



MINUTES  
Board Meeting  
Wednesday, September 20, 2017 | 1:00 pm  
Greeley-Weld County Airport Terminal  
600 Airport Road #A - Greeley, CO 80631  
Greeley-Weld County Airport Authority Conference Room

MEMBERS PRESENT:

Ray Beck Chairman  
Ann Beardall Vice-Chair via Telephone  
Jeff Forrest  
Robert Olislagers  
Joe Rice

MEMBERS ABSENT & EXCUSED:

John Reams Secretary

OTHERS PRESENT:

David Ulane CDOT - Division of Aeronautics Director  
Todd Green CDOT - Division of Aeronautics  
Shahn Sederberg CDOT - Division of Aeronautics  
Bryce Shuck CDOT - Division of Aeronautics  
Scott Storie CDOT - Division of Aeronautics  
Kaitlyn Westendorf CDOT - Division of Aeronautics  
Casey Adamson DOWL  
Kate Andrus Mead & Hunt  
Jared Bass Dibble  
Gary Cyr Greeley-Weld County Airport  
Jake Hoban Armstrong Consultants  
Jason Licon Northern Colorado Regional Airport  
Leo Milan Office of the State Attorney General  
Cruz Moncivais Jr. Greeley-Weld County Airport Authority Board  
Bill Payne William E Payne & Associates  
Brad Rolf Mead & Hunt  
John Rostas Armstrong Consultants  
Dave Ruppel Front Range Airport  
Bill Totten Colorado Pilots Association  
Carrie Truschke Applied Pavement Technology  
Katelyn Watson Aviation Management Consulting Group  
Lauren Wiarda  
Jen Wolchansky Mead & Hunt



## *Pledge of Allegiance*

### 1. CALL TO ORDER

Meeting commenced at 1:00 pm.

### 2. APPROVAL OF MEETING MINUTES

Joe Rice made the MOTION to approve the minutes from June 8, 2017 and Jeff Forrest seconded. Robert Olslagers abstained from the vote as he was not at that meeting.

The MOTION carried unanimously.

### 3. AMENDMENTS TO THE AGENDA

There were no amendments to the agenda. Joe Rice made the MOTION to approve the agenda as presented and Robert Olslagers seconded.

The MOTION carried unanimously.

### 4. BOARD MEMBER REPORTS

Joe Rice had nothing to report. Ann Beardall mentioned several upcoming events including the Colorado Pilots Association (CPA) fly-in that will take place in Paonia, the Pikes Peak airshow to take place in Colorado Springs, Girls in Aviation Day to be held at the Rocky Mountain Metropolitan Airport, a Colorado Aviation Business Association (CABA) educational seminar at Centennial Airport, and Erie Municipal Airport's haunted hangar. Robert Olslagers spoke briefly about the successful completion of the runway project at Centennial Airport as well as several events held at the airport over the last year raising \$2.8M for charity. Robert also mentioned the ongoing Metroplex project, legislative pursuits regarding the local collection of sales tax on aviation fuels, and the upcoming 50th anniversary of Centennial Airport to be held May 25th with keynote speaker Sully Sullenberger. Jeff Forrest had nothing to report. Ray Beck thanked the staff for the success of the Colorado Aeronautical Board (CAB) and staff workshop which took place from 8:00 am to 12:00 pm that morning. Ray spoke briefly about his visits to a seaplane splash-in event at Kenney Reservoir as well as a hang gliding event at Dinosaur National Park. He also mentioned his and Joe Rice's recent attendance at the Club 20 fall conference in Grand Junction and an upcoming educational UAS workshop to be held in Craig.

### 5. PUBLIC COMMENTS

There were no public comments.



## 6. GREELEY-WELD COUNTY AIRPORT WELCOME

Gary Cyr took a moment to thank the CAB and Division staff for utilizing the Greeley airport for this meeting. Gary also spoke briefly about the recent and successful completion of the Runway 17/35 rehabilitation project funded in part by a grant from the Division.

