



**December 16, 2009  
CDOT Headquarters  
Denver, Colorado**

**BOARD MEETING**

**MEMBERS PRESENT:**

Dale Hancock	Vice Chair
Dennis Heap	Secretary
Louis Spera	
Joseph Thibodeau	
Dave Ubell	
Debra Wilcox	

**MEMBER ABSENT:**

Harold Patton	Chairman
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**OTHERS PRESENT:**

Travis Vallin	CDOT – Division of Aeronautics
Scott Brownlee	CDOT – Division of Aeronautics
Christine Eldridge	CDOT – Division of Aeronautics
TK Gwin	CDOT – Division of Aeronautics
Shahn Sederberg	CDOT – Division of Aeronautics
John Sweeney	CDOT – Division of Aeronautics
Richard Baker	Fremont County
Brad Davis	FAA – Denver ADO
Bill Payne	William E Payne & Associates
Bill Totten	CPA, AOPA, EEA

1. Meeting commenced at 10:02 A.M. Dale Hancock stated that a quorum is present.

**2. APPROVAL OF CAB MEETING MINUTES OCTOBER 15, 2009 & NOVEMBER 6, 2009**

Dale Hancock advised the Board that he would entertain a MOTION to approve the minutes from the CAB meetings on October 15, 2009 and November 6, 2009. Joseph Thibodeau made the MOTION to approve the minutes and Dennis Heap seconded.

The MOTION carried unanimously.

**3. AMENDMENTS TO THE AGENDA**

There are no amendments to the agenda.

**4. BOARD MEMBER REPORTS**

Louis Spera said that the construction project on two of the runways at Pueblo Memorial Airport is finally complete. Dave Ubell stated that Montrose Regional Airport has had a chance to use the new snow removal equipment that was acquired through the DIA surplus program last May. Dennis Heap said that Front Range Airport has also used the snow removal equipment they purchased through the surplus program. Dennis added that Front Range will end the year with operations down approximately 10%. Dale Hancock said that construction is still taking place at the Garfield Regional Airport. Joseph Thibodeau spoke briefly about the Colorado Pilots Association and also about the recent gala at the Wings Over the Rockies Air and Space Museum. Debra Wilcox commented about a recent article in USA Today, which was about FAA funding at General Aviation airports. Debra also advised the Board that she'd just returned from Washington, D.C., where she was asked to be on a panel that studies the topic of alternative fuel facilities located next to airports.

**5. PUBLIC COMMENTS**

Richard Baker briefed the Board about the current happenings at Fremont County Airport.

**6. DIRECTOR'S REPORT**

Travis Vallin advised the Board that there should be a job announcement this week to fill the vacancy in our office from when Nikki Koplitz retired.

The job classification has changed to an Accountant I or II, to put more emphasis on accounting, as a result of the audit. Travis also said that last week, the FAA gave approval on Phase II of the Radar Project. Travis added that the next step is to sign the Memorandum of Agreement between the FAA and the State of Colorado. Travis concluded by thanking the Board for their support and guidance over the last 12 years as the Director of the Division.

**7. BUDGET UPDATE – JOHN SWEENEY**

John Sweeney advised the Board that we have four months of sales tax revenue collected and we are at 33% of our projected revenue. John said that the Division anticipates awarding \$5.7 to \$5.8 million dollars in 2010, which would be our largest grant cycle ever. Even so, our projected year end balance should be between \$3 and \$4 million dollars.

**8. AUDIT RECOMMENDATIONS IMPLEMENTATION UPDATE – TRAVIS VALLIN/SCOTT BROWNLEE/SKIP SPEAR/CASEY TIGHE/LEA MASON**

8.1 Fuel Tax Reimbursement Procedure Manual Update: Travis advised the Board that the Manual has been updated and is being used.

8.2 CAB Code of Conduct and 8.3 Self Governance Policy: Travis requested that the Board make comments on the existing draft and advise any changes that need to be made, so that the document can be adopted at a future Board meeting.

