

AGENDA

Arapahoe County Public Airport Authority
Board of Commissioners Meeting
Wright Brothers Room, Centennial Airport
7800 S. Peoria Street Englewood, CO

Except where noted, all scheduled items will be heard in the Wright Brothers Room at above noted address.
January 12, 2012 at 3:30 p.m.

- | | |
|-----------------------------------|--------------------------|
| ❖ Call to Order | Susan Beckman |
| ❖ Pledge of Allegiance | Susan Beckman |
| ❖ Public Comment | Susan Beckman |
| ❖ Amendments to the Agenda | Robert Olislagers |
| ❖ Next Meetings | Susan Beckman |

- Next regular Board Meeting, February 9, 2012 at 3:30 p.m., Wright Brothers Room.
- Roundtable Meeting, February 1, 2012 at 7:00 p.m., Ramada Hotel and Suites.

Consent Agenda – Items 1 – 9

The following consent items are expected to be routine and non-controversial and will be acted upon by the Board at one time under Item 10 unless the Board directs that an item be held for further discussion under Items Moved Item 11. Persons wishing to address consent items or have them held for further discussion, continued, or taken off the calendar should address the Board under Amendments to the Agenda (above).

- | | |
|---|-----------------------|
| 1. Approve Minutes of December 8, 2011 | Gwen Balk |
| 2. Resolution 2012-01 Regarding Posting Places | Gwen Balk |
| 3. Resolution 2012-02 – Official Publications for Notice of Public Hearings | Gwen Balk |
| 4. Grants Authorization Resolution No. 2012-03 | Gwen Balk |
| 5. Records Retention – Administration Procedure A-13 | Gwen Balk |
| 6. X Jet Express, LLC dba AJE Aviation – First Amendment to Agreement Under Standards | Scott Storie |
| 7. Easement Agreement (Comcast – Under ground Fiber Optic Lines) | Mike Fronapfel |
| 8. Ratification of Fourth Quarter 2011 Expenditures | Roxana Hahn |
| 9. November 2011 Financial Reports | Roxana Hahn |

Business Items – Items 10 – 14

- | | |
|---|--------------------------|
| 10. Approval of Consent Agenda | Susan Beckman |
| 11. Items Moved from Business Agenda | Susan Beckman |
| 12. Fuel and Operations Report for the month of December 2011 | Scott Drexler |
| 13. Noise Report/Roundtable Update | Todd Green |
| 14. Legislative Update | Robert Olislagers |
| ❖ Public Comment | Susan Beckman |
| ❖ Comments from Board or Staff | Susan Beckman |
| ❖ Execution of Documents | Gwen Balk |

REPORT/ RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF
ARAPAHOE COUNTY PUBLIC AIRPORT AUTHORITY AND
RECORD OF ACTION

January 12, 2012

FROM: Gwen C. Balk, Director - Administration

SUBJECT: Approve Minutes of December 8, 2011

RECOMMENDATION: Motion to approve the minutes of December 8, 2011 and authorize the Chair to sign.

BACKGROUND: See attached copy of minutes for your review.

FINANCIAL DATA: NA

REVIEW BY OTHERS: Robert Olislagers, Brian Magoon, Courtney Fry

PRESENTERS: Gwen Balk

Action of the Board of Commissioners

	1 st	2 nd	YES	NO	ABSTAIN
Beckman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bockenfeld	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doubek	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neukirch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sharp	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**REPORT/ RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF
ARAPAHOE COUNTY PUBLIC AIRPORT AUTHORITY AND
RECORD OF ACTION**

January 12, 2012

FROM: Gwen C. Balk, Director – Administration

SUBJECT: Resolution 2012-01 Regarding Posting Places

RECOMMENDATION: Motion to approve Resolution 2012-01 and authorize Chair and Clerk to sign.

BACKGROUND: Pursuant to Colorado Statute and Authority By-laws, the Board must adopt a resolution each year specifying the posting place for its meeting agendas.

The final Agenda must be posted at least 24 hours prior to any meeting at the base of the tower at the northwest front door. In addition, the resolution, reiterates the posting places for notices of special and regular meetings as specified in the By-laws.

Please note that the preliminary agenda is posted on our website on the Friday afternoon before a scheduled meeting. Starting this year, we will also include the staff reports on the website along with the preliminary agenda.

See attached copy of Resolution 2012-01.

FINANCIAL DATA: None

REVIEW BY OTHERS: Brian Magoon, Scott Storie

PRESENTERS: Gwen Balk

Action of the Board of Commissioners

	1 st	2 nd	YES	NO	ABSTAIN
Beckman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bockenfeld	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doubek	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neukirch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sharpe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**REPORT/ RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF
ARAPAHOE COUNTY PUBLIC AIRPORT AUTHORITY AND
RECORD OF ACTION**

January 12, 2012

FROM: Gwen C. Balk, Director – Administration

SUBJECT: Resolution 2012-02 – Official Publications for Notice of Public Hearings

RECOMMENDATION: Motion to approve Resolution 2012–02 and authorize Chair and Clerk to sign.

