



**November 6, 2009
Westminster Westin
Westminster, Colorado**

BOARD MEETING

MEMBERS PRESENT:

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

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
Kaitlyn Westendorf	CDOT – Division of Aeronautics
John Bauer	FAA – Denver ADO
Zachary Colescott	Leadville – Lake County Airport
Brian Condie	Garfield Regional Airport
Kendra Cross	USDA
Jim Fluhr	Jviation
Dave Gordon	Fort Collins – Loveland Airport
Bill Hamilton	AOPA Central Region
Tim Head	Boulder Municipal Airport
Ken Lawson	Front Range Airport
Steve Lee	DIA
Kathie Lucas	Gunnison – Crested Butte Regional Airport
Ken Moody	Delta Airport Consultants

Karen Patton	
Michael Reisman	Greeley – Weld County Airport
Steve Schulz	Aspen – Pitkin County Airport
Craig Sparks	FAA – Denver ADO
Bill Totten	CPA, AOPA, EEA
Dave Ulane	Aspen – Pitkin County Airport
Rick Ullom	Eagle County Airport
Jason Virzi	Jviation

1. Meeting commenced at 10:06 A.M. Harold Patton stated that a quorum is present.

2. **AMENDMENTS TO THE AGENDA**

There are no amendments to the agenda.

3. **BOARD MEMBER REPORTS**

Debra Wilcox said that she has received positive feedback about the Colorado booth at NBAA. Louis Spera said that the construction project on both runways at Pueblo are complete. Dale Hancock spoke briefly about the runway realignment project at the airport in Rifle. Dennis Heap said that Front Range Airport saw its lowest level of operations in 16 years. Dave Ubell said that Montrose Regional Airport recently held an “Airport Appreciation Day” and participants there were asking questions about the Mountain Radar Project. Joseph Thibodeau said that the annual Colorado Pilots meeting will be held tomorrow at the Rocky Mountain Metropolitan Airport. Harold Patton spoke briefly about Amelia Earhart, giving the audience some history about the island that she’d intended to land on.

4. **PUBLIC COMMENTS**

Dave Ubell spoke briefly about Leo Large being admitted to St. Mary’s Hospital in Grand Junction. He asked that we all keep Leo in our thoughts.

5. **DIRECTOR’S REPORT**

Travis Vallin introduced Zach Colescott, who is the new Airport Manager at Lake County Airport.

6. 2011 BUDGET APPROVAL – JOHN SWEENEY

John Sweeney advised that we need action to approve the FY 2011 Aviation Fund Revenues and Allocations Budget, as outlined in a handout given to the Board. The revenue dollar amount for FY 2011 is estimated at \$24,120,506, which is similar to the estimation given for FY 2010. Travis explained the process, saying that once the Board approves this, it then goes to CDOT and is included with their budget submission to the Joint Budget Committee. Travis pointed out the Administration part of the budget is \$839,132, saying that we are legislatively capped at 5% of the Aviation Fund and this proposal is 3.5%. Travis concluded by saying that if we collect more than the estimated \$24 million, we would come back before the Board for approval, as well as the TC for approval. After some brief discussion by the Board, Joseph Thibodeau made the MOTION to approve this request and Dennis Heap seconded.

The MOTION carried unanimously.

7. AUDIT RECOMMENDATIONS IMPLEMENTATION UPDATE – TRAVIS VALLIN/CASEY TIGHE/LEA MASON

7.1 Fuel Tax Reimbursement Procedure Manual Update: Travis advised the Board that the Manual is still being updated, as Nikki Koplitz continues to train Kaitlyn Westendorf.

7.2 CAB Code of Conduct & Self Governance Policy: Travis advised the Board that he, Debra Wilcox and Joseph Thibodeau met with Skip Spear from the AG's Office on October 23rd to discuss this topic. We hope to have a draft of this policy to present to the Board at the December CAB meeting.

8. GREELEY OUT OF CYCLE INTERN REQUEST – TK GWIN

TK stated that Greeley would like to receive 50/50 match for an intern to begin employment in January 2010. The amount requested from the Board is \$16,640. Debra Wilcox made the MOTION to approve this request and Dennis Heap seconded.

The MOTION carried unanimously.

