



**April 13, 2012**  
**Rocky Mountain Metropolitan Airport**  
**Broomfield, CO**

**Board Meeting**

**MEMBERS PRESENT:**

Dale Hancock	Vice-Chair
Kenny Maenpa	
Louis Spera	
Joseph Thibodeau	
Dave Ubell	
Debra Wilcox	

**MEMBER ABSENT:**

Harold Patton	Chairman
---------------	----------

**OTHERS PRESENT:**

Dave 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
Kaitlyn Westendorf	CDOT – Division of Aeronautics
Richard Baker	Fremont County
Barb Fritsche	ICF SH&E
Beverly Jones	ICF SH& E
Lois Kramer	Kramer Aerotek

Leo Milan	Office of the State Attorney
Bill Payne	William E Payne & Associates
Chris Pomeroy	Jviation
Dan Porter	SHE, Inc
Alan Weichman	Jviation

1. Meeting commenced at 10:04 A.M.
2. ***APPROVAL OF CAB MEETING MINUTES FROM JANUARY 23, 2012 & FEBRUARY 8, 2012***

Dale Hancock advised the Board that he would entertain a MOTION to approve the minutes from the meetings on January 23, 2012 and February 8, 2012. Joseph Thibodeau made the MOTION to adopt the minutes and Debra Wilcox seconded.

The MOTION carried unanimously.

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

The Executive Session and the grant request from the Spirit of Flight Center have been removed from the agenda. Added to the agenda is a 2012 Oshkosh improvement funding request.

4. ***BOARD MEMBER REPORTS***

Kenny Maenpa said that airport activity seems to be flat at the moment. Kenny added that CAO is excited about the conference set for May 30<sup>th</sup> through June 1<sup>st</sup> in Vail, which will include a Colorado Aeronautical Board meeting on May 31<sup>st</sup>. Dave Ubell informed the Board that the through-the-fence lawsuit in Montrose has finally been settled, in favor of the county. Dale Hancock said that he is now semi-retired and doing some consultant work. Debra Wilcox spoke briefly about the Aerospace States Association Meeting in Washington D.C. that she attended in March. Joseph Thibodeau gave a brief update on the Colorado Pilot's Association and the Light Sport Expo set to take place May 19<sup>th</sup> and 20<sup>th</sup>. Louis Spera gave an update on the progress taking place at the Pueblo Memorial Airport with the fence and runway projects. Louis concluded by stating that Walsenburg has expressed gratitude to the Board for the CDAG funds recently awarded to them.

**5. PUBLIC COMMENTS**

There were no public comments.

**6. DIRECTOR'S REPORT**

Dave Gordon referred to a memo given to the Board that outlines current activities and issues at the Division. Dave advised the Board that he was pleased to announced that we have hired Todd Green to fill the vacant planner position at the Division. Dave then briefed the Board on the numerous meetings he has attended since the last CAB meeting. Dave spoke briefly about some Legislative matters in regards to spaceflight and aviation fuel tax. Dave concluded by introducing Leo Milan, Assistant Attorney General.

**7. FINANCIAL REPORT – GREG GOLDMAN**

Greg Goldman referred to several financial handouts that were provided to the Board. Greg informed the Board that the fuel tax reimbursements to airports are current, adding that the year to date revenue collections are over \$30 million and \$19.6 million has been returned to local airport operating authorities. Greg is still anticipating revenues over \$40 million for the year. Debra Wilcox expressed her appreciation for the in-depth breakdown on the fuel tax numbers. Kenny Maenpa suggested that the Division update the white paper on the fuel tax economic benefit to the state aviation system and Dave Gordon agreed.

**8. GUNNISON SIB REQUEST – SCOTT BROWNLEE**

Scott Brownlee said that Gunnison is requesting \$354,200 from the State Infrastructure Bank (SIB) to acquire a Rapid Response Aircraft Rescue Fire Fighting (ARFF) vehicle. The loan will be repaid from a combination of airport operations revenue and passenger facility charges. The Division supports this request and recommend approval subject to the CDOT SIB committee review and approval. Joseph Thibodeau made the MOTION to approve this request and Kenny Maenpa seconded.

The MOTION carried unanimously.

