



MINUTES

Board Meeting

Monday, January 22, 2018 | 10:00 am

Brown Palace - Central City Meeting Room

321 17th Street - Denver, CO 80202

MEMBERS PRESENT:

Ray Beck	Chairman
Ann Beardall	Vice-Chair
John Reams	Secretary
Jeff Forrest	
Robert Olislagers	
Chic Meyers	

MEMBERS ABSENT & EXCUSED:

Joe Rice

OTHERS PRESENT:

David Ulane	CDOT - Division of Aeronautics Director
Todd Green	CDOT - Division of Aeronautics
Tonya Hill	CDOT - Division of Aeronautics
Kip McClain	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
Todd Andrews	Woolpert
Paul Anslow	Rocky Mountain Metropolitan Airport
Lloyd Arnold	Montrose Regional Airport
Richard Baker	Fremont County Airport
Jared Bass	Dibble Engineering
Fran Blachburr	Technology Plus
Emily Blizzard	USDA/APHIS Wildlife Services
Kevin Booth	Yampa Valley Regional Airport
Allen Butler	Silver West Airport
Keith Caddy	Montrose Country
Madeline Cessley	Leadville - Lake County Airport
Anthony Clark	AAAE - Metropolitan State University
Brian Condie	Rifle Garfield County Airport
Dennis Corsi	Armstrong Consultants
Ryan Darisser	AAAE - Metropolitan State University
Dave Elliott	Meadow Lake Airport



Stacie Fain	Steamboat Springs Airport
Mike Fronapfel	Centennial Airport
Ray Hawkins	Seaplane Pilots Association
Amy Helm	Glenwood Springs Municipal Airport
Lorie Hinton	Centennial Airport
Kevin Hoffman	Woolpert
Michael Irwin	Leadville - Lake County Airport
Robert Jolley	Silver West Airport
Radha Kandukuri	Woolpert
Ken Keatts	Erect-A-Tube Hangars/Doors
Pam Keidel-Adams	Kimley-Horn
Breanna Knight	AAAE - Metropolitan State University
Robert Koester	Silver West Airport
Lois Kramer	Kramer Aeroteck
Steve Lee	Denver International Airport/Colorado Airport Operator's Association
Jason Licon	Northern Colorado Regional Airport
Mandy Longstreth	Greeley Weld County Airport
David Luhan	ESRI
Kenny Maenpa	Telluride Regional Airport
Charlie McDermott	Dibble Engineering
Alex McKean	RS&H
Leo Milan	Office of the Attorney General
Bill Miller	Colorado Springs Municipal Airport
Brandon Murphy	AAAE - Metropolitan State University
Angela Padalecki	Grand Junction Regional Airport
Mark Papko	Grand Junction Regional Airport
Zecharich Papp	Salida - Harriet Alexander Airport
Bill Payne	William E. Payne & Associates
Josh Reinhard	Electrical Excellence
Brad Rolf	Mead & Hunt
Lauren Rasmusson	Mead & Hunt
Aidan Ryan	Colorado Springs Municipal Airport
Zach Selby	AAAE - Metropolitan State University
Andy Solsvig	Eagle County Regional Airport
Dan Sprinkle	Denver International Airport
John Thompson	CH2M
Bill Totten	Colorado Pilots Association
Eric Trinklein	Grand Junction Regional Airport
Abhaya Tripathi	AAAE - Metropolitan State University
Ian Turner	Pueblo Memorial Airport/Colorado Airport Operator's Association
Kip Turner	Vail Eagle County Regional Airport/ Colorado Airport Operator's Association
Jonathan Weaver	ESRI
Jen Wolchansky	Mead & Hunt

*Pledge of Allegiance*

1. CALL TO ORDER

Meeting commenced at 10:00 am.



## 2. AMENDMENTS TO THE AGENDA

There were no amendments to the agenda. John Reams made the MOTION to approve the agenda as presented and Ann Beardall seconded.

The MOTION carried unanimously.

## 3. APPROVAL OF MEETING MINUTES

### 3.1 December 13, 2017

John Reams made the MOTION to correct the three motions made from the December 13th meeting and approve the corrected minutes. Dr. Jeff Forrest seconded.