9. CENTENNIAL OUT OF CYCLE INTERN REQUEST – TK GWIN

TK advised that Centennial would like to receive 50/50 match for an

intern to begin employment in November 2009. The amount requested from the Board is \$14,040. Dennis Heap made the MOTION to approve this request and Joseph Thibodeau seconded.

The MOTION carried unanimously.

10. EAGLE OUT OF CYCLE GRANT REQUEST – SCOTT BROWNLEE

Scott Brownlee said that Eagle County appears to be one of the only airports affected by the timing of moving the grant hearings to January 2010. With the runway project almost complete, Eagle County has \$3,668,057 of FAA dollars still to be matched. At 2.5%, this equals \$96,528. The balance of their request is over match to complete the project up to \$250,000. Scott added that this request is in lieu of an in-cycle 2010 grant request. The total amount requested from the Board is \$250,000. Joseph Thibodeau made the MOTION to approve this request and Dave Ubell seconded.

The MOTION carried unanimously.

11. 2009 NBAA DEBRIEF AND 2010 NBAA FUNDING REQUEST – KAITLYN WESTENDORF

Kaitlyn began by showing the Board a video presentation of NBAA 2009, prepared by Shahn Sederberg. Kaitlyn said the list of participants consisted of: Greeley, Akron, Rocky Mountain Metropolitan, Front Range, Gunnison, Montrose, Rifle, Centennial Airport, Grand Junction, Colorado Springs and the Western Colorado Economic Alliance. Each Board member received letters from all the participants, thanking the Board for the approval of the supplemental funding request in September. At this time, Kaitlyn asked the Board to make another five year commitment and to approve funding for the 2010 Convention in the amount of \$60,000. Kaitlyn said that NBAA has agreed to freeze the 2009 booth price if we commit to another three years at the show, which could save us between \$2,500 and \$3,000 each year. The problem with making that type of commitment would be that if we were unable to go one of those three years, we would still be liable to pay the \$60,000. Travis and the Board agreed that we could not make that type of commitment. Kaitlyn explained that the \$60,000 will pay for the concrete only; it does not include electrical, carpet or lighting. Each participating airport will pay close to \$3,500 to participate in the Colorado Booth, which will off-set all the other costs associated with the event. Therefore, the request to the Board is to grant \$60,000 to fund participation at the 2010 NBAA Convention. After much discussion by the Board, Joseph Thibodeau

made the MOTION to approve this request and Debra Wilcox seconded.

The MOTION carried unanimously.

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.

12. *USDA STATEWIDE WILDLIFE COORDINATOR UPDATE – KENDRA CROSS*

Scott reminded the Board that about a year ago, they funded a contract with USDA to conduct a Wildlife Hazard Management Program. The contract was activated in June of this year. Kendra Cross provided the Board with a quarterly report for July, August and September 2009. Kendra then briefed the Board on the specific wildlife issues she is dealing with at each of the airports that she has visited in the third quarter. Kendra concluded by saying she has received positive feedback from the airport managers on the assistance/training that she has been providing.

13. *COLORADO AIRPORT OPERATORS ASSOCIATION TRAINING GRANT UPDATE – MIKE REISMAN*

Mike Reisman provided the Board with an update on training that CAOAA has been able to offer, thanks to a 2009 grant funded by the Board. Mike said that there were two separate training classes held this year. First, was an Airport Safety Operations Specialist course, which was held in May and attended by 42 people from 14 airports. In June, they held an Accident Report Writing course with approximately 50 attendees. CAOAA had hoped to schedule an Airfield Electrical Certification Course this year, but the company they'd chosen to do the training was booked for 2009. Therefore, they have scheduled that training to take place in May 2010. Mike concluded by recognizing the hard work that Shahn and Kaitlyn had put into the 2009 NBAA Convention and how much it was appreciated by all the participants.

14. *GRANT PROJECT HIGHLIGHTS – STAFF*

Travis said that the Division asks the Board to approve many grants,

but it is rare that the Board gets to see the results of those projects. At this time, the Division took a moment to showcase some recent projects at Silver West, Telluride, Walden and the purchase of a new ARFF fire truck for training at DIA.

15. PROPOSED CALENDAR

The next Board meeting will take place on December 16th at CDOT Headquarters. There will be a joint luncheon with the TC immediately following the meeting.

16. OTHER MATTERS BY MEMBERS

There were no other matters.

17. ADJOURNMENT

The meeting adjourned at 11:20 A.M.