BACKGROUND: Each year, the Board adopts a resolution specifying the publications it will use to alert the public of any public hearings. We recommend that the Board continue to designate the following publications for that purpose:

- 1) The Villager;
- 2) The Douglas County News Press; and
- 3) The Denver Post.

See attached copy of proposed Resolution 2012-02.

FINANCIAL DATA: None

REVIEW BY OTHERS: Brian Magoon, Scott Storie

PRESENTERS: Gwen Balk

Action of the Board of Commissioners

	1 st	2 nd	YES	NO	ABSTAIN
Beckman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bockenfeld	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doubek	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neukirch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sharpe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**REPORT/ RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF
ARAPAHOE COUNTY PUBLIC AIRPORT AUTHORITY AND
RECORD OF ACTION**

January 12, 2012

FROM: Gwen Balk, Director – Administration

SUBJECT: Grants Authorization Resolution No. 2012-03

RECOMMENDATION: Motion to adopt Resolution No. 2012-03 and authorize Chair and Clerk to sign.

BACKGROUND: Occasionally, the FAA or the State will offer to fund a project from our Capital Improvement Program (CIP) list early. For instance, this year, we may receive grant(s) due to the economic stimulus package currently being discussed in Congress. These grants often require very quick turnaround for acceptance and often we can be caught between Board meetings and without signers.

To put the airport in the best possible position to accept these grants, we recommend that Board approve Resolution 2012-03.

The salient points of the resolution will include that said resolution:

1. will apply only to State or Federal Grants if the projects are listed on the airport's current CIP and funds are available in the budget to cover the match; and
2. will authorize the Chair or in his/her absence the Executive Director to sign the Grant Offer or Contract then present same for ratification at the next scheduled Board meeting; and
3. will be for the 2012 calendar year.

We anticipate that this will continue to be an annual resolution.

FINANCIAL DATA: For 2012, we have budgeted \$654,249 for matches.

REVIEW BY OTHERS: Lorie Hinton, Roxy Hahn, Robert Olislagers.

PRESENTERS: Gwen Balk

Action of the Board of Commissioners

	1 st	2 nd	YES	NO	ABSTAIN
Beckman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bockenfeld	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doubek	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neukirch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sharpe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**REPORT/ RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF
ARAPAHOE COUNTY PUBLIC AIRPORT AUTHORITY AND
RECORD OF ACTION**

January 12, 2012

FROM: Gwen C. Balk, Director - Administration

SUBJECT: Records Retention – Administrative Procedure A-13

RECOMMENDATION: Motion to adopt Administrative Procedure A-13 concerning Records Retention and authorize the Executive Director to sign.

BACKGROUND: The Authority has not formally adopted a records retention management plan or policy as may be required under State laws or rules.

However, we have regularly managed retained and destroyed Authority records using protocols established internally in 1985. We have memorialized those protocols and practices on the attached draft of Administrative Procedure A-13. It includes the following attachments:

Appendix A - - the schedules which identify the department records status as permanent (P) and non-permanent (NP) by title and advises the minimum retention periods for each.

Appendix B - - the sample Data Entry Form to use to identify the storage box number and list of contents for permanent records stored off-site at Iron Mountain or any future approved storage facility

Appendix C - - the sample Certificate of Destruction Form used to identify a list of records to be destroyed on a given date the method of destruction, and the individual certifying the completion.

We have checked our minimum retention periods against State Archivist approved plans and have determined that our periods are conservative and well within those retention periods that other public sector agencies have established. These retention periods may change from time to time based on regulations or requirements established by Federal or State law or agencies.

FINANCIAL DATA: NA

REVIEW BY OTHERS: Scott Storie, Lorie Hinton, Roxy Hahn, Dave Zarlengo, and Robert Olislagers.

PRESENTERS: Gwen Balk

Action of the Board of Commissioners

	1 st	2 nd	YES	NO	ABSTAIN
Beckman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bockenfeld	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doubek	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neukirch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sharpe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**REPORT/ RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF
ARAPAHOE COUNTY PUBLIC AIRPORT AUTHORITY AND
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January 12, 2012

FROM: Scott Storie, Aviation Specialist - Administration

SUBJECT: X Jet Express, LLC dba AJE Aviation - First Amendment to Agreement Under Standards.

RECOMMENDATION: Motion to approve the First Amendment to Agreement Under Standards ("AUS") and authorize Chairman and Clerk to sign.

BACKGROUND: AJE Aviation ("Licensee") has relocated its Aircraft Maintenance operations from 8201 Interport Blvd. (X Jet) to 7835 South Peoria Street on the Denver jetCenter Leasehold.

This move requires a First Amendment to the AUS between Licensee and Authority. The AUS dated August 12, 2010 authorizes the Licensee to perform Aircraft Maintenance.

The new office space/hangar is sufficient to accommodate Licensee's current operations at Centennial Airport; therefore, we recommend approval of the document attached hereto.

