



MINUTES

Board Meeting

Monday, January 25, 2021, | Virtual Meeting | 10:00 a.m.

Colorado Airport Operators Winter Conference

State & Local Grant Hearing

Colorado Division of Aeronautics - Joseph H. Thibodeau Room

5126 Front Range Parkway - Watkins, CO 80137

MEMBERS PRESENT:

Kenneth Maenpa	Vice-Chair
Chic Myers	Secretary
Kent Holsinger	
Amy Miller	
Mark Van Tine	
Trimbi Szabo	
George Merritt	

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
Ray Beck	Former CAB Member/Moffat County Commissioner
Kevin Booth	Yampa Valley Regional Airport
Mike Fronapfel	Centennial Airport/Colorado Airport Operators Association
Lorie Hinton	Centennial Airport
Dennis Corsi	Armstrong Consultants
Phil Dorenkamp	Trinidad Perry Stokes Airport
Jesse Fabula	Armstrong Consultants
Dylan Heberlein	Centennial Airport
Steven Lee	Denver International Airport/Colorado Airport Operators Association
Jason Licon	Northern Colorado Regional Airport/Colorado Airport Operators Association
Russ Machen	Cortez Municipal Airport
Pawan Nelson	Office of the Attorney General
Bill Payne	William E. Payne & Associates
David Reid	Eagle County Airport
Brad Rolf	Mead & Hunt
Kelly Sloan	Government Relations - CABA
Dan Smith	
Don Stanton	Transportation Commission
Chandra Swanson	Steamboat Springs Airport
Terrence Terrill	Pueblo Memorial Airport / Fremont Airport Advisory Board



Pledge of Allegiance

1. CALL TO ORDER

The meeting commenced at 1:01 p.m.

2. AMENDMENTS TO THE AGENDA

There were no amendments to the agenda.

3. NEW COLORADO AERONAUTICAL BOARD MEMBER INTRODUCTIONS

David Ulane introduced the Board's three new members. Mark Van Tine from Parker, CO will be representing the Aviation Interests at Large. Mark briefed the Board that he retired from Boeing and Jeppesen Aviation and stated that he is honored to be on the Board. Trimbi Szabo from Broomfield, CO, will be representing the pilot associations. Trimbi briefed the Board that she is a general aviation pilot and a certified flight instructor and is the President of the Women in Aviation International Mile High chapter. George Merritt from Lafayette, CO, will be representing airport management. George oversees the Strategic Operations team at Denver International Airport.

4. NEW COLORADO AERONAUTICAL BOARD OFFICER ELECTIONS

Kathy Young introduced Pawan Nelson to the Board. Pawan is the new Assistant Attorney General of the Transportation Unit within the Attorney General's Office. Pawan will take over representing the Board and the Division of Aeronautics.

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

4.1 Nominations

Mark Van Tine nominated Kenneth Maenpa for Chairman.  
Chic Myers nominated Kent Holsinger for Vice-Chairman.  
Kenneth Maenpa nominated Chic Myers for Secretary.

Kenneth Maenpa made the MOTION to close the nominations of the Chairman, Vice-Chairman, and Secretary. Mark Van Tine seconded.

The MOTION carried unanimously.

4.2 Voting

The result of the elections are as follows:

Kenneth Maenpa as Chairman  
Kent Holsinger as Vice-Chairman  
Chic Myers as Secretary



## 5. APPROVAL OF MEETING MINUTES

### 5.1 December 9, 2020

Kent Holsinger made the MOTION to approve the minutes from December 9, 2020. Mark Van Tine seconded.

The MOTION carried unanimously.

## 6. BOARD MEMBER REPORTS (By member)

Mark Van Tine briefed that he is excited to be on the Board.

Trimbi Szabo briefed the Board that she attended the January Board meeting for the Colorado Pilots Association (CPA). Trimbi noted the Seaplane Pilot Association will hold a Fly-In on June 12 & July 17, 2021. Additionally, CPA will have one mountain flying course on August 28, 2021. Trimbi briefed the Board that CPA is looking for pilot reps at airports, so if anyone knows someone interested, direct them to get with CPA.

George Merritt briefed the Board on Denver International Airport's activity levels, noting year-end 2020 data is not yet available. He explained that through November, Denver International Airport experienced a 43% decrease over 2019 but is doing better than most other large hub airports. He also noted that the airport is beginning an 8-10-year process to begin work on a seventh runway and that other projects at the airport are moving forward.

Amy Miller had nothing to report.

Chic Myers briefed the Board that in March 2021, the Colorado Springs Airport will begin service with Southwest Airlines. United Airlines announced they will resume flights that were reduced due to the pandemic. Chic thanked the Board and Division staff for their work on the State Infrastructure Bank loan for the Peak Innovation Business Park located at the Colorado Springs Airport.

Kent Holsinger briefed the Board that he's received positive reports regarding the new mountain AWOS cameras.

Chair Maenpa briefed the Board that the Western Slope is delighted to have Southwest Airlines flights into the Montrose Regional Airport and the Yampa Valley Regional Airport. The Telluride Airport is starting to see flight activity increase.

