



CENTENNIAL AIRPORT COMMUNITY NOISE ROUNDTABLE

AGENDA

April 3, 2024

6:30 p.m. – 8:30 p.m.

Centennial Airport, 7565 S. Peoria Street, Unit D9, Englewood, CO 80112

Chair: Chris Eubanks **Vice Chair:** Pam Thompson **Treasurer:** Andy Jones **Secretary:** Alison Biggs

**Members' Representatives and Alternate Representatives are requested to attend all meetings in person.
Members of the public may attend meetings in person, or virtually.**

CACNR Mission:

CACNR will bring together airport, community, FAA, and aviation industry representatives to collaboratively identify and discuss noise issues at Centennial Airport and recommend courses of action that could reduce noise over affected communities.

A. CALL TO ORDER AND DETERMINATION OF QUORUM:

<i>Arapahoe County:</i>	Leslie Summey/Sreenivasan Alakappan Vacant/Vacant	<i>Greenwood Village:</i>	Donna Johnston/Libby Barnacle
<i>Douglas County:</i>	Abe Laydon/Dan Avery Alison Biggs/Mark Adams	<i>Highlands Ranch Metro Dist.</i>	Andy Jones/Renee Anderson
<i>Aurora:</i>	Brad Pierce/Mindy Parnes	<i>Lone Tree:</i>	Mike Anderson/Chuck Darnell
<i>Castle Pines:</i>	Chris Eubanks/Ron Cole	<i>Parker:</i>	Ashley Chasez/Bryce Matthews
<i>Castle Rock:</i>	Laura Cavey/Sandy Vossler	<i>ACPAA:</i>	Michael Fronapfel/Vacant
<i>Centennial:</i>	Don Sheehan/Amy Sharp	<i>AOPA:</i>	John Hirshman/Brad Schuster
<i>Cherry Hills Village</i>	Robert Eber/Randy Weil	<i>CABA:</i>	Don Kuskie/Mike Straka
<i>Foxfield:</i>	Pam Thompson/Frank Lawrence	<i>CDOT Aeronautics Div:</i>	Todd Green/Vacant
		<i>Wings Over the Rockies:</i>	Bill Wasmund/Jordan Ashley

B. CONSENT AGENDA: (items here may be moved to Agenda Item #3, on the request of any CACNR Representative)

- A. DRAFT MINUTES, March 6, 2024 – Brad Pierce
- B. TREASURER'S REPORT, March 2024 Samantha Blymyer, ACPAA Staff, Andy Jones, Treasurer
- C. NOISE REPORT, February 2024- Samantha Blymyer, ACPAA Staff

3. ITEMS REMOVED FROM CONSENT AGENDA:

4. CACNR ORIENTATION:

- A. Airport Operations Overview – Lauren Wiarda
- B. CACNR Structure Overview – Brad Pierce

5. CACNR STUDY GROUP COMMITTEE: Brad Pierce, Chris Eubanks, Mike Fronapfel

6. PART 150 STUDY UPDATE/PROGRESS:

- A. Meeting Schedules for CACNR; Study Advisory Committee
- B. Noise Contours
- C. Modeling, Evaluation, Refinement
- D. Advance Notices for Brainstorming
- E. Other Items for Consideration/Interest

7. EXECUTIVE COMMITTEE:

- A. ATTENDANCE AT ACPAA MEETINGS – Pam Thompson to represent CACNR, Chris Eubanks as alternate
- B. RETREAT PRIORITIES

8. REPRESENTATIVES' COMMENTS:

9. OTHER REGULAR REPORTS:

- A. AIRPORT DIRECTOR – KAPA Staff
 - 1. Flight School Activity
 - 2. Aviation Fuel – How Much Sold/What Kind
 - 3. Community Related Activity
 - 4. Other Airport Activity

- 5. Legislative
- 6. Status of Follow Up Items

9. **OLD BUSINESS:**

- A. 2023-2024 CACNR Attendance Record

10. **NEW BUSINESS:**

- A. UC Davis Aviation Noise & Emissions Symposium – Chris Eubanks to Provide Update

11. **PUBLIC COMMENT:** (3 minutes per person time limit):

- A. RECEIVED BY CACNR
- B. MEETING ATTENDEES /VIRTUAL ATTENDEES

12. **NEXT MEETINGS:**

- A. **CACNR** – May 1, 2024 6:30 p.m. 7565 South Peoria Street, Englewood, CO 80112
 June 5, 2024 6:30 p.m. 7565 South Peoria Street, Englewood, CO 80112
 July 2024 NO MEETING

- B. **ACPAA** – April 11, 2024 3:00 p.m. 7565 South Peoria Street, Englewood, CO 80112
 May 9, 2024 3:00 p.m. 7565 South Peoria Street, Englewood, CO 80112
 June 13, 2024 3:00 p.m. 7565 South Peoria Street, Englewood, CO 80112
 July 2024 NO MEETING

- C. **PART 150 MEETING DATES** TBD

13. **ADJOURN:**



**CENTENNIAL AIRPORT COMMUNITY NOISE ROUNDTABLE
MINUTES
March 6, 2024
DRAFT**

VISION – QUIETER SKIES FOR OUR COMMUNITIES

MISSION – CACNR WILL BRING TOGETHER AIRPORT, COMMUNITY, FAA, AND AVIATION INDUSTRY REPRESENTATIVES TO COLLABORATIVELY IDENTIFY AND DISCUSS NOISE ISSUES AT CENTENNIAL AIRPORT AND RECOMMEND COURSES OF ACTION THAT COULD REDUCE NOISE OVER AFFECTED COMMUNITIES.

Chair: Brad Pierce **Vice Chair:** Vacant **Treasurer:** Andy Jones **Secretary:** Alison Biggs

1. **CALL TO ORDER, ROLL CALL, and QUORUM:** The meeting was called to order at 6:36 p.m. by Chair Brad Pierce. The following were in attendance, and a quorum was present:

Arapahoe County:	Sreenivasan Alakappan (virtual)	Cherry Hills Village:	Robert Eber
Douglas County:	Dan Avery	Foxfield:	Pam Thompson
Douglas County:	Alison Biggs	Highlands Ranch:	Andy Jones
Aurora:	Brad Pierce	Lone Tree:	Chuck Darnell
Castle Rock:	Sandy Vossler (virtual)	AOPA:	John Hirshman
Castle Pines:	Chris Eubanks (virtual)	CABA	Don Kuskie
Centennial:	Don Sheehan	Wings Over the Rockies:	Jordan Ashley (virtual)

Others in attendance were Ron Cole, Alternate Representative from Castle Pines; and ACPAA staff Lauren Wiarda, Matt Frenette, Zach Gebeheart and Justin Kunz. There were 11 members of the public online, and 5 in attendance.

Those absent were: Arapahoe County: vacant/vacant Greenwood Village: Donna Johnston/Libby Barnacle
Parker: Ashley Chasez/Bryce Matthews CDOT Aeronautics Div: Todd Green/Vacant
ACPAA: Mike Fronapfel /vacant

2. **CONSENT AGENDA:** The Consent Agenda included the Draft CACNR Minutes from February 7, 2024; a Treasurer's Report from March 1, 2024, showing a balance of \$30,317.55; and the Noise Report from January 2024. On the motion of Alison Biggs duly seconded, the Consent Agenda was approved.

The January 2024 Noise Report included the following information:

January Local Operations:	13,883	January Total Operations:	26,444
Year to Date Local Operations:	13,883	Year to Date Total Operations:	26,444

26,444 Total Operations in January resulted in 760 complaints from 58 households.

January Noise Events:

<u>January Total:</u>	<u>January 60 – 69 db:</u>	<u>January 70 – 79 db:</u>	<u>January 80 – 89 db:</u>
Golf Course 8,213	Meridian 6,186	Golf Course 2,721	Airport East 499
Meridian 7,770	Golf Course 5,320	Meridian 1,522	Golf Course 167
Airport East 2,768	Parker 1,903	Airport East 807	Meridian 62
State Park 2,215	State Park 1,461	State Park 746	Portable Station 10
Parker 2,142	Airport East 1,438	Portable Station 267	State Park 06
Portable Station 1,449	Grandview Estates 1,210	Parker 238	Grandview Estates 03
Grandview Estates 1,346	Portable Station 1,168	Grandview Estates 133	Hunters Hill 02
Lone Tree 836	Lone Tree 781	Greenwood Village 71	Lone Tree 02
Greenwood Village 803	Greenwood Village 732	Lone Tree 53	Parker 01
Castle Rock 773	Castle Rock 721	Castle Rock 52	Sagebrush Park 01
Hunters Hill 437	Hunters Hill 388	Hunters Hill 47	Castle Pines 00
Castle Pines 237	Castle Pines 221	Castle Pines 16	Castle Rock 00
Sagebrush Park 129	Sagebrush Park 119	Sagebrush Park 9	Greenwood Village 00

January Noise events in the 90+ decibel range: Airport East – 24 Golf Course – 05 Portable Station – 04 State Park - 02

<u>January Noise Complaints</u>	<u>and</u>	<u>Numbers of Households:</u>	<u>YTD Complaints and</u>	<u>Number of Households:</u>
(760)		(58)	(same as January)	(same as Jan)
Greenwood Village	389 (51 %)	Greenwood Village	18 (31%)	
Unincorporated Arapahoe County	246 (33%)	UAC	17 (29%)	
Unincorporated Douglas County	39 (05%)	Other	12 (21%)	
Centennial	27 (04%)	UDC	04 (07%)	
Other	22 (03%)	Castle Rock	02 (03%)	
Castle Rock	18 (02%)	Aurora	01 (02%)	

Denver	15	Aurora	01
Aurora	02	Castle Pines	01
Lone Tree	01	Centennial	01
Castle Pines	01	Denver	01
Cherry Hills Village	00	Lone Tree	01
Highlands Ranch	00	Cherry Hills Village	00
Parker	00	Highlands Ranch	00

Year to Date, the top five households complaining were:

Household #1	128	Greenwood Village	Household #4	70	Greenwood Village
Household #2	126	Unincorporated Arapahoe County	Household #5	51	Unincorporated Arapahoe County
Household #3	112	Greenwood Village			

In January, 37 responses were requested from 760 noise complaints, with 28 of those requests made by email (76%), and 9 made by telephone (24%).

In January, 738 complaints were made about **daytime flights** (7:00 a.m. – 9:59 p.m.) – 97%. **22 complaints** were made about **nighttime flights** (10:00 p.m. – 6:59 a.m.) – 3%.

In January, props accounted for **88% of the complaints by aircraft type; jets** accounted for **9% of the complaints**, and **helicopters caused 3%**.

In January, training was responsible for 64% of the complaints, **arrivals** were responsible for 19% of the complaints, and **departures** were responsible for 17% of the complaints.

The January Complaint Map and a January Radar Track Density Map were provided.

