

Minutes

Colorado Airport Operators Association Board of Directors Meeting

Tuesday June 15, 2018 at 8:00 am

Copper Mountain Resort, Summit County, Colorado

Attendance: Steve Lee __X__, Jason Licon_X__, Lorie Hinton_X__, Gary Cyr_X__, Mike Fronapfel __X__, David Ruppel_X__, Ryan Hayes__X__, Terry Van Sant_X__, Zachariah Papp____, Ken Lawson ____, Tony Vicari __.

Also in attendance:

Steve Hadley

1. **Call to Order** – Steve Lee, President
2. **Approval of Minutes** – Steve Lee, President

January 23, 2018 CAO Board Meeting—Lorie Hinton Moved, Jason Licon Seconded, all approved

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

- a. **Financial Report** – Dave Ruppel, Secretary/ Treasurer:
 - Update on change of fiscal year –Ken talked about the need for a change in the fiscal year to 30 September to October 1, rather than the calendar year. This coordinates better with CAO spending habits. Ken will take care of the state paperwork and Ron Galifa (Tax Accountant) will take care of the Federal change. Once approved we will reopen the books. We will have two sets of books until this September.
 - Steve also noted that we now have insurance for the Board and to cover these meetings.
- b. **Conference Reports:**
 - i. 2018 Spring Conference in Copper Mountain—Steve noted that the conference was a success financially with 15 exhibitors, 148 registered attendees, and 13 Sponsors. He thanked the sponsors and noted Ken Lawson’s great work to make it happen. Jason commented on the positive response on the unscheduled dinner setup. Ken noted that he was able to save a lot on the liquor for the receptions at c\$1,600 and \$1,000 respectively. Ken noted that having everything within walking distance reduces our liability for those who are drinking.
 - ii. 2019 Spring Conference in Greeley Colorado—Gary noted that there are several nice restaurants within walking distance of the 2019 venue. The golf event will take place at the Mad Russian Course and the conference at the New Hilton Doubletree. The hotel is brand new and is “topshelf”. It is now booked out solid. Gary felt that the Mad Russian Golf Course was a more challenging course. It is a venue that has been needed and is close to restaurants, museums and within walking distance of the downtown. Greeley

Minutes

Airport is looking forward to the conference. Tony Vicari asked about the dates for the conference and Gary noted it will be 5-7 June 2019.

Ken noted that Matt Griffin was a good find for this year and be be a good return for next year. He felt that we should be [repared to pay for speakers and provide lodging, etc.. He recommended that we should try to have 2-3 options to discuss.

- iii. 2020 Spring Conference: Ideas on Location. Note: Facility must be able to handle the recent attendance increases we are experiencing at the Spring events. Buena Vista. Pueblo tourism.—Steve mentioned that Mt Princeton will have some new space but still probably not enough for the conference. Gary recommended Crested Butte, Jason mentioned Grand Junction. Tony suggested a center-west location. Ryan spoke to the airport manager at Grand Junction and asked her to consider being the location for the 2020 conference. Jason asked Gary to follow up with Crested Butte. Ken recommended that we use 180 beds as a new number for hotels and conference centers. Gary and Terry suggested staying at Skyland there and noted that both town and mountain are great. Gary will followup with Rick from Crested Butte Airport.
 - c. Website update and discussion – Ken Lawson—Ken noted that we are finalizing nomenclature for the new website, changing “ticket” to “registration”, “check” versus “credit card”. We need to work on the pages. Steve noted that there is something wrong with the pages, ie. Registration should move from person to payment. Ken added, purchaser versus attendee. Jason felt that the process should be consolidated to about 3 steps. Ken noted that Morgan Febray, the website developer will work out the issues. Jason added that with the change to our fiscal year, we need to get this done with the website quickly. Ken added that the change to quickbooks will simplify things too. Jason recommended a meeting to work out the details on this. Lorie added that a function to show who is already signed up for the conferences is helpful.
 - d. Training - Ken Lawson—Steve mentioned the July 7-12 Advanced ASOS and that Colorado airports attend for free and get a cheap hotel rate if they apply by June 22nd. Already have 34 of 40 seats filled. Gary to reach out to Sterling and Fort Morgan airports. Ken noted that we chose not to open it to out of state and reviewed who was attending so far. Gary proposed that airport Fire Departments should also be encouraged to attend. Ken noted that Wyoming AOA did not seem interested when it was offered to them. Gary noted that Greely Airport will cover some of the meals to make it a good training.
4. **Vote Results for Board**

Steve stated the vote results—

Gary Cyr—2nd 2 year term

Minutes

Zach Papp—2nd 2 year term

Tony Vicari—2nd 2 year term

Mike Fronapfel—1st 2 year term

Daina Jackson—1st 2 year term

Board voted for Executive slate—

Jason Licon—President

Dave Ruppel—Vice President

Mike Fronapfel—Secretary/Treasurer

Gary Cyr moved to accept the slate, Tony Vicari seconded.

Steve noted what a great job Lorie has done as Past President and overall.

5. **New Business**

Ken discussed the Winter Conference and that we want to continue at the Brown Palace but need a better room for the conference. He will pressure the hotel to split the large ballroom used by TIAC. The hotel has not wanted to do this in the past but he will pressure them. If that does not work we can use the “V” shaped room or go elsewhere. Lorie noted that she has reached out to Janice at TIAC and felt that they are open to working with Jason. No other business.

5. **Adjournment—Lorie Hinton moved to adjourn, Terry Van Sant seconded.**