



MINUTES

Board Meeting
Wednesday, April 11, 2018 | 10:00 am
Colorado Springs Airport - Conference Room B
7770 Milton E. Proby Parkway- Colorado Springs, CO 80916

MEMBERS PRESENT:

Jeff Forrest	Chairman
Robert Olislagers	Vice-Chair
Joe Rice	Secretary
Ann Beardall	
Chic Myers	

MEMBERS ABSENT & EXCUSED:

John Reams
Ray Beck

OTHERS PRESENT:

David Ulane	CDOT - Division of Aeronautics Director
Todd Green	CDOT - Division of Aeronautics
Kaitlyn Westendorf	CDOT - Division of Aeronautics
Scott Storie	CDOT - Division of Aeronautics
Kip McClain	CDOT - Division of Aeronautics
Bryce Shuck	CDOT - Division of Aeronautics
Tonya Hill	CDOT - Division of Aeronautics
Shahn Sederberg	CDOT - Division of Aeronautics
Richard Baker	Fremont County Airport
Jared Bass	Dibble Engineering
Andi Biancur	Colorado Springs / Airport Advisory Commission
Patricia Bowmen	Colorado Springs Municipal Airport
Daniel Dorovsvich	AAAE - Metropolitan State University
Dave Elliott	Meadow Lake Airport
Jorge Jimenez	Pueblo Memorial Airport
Bart Jones	Colorado Pilots Association
Kevin Keith	Colorado Springs Municipal Airport
Jason Licon	Northern Colorado Regional Airport
John Maier	Colorado Springs / Airport Advisory Commission
Dwayne McFall	Fremont County Airport
Leo Milan	Office of the Attorney General
Brett Miller	Colorado Springs Municipal Airport
Bill Nichols	Colorado Springs / Airport Advisory Commission
Thomas Roisum	Colorado Springs Municipal Airport
Dave Ruppel	Front Range Airport
Aidan Ryan	Colorado Springs Municipal Airport
Bill Totten	Colorado Pilots Association
Jon Totten	Unknown



Chris Touch

Colorado Springs Municipal Airport

Jan Turner

Pueblo Memorial Airport

Lee Wolford

Meadow Lake Airport

Aaron Wood

Colorado Springs / Airport Advisory Commission

Hill, Tonya 4/23/2018 4:08 PM

Deleted: -

Pledge of Allegiance

1. CALL TO ORDER

Meeting commenced at 10:01 am.

2. AMENDMENTS TO THE AGENDA

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

The MOTION carried unanimously.

3. APPROVAL OF MEETING MINUTES

3.1 January 22, 2018

Chic Myers made the MOTION to approve the January 22, 2018 meeting minutes. Robert Olislagers seconded.

The MOTION carried unanimously.

4. INTRODUCTIONS

4.1 Greg Phillips - Colorado Springs Municipal Airport, Director of Aviation

David Ulane introduced Greg Phillips, the Director of Aviation for the Colorado Springs Municipal Airport. Greg gave a brief update of what is currently going on at the airport.

5. BOARD MEMBER REPORTS

Ann Beardall briefed the Board that the fly-in season is coming, Ann will keep the Board updated. Robert Olislagers briefed the Board of Centennial Airport's 50th anniversary on May 25th. Captain Sully Sullenberger will be the keynote speaker. He also mentioned that the State Infrastructure Bank loan was approved and construction of Centennial Airport's new airport operations administration and aviator's community facility has begun. Robert briefed the Board that the airport will be working on a new master plan with RS&H Aviation in the upcoming year. Chic Myers briefed the Board that there have been many discussions regarding the pilot shortage. With the loss of Great Lakes Airlines, the pilot shortage has started to affect cities such as Telluride resulting in flights being ended. Chic would like the Division to work with the Commissioners regarding an initiative illustrating the impact on the Western communities. Chair Forrest explained that Representative Coffman's office has asked Chair Forrest to be a part of a leadership team to address the 1500-hour flight time rule which has started to become an issue of national security. David and Chair Forrest will follow up with the Governor's office. David Ulane briefed the Board on behalf of Ray Beck that the Craig Airport will be hosting the Commemorative Air Force B-17 aircraft from May 29th to June 3rd, 2018. Joe Rice noted the



Space Symposium FY2018 will be held in Colorado Springs next week. The Colorado Space Business Roundtable that supports programs such as Dream Big, will be doing more outreach this summer.

