



MINUTES

Board Meeting

Monday, January 26, 2015

Embassy Suites Denver Downtown Convention Center

1420 Stout St | Denver, CO 80202

Cripple Creek 1 Room

Time: 9:00 am

MEMBERS PRESENT:

Ray Beck	Chairman
Ann Beardall	Vice-Chair
John Reams	Secretary
Jeff Forrest	
Robert OIslagers	
Joe Rice	
William "T" Thompson	

OTHERS PRESENT:

Stanley J. Buck	Division of Aeronautics - Interim Division Director
Scot Cuthbertson	Division of Aeronautics - CDOT Deputy Director
Christine Eldridge	Division of Aeronautics
Greg Goldman	Division of Aeronautics
Todd Green	Division of Aeronautics
TK Gwin	Division of Aeronautics
Shahn Sederberg	Division of Aeronautics
Scott Storie	Division of Aeronautics
Kaitlyn Westendorf	Division of Aeronautics
Chris Anderson	Eagle County Regional Airport
Richard Baker	Fremont County
Kevin Booth	Yampa Valley Regional Airport
Daryl Brouse	O.J. Watson Equipment
Levi Brown	Lake County Airport
Linda Bruce	FAA - Denver Airports District Office
Chris Cole	Bob Adams Field - Steamboat Springs
Dennis Corsi	Armstrong Consultants
Kendra Cross	USDA - Wildlife Services
Dave Elliott	Meadow Lake Airport
Alex Everman	Eagle County Regional Airport
Michael Ferrell	Colorado Airport Operator's Association
Michael Fronapfel	Centennial Airport
Bill Garcia	



Michael Irwin	Lake County
Steve Hadley	National Business Aviation Association
Dustin Havel	Aspen-Pitkin County Airport
Jason Kougher	USDA - Wildlife Services
David Kuxhhusen	Woolpert
Richard Lamport	Gunnison-Crested Butte Regional Airport
Steve Lee	Colorado Airport Operator's Association
Mandy Longstreth	Greeley-Weld County Airport
Kenny Maenpa	Jacobs Engineering
Alex McKean	RS&H
Erin Mercer	Eagle County Regional Airport
Leo Milan	Office of the Attorney General
Bill Payne	William E Payne & Associates
Greg Phillips	Eagle County Regional Airport
Ryan Prichett	Armstrong Consultants
Eric Richardson	CDOT - Division of Accounting & Financing
Scott Richrath	CDOT - Chief Financial Officer
Dave Ruppel	Front Range Airport
Alex Sweetman	Metropolitan State University-Denver student
Kip Turner	Durango-La Plata County Airport
Dave Ulane	Aircraft Owners and Pilots Association

1. CALL TO ORDER

Meeting commenced at 9:04 am.

2. INTRODUCTION OF NEWLY APPOINTED BOARD MEMBERS

Jeff Forrest welcomed Ann Beardall, Robert Olislagers and Joe Rice to the Colorado Aeronautical Board. Ann represents "Pilot Organizations", Robert represents "Airport Management" and Joe represents "Aviation Interests at Large".

3. BOARD ELECTIONS

Leo Milan said that the Board elections have traditionally been done verbally, but the question was recently asked if it could be done by secret ballot. Leo reviewed the "Open Meetings Laws" and determined that the voting could be performed by secret ballot, but that the results need to be revealed publicly. Leo said that the by-laws and the governance document of the Colorado Aeronautical Board state that the annual elections shall take place in July. The state statute says that the elections must be done annually. Leo said that since the governance documents will have to be deviated from for the purpose of today's election, the Board will have to make a motion to allow the election to occur today. There will also need to be a motion as to whether the election will be verbal or by secret ballot.

John Reams made a MOTION to deviate from the by-laws and governance document, in order to hold the Colorado Aeronautical Board officer elections today and Ray Beck seconded.

The MOTION carried unanimously.



William "T" Thompson made the MOTION to have the nomination process be verbal and open, but that if there are any contested elections, they could be done by secret ballot. John Reams seconded the MOTION.

The MOTION carried unanimously.

Ray Beck nominated William "T" Thompson as Chairman of the Colorado Aeronautical Board.

Jeff Forrest nominated Ray Beck as Chairman of the Colorado Aeronautical Board.

John Reams made the MOTION that nominations for Chairman cease and William "T" Thompson seconded.

The MOTION carried unanimously.

William "T" Thompson thanked Ray Beck for the nomination, but after much discussion, "T" declined the opportunity to run for Chairman.

John Reams made the MOTION to nominate Ray Beck as Chairman of the Colorado Aeronautical Board and William "T" Thompson seconded.

The MOTION carried unanimously.

Ray Beck took a moment to honor all military veterans and requested that an American flag be present at all future CAB meetings and that we begin each meeting with the Pledge of Allegiance.

