.230):**

**Location 1**

Name of Location: Burlington-Kit Carson County Airport

Address: 14111 US Highway 385, Burlington, Colorado 80807

**Location 2 (if applicable)**

Name of Location:

Address:

**Location 3 (if applicable)**

Name of Location:

Address:



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## Equipment and Construction Contracts Airport Improvement Sponsor Certification

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Sponsor: City of Burlington, Colorado

Airport: Burlington-Kit Carson County Airport

Project Number: 3-08-0057-021-2026

Description of Work: Runway 15-33 Pavement Maintenance (NPE)

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor ([www.dol.gov](http://www.dol.gov)) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a “covered contract” under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct is or will be in effect prior to commencement of the project that governs the performance of the sponsor’s officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

Yes    No    N/A

2. For all contracts, qualified and competent personnel are or will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).
- Yes  No  N/A
3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA have included or will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.
- Yes  No  N/A
4. Sponsors required to have a DBE program on file with the FAA have implemented or will implement monitoring and enforcement measures that:
- Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
  - Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
  - Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).
- Yes  No  N/A
5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)). was or will be:
- Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
  - Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
  - Publicly opened at a time and place prescribed in the invitation for bids; and
  - Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.
- Yes  No  N/A
6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor has requested or will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:
- Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
  - Plan for publicizing and soliciting an adequate number of qualified sources; and
  - Listing of evaluation factors along with relative importance of the factors.
- Yes  No  N/A
7. For construction and equipment installation projects, the bid solicitation includes or will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).
- Yes  No  N/A

8. Concurrence was or will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):

- a. Only one qualified person/firm submits a responsive bid;
- b. Award is to be made to other than the lowest responsible bidder; and
- c. Life cycle costing is a factor in selecting the lowest responsive bidder.

Yes  No  N/A

9. All construction and equipment installation contracts contain or will contain provisions for:

- a. Access to Records (§ 200.336)
- b. Buy American Preferences (Title 49 U.S.C. § 50101)
- c. Civil Rights - General Provisions and Title VI Assurances( 41 CFR part 60)
- d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
- e. Occupational Safety and Health Act requirements (20 CFR part 1920)
- f. Seismic Safety – building construction (49 CFR part 41)
- g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
- h. U.S. Trade Restriction (49 CFR part 30)
- i. Veterans Preference (49 USC § 47112(c))

Yes  No  N/A

10. All construction and equipment installation contracts exceeding \$2,000 contain or will contain the provisions established by:

- a. Davis-Bacon and Related Acts (29 CFR part 5)
- b. Copeland "Anti-Kickback" Act (29 CFR parts 3 and 5)

Yes  No  N/A

11. All construction and equipment installation contracts exceeding \$3,000 contain or will contain a contract provision that discourages distracted driving (E.O. 13513).

Yes  No  N/A

12. All contracts exceeding \$10,000 contain or will contain the following provisions as applicable:

- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
- b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
- c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
- d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).

Yes  No  N/A

13. All contracts and subcontracts exceeding \$25,000: Measures are in place or will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

Yes  No  N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$250,000) include or will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

Yes  No  N/A

Attach documentation clarifying any above item marked with "No" response.

**Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this            day of            , 2026 .

Name of Sponsor: City of Burlington

Name of Sponsor's Authorized Official: Greg Swiatkowski

Title of Sponsor's Authorized Official: Mayor

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

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## Project Plans and Specifications

### Airport Improvement Program Sponsor Certification

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Sponsor: City of Burlington

Airport: Burlington-Kit Carson County Airport

Project Number: 3-08-0057-021-2026

Description of Work: Runway 15-33 Pavement Maintenance (NPE)

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor ([www.dol.gov/](http://www.dol.gov/)). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications were or will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).

Yes    No    N/A

2. Specifications incorporate or will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).

Yes    No    N/A

3. The development that is included or will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).  
 Yes  No  N/A
4. Development and features that are ineligible or unallowable for AIP funding have been or will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).  
 Yes  No  N/A
5. The specification does not use or will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).  
 Yes  No  N/A
6. The specification does not impose or will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).  
 Yes  No  N/A
7. The use of prequalified lists of individuals, firms or products include or will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).  
 Yes  No  N/A
8. Solicitations with bid alternates include or will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).  
 Yes  No  N/A
9. Concurrence was or will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).  
 Yes  No  N/A
10. The plans and specifications incorporate or will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).  
 Yes  No  N/A
11. The design of all buildings comply or will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)  
 Yes  No  N/A
12. The project specification include or will include process control and acceptance tests required for the project by as per the applicable standard:
- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.  
 Yes  No  N/A



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## Real Property Acquisition Airport Improvement Program Sponsor Certification

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Sponsor: City of Burlington, Colorado

Airport: Burlington-Kit Carson County Airport

Project Number: 3-08-0057-021-2026

Description of Work: Runway 15-33 Pavement Maintenance (NPE)

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on real property acquisition and relocation assistance are in 49 CFR Part 24. The AIP project grant agreement contains specific requirements and assurances on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the real property acquisition project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. The sponsor's attorney or other official has or will have good and sufficient title as well as title evidence on property in the project.  
 Yes    No    N/A
  
2. If defects and/or encumbrances exist in the title that adversely impact the sponsor's intended use of property in the project, they have been or will be extinguished, modified, or subordinated.  
 Yes    No    N/A
  
3. If property for airport development is or will be leased, the following conditions have been met:
  - a. The term is for 20 years or the useful life of the project;
  - b. The lessor is a public agency; and
  - c. The lease contains no provisions that prevent full compliance with the grant agreement. Yes    No    N/A

4. Property in the project is or will be in conformance with the current Exhibit A property map, which is based on deeds, title opinions, land surveys, the approved airport layout plan, and project documentation.
- Yes  No  N/A
5. For any acquisition of property interest in noise sensitive approach zones and related areas, property interest was or will be obtained to ensure land is used for purposes compatible with noise levels associated with operation of the airport.
- Yes  No  N/A
6. For any acquisition of property interest in runway protection zones and areas related to 14 CFR 77 surfaces or to clear other airport surfaces, property interest was or will be obtained for the following:
- a. The right of flight;
  - b. The right of ingress and egress to remove obstructions; and
  - c. The right to restrict the establishment of future obstructions.
- Yes  No  N/A
7. Appraisals prepared by qualified real estate appraisers hired by the sponsor include or will include the following:
- a. Valuation data to estimate the current market value for the property interest acquired on each parcel; and
  - b. Verification that an opportunity has been provided to the property owner or representative to accompany appraisers during inspections.
- Yes  No  N/A
8. Each appraisal has been or will be reviewed by a qualified review appraiser to recommend an amount for the offer of just compensation, and the written appraisals as well as review appraisal are available to Federal Aviation Administration (FAA) for review.
- Yes  No  N/A
9. A written offer to acquire each parcel was or will be presented to the property owner for not less than the approved amount of just compensation.
- Yes  No  N/A
10. Effort was or will be made to acquire each property through the following negotiation procedures:
- a. No coercive action to induce agreement; and
  - b. Supporting documents for settlements included in the project files.
- Yes  No  N/A



