

**Colorado Airport Operators Association  
Board of Directors Meeting**

Monday, January 24, 2011 at 1:30 p.m.

CAOA 2011 Winter Conference- Westin Hotel, Westminster, CO

Prepared by Casey Boatman *cboatman@gmail.com*

**1. Call to Order and Attendance**

Troy Stover, President, called the meeting to order at 1:31 p.m.

Board Members Present: Brian Condie, Larry Mack, Chris Greene, Lorie Hinton, Terry VanSant, Ken Lawson, Kathie Luca, Troy Stover and Steve Lee. *In attendance but not on the board: Carissa Shea of Rocky Mountain Metropolitan Airport and Casey Boatman of Metro State AAAE.*

**2. Approval of Minutes**

Dec. 9, 2010 Board of Directors Meeting

Maenpa asked the members present to review the minutes of the Dec. 9, 2010 and requested a motion.

A motion was made and seconded to approve the minutes of the Dec. 9 2010 Board of Directors meeting.

Motion: Greene                      Second:                      Luca                      Vote: Unanimous

**3. Report of Officers and Committees**

**a. Financial Report**

Lorie Hinton, CAO Secretary/Treasurer provided an overview of the Association's current fiscal status. Explained supplemental loss of 25K incurred because Spring Conference costs exceeded receipts.

**b. Conference/Legislative Reception 2011**

**i. Winter Conference/Legislative Reception 2011**

Maenpa suggested moving for earlier registrations. Discussed airport sponsorship. Stover agreed to look into. Maenpa was impressed with

CABA's presentation on Aviation Saves, "...well prepared." Greene said each conference is a learning experience. Discussed agenda that allows for meetings is ideal. Agreed to discuss rodeo, schedule. Luca appreciated the convenience of dates in line with D.O.T. meetings in the metro area. Maenpa expressed optimism in conference. Sold 110 (10 over goal) registrations. Might net \$19k. Fell short on room commitments. Maenpa offers to talk to Westin Hotel requesting a reduction in \$3k room shortfall.

## **ii. Spring Conference 2011-Fort Collins/Loveland Airport**

Mack discussed Highland Meadows in Windsor for golf tournament. Fee: \$69 per player including lunch. The need for a designated credit card was discussed. Hinton suggested separate accounts just for conferences. Mack said that the deposit for the hotel, Embassy Suites, has been paid. Mack said conference is set to break even or make money. Discussed the limited open bar concept, perhaps limiting to first 1,000. Mack agreed to call with financials. Maenpa suggested re-evaluation of Embassy Suites payment.

## **iii. Spring Conference 2012**

Locations were discussed for potential sites for the Spring Conference 2012. Maenpa suggested Hayden and Steamboat. Stover suggested it be a mountain location. Mack offered to talk to Dave Ruppel.

## **c. Training Committee**

### **i. Selection of new members**

Stover offered discussion on whether or not to fill Prior President position on board considering Mike Reisman's departure.

### **ii. Grant money**

Hinton stated that training grant money is on hold. Offered that it coming, just a lot of hoops to go through and to expect it later in the year. Lengthy discussion ensued on what to do with the money. Committee was organized to research possibilities consisting of Luca, Lawson, Lee and Hinton.

## **4. Business Agenda**

**a. Update on Policy Handbook**

Stover offered that the original handbook needs to be revamped. Stover announced that when the board meets at Spring Conference, changes to be made to the handbook will be discussed and documented. A suggestion was made to send a "Lessons Learned" to next hosting conference. Greene suggested a "30 day out, 15 day out" guide would be helpful.

**b. Update of Web Site**

Maenpa introduced Carissa Shea as the new Web Master. Explained that outdated software needed to be replaced and a Web-based, Wordpress system was where the Site is headed. Shea introduced her company Growthnow.com Marketing. Maenpa motioned to approve a contract with Growthnow.com Marketing to manage the Website.

Motion: Maenpa

Second: Lee

Vote: Unanimous

Shea announced that the new Site should be up and running by the Spring Conference 2011.

**5. Other Business**

**a. Bonus for Mary**

Maenpa suggested the board consider a bonus for Mary.

**b. Colorado Pilot's Association**

Lawson announced that he is A rep for C.P.A. and offered himself as a rep for both C.P.A and CAO A could be beneficial. Also discussed Four Points of Light(sp?) as being a very good cause for General Aviation.

**6. Adjourn**

Stover requested a motion to adjourn the meeting at 3:22 p.m.

Motion: Lawson

Second: Lee

Vote: Unanimous