



**October 15, 2009
Front Range Airport
Watkins, Colorado**

BOARD MEETING

MEMBERS PRESENT:

Harold Patton	Chairman
Dennis Heap	Secretary
Louis Spera	
Joseph Thibodeau	
Dave Ubell	
Debra Wilcox	

MEMBERS ABSENT:

Dale Hancock	Vice Chair
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OTHERS PRESENT:

Scott Brownlee	CDOT – Division of Aeronautics
Christine Eldridge	CDOT – Division of Aeronautics
TK Gwin	CDOT – Division of Aeronautics
John Sweeney	CDOT – Division of Aeronautics
Kaitlyn Westendorf	CDOT – Division of Aeronautics
Tim Barth	Vance Brand Municipal Airport
Ken Lawson	Front Range Airport
Lea Mason	CDOT – Audit Division
Robert Olislagers	Centennial Airport
Sue Patton	
Bill Payne	William E Payne & Associates
Skippere Spear	Colorado Office of the Attorney General
Bill Totten	CPA, AOPA, EEA
Jason Ubell	

1. Meeting commenced at 10:37 A.M. Harold Patton stated that a quorum is present and noted the absence of Dale Hancock.

2. **APPROVAL OF MINUTES**

Harold Patton advised the Board that he would entertain a MOTION to approve the minutes from the CAB meetings on August 14, 2009 and September 4, 2009. Dave Ubell made the MOTION to approve the minutes and Louis Spera seconded.

The MOTION carried unanimously.

3. **AMENDMENTS TO THE AGENDA**

There are no amendments to the agenda.

4. **BOARD MEMBER REPORTS**

Louis Spera spoke about the continued maintenance at Pueblo Memorial Airport. Dave Ubell said that approximately three weeks ago, he attended the Airport Appreciation Day at the Montrose Airport. Dave said that the turn-out was great and took a moment to thank Joseph Thibodeau for flying his Mustang in the air show. Dennis Heap said that the operations at Front Range are down 7% year-to-date, but the 100LL sales are up 20% and are down 1/10th of a percent on Jet A. Joseph Thibodeau said that the Colorado Pilots Association's flying season has been a success. Debra Wilcox said that she'd recently attended two Fly-In's for experimental planes, one in Hot Springs, South Dakota and the other in Santa Teresa, New Mexico. Debra added that pilots are beginning to talk about the Mountain Radar Project and although they may not understand exactly what it is, they find it intriguing.

5. **PUBLIC COMMENTS**

Scott Brownlee took a moment to acknowledge an article in the October 12th edition of USA Today about the Mountain Radar Project. Scott also mentioned a recent AOPA article on the Transportation Security Administration (TSA) Security Directives and some proposed legislation changes that would affect how future directives are promulgated. Dennis Heap and Robert Olislagers were able to elaborate on the proposed changes and what they would mean to general aviation.

6. BUDGET UPDATE – JOHN SWEENEY

John Sweeney advised the Board that projected collections are lower than the last couple years, but we are expected to end the year where we started. We are expecting to have a \$4.5 to \$5 million dollar grant program this year, which is what we had last year. John said that since our last meeting, the Division has liquidated just over \$18,000 from closed grants. John also told the Board that the \$9 million transfer from the State Infrastructure Bank (SIB) for Phase II of the Mountain Radar Project has been complete and is reflected as revenue on the spreadsheet provided.

7. FUEL TAX DELINQUENCY REPORT – KAITLYN WESTENDORF

Kaitlyn Westendorf said that per the audit, we are required to brief the Board on fuel tax delinquencies at every meeting. The Division would like the Board to determine what level of delinquency they would wish to be briefed on. Kaitlyn explained that some airports report monthly and others report quarterly. At this time, Yuma is the only airport we consider to be delinquent and we are working with them to remedy this. Kaitlyn suggested to the Board that they be briefed on the airports that are over six months delinquent. Debra Wilcox suggested that the report given to the Board show the timelines of how long it took the airports to resolve the delinquencies and Kaitlyn agreed to provide that information. TK Gwin suggested that rather than having a formal discussion about the delinquent airports at each meeting, the Board would be provided with a report and a discussion would take place if needed. The Board was in agreement with TK's suggestion. Joseph Thibodeau made the MOTION to approve receiving a Fuel Tax Delinquency Report on airports which are six months overdue and Dave Ubell seconded.

The MOTION carried unanimously.