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## Selection of Consultants

### Airport Improvement Program Sponsor Certification

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Sponsor: City of Burlington, Colorado

Airport: Burlington-Kit Carson County Airport

Project Number: 3-08-0057-021-2026

Description of Work: Runway 15-33 Pavement Maintenance (NPE)

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).  
 Yes    No    N/A
  
2. Sponsor procurement actions ensure or will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).  
 Yes    No    N/A
  
3. Sponsor has excluded or will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).  
 Yes    No    N/A

4. The advertisement describes or will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).  
 Yes  No  N/A
5. Sponsor has publicized or will publicize a RFQ that:  
 a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and  
 b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).  
 Yes  No  N/A
6. Sponsor has based or will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).  
 Yes  No  N/A
7. Sponsor has verified or will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR §180.300).  
 Yes  No  N/A
8. A/E services covering multiple projects: Sponsor has agreed to or will agree to:  
 a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and  
 b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).  
 Yes  No  N/A
9. Sponsor has negotiated or will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).  
 Yes  No  N/A
10. The Sponsor's contract identifies or will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).  
 Yes  No  N/A
11. Sponsor has prepared or will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR §200.318(i)).  
 Yes  No  N/A
12. Sponsor has incorporated or will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)  
 Yes  No  N/A



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## Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification

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Sponsor: City of Burlington, Colorado

Airport: Burlington-Kit Carson County Airport

Project Number: 3-08-0057-021-2026

Description of Work: Runway 15-33 Pavement Maintenance (NPE)

### Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

### Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

Yes    No

2. The sponsor's or sub-recipient's officers, employees or agents have not and will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

Yes  No

3. The sponsor or sub-recipient certifies that is has disclosed and will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

Yes  No

Attach documentation clarifying any above item marked with "no" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this        day of        , 2026 .

Name of Sponsor: City of Burlington

Name of Sponsor's Authorized Official: Greg Swiatkowski

Title of Sponsor's Authorized Official: Mayor

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

### CERTIFICATION REGARDING LOBBYING

#### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

<b>* APPLICANT'S ORGANIZATION</b> City of Burlington	
<b>* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE</b>	
Prefix: <input type="text"/>	* First Name: <input type="text" value="Greg"/> Middle Name: <input type="text"/>
* Last Name: <input type="text" value="Swiatkowski"/>	Suffix: <input type="text"/>
* Title: <input type="text" value="Mayor"/>	
* SIGNATURE: <input type="text"/>	* DATE: <input type="text"/>



# Colorado Department of Transportation Burlington Signature Sheet

FIPS Code : 10600



- 3.300 miles of arterial streets
- 28.100 miles of local streets
- 31.400 total miles of H.U.T. eligible streets
- 1.000 miles of non H.U.T. eligible streets - Maintained by others
- 0.190 miles of non H.U.T. eligible streets - Not maintained

This mileage is the certified total as of December 31, 2025

I declare under penalty of perjury in the second degree, and any other applicable state or federal laws, that the statements made on this document are true and complete to the best of my knowledge.

\_\_\_\_\_  
Mayor Date

\_\_\_\_\_  
City Clerk Date

We are required to inform you that a penalty of perjury statement is required pursuant to section 18-8-503 C.R.S. 2005, concerning the removal of requirements that certain forms be notarized.

The Colorado Department of Transportation can contact the following person with questions regarding this report:

Mike Konecne Name 719-346-8652 Phone

Submit this signed copy with your annual mileage change report to the Colorado Department of Transportation.



January 26, 2026

## City Administrator’s Summary Report

January 12-26, 2026

### Administration

- **2026 Budget**

At the December 2025 Council Meeting, Council formerly adopted the 2026 Budget and by ordinance appropriated the requisite funds to various departments for operating purposes for fiscal year 2026. Since the last meeting, the 2026 Budget Letter was drafted and signed by the Mayor for submittal purposes to the State. The entire 2026 budget along with supporting documentation and Budget Letter were downloaded to Colorado Department of Local Affairs. The budget was accepted and approved by the State as to compliance with Colorado Revised Statutes.

The budget, as presented, was balanced and included information regarding Burlington’s strategic Priorities for 2026 as outlined in the Capital Expenditures and Special Projects section of the budget. In future Council Meetings you will be kept apprised of status on each one of our capital projects. To recap, these projects include the following:

- Administration: 2026 Municipal Election with Ballot measure to increase Lodgers Tax  
Land Use Code Development  
Property Acquisition
- Parks and Recreation: GOCO Grant to improve Parmer Park experience and Court Resurfacing  
Pool: Pool Vacuum acquisition  
Fence Screening  
Structure over mechanical area
- Police: Replacement of Toughbooks (mobile Data Terminals  
Acquisition of Firearms Simulator  
Ongoing Lease Payments of police vehicles
- Streets: 2025 Street Project completion  
2026 Street Project completion  
Ongoing Lease Payments for vehicles and equipment
- VA Clinic: Interior Remodel of portion of Clinic
- Old Town: Replacement of Flooring in Honor Hall,  
Replacement of Doors in Heritage Hall  
Replacement of doors at Barn  
Boardwalk Replacement
- Electric: Move South Electric Loop from Overhead to Underground  
Begin Meter Changeout – move to Radio Read  
Tree Trimming

	Ongoing lease payments for vehicles and equipment
Water/Sewer:	Design and Engineering of WWTF
	Secure Funding for WWTF
	Begin Construction of WWTF
	Continue upgrade of water meters
	Water Tower Maintenance
Airport:	Runway Sel Project
	Access Road Rebuild

- **Municipal Election**

Georgia Gilley, our Municipal Clerk has put together a calendar of benchmarks with dates to meet for the upcoming election to be held April 7<sup>th</sup>. Council Candidate Petition Packets have been developed and are ready to be distributed. Reminder, there are 4 seats up for election (3-Four-year seats, 1-Two-year seat). Language for the Ballot issue was developed and reviewed as to form and compliance with state statute. A minor change was made with accompanying ordinance. Ordinance has been published in paper along with notice of public hearing. Public Hearing is required on ballot issue and will be held January 26<sup>th</sup> where we will receive feedback from public regarding the proposed increase to Lodger's Tax. Information garnered from the public hearing will be used to create mailing to all registered elector's within the city limits advising of the upcoming election and pro/con information.

