

1. Work Completed During Period

- **CASP Task 1: Scoping - Study Design - COMPLETE**
- **CASP Task 2: Project Management and Consultant Team Coordination**
 - Prepared for and conducted bi-weekly calls on October 1 and 15 and prepared meeting summaries. The project schedules were updated for use in displaying progress. Internal team meetings were held to discuss tasks and progress. The second progress report was developed for inclusion with the invoice.
- **CASP Task 3: Public Consultation and Project Advisory Committee (PAC)**
 - Task 3.1 - Project Branding (non federal): The project branding was completed with project logos, a presentation template, chapter templates, and meeting template prepared. Task is now complete.
 - Task 3.2 - Establish PAC: The PAC membership was selected and confirmed by CDOT. The first meeting was scheduled for October 30 at the CDOT Aeronautics offices, with meeting invitations sent by email. A draft agenda, presentation, and interactive activities were prepared for the meeting for review by CDOT and revised based on feedback received.
 - Task 3.3 - Stakeholder Interviews: The 20 stakeholders were confirmed with CDOT, with a few suggested changes based on other outreach methods (modal manager and emergency service provider meetings). Talking points for calls with stakeholders were transmitted to CDOT for review and updated based on feedback. Ten of the calls were scheduled and 2 were conducted in October. The rest will be completed in November.
 - Task 3.7 - Project Website: The website (www.coloradoaviationsystem.com) development was initiated. Several website pages were prepared for internal review and a separate “authorized login” area was created.
- **CASP Task 4: Establish Study Design and Goals**
 - A call was conducted on October 4 to discuss the draft “strawman” of the goals, objectives, performance measures (PMs), and system indicators (SIs) for the CASP. CDOT provided specific comments on the goals, PMs, and SIs. The strawman was updated for use in the focus group that was conducted by CDOT to get input. CDOT provided a summary of the input on October 24 and the information was updated for use at the Project Advisory Committee (PAC) meeting on October 30.
- **CASP Task 5: Inventory of System Condition**
 - Task 5.1 - Data Collection: A draft inventory form was created to reflect information to be obtained to analyze the system performance (CASP) and to estimate the economic impact (CEIS). CDOT reviewed the draft form and provided comments on October 15 that were then used to update the form.
 - Electronic folders were created for each airport including information CDOT obtained from FAA on master plans and ALPs, 5010 forms, FAA Terminal Area Forecast (TAF) reports, and other data. Part 77 drawings were completed for each airport in the system for use during the visits.
 - An inventory visit plan was developed to determine the split of airport visits by team member and a tracking spreadsheet was developed.
- **CASP Task 9: Explore Aviation Issues and Identify Needs**
 - An initial listing of potential issues was identified for discussion during the PAC meeting.
- **CEIS Task 1: Data Collection**
 - Developed draft surveys and cover letters for tenants, air carrier passengers, fixed-base operators (FBOs), general aviation pilots/visitors, businesses that own/lease aircraft, and businesses that rely on Colorado airports.
 - Discussed timing of commercial service airport passenger surveys with CDOT. Most commercial service passenger surveys to start in January.

- **CEIS Task 8: Deliver an Economic Impact Model to Enable CDOT to Conduct Simple Updates to Estimate Impacts of Future Scenarios**
 - Developed draft presentation for use in meeting with CDOT on October 30 to review the model options and features.

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 3.2 - Establish PAC: Distribute draft meeting summary and finalize.
 - Task 3.3 - Stakeholder Interviews: Conduct remaining stakeholder interviews and document the results.
 - Task 3.4 - Meetings with CDOT Modal Managers, Regional Planning Organizations, and Emergency Service Providers: Discuss potential meeting topics and agendas with CDOT and determine timing of meetings.
 - 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**
 - Complete draft chapter and conduct quality assurance/quality control (QA/QC) process.
- **CASP Task 5: Inventory of System Condition**
 - Task 5.1 - Data Collection: Complete form population with FAA and other data. Finalize on-site visit schedule, conduct calls to set up visits, distribute partially complete forms to airports, and initiate visits.
- **CEIS Task 1: Data Collection**
 - Using data obtained from airport site visits, compile airport tenant, FBO, and businesses that own/lease aircraft lists for surveys that will be performed once data is compiled.
 - Prepare FBO and passenger survey signs for distribution.
- **CEIS Task 8: Deliver an Economic Impact Model to Enable CDOT to Conduct Simple Updates to Estimate Impacts of Future Scenarios**
 - Begin developing model based on feedback obtained during October 30 meeting.

3. Issues Incurred

- The only issues encountered are a need to extend the schedule of Task 1: Data Collection for the CEIS to coincide with conducting air carrier passenger surveys in January, especially at airports with high levels of visitors during that timeframe and Task 8: Deliver an Economic Impact Model to Enable CDOT to Conduct Simple Updates to Estimate Impacts of Future Scenarios due to rescheduling the meeting to coincide with PAC meeting. Otherwise the project is progressing on schedule.