3. **ITEMS REMOVED FROM THE CONSENT AGENDA:** None

4. **CACNR STUDY GROUP COMMITTEE:** Brad Pierce presented the 2023 4th Quarter report from this group. It included two additional mitigation strategies that had been adopted, to limit number of aircraft in the traffic pattern, and to analyze flight track data within the defined study area. In addition, for the first time, the report included mitigation strategies that the Study Group would not be adopting, along with an explanation of why.

The Study Group Committee and CACNR had earlier recommended ACPAA hire additional staff for data collection and analysis, and that position had been filled earlier than expected. Accordingly, it was anticipated future reports would include enhanced data analysis. There should be a focus on data and the results from implementing the adopted mitigations, research on harder to implement mitigations, legal research, and the collection of flight track data to determine if the implemented mitigations had reduced overflights of the community. A Google Form for feedback and ideas for the Study Group to consider had also been created. It was determined to put Page 25 of the report, related to reports of the Committee and how anyone can provide feedback to the Committee, on CACNR’s website. Representatives were encouraged to share that information, and to encourage the submission of ideas.

The membership of the Committee had been increased by the addition of representatives from Mead & Hunt and HMMH.

Finally, the local lobbying team formed to represent Arapahoe County, Greenwood Village, and Centennial Airport had very productive meetings recently in Washington DC with elected representatives, key staff, and the FAA.

There was discussion of various aspects of the report, including the need for measurable impacts; when the results of the impacts might be known (possibly 3-4 months) and how comparisons can be made due to variables such as weather. There are apparently ways for researchers to address such things.

5. **PART 150 STUDY UPDATE/PROGRESS:** There was nothing new to report, but a news article and TV mention about the Study Group report and the Part 150 Study were noted. The reports contained inaccuracies and seemed to get the two confused. CACNR will see if there is a way to help clarify for any future reporting.

6. **EXECUTIVE COMMITTEE:**

A. APRIL AGENDA – There was still agreement to hold CACNR orientation during the April meeting. Absent specific input from the Representatives, the Executive Committee and Brad Pierce would craft the agenda, and work with Jason Schwartz as well.

B. CACNR REPRESENTATION AT ACPAA MEETINGS – Chris Eubanks had volunteered to represent CACNR at the March 14, and would write the report. Someone would be needed for the April 11th meeting, so all were asked to check calendars for that and future dates.

C. RETREAT PRIORITIES – The Chair indicated again there was still a need for volunteers to address the various priorities identified at the prior retreat.

7. **REPRESENTATIVES’ COMMENTS:**

A. GENERAL DISCUSSION – Chris Eubanks indicated the UC Davis symposium had provided more sessions of interest to general aviation than those of last year. He and Bill Wasmund would be providing a full report to the April CACNR meeting.

8. **OTHER REGULAR REPORTS:**

A. AIRPORT DIRECTOR'S REPORT – Mike Fronapfel was in Washington, DC attending the Colorado Airport Operators Association. Lauren Wiarda presented a report he had provided. At that meeting, he discussed what Centennial Airport was doing in regards to aircraft noise, and the transition to unleaded AvGas; 25% of January's AvGas fuel sales had been unleaded. The group had encouraged federal support for continued FAA engagement on noise issues, and for financial assistance to airports trying to encourage and facilitate the transition to unleaded AvGas.

Centennial Airport had been awarded \$8 million in grant funds for repairs and updates to the existing air traffic control tower, buying time to secure funding for a new tower while keeping the existing tower viable.

The Four Points at Sheraton Hotel was expected to open later in March.

Legislation having a hearing at the state level included a state fund subsidy to reimburse airports for fuel farm tanks, fuel trucks, and for subsidizing the cost on unleaded AvGas; require airports in urban areas to have voluntary fly quiet programs and a plan to communicate those programs to the airport tenant and users; add two positions to the Colorado Aeronautics Board that would represent affected communities near airports; and set up tax credits to reimburse aircraft owners up to \$500 for the purchase of modifications that allow for the use of unleaded fuel.

Fronapfel announced Samantha Blymyer had been selected as the new Manager of Communications/PIO for the airport. The airport was currently hiring for a Director of Maintenance, a Noise & Environmental Planner, and for airport management internship positions.

9. **OLD BUSINESS:**

A. ELECTION OF CACNR OFFICERS – In indicating his interest as serving as CACNR Chair, Chris Eubanks spoke about his passion for making a difference for all communities around the airport. Pam Thompson indicated she represented the ordinary citizens affected by the airport, and she was willing to serve as CACNR Vice Chair. Alison Biggs and Andy Jones were willing to continue as Secretary and Treasurer respectively. No one else expressed an interest in any of the positions. Accordingly, Don Sheehan moved CACNR accept the slate of officers as outlined above. Motion was seconded and carried.

B. 2023-2024 CACNR ATTENDANCE RECORD – An updated attendance record had been provided.

10. **NEW BUSINESS:** None

11. **PUBLIC COMMENT:**

A. RECEIVED BY CACNR – none

B. MEETING ATTENDEES – Public comment came from Orchard Gate, Greenwood Village, Louviers, and Centennial. There continued to be concerns about the issue of lead affecting the communities. Also noted were training flights directly over an elementary school, and the need to keep flights north of Arapahoe Road. Comment was made that although there were to be no parallel landings, such had been observed from time to time.

Efforts in the Superior area to encourage communication with Jefferson County which is responsible for Rocky Mountain Metropolitan Airport were noted, and question was asked why such an effort could not be made here. It was reported the flight schools there were really engaged, somewhat differently than those here.

Chris Eubanks commented on the issue of parallel runway landings

12. **NEXT MEETINGS:**

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	June 5, 2024	6:30 p.m.	7565 South Peoria Street, Englewood, CO 80112
	July 2024		NO MEETING

B. ACPAA –	March 14, 2024	3:00 p.m.	7565 South Peoria Street, Englewood, CO 80112
	April 11, 2024	3:00 p.m.	7565 South Peoria Street, Englewood, CO 80112
	May 9, 2024	3:00 p.m.	7565 South Peoria Street, Englewood, CO 80112
	June 13, 2024	3:00 p.m.	7565 South Peoria Street, Englewood, CO 80112
	July 2024		NO MEETING

C. **PART 150 MEETING DATES** When and What Meetings, When Available from APA Staff

13. **ADJOURNMENT:** The meeting was adjourned at 8:03 p.m.

Alison Biggs, Secretary

CENTENNIAL AIRPORT COMMUNITY NOISE ROUNDTABLE 2024 BUDGET - Approved November 1, 2023; Updated as of 3/29/2024				
	BUDGET	ACTUAL		NOTES
INCOME:				
		as of 3/29/24		
CARRY OVER FROM PRIOR YEAR	\$ 20,000.00	\$20,317.55		Carry over from 2023
ACPAA	\$ 10,000.00	\$10,000.00		
CACNR REGULAR MEMBERS	\$ -			Members not invoiced for 2024 due to amount of carry over available
TOTAL INCOME:	\$ 30,000.00	\$30,317.55		
EXPENDITURES:				
WORK PROGRAM:				
COMMUNITY OUTREACH	\$ 2,000			Website Updating and Maintenance
	\$ 5,000			Media Outreach Project
FLY QUIET	\$ 1,000			Placeholder for Projects tbd
NOISE MONITOR	\$ 1,000			Exploration of desired data and software for 2024
EXECUTIVE/WORK PLAN	\$ 500			Orientation Manual, Annual Report
EDUCATION				
2 Reps to UC Davis Symposium	\$ 4,000	\$3,744.67		Symposium to be at UC Davis; estimate based on prior symposiums
2 Reps to 2 N.O.I.S.E. Conferences	\$ 4,000			based on prior years on-site conferences
CONSULTATION/ TASK SUPPORT	\$ 4,000			Projects with Jason Schwartz
MEMBERSHIP DUES	\$ 1,000			N.O.I.S.E.
ADMINISTRATIVE	\$ 1,000			Part time secretarial assistance
	\$ -			Legal
RESERVE	\$ 2,500.00			for presently unidentified and unanticipated expenses and/or work CACNR activities consistent with the approved Work Plan.
TOTAL EXPENDITURES:	\$ 26,000.00			
CARRY OVER TO 2024	\$ 4,000.00	\$26,572.88		Actual to be determined at the end of 2024
** Usually includes registration, travel, ground transportation, lodging, meals.				
FRAME OF REFERENCE: The MOU Funding Structure adopted 12/13/2018 called for an initial two-year funding mechanism. "Thereafter, CACNR will provide ACPAA and each Regular Member with a report on the previous year's expenditures, and an annual invoice accompanied by a proposed budget indicating how the requested funds would be utilized, so that funds could be appropriated for the coming year."				



Centennial Airport Monthly Noise Report



February 2024

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A-weighted Sound Level – A measure of sound level with weighted frequency characteristics that correspond to human subjective response to noise.

Arrival – The act of an aircraft approaching and landing at an airport.

Ambient Noise Level – The level of noise that is all-encompassing within a given environment for which a single source cannot be determined. It is usually a composite of sounds from many and varied sources near to and far from the noise monitor.

Community Noise Event Level (CNEL) – The average sound level over a 24-hour period, with a penalty of 10dB for nighttime hours between 10:00 PM and 7:00 AM.

Day Night Average Sound Level (DNL) – A measure of the average noise level over a 24-hour day. It is the 24-hour, logarithmic (or energy) average, A-weighted sound pressure level with a 10-decibel penalty applied to the nighttime event levels that occur between 10:00 PM and 7:00 AM.

Decibel (dB) – A logarithmic quantity reflecting the ratio of the sound pressure of the source to a reference pressure. This results in a sound pressure level of about 0 dB for the quietest sounds that we can detect and sound pressure levels of about 120 dB for the loudest sounds that can be heard without pain.

Departure – The act of an aircraft taking flight and leaving the airport.

Energy-Averaged Sound Pressure Level (Leq) – The value or level of a steady, non-fluctuating sound that represents the same sound energy as the actual time-varying sound evaluated over the same time period.

Flight Track – The path along the ground followed by an aircraft in flight.

Instrument Flight Rules (IFR) Rules and regulations established by the FAA to govern flight under conditions in which flight by outside visual reference is not safe. IFR flight depends upon flying by reference to instruments, and navigation is accomplished by reference to electronic signals. It is also a term used by pilots and controllers to indicate the type of flight plan an aircraft is flying, such as an IFR or VFR flight plan.

Local Operations – Operations in the local traffic pattern or within sight of the airport; flight in local practice areas within a 20 mile radius; execute simulated instrument approaches or low airport passes.

Maximum Noise Level (L_{max}) – The peak noise level for a single noise event.

Noise Exposure – The cumulative sound energy affecting a person over a specified period of time.

Overflight – Aircraft flight originating and terminating outside the area that transits the airspace without landing.