William "T" Thompson nominated Ann Beardall for Vice-Chair.

William "T" Thompson made the MOTION that nominations for Vice-Chair cease and Jeff Forrest seconded.

The MOTION carried unanimously.

William "T" Thompson made the MOTION to nominate Ann Beardall as Vice-Chair of the Colorado Aeronautical Board and Jeff Forrest seconded.

The MOTION carried unanimously.

Before nominations for Secretary were taken, Ray Beck had Leo Milan explain what the duties of the Secretary are. Leo said that the Secretary is to assume the duties and responsibilities of the Vice-Chair, in the event of the Vice-Chairman's unavailability.

William "T" Thompson nominated John Reams for Secretary.

William "T" Thompson made the MOTION that nominations for Secretary cease and Ann



Beardall seconded.

William "T" Thompson made the MOTION to nominate John Reams for Secretary of the Colorado Aeronautical Board and Jeff Forrest seconded.

The MOTION carried unanimously.

4. APPROVAL OF CAB MEETING MINUTES FROM DECEMBER 18, 2014

Jeff Forrest made the MOTION to approve the minutes from the CAB meeting on December 18th and John Reams seconded. Ann Beardall, Robert Olislagers and Joe Rice abstained from the vote, since they were not Board members during that timeframe.

The MOTION carried unanimously.

5. AMENDMENTS TO THE AGENDA

There were no amendments to the agenda.

6. BOARD MEMBER REPORTS

Ann Beardall talked about upcoming events that Colorado Pilot's will be sponsoring. Jeff Forrest said that the State of Colorado has issued a request for information on establishing the Center of Excellence for Aerial Fire Fighting. William "T" Thompson had nothing to report. John Reams spoke about an upcoming article in the Energy Pipeline about drones and oilfields. Robert Olislagers gave a briefing on the various committees he is part of. Joe Rice stated that he is looking forward to learning what the roles, responsibilities and duties of the CAB are. Ray Beck mentioned the new airport managers at Aspen-Pitkin County Airport, Front Range Airport and Yampa Valley Regional Airport.

7. PUBLIC COMMENTS

David Ulane, Northwest Mountain Regional Manager with Aircraft Owners and Pilots Association (AOPA) announced that one of the AOPA Fly-In locations this year will be at Colorado Springs Airport. The event will take place on Saturday, September 26th.

8. ACTING DIRECTOR'S COMMENTS

Scot Cuthbertson introduced Stanley J. Buck as the interim Division of Aeronautics Director. Scot briefly discussed Stanley's career and education background and stated that Stanley will serve as the interim Director until a permanent Director is hired. Scot then requested that the Board formulate a sub-group of members to assist with the hiring of the permanent Director. Scot added that by statute, the Director is selected by the Board, with the consent of the Executive Director of CDOT. It was determined that the sub-group will consist of Ray Beck, Ann Beardall, John Reams and Robert Olislagers. Scot took a moment to officially welcome the new Board members and present them with CAB nametags. Stanley addressed



the Board and gave his appreciation for the opportunity to serve as the interim Director.

9. FINANCIAL REPORT

Greg Goldman referred to a memo given to the Board, outlining the financial results of the Division's operations from July 1st through December 31st. Greg stated that nearly \$9.8 million in tax disbursements have been returned to the airports and that revenues collected total nearly \$16.8 million. The decline in oil and Jet A prices will impact revenues for at least the next quarter. Revenue forecast currently is finishing the year at \$28 million. Grant payments reimbursed to airport sponsors exceed \$11.3 million as of December 31st, with over \$5.5 million being paid out since November 1st. Outstanding obligations on open grants at year end is \$15 million and we estimate \$9 million of that to be claimed and paid out before the end of FY15. The Division is forecasting a June 30, 2015 fund balance in the range of \$2 million. The fund balance as of December 31st is \$8 million.

Jeff Forrest repeated from a prior meeting, the need to have some sort of oil price projection information on the Division website. After much discussion about the price of oil and how it affects our revenues, Scot Cuthbertson suggested that agenda item #10 might clear up some of the financial questions the Board had.

10. FINANCIAL OUTLOOK

Scot Cuthbertson introduced the CDOT Chief Financial Officer, Scott Richrath, to the Board. Scott discussed the function of CDOT-Division of Accounting & Finance (DAF) and the proposal to have DAF work with the Division, through an Memorandum of Understanding (MOU) to begin to evaluate and solve the current financial situation. Scott provided the Board with handouts, containing a myriad of budgetary information, as it pertains to the DAF and the Division. Within the documents, were three action items that he would like the Board to act upon today. Each item was introduced and voted on separately.