- **Land Use Code Development**

We are contracting with Bohanon Huston, Inc. of Englewood, Colorado, to assist in the development of and update of our Land Use Code with the development and adoption of an accompanying building code. Contract has been updated to meet our requirements and is ready for Mayor's signature. We hope to have a "kick-off" meeting later this month. Process will be 6-9 months in length. We are working to schedule kick-off meeting within the next two weeks.

- **Property Acquisition**

A Contract for Sale of Real Property has been developed and approved for the acquisition of a vacant parcel of land located at the Southeast Corner of the Intersection of Main Street and Martin Avenue, to be developed as a "Civic Plaza" to draw residents and visitors alike to our Main Street area. The Plaza is an outdoor setting that can serve as a meeting area, event area, etc. and will assist in driving economic revitalization to our downtown business district. A Resolution has been developed to show that this property acquisition has been approved by council to meet the requirements of the Title Company. We hope to close on the property by end of Month.

- **Park and Recreation**

Burlington is the recipient of GOCO Grant to improve and update Parmer Park and to rebuild our basketball/tennis court facility. The award is \$750.00 and will be awarded once the contract is signed and in place. We have ongoing weekly meetings to ensure our project stays on track and I will provide you all with a timeline as the project continues to move forward. We have been working with vendor's over the past couple of weeks to schedule work that needs to be done.

- **2026 Street Project**

As all are aware, our 2025 Street Project was not completed due to colder weather moving in. In December, we had a warm spell where Bettis Asphalt was able to come and asphalt Rose Pony Way. This reduces our

2025 street project still needed to be completed in 2026, and to be performed in conjunction with the 2026 Street Project.

Design and Engineered drawings have been submitted by Basis Partners for the 2026 Street project and bid specifications have been developed for the 2026 project. Requests for bids have been published on line and in the Record. Bids are due February 6<sup>th</sup>. Our goal remains to start April/May again depending on weather outlook, and we will continue to dialogue on a regular basis with Bettis Asphalt to ensure the earliest start possible.

Remaining to complete in the 2025 Project is the following:

- Resurface Fay Street – Mike Lounge Drive East to 15<sup>th</sup> Street
- Resurface Mike Lounge Drive – Rose Avenue South to Ben Street

2026 Street Project will include the following:

- Resurface Fay Street from 15<sup>th</sup> Street to 14<sup>th</sup> Street to include curb and gutter replacement where needed.
- Resurface 14<sup>th</sup> Street from Rose Avenue to Fay Street to include curb and gutter replacement where needed.
- Resurface the entire length of Ben Street to include curb and gutter replacement where needed.
- Resurface Martin Street from 8<sup>th</sup> Street to Main Street to include curb and gutter replacement where needed.

- **Wastewater Treatment Facility**

A Special Meeting was held December 17<sup>th</sup> at the Community Center for a Public Hearing to discuss and inform the community regarding the funding and construction of a new Wastewater Treatment Facility. The new facility will be at the current site and moves Burlington from an antiquated evaporative lagoon system to a mechanical system with a sequential batch reactor. JVA is our design and environmental engineers on this project and facilitated the public meeting. Although very little public attendance, the meeting was informative and started the time clock on seeking funding and getting this project under construction.

Since the meeting, on January 5<sup>th</sup> JVA, with staff input, completed and submitted a loan application to the State Revolving Fund. Our application was accepted and is currently under review. We are also working with the Department of Local Affairs to submit an EIAF Tier II grant for \$1Million to offset constructions costs. This grant opens January 12<sup>th</sup> and Closes February 13<sup>th</sup> and is currently in the draft process. We will continue to meet weekly with JVA as we continue to finalize our planning and engineering of the new WWTF and to assist with completion of the EIAF grant. **Grant application requires council approval seeking funding.**

Once a loan is approved, we head into the procurement stage and preconstruction stage. If all goes as planned, and we receive funding from DOLA we may be ready to award bids late spring/early summer (no guarantees yet), and head into procurement/construction (Phase 3 of our project – May 2026).

- **Electric – Move South Loop from Overhead to Underground**

This project has been in the planning and procurement stage for the last two years. Early in 2026, once bid specifications have been developed, the project will be put out to bid. We hope to contract with a qualified

entity to perform the work by springtime and to be in process by early summer. This project will move our overhead line that runs along the South side of I-70 to an underground application, protecting this highly exposed line from high winds, snow and ice, and other hazards that disrupt providing energy to our consumers. As this is being placed underground, another distribution line will be added, in essence allowing us to split the line to North and South of the interstate users.

- Airport – Access Road and Pavement Maintenance

The airport projects are currently in the planning and funding stages and include the access road reconstruction and realignment to improve existing asphalt, currently in poor condition, and creating improved access to hangars and parking. The Pavement maintenance project is to re-seal the runway, a process that is scheduled every 5 years or so.

Grants are applied for funding purposes:

Pavement Maintenance

FAA – Federal Funding	\$300,000	
State – CDOT Funding	\$ 7,894	
Local Match – City/County	<u>\$ 7,984</u>	(split between City and County)
TOTAL	\$315,788	

Access Road

FAA – Federal Funding	\$161,476	
State – CDOT Funding	\$ 4,249	
Local Match – City/County	\$ 4,249	(split between City and County)
Additional Local Match-City/County	\$ 66,666	(split between City and County)
Other State Funding – CDOT	<u>\$600,000</u>	
TOTAL	836,640	

Total Funding – Both Projects

Federal Funding	\$461,476
State Funding	\$612,143
City Funding	\$ 39,405
County Funding	<u>\$ 39,405</u>
TOTAL	\$1,152,429

## Intergovernmental/Upcoming Events

- Public Works Planning Meeting – Monday's 7:00 AM
- Management Team Meeting – Wednesday's 2:00 P.M.
- JVA Meetings – WWTF Funding with DOLA and additional Grant Opportunities
  - January 28<sup>th</sup>
  - February 6<sup>th</sup> – On site to review CMAR process and preliminary review of EIAF Tier II grant application.
- January 26, 2026, City Council Special Meeting, Community Center, 6:00 PM
  - Public meeting to inform citizens and solicit public input regarding a referred ballot measure to raise Lodger's Tax
  - Council approval to apply for DOLA EIAF Tier II grant for funding of WWTF
  - Council approval of airport grant applications



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To: City Council members  
From: Georgia Gilley, City Clerk  
Date: January 26, 2026

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- Notice of Public Hearing regarding proposed Ordinance 1015 for increased lodging tax was posted at City Hall, at the Post Office, online, in The Record newspaper, and in front of the Burlington Community & Education Center 1/15 – 1/26. No letters of protests or support have been filed as of Friday afternoon.
- This is the season for audits: Pinnacol (work comp), CIRSA (property & liability), DAMIS (Drug and Alcohol testing). Consultations with auditors and arranging visits and reporting deadlines.
- Monitoring the Election Calendar. Troy Hinkhouse, Hal McNerney and Riley Holmes have turned in nomination petitions. One is still out. These are due Jan. 26 at 4 p.m. Names and addresses will be compared to the County's voter registration list Monday.
- Will begin writing election articles to entice eligible electors to vote. Arrange for public mailing with information of proposed ballot issue.