## 7. PUBLIC COMMENTS

With the Transportation Commission, Don Stanton briefed the Board that he is assigned as the Commissioner from Jefferson County on the State Transportation Commission. Director Lew has assigned Dan to be on the State Infrastructure Board, where Dan works with David Ulane.

Jason Licon, the Director of Northern Colorado Regional Airport and past President of the Colorado Airport Operators Association (CAOA), welcomed the new Board members and congratulated Kenneth Maenpa on being appointed as Chairman. Jason noted that the Virtual Winter CAOAs conference will be held today at 1 p.m. CAOAs is planning to have the Spring Conference in Telluride, CO, June 9-11, 2021. CAOAs is planning to conduct training events for airfield pavement maintenance in late spring and airfield lighting training in the fall. The



Discovery Air Campus has broken ground for the new hangar and office space development on the Northern Colorado Regional Airport. Remodeling of the terminal has begun, and the airport will also expand the terminal apron.

Kelly Sloan, Government Relations on behalf of the Colorado Aviation Business Association (CABA), briefed the Board that CABA will be advocating for \$6M in additional funding for the Division for the state/local projects the Division has forgone in 2021 due to pandemic-induced program reduction actions. This year, state Reps. Alex Valdez and Hugh McKean started the House general aviation caucus.

Terrence Terrill with the Pueblo Memorial Airport / Fremont Airport Advisory Board noted that flights have increased, and there are several improvement projects at both the Pueblo and Fremont airports.

## 8. DIRECTOR'S REPORT - David Ulane

David Ulane briefed the Board that on Friday, January 15, 2021, the Division fully executed the reimbursable agreement with the FAA for the Aviation Weather Camera phase II, and funding for it will be available shortly. The Division will meet with the FAA's weather camera team on February 5, 2021, to develop a deployment plan with an expected completion date before summer for this phase. David noted that the FAA remote tower memorandum of understanding reimbursable agreement and subsequent amendments for the project has expired. We have transitioned to an agreement with the FAA for the remote tower into a simple memorandum of understanding (MOU). David provided an update that the Transportation Commission (TC) has reviewed the Colorado Springs State Infrastructure Bank (SIB) loan application. David thanked Commissioner Stanton for being an SIB committee representative and being an aviation advocate on the committee. Lastly, CAO will hold its 2021 Winter Meeting today, January 25, 2021, from 1-4:30 p.m. following this Board meeting. David provided a reminder that the 2021 airport directories are available.

## 9. FINANCIAL UPDATE

### 9.1 Financial Dashboard

Bryce Shuck briefed the Board that the Division's total revenue for December came in at \$1.1M, which was 96.6% of the forecast. In comparison, this is 38.6% of the \$2.8M of revenue for December 2019 and 100.9% of November 2020 revenue, and we are forecasting \$1.3M in revenue for January. Forecasted revenue for FY21 is \$14.1M, up from \$12.8M, and we anticipate that figure to continue to rise as we trend back towards normal from COVID-19. The Division's cash balance for December closed at \$8.8M, down \$662K from \$9.3M in November. January's cash balance is projected to be near \$8.9M. The decrease was expected for the month, as we forecasted \$8.9M for the December closing balance. The Division sent out \$714K of tax disbursements in December. Our tax disbursements followed the normal cycle of being one month behind revenues. As approved by the Board at the August 2020 meeting, we have set our 2021 CDAG program at \$3.25M. The contingency slide shows our current 2020 CDAG program at \$6.7M is financially secure, as is our planned 2021 CDAG program of \$3.25M. The FY21 administration expenses were \$501K, the forecasted total for FY21 is \$1.05M of the \$1.28M budgeted. This would put the Division's Administrative expenses at 3.94% of FY20 revenue, which is well below the 5% statutory cap. The current fuel flowage at Denver International Airport for December was 25.1M gallons, up 3% from November's 24.3M gallons and down 44% from December 2019. The forecast flowage at DEN for January is 24.9M gallons, which would decrease 37% from January 2020. The Division's total expenditures for December were \$1.49M.



## 10. STRATEGIC PLAN UPDATE

David Ulane briefed the Board that the Division continues to implement initiatives under the 2018 Strategic Plan and that he will provide an update at each Colorado Airport Operators Association (CAOA) conference. The Strategic Plan contains six goals with twenty-eight underlying objectives; of those objectives, twenty-two are completed or underway. The most recent update would have been provided to stakeholders at the June 2020 CAOAs Spring conference; however, that event was canceled due to the COVID pandemic. David provided a summary of all the completed objectives outlined in the Board packet.

## 11. FY 2022 DIVISION REVENUE & ADMINISTRATIVE BUDGET REQUEST

Bryce Shuck briefed the Board that Division staff is requesting approval for the FY22 Administration budget to allocate funding for all costs associated with the Division's administration. The Division is requesting \$725,000 and distributing these funds to cover expenses related to the CAB, the Division staff salaries, benefits, office supplies, and CDOT overhead charges. This amount would match our 5% statutory cap. The Division is requesting approval of the FY22 Administrative Budget request totaling \$725,000.

