

# Minutes

## Colorado Airport Operators Association

### Board of Directors Meeting

Tuesday January 29, 2019

Brown Palace, Denver, Colorado

Attendance: Jason Licon \_\_X\_\_, David Ruppel \_\_X\_\_, Michael Fronapfel \_\_X\_\_, Zach Papp \_\_X\_\_, Tony Vicari \_\_X\_\_, Dana Jackson \_\_X\_\_, Ryan Hayes \_\_X\_\_, Terry Van Sant \_\_X\_\_, Steve Lee \_\_X\_\_, Ken Lawson \_\_X\_\_.

Also in attendance: Kenny Maenpa, Steve Hadley

**1) Call to Order and Attendance** – Jason Licon, President

**2) Approval of Minutes** – Jason Licon, President

a. June 15th, 2018 Board of Directors Meeting

This Item has been postponed until the Spring Conference

**3) Reports of Officers and Committees:**

a. **Financial Report** – Michael Fronapfel, Secretary/Treasurer

i. Fiscal year change

Mike Fronapfel discussed CAOAs change from a calendar year to fiscal year budget. CAOAs revenue and expenses are very cyclical and because of the timing of the peaks and troughs it made sense to change over to a fiscal year budget. In the past the expenses and revenue for the winter conference would be divided between two budgets which led to inconsistencies with our books year to year. With the fiscal year budget all the revenue and expenses for the winter conference are limited to one budget cycle. This change to a fiscal year was also a recommendation of our Tax Accountant.

ii. 2019 fiscal year budget

Mike Fronapfel reviewed the 2019 fiscal year budget. Over the last couple of years, the CAOAs board has worked on spending down our carryover. In 2017 we had a carryover of \$128,408 and the board would like our carryover to be between \$70,000 and \$90,000 or close to one year's expenses. We expect an increase to 40 basic memberships and 13 sponsors this year. The spring and winter conferences have been combined on the budget, but we can also show the conferences on separate lines if needed. Typically, CAOAs loses some money on the winter conference but enough revenue is raised at the spring conference to result in an overall profit. Jason and Mike plan to place \$50,000 in a CD with a 2.5% rate of return so we can make some money from interest. We've budgeted to spend \$17,000 on training this year but this can be adjusted depending on how much revenue we are showing after the spring conference. The budget has a total expected revenue of \$110,951 with expenses of \$125,450 resulting in a loss of \$14,499 for FY2019. Tony Vicari said he liked the new single

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page format of the budget. Jason Licon stated that there is about \$29,000 in our paypal account which will be transferred to the bank account.

Steve Lee made a motion to accept the 2019 fiscal year budget, seconded by Tony Vicari.

### **b. Conference Reports:**

#### **i. 2019 Winter Conference, Denver – Ken Lawson**

Ken Lawson reported that the conference is going good so far, with good attendance despite the poor weather. There was also good attendance at the legislative reception, and it was useful to speak to the representatives and senators that were in attendance.

#### **ii. 2019 Spring Conference, Greeley – Gary Cyr**

Gary Cyr said they're looking forward to hosting the 2019 Spring conference in Greeley. The Hilton DoubleTree hotel is only one year old as of last September and will be a good venue for the conference with several restaurant options nearby. The Greeley Blues Jam is the weekend after the conference and people are encouraged to stick around and for it. The blues artists play at several local establishments on Friday followed by the main event on Saturday where they all play at the Grove Arena. The Blues Festival usually attracts around 20,000 people.

A couple of options for the golf venue are being considered, the Mad Russian course which is close to the Airport or the Pelican Lakes course which is about 10 miles away.

#### **iii. 2020 Winter Conference, Denver – Ken Lawson**

Ken Lawson reported that the costs continue to rise for having the conference at the Brown Palace Hotel and he recommends looking at other venues for the conference. He said that he thinks we should continue to have the legislative reception at the Brown Palace Hotel because of the close proximity to the Capitol and the panache. Ken said in the past they've looked at other venues downtown and the cost were similar so maybe a location outside downtown for the main conference would be a possibility. Tony Vicari asked that we get some comparable numbers for the Board to review prior to planning the next winter conference so we can determine if we should consider another location.

##### **1. Tourism Industry Association Colorado (TIAC) partnership**

Ken stated that it continues to be a good idea to team up with TIAC on the legislative reception since it's a one stop shop for the legislators to visit both receptions.

