

November 2011

Colorado Airport Operators Association (CAOA)

Guidelines for CAOAsponsored Education and Training Programs for Colorado Airports

SCOPE: It is the intent of the Colorado Airport Operators Association (CAOA) Board of Directors to seek out various educational and training programs that would be beneficial to all Colorado Airports and/or the Colorado aviation system.

The education and training programs shall include all classifications of Colorado airports, including Air Carrier (Part 139) and General Aviation airports. Communications and notices shall be aimed at the CAOAs member airports, however the CAOAs shall include all Colorado airports (public or private) in all training opportunities. Depending on the program and how it is funded the non-CAOA member airport may be required to provide their own funding source for attendance to the program.

The CAOAs shall maintain a two or three person Education and Training Committee within the make-up of the CAOAs Board of Directors

Target Airport Employee Groups:

In an effort to define the various levels of airport employees that the CAOAs education and training programs will target, there is a list below to aid in separating the target group that the education or training is aimed at. At times the offered education may cross the lines of the various airport employee groups.

As the CAOAs Board of Directors represents the entire CAOAs membership and Colorado airports, there is a chance that the Board may elect to fund an educational or topical aviation industry meeting opportunity for one or more of the CAOAs Board members to attend an event that would be beneficial to all the Colorado airports. In-turn this group would provide a full report to the CAOAs membership of the information received.

Airport Executive, Director/Manager, Assistant Director/Manager

Airport Mid-Level Management, Supervisor and Administration

Airport Operations Staff

Airport Maintenance Technician, Mechanic, Equipment Operator

Airport Aircraft Rescue and Firefighting, Emergency Response

Airport Security and Law Enforcement

CAOA Board Members

Others (as the list is defined over the next few years)

Funding:

All educational programs sponsored by the CAOAs shall be based on available funds from the CAOAs General Fund.

All educational programs shall be approved by the CAOAs Board of Directors.

Educational and Training programs shall be listed within the annual CAOAs annual budget.

On occasion, the CAOAs Board of Directors may elect to approve a training program out of the normal budget cycle based on training opportunities that may arise that was not available or planned during the budget planning process.

The CAOAs Board of Directors shall seek out additional funding sources to assist in bringing to the Colorado airports various educational and training opportunities. Assistance, in-kind may be asked from the CAOAs member airports, by way of providing a facility to hold an educational event or organizational efforts.

The CAOAs Board of Directors shall seek out airport and/or aviation industry professionals, vendors and contractors that may desire to assist in the education and training of the Colorado airports, employees.

Training Locations:

The CAOAs shall, depending on the program, attempt to make the educational and training program as accessible as possible and to limit the required travel to the best of their ability.

The CAOAs shall seek the most economical and beneficial location based on the facility that is needed for the specific event and shall take advantage of the potential for a CAOAs member airport having the ability to assist in helping to sponsor the specific event.

Historically, the training has been associated with one of the annual or bi-annual CAOAs General Membership events.

Training Requests:

Requests for educational and training programs shall be directed to the CAOAs Board of Directors and specifically to the Training Committee.

Historical:

The following is list of past educational and training programs and seminars that have been sponsored by the CAO A to be used as reference for future programs and opportunity.

Short programs or individual seminar type have been held in conjunction with CAO A Annual or bi-annual meetings.

- AAAE/ASOS, basic and advanced
- AAAE/ANTN
- Environmental, DIA has typically held this , and allowed CAO A to attend
- Airport Lighting, CAO A enlisted a leading vendor and manufacturer to hold seminar.
- ARFF
- ACI, Airports Council International
- Facilities Maintenance
- Security
- CARST
- Safety

Future Educational and Training Programs:

Below is a list of future programs that have been identified as potential beneficial programs to consider. With limited funding, limited time and the ever-changing aviation environment the ability to get to all of these programs shall rest in the annual training program review (available time and budget) and planning process.

- Wildlife
- Herbicide/pesticide
- Construction Safety
- Pavement Maintenance, including markings and signage
- Snow Removal Techniques
- Fleet Vehicle Maintenance
- ACI, Airports Council International

NOTE: This document subject to revision without notice. Existing Version published ___/___/2012

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