



MINUTES

Board Meeting

Wednesday, April 17, 2019, | 1:30 pm

CDOT Headquarters - Valley Highway Conference Room- Room 158
2829 W. Howard Place - Denver, CO 80204

MEMBERS PRESENT:

Jeff Forrest Chair
Joe Rice, via phone section 8 Secretary
Ray Beck
Chic Myers
Kenny Maenpa

MEMBERS ABSENT & EXCUSED:

Robert Olislagers Vice-Chair
Ann Beardall

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
Patrick Heaton CDOT - Division of Aeronautics - Intern
John Cessar Dibble Engineering
Christina Daumer Embry-Riddle Aeronautical University
Aaron Ehle Northern Colorado Regional Airport
Trent Hyatt Town of Glenwood Springs
Mike Krochalis Colorado Department of Transportation
Jason Licon Northern Colorado Regional Airport
Leo Milan Office of the Attorney General
David Musgrave Colorado Department of Transportation
Michelle Ruehl Colorado Springs Airport Commission
Bill Totten Colorado Pilots Association

Pledge of Allegiance

1. CALL TO ORDER

The meeting commenced at 1:30 pm.



2. AMENDMENTS TO THE AGENDA

David Ulane requested an amendment to the agenda to add item 14.2 regarding a proposed letter from the CAB to the El Paso County Board of Commissioner regarding the land use development near and around the Meadow Lake Airport. Chic Myers requested a date correction to the proposed calendar item 15.1 Friday, June 8, 2019 date needs to be shown as Friday, June 7, 2019.

3. APPROVAL OF MEETING MINUTES

3.1 January 28, 2019

Ray Beck made the MOTION to approve the minutes from January 28, 2019. Kenny Maenpa seconded.

The MOTION carried unanimously.

4. BOARD MEMBER REPORTS (By Member)

Kenny Maenpa briefed the Board that for the first time in the Telluride Regional Airport's history, the airport will be offering commercial jet service. United Airlines, in partnership with Denver Air Connection, will launch daily flights from Denver International Airport (DEN) to Telluride Regional Airport starting May 15, 2019.

Chic Myers introduced and welcomed Lt. Colonel Michelle Ruehl who is the newest member of the Colorado Springs Airport Commission. Lt. Colonel Ruehl is an instructor at the Air Force Academy as well as a flight instructor with Doss Aviation.

Ray Beck briefed the Board that the Club 20 Washington DC Fly-In, will be held on May 21-23, 2019 addressing legislators and agencies. Ray and Bill Payne are working together to obtain a guest speaker from the Federal Aviation Administration (FAA) for this Club 20 event. Ray Beck, Chic Myers, and David Ulane participated in a call with the National Association of State Aviation Officials (NASAO) regarding land use development and encroachment. Ray congratulated Chic Myers and Kenny Maenpa on their senate confirmations and welcomed them both to the Board.

Chair Forrest briefed the Board that Metropolitan State University of Denver (MSU) and the Division attended the 35th Annual Space Symposium held at the Broadmoor Hotel in Colorado Spring, CO. The Space Symposium had excellent attendance this year, Chair Forrest thanked David Ulane and Shahn Sederberg for their participation. Chair Forrest introduced a video of the Stratolaunch Systems critical test flight which is an airframe designed to launch rockets into space while in mid-air.

5. PUBLIC COMMENTS (By Individual)

There were no public comments.

6. DIRECTOR'S REPORT

David Ulane thanked Chair Forrest for allowing Shahn Sederberg and himself to participate with MSU at the Space Symposium. David and Joe Rice met with the Consulate General of Canada during the Space Symposium. On March 27, 2019, the Division Planners attended the Colorado Asphalt Pavement Association Airport workshop which provided more insight regarding airport



projects throughout the state. April 3, 2019, David Ulane joined David Ruppel, the Colorado Air and Spaceport Director, Darryl Jones Senior VP of Real Estate with Denver International Airport (DEN) and Centennial Airport CEO/CAB Vice Chair Robert Olislagers at the State of the Aviation Industry to update the Aurora Chamber of Commerce's Transportation Committee. 5010 Master Record airport inspections have begun, and for the first time, Lake Meredith Seaplane Base was inspected. David briefed the Board on the Division's upcoming events.