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- iv. 2020 Spring Conference, Telluride – Kenny Maenpa  
Kenny Maenpa with Telluride Airport has offered to host the 2020 Spring Conference. Kenny said he had secured a block of rooms at The Peaks Resort in the main village at the Telluride Ski Resort for \$199 plus parking and resort fees. This discounted rate would be available for three days before and after the event. TEX would be able to shuttle people to and from the airport parking to the resort for people that don't want to pay for parking. There is a gondola that goes from the resort village to downtown Telluride where there are several dining options. There are also lots of activities including mountain bike rentals and several trails nearby to ride.
- v. 2021 Spring Conference, Grand Junction (tentative) – Jason Licon  
Angela Padalecki with Grand Junction Airport has offered to host the 2021 Spring Conference. Jason said it should be a good location for the spring conference with lots of options for activities. Ken advised that the Spring Conference was last hosted in Grand Junction back in 2002.

#### 4) Business Manager Report

- a. Communications - website, email

Ken Lawson reported that the website looks a lot better now than just a few months ago and is now 90% complete with a few items remaining including a listing of the current membership. Any comments and suggestions please send them to Ken. CAO now has a new email address which is coloradoairports@gmail.com.

Membership update

Ken Lawson will send out a reminder email soon for people that have not renewed their memberships. Usually this reminder goes out in the fall, so this should bring our membership revenue back in line with previous years.

#### 5) Legislative

- a. CABA: Repeal of state sales tax exemption for aircraft parts

Jason Licon said this is something we should keep an eye on and that losing the exemption could hurt aircraft maintenance and manufacturing in the state.

- b. Washington D.C. legislative trip, February 25-26 – Jason Licon

Jason Licon, Mike Fronapfel, and Dave Ulane will be going on a trip to D.C. to meet with Colorado legislators and their staff. Jason said the issues we plan to discuss during the trip to Washington will include: request for modernizing the passenger facility charge, request for increased airport improvement program funding, remote air traffic control towers and request for AIP eligibility and controller support, pilot shortage and small community air service, privatization of air traffic

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control (which CAOAs opposes) and CAOAs want to encourage them to join the USGA Caucus.

### 6) New Business

#### a. Training – Jason Licon

##### i. Crisis & Risk Communications, July 16, KAPA – Mike Fronapfel

Mike Fronapfel spoke about an opportunity for Centennial Airport to co-sponsor a media relations and crisis communications workshop put on by Dr. Joseph Trahan. Dr. Trahan will be out to provide advanced training to Centennial Airport staff around July 16-18<sup>th</sup> 2019. If CAOAs is interested Dr. Trahan could provide a 101 workshop to CAOAs members on July 16<sup>th</sup>. Centennial Airport would cover the costs of transportation and lodging and the cost to CAOAs would be around \$3,000 for a 1 1/2 day course. Dave asked how many people could be accommodated in the training and Mike said up to 50 people but that a smaller group would be more ideal.

##### ii. Reformation of committee

Jason Licon spoke about reforming the Training Committee and asked the Board for volunteers. Tony Vicari and Zach Papp both offered to serve on the Training Committee. Tony asked Mike to send information on Dr. Trahan's media relations and crisis and risk communication workshop for the Training Committee to review.

#### b. Scholarship – Jason Licon

Jason Licon spoke about the possibility of having a CAOAs Scholarship that could be available to some of the students from Metro especially the ones that volunteer to help during our conferences.

##### i. Formation of committee

Jason asked the Board to consider the idea of having a CAOAs Scholarship and if so, we may want to form a committee to manage the scholarship program and we'd be asking for volunteers.

#### c. Other business from members

Gary Cyr advised he would be retiring from Greeley Airport in April 2019 and that he is stepping down from the CAOAs Board after being a part of the organization at the start and then again recently. Gary said he is proud of CAOAs's accomplishments and how its grown and matured as an organization. Gary said he'd like to see Cooper Anderson on the Board so that Greeley Airport could continue its representation. Jason and the Board all commended Gary for his service to CAOAs and wished him luck in his retirement. We look forward to seeing Gary at the Spring Conference in Greeley in his unofficial capacity provided there is no turkey bacon served and he pays his conference registration.

### 7) Adjourn

Gary Cyr made a motion to adjourn, seconded by Terry Van Sant.