



MINUTES  
Board Meeting  
Monday, January 28, 2019 | 10:00 am  
Brown Palace - Central City Meeting Room  
321 17th Street - Denver, CO 80202

MEMBERS PRESENT:

Jeff Forrest                      Chair  
Ann Beardall  
Ray Beck  
Chic Myers  
Kenny Maenpa

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  
Casey Adamson                Dibble Engineering  
Chance Ballegeer                Grand Junction Regional Airport  
Colin Bible                      Garver  
Emily Blizzard                USDA/APHIS Wildlife Services  
Kevin Booth                      Yampa Valley Regional Airport  
Linda Bruce                      Federal Aviation Administration  
John Cessar                      Dibble Engineering  
Gina Conley                      Centennial Airport  
Dennis Corsi                      Armstrong Consultants  
Alexa Diedrich                AAEE - Metropolitan State University  
Kevin Ensor                      KLJ Inc.  
Stacie Fain                      Steamboat Springs Airport  
Mike Fronapfel                Centennial Airport  
Tom Gibson                      Kimley-Horn  
Steve Hadley                    National Business Aviation Association  
Justin Heid                      DOWL  
Amy Helm                      Glenwood Springs Airport  
Warren Hendrickson              Aircraft Owners and Pilots Association  
Lorie Hinton                    Centennial Airport  
Brett Holt                      Benesch  
Dana Jackson                    Colorado Springs Municipal Airport



Radha Kandukuri	Woolpert
Pam Keidel-Adams	Kimley-Horn
Lois Kramer	Kramer Aeroteck
Rich Lamport	Gunnison - Crested Butte Regional Airport
Steve Lee	Denver International Airport/Colorado Airport Operator's Association
Paulette Lugo	Federal Aviation Administration
John Maier	Colorado Springs Municipal Airport
Sarah Mange	Grand Junction Regional Airport
Mike Matz	Federal Aviation Administration
Sheryl Mayes	Thales Air Traffic Management
Heather McDonald	Kimley-Horn
Frank McIlwain	Garver
Marc Miller	Federal Aviation Administration
Brandon Murphy	AAAE - Metropolitan State University
Dave Nafie	DOWL
William Nichols	Colorado Springs Municipal Airport
Ron Niehoff	Federal Aviation Administration
Angela Padalecki	Grand Junction Regional Airport
Mark Papko	Grand Junction Regional Airport
Zechariah Papp	Salida - Harriet Alexander Airport
Bill Payne	William E. Payne & Associates
Greg Phillips	Colorado Springs Municipal Airport
Oscar Quiroz	AAAE - Metropolitan State University
Josh Reinhard	Electrical Excellence
Matthew Smith	AAAE - Metropolitan State University
Ken Snyder	Dibble Engineering
Madison Solomon	AAAE - Metropolitan State University
Andy Solsvig	Eagle County Regional Airport
Bill Totten	Colorado Pilots Association
Eric Trinklein	Grand Junction Regional Airport
Abhaya Tripathi	AAAE - Metropolitan State University
Tony Vicari	Durango - La Plata County Airport
Tyler Walston	AAAE - Metropolitan State University
Jack Wyles	Central Colorado Regional Airport - Buena Vista

Pledge of Allegiance

1. CALL TO ORDER

The meeting commenced at 10:17 am.

2. AMENDMENTS TO THE AGENDA

There were no amendments to the agenda.

3. APPROVAL OF MEETING MINUTES

3.1 December 12, 2018

Ray Beck made the MOTION to approve the minutes from December 12, 2018. Chic Myers seconded.

The MOTION carried unanimously.



#### 4. BOARD MEMBER REPORTS (By Member)

Chair Forrest introduced returning Board member Kenny Maenpa - from Telluride Colorado - Representing Western Slope Governments. Kenny will be replacing John Reams whose term expired in December 2018.

