

# AGENDA

## Colorado Airport Operators Association Board of Directors Meeting

Wednesday, September 23, 2020 at 9:00 am  
Virtual Meeting

Attendance: Dave Ruppel   X  , Jason Licon   X  , Mike Fronapfel   X  , Cooper Anderson   X  , Dana Jackson   X  , Zachariah Papp   O  , Tony Vicari   X  , Steve Lee   X  , Ryan Hayes   X  , Terry Van Sant   X  , Ken Lawson   X  .  
Also in attendance: Dave Ulane/CDOT   X  

1. **Call to Order and Attendance** – Dave Ruppel, President called the meeting to order at 9:03 am.

2. **Approval of Minutes** – Dave Ruppel, President

Jan 2020 Board Meeting Minutes

Motion to approve the minutes by Tony Vicari, second by Dana Jackson

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

a. Financial Report & 2020 Budget – Mike Fronapfel, Secretary/ Treasurer and Ken Lawson

- 1) 2019 Financial Year End Closeout Close of Business 30-September, 2020, final report out in Oct. 2020
- 2) Presentation of 2020 Approved Budget

Mike Fronapfel provided an overview of draft A & B budgets and the financial year closeout. Budget A assumes in-person spring and winter conferences, Budget B assumes just an in-person spring conference. Small adjustments were made to individual and airport membership numbers and administration expense. Although it's hard to predict, we anticipate if we do have an in-person conferences that we won't make as much income as previous years. We anticipate the winter conference could result in around a \$5000 loss, but overall budget would still be in the black by \$5,680. On Budget B with a spring conference only, membership and administration remain the same and it results in a total profit of \$10,680 or more if as there is a potential without the full Winter Conference for less contract labor required. Dave Ruppel brought up the option of having a virtual winter conference. Mike Fronapfel offered that it would be difficult to pull people away from their day to day work and home activities but that if we could put together a good agenda for a half day virtual meeting it might be valuable to the membership.

Ryan Hayes advised it would be difficult to have a winter conference and that the alternatives are not very good. Tony Vicari recommended having CAO A do virtual training to help fill the space in the calendar and we could use the small surplus in our budget to fund it. Mike Fronapfel suggested having virtual meeting with local legislators and staff or emailing them our legislative agenda document.

Steve Lee suggested a short virtual winter conference, with presentations from CDOT, FAA, and CAO A. He also thought we could host short evening receptions on eastern and western slopes to provide face to face interactions and use the projected \$10,000 surplus to pay for it. This would result in a break-even budget and provide value for corporate members. Not likely we can plan an in-person winter conference with COVID and all the associated challenges. Ken Lawson- bit of a stretch for corporate sponsorship, legislative outreach. Dave Ulane plans to reach out to state legislative connections to see if we can get intel on how they are feeling and said that CDOT will help support CAO A with virtual meetings or anything we need.

Mike Fronapfel reported current bank balances of 99,319.76. With anticipated bills for admin, website, tax and misc. we expect our bank balances to drop to \$85,819.26 for the end on fiscal year 2019-2020.

Motion to approve the Fiscal 2020-2021 Budget to include a virtual winter conference with possibly two in-person get-togethers and a normal in-person Spring Conference.

Motion by Jason Licon, second Tony Vicari.

b. Conference Discussion:

- 1) 2020 Winter Conference proposal, see above
- 2) 2021 Spring Conference in Telluride, Telluride Airport host, Telluride Resort & Spa, Conference site

Ken Lawson- Waiting on new contract from the hotel and waiting on hotel corporate for a response. Working with hotel on new rules and regs, based on COVID. Hotel may want to move us to a larger conference space for social distancing, not sure how much money we can make in new environment. Everyone continues to be excited about a Telluride conference. Dana Jackson asked about the timing of contract from the hotel. Ken advised he didn't know for sure since they are waiting for guidance from hotel corporate.

- 3) 2022 Winter Conference

Dave Ruppel, Future venue for winter conference, moving to new venue (from the Brown Palace)? Ken Lawson advised that there are two things going on at the Brown, quality is down, and expenses are up quite a bit. Really unhappy with the response we got from Legislators last year. TIAC moved to Sheraton for same reason, slightly better deal and better quality. Usually 30-50 Legislators with TIAC

there, last year was 28 and TIAC had around 20 legislators at their Reception. Better to team up with them, not sure if TIAC plans to have a winter conference, will reach out to them. Not sure what the post COVID environment will look like. Reception needs to be close to Statehouse to get the Legislators there.

