



**MINUTES**

Board Meeting

Tuesday, February 1, 2022

Colorado Airport Operators Association Winter Conference

Sheraton Denver Downtown - Windows Room - 1550 Court Pl - Denver CO 80202

**MEMBERS PRESENT:**

Kenneth Maenpa	Chair
Kent Holsinger	Vice-Chair
Mark Van Tine	
Trimbi Szabo	
George Merritt	

**MEMBERS ABSENT:**

Chic Myers	Secretary
Chaz Tedesco	

**OTHERS PRESENT:**

David Ulane	CDOT - Division of Aeronautics Director
Todd Green	CDOT - Division of Aeronautics
Kaitlyn Westendorf	CDOT - Division of Aeronautics
Bryce Shuck	CDOT - Division of Aeronautics
Shahn Sederberg	CDOT - Division of Aeronautics
Scott Storie	CDOT - Division of Aeronautics
Hetty Carlson	CDOT - Division of Aeronautics
Tonya Hill	CDOT - Division of Aeronautics
Casey Adamson	Kimley Horn
Josh Adamson	Leadville-Lake County Airport
Bryan Anderson	Silver West Airport
Michael Beckhoff	Armstrong Consultants
Samantha Blymyer	Centennial Airport
Andrew Bodine	Crawford, Murphy & Tilly, Inc
Kevin Booth	Yampa Valley Regional Airport
Steve Ceresa	Kiewit
John Cessar	Dibble Engineering
Jay Clark	Centennial Airport
Walter Combs	Retired FAA Director
Dennis Corsi	Armstrong Consultants
Roger Duncan	Mineral County Memorial Airport
Harrison Earl	Crawford, Murphy & Tilly, Inc
Dave Elliot	Meadow Lake Airport
Jesse Fabula	Armstrong Consultants
Stacie Fain	Steamboat Springs Airport
William Flowers	Colorado Air & Space Port
Meredith Fox	Glenwood Springs Municipal Airport



Mike Fronapfel	Centennial Airport
Dylan Heberlein	Grand Junction Regional Airport
Jake Hoban	Garver
Tyler Horn	Crawford, Murphy & Tilly, Inc
Sam Hostetler	Centennial Airport
Josiah II	Norfolk Southern Railroad
Michael Irwin	County of Lake Leadville
Pam Keidel-Adams	Kimley-Horn
Jeff Kloska	Colorado Air & Space Port
Ken Lawson	Colorado Airport Operators Association
Steven Lee	Denver International Airport/Colorado Airport Operators Association
Jason Licon	Northern Colorado Regional Airport/Colorado Airport Operators Association
Charlie McDermott	Dibble Engineering
Bob McDonald	Colorado Springs Airport
Jeff McVey	United States Drug Enforcement Administration
Sarah Menge	Grand Junction Regional Airport
Josh Miller	Eagle County Regional Airport
Bill Myslik	Eagle & Myslik Inc.
Pawan Nelson	Office of the Attorney General
Angela Padalecki	Grand Junction Regional Airport
Bill Payne	William E. Payne & Associates
Greg Pedroza	Pueblo Memorial Airport
Greg Phillips	Colorado Springs Municipal Airport
Gene Reindel	HMMH Aviation Services
Josh Reinhard	Electrical Excellence
Brad Rolf	Mead & Hunt
Sarah Sanders	American Concrete Pavement Association CO/WY Chapter
Trevor Self	KSA Engineers
Brian Smith	Glenwood Springs Municipal Airport
Bob Thompson	TWS Aviation Fuel Systems
Tony Vicari	Durango - La Plata County Airport
Jon Weeks	Jviation
Doug Williams	FFC Partners
Rick Zabel	Dibble Engineering

Pledge of Allegiance

1. CALL TO ORDER

The meeting commenced at 10:01 a.m.

2. AMENDMENTS TO THE AGENDA

There were no amendments to the agenda.

3. APPROVAL OF MEETING MINUTES

3.1 December 8, 2021

Mark Van Tine made the MOTION to approve the minutes from December 8, 2021. Trimbi Szabo seconded.



The MOTION carried unanimously.

