



**September 17, 2010  
Greeley – Weld County Airport  
Greeley, CO**

**Board Meeting**

**MEMBERS PRESENT:**

Harold Patton	Chairman
Dale Hancock	Vice Chair
Louis Spera	
Dave Ubell	
Debra Wilcox	

**MEMBERS ABSENT:**

Dennis Heap	Secretary
Joseph Thibodeau	

**OTHERS PRESENT:**

David Gordon	CDOT – Division of Aeronautics
Scott Brownlee	CDOT – Division of Aeronautics
Christine Eldridge	CDOT – Division of Aeronautics
Greg Goldman	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
Bill Payne	William E Payne and Associates
Michael Reisman	Greeley – Weld County Airport
Bill Totten	Colorado Pilots Association
Jason Ubell	
Darci Wert	Myriad Consulting

1. Meeting commenced at 11:01 A.M.

2. **APPROVAL OF CAB MEETING MINUTES FROM JUNE 25, 2010 AND AUGUST 10, 2010**

Harold Patton advised the Board that he would entertain a MOTION to approve the minutes from the CAB meetings on June 25, 2010 and August 10, 2010. Dale Hancock made the MOTION to approve the minutes and Dave Ubell seconded.

The MOTION carried unanimously.

3. **AMENDMENTS TO THE AGENDA**

Agenda items 11 and 13 have been amended.

4. **BOARD MEMBER REPORTS**

Dale Hancock said that the Garfield County Regional Airport will re-open for business on November 18<sup>th</sup> and there will be a celebration for that in early October. Louis Spera gave a brief update on the Pueblo Memorial Airport and the museum. Debra Wilcox showed the Board a few photos from a fly-in she attended in Hot Springs, South Dakota. Dave Ubell spoke about a recent Club 20 meeting and gave an update on the Montrose Regional Airport. Harold Patton took a moment to thank Mike Reisman for the hospitality shown at today's meeting. Mike thanked the Board for all the support it has shown the airport over the years.

5. **PUBLIC COMMENTS**

Bill Totten said that approximately three months ago, he had the privilege of flying the 2,000<sup>th</sup> child for Chapter 301 of the Young Eagles.

6. **DIRECTOR'S REPORT**

Dave Gordon referred the Board to a handout he'd provided, summarizing issues and activities that have occurred since the meeting in June. Dave reminded the Board that at the June meeting, it was discussed that the Division would investigate alternative ways to assist airports with Environmental Protection Agency (EPA) regulatory compliance. The Division has since learned that the Transportation Research Board has funded a project to

prepare a document that will accomplish what we were hoping to develop. Dave gave the Board a brief update on the progress of the project at Del Norte. The topic of educational programs was mentioned and whether or not the Board would like to have a defined policy on which programs are funded. After some discussion, it was determined that the Division would come up with some basic ideas on this topic and will bring them back to the Board at a future meeting.

**7. PHASE II RADAR UPDATE & PHASE III DISCUSSION – BILL PAYNE**

Bill Payne presented a slide show to the Board, highlighting the status of Phase II. Bill then briefed the Board on what types of services are being proposed for Phase III. The Board was also provided a handout that outlines the Radar Project in great detail. The consensus of the Board is to continue supporting the Radar Project as it progresses into Phase III.

**8. FINANCIAL REPORT – GREG GOLDMAN**

Greg Goldman referred to a handout that was provided to the Board. Greg said that the collection of revenue remains steady and he is forecasting a \$750,000 increase over initial estimates for collections in 2011. The actual uncommitted fund balance at June 30, 2010 was \$16.1 million. Greg has forecasted a year end fund balance of \$6-9 million, depending on grant applications received.

**9. 2011 DISCRETIONARY GRANT PROGRAM OUTLOOK – JOHN SWEENEY**

John Sweeney said that due to the projected healthy Aviation Fund balance, the Division feels that the Board can sustain an \$8-10 million discretionary grant program for the foreseeable future. Historically, the Board has established a “cap” of \$250,000 with 80/20 split. The Division suggests that the Board raise the “cap” to \$400,000 with a 90/10 split. John said that the Division would like to request concurrence from the Board to move forward with the solicitations for discretionary grant applications with the understanding of the new “cap” and participation rate for the 2011 Grant Program. The Board took a moment to discuss this proposal and overwhelmingly concurred that this was the way to proceed for the 2011 Grant Program.

**10. WEB-BASED INTERACTIVE MANAGEMENT SYSTEM (WIMS) UPDATE – TK GWIN**

In response to a request at the last board meeting, TK Gwin updated the

Board regarding the web based interactive data management system project. TK informed the Board that the WIMS project is progressing at an acceptable rate. The statement of work is finished, CDOT public relations and Peggy Catlin are supportive of the effort and we are waiting for a meeting with IT to determine the next step.

**11. GRANT MANAGEMENT MANUAL UPDATE – JOHN SWEENEY**

John Sweeney informed the Board that when the Grant Management Manual was written, the intent was to include all grant requests for interns during the regular grant cycle, requiring airports to anticipate their needs for interns annually for the upcoming year. It has since been determined that the best way to handle intern requests is to *not* have a defined cycle for them. The Division would like to revise the language in the manual to reflect that and to also remove the defined dollar amount in the manual to instead state “the current maximum reimbursable rate as established by the CAB”. Debra Wilcox made the MOTION to approve this request and Dave Ubell seconded.

The MOTION carried unanimously.

**12. COLORADO SPRINGS INTERN REQUEST – JOHN SWEENEY**

John Sweeney said that Colorado Springs is requesting funding for an intern in the amount of \$13,000 at a 50/50 split. They anticipate having an intern hired in January 2011. Dave Ubell made the MOTION to approve this request and Louis Spera seconded.

The MOTION carried unanimously.

**13. GREELEY-WELD COUNTY INTERN REQUEST – TK GWIN**

TK Gwin said that Greeley is requesting funding for an intern in the amount of \$12,480 at a 50/50 split. They anticipate having an intern hired in January 2011. Dale Hancock made the MOTION to approve this request and Debra Wilcox seconded.

The MOTION carried unanimously.

**14. SALIDA SUPPLEMENTAL FUNDING REQUEST – JOHN SWEENEY**

John Sweeney said that in January, Salida asked for match assistance

for their Federal grant of \$150,000. At that time, the Board granted Salida \$3,947 which equaled the traditional contribution of 2.5%. Recently, the FAA advised the Division and Salida that they would be receiving an additional \$150,000 for a total of \$300,000 for the runway design project. The Division would like to request funding in the amount of \$3,947 for the additional local match portion of the FAA grant. The staff supports and recommends this request for funding. Louis Spera made the MOTION to approve this request and Dave Ubell seconded.

The MOTION carried unanimously.

***NOTE: All Grant requests included a standard Grant Evaluation Form and was 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.***

**15. 2010 EAA OSHKOSH PRESENTATION – SHAHN SEDERBERG**

Shahn Sederberg briefed the Board on the activities at the 2010 EAA AirVenture Oshkosh event he attended in July and played a video presentation, demonstrating some of the highlights.

**16. PROPOSED CALENDAR**

The next Board meeting will be December 15<sup>th</sup> at CDOT Headquarters, following lunch with the Transportation Commission. The Grant Hearings and Legislative Reception will take place on January 24, 2011.

**17. OTHER MATTERS BY MEMBERS**

Dale Hancock thanked Greg Goldman for providing documentation outlining the CDOT indirect costs that hit our budget, which was an inquiry that Dale had at the meeting on June 25<sup>th</sup>.

**18. The meeting adjourned at 12:11 P.M.**