

MINUTES

**Colorado Airport Operators Association
Board of Directors Meeting
Wednesday, November 9, 2011 at 10:00
Vail Marriott, Vail, Colorado**

1. **Call to Order and Attendance**

Troy Stover, President, called the meeting to order at 10:00 a.m.

Board Members Present: Troy Stover, President; Kenny Maenpa, Vice President; Lorie Hinton, Secretary/Treasurer; Steve Lee, Kathie Lucas and Chris Greene.

Guests: Chris Anderson, Carissa Shea.

2. **CAOA'S Certified Public Accountant**

Troy Stover advised that Mary McElderry is relocating to the Fort Collins area and will no longer be employed by the Colorado Spring Airport. However, she would like to continue as the CAO A accountant. The Board agreed that she has done an outstanding job and it would benefit CAO A for her to continue in that position. Troy stressed that having all book keeping performed by a hired CPA is an important part of the checks and balances that have been put in place.

3. **Public Records Request/Colorado Open Records Act (CORA)**

Kenny Maenpa updated the Board on the recent media inquiry that CAO A received under the Colorado Open Records Act (CORA) requesting information on funds provided to Jim Elwood. He reiterated that, per legal counsel, CAO A is not subject to the requirements of CORA. He also explained that, over a 2 year period, \$3,500 in sponsorship funds were provided to Mr. Elwood to use as he saw fit during his tenure as Chair of the American Association of Airport Executives (AAAE). Such sponsorships are common due to the extensive amount of travel required for the position.

Troy Stover pointed out that, although CAO A is not bound by CORA, the Association does desire to be transparent while still protecting the privacy of its members. The posting of meeting minutes, etc. on the CAO A website help to achieve that transparency. Future formal requests for information, such as those that may come from CAO A members, will be considered by the Board at the time of the request.

- ### 4. **Approval of Minutes:**
- June 3, 2011 Board of Directors Meeting
 - July 11, 2011 Board of Directors Teleconference
 - August 15, 2011 Board of Directors Teleconference
 - October 17, 2011 Board of Directors Teleconference

Troy Stover asked the members present to review the Minutes listed above. He also requested that the word "appoint" be changed to "recommend" in the July 11, 2011 Minutes, Item 5.

A motion was made to approve the four sets of Minutes with the above noted change.

Motion: Kenny Maenpa Second: Troy Stover
Vote: Unanimous

5. **Report of Officers and Committees**

a. **Financial Report/2012 Draft Budget**

Lorie Hinton reviewed the Profit and Loss Statement through October 31, 2011. Troy Stover explained that, after reviewing the outstanding expenses and revenue with Mary McElderry, it appears that we will finish the year with a profit of approximately \$2,000. He also advised that a certificate of deposit will be coming due the end of April and the Board will need to look at investment options at that time.

A motion was made to approve the Financial Report.

Motion: Steve Lee Second: Chris Greene

Lorie Hinton presented the draft 2012 Budget. After some discussion, changes were made to several line items. The final Budget will be presented at the January Board Meeting for approval.

b. **Conference Reports**

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

Chris Anderson provided an update on the Spring 2012 Conference. He advised that a contract has been entered for the hotel and conference space and the Board will have the opportunity to tour the facility following the Board Meeting. The dates are May 30- June 1, 2012 in conjunction with the Teva games. Significant discussion ensued regarding the meeting schedule, speaker topics, sponsor acquisition, marketing/promotional materials and budget. Chris will have the initial registration information to Carissa Shea by January 15, 2012 for placement on the web site.

ii. **Winter Conference 2012**

Kenny Maenpa advised that the Winter Conference will mirror last year's format. The dates have been set for January 22 – 24, 2012 and contracts have been entered with the hotel and Brown Palace. After some

discussion, it was decided that the early registration cost will remain the same as last year at \$190.00. Tickets will be provided for the Legislative Reception in order to better track attendees that have paid. Carissa Shea is working on an on-line registration form that will simplify the registration process.

iii. **Spring Conference 2013 – Steamboat/Hayden**

Troy Stover announced that Hayden has agreed to host the 2013 Spring Conference and they are in the process of negotiating with hotels.

iv. **Spring Conference 2014**

Troy Stover has been exploring the possibility of Pueblo hosting the 2014 Spring Conference but a final determination has not been made yet.

c. **Training Report**

Kathie Lucas and Steve Lee presented the draft “Guidelines for CAO A Sponsored Education and Training Programs for Colorado Airports” that was developed by Ken Lawson with input from the Training Committee. Overall, the Board agreed that it was good guidance from which to build the training curriculum from. It was suggested that the AAAE Report Writing Class be added under the list of historical training and that the ACE Program be added under future training.

A motion was made to approve the “Guidelines for CAO A Sponsored Education and Training Programs for Colorado Airports” with the two suggested changes.

Motion: Kenny Maenpa
Vote: Unanimous

Second: Troy Stover

6. Troy Stover requested a motion to adjourn at approximately 12:25 p.m.

Motion: Kathie Lucas
Vote: Unanimous

Second: Steve Lee