FINANCIAL DATA: Not Applicable

REVIEW BY OTHERS: Brian Magoon, Gwen Balk

PRESENTERS: Scott Storie

Action of the Board of Commissioners

	1 st	2 nd	YES	NO	ABSTAIN
Beckman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bockenfeld	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doubek	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neukirch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sharpe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**REPORT/ RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF
ARAPAHOE COUNTY PUBLIC AIRPORT AUTHORITY AND
RECORD OF ACTION**

January 12, 2012

FROM: Michael Fronapfel, Deputy Director of Planning & Development

SUBJECT: Easement Agreement (Comcast- Underground Fiber Optic Lines)

RECOMMENDATION: Motion to grant the Easement Agreement (Comcast – Underground Fiber Optic Lines) and authorize the Chair and Clerk to sign the easement.

BACKGROUND: Comcast would like to provide a fiber optic line to the office building at 8001 S. Interport Blvd. The route that is being proposed would be to bring the line down County Line Rd. and Interport Blvd. This routing would also allow for easy access to the lines for future developments on the SunBorne and DJC leaseholds on the south side of the Airport.

A copy of the Easement Agreement (Comcast – Underground Fiber Optic Lines) is attached. Exhibits will be provided at the Board meeting.

FINANCIAL DATA: N/A

REVIEW BY OTHERS: Lorie Hinton, Gwen Balk, Brian Magoon

PRESENTERS: Michael Fronapfel

Action of the Board of Commissioners

	1 st	2 nd	YES	NO	ABSTAIN
Beckman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bockenfeld	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doubek	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neukirch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sharpe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**REPORT/ RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF
ARAPAHOE COUNTY PUBLIC AIRPORT AUTHORITY AND
RECORD OF ACTION**

JANUARY 12, 2012

FROM: Roxana L. Hahn, Chief Financial Officer

SUBJECT: Ratification of Fourth Quarter 2011 Expenditures

RECOMMENDATION: Motion to ratify Fourth Quarter 2011 Expenditures in the amount of \$3,080,015.30.

BACKGROUND: See attached

FINANCIAL DATA: See attached

REVIEW BY OTHERS: Executive Director, Assistant Airport Director, Deputy Director of Administration, Commissioner Doubek, and Commissioner Neukirch

PRESENTERS: Roxana Hahn

Act on of the Board of Commissioners

	1 st	2 nd	YES	NO	ABS
Beckman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bockenfeld	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doubek	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neukirch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sharpe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF
ARAPAHOE COUNTY PUBLIC AIRPORT AUTHORITY AND
RECORD OF ACTION**

JANUARY 12, 2012

FROM: Roxana L. Hahn, Chief Financial Officer
SUBJECT: November 2011 Financial Reports
RECOMMENDATION: Advisory
BACKGROUND: Financial reports provide information to the Board about the financial condition of the Authority including results of operations compared to projections.
FINANCIAL DATA: Financial Reports will be delivered under separate cover prior to the board meeting.
REVIEW BY OTHERS: Executive Director, Assistant Airport Director, and Department Directors
PRESENTER (S): Roxana Hahn and Robert Olislagers

Action of the Board of Commissioners

	1 st	2 nd	YES	NO	ABS
Beckman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bockenfeld	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doubek	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neukirch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sharpe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Preliminary
WEB COPY

**REPORT/ RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF
ARAPAHOE COUNTY PUBLIC AIRPORT AUTHORITY AND
RECORD OF ACTION**

January 12, 2012

FROM: Todd Green, Noise & Environmental Specialist

SUBJECT: Noise Report/Roundtable Update

RECOMMENDATION: Advisory

BACKGROUND: The noise charts and graphs will be provided at the meeting. The approved minutes from the November 2nd Roundtable Meeting have been included.

FINANCIAL DATA: N/A

REVIEW BY OTHERS: M. Fronapfel

PRESENTERS: Todd Green

Action of the Board of Commissioners

	1 st	2 nd	YES	NO	ABSTAIN
Beckman	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bockenfeld	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doubek	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neukirch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sharpe	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**REPORT/ RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF
ARAPAHOE COUNTY PUBLIC AIRPORT AUTHORITY AND
RECORD OF ACTION**

January 12, 2012

FROM: Robert P. Olislagers, Executive Director

SUBJECT: Legislative Update

RECOMMENDATION: Advisory Only

BACKGROUND: The FAA continues to operate under a continuing resolution (CR) which will expire towards the end of the month. There has been zero progress on the Airway Trust Fund Reauthorization with the bill stalled mostly on a partisan issue concerning the ability to unionize. An attempt by the Republican led House to carve the union issue from the bill failed in the Democratically led Senate where the provision is being supported. It is unlikely this matter will be resolved in the 2012 election year.

FINANCIAL DATA: N/A

REVIEW BY OTHERS: N/A

PRESENTERS: Robert Olislagers

Action of the Board of Commissioners

	1 st	2 nd	YES	NO	ABS
Be kman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bockenfeld	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doubek	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Neukirch	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sharpe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>