



MINUTES
Board Meeting
Thursday, April 18, 2024
Colorado Division of Aeronautics - Joseph H. Thibodeau Room
5126 Front Range Parkway - Watkins, CO 80137
2:00 p.m.

MEMBERS PRESENT:

Kent Holsinger Chair
Mark Van Tine Vice-Chair
Trimbi Szabo Secretary
Kenny Maenpa
Steve Lee
Daniel Melia

MEMBERS ABSENT:

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
Kip McClain CDOT - Division of Aeronautics
Melanie Smith CDOT - Division of Aeronautics
Frazi B Self
Lance Barber Colorado Aviation Historical Society
Walt Barbo Self
Mike Beckhoff Armstrong Consultants
Jason Bliler Certified Flight Instructor Jeppesen Employee Flying Association Inc.
Leslie Brown Colorado Air & Space Port
Scott Cary NREL
Dan Courtright Central Colorado Regional Airport
Jesse Fabula Armstrong Consultants
Mike Fronapfel Centennial Airport
Lorie Hinton Centennial Airport
Bryan Kelly Armstrong Consultants
Paul Kestler Armstrong Consultants



Gil Neumann	Denver International Airport
Angela Padalecki	Grand Junction Regional Airport
Bill Payne	William E. Payne & Associates
Bill Poole	Denver International Airport
Heather Portenier	Grand Junction Regional Airport
Barbara Stauch	Office of the Attorney General
Heather Thom	Armstrong Consultants

Pledge of Allegiance

1. CALL TO ORDER

The meeting commenced at 2:19 p.m.

2. AMENDMENTS TO THE AGENDA

There were no amendments to the agenda.

3. APPROVAL OF MEETING MINUTES

3.1 January 23, 2024

Mark Van Tine made the MOTION to approve the minutes from January 24, 2024. Kenny Maenpa seconded.

The MOTION carried unanimously.

4. PUBLIC COMMENTS

There were no public comments.

5. BOARD MEMBER REPORTS (By member)

Due to technical difficulties, Board member reports from Steve Lee, Mark Van Tine, and Kent Holsinger were not recorded.

Trimbi Szabo provided an update to the Board on the activities of several pilot associations and organizations.

Kenny Maenpa reported robust enplanements on the Western Slope. He mentioned Durango-La Plata County Airport's terminal expansion ribbon cutting and David Ulane's attendance. On May 8, Telluride Regional Airport will hold its tri-annual full-scale exercise for Part 139 Airport Certification, including Aircraft Rescue and Fire Fighting (ARFF) training with Telluride and surrounding community fire departments.

Daniel Melia noted Limon Municipal Airport's taxiway extension. Randy Hayes from Colorado Plains Regional Airport wanted to express his appreciation to the Division for the crack fill program. Daniel noted Sterling Municipal Airport's apron project, PAPI lights will be installed at La Junta Municipal Airport, and Springfield Municipal Airport ramp and taxiway projects bid



underway. Daniel provided an update on the multiple projects at Burlington - Kit Carson Airport.

6. DIRECTOR'S REPORT

David Ulane mentioned Trimbi, Mark, and Steve's reappointment to the Board. The Division Strategic Plan is on a three-year update tempo, and having last been updated in 2021, the Division is kicking off an update to that plan. As with previous efforts, this will engage the Division team, CAB, FAA, and key aviation stakeholders to map out the focus for the next three years. AMCG will again be facilitating this effort, and the process will start this month with the goal of having the CAB adopt the updated plan at the August meeting.

David mentioned the NASAO Airport Affiliate program that was developed and implemented as an online training program for state aviation agency personnel, aimed primarily at new agency employees that may have come to the aviation world with a non-aviation background. Colorado is proud to be the second state (behind North Dakota) to implement this statewide, and the Division will fund the participation of airports in this program through an add-on to NASAO dues. This is an excellent, low-cost program that helps smaller airports be managed and operated to an even higher level. As of this month, 26 airports have opted into this program, encompassing 133 airport employees, and we expect these numbers to increase going forward. The current total annual cost for these airports to participate is only \$3,200, making this an excellent cost/benefit proposition.

David also mentioned HB24-1235 includes a provision that specifically clarifies that CDAG grant funds may be used to help airports subsidize the cost difference between 100LL and unleaded avgas during a transition to an unleaded fuel. The Attorney General's office confirmed that this is indeed an allowable use of funds now for "aviation purposes" under state statutes. With that, the team is in discussions with Mike Fronapfel about such a grant, as Centennial Airport is the first and only airport in Colorado at this time with unleaded avgas available. They have had a local subsidy program in place since last year, and the Division's potential 90/10 grant would replace that local subsidy, estimated at \$300,000 for the following year. With the recent finalization of FAA grant matching amounts, the Division has the ability to fund this within the current \$16 million CAB-approved CDAG level for this year. Given the CAB's stated commitment to doing their part to facilitate this transition, the Division looks forward to being proactive and implementing this now rather than waiting for the outcome of HB24-1235.