7. FINANCIAL UPDATE

7.1 Financial Dashboard

Bryce Shuck briefed the Board that the ending cash balance for March was \$9,321,822. This is up \$127,093 from February's closing balance of \$9,194,729. This balance is close to the forecasted \$9.4M. April's closing cash balance is forecasted to be around \$9.9M. Revenue for March 2019 came in at \$2,188,461, which was 92.3% of what was forecasted. In April, we anticipate our revenue to be in the \$2.5M range. The Division received \$2,172,453 in tax revenue for the month of March, which was down \$275,695 from February's tax revenue. Sales tax disbursements of \$1,622,158 was in line with our expectations for March. The contingency model shows that our projected 2019 grants program is covered financially. Looking forward to 2020, based on our current projections we are still projecting room for growth within the grants program. We are still in a good range and showing a potentially enhanced CDAG program for 2020. Flowage at Denver International Airport has set a new March record with 38.1M gallons flowed, compared to 34.7M gallons in February. Year over year flowage is up 0.6% from 37.9M gallons in March of 2018. Flowage for April is projected at 37.8M gallons representing a 1.2% decrease over April 2018, which is a current April record for flowage. Year to date administration expenses are at \$797K. For FY 2019 we are currently forecasting \$1.1M in administrative expenses, ensuring the Division will be at 3.9% of our 5% cap for the year.

7.2 Administrative Grants Update

Kip McClain briefed the Board that the Division is currently working on grants for internships with three airports. Grand Junction Regional Airport is requesting funding to hire one full-time intern for a twelve-month program. Durango-La Plata County Airport is requesting funding to hire one full-time intern for a six-month program. Centennial Airport is requesting funding to hire two full-time interns for a twelve-month program. Kaitlyn Westerndorf briefed the Board that in January the Meadow Lake Airport was approved for a state and local grant to fund a portion of their main runway reconstruction project. Bids for the project came in lower than expected, this resulted in the Division not needing additional state funds to match the federal funding allocated for the project. Instead the Division was able to use funds that had previously been allocated for this project to match the federal funding.

8. 2019 CDAG FEDERAL MATCHING GRANT HEARING

8.1 CAB Resolution 2019-03

Todd Green briefed the Board that the Division has received twenty-six Colorado Discretionary Aviation Grant (CDAG) applications totaling \$2,247,019. This second round of CDAG funding will bring the total amount of funding to \$5,787,019 that the Division has awarded in FY 2019. The Division requested approval of the FY 2019 federal matching grant applications totaling \$2,247,019.



Kenny Manepa made the MOTION to approve the Colorado Discretionary Aviation Grant (CDAG) for Colorado Springs Municipal Airport. Ray Beck seconded. Chic Myers abstained from voting.

The MOTION carried unanimously.

Ray Beck made the MOTION to approve the Colorado Discretionary Aviation Grant (CDAG) for Telluride Regional Airport. Joe Rice seconded. Kenny Manepa abstained from voting.

The MOTION carried unanimously.

Chic Myers made the MOTION to approve the Colorado Discretionary Aviation Grant (CDAG) for Yampa Valley Regional Airport. Kenny Manepa seconded. Ray Beck abstained from voting.

The MOTION carried unanimously.

Ray Beck made the MOTION to approve the remaining twenty-three (CDAG) applications and Resolution 2019-03 totaling \$2,247,019. Chic Myers seconded.

The MOTION carried unanimously.

Colorado Aeronautical Board Resolution 2019-03 was signed and will be sent to the Governor's office for review per statute.

9. FY 2020 DIVISION OUT OF STATE TRAVEL PLAN

David Ulane briefed the Board that the Division is tasked annually with developing an Out of State Travel Plan (OOST) that is submitted for approval by the Colorado Department of Transportation (CDOT) Executive Director. The Division and CDOT staff feel that having formal Board approval for the Division's OOST plans/budget is an appropriate regular step going forward. The Division is requesting formal Board approval of the Division's proposed Out of State Travel Plan for FY 2020 totaling \$26,525 and increasing the Professional Development cost center from \$15,000 to \$25,000.