#### 4. BOARD MEMBER ELECTIONS

Pawan Nelson briefed the Board that it would not be necessary to make a formal motion to nominate new Board member elections.

##### 4.1 Nominations

Mark Van Tine nominated Kenneth Maenpa for Chairman. Pawan asked for a second, seconded by George Merritt. Pawan asked if there were any other nominations for Chairman, since there were none, the nominations were closed.

Pawan requested a verbal vote from the Board to elect Kenneth Maenpa as Chairman, the Board unanimously voted all in favor of the nomination.

Kenneth Maenpa nominated Kent Holsinger for Vice-Chairman. Pawan asked for a second, seconded by Mark Van Tine. Pawan asked if there were any other nominations for Vice-Chairman, since there were none, the nominations were closed.

Pawan requested a verbal vote from the Board to elect Kent Holsinger as Vice-Chairman, the Board unanimously voted all in favor of the nomination.

Mark Van Tine nominated Chic Myers for Secretary. Pawan asked for a second, seconded by George Merritt. Pawan asked if there were any other nominations for Secretary, since there were none, the nominations were closed.

Pawan requested a verbal vote from the Board to elect Chic Myers as Secretary, the Board unanimously voted all in favor of the nomination.

##### 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. BOARD MEMBER REPORTS (By member)

Kent Holsinger briefed the Board that the Montrose Regional Airport terminal expansion project had begun. In addition, Kent noted his concern with the EPA's proposal to review AvGas and a potential endangerment finding by the Environmental Protection Agency.

Trimbi Sazbo provided an update to the Board on the activities of several various airport associations.

Mark Van Tine noted the aviation industry's challenges regarding leaded aviation fuel. On January 12, 2022, the EPA announced plans to review and evaluate whether emissions from piston-engine aircraft operated on leaded fuel will endanger the public's health and welfare. Wings Over the Rockies will start accepting applications for the Captain Jeppesen Foundation flight scholarships in March. Twenty scholarships will be awarded, valued at \$10K a piece.



George Merritt thanked CAO for having the Board attend the Winter Conference in person. George welcomed Jeff Kloska as the new Director of the Colorado Air & Space Port. George praised Rocky Mountain Metropolitan Airport for all the airport's community support during the Marshall Fire recovery efforts.

Chair Maenpa briefed the Board that nearly all Western Slope airports have had a record year, with airport enplanements having recovered from the pandemic.

## 6. PUBLIC COMMENTS

No public comments.

## 7. DIRECTOR'S REPORT

David Ulane briefed the Board that Shahn Sederberg is currently working on producing the 2020 Colorado Aviation Economic Impact Study video. Shahn interviewed Kenny Maenpa with the Telluride Regional Airport, Greg Phillips with the Colorado Springs Municipal Airport, and Randy Hayes with the Akron-Colorado Plains Regional Airport to get an idea of each airport's revenue stream. Shahn Sederberg presented Josiah II, the former chief pilot for the Colorado State Patrol Aircraft Section, with a plaque recognizing all of Josiah's dedicated service. Shahn thanked Josiah for his contributions to the success of the Division of Aeronautics. Shahn noted the 2022 charts & directories have been published and will now be published annually going forward. The aeronautical charts have a new format and are in the FAA sectional scale resulting in a larger map that will be easier to read. David Ulane presented Walter Combs, retired FAA Alaska Weather Camera Program Director, with a plaque in recognition for helping bring weather cameras to Colorado and for unmatched dedication to enhancing aviation safety in the United States and the State of Colorado.