6. PUBLIC COMMENTS

Bill Totten with the Colorado Pilots Association notified the Board that the city of Glenwood Springs is conducting a study that could result in the closure of the Glenwood Springs airport to possibly be replaced with low-income homes. Jason Licon expressed his appreciation to the Division, for participating in the WOAW Woman of Aviation Worldwide week held March 5th - March 11th at the Northern Colorado Regional Airport.

7. DIRECTOR'S REPORT

David Ulane briefed the Board that the Division is still waiting for the FAA's review of the scope of work for the Division's system plan and economic impact study. The Division will be adding this item to the Board's agenda which will provide the Board with updates on the system plan and economic impact study progress. Pam Keidel-Adams with Kimley-Horn will be speaking at the next Board/CAOA meeting on June 13th, 2018 at Copper Mountain. The Division's strategic plan was delayed due to the CDOT ransomware attack on February 21st, 2018 and the Division will provide a comprehensive update on these initiatives in the near future. Shahn Sederberg and David Ulane participated in the Dream Big Event held April 6th 2018 at Battle Mountain High in Edwards Colorado, the event was successful as well as enlightening for the students.

Board Member Joe Rice arrived to the meeting during the Director's Report.

8. FINANCIAL UPDATE

8.1 Financial Dashboard

Bryce Shuck briefed the Board that the Aviation Fund has recovered from a negative balance and will maintain a positive and sustainable balance. The previous month's cash balance ended at \$2,830,609, which is an increase from the February closing balance of \$976,465 and is higher than projected; due to Denver International Airport vendors submitting tax payments later, the balance is still within an expected range. Revenue numbers in April are expected to decrease to around the \$2.2M range. The declining revenue is a result of February's activity being accounted for and the months' fuel flowage was very low compared to other months as expected. Budgeted revenue for the fiscal year was \$23.5M, with forecasted revenues of \$25.5M. To date we've collected \$19.58M of revenue for the fiscal year. Currently we are trending slightly above our forecast numbers, projecting \$26.2M in total revenue. There is no need to adjust our actual forecast at this time, as a small variance in this number is manageable. We received \$3,539,854 in revenue for the month of March, roughly half of this was based off activity in January. The remaining revenue was from airlines catching up filings with Denver International Airport. Disbursements for the month were \$1,122,036 and in line with the calculated projections. The fuel flowage at Denver International Airport came in at 37.9M gallons of fuel sold for the month of March. In comparison 31.5M gallons were sold in February 2018 and 31.5M gallons sold in March 2017.

This accounts for an average 1% annual increase. The April forecast fuel flowage with Denver International Airport is 38.0M gallons. Our administration costs through January are \$730K, which is tracking below our 5% cap for the year totaling \$1.3M. Current projections for our annual administration finished up near the \$1.0M mark.



8.2 New Intern Contracts

Kip McClain briefed the Board that the Division is currently working on grants for Internships with three airports. Centennial Airport is requesting to hire two full time Interns for a twelve-month program. Durango-La Plata County Airport is requesting to hire one full time Intern for a six-month program. Northern Colorado Regional Airport is requesting to hire one full time Intern for a twelve-month program.

8.3 Supplemental Publication Budget Request

Bryce Shuck briefed the Board that in the next fiscal year the Division will need new aerial photography for the directories. Due to timing and flight availability the Division is requesting approval of an additional \$7K for FY18 for the publication cost center.

Ann Beardall made the MOTION to approval the increase of \$7K to the publication cost center. Robert Olislagers seconded.

The MOTION carried unanimously.

9. 2018 COLORADO DISCRETIONARY AVIATION GRANT HEARINGS

David Ulane briefly explained the Discretionary Aviation Grant program for FY2018, which includes twenty-seven different grants throughout Colorado. The Division is requesting approval of \$1,576,536 for the discretionary aviation grant program.

Robert Olislagers made the MOTION to approve the discretionary grants excluding the Centennial Airport and Colorado Springs Municipal Airport grants. Ann Beardall seconded.

The MOTION carried unanimously.

Joe Rice made the MOTION to approve the discretionary grant for Centennial Airport. Ann Beardall seconded. Robert Olislagers abstained from the vote.

The MOTION carried unanimously.

Joe Rice made the MOTION to approve the discretionary grant for Colorado Springs Municipal Airport. Robert Olislagers seconded. Chic Myers abstained from the vote.

The MOTION carried unanimously.