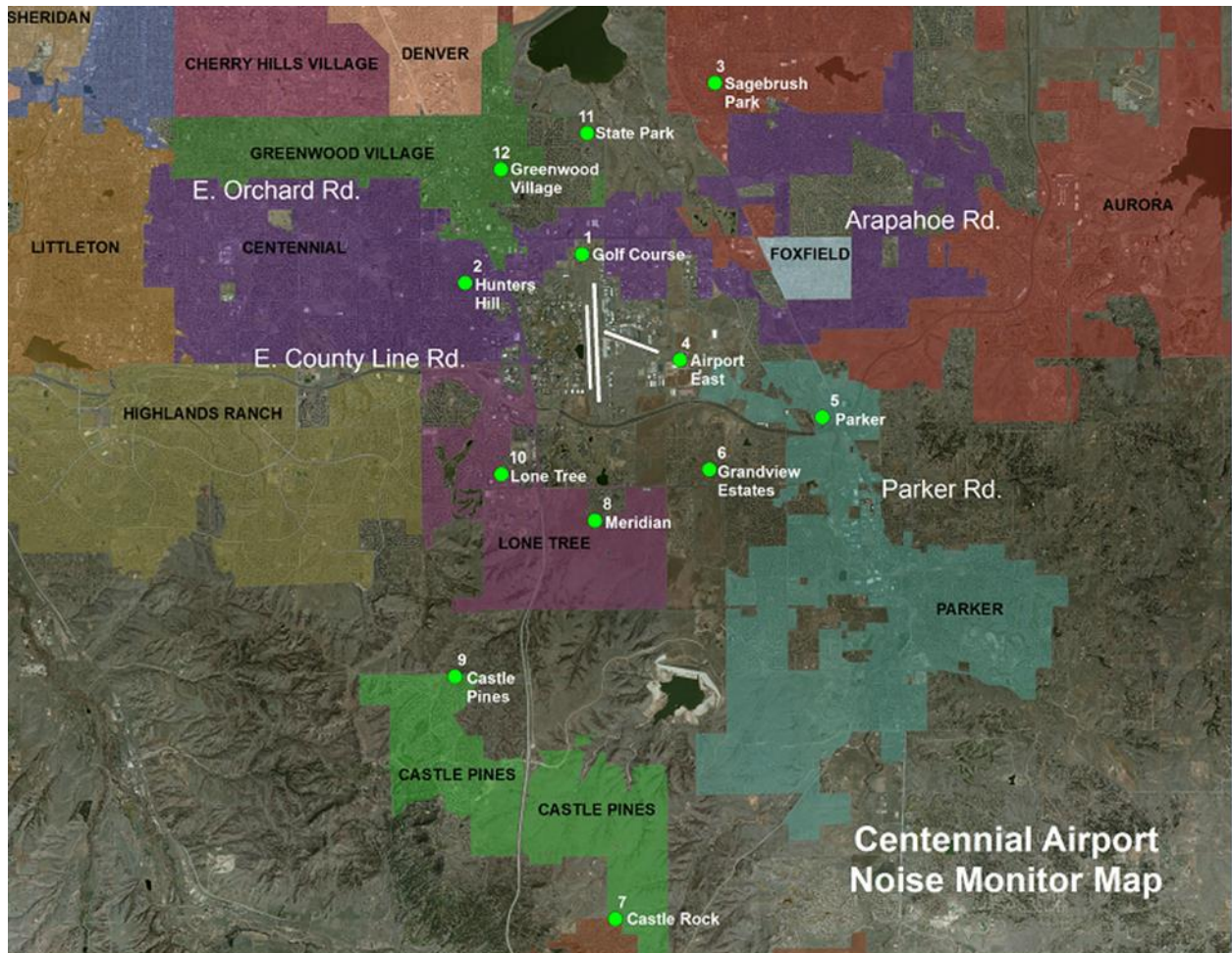
Visual Flight Rules (VFR) – A set of regulations under which a pilot operates an aircraft in weather conditions generally clear enough to allow the pilot to see where the aircraft is going. A flight plan is not required when the pilot is operating under Visual Flight Rules.

Sound Exposure Level (SEL) – The total energy in the A-weighted sound level measured during a transient noise event. SEL accounts for both the duration and the loudness of a noise event.

Overview

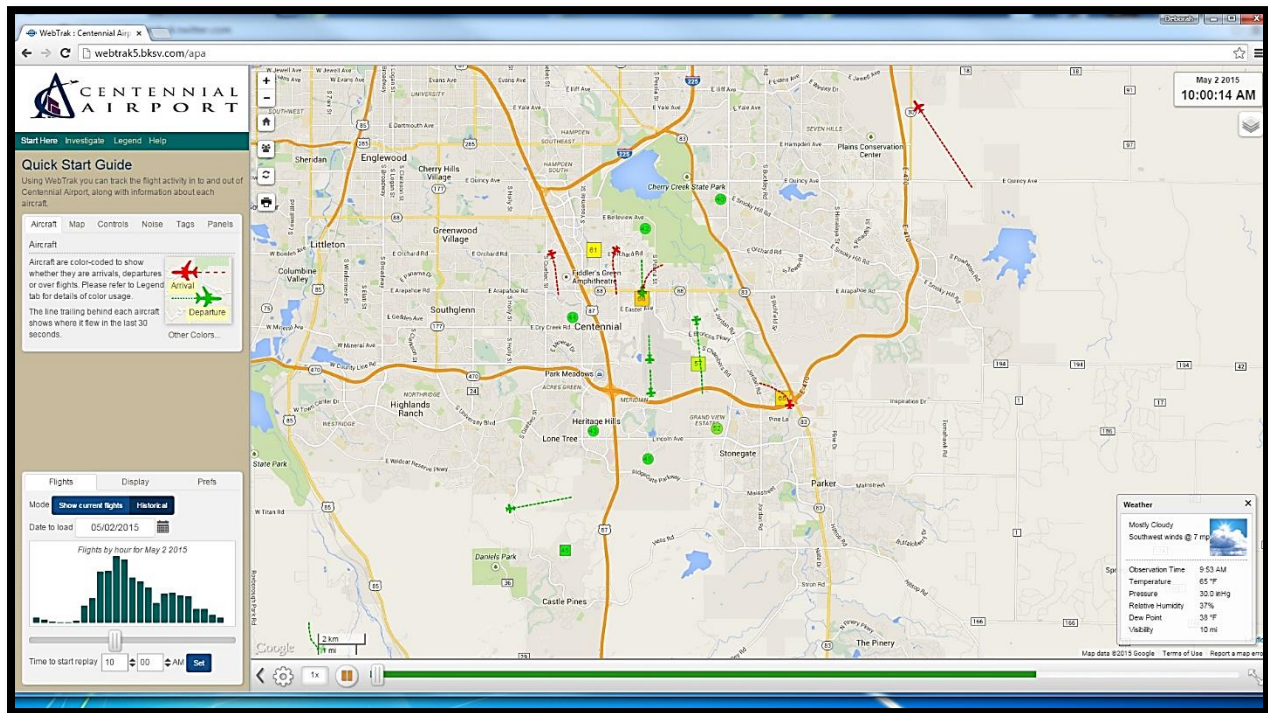
3 ABOUT APA'S NOISE MONITORING PROGRAM

Centennial Airport's (KAPA) Noise and Operations Monitoring System (ANOMS) is a new state of the art system that enables the Arapahoe County Public Airport Authority to monitor and better understand aircraft noise in the vicinity of Centennial Airport. This system is comprised of 12 fixed noise monitoring terminals in the community, as well as 2 portable monitors that are available for short term monitoring anywhere in the community.



4 ABOUT WEBTRAK™

As part of an ongoing program, Centennial Airport now offers an online tracking system for the movement of flights and air traffic patterns within the Denver Metro area. **WebTrak** Flight Tracking and Noise Information System allows concerned individuals to research data about flights to and from Centennial Airport, Denver International Airport, Rocky Mountain Metropolitan Airport, Front Range Airport and Buckley Air Force Base, as well as any transitional air traffic through the region.



How to participate

The general public may use **WebTrak** to investigate a noise or flight that occurred near their location. The system also simplifies the process of filing a noise complaint, offering an easy, online option for residents to register concerns regarding noise levels at the following web addresses:

APA WebTrak:

https://webtrak.emsbk.com/apa?fbclid=IwAR1xnXwQ2sVwisSZ_szUAIHFtyYBNI_ZTACOI1PF7ZSH8PPbBxORnnaidUUE

Centennial Airport Website: <http://www.centennialairport.com>

In addition, noise complaints can also be submitted on our noise hotline:

APA Noise Hotline:

303-790-4709

5 OPERATIONS STATISTICS

	IFR ITINERANT				VFR ITINERANT				LOCAL		
	AIR TAXI	G.A.	MILITARY	TOTAL ITINERANT	AIR TAXI	G.A.	MILITARY	TOTAL	G.A.	MILITARY	TOTAL LOCAL
January	2,483	2,640	172	5,295	1,607	5,408	132	7,147	13,881	2	13,883
February	2,374	2,702	161	5,237	1,709	5,384	83	7,176	13,797	2	13,799
March				0				0			0
April				0				0			0
May				0				0			0
June				0				0			0
July				0				0			0
August				0				0			0
September				0				0			0
October				0				0			0
November				0				0			0
December				0				0			0
Y-T-D Totals	4,857	5,342	333	10,532	3,316	10,792	215	14,323	27,678	4	27,682

	IFR OVERFLIGHTS				VFR OVERFLIGHTS				TOTAL OPERATIONS	
	AIR TAXI	G.A.	MILITARY	TOTAL INTINERANT	AIR TAXI	G.A.	MILITARY	TOTAL		
January	3	4	4	11	35	61	12	108	January	26,444
February	4	8	1	13	21	36	5	62	February	26,287
March				0				0	March	
April				0				0	April	
May				0				0	May	
June				0				0	June	
July				0				0	July	
August				0				0	August	
September				0				0	September	
October				0				0	October	
November				0				0	November	
December				0				0	December	
Y-T-D Totals	7	12	5	24	56	97	17	170	Y-T-D Totals	52,731

Definitions

Air Taxi – A company that operates aircraft that carry cargo or mail, or passengers on an on demand or charter basis.

General Aviation (G.A.) – All civil aviation operations other than scheduled air services and non-scheduled air transport operations for remuneration or hire.

Local – Operations are performed by aircraft which operate in the local traffic pattern or within sight of the airport; flight in local practice areas located within a 20-mile radius of the airport; execute simulated instrument approaches or low passes at the airport.

IFR Itinerant – Operations other than local operations conducted under Instrument Flight Rules.

VFR Itinerant – Operations other than local operations conducted under Visual Flight Rules.

Overflight – Operation performed by aircraft that transit the area and did not originate or did not terminate within the airspace.