## 8. FINANCIAL UPDATE

### 8.1 Financial Dashboard

Bryce Shuck briefed the Board that the Division's total revenue for December came in at \$3.5M, 115.7% of the forecast. In comparison, this is 323.8% of the \$1.1M of revenue for December 2020 and 107.2% of November 2021 revenue. Currently, the Division is forecasting \$3.3M in revenue for January. Total revenue for this year is at \$18.8M. The Division's cash balance for December closed at \$15.7M, up to \$1.2M from \$14.5M in November. January's month-end balance is projected to increase to \$16.2M. The Division sent out \$2.1M of tax disbursements in December. Our tax disbursements followed the normal cycle of being one month behind revenues. The contingency slide shows that our current 2022 CDAG program at \$8.0M is financially secure, as is our 2021 CDAG program of \$2.86M. The FY22 administration budget approved by the Board in January 2021 is \$725K; the Division has spent \$313K. The Division is projecting a total expenditure of \$681K for FY22. This would put the Division's Administrative expenses at 4.0% of FY22 revenue, which is well below the 5% statutory cap. For December, the current fuel flowage at Denver International Airport was 41.7M gallons, up 12% from November's 37.1M gallons, and up 166% from December 2020 and 94% of December 2019 numbers. The Division's total expenditures for December were \$2.2M. Airport tax disbursements were the most significant portion of our expenditures at \$2.1M. We had CDAG drawdowns of \$27K. We anticipate our CDAG drawdowns rising back to more historic levels in January, after an abnormally low number in December.

### 8.2 FY 2022 Grant Funding Increase



Bryce Shuck briefed the Board that the Division staff is requesting approval of a \$1.0M increase to the previously approved \$8.0M CDAG program for 2022, bringing the total to \$9.0M. This results from a more stable funding level returning as the aviation industry rebounds from the COVID-19 pandemic. Therefore, the Division staff is requesting approval of the FY22 Grant Funding Increase of \$1.0M to the CDAG program totaling \$9.0M. Director Ulane noted this additional funding would be set aside to assist eligible airports with their 10% match on Bipartisan Infrastructure Law funds/grants.

Mark Van Tine made the MOTION to approve the FY22 Grant Funding Increase of \$1.0M in the CDAG program totaling \$9.0M. George Merritt seconded.

The MOTION carried unanimously.

### 8.3 FY 2022 Education Grant Funding Budget Approval

Director Ulane briefed the Board that FY22 revenues rebounded quicker than expected, the Division would like to reinstate the Division's Education Grant and Workforce Development Program. Therefore, the Division staff is requesting approval of a \$200,000 increase in FY22 funding for the Division's Education Grant and Workforce Development Program.

Trimbi Szabo made the MOTION to approve the reinstatement of the Division's Education Grant and Workforce Development Program and increase the FY22 budget by \$200,000. Mark Van Tine seconded.

The MOTION carried unanimously

## 9. 2022 CDAG STATE & LOCAL GRANT HEARING

### 9.1 2022 State & Local Grant Resolution-CAB Resolution 2022-01

Todd Green briefed the Board that the Division staff is requesting approval for the first round of 2022 State & Local CDAG grants totaling \$5,513,565 for twelve projects at twelve airports. This includes two runaway rehabilitations, seven pavement maintenance projects, one ramp rehabilitation, one fuel farm installation, one planning & design project, and one emergency services helipad. The Division staff requests approval of the 2022 state & local grant applications totaling \$5,513,565 and the associated Board resolution 2022-01.

George Merritt made the MOTION to approve the first-round of 2022 State & Local CDAG Grants totaling \$5,513,565 and the associated Board resolution 2022-01. Mark Van Tine seconded

The MOTION carried unanimously.

## 10. FY 2023 DIVISION BUDGET APPROVALS

### 10.1 FY 2023 Administrative & Program Delivery Budget Request

Bryce Shuck briefed the Board that the purpose of the Administration budget is to allocate funding for all costs associated with the administration of the Division. The purpose of the Program Delivery budget is to allocate funding for staff costs that are directly related to the execution of various statewide initiatives and the CDAG program in the budget year. The Division



staff is requesting approval of \$575,000 to fund the Program Delivery budget through FY23. The Division staff is also requesting approval of \$745,000 to fund Administration through FY23.

Trimbi Szabo made the MOTION to approve to fund the Program Delivery Budget through FY23 and funding of the Administration budget through FY23 totaling \$1,320,000. George Merritt seconded.

The MOTION carried unanimously.

#### 10.2 FY 2023 Aeronautics Property Budget Request

Bryce Shuck noted that the purpose of the Aeronautics Property Budget is to allocate funding for all costs associated with the Division's office building. This funding request includes capital improvements, maintenance, ground lease, utilities, and other costs associated with maintaining the facility. The Division staff is requesting approval of \$65,000 to fund the Aeronautics Property Budget through FY23.