10. AVIATION FUND CONTINGENCY POLICY

Bryce Shuck briefed the Board that the Division was prepared to implement the previously conceptualized contingency fund. This fund will support CDOT's cash management goals, be consistent with CDOT's overall cash management strategies and protect the Division from future over obligations of the Aviation fund. The contingency fund will provide a dedicated and protected portion of the Division's aviation cash balance. The risk-based contingency fund is indexed to maintain the Division's current obligations and subsequent year grant and statewide initiative commitments in the event of a prolonged worst-case reduction in aviation fuel tax revenues (\$40/bbl. oil price and/or reduction in Denver International Airport fuel flowage to 35M gallons per month average for more than 12 consecutive months). In the event of a worst-case revenue reduction the contingency allows us to provide airports and other stakeholders with



more than a year's notice of funding reductions necessary to maintain an adequate aviation fund balance. It will also help to maintain an obligated and reasonable aviation fund balance that is neither too low nor too high. The Division is requesting approval of the contingency fund policy, which will be incorporated into the Division's Program and Procedures Manual as new section 1.6.

Robert Olislagers made the MOTION to approve the contingency policy. Chic Myers seconded.

The MOTION carried unanimously.

11. AERONAUTICS PROGRAMS & PROCEDURES MANUAL UPDATE

Scott Storie briefed the Board that the Division has prepared an updated version of the programs and procedures manual to include among other things the new Division Mission statement, the contingency fund policy, and the grant assurances. Scott Storie requested Board approval of the Programs & Procedures Manual v6.2.

Robert Olislagers made the MOTION to approve the updated programs and procedures manual. Ann Beardall seconded.

The MOTION carried unanimously.

12. CAB/DIVISION CDOT MOU WITHDRAWAL

David Ulane was pleased to brief the Board that the Division has returned to a positive and sustainable fund balance. The Division can formally withdraw from the May 2015 Memorandum of Understanding entered into by the Board, the Division and CDOT's Division of Accounting and Finance, which allowed for the State Controller's loan the Division had been operating under since 2015. The retirement of the MOU also allows the Division's Business Manager to begin reporting to the Aeronautics Director again, rather than CDOT's CFO. David Ulane and CDOT Executive Director Mike Lewis have already executed the MOU withdrawal- the CAB's action is the final step in that process.

Robert Olislagers made the MOTION to approve the withdrawal from the Memorandum of Understanding. Ann Beardall seconded.

The MOTION carried unanimously.

13. MEADOW LAKE AIRPORT RUNWAY DESIGN GRANT

Kaitlyn Westendorf briefed the Board that Meadow Lake Airport's runway is in disrepair and was due for repairs in 2015. The Division is looking to have this runway project completed with all state and local funds. The Division is looking to use the process of cold in-place recycling reclamation, using the ground-up asphalt from the old runway as a base for the new runway's asphalt overlay for Meadow Lake Airport runway. The Division is requesting \$400,000 of state funds to match local funds of \$44,444 to start the design process.

Robert Olislagers made the MOTION to approve \$400,000 of funding for the Meadow Lake Airport. Chic Myers seconded.

The MOTION carried unanimously.



14. REMOTE TOWER PROJECT UPDATE

David Ulane explained to the Board that Bill Payne was not able to attend this Board meeting. Mr. Payne is currently working on the final acceptance testing of equipment with Searidge Technologies in Canada. This equipment will later be sent to the Northern Colorado Regional Airport for the Remote Tower Project.

15. LEGISLATIVE ISSUE

David Ulane briefed the Board on the passage of the FY 2018 Federal omnibus spending bill, which included an additional \$1B for FAA Airport Improvement Program discretionary funds through FY 2020, in addition to the \$3.35 billion that is the normal annual AIP allocation. On behalf of Ray Beck, David Ulane discussed the challenges of the 1500-hour rule. There has been discussion to have a Division/CAOA executive leadership workshop to discuss mutual issues and concerns, which will take place via a roundtable discussion at the CAOA conference in June.

16. PROPOSED CALENDAR

16.1 Thursday June 14, 2018 - Time TBD - CAB Meeting - Spring CAOA - Copper Mountain, CO
16.2 Wednesday, August 29, 2018 - Workshop 8:00am - CAB General Meeting - 1:00pm Aero Offices

17. OTHER MATTERS BY PUBLIC & MEMBERS

Dave Elliott from Meadow Lake informed the Board of their efforts with El Paso County to conform with House Bill 1041 from 1974 which would include Part 77 compliance in planning and land use around their airport. They have been working on it for over a year and will keep the Board and Division aware of any developments.

20. ADJOURNMENT

The meeting adjourned at 11:47 am.

