

MINUTES

**Colorado Airport Operators Association
Board of Directors Meeting Minutes
Friday, June 3, 2011 at 8:00 a.m.
Embassy Suites, Loveland, CO**

1. Call to Order and Attendance

Kenny Maenpa, Vice President, called the meeting to order at 8:05 a.m.

Board Members Present: Kenny Maenpa, Vice President; Lorie Hinton, Secretary/Treasurer; Steve Lee, Ken Lawson, Kathie Lucas, Chris Greene, Terry VanSant.

Guests: Dave Gordon, John Sweeney, Scott Brownlee, Chris Anderson, Jason Licon, Gary Syr, Dennis Heap, Dan Reimer and Carissa Shea.

2. Approval of Minutes: January 24, 2011 Board of Directors Meeting

Kenny Maenpa asked the members present to review the Minutes of the January 24, 2011 Board of Directors Meeting and requested a motion.

A motion was made and seconded to approve the Minutes of the January 24, 2011 Board of Directors Meeting.

Motion: Ken Lawson Second: Kathie Lucas

Vote: Unanimous

3. Report of Officers and Committees

a. Financial Report/Budget Update

Lorie Hinton reviewed the Profit and Loss Statement through April 30, 2011. She explained that airport and corporate memberships are currently under budget but additional memberships are continuing to come in. She also mentioned that the 2011 Winter Conference lost about \$5,000 but all other items are within budget.

A motion was made to approve the Financial Report.

Motion: Kathie Lucas Second: Chris Greene

Vote: Unanimous

b. **Conference Committee Reports**

i. **Spring Conference 2011 – Fort Collins/Loveland Airport**

Jason Licon, Loveland/Fort Collins Airport, provided an update on the 2011 Spring Conference. More than 130 attendees registered for the conference, which included 70 plus golfers and 19 exhibitors. He is expecting to show a profit of approximately \$5,000. Several of the Board members expressed that it was an excellent event with great facilities/rates plus a good exhibitor set up.

ii. **Spring Conference 2012 – Eagle/Vail**

Chris Anderson, Eagle/Vail said the airport is excited to host the 2012 Conference. He presented 7 proposals from Vail hotels. The Board narrowed the list to the 3 hotels that were could best accommodate the size of the event. Chris presented two sets of dates for the conference but recommended it be held May 30 – June 1, 2012 in conjunction with the TEVA games. The Board agreed with the dates. Mr. Anderson will visit the hotels then have a conference call with the Board to make a final hotel determination.

iii **Spring Conference 2013**

The Board agreed to pursue having the 2013 Conference at Steamboat/Hayden. Discussions will continue with the staff at Hayden.

c. **Training Committee**

Dave Gordon, Colorado Division of Aeronautics, explained that the issuing of training grants had been delayed in order for the CDOA to create a training policy. The new policy sets priorities for funding and will require that grant requests be specific and more descriptive than in the past. Pending applications can be amended and will be presented to the CDOA Board for consideration at their June 24, 2011 Meeting.

Clarification was given as to who the members of the Training Committee are. They include: Ken Lawson, Kathie Lucas, Steve Lee.

A variety of training topics were discussed including operations, maintenance and environmental issues. The Training Committee will meet prior to the Meeting on

June 24th to prepare an updated Training CIP and amend the training grant request.

4. **Legislative Issues**

- a. Dan Reimer, Kaplan Kirsch and Rockwell LLP, provided an update on the FAA Q and A Summary Release on SMS. He recommended revising the current CAO comments in light of the current FAA release then submitting the comments prior to the July 5, 2011 deadline. The Board agreed and asked Mr. Reimer to revise and submit the comments.
- b. Kenny Maenpa explained that legislative conference calls have been being held every two weeks recently but recommended that future calls should be held as issues come up. After some discussion the Board agreed. Dave Gordon offered the use of the CDOA teleconferencing system for future conference calls.
- c. Dave Gordon inquired as to any legislative issues the Board is expecting over the summer months. The Board was not aware of any. He also advised that Kim Day, DIA, does not expect the airlines to pursue changes to fuel taxes this year.

Ken Lawson recommended that the Board have monthly teleconferences in order to stay on top of any issues that may arise. It was agreed that the teleconferences will be held the second Monday of every month. Lorie Hinton offered to send out Outlook invites for the meetings.

5. **Business Agenda**

- a. Dave Gordon addressed the issue surrounding Internships funded by CDAG grants and unemployment compensation. After a recent unemployment claim was filed by a former intern it was discovered that interns are eligible for unemployment compensation even if they sign a one year contract. The CDOA will work with airports on a case by case basis should this happen again in the future. Fortunately, this is the only claim that has been filed out of a significant number of interns that have participated in the program at airports throughout the state.

Scott Brownlee explained that the CDOA is proposing to fund Wildlife Hazard Assessments that are required by the FAA to be completed at Group 1 airports by 2015. There are currently 5 Group 1 airports in Colorado. A contract would be entered with the USDA to complete the assessment at all 5 airports. This will result in a significant cost savings due to the economies of scale. In addition, USDA wildlife biologist are permitted to perform wildlife mitigation while doing

the assessment, unlike private wildlife biologists. Following some discussion, the Board agreed with proposal.

- b. Kenny Maenpa introduced Carissa Shea, the new web master for CAO. She explained the web site is now being handled through Growth Now and appears to be very successful so far. The next goal is to set up on-line registrations. Terry VanSant recommended that news worthy items be put on the web site right away.

7. **Adjourn**

Kenny Maenpa requested a motion to adjourn at approximately 9:10 a.m.

Motion: Kathie Lucas

Second: Ken Lawson

Vote: Unanimous