William "T" Thompson made the MOTION to consider a recommendation to establish a stronger matrix relationship between the Division of Aeronautics and the CDOT HQ Business and Cash Management Offices, including formally coordinating business functions and operations at no cost to the Division. The formal MOU will be drafted and presented to the Board for final approval at the February 11th CAB meeting. John Reams seconded the MOTION.

The MOTION carried unanimously.

Robert Olislagers made the MOTION to review scope and authorize DAF to contract with an independent certified public accounting firm to conduct an audit to evaluate and comment on the financial practices, processes and organization structure of the grant making process in an amount not to exceed \$100,000. Jeff Forrest seconded the MOTION.

The MOTION carried unanimously.

William "T" Thompson made the MOTION to review scope and authorize DAF to engage



with Dye Management Group to expand CDOT's long-range and short-range revenue forecast models to include the Aviation Fund and to implement expenditure forecasts and cash balance forecasts for the Aviation Fund, in an amount not to exceed \$105,709.70. Robert Olislagers seconded the MOTION.

The MOTION carried unanimously.

On the topic of the trigger point for the aviation funding bridge, Stanley said that we will know more about where we stand after the financial audit and the forecasting that will be done, based on two of the motions just acted upon by the Board. After some discussion between Stanley, the staff and the Board, it was clear that the first priority will be to meet our current financial obligations. Beyond that, our goal is to fund FAA-match projects.

11. AMENDMENTS TO CURRENT GRANTS

11.1 Scope of Work Amendment Requests

Kaitlyn said that in December, the Board approved a scope of work amendment to their 2014 grant, which included removal of the bypass taxiway by shifting it to a later year in the Capital Improvement Plan (CIP) for 2015 and the completion of pavement maintenance with the 2014 grant monies. Burlington is now requesting to include new PAPIs with the 2014 grant monies, as well. The pavement maintenance grant will be a Federal match project and the PAPIs will be a state and local project. This is not a request for additional funds, but a repurposing of existing grant funds. The staff supports this request. Robert Olislagers made the MOTION to approve this request and William "T" Thompson seconded.

The MOTION carried unanimously.

12. ANNUAL BOARD MEMBER CONFLICT OF INTEREST STATEMENTS

Kaitlyn said that in accordance with CAB policies, every Board member shall make disclosure each January of any interest held by him or her immediate family which might actually or potentially conflict with his or her duties. Kaitlyn provided each Board member with a personalized disclosure, ready for review and signature.

13. PROPOSED CALENDAR

- **Wednesday, February 11, 2015 9:00 am** at Division of Aeronautics General Meeting and Board Orientation

It was determined that staff would survey the Board to see what day of the month would be best for recurring Board meetings, going forward after the February meeting.

At this time, the Chairman called for a 10 minute recess.



14. INTRODUCTION TO BOARD ORIENTATION

14.1 Sunshine Law Overview - Leo Milan

Leo Milan referred to a packet that he'd provided to the Board outlining questions and answers in reference to the Sunshine Law. Leo said that all meetings of two or more members constitutes a public meeting, if public business is being discussed. Leo said that email between members isn't considered in violation of the Sunshine Law as long as no public business is discussed. Public meetings must be noticed 24 hours in advance, with a posting at the location of the meeting, as well as on the Division website. Leo then discussed when the Board can go into Executive Session and how that is to be done properly. Leo concluded by talking briefly about the Colorado Open Records Act and how it pertains to the CAB meetings.

14.2 Board & Staff Interaction Discussion

Stanley Buck asked the Board how they would like to have information exchanged between the Board and the staff. William "T" Thompson said that process should be spelled out in the Board Governance document. After much discussion, it was determined that for now, on routine items, it would be permissible for Board members to contact the appropriate staff member directly. Everyone was in agreement that the structure of the Board and how it interacts with the staff should be written into the Board Governance document. Leo agreed to send the existing document to the CAB for review and suggested revisions.

14.3 Agenda for February Board Orientation

Stanley had the Board refer to an agenda prepared for the Board Orientation to take place on February 11th. He asked the Board to review the agenda and to let the staff know if there is anything else they would like to see included. Scot Cuthbertson added that Romaine Pacheco, Director of the Boards and Commissions Office, will attend the meeting to answer any questions the CAB may have.

15. OTHER MATTERS BY PUBLIC & MEMBERS

Ray Beck requested that Bill Payne give a brief update on the Colorado Surveillance Project, which consists of Wide Area Multilateration, Blended Airspace and the UAS Integration. Robert Olislagers took a moment to express his appreciation for being appointed to the Colorado Aeronautical Board. Stanley Buck publically thanked the the Board, Aeronautics Division staff and CDOT for helping him acclimate to his new job as the Interim Director.

16. ADJOURNMENT

The meeting adjourned at 11:33 am.