# Public Works Report 1-26-2026

## Electric Department

Repaired or replaced several streetlights. Still waiting for spec sheet from Atwell for review before accepting bids on the south loop project. Ordered switches, transformer and junction boxes for the south loop project. Showing the two new apprentices around the substation and the electrical distribution system. Hooked new service for duplex on 15<sup>th</sup> street. Repaired several broken jumpers after a severe windstorm. Performed vehicle maintenance on the bucket trucks.

## Parks Department

Repairing broken boards and painting on the bleachers at the swimming pool. Assisted with fence at the swimming pool. Preparing the floors in the restrooms in the parks for a fresh coat of paint.

## Street Department

Placing asphalt millings in a few alleys to prevent ruts during winter months. Repaired the south fence at the swimming pool after the recent windstorm. Preparing to repair the north fence behind the city shop following the same windstorm that damaged the swimming pool fence. Installed new main and gutter brooms on the street sweeper to keep it running. Replaced several street signs around town. Placed an order for more street signs that need replaced.

## Water/ Wastewater Department

Continuing to install the new radio read water meters while weather is still decent. Performed scheduled maintenance on all peristaltic chlorine pumps and chlorine injectors at each well and the Blending Plant. Clean shop and address Cirsa issues in the work area such as installing a fireproof cabinet and putting all flammables in the cabinet. Submitted the 2025 Bio-solids report to the EPA. Gather water and wastewater samples weekly for submittal to the State health Department to maintain compliance with the State. Gallons of water pumped from 1NOV2024 to 31 OCT 2025 291,008,644 Gallons.



[www.burlington.com](http://www.burlington.com)

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415 15<sup>th</sup> Street Burlington, CO 80807 Phone 719-346-8652 Fax 719-346-8397

To: City Council  
From: Becky Castillo, City Treasurer  
Date: 1/23/2026  
Re: Treasurer's Report

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-- Weekly/Monthly Duties - -

- Utility meters are physically read and billed monthly. New meters are continuing to be installed.
- Process payroll on a bi-weekly basis, payroll taxes, and monthly Utility and Airport Sales tax.
- Process accounts payable weekly.
- Send bank statements off to Lorraine to process bank reconciliation.
- As expected ColoTrust interest rates dropped last month, currently interest is 3.8%. ColoTrust provides us with some of the best interest rates available since we are a government entity.
- The Outback Bus is running strong and is staying very busy.

--Extra This Month--

- ✓ Worked with Ooma (phone carrier) to establish a virtual receptionist when you call City Hall. This has helped prevent a bunch of spam calls and has helped direct people to the right person in the office.
- ✓ Process the 2025 W-2's for the City employees.
- ✓ Process 1099's for vendors the City paid in 2025.
- ✓ Working with Mayberry & Company to get the Airport single audit completed.
- ✓ Entered in new hires for electric department
- ✓ Since we now have 2-meter readers, Ashley is working with our programmers to update the program and utilize phones or tablets to read meters instead of using the old handheld that is out of date. We have had this program since the 80's and most towns/cities are going towards online portals to import/export meter reads. This process will help both readers be able to read different areas of town at the same time.

## ECONOMIC DEVELOPMENT REPORT FROM ROL

As we begin the new year, I think it is appropriate to provide you all with an update on the status of the Ogallala Aquifer. This information, which I am sure is not new to any of you, will have a profound effect on the many important decisions that you will be making as you continue to have Burlington to be a progressive city on the Eastern Plains of Colorado.

A vast majority of the water in the Ogallala was deposited during several million years and will be gone within several generations.

Parker and Castle Rock think they can tap groundwater far into the future; however, to diversity their resources, they have joined hands with farmers in the Sterling area with plans to pump water from the South Platte River before it flows into Nebraska.

Nebraska may have something in mind that will make it nearly impossible for Parker and Castle Rock to gain access to the water in the Sterling area. Nebraska is now in the planning stages to construct a dam in Colorado to trap the water to claim to own in Colorado.

We all are aware of the 1943 compact with Nebraska, Kansas and Colorado which has resulted in Colorado slowing the mining of water in our state.

Farmers are being paid to remove land from irrigation with a goal of 25,000 acres by 2030 to keep Colorado in compliance with the 1943 compact.

In some recent years, more than 700,000 acre-feet of water have been drafted from the Ogallala in the Republican River Basin. Keeping that in perspective, Denver Water Distributes an average annual 232,000 acre-feet to a population of 1.5 million people.

The Ogallala has dropped between 15 to 20 feet in Colby, KS over the past 20 years. In Burlington and Goodland, it has dropped 20 to 30 feet. Some water tables have dropped in excess of 150 feet since the 1950's.

Stretching beneath eight states from South Dakota to Texas, the Ogallala Aquifer is the silent giant that underpins much of America's heartland. Covering approximately 174,000 square miles, this underground reservoir supplies water to nearly one in nine acres of all U.S. irrigated farmland.

According to the U.S. Geological Survey, the aquifer supports close to 2 million residents directly, while indirectly fueling a \$20 billion agriculture industry.

In West Texas, the High Plains Underground Water Conservation District reported that over 60% of wells surveyed in j2024 had reached levels below the pump intake. This rapid drawdown is not uniform; some parts of Nebraska remain relatively stable, but others in Oklahoma and Colorado are nearing exhaustion.

The University of Texas estimates it will take up to 6,000 years for the Ogallala Aquifer to recharge itself through outside precipitation.

Consequently, we have to continue to make economic decisions that will make lasting effects on Burlington's economy.

We are fortunate to be located on Interstate 70. There is a tremendous amount of money that flows into Burlington because of the interstate highway.

We are also so very fortunate to have Old Town and the Kit Carson County Carousel located in Burlington.

Both facilities continue to draw many tourists as well as area visitors to our community.

In my opinion, we must continue to aggressively market Old Town and the Carousel. And, we must continue to make improvements at Old Town. The facility has an excellent reputation and many tourists are stunned at everything in Old Town.

These two attractions, if we continue to improve and market them, will certainly provide our economy with a huge lift.

**Burlington Police Department  
Council Report  
January 26, 2026**

- Burlington Police Department conducted training for Taser Certification. Training included use of the Taser as well as policy review and use of force review.
  
- Burlington Police Department Staff participated in interview training. The training was put on by the 13<sup>th</sup> Judicial District Attorney's Investigative Bureau.
  
- Burlington Police Department cooked in the annual community pancake breakfast. A big THANK YOU to Administrator Keehne and Mayor Swiatkowski for their help with cooking and clean up!
  