## 7. DIRECTOR'S REPORT

David Ulane summarized recent Division activities documented in the Director's Report section of the CAB packet. He mentioned the progress on the Division's strategic planning effort, thanked the committee members for their involvement, and announced that new Mission and Vision statements have been developed for the CAB's approval. David stated that Tonya Hill will be filling the vacant Accounting/Administrative Tech position and her first day will be October 2nd. He provided an update on the selection process for the vacant Planner position and that it is expected to be filled in the coming weeks. Dave mentioned that with Christine Eldridge's recent retirement she was being recognized for her 28 years of service to the state, 10 of which were with the Division, although she was not able to be present a plaque and sign would be presented to her at a later date. David provided an update regarding the sharing of the Division's WIMS program and through efforts of coordination with the Governor's Office of Information Technology (OIT) and the Attorney General's office he expected to begin sharing it with South Carolina Aeronautics Commission by the end of October. David referenced a letter included in the CAB packet that was signed by several agencies and submitted to the FAA in support of including valid Visual Flight Rules (VFR) weather information into their weather dissemination system. David spoke of a recent interview he gave along with Jason Licon for a series of podcasts produced by CABA to highlight the value of airports and aviation throughout Colorado. He had a quarterly meeting with the Colorado Airport Operators Association (CAOA) on September 6th where they discussed the ongoing development of state grant assurances, grant funding levels, and opportunities to partner on providing training for airport staff throughout the state. David recently attended a Chaffee County UAS event for operators focused on opportunities to utilize UAS for search and rescue operations. David and Todd Green attended the National Association of State Aviation Officials (NASAO) annual conference in Fairhope, Alabama from September 10th thru 13th. David also summarized a meeting he attended in Durango along with CDOT's High Performance Transportation Enterprise Division (HPTE) to discuss the possibility of public-private partnerships (P3) at airports. Lastly, David mentioned the upcoming annual CIP workshop will take place at Front Range Airport on Thursday, October 12th.

## 8. FINANCIAL UPDATE

### 8.1 Financial Update Dashboard

Bryce Shuck referred to a series of fiscal year end financial slides that were provided to the Board in their packets. He said that our FY17 ending cash balance for the month of June was -\$2.4M. FY17 budgeted revenue was originally \$17M, this revenue forecast was adjusted throughout the year with the most recent set at \$23M in February, current FY17 year end numbers show revenue was \$23.9M. Bryce said that the sales tax revenues for June were \$1.69M, which was for April filings. Refunds totalled \$1.23M, which was for March filings. Excise revenues for June were \$184K, which was for April filings. Excise refunds totalled \$169K, which was for March filings. Bryce said that the gallons of fuel used at DEN for June was a new record high at 41.2M gallons, compared to May where 37M gallons were used. He added that year over year, there was an increase of 2.3M gallons used, for a 6% increase. The FY17 year end Administrative Budget ended



at \$916K which represents 86% of the \$1.066M cap. The anticipated Division's recovery to a positive cash position is expected between January and March of 2018.

Bryce next referred to a second series of financial slides for FY18 financials to date. He said that the monthly ending cash balance in August was -\$970K, down from the -1.2M ending cash balance in July. Budgeted revenues for FY18 are \$23.5M and we are tracking on this forecast with no need to update at this time and to date we have \$3.9M in revenue. Bryce said that our sales tax revenues for August were \$1.86M, which was for June filings. Refunds totalled \$1.1M, which was for May filings. Excise revenues for August were \$211K, which was for June filings. Excise refunds totalled \$215K, which was for May filings. Bryce said that the gallons of fuel used at DEN for August came in at 40.8M gallons compared to the gallons of fuel used at DEN for July of 42.5M gallons. He added that year over year, there was an increase of 1M gallons used, for a 6% increase. The year to date costs of our Administrative Budget equal \$145K and with our yearly projected totals, we are on track to spend \$1M, below this year's 5% cap of \$1.81M.

David Ulane gave a brief summary of the Memorandum of Understanding (MOU) between the Division, CAB, and CDOT's Division of Accounting and Finance (DAF) which the Division has been operating under since 2015 with the recovery of the Aviation Fund.

### 8.2 Grant Administrative Amendments

Todd Green said that the Eagle County Airport (EGE) applied for and was approved for internship grant funding in the amount of \$12,480, which represents half of the \$16 an hour wage for a nine month long internship. Todd also mentioned that an amendment was made to a grant for Northern Colorado Regional Airport (FNL) in order to align previously approved state grant funds with the associated FAA grant, narrowing the previous two scopes of work to one, no additional funding was requested.

## 9. DEN SURPLUS SALE 2017 UPDATE

Kaitlyn Westendorf said that 15 airports attended the sale and 13 airports purchased 15 pieces of equipment for a total state share of funding in the amount of \$228,750. She mentioned there was not as much equipment available at this sale due to timing on the replacement of equipment at DEN, but that another sale would take place in February once the remaining equipment becomes available. She also mentioned the recent expansion of the surplus program to include the sale of equipment from other airports as well.

## 10. 17-EIK-01 SCOPE OF WORK REQUEST

Todd Green explained that the Erie Municipal Airport (EIK) was requesting CAB approval for an amendment to an existing grant. The request was to utilize \$2,943 of unused grant funds from EIK's 2016 grant and to add it by amendment to their 2017 grant. The reason for the request was to match additional FAA funding needed for a pavement maintenance project that ended up costing more than they anticipated.

Robert Olislagers made the MOTION to approve additional funding in the amount of \$2,943 and Jeff Forrest seconded.

The MOTION carried unanimously.



