

## 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 November 13 and 26 and prepared meeting summaries. The project schedules were updated for use in communicating progress. Internal team meetings were held to discuss tasks and progress. This third 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): COMPLETE
  - Task 3.2 - Establish PAC: Prepared meeting summary from the October 30 PAC meeting.
  - Task 3.3 - Stakeholder Interviews: Contacted all 20 stakeholders. Conducted calls with 7 and followed up with others to try and confirm call dates/times. Wrote summaries of the 7 calls to date. Several stakeholders remain unresponsive to our team's attempts for contact.
  - Task 3.7 - Project Website: A draft of the project website ([www.coloradoaviationsystem.com](http://www.coloradoaviationsystem.com)) was completed for review by CDOT. Pages were developed for the CASP, CEIS, Updates, Public Outreach, Contact, an Authorized Log-in. Flowcharts for the CASP and CEIS were developed with content on each task in the flowchart. A map of Colorado was developed with links to CDOT Aeronautics' individual airport webpages from the CDOT Aeronautics website. A call to discuss CDOT comments on the draft website and content was set for November 30.
- **CASP Task 4: Establish Study Design and Goals**
  - Using information from the PAC meeting and prior discussions with CDOT, a draft of Chapter 1, Study Design and Goals was prepared. A quality control check was conducted of the draft, with the final draft submitted to CDOT for review on November 26.
- **CASP Task 5: Inventory of System Condition**
  - Task 5.1 - Data Collection: The inventory form was finalized after the October 30 PAC meeting to reflect information to be obtained to analyze the system performance (CASP) and to estimate the economic impact (CEIS).
    - The inventory forms for the airports were prepopulated with available FAA data.
    - An action call was developed for CDOT to transmit to airports prior to the inventory site visits.
    - The final plan for the inventory site visit schedule was developed to determine the timing and KH staff conducting each visit. This schedule was included in the tracking spreadsheet developed to monitor the visits. Once established, the airports in the first four regions identified by the team were contacted to set up visits. The forms for these airports were distributed to the airports along with meeting invites.
    - In addition to electronic folders, hard copies were made for each airport including Part 77 drawings and a legend for use during the visits.
    - A site visit checklist was prepared for use in the field.
    - The first round of site visits was conducted the week of November 26, with 18 scheduled visits. The first visit at Greeley-Weld County was used as a "pilot" to test the survey form and ensure consistency in the data gathering process.
- **CASP Task 9: Explore Aviation Issues and Identify Needs**
  - The list of potential issues was discussed during the PAC meeting on October 30, with additional issues added from the stakeholder outreach conducted in CASP Task 3.

- **CEIS Task 1: Data Collection**
  - Surveys and cover letters for airport tenants, air carrier passengers, fixed-base operators (FBOs), general aviation pilots/visitors, businesses that own/lease aircraft, and businesses that rely on Colorado airports were finalized. These included hard copies, fillable PDFs, and online versions for potential completion.
  - Signs for the general aviation pilot/visitor surveys were prepared and printed for distribution to FBOs during the on-site visits along with packets of hard-copy surveys to leave with the FBOs.
  - The timing and number of commercial service airport passenger surveys were analyzed with the team.
- **CEIS Task 8: Deliver an Economic Impact Model to Enable CDOT to Conduct Simple Updates to Estimate Impacts of Future Scenarios**
  - Prepared draft model output reports for discussion with CDOT.
  - Contacted Wisconsin, Michigan, and Pennsylvania aviation staff to request their participation in calls with CDOT regarding their calculators.
- **CEIS Task 9: Economic Impacts of DEN**
  - Conducted call with DEN staff to discuss data needs and timing of data collection.
  - Followed up with DEN staff on data needs request and established kick-off meeting date of January 9.
- **CEIS Task 11: Project Management and Reporting**
  - EDR Group participated in bi-weekly calls with CDOT.

## 2. Work Anticipated in Next Period

- **CASP Task 2: Project Management and Consultant Team Coordination**
  - Continued bi-weekly calls and meeting summaries.
- **CASP Task 3: Public Consultation and Project Advisory Committee (PAC)**
  - 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: Prepare for January meetings with CDOT Modal Managers, Regional Planning Organizations, and Emergency Service Providers including meeting attendees, locations, dates/times, and presentations.
  - Task 3.7 - Project Website: Complete revisions to project website based on results of webinar with CDOT staff.
- **CASP Task 4: Establish Study Design and Goals**
  - Revise draft chapter based on CDOT feedback.
- **CASP Task 5: Inventory of System Condition**
  - Task 5.1 - Data Collection: Complete additional site visits and input data.
- **CASP Task 6: Review Existing NPIAS Airport Roles/Classifications**
  - Review the updated FAA NPIAS report for Colorado and consider classification system for non-NPIAS airports.
- **CEIS Task 1: Data Collection**
  - Finalize plans for air carrier passenger surveys.
  - Using data obtained from airport site visits, compile contact lists of airport tenants, FBOs, and businesses that own/lease aircraft for surveys that will be performed once data is compiled.
- **CEIS Task 8: Deliver an Economic Impact Model to Enable CDOT to Conduct Simple Updates to Estimate Impacts of Future Scenarios**
  - Submit draft model output reports for discussion with CDOT and hold conference call.
  - Initiate CAO presentation information regarding model.

- **CEIS Task 9: Economic Impacts of DEN**
  - Follow up with DEN staff on data needs request.
  - Prepare materials for kick-off meeting.
- **CEIS Task 11: Project Management and Reporting**
  - EDR Group continued participation in bi-weekly calls with CDOT.

### 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 and possibly into February, 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.