#### 4) 2022 Spring Conference

Ken Lawson- Grand Junction Airport is committed to host conference after Telluride. Angela (Airport Director) and Dylan (Operations Director) are very supportive and excited to host.

#### 5) 2023, ideas, volunteers?

Ken Lawson - Front Range area preferred for 2023 conference, will need to have a venue that can handle 160-180 people. Ryan Hayes asked when the last time Colorado Spring's Airport hosted a CAO A conference. Terry Van Sant advised it was 6 years ago. Dana Jackson will check with executive leadership at COS to see if there is any interest.

#### 6) 2024, ideas, volunteers, will address later.

### c. Training

#### 2020/2021 Training Program-Tony Vicari

Same challenges as the conferences, in a COVID environment. CDOT stepped up with a 30K grant, it would be great to be able to do practical training (as our last airport survey showed), in the spring or summer of 2021. Training event could be hosted on the Front Range and topics could include pavement maintenance, marking and lighting, signage, etc. We can have experts in the field that can provide training for hands on work. A number of Airports have expressed interest in hosting the training including COS and APA. Fairly confident we should be able to pull off more than one training event. Training committee to work on next steps including timing, location, narrowing in on the scope, and outreach for location. The Training committee and Ken Lawson will follow up on this. Digital meetings won't present as many logistics. Dave Ruppel added that CDOT could provide access to sealing machine, use for training on pavement maintenance. Steve Lee recommended we keep training open to CAO A members first then open it up to a broader audience. Tony Vicari added that we will need to limit attendance per airport, ongoing COVID challenges could prevent us from opening up for more attendance. We can expand attendance as we learn more and get closer to the event. Mike Fronapfel suggested doing the training after spring conference so we could gauge interest and advertise at conference for the upcoming training events. Dave Ulane advised that the state grant expires at the end of June but that it could be extended. Ken Lawson recommended that we decide on curriculum as soon as possible and the earlier the better. A lot of the vendors are anxious to get out and likely it will be easy to get speakers. Dave Ruppel proposed having the training at the end of June. Tony Vicari advised the Training committee would have

everything zeroed in by December 1<sup>st</sup>, with scope, host & agenda. Hope to have good vendor participation and equipment. Training should be focused and not elaborate and good value for our members. Dave Ruppel asked that the committee identify presenters and bring a draft plan back to Board. Tony Vicari thought it would be a good value to the membership to have an on-line focused virtual training this winter.

Motion to approve a planned training event late June and possibly one or two virtual training opportunities.

Motion by Dana Jackson, second by Mike Fronapfel

d. Membership-Ken Lawson

Overall, it has been a wild year, we had a strong start on membership, then with COVID, things dried up but overall, we ended up with a good response and even got two more checks in just last week. Some of the corporate entities aren't approving new memberships. We have a new invoicing program with the ability to send out past due notices. We sent out a lot of invoices, glad that we were proactive and engaging the membership. Important to bring some value to the membership and new invoices will start to go out in December. 74 airports in the state, 35-40 are members, it would be good to reach out to the smaller airports to get them to become members because legislative issues are helped by a larger membership list which gives us more clout. Should we create a membership committee? In order to help invigorate airports maybe we can sponsor their membership for the first year as an incentive. Dave Ruppel – we could push for additional membership at our training events. Some have received grants from CDOT so that might also be a place to start. Cooper Anderson recommended we create a document that outlines the features and benefits of CAO. Ken Lawson advised we already have a document he's used in the past that we can update. Jason Licon recommended providing value for membership by sponsoring a golf outing so people can network while maintaining social distancing. Tony Vicari what does that look like to increase that value to the equation for the membership? Virtual training, quarterly training, vendors maybe sponsor the training event and given an opportunity to pitch their services would add value for the membership. Virtual is easier to reach people, the trick is to find good content. Jason Licon suggested that golf outing may be more acceptable to people than other forms of get-togethers and we can mix social events with training events. Tony Vicari said he'd be happy to run with the training piece, poling in the next month or two, value added pieces, training, conferences, golf outings, old and new ideas to help provide guidance? Ken Lawson advised it's up to the Board to decide what kind of membership campaign we'd like to do. 38-50 airports are good solid airports, 20 or so more member airports would help us out in the long term. Dave – what kind of events would be valuable to airports outside of training. Ken Lawson advised he has an updated recent list of airport contacts. Corporate list changes hourly sometimes and is more challenging. Ryan Hayes suggested activities like skiing in