- Burlington Police Department staff participated in firearms training.
  
- Our newest officer, Isabel Dwelle is going through our field training program. Isabel is coming along well and has been a good addition to our team.
  
- Burlington Police Department staff assisted with the Parade of Lights.
  
- Burlington's Neighborhood Service's Officer has been working hard to get ordinance violations corrected. It can be a long process, but Sadie stays on top of it.

**2025 BPD Stats**

<b>Traffic Stops</b>	<b>849</b>
<b>Citations</b>	<b>420</b>
<b>Total Calls for Service</b>	<b>5000</b>
<b>Thefts</b>	<b>20</b>
<b>Burglary</b>	<b>7</b>
<b>Vandalism</b>	<b>32</b>
<b>Arrests</b>	<b>59</b>

<b>Incident #</b>	<b>Date and Time</b>	<b>Location/ Block</b>	<b>Charge</b>
2500013	01/07/25 18:17	1700 Lowell Avenue	1. 16-2-110 FTA Warrant
2500014	01/08/25 16:36	500 South Lincoln Street	1. 16-2-110 FTA Warrant
2500031	01/13/25 15:58	200 Genessee Street	Unknown due to case being sealed.
2500044	01/21/25 20:40	2500 Senter Avenue	1. 16-2-110 FTA Warrant
2500046	01/24/25 07:18	2100 Rose Avenue	1. 18-6-803.5 (1)(a) Violation of a protection order
2500049	01/25/25 11:27	200 Madison Street	1. 18-6-803.5 (1)(a) Violation of a protection order
2500051	1/27/25 09:33	300 4th Street	1. 18-6.5-103(3)(c) Assault in the third degree against at-risk person 2. 18-3-203(1)(f) Assault in the second degree 3. 18-8-103 (1)(a) Resisting arrest

2500114	02/16/25 08:16	500 South Lincoln Street	1.16-19-103 Fugitive of justice
2500131	02/23/25 10:11	2500 Senter Avenue	1. 16-2-110 FTA Warrant  1. 18-9-106(1)(f) Disorderly conduct 2.18-12-108.5(1) Illegal possession of a handgun by a juvenile 3. 18-6-701(1)(b) Contributing to the delinquency of a minor 4.18-8-610(1)(a)(3)(b) Tampering with physical evidence
2500133	02/25/25 22:21	400 South Lincoln Street	
2500152	03/09/25 12:45	20000 CR 48	1.16-19-103 Fugitive of justice
2500153	03/11/25 22:47	Cherry Street and Lowell Avenue	1. 16-2-110 FTA Warrant
2500156	03/10/25 09:45	2200 Rose Avenue	1.16-19-103 Fugitive of justice
2500179	03/28/25 3:50	100 Bonny Drive	1. 18-4-203(2)(c) Second degree burglary
<b>Incident #</b>	<b>Date and Time</b>	<b>Location/ Block</b>	<b>Charge</b>
2500187	04/01/25 10:20	500 South Lincoln Street	1.42-2-206(1)(A) Drove vehicle when licensed revoked as habitual offender 2.42-4-237(2) Drove vehicle w/o safety belt in use (TIB)
2500192	04/02/25 7:21	400 16th Street	1. 18-6.5-103(3)(c) Assault in the third degree against at-risk person
2500198	04/06/25 14:21	400 South Lincoln Street	1. 16-2-110 FTA Warrant
2500212	04/11/25 22:15	1800 Ben Street	1. 18-6-803.5 (1)(2)(a) Violation of Protection Order
2500225	04/15/25 16:44	300 South Lincoln Street	1. 42-4-1301(1)(a) Drove Vehicle While Under the Influence of Alcohol or Drug or Both

			2. 42-4-1007(1)(a) failed to drive in a single lane
2500246	04/28/25 11:01	100 Senter Avenue	1.16-19-103 Fugitive of justice
			1.18-6-803.5 (1)(2)(a) Violation of Protection Order 2.18-6-803.5 (1)(2)(a) Violation of Protection Order 3.18-6-801.6 domestic violence summons & complaint
2500257	08/12/25 09:49	500 South Lincoln Street	
2500257	05/02/25 13:19	1300 Elm Street	1.16-19-103 Fugitive of justice
2500340	06/03/25 16:38	200 South Lincoln Street	1.16-19-103 Fugitive of justice
2500355	06/08/25 21:34	400 South Lincoln Street	1. 16-2-110 FTA Warrant
			1.18-6-803.5 (1)(a) Violation of a protection order 2.18-18-428 (1)(a) Possession of drug paraphernalia
2500365	06/14/25 19:59	2200 Rose Avenue	1. 42-4-1301(2)(a) Drove Vehicle With Excessive Alcohol Content 2. 42-4-1305(2)(a) (Drank from/Processed) An open alcoholic beverage container in motor vehicle
2500389	06/22/25 01:39	14th Street and Fay Street	
2500396	06/24/25 09:38	100 South Lincoln Street	1.18-6-803.5 (1)(a) Violation of a protection order
<b>Incident #</b>	<b>Date and Time</b>	<b>Location/ Block</b>	<b>Charge</b>
2500445	07/13/25 17:42	2300 Lowell Avenue	1. 18-6-803.5 (1)(a) Violation of a protection order
2500453	07/21/25 00:10	500 South Lincoln Street	1.16-19-103 Fugitive of justice
2500484	07/30/25 17:21	400 5th Street	1. 18-3-203(1)(i)(2)(a) 2nd Degree Assault
2500485	07/30/25 23:29	1800 Rose Avenue	1. 18-6-803.5 (1)(a), (2)(a) Violation of a protection order
2500494	08/03/25 08:53	500 South Lincoln Street	1. 16-2-110 FTA Warrant

2500500	08/05/25 16:53	1500 Fay Street	1. 16-2-110 FTA Warrant
2500513	08/09/25 08:44	100 Bonny Drive	1. 16-2-110 FTA Warrant  1.18-6-803.5 (1)(2)(a) Violation of Protection Order 2. 18-6-803.5 (1)(2)(a) Violation of Protection Order 3. 18-6-801.6 domestic violence summons & complaint
2500527	08/12/25 18:39	500 South Lincoln Street	1. 18-6-803.5 (1)(a) Violation of a protection order 2. 18-18-407(1)(d)(l) Special Offender 3. 18-18-405(1)(a),(2)(b)(l)(B) Unlawful Distribution 4.18-18-403.5(2)(a) Unlawful Possession of a Controlled Substance
2500528	08/28/25 07:20	Genessee and Senter Avenue	1. 42-4-1301(1)(a) Drove Vehicle While Under the Influence of Alcohol or Drug or Both 2. 42-4-1402(2)(a) Careless driving 3. 42-2-138(1.5) Drove (Motor/Off-highway) Vehicle When License Under Restraint for an Outstanding Judgment
2500529	08/15/25 19:30	600 Donelan Avenue	
2500534	08/17/25 20:50	900 Rose Avenue	1. 16-2-110 FTA Warrant
2500539	8/18/25 01:10	200 16th Street	1. 16-2-110 FTA Warrant x7
<b>Incident #</b>	<b>Date and Time</b>	<b>Location/ Block</b>	<b>Charge</b>
2500580	09/02/25 21:51	15th Street and Martin Avenue	1. 16-2-110 FTA Warrant
2500586	09/03/25 11:57	Madison Street and Donelan Avenue	1.18-5-102 Forgery 2.18-5-102 Forgery 3.18-4-401 (1)(a), (2)(b) Theft
2500593	09/08/25 02:01	300 South Lincoln Street	1. 42-2-206(1)(A) Drove vehicle when licensed revoked as habitual offender 2. 16-2-110 FTA Warrant
2500594	09/08/25 04:07	100 8th Street	1. 18-3-204(1)(a) Assault in the third degree