Ray Beck made the MOTION to approve the Division's Out of State Travel Plan, and the increase of \$10,000 to the professional development cost center. Kenny Manepa seconded.

The MOTION carried unanimously.

10. AWARDS PROGRAM UPDATE

Todd Green briefed the Board that the Division would like to reinstate an aviation awards/ recognition program. The purpose of this program would be to acknowledge the achievements and contribution of airports and the aviation professionals that manage them along with the pilot community that utilizes the system. The awards program would consist of four awards as follows: 1. Aviation Professional of the Year, 2. Airport of the Year, 3. Board Lifetime Achievement Award, and 4. Pilot Passport Program. The Board supported this new program (no official action needed).

11. AIRPORT AND ELECTED OFFICIALS 101 PROGRAM UPDATE

David Ulane briefed the Board that as part of the Division's 2018 Strategic Plan, the Division staff is in the process of developing and implementing an airport and elected official's basic education



program. This program is expected to consist of two separate courses; Colorado Airport Management 101 and Colorado Airport Governance 101. The Colorado Airport Management 101 course would be for airport managers who may not have an aviation background. The Colorado Airport Governance 101 course would be for elected officials who are responsible for overseeing and governing airports in their jurisdictions.

12. GLENWOOD SPRINGS AIRPORT SCENARIO PLANNING

Scott Storie briefed the Board that he attended the Glenwood Springs Airport Scenario planning study meeting in April. The purpose of the study is to determine land use scenarios for the airport property. Scott thanked and introduced Trent Hyatt, the City of Glenwood Springs Project Manager for the study. Trent Hyatt provided the Board with an overview and next steps regarding the Airport Property Scenario Planning project.

David Ulane introduced Patrick Heaton, the Division's new Student Intern. Patrick is a senior with Metropolitan State University majoring in Aviation and Aerospace Management with a minor in Management. Patrick's graduation will be in December of 2019.

13. PROGRAM UPDATES

13.1 System Plan / Economic Impact Study

Scott Storie briefed the Board that the second Project Advisory Committee meeting (CASP/CEIS) was held on Thursday, April 11, 2019. The meeting provided an update to the advisory committee on the progress of the system plan and economic impact study. Currently, Kimley-Horn is working with airports to define airport classifications and roles.

13.2 Remote Tower

David Ulane briefed the Board on behalf of Bill Payne on the progress of the Remote Tower project, as outlined in the monthly progress report attached to the Board packet.

14. LEGISLATIVE ISSUES

14.1 HB 19-1209 Air Carrier Reporting Requirement Update

David Ulane briefed the Board that the Division and the Colorado Department of Transportation are working together to move forward HB19-1209, which would eliminate the requirements that intrastate air carriers need to report certain operating statistics to the Division.

14.2 Letter to the El Paso Country Board of Commissioner

David Ulane briefed the Board that he and Leo Milan drafted a letter regarding proposed residential development near the Meadow Lake Airport. The challenge that Meadow Lake Airport is facing is that the surrounding area is subject to development proposals, including residential. These land development proposals could affect the safety and utility of the airport. The Division staff is requesting the Board send a letter to the Board of El Paso County Commissioners encouraging the county to take the airport's existence and operations into account while considering these land use proposals.

Ray Beck made the MOTION to approve and send the letter as amended to the Board of El Paso County Commissioners. Chic Myers seconded.



The MOTION carried unanimously.

15. PROPOSED CALENDAR

15.1 Friday, June 7, 2019 - General Meeting and Spring CAO - 10:30 am - Greeley Doubletree, Greeley, CO

15.2 Wednesday, August 28, 2019 - CAB Workshop 8:00 am - General Meeting 1:00 pm - Division Offices - Watkins, CO

15.3 Wednesday, October 9, 2019 - General Meeting 1:00 pm - Grand Junction Regional Airport - Grand Junction, CO

Kenny Manepa made the MOTION to adopted the new Board calendar. Chic Myers seconded.

The MOTION carried unanimously.

18. OTHER MATTERS BY PUBLIC & MEMBERS

Chair Forrest and David Ulane provided a reminder regarding Cyber Security.

19. ADJOURNMENT

The meeting adjourned at 3:32 pm.



