



June 25, 2010
Montrose County Administration Building
Montrose, CO

Board Meeting

MEMBERS PRESENT:

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

OTHERS PRESENT:

David Gordon	CDOT – Division of Aeronautics
Scott Brownlee	CDOT – Division of Aeronautics
TK Gwin	CDOT – Division of Aeronautics
John Sweeney	CDOT – Division of Aeronautics
Shahn Sederberg	CDOT – Division of Aeronautics
Kaitlyn Westendorf	CDOT – Division of Aeronautics
Greg Goldman	CDOT – Division of Aeronautics
Christine Eldridge	CDOT – Division of Aeronautics
Lloyd Arnold	Montrose Regional Airport
Peggy Catlin	CDOT – Deputy Director
John Devore	Gunnison – Crested Butte Regional Airport
Jeff Emmons	Delta County
Michael Garcia	Armstrong Consultants
Ronald Henderson	Montrose BOCC
Kathie Lucas	Gunnison – Crested Butte Regional Airport
Russ Machen	Cortez Airport
Richard Nuttall	Telluride Airport
Bill Payne	William E Payne & Associates

Ryan Pritchett
Jesse Smith
David Ulane
David White

Armstrong Consultants
Montrose County
Aspen – Pitkin County Airport
Montrose BOCC

1. Meeting commenced at 10:28 A.M.

2. ***APPROVAL OF CAB MEETING MINUTES***

Harold Patton advised the Board that he would entertain a MOTION to approve the minutes from the CAB meetings on March 30, 2010, March 31, 2010 and April 12, 2010. Louis Spera made the MOTION to approve the minutes and Joseph Thibodeau seconded.

The MOTION carried unanimously.

3. ***AMENDMENTS TO THE AGENDA***

David Gordon advised that agenda item 8.1 no longer requires action.

4. ***BOARD MEMBER REPORTS***

Dave Ubell expressed his gratitude for the tours of Telluride and Montrose Airports. Debra Wilcox echoed Dave's sentiments about the tours and was glad that the Board could interact with its constituents. Dennis Heap presented a short slide show on the current state of affairs for GA airports and Front Range Airport in particular. Harold Patton took a moment to recognize the positive atmosphere on the western slope, in comparison to Denver. Dale Hancock said he had taken a helicopter tour over the construction project at the Garfield County Regional Airport. Joseph Thibodeau thanked Telluride and Montrose for the tours and gave a brief update on the Colorado Pilots Association. Louis Spera also acknowledged the hospitality shown to the Board during this visit.

5. ***PUBLIC COMMENTS***

There were no public comments.

6. DIRECTOR'S REPORT

David Gordon took a moment to reiterate the hospitality that has been shown to the Board and Division Staff during this visit. Dave also advised the Board that he is pleased to be the new Aeronautics Director and that the staff has made the transition for him very smooth. He spoke briefly about his attendance at the FAA Northwest Mountain Regional meeting in April and the CAO A Spring Conference in May. Dave said that he has visited several airports in the last 3 months. Dave also hosted a planning meeting with CAO A, FAA ADO and DIA representatives to discuss past successes and to set a course for continued cooperation and goal setting. Dave mentioned Amendments 60 and 61 and Proposition 101, which will appear on the November Ballot. Dave informed the Board that Darci Wert no longer works at the Wings Over the Rockies Museum. Dave asked Bill Payne to give a brief overview on the status of Phase II of the Mountain Radar Project.

Harold Patton announced that he would entertain a MOTION to approve the Director's report. Joseph Thibodeau made the MOTION to approve the report and Dennis Heap seconded.

The MOTION carried unanimously.

Dave referred the Board to the documents they were provided in relation to Amendments 60 and 61 and Proposition 101. The Transportation Commission had adopted a Resolution opposing the three ballot measures. Dave has drafted a similar Resolution, with the assistance of Skip Spear from the Office of the Attorney General. At this time, Dave asked the Board to approve the adoption of Aeronautics Resolution 11-01.

After some discussion by the Board, Debra Wilcox made a MOTION to adopt the Resolution and Joseph Thibodeau seconded.

The MOTION carried by a vote of 6-1. Dennis Heap voted no.

7. FINANCIAL REPORT – GREG GOLDMAN

David Gordon discussed a financial spreadsheet that was prepared by Greg Goldman and provided to the Board. The forecasted revenues for the year 2010 were \$24 million and the actual collections will be approximately \$26.1 million. Refunds due to the airports for 2010 totaled \$17 million. The projected "uncommitted fund balance" will be \$16.5 million at the end of the fiscal year, which takes place June 30th.