**9. FAA AIP LOCAL MATCH INCREASE REQUESTS**

TK Gwin introduced the list of airports requesting additional funds required to meet the new FAA AIP local match formula. The list was divided into those airports needing an increase of 2.5% and three airports requiring more due to

their individual budget constraints. Seventeen airports were placed on a Consent Agenda list that may be voted on together and six airports will be voted on separately due to unique circumstances or a perceived conflict of interest.

### 9.1 Airport Grants – TK Gwin & Scott Brownlee

The following grants are increasing 2.5% over what was awarded at the Grant Hearings on January 23, 2012. The scope of work remains unchanged.

Aspen was originally awarded \$1,193,413, supplemental funding request is \$111,181 and the new total award is \$1,304,594. *Consent Agenda.*

Salida was originally awarded \$400,000, supplemental funding request is \$17,544 and the new total award is \$417,544. *Consent Agenda.*

Craig was originally awarded \$400,000, supplemental funding request is \$13,544 and the new total award is \$413,544. *Consent Agenda.*

Eagle was originally awarded \$400,000, supplemental funding request is \$52,631.58 and the new total award is \$452,631.58. *Consent Agenda.*

Erie was originally awarded \$400,000, supplemental funding request is \$4,386 and the new total award is \$404,386. *Consent Agenda.*

Fort Collins-Loveland was originally awarded \$400,000, supplemental funding request is \$13,684 and the new total award is \$413,684. *Consent Agenda.*

Granby was originally awarded \$12,434, supplemental funding request is \$13,816 and the new total award is \$26,250. *Consent Agenda.*

Grand Junction was originally awarded \$400,000, supplemental funding request is \$84,356 and the new total award is \$484,356. *Consent Agenda.*

Gunnison was originally awarded \$398,697, supplemental funding request is \$30,358 and the new total award is \$429,055. *Consent Agenda.*

La Junta was originally awarded \$400,000, supplemental funding request is \$17,544 and the new total award is \$417,544. *Consent Agenda.*

Limon was originally awarded \$12,283, supplemental funding request is \$13,649 and the new total award is \$25,932. *Consent Agenda.*

Longmont was originally awarded \$800,000, supplemental funding request is \$17,544 and the new total award is \$817,544. *Consent Agenda.*

Meadow Lake was originally awarded \$271,152, supplemental funding request is \$10,380 and the new total award is \$281,532. *Consent Agenda.*

Rangely was originally awarded \$16,629, supplemental funding request is \$5,477 and the new total award is \$22,106. *Consent Agenda.*

Rifle was originally awarded \$158,947, supplemental funding request is \$4,386 and the new total award is \$163,333. *Consent Agenda.*

Telluride was originally awarded \$358,684, supplemental funding request is \$220,609 and the new total award is \$579,293. *Consent Agenda.*

Yuma was originally awarded \$3,947, supplemental funding request is \$4,386 and the new total award is \$8,333. *Consent Agenda.*

The supplemental funding total for all airport listed above is \$635,475.58. Joseph Thibodeau made the MOTION to approve the supplemental funding requests and Dave Ubell seconded.

The MOTION carried unanimously.

The following six airports will be voted on separately due to unique circumstances or a perceived conflict of interest.

#### Cortez – Scott Brownlee

Cortez was originally awarded \$192,947 for pavement maintenance and wildlife hazard assessment. Scott said that FAA reauthorization changed the Sponsor match allocation from 5% to 10% on the wildlife hazard assessment. The supplemental funding request is \$4,386 and the new total award is \$197,333. The staff supports this request. Debra Wilcox made the MOTION to approve this request and Kenny Maenpa seconded.

The MOTION carried unanimously.

#### Montrose – Scott Brownlee

Montrose was originally awarded \$400,000 for runway overlay and to acquire an airfield generator. Due to the FAA reauthorization, Montrose would like to increase the State match to 7% and to remove the request of the backup airfield generator. The supplemental funding request is \$385,556 and the new total award is \$785,556. The staff supports this request. Louis Spera made the MOTION to approve this request and Dave Ubell seconded.

The MOTION carried unanimously.