Kent Holsinger made the MOTION to approve the FY22 Administrative budget request totaling \$725,000. Mark Van Tine seconded.

The MOTION carried unanimously.

### 11.1 FY 2022 Program Delivery

Bryce Shuck briefed the Board that Division staff is requesting approval for the FY22 Program Delivery of \$465,000 to allocate funding for staff costs directly related to the execution of statewide initiatives and the Colorado Discretionary Aviation Grant programs. The Division is requesting approval of the FY22 Program Delivery cost center totaling \$465,000.

Mark Van Tine made the MOTION to approve the FY22 Program delivery request totaling \$465,000. Amy Miller seconded.

The MOTION carried unanimously.

### 11.2 FY 2022 Aeronautics Property Budget Request

Todd Green briefed the Board that the Division would like to create an Aeronautics property budget that would allocate funding for expenses associated with the Division's office building. The Division staff is requesting approval of \$50,000 to fund the Aeronautics property budget through FY22.

Mark Van Tine made the MOTION to approve the FY22 Aeronautics property budget of \$50,000. Amy Miller seconded.

The MOTION carried unanimously.



## 12. 2021 CDAG STATE & LOCAL GRANT HEARING

### 12.1 2021 State & Local Grant Approval Resolution 2021-02

Todd Green briefed the Board that Division staff is requesting approval of the 2021 Colorado Discretionary Aviation Grant (CDAG) applications for state and local grant requests totaling \$861,718. The Federal Aviation Administration's (FAA) matching grant requests will be considered at the April Board meeting. The Division has received four applications consisting of three pavement maintenance projects and one runway lighting rehabilitation. The Division staff requests approval of the 2021 state & local applications totaling \$861,718 and the associated Board resolution 2021-02.

Kent Holsinger made the MOTION to approve the state & local applications totaling \$861,718 and the associated Board resolution 2021-02. Trimbi Szabo seconded.

The MOTION carried unanimously.

## 13. FY 2022 STATEWIDE INITIATIVES BUDGET REQUEST

Todd Green briefed the Board that Division staff is requesting approval for the FY22 Statewide Initiative budget. The Division is requesting \$1,470,000 to fund fourteen initiatives for FY22. The statewide budget request would include the following: Airport AWOS Program; Airport Inspections (PCI & 5010); Airport Internships; Crack Fill Program; Mountain AWOS Program; NASAO 2021 Convention (a one-time event); Outreach & Engagement; Publications; Professional Development; Remote Tower; Reporting; Surplus Equipment; Technical Services; and USDA Wildlife Services. The Division staff is requesting approval of the FY22 Statewide Initiatives budget totaling \$1,470,000.

Chic Myers made the MOTION to approve the FY22 Statewide Initiatives budget request totaling \$1,470,000. Amy Miller seconded.

The MOTION carried unanimously.

## 14. PROGRAM UPDATES

### 14.1 Remote Tower

Bill Payne briefed the Board that due to the impact of the COVID-19 pandemic, the FAA is unable to travel, which has affected the progress of Phase 1 testing on the Remote Tower project. Virtual testing of the remote tower system will resume on February 22, 2021.

## 15. CAB GOVERNANCE DOCUMENTS

David Ulane briefed the Board that the CAB governance documents will need to be updated to reflect three new Board members: Mark Van Tine representing the Aviation Interests at Large, Trimbi Szabo, representing the pilot associations, and George Merritt representing airport management.

George Merritt made the MOTION to approve the updated CAB governance documents adding Mark Van Tine representing the Aviation Interests at Large, Trimbi Szabo representing the pilot associations, and George Merritt representing airport management. Amy Miller seconded.



The MOTION carried unanimously.

## 16. LEGISLATIVE ISSUES

### 16.1 2021 Advocacy Resolution 2021-03

David Ulane briefed the Board that in January 2021, the Board adopted a legislative/advocacy resolution that outlines the Board's position on several legislative and policy issues affecting aviation in Colorado. David provided a summary of the policy and legislative issues outlined in the Board packet.

Chic Myers made the MOTION to approve the 2021 Advocacy Resolution 2021-03.  
George Merritt seconded.

The MOTION carried unanimously.

## 17. 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.

## 18. PROPOSED CALENDAR

18.1 Wednesday, April 21, 2021 - General Meeting/FAA Match Grant Hearing - TENTATIVE 12:00 p.m. Lunch with the TC -1:00 p.m. Meeting - CDOT HQ - Denver CO.

18.2 June 9-11, 2021 - General Meeting & Spring CAO Conference-Time TBD The Peaks Resort-Telluride, CO

## 19. OTHER MATTERS BY PUBLIC & MEMBER

Chic Myers noted there were two Colorado individuals highlighted in the Airport Business Magazine's top forty under forty. This magazine provides excellent recognition for up-and-coming aviation professionals.

## 20. ADJOURNMENT

The meeting adjourned at 12:02 p.m.

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**Board Meeting Minutes approved by:**

\_\_\_\_\_ *Board Member Signature*

\_\_\_\_\_ *Date*

*CAB Seal*

\_\_\_\_\_ *Please Print Name and Position*