			2.18-4-501(1)(4)(a) Criminal Mischief less than \$300
2500596	09/08/25 20:34	Fay Street and South Pomeroy Street	1.16-19-103 Fugitive of justice
2500598	09/10/25 02:26	300 South Lincoln Street	1.16-19-103 Fugitive of justice
2500599	09/10/25 02:23	100 South Lincoln Street	1.16-19-103 Fugitive of justice
2500613	09/16/25 19:30	2200 Rose Avenue	1. 18-3-206 Menacing 2. 18-4-502(1)(A) First degree Criminal Trespass (Dwelling unoccupied) 3. 18-18-403.5(2)(c) Unlawful possession of a controlled substance
2500646	10/04/25 02:23	400 South 14th Street	1. 42-4-1301(1)(a) Drove Vehicle While Under the Influence of Alcohol or Drug or Both 2. 42-2-101(1) Drove vehicle w/o drivers' license or instruction permit
2500665	10/11/25 21:22	1900 Rose Avenue	1. 18-8-103 (1)(b) Resisting arrest 2.18-9-106(1)(d) Disorderly conduct
2500675	10/14/25 14:41	1400 Senter Avenue	1.16-19-103 Fugitive of justice
2500722	11/04/25 17:42	500 South Lincoln Street	1.16-19-103 Fugitive of justice x3
<b>Incident #</b>	<b>Date and Time</b>	<b>Location/ Block</b>	<b>Charge</b>
2500764	11/28/25 21:03	2100 Rose Avenue	1. 42-4-1301(1)(a) Drove Vehicle While Under the Influence of Alcohol or Drug or Both 2.42-4- 1007(1)(a) failed to drive in a single lane
<b>Incident #</b>	<b>Date and Time</b>	<b>Location/ Block</b>	<b>Charge</b>
2500767	11/29/25 14:07	2500 Senter Avenue	1.18-3-206 Menacing 2.18-6-401(1), (7)(b)(l) Child abuse knowingly/recklessly without injury

			<p>3.18-6-401(1), (7)(b)(l) Child abuse knowingly/recklessly without injury</p> <p>4.18-9-111(1) (a) Harassment</p>
2500775	12/02/25 17:50	100 Senter Avenue	<p>1. 18-3-203(1)(c) Assault in the second degree</p> <p>1. 42-4-1301(1)(a) Drove Vehicle While Under the Influence of Alcohol or Drug or Both</p> <p>2. 42-2-101(1) Drove vehicle w/o drivers' license or instruction permit</p> <p>3. 42-4-701 Failed to use Right of Way as required at uncontrolled inter</p>
2500782	12/06/25 19:33	2100 Fay Street	<p>1.18-18-428 (1)(a) Possession of drug paraphernalia</p> <p>2.18-4-504(1) Third Degree Criminal Trespass Private Property</p>
2500803	12/20/25 07:15	I-70	<p>1.18-6-401(1), (7)(b)(l)Child abuse knowingly/recklessly without injury</p>
2500812	12/25/25 13:58	100 Senter Avenue	<p>1. 18-8-103 (1)(a) Resisting arrest</p> <p>2.18-3-203(1)(c) Assault in the second degree</p> <p>3.18-3-204(1)(a) Assault in the third degree</p>
2500818	12/30/25 18:32	500 South Lincoln Street	

## The Library

1/26/26

- Grants
  - \$5,000 for books awarded in 2026
  - Can start spending with new budget cycle
- Staffing
  - Chantel is leaving after 3 years of service
  - Holding interviews and looking for the right replacement
- Programs
  - All programs could change with a new Programming Librarian
  - Hold four regular programs a week
    - Toddler on Tuesday
    - Classic on Wednesdays and Fridays
    - Chess Club Friday afternoons
      - Chess Tournament last Friday of month
  - Monthly Programs
    - Adult Book Club last Monday of the month
    - Kid Book Club last Friday of the month
- Continue to help people daily
- Summer Reading
  - Theme in 2026: Dinosaurs
    - Beginning to plan and find projects
    - Need new staff to really get started
- Capital Project
  - Looking for quotes for siding

**Checkouts:** 978

**Visits:** 842 people

**Programs:** 11 for 62 people

Nick McCarty-Daniels



340 S. 14<sup>th</sup> St Burlington, CO 80807 Tel:(719) 346-8918 Fax:(719) 346-8982  
tyson.weisshaar@burlingtoncolo.com

## Burlington Activities Department

### January 20, 2026

→ We closed out 2025 with our annual Breakfast with Santa event on December 20<sup>th</sup>. Mother Nature cooperated with the exception of the cold, which wasn't all that terrible. The crowd was a little lighter than normal but we still had a great turnout. We ended up with a count of 475 people. Keep in mind not everyone who attends enters through the front doors to get accounted for, so I'm estimating we had closer to 500. Thank you to everyone who helped with this event! Everyone from BPD, Jim, Mayor Swiatkowski, youth council members, BHS art students, as well as staff from the Activities Department. Without all the support, this event wouldn't be possible!

We also had our annual Craft Fair on December 6<sup>th</sup>. It was a great event with numerous vendors on site selling handmade or homemade products. We had 33 vendors in total. The big room was completely full and we had vendors in the lobby and a few down the hallway! Unfortunately, we had to turn some vendors away as we just didn't have space available! Good problem to have I suppose. From the vendors that we talked to, it sounded like most of them had a successful day, selling many items. We will hold this event on the first Saturday in December later this year.

