

Period: December 1-31, 2018

## 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 call on December 10 and prepared meeting summary. Prepared summary of work for second half of December due to holiday schedule and in place of second bi-weekly call (December 24). The project schedules were updated for use in communicating progress. Internal team meetings were held to discuss tasks and progress. This fourth 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: No work in December.
  - Task 3.3 - Stakeholder Interviews: Contacted all 20 stakeholders. Conducted calls with a total of 12 of the 20 and followed up with others to try and confirm call dates/times. Wrote summaries of the 12 calls to date. Coordinated with CDOT regarding unresponsive stakeholders and are making progress. We are holding off with calls to emergency service providers (ESPs) as we are hosting a meeting on January 9 and will discuss additional outreach after the meeting.
  - Task 3.4 - Meetings with CDOT Modal Managers, Regional Planning Organizations, and Emergency Service Providers:
    - *Modal Manager Meeting - KH also checked with Kathleen Collins on this group's invitees as well as a potential time and date. Kathleen suggested we utilize the CDOT Plan Owners/Modal Managers as a forum for this group. It was agreed we'd participate in the next meeting scheduled for Wednesday, February 13, 2019 for an hour during the meeting scheduled from noon to 1:30 pm.*
    - *RPO Meeting - KH reached out to Kathleen Collins to coordinate and schedule a meeting with these representatives, possibly at CDOT Headquarters in Denver. It was suggested that we conduct this meeting in concert with other planned CDOT meetings as part of the Statewide Transportation Advisory Committee (STAC) that hosts Metropolitan Planning Organizations (MPOs) and rural Transportation Planning Regions (TPRs). We would have 20 minutes on the agenda on Friday, January 25, 2019 from 9:00 AM-12:00 PM.*
    - *ESP Meeting - Using a list developed through coordination with CDOT and input from airports that have already been visited, email contacts were obtained for all potential ESPs for inclusion in the meeting. KH scheduled the meeting for Wednesday, January 9th from 1:30-3:30 PM at Kimley-Horn's office in Denver. KH sent an email and Outlook meeting invite to all ESP stakeholders requesting their input and participation on January 9th.*
  - Task 3.6 - CAOAs Conferences and Public Meetings: CDOT confirmed KH will conduct two presentations at the CAOAs conference. One brief presentation for the CAB meeting and another more detailed presentation (mainly highlighting the CEIS) during the actual CAOAs conference. Clickers have been confirmed for the CAOAs conference. During the presentation KH will include trivia for the audience to keep them engaged. Trivia will include, but not limited to, Colorado airport/airport system fun facts and airport identification from aerial views (using aerials from Shahn). KH will present an economic impact dynamic model output report and a glimpse at next steps and timing for both CAB and CAOAs presentations. KH is drafting both presentations and will send to CDOT to review shortly after the holiday.
  - Task 3.7 - Project Website: The project website was published with most pages complete. The 'authorized login' page now has text for the PAC Document Review section for members to download Word and PDF versions of Chapter 1. An email will be distributed to the PAC in early January with a link to where to download the chapter and directions on how and where to provide comments. Prior progress reports were uploaded to the website and will continue to be uploaded after CDOT approves them monthly.
- **CASP Task 4: Establish Study Design and Goals**
  - CDOT reviewed the first draft of Chapter 1, Study Design and Goals and provided comments. During the bi-weekly call, several comments were discussed, and the chapter was revised. CDOT has approved the chapter

and it has been uploaded to the project website and an email to the PAC requesting their review will go out in January.

- **CASP Task 5: Inventory of System Condition**
  - Task 5.1 - Data Collection: KH is conducting on-site visits from November through January and has developed a shared schedule spreadsheet that is available to CDOT to review and track progress.
  - Approximately 25 site visits have been conducted to date.
  - Six airports have completed the airport manager survey in its entirety and submitted to KH team.
  - Other airports that have been visited have received follow-up emails on outstanding needs to complete the surveys.
  - Site visits have been scheduled at almost all airports. Only a few airport on-site visits remain to be scheduled.
- **CASP Task 6: Review Existing NPIAS Airport Roles/Classifications**
  - KH starting review of NPIAS/ASSET classifications
  - KH summarized airport classification methodology options from other states and sent to CDOT. This information includes how other states classify both NPIAS and non-NPIAS airports. In early January we'll discuss how to best move forward with Colorado classifications based on the information provided on other states and CDOT's overall vision.
- **CEIS Task 1: Data Collection**
  - Air Carrier Passenger Surveys planned for January and February. CDOT sent an email to the commercial service airports (excluding DEN, Telluride, Cortez, Alamosa, and Fort Collins) to notify them that someone from KH will be reaching out to confirm a time and date to conduct the commercial service passenger surveys.
  - KH has identified those individuals who will be conducting the commercial service passenger surveys and is working out the logistics of that task internally.
  - FBO, tenant, and transient GA pilot/passenger surveys are being distributed during on-site visits.
- **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.
- **CEIS Task 9: Economic Impacts of DEN**
  - Followed up with DEN staff on data needs request and established kick-off meeting date of January 9.
  - Prepared draft agenda for meeting.
- **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 Regional Planning Organizations and Emergency Service Providers will be hosted.
  - Task 3.7 - Project Website: Progress report will be added when approved by CDOT.
- **CASP Task 4: Establish Study Design and Goals**
  - Distribute email to PAC that chapter is available on website and provide link.

- **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**
  - Discuss classification systems used in other states and what might work for CO.
- **CEIS Task 1: Data Collection**
  - Implement 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**
  - Conduct DEN kick-off meeting and summarize results.
- **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 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.