



MINUTES
Board Meeting
Wednesday, December 12, 2018 | 1:00 pm
Northern Colorado Regional Airport
4900 Earhart Road - Loveland, CO 80538

MEMBERS PRESENT:

Jeff Forrest Chair
Ann Beardall
Ray Beck
John Reams
Chic Myers

MEMBERS ABSENT & EXCUSED:

Robert Olislagers Vice-Chair
Joe Rice Secretary

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
Shahn Sederberg CDOT - Division of Aeronautics
Joe Krafzur CDOT - Division of Aeronautics Intern
Darrel Dilley Seaplane Pilots Association
Jason Licon Northern Colorado Regional Airport/Colorado Airport Operator's Association
Michael Lindsay
Jacki Marsh City of Loveland - Mayor
Leo Milan Office of the Attorney General
Bill Payne William E Payne & Associates
Dave Ruppel Colorado Air & Space Port
Bill Totten Colorado Pilots Association
Jon Totten

Pledge of Allegiance

1. CALL TO ORDER

The meeting commenced at 1:00 pm.

2. AMENDMENTS TO THE AGENDA

There were no amendments to the agenda.



3. APPROVAL OF MEETING MINUTES

3.1 October 10, 2018

Ray Beck made the MOTION to approve the minutes with the date correction of October 10, 2018. Ann Beardall seconded.

The MOTION carried unanimously.

4. BOARD MEMBER REPORTS (By Member)

Chic Myers briefed the Board that he attended the System Plan Project Advisory Committee meeting on October 30, 2018. Chic noted the economic analysis would show the benefits to the state and what aviation and airports bring to the State of Colorado.

Ray Beck briefed the Board that Moffat County has approved their 2019 budget. The Club 20 legislative meeting will be held on January 24 & 25, 2019 located at the state capitol. Ray congratulated Chic Myers on his reappointment to the Board and mentioned that Kenny Maenpa would be joining as a new Board member.

Ann Beardall briefed the Board that the Colorado Aviation Business Association (CABA) held its 5th Annual Holiday Charity Drive and VFW Airlift on December 7, 2018, located at the Wings Over the Rockies Air & Space Museum. Ann noted that 35 planes had taken toys and food to rural towns in Western Colorado. The Colorado Pilots Association held their holiday dinner on December 9, 2018, Ann mentioned the officers will remain the same with Bart Jones as President.

John Reams briefed the Board that the runway at Hopkins Field (AIB), near Nucla Colorado, has been extended resulting in accommodating a different class of aircraft.

Chair Forrest briefed the Board that he attended a reception at the Governor's mansion. Governor Hickenlooper discussed the importance of aerospace and aviation to the Colorado economy. Metro State University attended the CABA Holiday Charity Drive and VFW Airlift. Chair Forrest thanked Jason Licon for hosting the Board meeting and providing the Board with the opportunity to tour the Remote Tower facility. Chair Forrest gave the floor to Jason Licon.

Jason Licon thanked the Board for holding their meeting at the Northern Colorado Regional Airport. Jason introduced the Mayor of Loveland, Jacki Marsh. Mayor Marsh welcomed the Board and expressed her appreciation and support for the Remote Tower project. Jason noted that Mayor Wade Troxell of Fort Collins expressed his appreciation and support for the Remote Tower project but was unable to attend the meeting in person.

Chair Forrest presented John Reams with a plaque recognizing John's six years of service on the Board. John Reams thanked the Board and the Division for their support.

5. PUBLIC COMMENTS (By Individual)

Darrel Dille, with the Seaplane Pilots Association, briefed the Board that the association will be participating in the Denver Boat Show at the Denver Convention Center on January 18-20, 2019. Darrell noted that association membership has increased by 25% in the last two years.



Jason Licon discussed that in addition to the Remote Tower project the airport has started its master plan study update. He also briefed the Board that the airport is in the process of signing a long-term lease agreement for a fifteen-acre master plan development.