Kenny Maenpa briefed the Board that the Telluride Regional Airport has a new airline, Boutique Air. Boutique Air has brought full flights of passengers into Telluride Regional Airport. The airport is in the process of announcing a second airline that will start operating out of the Telluride Regional Airport within the next thirty days. Kenny noted on behalf of Lloyd Arnold, Director of Aviation with the Montrose Regional Airport (MTJ), reported that 2018 was a record year of enplanements with over 130K in enplanements at MTJ.

Ann Beardall briefed the Board that on January 12, 2019 the Colorado Pilots Association held their Fly-in planning meeting. The fly-ins will be posted on the Colorado Pilots Association's website. Ann encouraged all the airports to sign up for fly-ins so that the association can take part in events held at airports.

Ray Beck briefed the Board that Club 20 recently held its annual meeting. Ray met with Governor Jared Polis and Lieutenant Governor Dianne Primavera. Ray noted that he is the Co-Chair of the Transportation Policy Committee for Club 20 and the next meeting will be held in Grand Junction in February and March. Ray noted a few legislative items.

Chic Myers briefed the Board that the Colorado Springs Airport Commission has been working on land use encroachment concerns with the airport. This documentation will be presented by Andy Biancur and the Airport Commission at the Colorado Airport Operators Association (CAOA) Winter Conference on January 29, 2019.

Chair Forrest had nothing additional to report.

#### 5. PUBLIC COMMENTS (By Individual)

There were no public comments.

#### 6. DIRECTOR'S REPORT

David Ulane briefed the Board that Governor Polis appointed Shoshana Lew as the new CDOT Executive Director effective January 8, 2019. Before coming to Colorado, Shoshana served as the Chief Operating Officer (COO) for the Rhode Island Department of Transportation (RIDOT). Also, she was the Chief Financial Officer and Assistant Secretary for Budget and Programs for the U.S. Department of Transportation (USDOT) as well as the Deputy Assistant Secretary for Transportation Policy at USDOT. Director Lew has also worked in other areas of the federal government including the U.S. Department of the Interior and the Office of Management and Budget and Domestic Policy Council within the White House. Before her federal service, she worked at the Brookings Institution. As mentioned at the December Board meeting, the Division's first intern, Joe Krafzur, has accepted a position with Frontier Airlines. The Division intern position has been posted with a closing date of January 27, 2019. The 2019 Airport Directories have been published and are also available for download via PDF. David thanked all the airports for assisting in keeping the directories up to date. The Division is currently working on a partnership with the Colorado Pilots Association for pilots to utilize the ForeFlight app. The ForeFlight app has introduced a new content pack feature used to generate a pilot's flight



information that can be uploaded and shared with other pilots. The Division is currently working on a partnership with the Colorado Pilots Association on developing a content package that may include mountain flying routes, safety information, and the directory. Kip McClain from the Division has been working with Brian Garrett and Bill Totten to develop content data for ForeFlight. Kip is involved with a few airport incident assessments with the Federal Emergency Management Agency (FEMA) occurring at the Colorado Air and Space Port (Front Range Airport) February 12-14, 2019. February 21, 2019 David will be participating in a Technology panel with the Airport Consultants Council for the Airport Planning Symposium, speaking about our remote tower project.

Ann Beardall noted that the Air Force Academy publishes flight routes for their students, which would be helpful to include in the data content package with the Colorado Pilots Association. Kip noted that this type of data would be included in the data content. Chair Forrest requested a demo of the content data when available.

## 7. FINANCIAL UPDATE

### 7.1 Financial Dashboard

Bryce Shuck briefed the Board that the ending cash balance for December was \$8,372,215. The cash balance is up \$23,040 from November's closing balance of \$8,349,175. February's closing cash balance was forecast to be \$8.9M with revenue and expenses coming in as forecasted. The revenue forecast for December 2018 came in at \$2,748,364 which was within half a percent of what was forecasted. February we anticipated revenue numbers to be in the \$2.8M range. We received \$2,680,668 in tax revenue for December, which was down from November tax revenue of \$3,006,416. Sales tax disbursements for December were \$1,968,938; this was in line with our expectations based on the previous month's revenue. The contingency model shows that our projected 2019 grant programs are covered financially. Looking forward to 2020, based on current projections there is projected room for growth within the grant program. The drop in oil prices has slightly reduced our projected cash balance as we look forward to 2020. Flowage at Denver International Airport (DEN) has set a new December record of 38.9M gallons flowed, compared to 37.7M in November. Year over year, flowage was up 3.4% from 37.6M gallons in December 2017. Flowage for January is projected at 38.7M gallons; this would set a new January record at Denver International Airport. Year to date administration budget cost is \$539K. We are forecasting \$1.1M in administration expenses for FY19, therefore placing us at about 3.8% or our 5% cap for this year.