→ 5-on-5 basketball hit the ground running as we turned the calendar to 2026. We have 14 total youth teams with 123 total participants ranging from 1<sup>st</sup> grade through 6<sup>th</sup> grade. 1/2 grade teams had their first games this past Sunday (Jan. 18) and have two more games (Jan. 25 & Feb. 1) to conclude their season. 3/4 and 5/6 grade teams will have their first games this coming Sunday (Jan. 25) and have a few more game dates (Feb. 1 & 15) before the annual tournament we host (Feb. 22 – 3/4 grade divisions & March 1 – 5/6 grade divisions). This program takes countless volunteers to help run it, so if you see any of the coaches, please take a minute to thank them. Justin Carter, Eli Korber, Jason Fortmeyer, John Leiker, Andrew Carson, Travis Doty, David Gottmann, Bri Kastner, Breanna Lightle, Kyle Mason, Celci Weippert, Tyson Cure, Neale Scharf, Brad Yahn, Bart Mulch, Whitney Webber, Keenan Williams, Paul Diaz, and Ryan Cure. Some of these coaches are even taking their teams to other tournaments in the surrounding areas (Wray, Goodland, St. Francis, Colby).

The following is the breakout of teams per division:

- 1/2 Grade Division: 4 teams (34 kids – 28 boys & 6 girls)
- 3/4 Grade Girls Division – 2 teams (17 girls)
- 3/4 Grade Boys Division – 3 teams (27 boys)
- 5/6 Grade Girls Division – 2 teams (16 girls)
- 5/6 Grade Boys Division – 3 teams (29 boys)

Also, if anyone from council would like to help in anyway, please let me know. I'm always looking for people willing to help ref, run scoreboard or keep track of fouls, especially for our two tournament days!

→ Continuous Programming:

- Martial Arts is a year-round program. They have returned to their “school schedule” where they meet twice a week (Monday evenings & Saturday mornings) in the Rec Room. This has a monthly registration fee of \$80 for the first student, \$40 for the second student in same family, and \$20 for each additional student in same family.
- Soul Steppin’ Studio dance program started on September 11<sup>th</sup> and meets once a week (Thursday evenings) using the Rec Room and what we call the Break Room (the room between the Rec Room and Conference Hall). This year, they have 85 participants which is almost identical to last year’s registrations. The class offerings they have are:
  - Ages 3-4 = Ballet/Acro Combo 30 min (\$45) 1 recital dance
  - Ages 5-6 = Ballet/Acro/Jazz Combo 45 min (\$45) 1 recital dance
  - Ages 7+ (Separate 45-min classes) = Jazz, Lyrical/Contemporary, Hip-Hop, Acro

→ Rentals of the Community Center have kept staff busy. We continue to host several smaller events throughout the weekdays and have a few bigger events scheduled on the weekends. The big event quickly approaching is the annual No Till Conference which is scheduled for Feb. 3<sup>rd</sup> & 4<sup>th</sup>. They will hold a preconference workshop on Feb. 2<sup>nd</sup> and have about 75 attendees as of today with a cap of 85. For the actual No Till Conference, the initial numbers we are planning on as of this writing are 400 for Feb. 3<sup>rd</sup> and 475 for Feb. 4<sup>th</sup>. The increase in attendees from day one to day two is that day two is FFA day, which will see several high school FFA students attend the conference from Arickaree, Burlington, Eads, Flagler, Idalia, Karval, Kit Carson, Limon & Stratton.

Also in February, we will have FFA District Speaking Contest on Feb. 11<sup>th</sup>, Republican River Water meeting Feb. 17<sup>th</sup>, Central Plains Equipment Feb. 16-19, Boy Scouts Ham & Bean Feed Feb. 21<sup>st</sup>, MCC event for high school students Feb. 23-26.

→ **Other Activities in the works:** Burlington Youth Basketball Invitational Tournament – Feb. 22 = 3/4 Grade Divisions & March 1 = 5/6 Grade Divisions, Rentals of Community Center, Spring Fling, Class C Tournament for ATA Martial Arts, Spring programming – Softball Skills Camp, Youth Volleyball League, Youth Soccer, East Central League meetings for Baseball and Softball

## End of year 2025/January 2026 City Council Report—Old Town Museum

- Winter Wonderlights was held on 5<sup>th</sup> & 6<sup>th</sup>, 13<sup>th</sup>, 19<sup>th</sup>-23<sup>rd</sup> and the 26<sup>th</sup> & 27<sup>th</sup>. It was a HUGE success with attendance nearly 7500. This event has quickly become one of the largest, if not the largest, tourist attractions in Eastern Colorado. We welcomed guests from all over Colorado, Nebraska, Kansas and had visitors from several other states as well. I can't say enough good things about my staff and their willingness to go above and beyond to make sure this event happens. We accomplished so much with a very small staff. Winter Wonderlights relies on the help of volunteers to make the event happen. It takes 10-12 volunteers per night to make everything run smooth, that adds up to over 600 volunteer hrs factoring in the set-up and tear down help we have as well. The addition of the ice skating rink was a big hit, we have had over 700 people ice skate since we opened on Nov 29<sup>th</sup>. The rink will close on Feb 28<sup>th</sup> for the season. While a ton of fun and a nice source of extra revenue, it does require maintenance almost daily on our part and we ready to put it away.
- 2025 was a good year for Old Town Museum. Our special events brought an increase in attendance and the gift shop revenue was on pace with last year. We did see a slight drop in gift shop sales and museum tours over the summer months when compared to 2024. I do attribute this to the national economy and the news media, frankly. I was of course also out several weeks from Jan-April with my health battle, and that also had an impact. We are so thankful to the 40 volunteers who worked a cumulative 700 hrs+ for the museum throughout the year. Without their help, we simply could not host these events and make them the success that they are. I'd also like to highlight our corporate partnerships that sponsor our events throughout the year. They truly are the reason we can even afford to host these events. Financially, Old Town is holding its own, seeing increases in special event revenues and donations, and I attribute that to the success of our events and the gift shop. Our rental business continues to stay steady and museum tours are staying consistent. We have been very diligent and purposeful with our marketing campaigns and advertising for the past few years and the ROI on those expenditures are proving to be worthwhile.

### January 2026

- We have been working hard at getting all things Christmas taken down as we are able given the cold temps and snow. We are about 85 % complete at this point

- Gift shop inventory is about complete as well as shop and other misc. inventory for the year
- We have begun taking reservations for School Daze on May 12<sup>th</sup> & 13<sup>th</sup>
- Working on marketing plan for 2026/Event planning for our larger events, Pioneer Days and Winter Wonderlights. We are always looking for ways to expand and grow our attendance at these events in particular. Also looking at increased marketing for group tours and small conference/business meetings to be held here.
- We are re-arranging the gift shop and refreshing some areas with paint, lighting, etc.
- There are several smaller scale projects on tap for museum repair/improvements in addition to our capital plan.
- Preparations for No-Till set-up and the conference are on-going.