6. DIRECTOR'S REPORT

David Ulane thanked Jason Licon for hosting the Division and Board. David briefed the Board that the State Infrastructure Bank Loan totaling \$2.015M for Rocky Mountain Metropolitan Airport was approved by the Transportation Commission on November 15, 2018. Ray Beck asked of the airports that have applied for a State Infrastructure Bank, how many general aviation (GA) and commercial use airports have utilized these funds. David explained that Rocky Mountain Metropolitan, Greeley - Weld County, Colorado Springs and Centennial airports had utilized the State Infrastructure Bank loan program. On December 3, 2018, David participated in a meeting at the Federal Aviation Administration along with the National Association of State Aviation Officials (NASAO) CEO interview selection process during his trip to Washington DC. On December 4, 2018, Governor Hickenlooper appointed Chic Myers to a three-year term to the Aeronautical Board representing Eastern Slope Governments. With John Ream's term expiring on the Aeronautical Board, Kenny Maenpa will now represent Western Slope Governments on the Aeronautical Board. On December 13, 2018, David attended a new Governor transitional briefing with staff from Denver International Airport. The Division will provide the Board with a detailed update of the strategic plan at the January 28, 2019 CAB meeting held in conjunction with the Colorado Airport Operator's Association (CAOA) Winter Conference & Legislative Reception. Bryce Shuck and David Ulane attended the Associated Governments of Northwest Colorado meeting on November 13, 2018, and visited the Glenwood Springs, Rifle/Garfield County and Grand Junction Regional Airports as part of the trip. David thanked and congratulated Joe Krafzur, the Division's intern, on finding a position with Frontier Airlines. Joe's last day with the Division will be January 4, 2019. Governor Elect Polis' inauguration will be held on January 8, 2019. Jason Licon, David Ulane and Bill Payne will attend the NASAO Legislative Conference held in Washington DC the week of February 25 - March 1, 2019. Four Division staff members are planned to attend the Federal Aviation Administration (FAA) Northwest Mountain Regional Conference in Seattle WA on March 18-20, 2019.

7. FINANCIAL UPDATE

7.1 Financial Dashboard

Bryce Shuck briefed the Board that the ending cash balance for November was \$9,702,082, which was up \$2,341,065 from October's closing balance of \$7,361,017. This increase is largely due to expenses not posting to the Aeronautics account during CDOT processing. \$8.1M is a more accurate cash balance as we had forecasted. Revenue for November 2018 came in at \$3,020,271, which was 1.1% higher than forecasted. In January, revenue numbers are anticipated to be in the \$2.8M range. Sales tax disbursements for November were \$1,777,706, which was in line with our expectation, based on the previous month's revenue. The contingency model shows that the projected 2019 Colorado Discretionary Aviation Grant (CDAG) program has been covered financially. Looking forward to 2020, based on current projections, we are still projecting room for growth within the CDAG program. Flowage at Denver International Airport had set a new November record of 37.7M gallons flowed, compared to 41.2M gallons in October. Year over year flowage is up 6.9% from 35.2M gallons in November of 2017. DEN fuel provider Aircraft Service International Group (ASIG) is forecasting flowage to be at 38.7M gallons for January 2019. Fiscal



year to date administration expenses have totaled \$439K; fiscal year end admin expenses are forecasted at \$1.1M.

8. FY 2019 CDAG GRANT UPDATE

Todd Green briefed the Board that Division has been working on the FY 2019 grant cycle. The 5-Year Capital Improvement Plan (CIP) update process is being finalized and is expected to be complete by the end of January 2019. The FY 2019 grant cycle is projected to be \$6M, which will include federal matching and state & local grants.

9. NEW STATEWIDE INITIATIVE PROPOSALS

9.1 AWOS Maintenance

Todd Green informed the Board that there is a network of sixty-two automated weather observation systems across the state. This network consists of 29 airport-owned Automated Weather Observing Systems (AWOS), 13 state-owned AWOS units, and 20 Automated Surface Observing Systems (ASOS) owned and operated by the FAA. Historically, Division funding has only been allocated for the maintenance and repair of the 13 state-owned AWOS units that make up the Mountain AWOS Program. The Division is exploring the ability to expand this program to include additional funding to assist with the maintenance and certification costs for the 29 airport-owned AWOS units. The Division has drafted a policy, to be included in the Division's Programs and Procedures Manual, which details how this program would work if implemented. The Division would structure this program so that airports may request a reimbursement of 90% of the costs for maintenance and certification up to \$10,000 per fiscal year per airport. The three main components of maintaining an AWOS are as follows: 1. Tri-Annual Inspections 2. National Weather System Access 3. Unscheduled visits and part replacements. The Division is currently looking into separating the expenses by region and developing a Statewide Price Agreement. The Board supported the concept and recommended that the Division staff reach out to other states to inquire about best practices for AWOS maintenance.