## 8. FY 2020 DIVISION REVENUE & ADMINISTRATIVE BUDGET REQUEST

Bryce Shuck briefed the Board that due to state statute, the Division may not exceed the 5% cap of the previous fiscal year's revenue in its administration budget. With the projected FY19 revenue of \$33M, a maximum of \$1.65M could be spent on administration under the state statute. The Division is seeking approval of \$1.25M in administration budget, 3.8% of the FY20 revenue forecast.

Ray Beck made the MOTION to approve the FY20 budget. Ann Beardall seconded.

The MOTION carried unanimously.



## 9. 2019 CDAG STATE & LOCAL GRANT HEARING

Todd Green briefed the Board that the Division staff is requesting approval of the 2019 Colorado Discretionary Aviation Grant (CDAG) applications for state and local grant requests totaling \$3,540,000. The Federal Aviation Administration's (FAA) matching grants will be considered at the April Board meeting. The Division has received five applications from the following airports 1. Eads Municipal Airport, 2. Eagle County Airport, 3. La Junta Municipal Airport, 4. Meadow Lake Airport and 5. Mineral County Memorial Airport. The Division is requesting approval of \$3,540,000 from the Board.

Ann Beardall made the MOTION to approve the 2019 CDAG State & Local applications totaling \$3,540,000. Kenny Maenpa seconded. Colorado Aeronautical Board resolution 2019-01 was also signed and sent to the Governor's office per statute.

The MOTION carried unanimously.

## 10. NEW STATEWIDE INITIATIVE BUDGET REQUEST

### 10.1 Airport AWOS Maintenance

Todd Green reminded the Board that as discussed at the December 12, 2018 CAB meeting, the Division was looking to expand its current AWOS statewide Initiative by adding funding for maintenance and ongoing certification costs for the 29 airport-owned AWOS units. The Division has updated the draft policy based on the Board and Division discussions. The Division staff reached out to Wyoming and researched North Dakota best practices regarding management of AWOS's, as recommended by the Board. The Division is requesting approval of the new statewide initiative.

Chic Myers made the MOTION to approve moving forward with the new statewide initiative. Ray Beck seconded.

The MOTION carried unanimously.

### 10.2 Aviation Education Grant Policy

David Ulane briefed the Board that in FY2020 the Division and the Board will have the opportunity to consider educational grants to eligible entities for specified programs. This grant policy was discussed and reviewed by the Board at the December 12, 2018 Board meeting. This policy is noted in section 6 of the Programs and Procedures Manual. The draft policy is updated to include information such as application information when considering applicants, a funding cap of 10% of the CDAG program amount up to \$500,000, along with a revised applicant schedule. David thanked Robert Olislagers and Ann Beardall for their participation in the education grant policy development. The Division is requesting approval to the revised Education Grant Policy.

Ray Beck made the MOTION to approve the updated Aviation Education Grant Policy. Chic Myers seconded.

The MOTION carried unanimously.



### 10.3 Division Programs and Procedures Manual Update

David Ulane briefed the Board that the Programs and Procedures Manual would need to be updated to include the aviation education grant policy noted in section 6 and the updated AWOS maintenance in the Programs and Procedures manual. The Division is requesting approval to update the Programs and Procedures Manual to include the new aviation education policy and airport AWOS maintenance.

Chic Myers made the MOTION to approve the Division Programs and Procedures Manual update. Ann Beardall seconded.