8. AUDIT RECOMMENDATIONS IMPLEMENTATION UPDATE – SCOTT BROWNLEE/LEA MASON

Scott referred the Board to a handout they were given on the progress of implementing audit recommendations that are still considered outstanding. Those items are as follows:

Recommendation 3a-d (Changes to grant contract template): In Progress. Implementation Date January 2010. The Division is awaiting action by the Controller, Department of Personnel and Administration or the Attorney General's (AG) Office.

Recommendation 5a (CAB Code of Conduct): In Progress. Implementation Date January 2010. The AG's Office and the Board continue to work on this recommendation.

Recommendation 6a-c (Strategic Grant making based on State Aviation Systems Plan): In Progress. Implementation Date July 2011. The Division continues to use the 2005 Colorado State Aviation Systems Plan to establish goals, priorities and desired outcomes for the grant program until the plan is updated on schedule with the FAA in 2011.

Recommendation 8c (Fuel Tax Manual): In Progress. With the retirement of Nikki Koplitz and the transition on-going, this item continues to be worked on.

Recommendation 11a-d (SIB procedures): In Progress. An interim solution for the SIB program was approved by the Transportation Commission (TC) in June 2009, however, the complete solution will require rule making which is underway with the Department's Office of Financial Management and Budget and the Transportation Commission.

Recommendation 12 (Transfer Policies and Procedures): In Progress. A resolution containing the policies and procedures is on the agenda for action.

Recommendation 13a (Division advance payments): Implemented/On-going. The Division has discontinued the practice of advance payments on behalf of airports. If it is necessary in the future, the Division will work with the Departments accounting staff on an agreement, which has been discussed in anticipation of the future.

Recommendation 17b (Ethics Training): Complete. The Division attended an Ethics Training course on October 8th, taught by Colorado State University.

Recommendation 17d (Compliance with Statutes, rules and directives): In Progress. The Division is awaiting standardized documentation for all of CDOT. The applicable Division employees have completed the Departments Outside Employment Form.

Recommendation 18a (CAB self governance): In Progress. This is closely tied to Recommendation #5, which the Board and AG's Office continue to work on.

Harold Patton asked Lea Mason if she had anything to add, regarding the audit and she said "no, this is fine".

Scott informed the Board that the audit recommended the Division obtain the 'Definition of a Subsidy', in regards to aviation fuel tax refunds. Skip

Spear from the AG's Office provided that definition to the Division and it was included in the packets given to the Board.

Scott concluded by requesting the Board take action on the adoption of the SIB Resolution on Transfer Policies and Procedures, Aeronautics Resolution 10-01. Debra Wilcox made the MOTION to adopt the document and Joseph Thibodeau seconded.

The MOTION carried unanimously.

9. CHANGES TO THE INTERN PROGRAM – TK GWIN

TK said that the Division has received suggestions from airports that it may be time to reconsider the level of funding for the intern program. We currently match \$6.00 per hour in a 50/50 grant with airports to provide an hourly wage of \$12.00 per hour. We would like to request Board approval for an increase of the State portion of an internship for up to \$8.00 per hour. To fund a 2,080 hour internship, we are asking for a funding level not to exceed \$16,640. TK said that this will give airports an opportunity to increase intern pay, but would not require it. Regardless, the State participation would not exceed 50% of the grant. Louis Spera made the MOTION to approve this request and Dennis Heap seconded.

The MOTION carried unanimously.

10. COLORADO SPRINGS OUT OF CYCLE INTERN REQUEST – JOHN SWEENEY

John advised the Board that Colorado Springs would like to take advantage of the just-approved funding increase for interns. Colorado Springs would like to start this intern at the first of the calendar year. The Division supports this project and recommends it for funding from the Board. They are requesting a 50/50 match, with the total CDAG amount of \$13,000. Joseph Thibodeau made the MOTION to approve this request and Dennis Heap seconded.

The MOTION carried unanimously.