6 NOISE MONITOR REPORTS

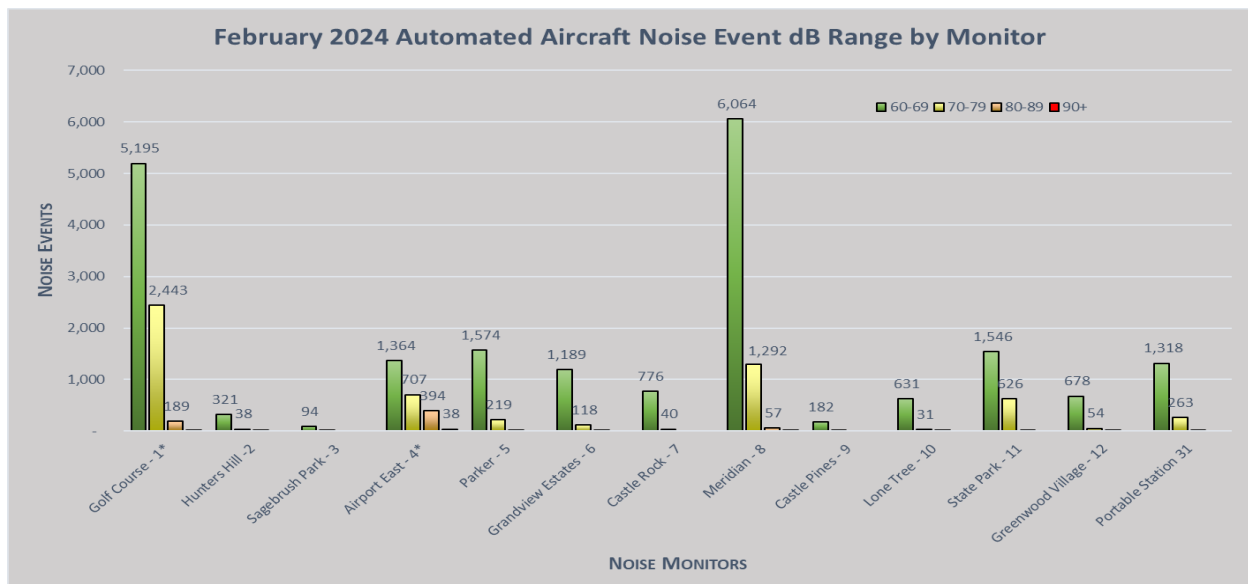
The following data displays the amount and associated decibel level of aircraft noise events at a given monitor. An aircraft noise event must contain the following characteristics:

First, the noise event must exceed the ambient noise level. This number varies at every monitor, but is generally greater than 50-55db. Secondly, the noise event must last longer than 5 seconds. Lastly, using radar data, the system must correlate an aircraft with the noise event. This ensures that the sound is not associated with a 'community noise event' such as a lawn mowers or emergency sirens.

The information below reflects only aircraft noise events as described above.

February 2024 Automated Aircraft Noise Event Decibel Range					
Monitor	60-69	70-79	80-89	90+	Totals
Golf Course- 1*	5,195	2,443	189	3	7,830
Hunters Hill- 2	321	38	1	0	360
Sagebrush Park- 3	94	10	0	0	104
Airport East- 4*	1,364	707	394	38	2,503
Parker- 5	1,574	219	5	0	1,798
Grandview Estates- 6	1,189	118	2	0	1,309
Castle Rock- 7	776	40	0	0	816
Meridian- 8	6,064	1,292	57	2	7,415
Castle Pines- 9	182	8	0	0	190
Lone Tree- 10	631	31	1	0	663
State Park- 11	1,546	626	6	0	2,178
Greenwood Village- 12	678	54	5	0	737
Portable Station 31	1,318	263	16	0	1,597
Totals	20,932	5,849	676	43	27,500

*Monitor located on Airport



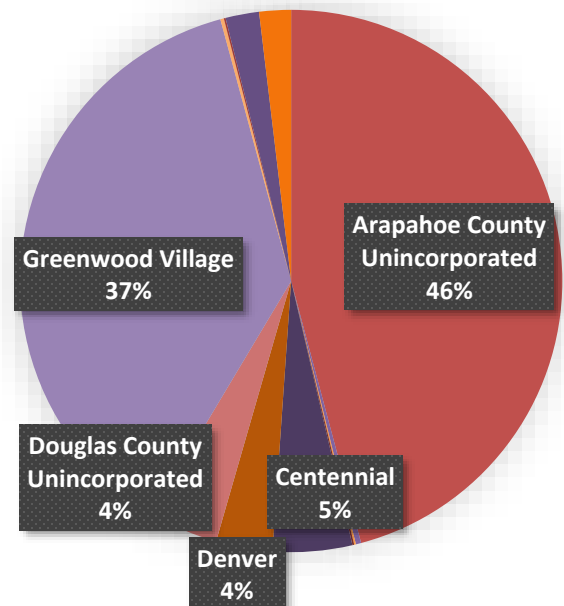
7 FEBRUARY 2024 NOISE COMPLAINT STATISTICS

In February, Centennial Airport received 951 complaints from 56 households.

February Noise Complaints			YTD		Population
Municipality	Complaints	Households	Complaints	Households	
Arapahoe County Unincorporated	436	18	682	21	98,066
Aurora	3	1	5	1	399,913
Castle Pines	1	1	2	1	14,000
Castle Rock	1	1	19	3	82,000
Centennial	45	1	72	1	108,422
Cherry Hills Village	0	0	0	0	6,442
Denver	32	1	47	1	715,522
Douglas County Unincorporated	39	5	78	6	276,493*
Greenwood Village	354	18	743	25	15,691
Highlands Ranch	2	2	2	2	103,444
Lone Tree	1	1	2	2	14,253
Parker	18	5	18	2	68,000
Other	19	2	41	13	UNK
Total	951	56	1711	78	1,867,296

*Douglas County Unincorporated Population with Highlands Ranch Removed

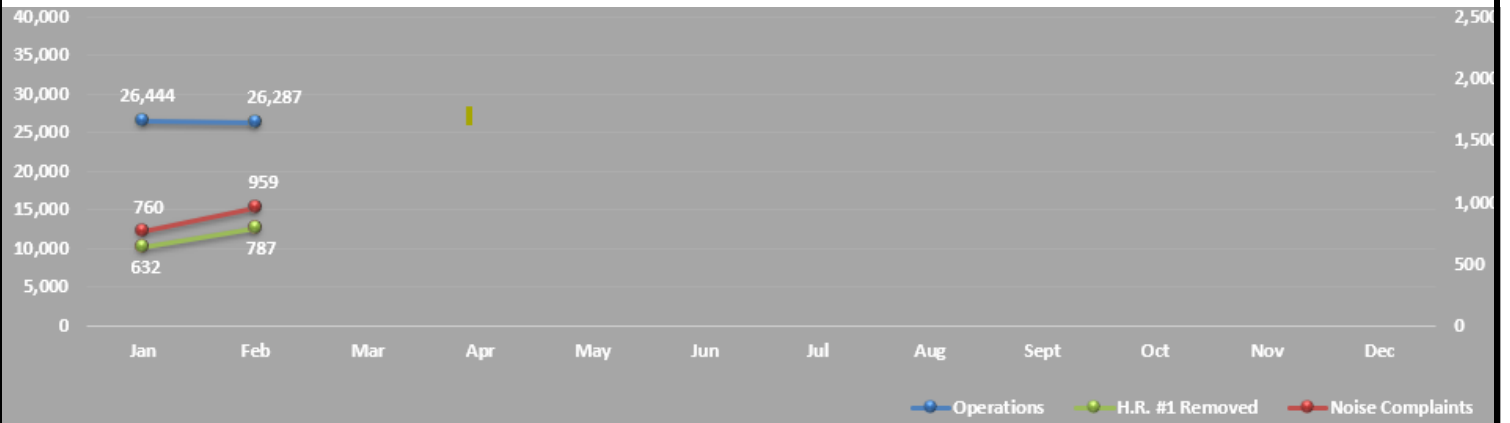
Complaints per Municipality



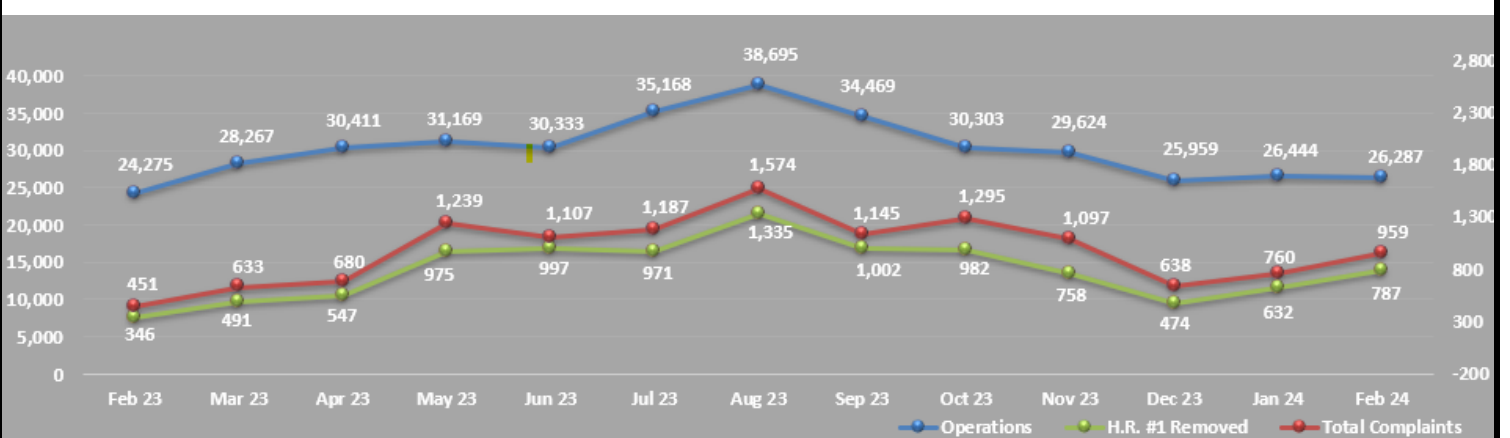
February 2024 Noise Complaint Responses Completed	
Email	34
Phone	5
Total	39

Time Complaint Received	Feb
Day Hours (7:00 am - 9:59pm)	892
Night Hours (10:00 pm - 6:59 am)	59
TOTAL	951