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## Council Report 1.26.26

- Education/outreach
  - Total count for kids flying our simulator is now just over 550
- Airport operations tracking report
  - I have attached the monthly report from our new operations tracking system. Please note that we now have year over year numbers for traffic.
- 2026 airfield projects
  - Pavement maintenance- Runway fog seal
  - Access road- Replace and realign
  - Cost breakdown on following page

### December 2024 Fuel

Total- 5,834.21 Gallons  
Avgas- 1,195.58 Gallons  
Jet fuel- 4,638.63 Gallons  
Gross sales- \$ 28,064.40

### December 2025 Fuel

Total- 5,635.77 Gallons  
Avgas- 2,616.69 Gallons  
Jet fuel- 3,019.08 Gallons  
Gross sales- \$ 25,783.76

NOTE: September 2024 is the month we started runway closures associated with the taxiway reconstruction. You will see a decline in fuel sales from Sept 2024 through June 2025.



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## AIP 021 - Runway Reseal

AIP 021	\$	300,000.00
CDOT Match (2.5%)	\$	7,894.00
Local Match (2.5%)	\$	7,894.00
<b>Total</b>	<b>\$</b>	<b>315,788.00</b>

## AIP 022- Access Road

\$ 161,476.00	AIP Available (95%)
\$ 4,249.00	CDOT Match (2.5%)
\$ 4,249.00	Local Match (2.5%)
\$ 600,000.00	State Grant (90%)
\$ 66,666.00	Local Match (10%)
<b>\$ 836,640.00</b>	<b>Total Funding</b>

Total Project(s) Cost- \$1,152,428

Total Local Match- \$78,809

"Eastern Colorado's Premier Aviation Experience"



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The County has agreed to assist in these projects. Jim will be able to fill you in on that amount.

**Monthly Operations Report for December 2025 at KITR**
**Operations**

	<b>Dec 2025</b>	<b>Dec 2024</b>	<b>Year over Year Change</b>
TRANSITION	21	35	-40.0%
TOUCH & GO	48	5	860.0%
TAKEOFF	125	104	20.2%
LANDING	127	103	23.3%
GO AROUND	2	2	0.0%
FLYOVER	2	1	100.0%
<b>Totals</b>	<b>352</b>	<b>221</b>	<b>59.3%</b>

**NOTE:** FLYOVER and TRANSITION are excluded from the total operations count.  
Operations classified as TOUCH & GO and GO AROUND are counted as two distinct operations, a landing and a takeoff respectively.

**Aircraft Type**

	<b>Dec 2025</b>	<b>Dec 2024</b>	<b>Year over Year Change</b>
Rotorcraft	25	54	-53.7%
Fixed wing single engine	279	133	109.8%
Fixed wing multi engine	48	34	41.2%

**Engine Type**

Turbo-shaft	23	52	-55.8%
Turbo-prop	60	45	33.3%
Turbo-fan	14	6	133.3%
Reciprocating	247	103	139.8%
4 Cycle	8	15	-46.7%

**Number of Engines**

1	304	185	64.3%
2	48	36	33.3%
Unknown			-

**Average Daily Operations**

Monday	11	7	57.1%
Tuesday	11	7	57.1%
Wednesday	8	9	-11.1%
Thursday	5	6	-16.7%
Friday	15	9	66.7%
Saturday	9	10	-10.0%
Sunday	25	5	400.0%
<b>Average per weekday</b>	<b>10</b>	<b>8</b>	<b>25.0%</b>

**Monthly Operations Report for December 2025 at KTR**

<b>Operations</b>			
	<b>Dec 2025</b>	<b>Dec 2024</b>	<b>Year over Year Change</b>
Average per weekend	17	8	112.5%
<b>Local vs. Transient</b>			
Local	0	0	0.0%
Transient	352	221	59.3%
Nights Stayed	28	23	21.7%
Seats on Overnight Aircraft	144	109	32.1%
Overnight Visitors @ 50%	72	54.5	32.1%
<b>Runways</b>			
RWY 15 GO AROUNDs	2	0	-
RWY 15 LANDINGS	53	36	47.2%
RWY 15 TAKEOFFs	47	39	20.5%
RWY 15 TOUCH & GOs	70	2	3,400.0%
<b>RWY 15 Total</b>	<b>172</b>	<b>77</b>	<b>123.4%</b>
RWY 33 GO AROUNDs	2	4	-50.0%
RWY 33 LANDINGS	61	38	60.5%
RWY 33 TAKEOFFs	67	42	59.5%
RWY 33 TOUCH & GOs	26	6	333.3%
<b>RWY 33 Total</b>	<b>156</b>	<b>90</b>	<b>73.3%</b>

**Monthly Operations Report for December 2025 at KTR**

	<b>Jan 2024</b>	<b>Jan 2023</b>	<b>Year over Year Change</b>
<b>Weight Class</b>			
CLASS 1	338	212	59.4%
CLASS 2	14	7	100.0%
CLASS 3	0	2	-100.0%
<b>Jet Traffic</b>			
Operations	14	6	133.3%
Taking off Rwy 15	5	2	150.0%
Landing Rwy 15	5	2	150.0%
Taking off Rwy 33	2	1	100.0%
Landing Rwy 33	2	1	100.0%
Largest aircraft			CESSNA 501 (B-I)
Average seat count per jet	7.7	9	-14.4%

Most Active Aircraft

Registration	Manufacturer	Model	Operations	Percentage of Total
N782RB	CIRRUS DESIGN CORP	SR22T	48	36.1%
N1971F	CESSNA	172N	40	30.1%
N79180	CESSNA	182P	16	12.0%
N430EM	RAYTHEON AIRCRAFT COMPANY	C90A	12	9.0%
N118K	CESSNA	501	12	9.0%
N755BW	MOONEY	M20R	12	9.0%
N773AL	BELL	407	8	6.0%
N914CF	SOCATA	TBM 700	7	5.3%
N374AL	BELL HELICOPTER TEXTRON CANADA	407	6	4.5%
N100YC	PILATUS	PC-12/45	6	4.5%

Most Active Owners

Name	Operations	City
BUTTERFLY AVIATION INC	40	GOODLAND
NUAGE HOLDINGS LLC	26	SIOUX FALLS
AIR METHODS LLC	24	GREENWOOD VILLAGE
SKARCO LLC	22	BURLINGTON
ELK ENTERPRISES LTD	16	COLORADO SPRINGS
SKY WEST AVIATION INC TRUSTEE	12	ALBUQUERQUE
EAGLEMED LLC	12	WICHITA
PROVIDENCE EQUIPMENT HOLDINGS LLC	8	NEWARK
FRANKUM AVIATION LLC	7	DENVER
EDB AIR INC	6	WILSONVILLE

Owner Locations

City	Operations	Percentage of total
BURLINGTON	39	29.3%
GOODLAND	29	21.8%
GREENWOOD VILLAGE	24	18.0%
COLORADO SPRINGS	22	16.5%
SIOUX FALLS	19	14.3%