7. FINANCIAL UPDATE

7.1 Financial Dashboard

Bryce Shuck briefed the Board that the Division's total revenue for March came in at \$4.2M. The Division's cash balance for March closed at \$28.4M, which is a \$729K increase from \$27.7M in February. The Division sent out \$2.7M of tax disbursements in March. The Division's tax disbursements followed the normal cycle of being one month behind revenues. The contingency slide showed that the Division set the 2024 CDAG program at \$16.0M. The state mandates that the Division's administrative expenses are at most 5% of the previous fiscal year's gross revenue. The FY24 state-mandated a 5% cap of FY23 revenue at \$3.0M. The FY24 administration budget approved by the Board in January 2023 is \$825K; the Division has expended \$542K on administration in FY24, with a projected total admin expenditure in FY23 of \$608K. This would have the Division at 1.0% of FY23 revenue, which is well below the 5% statutory cap. March flowage at Denver International Airport was 43.3M gallons, which was



up 10% from February's 39.2M gallons and down 9% from March 2023. These numbers were down slightly from our forecasted 45.5 gallons, but the overall trend line was in line with expectations, as we predict it will largely continue in the future, barring some abnormal events. Our cash balance closed March at \$28.4M. With the Board approving a planned 2024 CDAG program of \$16.0M; our cash balance may look high, but as of the end of March, only \$1.25M (4.3%) is unallocated funds towards what's upcoming through FY25.

7.2. FY 2024 Technical Services Budget Amendment

Bryce Shuck briefed the Board that the Division staff is requesting approval of an additional \$11,675 into the Division's FY24 Technical Services budget, a total of \$36,675, with the specific intent of updating the Division's 2021 Strategic Plan.

Kenny Maenpa made the MOTION to approve the Division's FY24 Technical Services budget increase by \$11,675, totaling \$36,675. Mark Van Tine seconded.

The MOTION carried unanimously.

7.3. Administrative/Administrative Intern Request Update

Kaitlyn Westendorf briefed the Board that the Division is working on six airport administrative amendments and one internship. The airport administrative amendments are for the following airports: Centennial Airport, Springfield Municipal Airport, Astronaut Kent Rominger Airport, San Luis Valley Regional Airport, La Junta Municipal Airport, and Sterling Municipal Airport. Durango-La Plata County Airport has requested funding to hire one full-time intern for a twelve-month program.

7.4 FY 2025 CDAG Administrative Supplement Fund

Bryce Shuck briefed the Board to fund the Division's Administrative Supplement Fund totaling \$1,000,000 for FY25. This request is to set our FY 2025 funding of this fund to \$1,000,000 to allow the Division staff to continue to approve supplemental requests on a case-by-case administrative basis. Any updates of projects utilizing this fund will continue to be presented at future CAB meetings.

Steve Lee made the MOTION to approve the Division's Administrative Supplement Fund totaling \$1,000,000 for FY25. Daniel Melia seconded.

The MOTION carried unanimously.

7.5 SIB Account Funding Transfer Request

Bryce Shuck briefed the Board the Division staff is requesting approval to move \$2.5M from the Division's 160 Fund, which had a balance of \$28.4M as of publishing, to the SIB account.

Steve Lee made the MOTION to approve moving \$2.5M from the Division's 160 Fund, which had a balance of \$28.4M as of publishing, to the SIB account. Kenny Maenpa seconded.

8. 2024 CDAG GRANT HEARING ROUND TWO



8.1 2024 CDAG Federal Matching Grants

Todd Green briefed the Board that the Division staff is requesting approval for the second round of the 2024 Colorado Discretionary Aviation Grant (CDAG) applications to provide state-matching funds for federally funded airport projects totaling \$3,527,640. The second round of 2024 grants will provide 27 airports with matching funds to complete projects utilizing Airport Improvement Program (AIP) and Bipartisan Infrastructure Law (BIL) funding, along with one additional state and local project. Therefore, the Division staff requests approval of the 2024 federal matching applications totaling \$3,527,640.

Kenny Maenpa made the MOTION to approve the second round of 2024 CDAG federal grants totaling \$3,527,640. Mark Van Tine seconded.

The MOTION carried unanimously.

8.1.1. Burlington-Kit Carson County Airport

Todd Green briefed the Board that the Division staff is requesting approval of a \$217,777 2024 CDAG application for a taxiway reconstruction and pavement maintenance for Burlington-Kit Carson County Airport.