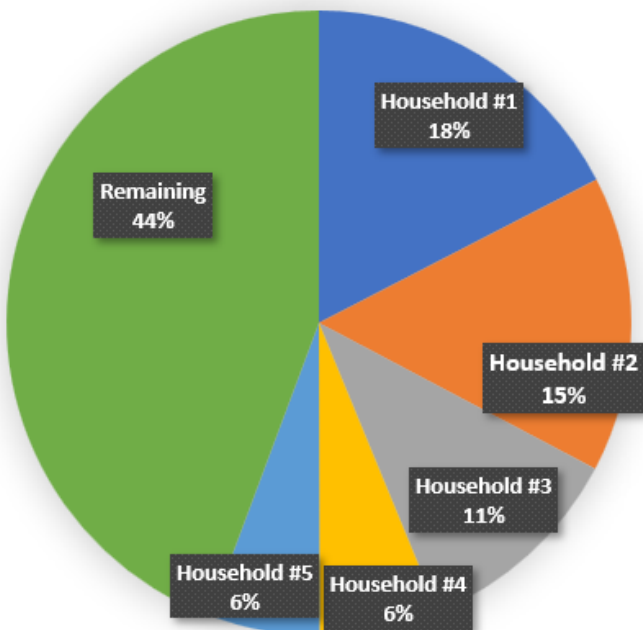
Current 12 Month Trend



Previous Year 13 Month Trend



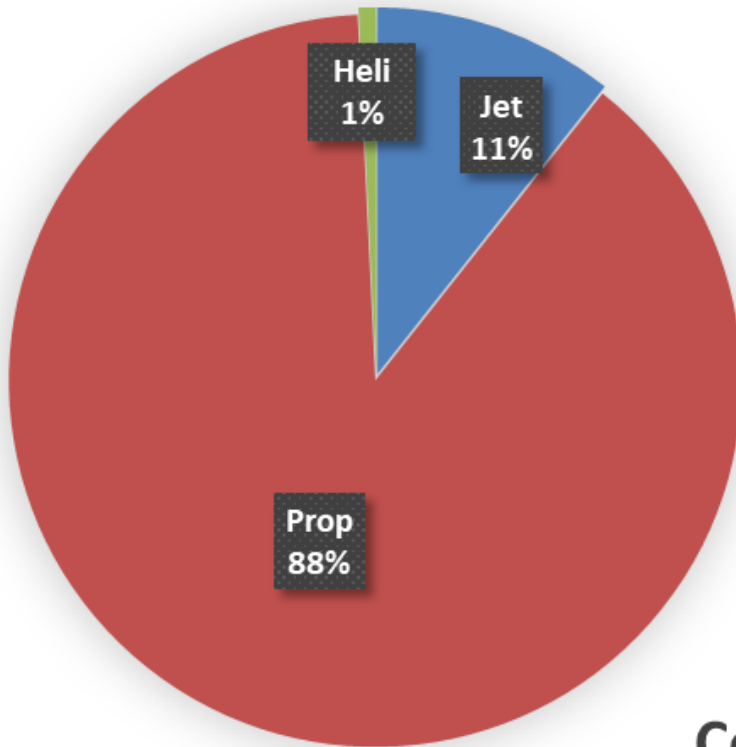
Top 5 Household Complaints YTD



Top 5 Household Complaints YTD

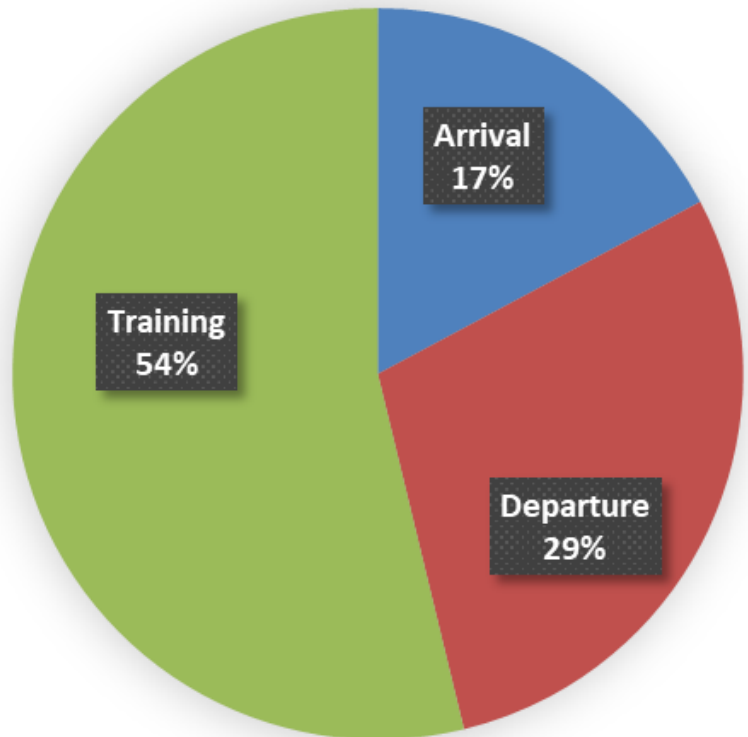
Household	Complaints	Resides In
Household #1	298	Arapahoe County
Household #2	262	Greenwood Village
Household #3	189	Greenwood Village
Household #4	106	Greenwood Village
Household #5	98	Greenwood Village
Remaining	758	
Total	1,711	

Complaints by Aircraft Type

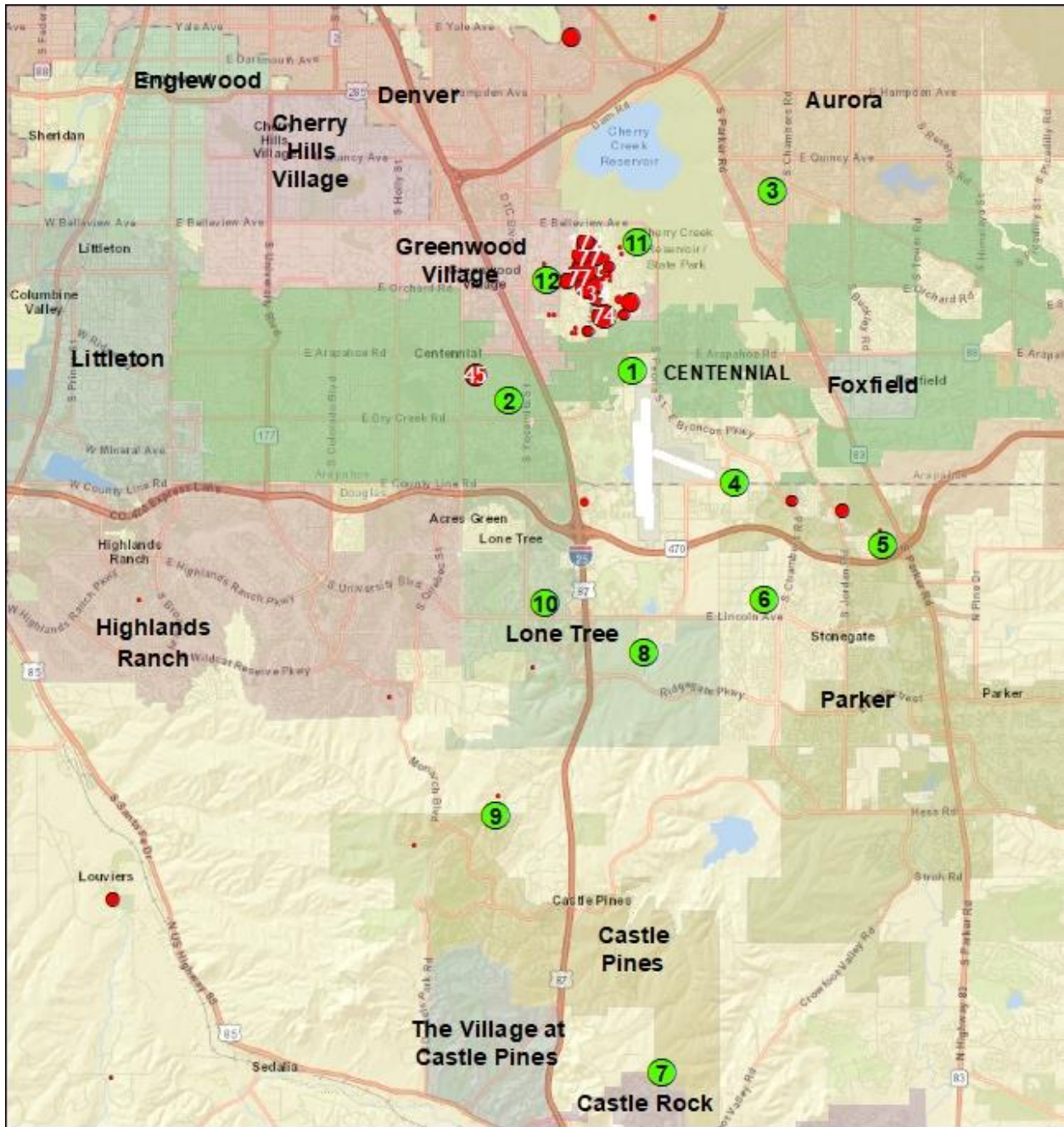


*#1 Household Removed

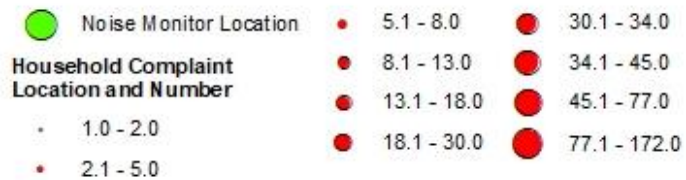
Complaints by Operation Type



8 CENTENNIAL AIRPORT COMPLAINT MAP



February 2024 Complaints



**Larger dots equate to more complaints for that particular households

9 CENTENNIAL AIRPORT RADAR TRACK DENSITY MAP

Centennial Airport Radar Track Density Map unavailable in February report due to GIS Licensing Issue.
To be provided at a later date.

10 NOTES AND DISCLAIMER

This report is for informational use only. Every effort has been made to ensure the accuracy of this data; however, the material may be altered as new information is added or updated in the system.

Centennial Airport disclaims any responsibility or liability for any direct or indirect damages resulting from the use of this data. We hope this information provides you with a valuable tool in which to review noise data and characteristics in your area. If you have questions or concerns, please contact the Centennial Airport Noise office at **303-790-0598**.



Noise Hotline: 303-790-4709

www.centennialairport.com

CENTENNIAL AIRPORT COMMUNITY NOISE ROUNDTABLE
A MEMORANDUM OF UNDERSTANDING FOR THE FORMAL CREATION OF THE
CENTENNIAL AIRPORT COMMUNITY NOISE ROUNDTABLE

(08 08 18 Updated Clean Version for Reps)

Approved by Centennial Airport Community Noise Roundtable on August 1, 2018

Memorandum of Understanding effective date: December 13, 2018

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Preamble

Centennial Airport is one of more than 70 public-use, general aviation airports in the state of Colorado. The facility was opened in 1967 and has been owned and operated by the Arapahoe County Public Airport Authority (ACPAA) since 1975. The Airport's location along Interstate 25 next to the Denver Tech Center and a few miles south of downtown Denver makes it a key element of the economic vitality of the Denver metropolitan area. Numerous companies have chosen to locate their corporate headquarters near the Airport to take advantage of the convenience, facilities, and services that the Airport has to offer.

Centennial Airport is home to more than 800 fixed-based aircraft. This ever-increasing number includes a mix of single-engine, multi-engine, turboprops, jets, and helicopters. Four fixed-base operators (FBOs) provide a full spectrum of services for both the locally based and transient pilot communities. With approximately 320,000 annual take-offs and landings on three runways, Centennial Airport ranks among the busiest general aviation airports in the United States. The Airport's mission is safety, security and service for the general aviation community.