winter and maybe golf in the summer, Mike Fronapfel suggested a sporting clays activity. Tony Vicari added that it is important to pair activities with other events so it's not just social. Ryan Hayes offered to help Dave Ruppel with coming up for some creative options. Cooper Anderson recommended we try and set up events in each area of the state and that some airports end up having to drive a long way to events. This might also provide more opportunities for corporate sponsors.

#### 4. **Legislative Issues**

- a. SB 20-218 Aviation Fuel Fee
- b. HB 201119 State Regulation of PFAS
- c. Takeoff and Landing Fees
- d. CABA General Aviation Caucus
- e. Local Control of Airport Noise (See linked content)
- f. Ongoing 100% federal share for AIP
- g. Modernization of the PFC

Dave Ruppel discussed the legislative issues we've focused on in the past and is looking for input on legislative areas CAOAs should be focusing on moving forward. Dave Ulane advised that it's likely more PFAS bills will be on their way this coming year. Ken Lawson recommended we create a Legislative Committee to follow these issues and report back to the Board. Tony Vicari recommended adding something that addresses another coronavirus relief package, but not sure how much do we want to jump into that. AAEE has some language we can pull from for talking points. Dave Ruppel advised we could take offline with smaller group to look into legislative issues. General Aviation Caucus could be useful, will check with CABA on the status of that. Dave Ruppel, Mike Fronapfel, Jason Licon and Tony Vicari offered to help out on this.

-General Discussion

#### 5. **New Business**

- a. Colorado Aviation Business Association (CABA) Relationship

Dave Ruppel – CABA has asked if we want to participate with them on sharing a legislative lobbyist. Ken Lawson asked what the board opinion would be on joining efforts between CABA and CAOAs. CABA has had a lobbyist for a while and is there any benefits to both groups joining forces. Since we are both 501c6 organizations ~~orgs~~ it would be ok to contribute, we wouldn't want to commingle budgets. A MOA might help us in the future. Airports act as their landlord so there could be some conflicts of interest. Ken Lawson recommended a joint meeting with CABA to just do a brainstorming session with them on opportunities and roadblocks. Dave Ruppel was approached by CABA directly about sharing expenses with Kelly Sloan their lobbyist. CABA currently pays around \$1,600 per month for their lobbyist. Ken Lawson will ~~to~~ set up meeting with CABA and three CAOAs Board members. Steve Lee recommended staying away from sharing the cost of lobbyist,

but rather continue communicating with CABA on issues so we can stay on the same page. Tony Vicari recommends we don't expand our scope too much since we have limited time to fit in CAO work. Dave Ruppel, Jason Licon and Mike Fronapfel to represent CAO in conference call with CABA then they'll report back to Board.

b. Election of Directors, Officers, Assignment Executive Committee

Dave Ruppel advised that normally officer elections, executive assignments are done at the Spring conference but that did not happen since the conference was cancelled. Ken Lawson advised that because CAO is a 501c6 our bylaws allows us the flexibility to solidify things for now. The Board President Jason Licon has stepped down and will fill the role of Past President, Dave Ruppel becomes the new President, Mike Fronapfel will move to Vice President. Mike will continue to perform the Secretary/Treasurer duties of monitoring the budget, writing checks and taking meeting minutes. Steve Lee would transition to a member at large. This will be considered an Emergency Decree because of COVID 19 with the intention of holding full elections in June at the Spring Conference.

Motion to approve the Emergency Decree with the above Executive Board Assignments by Tony Vicari second by Cooper Anderson

Motion was unanimously approved by the following CAO Board Members:

Dave Ruppel  
Jason Licon  
Mike Fronapfel  
Cooper Anderson  
Dana Jackson  
Tony Vicari  
Steve Lee  
Ryan Hayes  
Terry Van Sant

**6. Adjournment**

Motion to adjourn by Tony Vicari and second by Steve Lee