

1. Work Completed During Period

- **CASP Task 1: Scoping - Study Design - COMPLETE**
 - Completed all project scoping including the final scope of work, budgets, and schedules. Meetings were previously held to discuss the issues, concerns, and anticipated results and several versions of the scope were developed. A call was held with the Federal Aviation Administration (FAA) to discuss comments on the draft scope and eligible items. The final scope was developed and approved by the Colorado Department of Transportation (CDOT) Aeronautics Division and the FAA. The budget was then completed, CDOT had an independent fee estimate (IFE) prepared, and a final contract was negotiated. A contract was signed by Kimley-Horn and CDOT. Kimley-Horn also prepared and executed subcontracts.
- **CASP Task 2: Project Management and Consultant Team Coordination**
 - Prepared for and conducted a kick-off meeting with CDOT Aeronautics on September 4. Subsequent to the meeting, a draft summary was prepared and finalized based on feedback. A bi-weekly call schedule was also established, and the first bi-weekly call was held. The first progress report was prepared for use in invoicing. A schedule was also updated to reflect scheduled and anticipated meeting dates.
- **CASP Task 3: Public Consultation and Project Advisory Committee (PAC)**
 - Task 3.1 - Project Branding (non federal): The majority of the project branding was completed with project logos, a draft presentation template, draft chapter templates, and meeting templates prepared.
 - Task 3.3 - Stakeholder Interviews: Talking points for calls with stakeholders was developed for internal review.
 - Task 3.7 - Project Website: The domain name www.coloradoaviationsystem.com was purchased. A wireframe of the website was developed for internal review.
- **CASP Task 4: Establish Study Design and Goals**
 - A draft discussion paper was provided that outlines a strawman of the goals, objectives, performance measures (PMs), and system indicators (SIs) for the CASP.
- **CASP Task 5: Inventory of System Condition**
 - Task 5.1 - Data Collection: The airports to be visited and those to be included in the CASP and CEIS were determined. The inventory form was initiated to obtain information that is required from airports. Data for use in the CASP and CEIS, especially the on-site visits, began to be compiled in electronic folders. Master plans and airport layout plans (ALPs) were requested from the FAA for use in the CASP. The Part 77 analysis for each airport was initiated in GIS format. Draft airport inventory data collection form was initiated.

2. Work Anticipated in Next Period

- **CASP Task 2: Project Management and Consultant Team Coordination**
 - Continued bi-weekly calls and summaries.
- **CASP Task 3: Public Consultation and Project Advisory Committee (PAC)**
 - Task 3.1 - Project Branding (non federal): Finalize all templates for use in documentation and presentation.
 - Task 3.2 - Establish PAC: Plan timing of first meeting and invite PAC members. Initiate presentation for the meeting.
 - Task 3.3 - Stakeholder Interviews: Finalize talking points for calls with stakeholders for review.
 - Task 3.4 - Meetings with CDOT Modal Managers, Regional Planning Organizations, and Emergency Service Providers: Coordination with CDOT contact regarding modal manager meeting, intermodal data needs, and outreach to regional planning organizations.
 - Task 3.7 - Project Website: Complete prototype of project website including draft pages and conduct webinar with CDOT staff.
- **CASP Task 4: Establish Study Design and Goals**
 - Conduct calls on draft goals, objectives, PMs and SIs.

- Complete draft chapter and conduct quality assurance/quality control (QA/QC) process.
- **CASP Task 5: Inventory of System Condition**
 - Task 5.1 - Data Collection: Distribute draft inventory data collection form for review and approval. Initiate form population with FAA and other data. Complete Part 77 drawings for each airport. Establish on-site visit schedule. Initiate calls to airports to set up visits.
- **CEIS Task 1: Data Collection**
 - Initiate development of draft surveys and cover letters.
 - Discuss timing of commercial service airport passenger surveys and confirm timing for each airport.

3. Issues Incurred

- No issues were incurred during this period. Project is progressing on schedule.