In 1998, ACPAA initiated a voluntary FAA 14 Code of Federal Regulation (CFR) Part 150 Noise Compatibility Program (NCP) to analyze and examine community noise impacts from Centennial Airport aircraft operations. The need for a plan was due in part to the rapid commercial and residential growth in the airport environs and the on-going increase in airport operations. The outcome of the five-year study to develop a plan produced a list of 12 recommendations. Those recommendations included several key actions, such as establishing a Fly Quiet Program, installing an aircraft noise monitoring system, and creating an advisory committee to address aircraft noise issues impacting the communities surrounding Centennial Airport and to monitor programs implemented as a result of the adoption of the ACPAA Noise Compatibility Program, including the Fly Quiet Program guidelines and the Noise Monitoring Program. That committee became known as the Centennial Airport Community Noise Roundtable (CACNR).

CACNR was formed in May 2009 to make recommendations to ACPAA to reduce and mitigate the noise impacts that users of the airport create on surrounding communities. Through its membership of locally appointed community representatives, the ACPAA, airport users, and key staff from the Federal Aviation Administration (FAA) and the Colorado Department of Transportation (CDOT) Division of Aeronautics, CACNR acts as a forum that attempts to achieve cooperation between all of these groups in accomplishing airport noise reduction. CACNR held its first formal meeting on July 15, 2009, and at that time, its purpose was further delineated as shown below, with the adoption of a statement of purpose developed by an ACPAA-retained consultant.

This Memorandum of Understanding (MOU) formalizes an agreement among the Members to officially create CACNR. The document specifies the purpose and objectives of CACNR and provides guidance on membership criteria, operations and support, and the procedure to amend the MOU.

This document shall be considered the foundation document for the creation of CACNR, replaces all previous creating documents, and is intended to act as the instrument that provides focus and guidance for the on-going activities of the organization.

Article I. Creation of the CACNR Organization/Purpose/Objectives

1. Creation of the Organization

This MOU formally creates an advisory committee to be known as the Centennial Airport Community Noise Roundtable (CACNR) for the purpose and objectives stated below via the Agreement and Membership criteria stated herein.

2. Purpose

CACNR is a voluntary association of ACPAA, neighboring communities, federal and state agencies, and airport users, created to monitor programs implemented as a result of the adoption of the ACPAA Noise Compatibility Program, including the Fly Quiet Program guidelines and the noise monitoring program, and to address aircraft noise issues impacting the communities surrounding Centennial Airport. In an interactive, and collaborative open forum, CACNR will seek to identify the dimension of the noise issues, discover possible mitigation actions, find opportunities for implementation, and evaluate the effectiveness of the mitigations. While CACNR's initial efforts in the development and implementation of a Work Program will be directed to noise issues associated with current aircraft operations, consideration of future noise issues also will be addressed, including interaction with noise roundtable activities at other airports.

3. Objectives

A. Continue to organize, administer, and operate CACNR to develop, evaluate, and pursue recommendations for implementation of reasonable and feasible policies, programs, procedures, and other relevant actions by the appropriate agencies to reduce the noise impacts from aircraft operations at Centennial Airport.

B. Maintain CACNR as a focal point of information and discussion between local, state, and federal legislators and policy makers regarding noise impacts in local neighborhoods and communities from airport/aircraft operations.

C. Develop and implement a CACNR Work Program to further its purpose, including but not limited to:

- 1) analyzing and evaluating the impacts of aircraft noise on affected communities, and
- 2) making recommendations to appropriate agencies, including ACPAA, regarding implementation of effective aircraft noise mitigation actions.

D. Maintain communication and cooperation between CACNR, ACPAA, airport staff, and local governments (cities, towns, and counties) regarding:

- 1) local agency land use and zoning decisions within noise-sensitive and/or overflight areas, while recognizing local government autonomy to make those decisions, and
- 2) decisions/actions that affect current and future on-airport development, while recognizing ACPAA's autonomy to make those decisions.

ARTICLE II. Terms of Agreement

The signatories to this MOU agree to:

A. Accept in concept and spirit the formal creation of and continuing operation of CACNR as described in Article I herein.

B. Continue to work cooperatively with all stakeholders to reduce noise impacts on affected neighborhoods and communities from aircraft operations at Centennial Airport.

C. Provide the funding as determined by CACNR, to enable CACNR to carry out its on-going efforts to achieve effective aircraft noise reduction and mitigation as addressed in this Agreement.

D. Inform their respective constituencies of CACNR'S activities and actions to reduce aircraft noise impacts.

E. Not support actions that shift noise related to aircraft operations at Centennial Airport from one community to another.

ARTICLE III. Membership

1. Membership Categories

A. Regular (Voting) Members of CACNR, as of the effective date of this MOU are:

Counties:	Arapahoe	Douglas
Cities/Towns:	Aurora	Foxfield
	Castle Pines	Greenwood Village
	Castle Rock	Lone Tree
	Centennial	Parker
	Cherry Hills Village	

Arapahoe County Public Airport Authority

B. Advisory (Non-Voting) Members of CACNR as of the effective date of this MOU are:

Aircraft Owners and Pilots Association (AOPA)
Colorado Aviation Business Association (CABA)
Colorado Department of Transportation Division of Aeronautics (CDOT)
FAA Centennial Airport Air Traffic Control Tower (APA)
FAA Denver District Office (ADO)
FAA Terminal Radar Approach Control (TRACON)

2. Members' Representatives

A. Each city or town, and ACPAA, shall appoint one Regular Representative and one Alternate. Each county shall appoint two Regular Representatives and two Alternates: at least one private citizen Representative and one private citizen Alternate shall be from its unincorporated area, and one County Official and one County Alternate shall represent the county as a whole.

B. All Regular Members' Representatives who serve on CACNR must have the authority to act and vote on CACNR matters on behalf of their appointing Member. On issues and recommendations referred to the ACPAA Board, the ACPAA Representative's vote shall be nonbinding on ACPAA.

C. Each Advisory Member shall appoint one Representative and one Alternate.

D. All Representatives and Alternates shall serve on CACNR at the pleasure of their appointing Members.

3. Addition of Members

A. Adding Regular Members:

- 1) A jurisdiction requesting Regular Membership on CACNR must submit a formal request in writing to the CACNR Chair which explains why the jurisdiction wants to join CACNR, and demonstrate noise impacts from Centennial Airport.
- 2) The governing body of a jurisdiction requesting Regular Membership must sign a copy of this MOU, agreeing to the terms set forth herein, and provide the signed copy to the CACNR Chair.
- 3) Following submission of the formal request to join CACNR and the signed MOU, Regular Members may be added by a majority vote of the current Regular Members' Representatives at a regularly scheduled meeting.

B. Adding Advisory Members:

- 1) The participation and advice of local, state and/or federal aviation agencies and other organizations are essential to the success of CACNR.
- 2) Such agencies or organizations wishing Advisory Member status in CACNR shall submit a request in writing and a signed copy of this MOU to the Chair of CACNR.
- 3) Regular Members which have opted to withdraw from Regular Membership may apply for Advisory Membership status.
- 4) Advisory members may be added by a majority vote of Regular Members' Representatives at a regularly scheduled CACNR meeting.
- 5) Such action will not require an amendment to the MOU.

4. Withdrawal/Reinstatement of a Member

A. Any Regular Member of CACNR may withdraw its membership by submitting a written *Notice of Intent to Withdraw Membership from CACNR*, to the CACNR Chairperson. A withdrawing member will forfeit any funding already paid for that year.

B. Any Advisory Member of CACNR may withdraw its membership by submitting a written *Notice of Intent to Withdraw Membership from CACNR* to the CACNR Chairperson.

C. Should a Regular Member which has withdrawn its Regular Membership wish to rejoin CACNR, the rejoining Regular Member's governing body must sign this MOU and agree to the terms. Following submission of the signed MOU to the Chair of CACNR, the rejoining Regular Member may do so the following fiscal year by a majority vote of the current Regular membership, at a regularly scheduled meeting. Such action shall not require an amendment to the MOU.

D. An Advisory Member which has withdrawn its Advisory Membership status may apply to rejoin CACNR utilizing Article III.3.B. of this MOU.

ARTICLE IV. Operations and Support

1. Operations

CACNR operations shall be governed by:

A. all relevant state laws applicable to Colorado governmental advisory bodies' or agencies' meetings, including but not limited to the Colorado Open Meetings Law (C.R.S. § 24-6-402 et seq.) and the Colorado Open Records Act (C.R.S. § 24-72-204 et seq.) and

B. a comprehensive set of adopted bylaws that guide and govern the operation, administration, funding, and management of CACNR and its activities.

2. Technical and Administrative Support

A. Technical and administrative support will continue to be provided by ACPAA.

B. Additional technical and administrative support may be obtained by CACNR as it deems necessary.

3. Funding Support

A. Funding shall come from the Regular Members of CACNR in accordance with the accompanying Funding Structure document.

B. CACNR funds shall be held in a designated/restricted fund established by ACPAA.

- C. Funds shall be expended from the designated/restricted fund only as authorized by two members of CACNR's Executive Committee, one of whom must be either the Chair or Treasurer and shall be made upon such authorization.
- D. Any unspent funds in a fiscal year shall be carried over to the next fiscal year.

ARTICLE V. Adoption and Effective Date

1. Adoption of MOU

This MOU shall be deemed adopted and effective upon approval and execution by at least two-thirds of the Regular Members listed in Article III herein. No party shall become a Member until the MOU is approved and executed by that party.

2. Term of MOU

This MOU and any subsequent amendments to the document shall remain in effect indefinitely:

- A. until it is superseded by another MOU; or
- B. until there are fewer than four Regular Members.

ARTICLE VI. Amending the MOU

- 1. This MOU may be amended by approval of at least two-thirds of the Regular Members' Representatives at any regularly scheduled meeting.
- 2. Proposed amendment (s) shall be drafted by at least 25% of the Regular Members' Representatives and submitted in writing to the Secretary no later than sixty (60) days before the meeting at which it/they will be considered. Written notification of the proposed amendments shall then be provided, via email, to all Representatives at least thirty (30) days in advance of that meeting.
- 3. If amended, the MOU must be readopted by each Regular Member's governing body.
- 4. Notwithstanding the foregoing, the Funding Structure Document accompanying this MOU may be amended by CACNR without being readopted by each Regular Member's governing body.

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this 15th day of April, 2019

ON BEHALF OF CACNR REGULAR MEMBER ARAPAHOE COUNTY

NAME: Jeffrey B. Baker Jeffrey B. Baker

TITLE: Chair, Boce

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this 2nd day of NOVEMBER, 2018.

ON BEHALF OF CACNR REGULAR MEMBER DOUGLAS COUNTY

NAME: DOUGLAS J. DEBORD 

TITLE: COUNTY MANAGER

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this 23RD day of OCTOBER, 2018.

ON BEHALF OF CACNR REGULAR MEMBER THE CITY OF AURORA

NAME:

Bill Shaw

TITLE:

MAYOR

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this 15th day of November, 2018

ON BEHALF OF CACNR REGULAR MEMBER THE CITY OF CASTLE PINES

NAME: Melissa Coudeyras

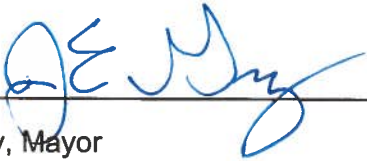
TITLE: Mayor Pro Tem

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

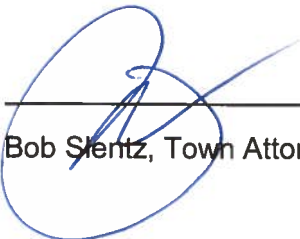
IN WITNESS WHEREOF, the CACNR Regular Members have executed the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this 21st day of May, 2019.