Travis added that Jenny Page from the Office of the State Auditor contacted him to give an update to the Legislative Audit Committee on February 2, 2010. Travis would like a representative from the Board to attend that update, if possible. Debra Wilcox said she is available and added it to her calendar. Debra added that it would be in the best interest of the Board to complete the Code of Conduct and Self Governance Policy prior to the update to the Legislative Audit Committee. The Board agreed and decided to have all feedback to Debra and Joe by the first week in January 2010.

**9. 2010 GRANT REVIEW (PART 1)**

Travis explained that the Division originally scheduled the Grant Review for January 13, 2010, but we have since received many requests that

are in line with their Capital Improvement Program (CIP) as well as the FAA's criteria. Therefore, since this meeting had a light agenda, the Division would like to discuss the requests that we have received thus far and finish the remaining requests on January 13<sup>th</sup>. Scott Brownlee explained to the Board that all items reviewed today are consistent with the FAA's plan and with our CIP and are recommended for the Consent Agenda, except Pueblo and Rifle. Due to potential conflict of interest, those two will be voted on separately during the Grant Hearing scheduled for January 27, 2010. Scott added that the Board was provided with summary sheets and standardized evaluations for each project.

**ASPEN:** Scott Brownlee said that Aspen is requesting half of the local match over the next two years for a runway extension project of up to 1,000 feet. The project will begin with the environmental process followed by design in 2010 and construction in 2011. This is planned as a two year project totaling \$447,368 of State funds with \$223,684 in 2010 and again in 2011 in order to match \$17,000,000 of FAA funds. The amount requested from the State is \$223,684. The staff supports this project.

***Consent Agenda.***

**BOULDER:** TK Gwin said that Boulder is requesting 80/20 split for pavement maintenance to conduct crack fill, seal coat and painting on Runway 8/26 and the east end of the aircraft parking ramp. The amount requested from the State is \$32,000. The staff supports this project.

***Consent Agenda.***

**BUENA VISTA:** John Sweeney said that Buena Vista is requesting 80/20 split to purchase a snow plow. The current plow truck is 22 years old and is continually breaking down. This would provide the airport with a reliable piece of equipment for snow removal. The amount requested from the State is \$64,000. The staff supports this request.

***Consent Agenda.***

**BURLINGTON:** TK Gwin said that Burlington is requesting match on FAA entitlement money to include three elements. These elements include taxiway reflectors, pavement maintenance and repainting Runway 15/33, as well as joint seal for the taxiway and connector taxiways A-1 and A-2. The amount requested from the State is \$9,865. The staff supports this request.

***Consent Agenda.***

**CAOA:** TK Gwin said that CAO A is requesting 80/20 split for an Aviation News Training Network training website used by airport employees around the state and 80/20 split to fund the Colorado Aviation Resource Recovery Program (CARRP). CAO A is requesting 100% funding for a statewide project

to include all the AWOSs in the state in the FAA weather data stream. TK explained that the request for CARRP will only be utilized in the event of a catastrophic emergency, which would require that specialized group of individuals to respond to an airport for assistance. The hope is that we would never need to tap into those funds. Therefore, we would most likely set that portion up in a separate grant. The amount requested from the State is \$73,200. The staff supports this request.

***Consent Agenda.***

**CENTENNIAL:** TK Gwin said that Centennial is requesting match and overmatch on FAA entitlement dollars for a high speed snow plow and an airfield striping project to include Runways 17L/35R, 17R/35L and 10/28 and Taxiways A, B, C and N. The amount requested from the State is \$229,632. The staff supports this request.

***Consent Agenda.***

**CENTER:** John Sweeney said that Center is requesting 78/22 split for a pavement maintenance project that includes crack fill, slurry seal and remark of the runway. The amount requested from the State is \$95,963. The staff supports this request.

***Consent Agenda.***

**COLORADO SPRINGS:** John Sweeney said that Colorado Springs is requesting 43/57 split for Phase III of snow removal equipment. This project will include the purchase of a loader and a plow truck. The amount requested from the State is \$250,000. The staff supports this request.

***Consent Agenda.***

**CORTEZ:** Scott Brownlee said that Cortez is requesting match and overmatch on FAA funds to construct up to 20 feet wide runway shoulders and replacing the approximately 20 year old runway lighting wiring. The amount requested from the State is \$250,000. The staff supports this project.