The MOTION carried unanimously.

## 4. INTRODUCTIONS

### 4.1 Mike Lewis, New CDOT Executive Director

David Ulane introduced Mike Lewis as the new Colorado Department of Transportation Executive Director. Previously Mike was the Chief Operating Officer/Deputy Director with Executive Director Shailen Bhatt since May of 2015. Mike Lewis had spent twenty-three years in Massachusetts where he was the Director of the Big Dig. He also has thirty plus years of experience and is pleased that David Ulane is the Director of Aeronautics.

### 4.2 Jeff Sudmeier, New CDOT Chief Financial Officer

David Ulane briefed the Board that the New CDOT Chief Financial Officer Jeff Sudmeier is an internal promotion, but was not able to attend the Board meeting due to a prior commitment. Jeff will be introduced at a future meeting.

### 4.3 Introduction of new staff members

David introduced Tonya Hill as the new Accounting/Administrative Tech and Kip McClain as the new Aviation Planner, covering the northeast part of the state.

## 5. BOARD MEMBER REPORTS

Chair Beck requested that in the interest of time and the length of the agenda, the Board forego the Board member reports unless anyone had something significant to add. Chair Beck introduced new Board member Charles (Chic) Myers from Elbert, representing Eastern Slope Governments.

## 6. PUBLIC COMMENTS

Chair Beck requested that Steve Lee with Denver International Airport/Colorado Airport Operators Association (CAOA) provide a few words. Steve welcomed everyone and thanked David Ulane, Shahn Sederberg and Division staff for all that the Division does to help CAOAs with these conferences. Steve Lee thanked Chair Beck and the Board for holding the Board meeting at the CAOAs conference. Steve also thanked the airports for attending the conference and the



Legislative reception, which provides an opportunity to educate the Legislators about airport concerns.

No public comments.

## 7. DIRECTOR'S REPORT - David Ulane

David Ulane thanked the Executive Board of CAO and mentioned appreciation for the partnership we have with CAO. He also mentioned that the Division's strategic plan development process is now complete and thanked Jeff Kohlman and the staff with Aviation Management Consulting Group for doing a fantastic job over the last eleven months facilitating this process for the Division. The Division has made progress on the procurement of the state aviation system plan and economic impact study updates. On January 10, 2018 the selection committee met to review the three proposals received. The committee decided that Kimley-Horn had the best proposal of and was the selected consultant to update our system plan and economic impact study. David Ulane introduced Pam Keidel-Adams with Kimley-Horn who will be the project's program manager. Pam Keidel-Adams briefed the Board that Kimley-Horn is excited to start scoping and budgeting the project with the Division. The Board previously approved \$1.7 million in funding for this project, which will start in March of 2018.

David Ulane welcomed the following two new airport Directors: Paul Anslow, Director of Rocky Mountain Metropolitan Airport and Angela Padalecki, Director of Grand Junction Regional Airport. The Aircraft Owners and Pilots Association (AOPA) has a series of regional fly-ins around the country each year. AOPA has selected Santa Fe, New Mexico, for the next regional fly-in location in September of 2018. David Ulane and Shahn Sederberg will staff the Division's booth to showcase Colorado aviation with the constituents in New Mexico. David Ulane briefed the Board that the February surplus equipment sale with Denver International Airport will not take place, as the airport was not able to get the new equipment in time for the February sale. The next surplus sale will be held in August.

The National Association of State Aviation Officials (NASAO) will be holding a national legislative conference at the end of February in Washington, DC, which will be held in conjunction with the American Association of State Highway and Transportation Officials (AASHTO) conference; this will be a great opportunity to get up to speed on the legislative issues in DC. During the week of February 26 through March 2, David Ulane, Bill Payne and Jason Licon will meet with the congressional delegation to share the CAB's legislative resolution and provide an update regarding the Remote Tower project. On Tuesday, the group will meet with the FAA remote tower project team for the Northern Colorado Regional Airport at FAA headquarters. The remainder of the week will consist of the annual NASAO Legislative Conference. David Ulane thanked the Board for their support of these trips/events.

No questions from the Board.