ON BEHALF OF CACNR REGULAR MEMBER THE TOWN OF CASTLE ROCK



Jason Gray, Mayor



Bob Slentz, Town Attorney

ATTEST:



Lisa Anderson, Town Clerk



A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this 18th day of December, 2018.

ON BEHALF OF CACNR REGULAR MEMBER THE CITY OF CENTENNIAL

NAME: 


TITLE: Mayor

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this 2nd day of October, 2018.

ON BEHALF OF CACNR REGULAR MEMBER THE CITY OF CHERRY HILLS VILLAGE

NAME: 

TITLE: Mayor

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this 13th day of December, 2018

ON BEHALF OF CACNR REGULAR MEMBER THE TOWN OF FOXFIELD

NAME: 

TITLE: Mayor

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this 3rd day of December, 2018

ON BEHALF OF CACNR REGULAR MEMBER THE CITY OF GREENWOOD VILLAGE

NAME: RONALD J. TRAKOWSKY Ronald J. Trakowsky

TITLE: MAYOR



A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this 16th day of October, 2018.

ON BEHALF OF CACNR REGULAR MEMBER THE CITY OF LONE TREE

NAME: Jacqueline A. Millet


TITLE: Mayor

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this 26th day of November, 2018

ON BEHALF OF CACNR REGULAR MEMBER THE TOWN OF PARKER

NAME: Mike Waid 

TITLE: November 26, 2018

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this 13th day of February, 2019

ON BEHALF OF CACNR REGULAR MEMBER THE ARAPAHOE COUNTY PUBLIC AIRPORT
AUTHORITY

NAME: R. J. Doudek

TITLE: CHAIRMAN

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Advisory Members have acknowledged the Memorandum of Understanding in counterparts as of the date set forth below. (MOU VERSION DATED 08 09 18)

Dated this 25th day of JANUARY, 2019.

ON BEHALF OF CACNR ADVISORY MEMBER THE AIRCRAFT OWNERS AND PILOTS ASSOCIATION



NAME: WARREN HENDRICKSON

TITLE: NW MOUNTAIN REGIONAL MANAGER AOPA
WA/OR/ID/MT/WY/UT/CO

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Advisory Members have acknowledged the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this _____ day of _____, 20__.

ON BEHALF OF CACNR ADVISORY MEMBER THE COLORADO AVIATION BUSINESS ASSOCIATION

NAME: _____

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Advisory Members have acknowledged the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this _____ day of _____, 20__.

ON BEHALF OF CACNR ADVISORY MEMBER THE COLORADO AVIATION BUSINESS
ASSOCIATION

NAME: _____

TITLE: _____

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Advisory Members have acknowledged the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this _____ day of _____, 20__.

ON BEHALF OF CACNR ADVISORY MEMBER THE COLORADO DEPARTMENT OF
TRANSPORTATION – AERONAUTICS DIVISION

NAME: _____

TITLE: _____

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Advisory Members have acknowledged the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this _____ day of _____, 20__.

ON BEHALF OF CACNR ADVISORY MEMBER THE FAA CENTENNIAL AIRPORT CONTROL
TOWER

NAME: _____

TITLE: _____

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Advisory Members have acknowledged the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this _____ day of _____, 20__.

ON BEHALF OF CACNR ADVISORY MEMBER THE FAA DISTRICT OFFICE

NAME: _____

TITLE: _____

A Memorandum of Understanding
For the Formal Creation of the
Centennial Airport Community Noise Roundtable

IN WITNESS WHEREOF, the CACNR Advisory Members have acknowledged the Memorandum of Understanding in counterparts as of the date set forth below.

Dated this _____ day of _____, 20__.

ON BEHALF OF CACNR ADVISORY MEMBER THE FAA TRACON

NAME: _____

TITLE: _____

Centennial Airport Community Noise Roundtable
Funding Structure
for the Operation and Activities of the
Centennial Airport Community Noise Roundtable

(08 08 18 Clean for Representatives)

A. Background

With approximately 320,000 annual take-offs and landings on three runways, Centennial Airport ranks among the busiest general aviation airports in the United States. Those aircraft operations affect residents in nearly a dozen cities and towns and in the unincorporated areas of two counties.

In 1998, ACPAA initiated a voluntary FAA 14 Code of Federal Regulation (CFR) Part 150 Noise Compatibility Program (NCP) to analyze and examine community noise impacts from Centennial Airport aircraft operations. The need for a plan was due in part to the rapid commercial and residential growth in the airport environs, the on-going increase in airport operations, and a need to reduce and mitigate the noise impacts that users of the airport create on surrounding communities. The outcome of the five-year study to develop a plan produced a list of 12 recommendations. Those recommendations included several key actions, such as establishing a Fly Quiet Program, installing an aircraft noise monitoring system, and creating an on-going committee body to address aircraft noise issues impacting the communities surrounding Centennial Airport and to monitor programs implemented as a result of the adoption of the ACPAA Noise Compatibility Program, including the Fly Quiet Program guidelines and the Noise Monitoring Program. That body became known as the Centennial Airport Community Noise Roundtable (CACNR).

CACNR's purpose, subsequently developed by an ACPAA-retained consultant and adopted in 2009, stated CACNR "is a voluntary association of the Airport Authority (ACPAA), neighboring communities, federal and state agencies, and airport users. It is created to address aircraft noise issues impacting the communities surrounding Centennial Airport. In a non-adversarial, interactive and collaborative open forum, CACNR will seek to identify the dimension of noise issues, discover possible mitigation actions, find opportunities for implementation, and evaluate the effectiveness of the mitigations. While CACNR's initial efforts in the development and implementation of a Work Program will be directed to noise issues associated with current aircraft operations, consideration of future noise issues also will be addressed, including interaction with roundtable activities at other airports."

Through its membership of locally appointed community representatives, the ACPAA, airport users, and key staff from the Federal Aviation Administration (FAA) and the Colorado Department of Transportation (CDOT) Division of Aeronautics, CACNR acts as a forum that attempts to achieve cooperation between all of these groups in achieving airport noise reduction.

B. Existing Annual Funding

CACNR has historically and is currently funded solely by the Arapahoe County Public Airport Authority (ACPAA), as part of its annual budget. CACNR Regular Members (nine cities/towns and two counties) have not financially contributed annual funding to CACNR. CACNR receives an annual amount of \$10,000 from the ACPAA budget, and per ACPAA current fiscal policy, any funds remaining at the end of the fiscal year must be returned to ACPAA and cannot be carried over to the next fiscal year. This structure limits CACNR's ability to address the aircraft noise issues of concern to its Members.

C. Existing CACNR Support

Some technical staff support is provided to CACNR by ACPAA, via its staff, and through consultants retained by ACPAA or from CACNR's allotted funds. ACPAA staff also provide some administrative and operational support. However, most of the oversight of CACNR administration, operations, and activities is provided through the voluntary efforts of the CACNR officers (Chair, Vice-Chair, Secretary, and Treasurer) and others who are all appointed Representatives from CACNR's Members. CACNR does not have any dedicated staff to assist with the implementation and oversight of its operations and activities, nor to provide research or recommendations to it on key airport noise issues.

CACNR FUNDING STRUCTURE

To address the need to dedicate sufficient resources for pursuing implementation of effective aircraft noise mitigation actions, including retaining potential staff or consultant support to assist CACNR regarding operations, coordination with advisory agencies, and input on key issues, the current CACNR funding structure will be revised as follows:

A. Annual Funding from Regular Members

1. Arapahoe County Public Airport Authority (ACPAA)
The current annual funding in the amount of \$10,000 from ACPAA would remain in place for the next two fiscal years, although CACNR acknowledges the actual appropriation of funds is subject to annual appropriation. Once appropriated, unused ACPAA funds may be used by CACNR in subsequent years.
2. Cities/Towns/Counties
This will generate funding that is comparable to the amount currently provided by ACPAA, thereby creating more of a "partnership" between ACPAA and the communities in support of CACNR, and to improve CACNR's ability to address the aircraft noise issues of concern to its Members.
3. The ~~proposed~~ amount of annual funding from Regular Members would be structured as follows: (the proposed funding from the two Counties is higher because they each have two Representatives):

The initial specific amounts will be as follows:

Arapahoe County	\$2,000	City of Cherry Hills Village	\$1,000
Douglas County	\$2,000	Town of Foxfield	\$ 250
City of Aurora	\$1,000	City of Greenwood Village	\$1,000
City of Castle Pines	\$1,000	City of Lone Tree	\$1,000
Town of Castle Rock	\$1,000	Town of Parker	<u>\$1,000</u>
City of Centennial	\$1,000	TOTAL	\$12,250

B. Total Annual Funding

Under this structure, annual funding would initially generate a total of \$22,250 as follows:

ACPAA	\$10,000
CACNR Regular Members	<u>\$12,250</u>
TOTAL	\$22,250

This funding structure would be in place for the next two years, subject to annual appropriations. Thereafter, CACNR will provide ACPAA and each Regular Member with a report on the previous year's expenditures, and an annual invoice accompanied by a proposed budget indicating how the requested funds would be utilized, so that funds could be appropriated for the coming year.

Pursuant to C.R.S. 29-1-110, as amended, the financial obligations of the Regular Members and the ACPAA as set forth herein after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise available.

C. Restricted/Designated Fund

Funds received from the ACPAA and the other Regular Members shall be deposited in a restricted, designated CACNR fund maintained by the ACPAA. Expenditures from that fund shall be made only upon the authorization of two members of the CACNR Executive Committee, one of which shall be either the CACNR Chair or Treasurer and shall be made upon such authorization. Any unspent funds in a fiscal year shall be carried over to the next fiscal year.

D. Revision

Annual funding from Regular Members may be revised by a majority vote of the CACNR Regular Members' Representatives.

E. Sample CACNR Budget

The expenditure amounts in the right-hand columns below are examples to illustrate how the additional funds could be distributed to improve CACNR's operations and aircraft noise mitigation efforts. Note the funds assigned to Work Program items, to direct specific CACNR resources to effective aircraft noise mitigation actions. The contingency fund is a discretionary flexible fund for unforeseen expenses. The actual annual expenditure items and related amounts will be determined by CACNR as part of its annual Work Program planning and budgeting process.

