



MINUTES

Board Meeting - Teleconference
Tuesday, May 19, 2015 | 1:00 pm
Division of Aeronautics
5126 Front Range Parkway | Watkins, CO 80137
Joseph H. Thibodeau Room

MEMBERS PRESENT:

Ray Beck	Chairman
John Reams	Secretary
Jeff Forrest	
Robert Olislagers	
Joe Rice	
William "T" Thompson	joined the meeting at 1:38 pm

MEMBER ABSENT:

Ann Beardall	Vice-Chair
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OTHERS PRESENT:

Stanley J. Buck	CDOT - Division of Aeronautics - Interim Division Director
Christine Eldridge	CDOT - Division of Aeronautics
Todd Green	CDOT - Division of Aeronautics
TK Gwin	CDOT - Division of Aeronautics
Eric Richardson	CDOT - Division of Accounting & Finance
Shahn Sederberg	CDOT - Division of Aeronautics
Scott Storie	CDOT - Division of Aeronautics
Kaitlyn Westendorf	CDOT - Division of Aeronautics
Larry Blackwell	Montrose Regional Airport
Kevin Booth	Yampa Valley Regional Airport
Lorie Hinton	Centennial Airport & CAO
Leo Milan	Office of the Attorney General
Russell Pennington	Town of Erie/Erie Municipal Airport
Dave Ruppel	Front Range Airport
David Ulane	Aircraft Owners & Pilots Association

1. CALL TO ORDER

Chairman Ray Beck called the meeting to order at 1:02 pm.



2. APPROVAL OF MEETING MINUTES

2.1 April 14, 2015 - Special Meeting Telecon

Jeff Forrest made the MOTION to approve the meeting minutes from April 14, 2015 and Robert Olislagers seconded.

The MOTION carried unanimously.

2.2 April 17, 2015 - General Meeting

Robert Olislagers made the MOTION to approve the meeting minutes from April 17, 2015 and John Reams seconded.

The MOTION carried unanimously.

2.3 May 4, 2015 - Special Meeting Telecon

John Reams made the MOTION to approve the meeting minutes from May 4, 2015 and Jeff Forrest seconded.

The MOTION carried unanimously.

3. AMENDMENTS TO THE AGENDA

Ray Beck announced that Ann Beardall will be joining the meeting late. Ray also stated that Maria Sobota will not be available to call into the meeting until around 1:30. Therefore, agenda item #7 may have to be pushed back, depending on when Maria is able to join the meeting. Jeff Forrest made the MOTION to accept the amended agenda and Robert Olislagers seconded.

The MOTION carried unanimously.

4. BOARD MEMBER REPORTS

Robert Olislagers said the selection committee is on track for the process of hiring a new Director for the Division of Aeronautics. There are three finalists and the last interview is set to take place on May 26th. Joe Rice had nothing to report. Jeff Forrest said that last Wednesday, he attended the ribbon cutting for the Center of Excellence for Aerial Fire Fighting in Rifle. John Reams had nothing to report. Ray Beck spoke about recent activities that Club 20 has been involved with, including a trip to Washington DC.

5. PUBLIC COMMENTS

There were no public comments.



6. INTERIM DIRECTOR'S REPORT

Stanley Buck gave a brief summary of his activities and issues that he has handled since the last CAB meeting on May 4th. He mentioned a recent CDOT internal audit conducted on the Web-Based Information Management System (WIMS) and how the pre-release audit findings would be sent to the Board for review prior to release by the Transportation Audit Committee.

7. DIVISION OF ACCOUNTING & FINANCE (DAF) UPDATE ON APRIL 17, 2015 CAB ITEMS

This agenda item was covered after agenda item #9.

8. FY16 BUDGET APPROVALS

8.1 Division Consent Agenda for Statewide Projects

Kaitlyn Westendorf said that this is the seventh year that we have used this format for the approval of the annual Division requests. During the audit of 2009, it was determined that we should liquidate all 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 fiscal year. The Board was provided a list of all funding requests for the continuing Division projects. The list contained the names of the projects, along with the FY15 budgets that were awarded last year, the proposed FY16 budgets and accompanying memos that outlined the specifics of the programs and how the requested dollar amounts were calculated. All projects contained in the list are for the purpose of implementing statewide aviation projects that cannot be accomplished by a public-use airport. Each request has also been evaluated for System Plan goals and objectives. The total dollar amount requested for the Division projects is \$1,015,000. After some discussion, Robert Olslagers made the MOTION to approve the FY16 Division Funding Requests, as presented, and Jeff Forrest seconded.

The MOTION carried unanimously.