## 8. FINANCIAL UPDATE

### 8.1 Financial State of the Division

David Ulane thanked Bryce Shuck and the Division for putting together the annual progress report memo. This memo continues to be a way to improve the Division's communication with all of the airports. As of today, the Division is still operating under the Memorandum of Understanding (MOU) between the Division, Board, and CDOT which the Division has been operating under since 2015, pending recovery of the Aviation Fund. While we have returned to a positive month end



balance as of October, and by March 2018, the Aviation Fund will have a sustainable positive balance resulting in the withdrawal of the MOU in April 2018. One year from now we will return to the \$250K cap up to 5% on our federal matching grants. David Ulane thanked all the airports in attendance on behalf of the Board and the Division for all their support and understanding over the past three years.

### 8.2 Financial Dashboard

Bryce Shuck briefed the Board that the Division's cash balance is over \$220k. The previous month a number of vendors at Denver International Airport did not submit their sales tax payments in a timely manner for the month, which left the Division with an unexpected low balance. As sales tax payments continue to come in, the Division will see additional revenue and improved bank balances moving forward. The Division's revenue forecast is tracking short of the forecasted \$25.5 million due to overdue fuel tax payments. Once these payments start to come in the forecast will be closer to the original amount of \$25.5 million. The airport fuel tax disbursements had nothing out of the ordinary to report. Bryce Shuck briefed the Board that the Division financial outlook is looking good, the forecast projection shows the Division has crossed the threshold into the positive. The fuel flowage at Denver International Airport number has come in at \$36.4M gallons, this is 77% of the Division's sales tax revenue, which is higher than the forecasted number. Chair Beck thanked the airports, Division and the Board for all their patience and helping the Division get to where we are today. Chair Beck thanked Bryce Shuck for being proactive with the finances.

### 8.3 Grant Administrative Update & New Intern Contracts

Kip McClain briefed the Board that the Greeley-Weld County Airport has requested a new intern. Robert Olislagers noted how successful the internship program has been at Centennial Airport.

## 9. 2019 DIVISION REVENUE & ADMINISTRATIVE BUDGET APPROVAL

Bryce Shuck briefed the Board that the Division is seeking approval for the FY19 budget. The Division would like to set the FY19 budgeted revenue at \$25.5 million which will be flat year over year to what we are currently forecasting for the current year. The Division wants to take a conservative approach to the forecast. The projection is set to the \$25.5-\$26 million range and the Division is working with the Division of Accounting and Finance to set the final FY19 budget. The Division would like approval of \$1.275 million for the administration budget, which will be at the 5% cap. The Division is seeking an approval of \$25 million in revenue next year and \$1.275 million in Administration cost.

Ann Beardall made the MOTION to approve the FY19 budget. Robert Olislagers seconded the approval.

The MOTION carried unanimously.

## 10. 2019 STATEWIDE INITIATIVES BUDGET APPROVAL

Todd Green briefed the Board on the FY19 Statewide Initiatives budget request. Todd Green, Kaitlyn Westendorf, Scott Storie, and Kip McClain gave an introduction and briefly explained each initiative for the statewide budget request. Shahn Sederberg briefed the Board on the publication of the new aeronautical charts, directories, and aerial photography. The Division is requesting approval of \$1,720,500 from the Board regarding the statewide initiatives budget.



Robert Orlislagers made the MOTION to approve the FY19 Statewide Initiatives budget. Ann Beardall second the approval.

The MOTION carried unanimously.

#### 11. STRATEGIC PLAN GOALS & OBJECTIVES APPROVAL

David Ulane requested the formal adoption from the Board of the strategic plan goals and objectives that were derived from the recent Strategic Planning initiative.

Robert Orlislagers made the MOTION to approve the strategic plan goal and objectives. Ann Beardall seconded the approval.

The MOTION carried unanimously.

#### 12. STATE GRANT ASSURANCES

David Ulane briefed the Board that the Division has been working on vetting and communicating a set of seven statewide grant assurances that will mirror seven key FAA grant assurances. These seven grant assurances would be attached to grant contracts beginning in FY19, which would protect our investment in airports, and ensure that Division funds are being used for aviation purposes as intended. Scott Storie discussed comments and concerns received from airports during the comment period.

John Reams made the MOTION to approve the state grant assurances. Dr. Jeff Forrest seconded the approval.