The MOTION carried unanimously.

## 11. FY 2020 STATEWIDE INITIATIVES BUDGET REQUEST

Todd Green briefed the Board of the FY20 Statewide Initiative budget request. Todd Green briefly explained each initiative for the statewide budget request. The Division is requesting \$2,011,000 to fund fourteen initiatives for FY20.

Ray Beck made the MOTION to approve the FY20 statewide initiatives budget request of \$2,011,000. Chic Myers seconded.

The MOTION carried unanimously.

## 12. PROGRAM UPDATES

### 12.1 System Plan / Economic Impact Study

Scott Storie briefed the Board that both projects are in the data collection phase and moving forward on schedule. Pam Keidel-Adams with Kimley-Horn will provide a thorough update regarding the progress of the system plan and economic impact study immediately following the Board meeting.

### 12.2 Strategic Plan

David Ulane briefed the Board that the Division continues to implement initiatives under the 2018 Strategic Plan and will be providing an update at each Colorado Airport Operators Association (CAOA) conference. The Division has developed six specific goals to address with the Board. David provided a summary of how the Division is working to accomplish these six goals. David highlighted goal 3, to evaluate statewide initiatives for enhancement or develop new initiatives, and noted the new AWOS maintenance statewide initiative as a product of this goal.

### 12.3 Remote Tower

Bill Payne briefed the Board on the progress of the Remote Tower project, as outlined in the monthly report attached to the Board packet. On behalf of the Board, Ray Beck thanked Bill Payne, Jason Licon and David Ulane and staff for all the work they have done with the Remote Tower. 13. WINGS OVER THE ROCKIES AIR & SPACE MUSEUM UPDATE



Shahn Sederberg briefed the Board on behalf of Ben Theune, Director of Marketing with Wings Over the Rockies Air & Space Museum. Shahn explained the Discover Colorado's Airports exhibit would showcase Colorado's 74 public use airports. This exhibit was made possible by the partnership between Wings Over the Rockies Air & Space Museum and the Division.

## 14. LEGISLATIVE ISSUES

### 14.1 2019 Advocacy Resolution

David Ulane noted that the Board annually adopts a legislative/advocacy resolution that outlines the Board's position regarding legislative and policy issues affecting aviation in Colorado. This year's resolution removes the multi-year FAA reauthorization language supporting the proposed state sales and use tax exemption. Key points of carryover from 2018 include: support for modernization of the passenger facility charge; support and encouragement for continued refinement of the FAA 2013 air carrier flight crew qualification rules to ensure an appropriate balance of safety; support for legislative action to include remote air traffic in the FAA's contract tower program, the remaining key points are noted in the Board package in detail. The Division is requesting approval of the Board's adoption of resolution 2019 outline the Board's advocacy resolution and legislation positions for 2019. Chic Myers noted the pilot shortage due to the 1500-hr rule should be addressed at the Governor's Office as airports are starting to see services discontinued.

Chic Myers made the MOTION to approve the 2019 advocacy resolution and legislation positions for 2019. Ann Beardall seconded.

The MOTION carried unanimously.

## 15. ANNUAL BOARD MEMBER 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.

## 16. 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.

### 16.1 Nominations

Ray Beck requested to re-elect current leadership, Jeff Forrest as Chairman, Robert Olislagers as Vice-Chairmen and Joe Rice as Secretary for FY 2019.

### 16.2 Elections

The result of the elections are as follows:

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



Ray Beck made the MOTION to approve to re-elect the Board's current offices. Chic Myers seconded.

## 17. PROPOSED CALENDAR

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

17.2 Thursday, June 6, 2019 - General Meeting and Spring CAO - Time TBD - Greeley Doubletree, Greeley, CO

## 18. OTHER MATTERS BY PUBLIC & MEMBERS

Brett Holt with Benesch noted the encroachment at the Colorado Springs Municipal Airport. There will be a detailed discussion on Tuesday, January 29, 2019.

## 19. ADJOURNMENT

The meeting adjourned at 11:27 pm.