8. BUDGET APPROVALS

8.1 *This item was removed from the agenda at the start of the meeting.*

8.2 Administrative Budget Approval: Request to approve the 2011 Administrative Budget in the amount of \$801,793.

8.3 2011 Roll-forward Request: Request to roll-forward the amount of \$12,073,794.

Debra Wilcox made a MOTION to approve items 8.2 and 8.3 and Joseph Thibodeau seconded.

The MOTION carried unanimously.

8.4 2011 Discretionary Grant Program Outlook: Dave Gordon advised the Board that since the Aviation Fund has a healthy balance, it may be worthwhile to raise the cap from \$250,000 to \$350,000 or look at possibly increasing match from 80/20 to 90/10 or doing both. Another option is to fund some high priority projects that might not be completed without extra assistance from the Grant Program. Dave informed the Board that CAO has been advised of these ideas and are supportive. However, there are some smaller airports that may not be able to produce the extra funds to participate and we need to be sensitive to that.

9. 2011 DIVISION FUNDING REQUESTS

9.1 Consent Agenda: Due to audit recommendations, we now liquidate non-committed funds at the end of each fiscal year and make a request for the required amount of each project annually at the beginning of each year. The Board was provided with a list of funding requests for continuing Division projects. All projects contained on the list are consistent with the Division's CIP and are for the purpose of implementing statewide aviation projects that cannot be accomplished by a public-use airport. The total amount of the request is \$444,000.

Joseph Thibodeau made a MOTION to approve this request and Dave Ubell seconded.

The MOTION carried unanimously.

9.2 New Division Programs Request: The following requests are

brand new projects being proposed by the Division.

9.2.1 Web-Based Interactive Management System: TK Gwin explained to the Board that this request is to develop and implement a web-based system that would provide an unprecedented level of support to our stakeholders. The staff envisions a system that would enable customers to apply for grants, reimbursements, check grant balances and submit Capital Improvement Plans on line. TK acknowledged that we would have to obtain approval from the State Office of Information Technology before we can proceed. The amount requested is not-to-exceed \$100,000.

After some discussion by the Board, Joseph Thibodeau made a MOTION to approve this request and Dennis Heap seconded.

The MOTION carried unanimously.

Debra Wilcox did request that the Board be provided a status report on the progress made to implement this system prior to the next Board meeting.

9.2.2 Airport Marketing Plan: David Gordon stated that this request is to provide assistance to airports and communities in promoting the awareness and appreciation of the economic value airports have. A consultant would be utilized to develop a marketing program and materials for promoting the benefits of airports. The CAO Board supports this concept and is willing to participate, along with Division staff, to develop a scope of work and implementation plan. The amount requested is not-to-exceed \$50,000.

Joseph Thibodeau made a MOTION to approve this request and Dennis Heap seconded.

The MOTION carried unanimously.

Dave Ubell stated that he believes this would be a great service for the airports, but would also like to see follow-through on guidance for airports in relation to 'Through The Fence' issues, as discussed at a prior Board meeting.

9.2.3 EPA Guidelines Manual: David Gordon said that airports are required by the FAA to maintain compliance with many federal and state regulations concerning water, air quality and ground. Many airports lack the budget and trained staff to ensure

compliance with these regulations, which change on a constant basis. The goal of this grant will be to hire consultant services to prepare guidance documents and provide expertise to assist airports in meeting environmental regulations.

Joseph Thibodeau made the MOTION to have Division staff investigate further if there is a need from the airports for an EPA Guidelines Manual before any funds are committed to such a project and Dave Ubell seconded.

The MOTION carried unanimously.

10. GRANT MANAGEMENT MANUAL UPDATE – SCOTT BROWNLEE

Scott Brownlee stated that as a result of the audit, one of the recommendations was to revise the Division's Grant Management Manual and to keep it current. Scott said that the Division would like to make an amendment to Section 5.2 of the manual, which will clarify administrative grant amendments. Specifically, staff is proposing the following changes to the second paragraph of Section 5.2 from "Scope of Work changes that do not require additional funding may be able to be handled administratively without CAB action." to "Scope of Work changes **or budget modifications** that do not require additional funding **and are consistent with the original scope of work** may be **able to be** handled administratively without CAB action."

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

The MOTION carried unanimously.

