



**May 30, 2013
Steamboat Springs Sheraton
Steamboat Springs, CO**

Board Meeting

MEMBERS PRESENT:

Joseph Thibodeau	Chairman
Dale Hancock	Vice-Chair
Debra Wilcox	Secretary
Jeff Forrest	
Kenny Maenpa	
John Reams	

MEMBER ABSENT:

William "T" Thompson

OTHERS PRESENT:

Dave Gordon	CDOT – Division of Aeronautics
Christine Eldridge	CDOT – Division of Aeronautics
Todd Green	CDOT – Division of Aeronautics
TK Gwin	CDOT – Division of Aeronautics
Shahn Sederberg	CDOT – Division of Aeronautics
Scott Storie	CDOT – Division of Aeronautics
Kaitlyn Westendorf	CDOT – Division of Aeronautics
Gary Cyr	Greeley-Weld County Airport
Jason Licon	Fort Collins-Loveland Airport
Samantha Lopez	Meeker and Rangely Airports
Jeremy McAlister	GDA
Robert Olislagers	Centennial Airport
Bill Payne	William E Payne & Associates

1. Meeting commenced at 1:18 P.M.

2. **APPROVAL OF CAB MEETING MINUTES**

2.1 *March 14, 2013*

2.2 *March 19, 2013 Executive Session*

Debra Wilcox made the MOTION to approve the minutes from the March 14, 2013 and March 19, 2013 meetings and Dale Hancock seconded.

The MOTION carried unanimously.

3. **AMENDMENTS TO THE AGENDA**

There were no amendments to the agenda.

4. **BOARD MEMBER REPORTS**

Debra Wilcox and Jeff Forrest had nothing to report. John Reams informed the Board that he and Bill Payne recently met with FAA Administrator Michael Huerta. Dale Hancock talked briefly about Club 20. Kenny Maenpa spoke about the success of the CAO conference. Joseph Thibodeau said that he participated in the fly-over at the Air Force Academy Graduation Ceremony.

5. **PUBLIC COMMENTS**

There were no public comments.

6. **DIRECTOR'S REPORT**

Dave referred to a memo given to the Board that outlines current activities and issues at the Division. Dave briefed the Board on the many meetings and functions he has recently participated in. Dave spoke briefly about his recent visit to Washington D.C. with Bill Payne to meet with FAA Administrator Michael Huerta. Other topics discussed were the FAA Sequestration, Blended Airspace, the Aeronautics Sustainability Study and the new Airport Manager at Durango.

7. FINANCIAL UPDATE – TK GWIN

Greg Goldman is on vacation, therefore TK Gwin gave the financial update. TK referred to financial documents that Greg had prepared for the Board in advance, outlining the current status and forecast of the Aeronautics fund.

8. FY 2014 BUDGET APPROVALS

8.1 Administrative Budget Approval – TK Gwin

TK asked the Board to approve the Administrative Budget for the Division for State Fiscal Year 2014, which begins July 1st. The amount requested is \$1,050,000 and the Board was provided with a breakdown of what is included in this request. John Reams made the MOTION to approve this request and Kenny Maenpa seconded.

The MOTION carried unanimously.

8.2 Division Consent Agenda – Kaitlyn Westendorf

Kaitlyn asked the Board to approve the Division Consent Agenda in the amount of \$2,190,029. This request contains ongoing and/or annual Division aviation projects that cannot be accomplished by a public-use airport. The Board was provided with a breakdown of what is included in this request. Dale Hancock made the MOTION to approve this request and Kenny Maenpa seconded.

The MOTION carried unanimously.

8.3 New Division Requests

8.3.1 ILS – TK Gwin

TK said that there are Instrument Landing Systems (ILS) at Alamosa and Rifle and a Localizer at Burlington. The Alamosa ILS and Burlington Localizer are reaching a level of reliability that requires more parts and repair. The Rifle ILS has had an update, but may require more. We would like to release an RFQ to hire a consultant to inventory these systems and prepare a project package for bid to restore them to the proper condition. Additionally, the consultant would encourage the FAA to consider taking over responsibility for ongoing maintenance. The amount requested is \$50,000. Debra Wilcox made the MOTION to approve this request and John Reams seconded.

The MOTION carried unanimously.

8.3.2 WIMS Phase III – TK Gwin

TK said that we are ready to enter into Phase III of WIMS, which will include completion of the fuel tax section, development of an information delivery section and the largest endeavor is to tie into SAP so there can be an information exchange. TK asked for approval of an amount not to exceed \$300,000, consisting of \$50,000 for the two sections, \$150,000 for the SAP connection and \$50,000 contingency. John Reams made the MOTION to approve this request and Kenny Manepa seconded.

The MOTION carried unanimously.

8.4 Intern Program Funding – Kaitlyn Westendorf

Kaitlyn reminded the Board that early last fiscal year, we changed the manner in which we fund interns to better serve the needs of the airports. The change enabled the staff to evaluate each request and if it complies with the established precedence, we can approve and contract with the airport immediately. This method worked well last year and we would like to continue the “lump sum” approval for interns. The amount requested for FY14 is \$150,000. Kenny Maenpa made the MOTION to approve this request and Debra Wilcox seconded.

The MOTION carried unanimously.