The MOTION carried unanimously.

#### 13. CENTENNIAL AIRPORT SIB LOAN

David Ulane briefed the Board that the Division received an \$8-million-dollar State Infrastructure Bank loan application from the Arapahoe County Public Airport Authority on behalf of Centennial Airport, to build a new airport operation, administration and aviation community facility. David Ulane explained the process of the SIB loan application, and after further review with Robert Orlislagers, the Division recommends CAB approval of the Centennial Airport SIB loan application

Ann Beardall made the MOTION to approve Resolution 18-01 - RECOMMENDATION TO APPROVE THE AVIATION SIB APPLICATION DATED JANUARY 22, 2018 SUBMITTED BY THE ARAPAHOE COUNTY PUBLIC AIRPORT AUTHORITY FOR CENTENNIAL AIRPORT. Dr. Jeff Forrest seconded the approval. Robert Orlislagers abstained from the vote.

The MOTION carried unanimously.

#### 14. REMOTE TOWER PROJECT UPDATE

Chair Beck requested that the Board forego Bill Payne's verbal update on the Remote Tower Project as Mr. Payne would be discussing this topic on January 23th, 2018 during a CAO conference session. The remote tower report is included in the CAB packet.



## 15. LEGISLATIVE ISSUES

### 2018 Legislative Resolution

Chair Beck reminded everyone that Club 20 would be in Denver on January 31st, though February 2nd, 2018 to discuss issues of importance for the Western Slope. David Ulane explained that in 2016, the Division started assembling a legislative resolution that will accurately capture the desires of the Board at the Federal and State level from the legislative and policy perspective, which gives David Ulane the ability to speak to issues in a timely matter. The legislative resolution for 2018 has been included in the Board packet outlining support for a multiyear FAA re-authorization and the modernization of the existing passenger facility charge, the cap on this charge has not increased in seventeen years, which is an important funding source for Colorado's fourteen commercial service airports. The resolution also weighs in on the new 1500-hour flight crew qualification rules and the impact and consequences those rules would have on flight service to smaller communities. The Division has discussed the Air Traffic control spin off from the FAA, the resolution reflects the Board's position that Air Traffic control is best vested with the FAA. The Division has also included language to support Remote Air Traffic Control Towers, once certified, within the Federal Control Tower program. The resolution also supports legislation to allow seaplanes on state owned waters.

Robert Olslagers made the MOTION to approve Aeronautical Board Resolution 2018-02 - A RESOLUTION OUTLINING THE 2018 LEGISLATIVE POSITIONS OF THE COLORADO AERONAUTICAL BOARD. Dr. Jeff Forrest seconded the approval.

The MOTION carried unanimously.

## 16. ANNUAL BOARD MEETING CONFLICT OF INTEREST STATEMENTS

Kaitlyn Westendorf explained the Conflict of Interest Statements to the Board. This statement is included in the CAB governance documents established and adopted by the Board, each member of the Board must sign them annually.

## 17. BOARD ELECTIONS

Leo Milan briefed the Board that it would not be necessary to make a formal motion for the nomination and election of new Board member positions.

### 17.1 Nominations

John Reams nominated Dr. Jeff Forrest for Chairman.  
Ann Beardall nominated Robert Olslagers for Vice-Chairman.  
Chair Beck nominated Joe Rice for Secretary.

### 17.2 Elections

The result of elections are as follows:

Jeff Forrest as Chairman  
Robert Olslagers as Vice-Chairman  
Joe Rice as Secretary





## 18. PROPOSED CALENDAR

Wednesday, April 11, 2018 - Time 10 a.m. - CAB General Meeting and 2018 Grant Hearings - Colorado Springs Municipal Airport

Thursday, June 14, 2018 Time TBD - CAB General Meeting - Spring CAO A - Copper Mountain, CO

## 19. OTHER MATTERS BY PUBLIC & MEMBERS

David Ulane & Robert Olislagers thanked Chair Beck for all his service with the Board and the Division. Dr. Jeff Forrest thanked Chair Beck for all his guidance of the Board. Chair Beck thanked everyone with the Board and the Division.

## 20. ADJOURNMENT

The meeting adjourned at 11:38 am.











