



**May 12, 2009
Front Range Airport
Watkins, Colorado**

BOARD MEETING

MEMBERS PRESENT:

| | |
|------------------|------------------|
| Harold Patton | Chairman |
| Dennis Heap | Secretary |
| Louis Spera | |
| Joseph Thibodeau | arrived at 10:11 |
| Dave Ubell | |
| Debra Wilcox | arrived at 10:11 |

MEMBER ABSENT:

| | |
|--------------|------------|
| Dale Hancock | Vice Chair |
|--------------|------------|

OTHERS PRESENT:

| | |
|--------------------|--|
| Travis Vallin | Director, CDOT – Division of Aeronautics |
| Scott Brownlee | CDOT – Division of Aeronautics |
| TK Gwin | CDOT – Division of Aeronautics |
| Nikki Koplitz | CDOT – Division of Aeronautics |
| John Sweeney | CDOT – Division of Aeronautics |
| Kaitlyn Westendorf | CDOT – Division of Aeronautics |
| Lea Mason | CDOT – Audit |
| Casey Tighe | CDOT – Audit |

1. Meeting commenced at 10:02 A.M. Harold Patton stated that a quorum is present and noted that Dale Hancock is absent and that Joseph Thibodeau and Debra Wilcox are running late.

2. AMENDMENTS TO THE AGENDA

There are no amendments to the agenda.

3. BOARD MEMBER REPORTS

Dennis Heap said that he is looking forward to speaking about the Transportation Security Administration (TSA) Security Directive 8F. Dave Ubell spoke about his recent visit to the Black Canyon Jet Center FBO in Montrose. Louis Spera said that Pueblo Airport has not yet begun the runway rehabilitation.

4. PUBLIC COMMENTS

There are no public comments. Harold Patton announced that we would wait until Debra Wilcox and Joseph Thibodeau arrive to discuss the budget update and TSA Security Directive.

5. ARFF WORKING GROUP OUT OF CYCLE GRANT REQUEST – TRAVIS VALLIN

(Note – Joseph Thibodeau and Debra Wilcox arrived at this time).
Travis Vallin explained that the Airport Rescue Fire Fighting (ARFF) Working Group would like to implement an on-line training course to supplement the live fire training that they already provide at Denver International Airport. This training will allow airports throughout Colorado recurrent training without the expense of travel and instructor expenses. The implementation of the on-line training course will improve the level of safety provided to the flying public and is consistent with the mission of the Division of Aeronautics. The request is a 50/50 match with the CDAG amount totaling \$7,000. Louis Spera made the MOTION to approve this request and Dave Ubell seconded.

The MOTION carried unanimously.

6. MEADOW LAKE 09-00V-01 SCOPE OF WORK CHANGE – JOHN SWEENEY

John Sweeney advised the Board that Meadow Lake would like to change the scope of work on their 2009 Grant. They had originally requested a portion to construct some turnarounds at the end of

the runway, but with the decrease in traffic, this project has become less of a priority. Meadow Lake would like to use those funds to install a water storage system for fire protection purposes and for reimbursement of Land Parcel 12C. There was no request for additional funds. Louis Spera made the MOTION to approve this request and Dennis Heap seconded.

The MOTION carried unanimously.

7. PAONIA 06-09-15/5 SUPPLEMENTAL FUNDING REQUEST – SCOTT BROWNLEE

Scott Brownlee informed the Board that in 2006 the Paonia Airport in Delta County was awarded \$34,500 in CDAG funds; \$14,500 was 50/50 for pavement maintenance and \$20,000 was 80/20 for fencing and gates. Both of these projects are complete. The fencing project came in \$10,091.31 under budget and the pavement maintenance project came in \$27,523.98 over budget. Delta County would like to use the savings from the fence portion of the grant on the pavement maintenance project and request an additional \$8,716.33 of CDAG funds, along with \$8,716.33 of their own funds to close out the pavement maintenance project. Scott mentioned that Delta County bid the pavement maintenance project along with their other airport (Blake Field) which came in \$19,996.35 under budget, resulting in \$15,997.14 (80/20) being returned to the aviation fund. When you factor the net effect to the aviation fund, Delta County will be returning \$1,591.81 to the fund. This supplemental request increases the support for the investment benchmark as listed in the State Systems plan and is supported by the Division. The MOTION was made by Joseph Thibodeau to approve this request and was seconded by Dennis Heap.

The MOTION carried unanimously.

8. BUDGET UPDATE – NIKKI KOPLITZ

Nikki Koplitz advised the Board that since we are nearing the end of fiscal year 2009, the Division is working diligently to close out the grants from 2005 and 2006. Since the last Board meeting, we have liquidated \$121,000 back into the aviation fund. Nikki referred to the handouts that the Board was provided for updated budget information. Nikki reminded the Board that the Division will no longer be rolling budgets forward at the end of the fiscal year unless it is for a project that is under contract. Therefore, at the June CAB meeting, the Division will be asking the Board for funds needed for the new programs beginning in

9. SECURITY DIRECTIVE 8F – TRAVIS VALLIN

Dennis Heap expressed his concerns about the TSA Security Directive and how it will impact aviation in Colorado. There was much discussion amongst the Board about the Directive, which resulted in a suggestion to have Travis draft a letter to be sent to Governor Ritter and the Congressional delegation expressing the concerns of the Colorado Aeronautical Board with regards to Security Directive 8F and the implications it will have on Colorado airports. The letter will also include a request that the Governor and the Congressional delegation forward these concerns to the Secretary of Homeland Security. Debra Wilcox made the MOTION to direct staff to draft the letter and Joseph Thibodeau seconded.

The MOTION carried unanimously.

10. AUDIT RECOMMENDATIONS OVERVIEW – DIVISION STAFF

Scott Brownlee advised the Board and the Auditors that the Division has a binder with all the recommendations from the State audit, which concluded in February. The binder also includes documents from the Staff which illustrate the measures taken by the Division to comply with the audit recommendations. At this time, the Board, Staff and Auditors proceeded to peruse the items one by one, to discuss progress and obtain input and suggestions from the Board.

Debra Wilcox and Joseph Thibodeau presented the Board with a *Conflict of Interest* form for all Board members to review and approve. The Board made the decision to adopt this form. Each Board member in attendance then signed their respective forms and gave them to Kaitlyn Westendorf to keep on file at the Division, with the understanding that the form will need to be signed on an annual basis. Debra and Joe have also volunteered to draft a *Code of Conduct* for the CAB.

Travis Vallin informed the Board that we were instructed by the Office of State Audit to discontinue the practice of having the Board members vote via facsimile. Harold Patton stated that this rarely occurred and was done only for urgent matters. The Board was presented with a Resolution to be reviewed and signed, but they weren't fond of the way the Resolution was worded. Therefore, it was decided by the Chairman that the Board would consider this an action item. Debra Wilcox made the MOTION that the CAB will only vote on Board action items in a public meeting. For special or emergency meetings, the CAB will follow the procedures established by the Colorado Department of

Transportation's Transportation Commission. Joseph Thibodeau seconded the MOTION.

The MOTION carried unanimously.

11. PROPOSED CALENDAR

The next Board meeting will take place at the Eagle County Regional Airport on June 26th.

12. OTHER MATTERS BY MEMBERS

There were no other matters by members.

13. ADJOURNMENT

The meeting adjourned at 1:23 P.M.