8.2 Intern Program Funding

Todd Green said that the Intern Program was put on hold a couple months ago, due to the uncertainty of our funding. Now that we have resolution on the funding, the Division would like to request funding for the FY16 Intern Program in the same manner we have done for the past three years. Rather than bring each intern request before the Board for approval, we have been asking for a "lump sum" approval for the year and as long as the requests meet established guidelines, the Division will approve them and immediately begin contracting. The Division is requesting \$150,000 to fund the FY16 Intern Program. Robert Olslagers stated that this is one of the best programs in the nation and that his airport benefits from it. Because of that, Robert asked Leo Milan if it would be prudent for him to recuse himself from the vote on this request. Leo said that from a legal perspective, it is acceptable for Robert to participate in this vote. Joe Rice made the MOTION to approve funding the FY16 Intern Program in the amount of \$150,000 and Robert Olslagers seconded.

The MOTION carried unanimously.



Ray Beck would like staff to provide more information about this program at the June CAB meeting.

9. CONTRACT AMENDMENT REQUESTS

9.1 Airport Amendment Requests

Todd Green requested approval from the Board for amendments for scope of work or term extensions to current open grants that expire June 30, 2015. These requests are not usually presented to the Board as they are processed as Administrative Amendments pursuant to the Grant Management Manual, but due to the current financial situation, Division staff would like to confirm consideration made by the Board to ensure CDOT Controller execution of amendments. These changes are being requested to help airports meet their needs and goals without additional funding. The list of grants to be amended are as follows: term extension on the 2013 grant for Leadville; term extension and change of scope on 2014 grant for Akron; and term extension on the 2014 grant for Fort Collins-Loveland. John Reams made the MOTION to approve this request and Robert Olislagers seconded.

The MOTION carried unanimously.

9.2 Division Administrative Authority

TK Gwin said that traditionally, grant contract extensions were handled administratively. Due to the recent financial situation, the Division has been presenting all amendment requests to the Board for approval. Since we are fast approaching fiscal year end, staff is requesting for a return to the ability to extend grant contracts administratively. This would only be in the event of a contract extension with no change in funding or scope and would be in effect beginning now until the end of the fiscal year. Robert Olislagers made the MOTION to approve this request, with the understanding that all contract extensions come back before the CAB for ratification after the fact. Jeff Forrest seconded.

The MOTION carried unanimously.

DAF UPDATE ON APRIL 17, 2015 CAB ITEMS (Agenda Item #7)

Maria Sobota informed the Board that CDOT formally accepted an \$11.0 million cash advance loan from the Colorado State Controller. The Memorandum of Understanding has been signed by all parties and has been executed. Maria also briefly mentioned the letter that Executive Director Shailen Bhatt recently sent to the airports, reference the acceptance of the cash advance loan and the adopted MOU. The Performance Audit had a kick-off meeting on May 8th, attended by personnel from DAF, Aeronautics and Paragon, which is the company conducting the audit. Maria said she was asked to provide an update on the cash balance for Aeronautics and said that as of yesterday, the fund balance was \$1.8 million dollars, which includes the uncashed warrants balance of \$1.2 million. Maria pointed out that there have been some hiccups with the Colorado Operations Resource Engine (CORE) and how it has been reporting for the last 4 months. Because of this, it is estimated that the amount available in the fund, minus the cash advance, could be closer to \$1.5 million. Maria's goal, for the next couple months, is to have DAF and Aeronautics



develop a fund reconciliation process that gives everyone involved better understanding of the cash balance.

Ray Beck mentioned that he wanted to make sure that the Board approved the budget and Leo Milan said that is listed as part of the Board's responsibility in the Governance Document.

10. PROPOSED CALENDAR

The next meeting is set for June 10th at 1pm at the Division of Aeronautics Office in Watkins.

11. OTHER MATTERS BY PUBLIC & MEMBERS

Kaitlyn Westendorf advised the Board that DIA is interested in having a surplus sale in the very near future. We are still waiting on a list of equipment, prices and date of sale. Once we receive more information, Kaitlyn will bring an official request before the Board for approval. Robert Olislagers asked if this program is reflected on the budget presented earlier and Kaitlyn said it wasn't, because she just found out about this yesterday. Robert requested that in the future, that the requested budget reflect funding needed for surplus and interns, since they are re-occurring programs.

Ray Beck thanked the Board and the staff for working through some difficult issues over the past several months.

12. ADJOURNMENT

Jeff Forrest made the MOTION to adjourn the meeting and William "T" Thompson seconded.

The MOTION carried unanimously.

The meeting adjourned at 1:48 pm.