11. 2010 SYSTEM PLAN FUNDING REQUEST – SCOTT BROWNLEE

Scott Brownlee said that based upon discussion and comments from the March 2010 Board meeting and subsequent internal conversations and discussions with CAO, he has revised a scope of work for the 2010 Systems Plan. The significant change from the previous request is the removal of the airport security program element. Based upon the draft scope, the Division is requesting funding to initiate the procurement process for the completion of the 2010 Systems plan in an amount not to exceed \$450,000.

Joseph Thibodeau made the MOTION to secure the funding, subject to final approval of the scope of work, not to exceed \$450,000 and Debra Wilcox seconded.

The MOTION carried unanimously.

12. CORTEZ OUT-OF-CYCLE FUNDING REQUEST – SCOTT BROWNLEE

Scott Brownlee advised the Board that Cortez recently opened bids on their 2010 project for paved shoulders on Runway 03/21 and have encountered a funding issue. Because Congress has not completely funded Federal Fiscal Year 2010 and the Cortez bids are only good until August 4th, the project is approximately \$330,000 short; \$264,000 State, \$66,000 local at an 80/20 split. This project has been a high priority for the airport for a number of years, with funding being the major obstacle. The airport cannot award the bid without having all of the funding in place and because of the importance of this project, the Division suggested a State grant to fund the balance of the project. Scott added that even if full FAA funding is eventually appropriated, Cortez will still have a budget shortfall of approximately \$80,000. Scott concluded by saying that the worst case scenario would be to fund \$264,000 and the best case scenario would be to fund \$64,000, with the balance returning to the fund.

After some discussion, Louis Spera made the MOTION to approve this request and Joseph Thibodeau seconded.

The MOTION carried unanimously.

13. TRINIDAD OUT-OF-CYCLE FUNDING REQUEST – JOHN SWEENEY

John Sweeney said that Trinidad is requesting an 80/20 split grant in the amount of \$120,000 to replace old existing jet fuel tanks with one new above ground tank. In November, quality control tests revealed some concerns regarding the integrity of the tank. The county has taken some short term steps to correct the issue but the tests revealed that the tanks will eventually cause major concerns.

Joseph Thibodeau made the MOTION to approve this request and Dave Ubell seconded.

The MOTION carried unanimously.

14. ERIE OUT-OF-CYCLE FUNDING REQUEST – TK GWIN

TK Gwin informed the Board that during Erie's last FAA grant, they rehabilitated the runway lighting system. The amount of available funds did not allow all the schedules that were bid to be built. One

that was not funded was the installation of new PAPI lights. The PAPI lights at Erie have failed and are too old to fix. Erie is now in need of new fixtures. During the last project the wiring was replaced, therefore, the actual equipment is all they need. Erie is requesting \$27,000 and have been advised that this amount will likely be taken off the total grant funds available to Erie for the 2011 grant cycle.

Louis Spera made the MOTION to approve this request and Joseph Thibodeau seconded.

The MOTION carried unanimously.

15. ASPEN SECURITY SUPPLEMENTAL FUNDING REQUEST – SCOTT BROWNLEE

Scott Brownlee introduced Dave Ulane to the Board. Dave recapped the Aspen Security Project and asked for supplemental funding due to unforeseen expenses. At the end of the briefing, several members of the Board asked questions for clarification.

Dave Ubell made the MOTION to approve this request and Dennis Heap seconded.

After a lengthy discussion, the MOTION was amended to oppose the grant request.

The restated MOTION passed 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. 2011 BOARD ELECTIONS & SIGNING OF ANNUAL CONFLICT OF INTEREST STATEMENTS

Dave Ubell made the MOTION to retain the current officers for another term and Dennis Heap seconded.

During the discussion, Joseph Thibodeau endorsed the nomination of Harold Patton.

The MOTION carried unanimously.

Joseph Thibodeau suggested that each officer be elected individually. As a result, each was nominated and re-confirmed.

Harold Patton announced that each Board member would sign the Conflict of Interest Statements and return those to Kaitlyn Westendorf at the conclusion of the meeting.

Harold took a moment to thank CDOT Deputy Director Peggy Catlin for attending the meeting.

17. *PROPOSED CALENDAR*

Dave Gordon informed the Board that the next meeting is set for Friday, September 10, 2010. Dave Ubell, Dale Hancock and Joseph Thibodeau had a scheduling conflict with that date. Dave Gordon then suggested Friday, September 17th, which was acceptable to the Board.

18. *OTHER MATTERS BY MEMBERS*

There were no other matters.

19. The meeting adjourned at 12:49 P.M.