#### Pagosa Springs – Scott Brownlee

Pagosa Springs was originally awarded \$45,447 for snow removal equipment and an airport service vehicle. Due to the FAA reauthorization, Pagosa Springs would like to increase the State match to 7.5% for the Federally funded snow removal equipment. The supplemental funding request is \$26,994 and the new total award is \$72,441. The staff supports this request. Kenny Maenpa made the MOTION to approve this request and Dave Ubell seconded.

The MOTION carried unanimously.

#### Lamar – TK Gwin

Lamar was originally awarded \$640,133 for Federally funded ramp reconstruction. Due to FAA reauthorization, Lamar would like to increase the State match to 7.5%. The supplemental funding request is \$34,898 and the new total award is \$675,031. The staff supports this request. Joseph Thibodeau made the MOTION to approve this request and Debra Wilcox seconded.

The MOTION carried unanimously.

#### Meeker – Scott Brownlee

Meeker was originally awarded \$353,166 for Federally funded runway project. Due to FAA reauthorization, Meeker would like to increase the State match to 5%. The supplemental funding request is \$354,768 and the new total award is \$707,934. The staff supports this request. Louis Spera made the MOTION to approve this request and Joseph Thibodeau seconded.

The MOTION carried unanimously.

#### Rocky Mountain Metropolitan – TK Gwin

Rocky Mountain Metropolitan was originally awarded \$1,337,500 for runway safety area improvements, runway safety area land acquisition and terminal ramp rehab. Due to FAA reauthorization, Rocky Mountain Metro would like to increase the State match to 5% for the Federally funded runway safety area improvements and runway safety area land acquisition. The supplemental funding request is \$236,111 and the new total award is \$1,573,611. The staff supports this request. Dave Ubell made the MOTION to approve this request and Debra Wilcox seconded. Kenny Maenpa abstained from the vote.

The MOTION carried unanimously.

The supplemental funding total for the six airports listed above is \$1,042,713.

9.2 Division 2012 Grant – Scott Brownlee

Scott said that each year the Division receives an Airport Improvement Program (AIP) grant from the FAA for purposes of continual state airport planning responsibilities. As a condition of the grant, the Division is responsible for local match participation, which was already requested from the Board for FY 2012. However, with the recent change in FAA legislation, the local match has gone from 5% to 10%. As a result, the Division is requesting an additional 5% for the FAA FY 2012 grant, which is included on the Division's CIP. The amount requested is \$14,000. Kenny Maenpa made the MOTION to approve this request and Dave Ubell seconded.

The MOTION carried unanimously.

**10. 2012 ON-SITE VISIT PLAN – SCOTT BROWNLEE**

Scott said that in coordination with the "On Site Visit Policy" approved by the Board, the Division used a risk based approach to evaluate the recently approved 2012 CDAG grants. As a result, the Division would like to conduct site visits at the airports in Akron, Springfield and Walsenburg. In addition to those three inspections, the Division will continue to take advantage of other travel throughout Colorado to visit as many airports and projects as possible. Debra Wilcox made the MOTION to approve this request and Joseph Thibodeau seconded.

The MOTION carried unanimously.

**11. BRUSH OUT-OF-CYCLE GRANT REQUEST – TK GWIN**

TK said that Brush has expressed a desire to develop a planning document to help the State and the Town of Brush form a cooperative effort to determine the future of the airport. Brush is requesting a 90/10 split to hire a consultant to accomplish this project. The amount requested from the State is \$54,000 and the staff supports this project. Joseph Thibodeau made the MOTION to approve this request and Louis Spera seconded.

The MOTION carried unanimously.

## **12. INTERN REQUESTS – KAITLYN WESTENDORF**

### 12.1 Centennial – 2 Interns

Kaitlyn said that Centennial is requesting 50/50 split to fund two interns for one year each, one will begin this spring and the second one early summer. The amount requested from the State is \$14,040 for each intern, at a total requested amount of \$28,080. The staff supports this project. Louis Spera made the MOTION to approve this request and Dave Ubell seconded.

The MOTION carried unanimously.