## 11. WIMS SHARING UPDATE

Todd Green described the Division's efforts to share our WIMS program with other states. He said that we anticipate being ready to begin sharing the software program with South Carolina in the coming weeks. He also mentioned that there are up to 11 other states currently interested in the possibility of utilizing the WIMS program.

## 12. MISSION & VISION STATEMENT APPROVAL

David Ulane presented a new Division Mission statement created through the ongoing Division strategic planning effort for CAB approval. David read "The mission of the CDOT Division of Aeronautics is to support Colorado's multi-modal transportation system by advancing a safe, efficient, and effective state-wide air and space system through collaboration, investment, and advocacy."

Robert Olslagers made the MOTION to approve the Mission statement and Jeff Forrest seconded.

The MOTION carried unanimously.

David Ulane presented a new Division Vision statement created through the ongoing Division strategic planning effort for CAB approval. David read "The vision of the CDOT Division of Aeronautics is to be the leading state aviation organization by enhancing the efficiency, economic benefit, and sustainability of Colorado's air and space system through funding, innovation, education, and pioneering initiatives.

Robert Olslagers made the MOTION to approve the Vision statement and Jeff Forrest seconded.

The MOTION carried unanimously.

## 13. 2018 CAB PROPOSED MEETING CALENDAR

Kaitlyn Westendorf presented the 2018 CAB meeting calendar for approval.

Jeff Forrest made the MOTION to approve the 2018 CAB meeting calendar and Robert Olslagers seconded.

The MOTION carried unanimously.

## 14. REMOTE TOWER PROJECT UPDATE

Bill Payne summarized recent progress on the remote tower project. He mentioned that Concept of Operations documents provided by Searidge Technologies are being reviewed and a preliminary design review meeting will occur next week in Ottawa. He is hopeful that equipment will be installed later this year with passive testing to begin next spring or summer, and active testing to begin shortly thereafter. Bill said that part of the testing process is to have a mobile tower installed at Northern Colorado Regional Airport (FNL) test site. David Ulane mentioned his satisfaction with the progress of the project since the recent selection of Searidge Technologies as the contractor. David, Bill and Jason Licon will be attending and giving a presentation with Searidge on this project at the Air Traffic Control Association (ATCA) annual conference in Washington D.C. in the coming weeks. David also mentioned the continuing efforts toward



federal legislation and policy in order to make remote towers eligible for funding under the Federal Contract Tower (FCT) Program. David and Shahn Sederberg will be working with Searidge to create and manage a project specific website to share information on the project. Jason Licon gave a brief update, thanked everyone for their support of the project and mentioned his excitement on the progress on the project.

## 15. LEGISLATIVE ISSUES

David Ulane mentioned that CABA was successful in getting legislature approval for a Support Aviation license plate which will become available in September of 2018. He also mentioned that the seaplane initiative in Colorado is planning to bring legislation again to open state waterways for seaplane access. Robert Olislagers spoke briefly about CABA's efforts to bring legislation to amend the Colorado aircraft sales and use tax exemption to not only exempt commercial air carrier aircraft, but to also include an exemption for Part 135 on-demand charter aircraft. Robert also mentioned efforts at Centennial Airport, to require the Colorado Department of Revenue (DOR) to identify and separate local sales tax collections on aviation fuels. He mentioned local agencies are collecting tax revenue on the sale of aviation fuels and using them for non-aviation purposes in violation of federal law, an issue not only facing Centennial Airport, but other airports as well. He mentioned that solutions moving forward may be to stop the collection of such local taxes on aviation fuels which are not used for aviation purposes, or to otherwise develop the ability to identify and return these taxes to airports for aviation use. David Ulane also mentioned that in 2015 the Colorado Department of Local Affairs (DOLA) did send a reminder to local taxing agencies throughout the state reminding them of federal aviation revenue use policy, and will be doing so again soon.

## 16. PROPOSED CALENDAR

The next scheduled CAB meeting will take place on Wednesday, December 13th at 1:00 pm at the Division offices in Watkins. The following meeting will take place on Monday, January 22nd 2018 at a time and location to be determined in conjunction with the Winter CAO conference.

## 17. OTHER MATTERS BY PUBLIC & MEMBERS

There were no other matters presented from the public, nor members of the board.

## 18. EXECUTIVE SESSION

Ray Beck said he would entertain a MOTION to enter into Executive Session, pursuant to C.R.S. 24-72-204 (3) (a) and Colorado Department of Transportation Procedural Directive 4.1(6) (c), to discuss Personnel Matters in relation to the Division Director's annual performance review. Robert Olislagers made the MOTION to enter into Executive Session and Joe Rice seconded.

The MOTION carried unanimously.

The Board entered into Executive Session at 2:45 pm and the public and staff were dismissed.

Jeff Forrest made the MOTION to exit the Executive Session and Joe Rice seconded.

The MOTION carried unanimously.

## 19. ADJOURNMENT

The meeting adjourned at 3:30 pm.