***Consent Agenda.***

**CRAIG:** Scott Brownlee said that Craig is requesting match on FAA entitlement funds to complete pavement preservation on Runway 7/25 and connector taxiways. This project also consists of installing reflector markers on the bypass taxiways, connector taxiways and apron edges where none currently exist. The amount requested from the State is \$3,948. The staff supports this project.

***Consent Agenda.***

**DEL NORTE:** John Sweeney said that Del Norte is requesting 80/20 split for the completion of Phase I of the new runway project, which

includes all of the earthwork and drainage for the new runway. The new runway will be able to accommodate Flight for Life flights that serve the hospital. The amount requested from the State is \$249,900. The staff supports this project.

***Consent Agenda.***

**DELTA-BLAKE FIELD:** Scott Brownlee said that Delta is requesting match on FAA funds to expand the ramp area as shown on the airport's Airport Layout Plan (ALP). The airport is in need of additional ramp space as they frequently run out of space. The amount requested from the State is \$11,842. The staff supports this project.

***Consent Agenda.***

**DURANGO-LA PLATA:** Scott Brownlee said that Durango is requesting 80/20 split to remove and replace concrete joint sealant, as well as to repair cracks in the commercial aircraft parking area. The amount requested from the State is \$60,000. The staff supports this project.

***Consent Agenda.***

**EADS:** John Sweeney said that Eads is requesting 80/20 split to finish a slurry seal project and helipad. In 2008, Eads received a grant for a slurry seal and helipad for medical helicopter flights. The price for the slurry seal was higher than expected and they were only able to finish the runway. They would like to finish the slurry on the taxiway and construct the helipad. The amount requested from the State is \$16,000. The staff supports this project.

***Consent Agenda.***

**FT COLLINS-LOVELAND:** TK Gwin said that Fort Collins-Loveland is requesting match on FAA entitlement and discretionary funds to rehab Runway 15/33, replace runway lighting, bring the Runway Safety Area to standards and replace the segmented circle and rotating beacon. They would also like 80/20 split for pavement maintenance to rehab the GA ramp. The amount requested from the State is \$250,000. The staff supports this project.

***Consent Agenda.***

**GRAND JUNCTION:** Scott Brownlee said that Grand Junction is requesting match on FAA funds to rehabilitate the air carrier ramp west of the terminal building, conduct an environmental assessment for the construction of a new Runway 11/29 and relocate the southern perimeter fence. The amount requested from the State is \$250,000. The staff supports this project.

***Consent Agenda.***

**GREELEY-WELD:** TK Gwin said that Greeley-Weld is requesting match on FAA entitlement funds to conduct Phase I of the apron rehab project. The amount requested from the State is \$3,947. The staff supports this project.

***Consent Agenda.***

**HAYDEN:** Scott Brownlee said that Hayden is requesting match and overmatch on FAA funds for the third phase of the on-going terminal building rehabilitation project. The amount requested from the State is \$250,000. The staff supports this project.

***Consent Agenda.***

**HOLYOKE:** TK Gwin said that Holyoke is requesting match on FAA funds to expand the aircraft parking apron. The amount requested from the State is \$9,348. The staff supports this project.

***Consent Agenda.***

**KREMMLING:** TK Gwin said that Kremmling is requesting match and overmatch on FAA funds for apron expansion. The amount requested from the State is \$101,082. The staff supports this project.

***Consent Agenda.***

**LA JUNTA:** John Sweeney said that La Junta is requesting match and overmatch on FAA funds to complete the rehab on the taxiway A-5 connector. The amount requested from the State is \$250,000. The staff supports this project.

***Consent Agenda.***

**LAMAR:** John Sweeney said that Lamar is requesting 80/20 split to acquire a piece of land that is directly off of the runway. The land is within the Runway Protection Zone (RPZ). The amount requested from the State is \$74,400. The staff supports this project.