Kent Holsinger made the MOTION to approve the 2024 CDAG application for the Burlington-Kit Carson County Airport's taxiway reconstruction and pavement maintenance totaling \$217,777. Mark Van Tine seconded.

Daniel Melia abstained from the vote.

The MOTION carried unanimously.

8.1.2. Colorado Air & Space Port

Todd Green briefed the Board that the Division staff is requesting approval of a \$42,050 2024 CDAG application for the Colorado Air & Space Port Airport's taxi lane rehabilitation project.

Daniel Melia made the MOTION to approve the 2024 CDAG application for the Colorado Air & Space Port Airport's taxi lane rehabilitation project. Kenneth Maenpa seconded.

The MOTION carried unanimously.

8.2. Grand Junction Regional Airport State & Local Grant

Todd Green briefed the Board that the Division staff is requesting approval of a \$900,000 2024 CDAG application from the Grand Junction Regional Airport to purchase an Aircraft Rescue Fire Fighting Vehicle.

Trimbi Szabo made the MOTION to approve the 2024 CDAG application for the Grand Junction Regional Airport for an Aircraft Rescue Fire Fighting Vehicle. Steve Lee seconded.



The MOTION carried unanimously.

8.3. 2024 Grant Approval CAB Resolution

Todd Green briefed the Board that the Division staff is requesting approval for the 2024-03 resolutions for all 30 grants totaling \$4,687,467.

Mark Van Tine made the MOTION to approve the second round of 2024 grants totaling \$4,687,467 and the associated Board resolution 2024-03. Kenneth Maenpa seconded.

The MOTION carried unanimously.

9. NEW STATEWIDE INITIATIVE

9.1 Division of Fire Prevention & Control

Todd Green briefed the Board that the Division staff is requesting approval of \$84,890 to partner with the Division of Fire Prevention and Control to purchase a mobile aircraft rescue firefighting training simulator.

Kenneth Maenpa made the MOTION to approve \$84,890 to partner with the Division of Fire Prevention and Control to purchase a mobile aircraft rescue firefighting training simulator. Steve Lee seconded.

The MOTION carried unanimously.

10. PROFESSIONAL DEVELOPMENT/OUT OF STATE TRAVEL PLAN

10.1 FY 2025 Division OOST Plan Approval

David Ulane briefed the Board that each April, the Division develops a staff professional development plan and out-of-state travel (OOST) plan for the next fiscal year. These funds will include all costs associated with planned trips outside the state for Division staff. This year, the Division is expanding the OOST plan based on outstanding financial performance so that everyone on the team can participate in at least one professional development opportunity in FY2025. Therefore, the Division is requesting approval of the FY2025 professional development/out-of-state travel (OOST) plan totaling \$42,050.

Kenneth Maenpa made the MOTION to approve the Division's professional development/out-of-state travel (OOST) plan for FY2025, totaling \$42,050. Steve Lee seconded.

The MOTION carried unanimously.

11. INDUSTRY UPDATE



11.1 Grand Junction Regional Airport

Angela Padalecki provided an update on the Grand Junction Regional Airport.

12. PROGRAM UPDATES

12.1 Education/Outreach

Hetty Carlson mentioned that the Aviation Education and Workforce Development Grant Program closes on May 1, and she held a webinar on April 10 that can be accessible on the website as well as the grant manual. Hetty mentioned the Division participated in and supported nine unique events since the last CAB meeting. She also updated the Board on notable upcoming events in the next few months.

12.2 Economic Impact Update

David Ulane provided an update on Scott Storie's behalf. David noted that the Division is in data collection with airport managers and tenant surveys. The progress report was provided in the CAB packet.

12.3 NREL Alternatively Powered Aircraft Study Update

Scott Cary provided an update on their study.

12.4 Digital Tower

Bill Payne provided an update on the progress of the Digital Tower.

13. LEGISLATIVE ISSUES

David Ulane provided an update on the current status of HB24-1235 and the FAA reauthorization.

14. PROPOSED CALENDAR

14.1 June 5-7, 2024 - General Meeting & Spring CAO Conference - Vail, CO.

14.2 June 6, 2024 - General Meeting - Time TBD - Vail, CO

14.3 Tuesday, August 20, 2024 - CAB/Staff Workshop - 9:00 a.m. - 4:00 p.m. - Division Offices - Watkins, CO

14.4 Wednesday, August 21, 2024 - General Meeting - 9:00 a.m. - Division Offices - Watkins, CO

15. OTHER MATTERS BY PUBLIC & MEMBERS



No matters from the public

16. ADJOURNMENT

The meeting adjourned at 4:19 p.m.

Board Meeting Minutes approved by:

Board Member Signature

Date

Seal

CAB

