



MINUTES

Special Board Meeting - Teleconference & Executive Session
Monday, May 4, 2015 | 11:00 am
Division of Aeronautics
5126 Front Range Parkway | Watkins, CO 80137
Joseph H. Thibodeau Room

MEMBERS PRESENT:

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

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
Shahn Sederberg	CDOT - Division of Aeronautics
Scott Storie	CDOT - Division of Aeronautics
Kaitlyn Westendorf	CDOT - Division of Aeronautics
Chris Anderson	Eagle County Regional Airport
Gary Cyr	Greeley-Weld County Airport
Mickey Ferrell	Colorado Airport Operator's Association
Lorie Hinton	Centennial Airport
Amy Jordan	Grand Junction Regional Airport
Jason Licon	Ft Collins-Loveland Airport
Leo Milan	Office of the Attorney General
Greg Phillips	Eagle County Regional Airport
Dave Ruppel	Front Range Airport
Kip Turner	Durango-La Plata County Airport
David Ulane	Aircraft Owners & Pilots Association

1. CALL TO ORDER

Meeting commenced at 11:00 am. Ray Beck asked if there were any public comments.
Lorie Hinton proclaimed that the Colorado Airport Operator's Association strongly supports



approval of the Memorandum of Understanding (MOU) between the CAB, CDOT and the Division.

Ray Beck announced that he would entertain a MOTION to enter into Executive Session, pursuant to C.R.S. 24-6-402 (3) (a) (II) for the purpose of receiving legal advice to the specific questions relating to the MOU on inter-government collaboration between CDOT and the Colorado Aeronautical Board regarding the operations of the Division of Aeronautics MOU.

Jeff Forrest made the MOTION to enter into Executive Session and Robert Olislagers seconded.

The MOTION carried unanimously.

The Board entered into Executive Session at 11:07 am.

Robert Olislagers made the MOTION to exit the Executive Session and Jeff Forrest seconded.

The MOTION carried unanimously.

The Board ended Executive Session at 11:45 am.

The public CAB meeting resumed at 11:52 am.

Ray Beck announced that he would entertain a MOTION to approve the MOU. Robert Olislagers made the MOTION to approve the MOU and to include a letter from the Attorney General's Office and a copy of the loan agreement between CDOT and the State Controller's Office, appended to the MOU. Joe Rice seconded the MOTION.

The MOTION carried by a vote of 5-2. Ann Beardall and William "T" Thompson voted no.

Ray said that he will make a call to CDOT Executive Director Shailen Bhatt to advise him of the outcome of this meeting.

Amended MOU will be attached to these minutes as part of the official record.

2. ADJOURNMENT

William "T" Thompson made the MOTION to adjourn the meeting and Robert Olislagers seconded.

The MOTION carried unanimously.

The meeting adjourned at 11:56 am.



Management Group.

10. Research and document a business plan to be presented to and approved by the Colorado Aeronautical Board. The business plan will be **reviewed** by the CDOT Chief Financial Officer, and include specific recommendations for future Division Program growth over the course of two, five, and ten years.
11. Update the Colorado Aeronautical Board with Division Program process enhancements and forecasts.
12. Evaluate proposals presented by DAF to improve revenue and liquidity in future fiscal years. Advise on feasibility of potential approaches to revenue generation.

JOINTLY, DIVISION OF ACCOUNTING AND FINANCE AND THE DIVISION OF AERONAUTICS WILL:

1. Cooperate on the goals of cash management and revenue forecasting, and coordinate the potential uses of existing and future cash resources in the Aviation Fund that disburses grants.
2. Communicate Aviation Fund assessments and disclosures between divisions through written, verbal, and in-person contact.
3. Integrate Aeronautics revenue forecasting into quarterly DAF revenue forecasting in order to provide frequent evaluations of revenue projections and the Division Program budget to the Colorado Aeronautical Board.
4. Provide all necessary materials and disclosures necessary to successfully complete the performance audit of the Division of Aeronautics' grant making process.
5. Together, implement those performance audit recommendations determined to be beneficial to the grant making process or policies and procedures.
6. DAF and Aeronautics will work to create timelines of recurring information-sharing and collaboration.

JOINTLY, OFFICE OF COMMUNICATIONS AND DIVISION OF AERONAUTICS WILL:

1. Strengthen the collaboration on public communications to ensure consistency in message and outreach especially as related to key issues that might be impactful statewide or would be addressed in the media.
2. Establish a matrix management of the Aeronautics Communications staff whereby the Aeronautics Director will serve as the Appointing Authority responsible for day-to-day direction, management and performance reviews and the Director of Communications will provide strategic and operational guidance. The Aeronautics Communications staff will also participate in regular Communications meetings.
3. Work with Aeronautics to develop and implement an annual strategic communications plan to include media, stakeholder and other communications to guide overall communications approach.
4. Provide regular proactive and responsive media relations support and outreach as well as additional social media to include serving as the Division spokesperson for Aeronautics issues.

5. Provide regular public and stakeholder communications support in collaboration with Policy Office.

LIMITATIONS

Each of the signatories will conduct activities under this MOU within the scope of and to the extent authorized by their existing statutory authorities.

This MOU is an MOU among the signatories and does not create or confer any right or benefit on any other person or party, private or public. Nothing in this MOU is intended to restrict the authority of any signatory to act as provided by law or regulation, or to restrict any agency from enforcing any laws within its authority or jurisdiction.

All commitments arising from this MOU are subject to each signatory's budget priorities and the availability and limitations on the use of appropriated funds for such purposes. Nothing in this MOU obligates any of the signatories to expend appropriations or to enter into any contract or to incur other financial obligations.

Nothing in this MOU supersedes information sharing requirements in U.S. law or regulation.

Nothing in this MOU impairs or otherwise affects the authority of the heads of the signatory organizations over their organizations.

Nothing in this MOU is intended to create rights or obligations enforceable in a court of law.

Nothing in this MOU is intended to supersede the Division of Aeronautics Policies and Procedures Manual.

EXECUTION

- Affected parties must sign the MOU, which will be sent to relevant administration.
- Business Office staff to begin the process of integration to DAF, while continuing to perform the necessary functions of Division Programs at the Division of Aeronautics. Completion is scheduled for May 4, 2015.
- Specific roles and responsibilities for staff members will be identified and properly documented by DAF, Aeronautics, Communications and Human Resources.
- Exposure to Dye Management Group's previously created cash management and revenue forecasting models will commence for Business Office staff.
- Nothing in this MOU supersedes the Division of Aeronautics Policy and Procedures manual as it related to the Colorado Revised Statutes.

This MOU may be modified or amended by mutual consent of the key officials listed below. It is mutually agreed and understood by all signatories that:

- A signatory organization is encouraged to provide a 60-day advance written notice to the other signatories of the intent to withdraw from the MOU in the event the loan is no longer necessary.
- The MOU and all elements contained within it, including the matrix management arrangement with staff, will be proactively revisited at the end of the loan.
- No party to the MOU may unilaterally withdraw from the agreement during the loan period due to the commitments made to the State Controller regarding the negative cash position and negative fund balance. Based on current cash flow scenarios provided to the State Controller's Office as attachments to the loan application, the negative cash position could extend through February, 2019.

AREAS FOR SIGNATURE

Shailen P. Bhatt
Executive Director, Colorado Department of Transportation

Date

Ray Beck
Chair, Colorado Aeronautics Board

Date

Stanley Buck
Interim Director, Division of Aeronautics or his designee

Date