### 12.2 Rocky Mountain Metropolitan – 1 Intern

Kaitlyn said that Rocky Mountain Metro is requesting 50/50 split to fund an intern for one year, beginning this summer. The amount requested from the State is \$14,560. The staff supports this project. Joseph Thibodeau made the MOTION to approve this request and Louis Spera seconded. Kenny Maenpa abstained from the vote.

The MOTION carried unanimously.

## **13. SCOPE OF WORK CHANGE REQUESTS**

### 13.1 Gunnison 12-GUC-01 – Scott Brownlee

Scott said that Gunnison was awarded a grant for snow removal equipment, to include a front loader and blade. Subsequent to the grant being issued, the airport was able to order the loader and blade from the list of state bid equipment at a substantial savings. As a result, the airport would like to acquire an additional piece of snow removal equipment in the form of a skidsteer and attachments. This additional piece is on the airport's CIP for 2014 and would allow them to move it up a couple years and benefit from the good pricing now. There is no change to the previously awarded amount of \$398,697 and the staff supports this request. Dave Ubell made the MOTION to approve this request and Kenny Maenpa seconded.

The MOTION carried unanimously.

### 13.2 Colorado Springs 12-COS-01 – TK Gwin

TK said that Colorado Springs was awarded a grant to purchase two plow trucks and a snow blower. The supplier of the plow trucks has a time limited



reduction in price and the airport would like to take advantage of this opportunity. The airport is requesting a change in the scope from two plows to four and to eliminate the snow blower. There is no change to the previously awarded amount of \$400,000 and the staff supports this request. Louis Spera made the MOTION to approve this request and Joseph Thibodeau seconded.

The MOTION carried unanimously.

**14. 2012 OSHKOSH IMPROVEMENT FUNDING REQUEST – SHAHN SEDERBERG**

Shahn is requesting an additional not-to-exceed amount of \$5,000 for the 2012 EAA Oshkosh budget for improvements to the display within the NASAO/Wisconsin Weather Tent. This funding will enhance how the charts and directories are displayed and will promote visibility to the general public at this event. The preliminary plans are to purchase a better literature exhibit and some advertising banners. The staff supports this request. Joseph Thibodeau made the MOTION to approve this request and Kenny Maenpa seconded.

The MOTION carried unanimously.

***NOTE: All grant requests included standard Grant Evaluation Forms 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.***

**15. WIMS UPDATE – TK GWIN**

TK briefed the Board on the current status of the Division's Web-based Information Management System (WIMS). He told the Board that the first phase of WIMS was nearing completion, which would give us the ability to provide accounts to each airport, enabling them to access CIP, grant applications, grant drawdowns and eventually fuel taxes. The next phase will enhance fuel taxes, provide information to the flying public and connect to SAP, the State's software of record. The roll-out for WIMS will be at the CAO conference in Vail. Staff will bring a funding request to the Board at that meeting for the next phase of WIMS.

**16. IPAD INTEGRATION DISCUSSION – SHAHN SEDERBERG & KAITLYN WESTENDORF**

Kaitlyn asked the Board if they would like to entertain the possibility of integrating the Board Packet information from hardcopy documents to an electronic format, via the IPAD or some similar device. The research that Kaitlyn and Shahn have done thus far, indicate that the IPAD will be better suited to the needs of the Division and the Board. The Board gave consensus for Kaitlyn and Shahn to continue researching and developing a plan to make this transition successful.

**17. PROPOSED CALENDAR**

The next CAB meeting will take place on Friday, May 18<sup>th</sup> at 9:00 A.M. at Front Range Airport. The CAO Spring 2012 Conference will take place in Vail on May 30<sup>th</sup> through June 1<sup>st</sup>, with a CAB meeting to take place on May 31<sup>st</sup> at 1:15 P.M.

**18. OTHER MATTERS BY MEMBERS**

There were no other matters.

**19. BREAK**

**20. SYSTEM PLAN UPDATE – SCOTT BROWNLEE & BARB FRITSCH**

Scott said that since the last Systems Plan update to the Board, most of the progress has occurred in the benchmark, performance measure and facility service objective areas. Barb Fritsche gave an in-depth update of this to the Board. The roll-out of the Plan is still on target to take place at the CAO Spring 2012 Conference in Vail at the end of May.

**21. The meeting adjourned at 1:34 P.M.**