9. 2013 CDAG REQUEST TABLED MARCH 14, 2013

9.1 Front Range – Todd Green

Todd said that Front Range requested a grant during the normal grant cycle and that grant was presented at the Grant Review meeting in December. The grant request has been tabled numerous times since then because local funding had not been completely defined. On May 8th, the Front Range Airport Authority approved the local funding for the project. Therefore, Front Range is requesting \$183,333 of State funds to match the Federal grant to rehabilitate Taxiway A. The staff supports this project. Kenny Maenpa made the MOTION to approve this request and John Reams seconded.

The MOTION carried unanimously.

10. SCOPE OF WORK AMENDMENT REQUESTS

10.1 Colorado Springs 13-COS-01 – Kaitlyn Westendorf

Kaitlyn said that during the Grant Hearings in January, Colorado Springs was awarded a \$400,000 grant for Snow Removal Equipment. Since January, there have been some personnel changes at Colorado Springs and the new management team feels that there is a higher priority project for this grant. They are requesting to change the scope to match on Federally funded Taxiway E, G and H rehabilitation, Phase IV. The amount requested from the State will not change from the \$400,000 awarded in January and the staff supports this project. The City would also like to request the Project Manager on the contract be amended to remove Mark Earle and designate Dan Gallagher, Interim Director of Aviation. Dale Hancock made the MOTION to approve this request and Jeff Forrest seconded.

The MOTION carried unanimously.

10.2 Durango 13-DRO-01 – Scott Storie

10.3 Durango 12-DRO-01 – Scott Storie

Scott said that Durango recently welcomed the new Airport Manager, Kip Turner, who arrived in the middle of several projects, which are in need of reprioritizing. Of most significance is a terminal expansion, since the current terminal lacks the capacity and infrastructure to handle existing passengers and aircraft. Relief can be accomplished through the purchase of a tensile fabric structure. Therefore, Durango has requested that the scope of the 2012 grant be amended to help cover the cost of the tensile fabric structure. Additionally, they have requested that their 2013 grant be amended from terminal construction to terminal design. Both requests are only scope changes and will not involve any additional State funding. The staff supports these projects. Jeff Forrest made the MOTION to approve both requests at once and Kenny Maenpa seconded.

The MOTION carried unanimously.

11. SUPPLEMENTAL FUNDING REQUESTS

11.1 Fort Morgan 12-FMM-01 – Todd Green

Todd said that Fort Morgan is requesting supplemental funding for their 2012 grant, that was for match on Federal funds for land acquisition and Phase I design for future runway reconstruction. In 2012, the airport was only awarded \$458,295 of Federal funds but received State match for full FAA entitlements of \$600,000 because the airport had planned on requesting an additional Federal grant for \$141,705 in 2013 to perform Phase II design. After discussions

between the FAA, airport and Aeronautics staff, it was decided that a better option would be to amend the 2012 Federal and State grants to include an additional \$32,000 of Federal funds and an additional State overmatch of \$50,000. This option helps the airport because they would be able to carryover the remainder of their Federal Entitlements into 2014 for the runway construction. The amount requested from the State is \$50,000 and the staff supports this project. After some discussion, Kenny Maenpa made the MOTION to approve this request and John Reams seconded.

The MOTION carried by a vote of 5-1. Dale Hancock voted no.

11.2 Rangely 13-4V0-01 – Scott Storie

Scott said that at the Grant Hearings in January, Rangely was awarded \$3,650 of State funds for match on Federal funds to construct a stem wall and install drainage around a fuel farm. The most recent cost estimate has increased beyond current funding. Rangely would like to use their full 2013 Federal Entitlements in the amount of \$150,000 and the airport is requesting State match on the additional Federal funds. The supplemental amount requested from the State is \$4,683 and the staff supports this project. Kenny Maenpa made the MOTION to approve this request and John Reams seconded.

The MOTION carried unanimously.

11.3 Del Norte 12-8V1-01 – Kaitlyn Westendorf

Kaitlyn said that during the Grant Hearings in January, Rio Grande County was awarded a grant for \$643,000; \$526,000 of that amount was for a lighting system for the new runway. The project is nearly complete and the total cost of the lighting system is \$11,768 over the grant award. Rio Grande County is requesting supplemental funding from the State in the amount of \$10,592 to complete the project and the staff supports this request. Kenny Maenpa made the MOTION to approve this request and Debra Wilcox seconded.

The MOTION carried unanimously.

11.4 Canon City 13-1V6-01 – Kaitlyn Westendorf

Kaitlyn said that during the Grant Hearings in January, Fremont County was awarded a grant for \$166,666 to participate in the Federally funded Parallel Taxiway A project. The grant was written for 5% State, 5% Local and 90% Federal funds. Due to unforeseen circumstances with County revenue, the County can no longer provide the full 5% Local match. Fremont County is

requesting supplemental funding in the amount of \$83,333 to change the match on their current Federal grant and the staff supports this request. Kenny Maenpa made the MOTION to approve this request and John Reams 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.

12. EDUCATION GRANT MANAGEMENT POLICY PROCESS – TK GWIN

TK spoke briefly about the rough draft Education Grant Management Policy that was sent to the Board for review. After some discussion by the Board, it was decided that the deadline for comments and suggestions be submitted to TK by June 15th.

13. PROPOSED CALENDAR

The next meeting will be held on Tuesday, June 25th at 1:00 PM at the Front Range Airport. There will be no July meeting. Beyond that, the CAB shall meet on Thursday, August 8th at a location yet to be determined, possibly in the northeast part of Colorado.

14. OTHER MATTERS BY MEMBERS

There were no other matters.

15. The meeting adjourned at 2:44 P.M.