11. MOUNTAIN AIRPORT STUDY FUNDING INCREASE REQUEST – SCOTT BROWNLEE

Scott said that in the fall of 2008, the Division requested \$35,000 from the Board to conduct a Mountain Airport Study. After working through the

CDOT purchasing requirements, we selected T-O Engineers in April of this year and the project began. The Division met with T-O Engineers and the local and regional FAA offices to kick off the project. It quickly became apparent that in order for the project to be useful and well received by the FAA, we would need to expand the scope of the project. The primary expansion areas include a more in-depth review of the existing issues and reporting on them, adding an element to look at NEXGEN impacts and benefits and more coordination and interaction with the FAA. The primary study remains to show the unique challenges that exist at our mountain airports and the need for additional federal funding to address these challenges. Scott said that based upon the aforementioned additions, we are requesting an additional \$58,000 to be added to the Mountain Airport Study update. This project continues to address the following strategic needs as identified in the Systems Plan: activity/safety, expansion potential, economic support and investment. The staff is in support of this project. Louis Spera made the MOTION to approve this funding increase and Dave Ubell seconded.

The MOTION carried unanimously.

12. RELEASE OF FUNDS FOR LONGMONT 08-LMO-02 SAFETY AREAS – TK GWIN

TK reminded the Board that during the second grant cycle for 2008, Longmont submitted a request for prairie dog removal and safety area repairs due to damage from prairie dogs. The staff recommendation and the Board action said that the State is not willing to fund pest removal. However, we agreed that if Longmont removed the prairie dogs from the safety areas we would help repair the damage through a \$55,000 grant. TK said that Longmont has done a very good job of killing and removing the prairie dogs from the runway/taxiway areas, but they have not removed them entirely from the airport. The FAA has told Longmont that unless they remove all the prairie dogs, they will not receive any more FAA funds. The Division thinks it is in the best interest of flight safety to allow Longmont to use the previously granted funds to repair the safety areas and reduce danger to aircraft. However, the Division recommends that no new grants be awarded to Longmont until they have removed the remaining prairie dogs from the airport property. Joseph Thibodeau made the MOTION to release the previously granted \$55,000 to Longmont Airport for safety area repairs and Dave Ubell seconded.

The MOTION carried unanimously.

The Board had an opportunity to ask Longmont Airport Manager Tim Barth some questions and to make comments about the on-going prairie dog issues.

13. LONGMONT 08-LMO-01 SCOPE OF WORK CHANGE REQUEST – TK GWIN

TK briefed the Board on Longmont's request for a scope change. This project consisted of two elements; the first is match for a federal project to pave the entrance roadway and the second is a *State and local only* project to pave a ramp. Longmont experienced a cost over-run on the federal element and an under-run on the State element. They are requesting that we allow them to pay the shortage with the excess. The staff recommended to the Board not to approve this request because it is opposed to the "Runway Out" priority list for grant approval. Approval of this request would not be consistent with decisions on past requests. Tim Barth addressed the Board and personally requested their approval. Joseph Thibodeau made the MOTION to disapprove this request and Louis Spera seconded.

The MOTION carried unanimously.

14. EEA OSHKOSH INCREASE OF FUNDING REQUEST – TK GWIN

TK said that in June, the Board allocated \$6,500 to fund costs associated with attending the 2009 EAA Air Venture Oshkosh. Shahn Sederberg attended this event and due to unexpected increases in costs related to the shipment of directories and an unforeseen problem with car rental, the costs associated with this project exceeded the initial budget amount by \$816.74. The amount expended for this event totaled \$7,316.74. TK requested an increase in the amount of \$816.74 so that we don't have to pay the additional expense out of our operating funds. Louis Spera made the MOTION to approve this request and Dennis Heap seconded.

The MOTION carried unanimously.

15. CENTENNIAL AIRPORT SIB LOAN APPLICATION – SCOTT BROWNLEE

Robert Olislagers addressed the Board on Centennial's request for a SIB loan for the purpose of land and building acquisition to support a possible leasee that would bring new business and revenue to the airport. Skip Spear stated that he would like to review the SIB application to ensure that it meets all legal requirements. The Board asked Robert if a legal review by the AG's Office would delay the decision to the point it would affect the outcome. Robert stated that if the Board were to approve it, he would like to be able to submit the request to the TC during their December meeting for their subsequent consideration. Joseph Thibodeau made the MOTION to approve this request, contingent on a favorable review by the

AG's Office 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.

16. PROPOSED CALENDAR

The next Board meeting will take place on November 6th at the Westminster Westin.

17. OTHER MATTERS BY MEMBERS

The staff advised the Board that the reason Travis Vallin is absent from today's meeting is due to his attendance at a family function out of state. Harold stated that although Travis is missed, the Board applauded his decision to attend the family event.

18. ADJOURNMENT

The meeting adjourned at 12:18 P.M.