9.2 Airport/Elected Officials 101 Training Program

David Ulane briefed the Board that a part of the Division's strategic plan was to develop and implement or enhance one educational program each fiscal year. The first two objectives encompassed developing Aviation 101 training programs, one for non-professional airport managers and one for those responsible for governing an airport. These programs would provide training about the essential functions of running and/or governing an airport. David asked the Board if this would be a beneficial program for the aviation community. Based on the Board's positive response, the Division will develop a way to implement this type of educational program.

10. EDUCATION POLICY UPDATES

David Ulane briefed the Board that starting in FY 2020 the Division will start re-engaging in education grant opportunities. On October 19, 2018, the Division staff met with Robert Olislagers and Ann Beardall to discuss updating the education grant policy. This education policy would allocate up to a fixed percentage of CDAG funds each year to support forward focused aviation education. David Ulane thanked Robert Olislagers and Ann Beardall for taking the time to review



the education policy from the Board's prospective with the Division. Ann Beardall noted that from the Board's prospective the Board wanted to objectively review these funds, and have a return on investment when it comes to forward focused education so that the Division is not viewed as a funding source. Staff will bring a draft policy for CAB consideration to the January 28, 2019 meeting.

11. PROGRAM UPDATES

11.1 System Plan / Economic Impact Study

Scott Storie briefed the Board on the progress of the system plan and economic impact study. Since the last Board meeting, a Project Advisory Committee (PAC) meeting was held on October 30, 2018. The objective of this meeting was to evaluate the goals and objectives created by Kimley-Horn and the Division that will frame the inventory and data collection over the next several months. The Division and Kimley-Horn are finalizing a draft of the first chapter of the technical report to distribute to the (PAC) as well as posting to the system plan website. The Kimley-Horn team along with Division staff performed site visits to collect project data from the airport managers. The next PAC meeting is expected to be held in February 2019.

11.2 Remote Tower

Bill Payne briefed the Board on the progress of the Remote Tower project, as outlined in the monthly report attached to the CAB packet. Ray Beck thanked Jason Licon for hosting the Board meeting and providing a tour of the Remote Tower facility.

12. LEGISLATIVE ISSUES

12.1 2019 Legislative Resolution topics

David Ulane briefed the Board that at the January 28, 2019 CAB meeting the Board will be presented with their annual legislative resolution for consideration. David also informed the Board that FAA reauthorization will be removed from the legislative resolution for the upcoming year, as a multi-year bill has been passed by Congress.

13. PROPOSED CALENDAR

13.1 Monday, January 28, 2019 - CAO & CAB General Meeting - 10:00 am - Brown Palace Hotel - Denver, CO

13.2 Wednesday, April 17, 2019 - General Meeting & Joint Lunch with the Transportation Commission - 1:00 pm - CDOT HQ - Denver, CO

The Division is requesting a change to the 2019 approved calendar. The Transportation Commission would like to have a joint informal luncheon with the Board annually. The Division is requesting to move the April 10, 2019 meeting to April 17, 2019. This will allow for lunch with the Transportation Commission members at noon and the Board meeting to follow at 1 pm located at the CDOT Headquarters.

Ray Beck made the MOTION to approve the amended 2019 calendar and to move the April meeting from April 10, 2019 at the Wings Over the Rockies Air & Space Museum to April 17, 2019 at the CDOT Headquarters. John Reams seconded.

The MOTION carried unanimously.



14. OTHER MATTER BY PUBLIC & MEMBERS

Chic Myers noted that he had taken a tour of the Flight Safety Denver Learning Center and recommended everyone participate in a tour if they have a chance.

15. ADJOURNMENT

The meeting adjourned at 2:36 pm.

