AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:

Action Requested: Other approval of out of state travel

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:
The airport signed a 5 year agreement with CAOA to attend the annual NBAA conference as a way to promote airports in Colorado on an international level. This will be the 4th year of that agreement,. The airport typically sends 2-3 reps to this event. As of today (airfare cost may change) the cost to sent 3 people to Las Vegas will be approx. $3,200, which covers lodging, airfare, food and a rental car. This was approved in the 2013 budget.

Fiscal Impact: $3,200 ~

Submitted by: B. Lucero for S. Mick **Submitter's Email Address:** smick@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

Included in the 2013 adopted budget

Reviewed by: Lnienhueser Discharge Date: 8/6/2013

County Attorney Review: ( ) Required (●) Not Required

Comments:

Reviewed by: Discharge Date: Certificate of Insurance Required Yes ( ) No ( )

County Manager Review:

Comments:
The request is for two people, not three.

Reviewed by: KHaase Discharge Date: 8/16/2013

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 8/20/2013 Follow Up Agenda Date: N/A

Revised April 2013

Gunnison Crested Butte
REGIONAL AIRPORT

519 Rio Grande Avenue • Gunnison, Colorado 81230 • P 970.641.2304 • F 970.641.8559

August 1, 2013

Dear Board of County Commissioners,

For the past 5 years the airport has participated as an exhibitor in the annual NBAA Conference with CAOA and 9 other Colorado Airports. In 2009 we agreed to a 5 year commitment to attend as a part of this group. This is year 4 of 5. This year the conference will be held in Las Vegas, NV from Oct 21-25. It brings thousands of participants and exhibitors together for all things aviation. It is a great way to promote Colorado and Colorado Airports in general and Gunnison and our Airport specifically. We typically send 2-3 representatives. The cost for attending was approved as part of the 2013 budget. If airfare holds steady the approximate costs for 3 people to attend this year will be $828 for lodging, $1528 for airfare, $296 for a rental car and $504 for food for a grand total of $3200.

Respectfully,

Sarah Mick
Airport

2013 NBAA Conference Reimbursement Agreement

Per the State of Colorado, Division of Aeronautics Performance Audit, published February 2009, the Division is required to have a written agreement that documents expectations for reimbursement exist between the Division and the **Gunnison-Crested Butte Regional Airport** before paying NBAA for our booth space.

In order to secure our booth space for NBAA 2013, this agreement needs to be returned to the Division no later than February 28th so payment to NBAA can be made as soon as possible.

By signing this agreement, I Marlene D. Crosby, on behalf of
(print your name here)
the **Gunnison-Crested Butte Regional Airport**, agree that payment will be made to the Colorado Division of Aeronautics in the amount of $3,750.00 for our participation in NBAA 2013.

Marlene D. Crosby
Gunnison-Crested Butte Regional Airport Representative

David C. Gordon, Division of Aeronautics

2/21/13
Date

Date

The 2013 NBAA show is year four of five in the 5 year commitment made by the Airport in 2010.

Sarah Mick

From: Westendorf - CDOT, Kaitlyn [kaitlyn.westendorf@state.co.us]
Sent: Friday, February 15, 2013 12:45 PM
To: Sarah Mick
Cc: Shahn Sederberg
Subject: 2013 NBAA Invoice
Attachments: NBAA_13 - feb 1 priority one confirmation floor plan (1).pdf; NBAA-GUC-1301.pdf

Sarah,

Its that time of year again to start planning for the NBAA annual conference. This is year 4 of the 5 year commitments that were made in the fall of 2009. The cost for each returning airport this year will be $3,750. We still have a lot of planning to do for this year's booth, but first we need to secure our priority one placement (Booth number N1504). In order for that to happen I need each of you to fill out the attached reimbursement agreement ASAP so we can pay our invoice to NBAA. Please sign and return me a signed scanned copy. If you don't have the capability to send a scan a fax if fine also.

Your invoice for this year is also attached. It is page one of the document and the second page is the reimbursement agreement. If you have any questions please feel free to get ahold of Shahn or I.

Thanks in advance,

Kaitlyn

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Kaitlyn Westendorf
Aviation Grants Administrator
Colorado Aeronautics Division
New Phone & Email Address
Kaitlyn.Westendorf@state.co.us
303-512-5250
Direct -303-512-5258