***Consent Agenda.***

**MEADOW LAKE:** John Sweeney said that Meadow Lake is requesting match on FAA non primary entitlement funds for land reimbursement and an access control plan. The access control plan will identify the high priority areas of security and controlled access on the airfield. Meadow Lake is also requesting 80/20 split for pavement maintenance, to include expansion to the turnarounds at the ends of the taxiway and a seal coat on taxiway B. The amount requested from the State is \$115,947. The staff supports this project.

***Consent Agenda.***

**MONTE VISTA:** John Sweeney said that Monte Vista is requesting match on FAA non primary entitlement funds to include wildlife

perimeter fencing, as well as a new beacon. The amount requested from the State is \$3,947. The staff supports this project.

***Consent Agenda.***

**PAONIA:** Scott Brownlee said that Paonia is requesting 80/20 split for fog seal and remarking of Runway 5/23. The amount requested from the State is \$32,000. The staff supports this project.

***Consent Agenda.***

**PUEBLO:** John Sweeney said that Pueblo is requesting match on FAA funds for the runway project, which will include the design and construction of the training runway. The amount requested from the State is \$219,737. The staff supports this project.

***Consent Agenda.***

**RANGELY:** Scott Brownlee said that Rangely is requesting 80/20 split for two projects. The first project consists of installing 8' chain link fence around the terminal building along with a walk through gate. The second project is crack sealing, sealcoating and remarking of Runway 6/24, taxiways and apron. The amount requested from the State is \$164,915. The staff supports these projects.

***Consent Agenda.***

**RIFLE:** Scott Brownlee said that Rifle is requesting match on FAA funds for the second phase of a three year funding request to upgrade Runway 8/26 to a reference code D-II airport. The amount requested from the State is \$250,000. The staff supports this project.

***Consent Agenda.***

**SALIDA:** John Sweeney said that Salida is requesting match on FAA funds for runway design project. This is in preparation for the upcoming runway rehab at the airport. The amount requested from the State is \$3,947. The staff supports this project.

***Consent Agenda.***

**STEAMBOAT SPRINGS:** Scott Brownlee said that Steamboat Springs is requesting match on FAA funds to acquire RPZ easement or Fee Simple if possible at the Runway 32 end. Steamboat Springs is also requesting 80/20 split to install Runway Distance Remaining signs. The amount requested from the State is \$15,147. The staff supports these projects.

***Consent Agenda.***

**TELLURIDE:** Scott Brownlee said that Telluride is requesting match on FAA funds for runway reconstruction and safety area project. The amount requested from the State is \$250,000. The staff supports this project.

***Consent Agenda.***



**WALDEN:** TK Gwin said that Walden is requesting 80/20 split for a PAPI Light System and supporting electrical vault. The amount requested from the State is \$80,800. The staff supports this project.

***Consent Agenda.***

**WRAY:** TK Gwin said that Wray is requesting match on FAA funds for crack seal and remark the runway, as well as for taxiway reflectors. The amount requested from the State is \$3,947. The staff supports this project.

***Consent Agenda.***

**YUMA:** TK Gwin said that Yuma is requesting match on FAA funds for concrete joint repair on the runway. The amount requested from the State is \$3,947. The staff supports this project.

***Consent Agenda.***

***NOTE: All Grant requests included a standard Grant Evaluation Form and were found by the Staff to be in the best interest of Statewide aviation and to support the goals contained in the Colorado Aviation Systems Plan.***

## **10. PROPOSED CALENDAR**

The next Board meeting will take place on January 13, 2010, at the Aeronautics Division office in Watkins. Teleconferencing is encouraged.

## **11. OTHER MATTERS BY MEMBERS**

Travis advised the Board that a little over a year ago, the Division decided to try to find ways to save the State money, such as carpooling with the FAA to meetings, relaying people to DIA instead of parking a car there, and discontinuing the lease of our postage machine. John was tasked with keeping track of the savings. So far, the Division has saved \$24,774.

Dale Hancock suggested that the Board plan an appropriate recognition function for Travis' departure. Dale was advised by the staff that something is being planned and the details will be shared with the Board.

Brad Davis took a moment to thank Travis for his contributions to the aviation system in Colorado. Bill Payne echoed those sentiments.

**12. ADJOURNMENT**

The meeting adjourned at 11:39 A.M.