George Merritt made the MOTION to approve to fund the FY 2023 Aeronautics Property Budget totaling \$65,000. Mark Van Tine seconded.

The MOTION carried unanimously.

### 11. FY 2023 STATEWIDE INITIATIVES BUDGET REQUEST

Todd Green briefed the Board that Division staff is requesting approval for the FY23 Statewide Initiative budget. The Division is requesting \$1,815,000 to fund 16 initiatives for FY23. The statewide budget request would include the following: Airport AWOS Program; Airport Inspections (PCI & 5010); Airport Internships; Crack Fill Program; EAA AirVenture (Oshkosh); Education & Workforce Development; Mountain AWOS Program; Outreach & Engagement; Publications; Professional Development; Remote Tower; Reporting; Surplus Equipment; Technical Services; and USDA Wildlife Services. The Division staff is requesting approval of the FY23 Statewide Initiatives budget totaling \$1,815,000.

George Merritt made the MOTION to approve the FY23 Statewide Initiatives budget request totaling \$1,815,000. Mark Van Tine seconded.

The MOTION carried unanimously.

### 12. PROGRAM UPDATE

#### 12.1 Division Strategic Plan

Dave Ulane noted that in August 2021, the Board adopted the Division's new Strategic Plan. Since the plan's adoption, the Division staff has prioritized and started work on 15 of the 19 objectives outlined in the Action Plan summary.

#### 12.2 Remote Tower

Bill Payne briefed the Board that the FAA visited the Remote Tower to discuss the details of the Phase 1 testing. Unfortunately, the FAA had to postpone Phase 1 testing due to the impact of the COVID-19 pandemic, which has delayed the progress of the Remote Tower Project. Testing is expected to resume in March.



## 13. LEGISLATIVE ISSUES

### 13.1 2022 Advocacy Resolution - CAB Resolution 2022-02

David Ulane briefed the Board that at the first Board meeting of the year, the Board adopts a legislative/advocacy resolution that outlines the Board's position on several legislative and policy issues affecting aviation in Colorado. In addition, David provided a summary of the policy and legislative issues outlined in the Board packet.

Mark Van Tine made the MOTION to approve the 2022 Advocacy Resolution 2022-02.  
George Merritt seconded.

The MOTION carried unanimously.

## 14. ANNUAL BOARD MEMBER CONFLICT OF INTEREST STATEMENT

Kaitlyn Westendorf explained the Conflict of Interest Statements to the Board. The purpose for this statement is included in the CAB governance documents established and adopted by the Board, and each member of the Board must sign them annually.

## 15. PROPOSED CALENDAR

15.1 Wednesday, April 13, 2022, General Meeting & FAA Matching Grant Hearing -1:00 p.m.-  
Division Office - Watkins, CO.

15.2 June 8-10, 2022 - General Meeting & Spring CAO A Conference -Time & Location TDB- Grand  
Junction, CO.

George Merritt made the MOTION to approve the proposed calendar. Trimbi Szabo seconded.

The MOTION carried unanimously.

## 16. OTHER MATTERS BY PUBLIC & MEMBERS

Jason Licon briefed the Board on the exciting new terminal project at Northern Colorado Regional Airport. Jason is expecting the new terminal will be completed in 2024.

Mike Fronapfel, President of CAO A noted that the Spring CAO A Conference will be hosted by the Grand Junction airport June 8-10. Mike thanked Angela Padalecki, Dylan Heberlein, Sarah Menge and airport staff for all the planning with Ken Lawson to put the Spring Conference together. Registration for the conference will begin in two weeks. In addition, CAO A is planning a 2022 Airfield Marking Professionals Certification Program hosted by the Colorado Springs Airport. Lastly, Mike noted that CAO A is currently accepting applications for an open CAO A Board member position. Mike would like to fill this position at the Spring CAO A Conference.

Jeff McVey, Special agent with the Drug Enforcement Administration, provided a brief update regarding the Rocky Mountain Aviation Program to reduce drug trafficking and money laundering through Colorado.

## 17. ADJOURNMENT





The meeting adjourned at 11:58 a.m.

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**Board Meeting Minutes approved by:**

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

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

*CAB Seal*

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