CACNR Budget Example

Income:

ACPAA	\$10,000
Regular Members	<u>\$12,250</u>
	\$22,250

Expenditures:

Estimated Amounts

A. Work Program		\$ 6,750
1. Community Outreach	\$2,250	
2. Fly Quiet Program Development	\$2,250	
3. Use of Noise Monitor Data	\$2,250	
B. Overall Operations Support Activities		\$ 9,500
1. Travel/Training/Education	\$ 4,000	
2. Membership Dues	\$ 1,000	
3. Consultation/Staff Support	\$ 4,500	
C. Administration/Operations		\$ 5,000
1. Part-time staff support	\$ 1,000	
2. CACNR web site support	\$ 3,000	
3. Printing/copying	\$ 250	
4. Other	\$ 750	
(newsletter, annual report, etc.)		
D. Contingency fund		<u>\$1,000</u>
	Total	\$22,250

**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Funding Structure for the Operation and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this 15th day of April, 2019

ON BEHALF OF CACNR REGULAR MEMBER ARAPAHOE COUNTY

NAME:  Jeffrey B. Baker


TITLE: Chair, Boce

**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Funding Structure for the Operation and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this 2nd day of November, 2018.

ON BEHALF OF CACNR REGULAR MEMBER DOUGLAS COUNTY

NAME: 

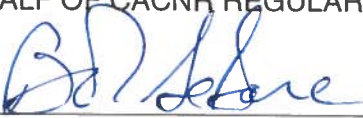
TITLE: County Manager
for and

**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Funding Structure for the Operation and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this 23RD day of OCTOBER, 2018.

ON BEHALF OF CACNR REGULAR MEMBER THE CITY OF AURORA

NAME: 

TITLE: MAYOR

**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Funding Structure for the Operation and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this 15th day of November, 2018.

ON BEHALF OF CACNR REGULAR MEMBER THE CITY OF CASTLE PINES

NAME: Melissa Condoyras


TITLE: Mayor Pro Tem

**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Funding Structure for the Operation and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this 21st day of May, 2019.

ON BEHALF OF CACNR REGULAR MEMBER THE TOWN OF CASTLE ROCK



Jason Gray, Mayor



Bob Slentz, Town Attorney

ATTEST:



Lisa Anderson, Town Clerk



**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Funding Structure for the Operation and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this 18th day of December, 2018

ON BEHALF OF CACNR REGULAR MEMBER THE CITY OF CENTENNIAL

NAME: 

TITLE: Mayor

**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Funding Structure for the Operation and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this 2nd day of October, 2018.

ON BEHALF OF CACNR REGULAR MEMBER THE CITY OF CHERRY HILLS VILLAGE

NAME:



TITLE:

Mayor

**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Funding Structure for the Operation and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this 13th day of December, 2018.

ON BEHALF OF CACNR REGULAR MEMBER THE TOWN OF FOXFIELD

NAME: 

TITLE: Mayor

**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Funding Structure for the Operation and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this 5th day of December, 2018

ON BEHALF OF CACNR REGULAR MEMBER THE CITY OF GREENWOOD VILLAGE

NAME: Ronald J. Rakowsky

TITLE: Mayor



**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Funding Structure for the Operation and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this 16th day of October, 2018.

ON BEHALF OF CACNR REGULAR MEMBER THE CITY OF LONE TREE

NAME: Jaqueline A. Millet

TITLE: Mayor

**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Funding Structure for the Operation and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this 6th day of May, 2019.

ON BEHALF OF CACNR REGULAR MEMBER THE TOWN OF PARKER

NAME: Melissa Kida

TITLE: Town Administrator

**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Regular Members have executed the Funding Structure for the Operation and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this 13th day of February, 2019.

ON BEHALF OF CACNR REGULAR MEMBER THE ARAPAHOE COUNTY PUBLIC AIRPORT
AUTHORITY

NAME: R. J. Daubek

TITLE: CHAIRMAN

**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Advisory Members have acknowledged the Funding Structure for the Operations and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this _____ day of _____, 20__.

ON BEHALF OF CACNR ADVISORY MEMBER THE AIRCRAFT OWNERS AND PILOTS
ASSOCIATION

NAME: _____

TITLE: _____

**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Advisory Members have acknowledged the Funding Structure for the Operations and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this _____ day of _____, 20__.

ON BEHALF OF CACNR ADVISORY MEMBER THE COLORADO AVIATION BUSINESS
ASSOCIATION

NAME: _____

TITLE: _____

**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Advisory Members have acknowledged the Funding Structure for the Operations and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this _____ day of _____, 20__.

ON BEHALF OF CACNR ADVISORY MEMBER THE COLORADO DEPARTMENT OF
TRANSPORTATION – AERONAUTICS DIVISION

NAME: _____

TITLE: _____

**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Advisory Members have acknowledged the Funding Structure for the Operations and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this _____ day of _____, 20__.

ON BEHALF OF CACNR ADVISORY MEMBER THE FAA CENTENNIAL AIRPORT CONTROL
TOWER

NAME: _____

TITLE: _____

**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Advisory Members have acknowledged the Funding Structure for the Operations and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this _____ day of _____, 20__.

ON BEHALF OF CACNR ADVISORY MEMBER THE FAA DISTRICT OFFICE

NAME: _____

TITLE: _____

**Funding Structure for the Operation and Activities of the
Centennial Airport Community Noise Roundtable**

IN WITNESS WHEREOF, the CACNR Advisory Members have acknowledged the Funding Structure for the Operations and Activities of the Centennial Airport Community Noise Roundtable in counterparts as of the date set forth below.

Dated this _____ day of _____, 20__.

ON BEHALF OF CACNR ADVISORY MEMBER THE FAA TRACON

NAME: _____

TITLE: _____

Centennial Airport Community Noise Roundtable (CACNR)

BYLAWS

Adopted December 4, 2019

Article I – Purpose of Bylaws

The purpose of these by-laws is to establish guidelines for the internal structure and conduct of meetings of the Centennial Airport Community Noise Roundtable (hereinafter referred to as CACNR), and its interface with elected and/or appointed officials, and the general public. These bylaws are adopted in accordance with Article IV(1)(B) of the CACNR Memorandum of Understanding (MOU).

Article II – Statement of CACNR Purpose

- a. CACNR is a voluntary association of the Arapahoe County Public Airport Authority (ACPAA), neighboring communities, federal and state agencies and airport users created to monitor programs implemented as a result of the adoption of the ACPAA Noise Compatibility Program, including the Fly Quiet Program guidelines and the Noise Monitoring Program, and to address aircraft noise issues impacting the communities surrounding Centennial Airport. The participation and advice of these entities is essential to the success of CACNR.
- b. In an interactive and collaborative open forum, CACNR will adopt a Work Program which includes identifying the dimension of noise issues, discovering possible mitigation actions, finding opportunities for implementation, and evaluating the effectiveness of the mitigations.
- c. While CACNR's initial efforts in the development and implementation of a Work Program will be directed to noise issues associated with current aircraft operations, consideration of future noise issues also will be addressed, including interaction with noise roundtable activities at other airports.

Article III – Membership & Participation (also see Appendices I and II attached hereto)

- a. CACNR membership shall consist of Regular Members (voting members) and Advisory Members (non-voting members) as shown in Appendix I.
- b. New Members, both Regular and Advisory, may be added from time to time in accordance with Article III of the adopted MOU. Members, both Regular and Advisory, may withdraw from time to time in accordance with Article III of the adopted MOU.
- c. Members' Representatives and/or Alternates are expected to attend all regular and special meetings. If a Regular Member's Representative or an Alternate does not attend at least 75% of such meetings annually in the period from April 1 through March 31, the Regular Member will be notified for potential appointment of a replacement(s).
- d. A vacancy in the position of any Member's Representative and/or Alternate shall be filled as soon as possible by that Member. All Representatives and Alternates who serve on CACNR shall serve at the pleasure of their appointing Members. CACNR encourages and recommends Representative and Alternates be appointed to serve a minimum of two years.
- e. An Alternate shall attend and have full authority to represent a Member at any CACNR meeting when the designated Representative is absent, including the authority to vote if the Member is a Regular Member.
- f. On issues to be referred to the ACPAA Board, the ACPAA Representative's vote shall be nonbinding on ACPAA.
- g. If the Representative and Alternate of any Member will be absent for a CACNR meeting, the Representative of such Member may designate a Substitute Representative for that meeting only, and shall notify the CACNR Chair of that designation, in writing.

Article IV - Officers and Terms of Office (also see Appendix II attached hereto)

- a. The Officers of CACNR shall consist of a Chair, Vice Chair, Secretary, and Treasurer, elected from the Regular Membership by a majority of the Regular Member Representatives present at the meeting when elections are held. All officers will continue to hold voting rights during their terms. Terms of office shall be one year. Elections shall be held at the March meeting of each year and officers will serve from April through March of the year following. There shall be no term limits.
- b. The officers of CACNR may resign from their positions at any time with written notification to CACNR. Upon resignation of the Chair, and until such time as new elections are held, the Vice Chair shall serve as the Chair. Upon resignation of the Vice Chair, Secretary, or Treasurer, the Chair shall appoint a new officer subject to approval of a majority of the Regular Member Representatives present at the meeting when any appointment is made.
- c. In the absence of the Chair at a meeting, the Vice Chair shall serve as the chair for that meeting. In the absence of the Secretary at a meeting, the Chair will appoint an acting Secretary for that meeting.

Article V – Conduct of Meetings

- a. All meetings of CACNR shall be open to the public.
- b. Meetings of CACNR shall be conducted in accordance with Robert's Rules of Order Newly Revised.
- c. A quorum of CACNR shall consist of at least fifty percent of the Regular Member Representatives, one of whom must be the Chair or Vice Chair. In the event the fifty percent is an even number, a quorum shall be fifty percent plus one. An official meeting cannot be held if a quorum is not present, as determined by the roll call. In the absence of a quorum, the Chair may decide to:
 - i. Delay the start of the official meeting as a means to achieve a quorum, if possible, or
 - ii. Ask for consensus from the Representatives/Alternates present to hear the information items only on the agenda.
- d. To assure advancement of the work of CACNR through active participation in the formation and implementation of CACNR's Work Program, all present at meetings will be expected to present new, supportive, or differing ideas or testimony in a cooperative, respectful and objective manner.

Article VI – Schedule and Location of CACNR Meetings

- a. Regular meetings of CACNR shall be held monthly at a time and location agreed upon by a majority of CACNR Regular Representatives and posted on the CACNR and the Centennial Airport websites. Meetings may be canceled and/or not scheduled in advance in the absence of sufficient business, at the discretion of the CACNR Chair.
- b. Special meetings shall be held at the request of no fewer than 25% of the Regular Representatives at a time and place to be determined by the Chair, but within two weeks of the request having been made.

Article VII – Notice of Meetings

Notice of regular CACNR meetings shall be given to all representatives at least 48 hours in advance of each meeting. Notice shall include an agenda which has been formalized by the Chair, and, whenever possible, all available supporting material. These items shall also be posted on the CACNR and Centennial Airport websites.

Article VIII – Record of Meetings and Availability of Materials

- a. The minutes of each meeting shall be recorded by the Secretary and made available for Members' Representatives as well as to the public. The minutes shall be reviewed, corrected as necessary and approved by CACNR at the next regular meeting. All records of CACNR meetings shall be posted on the CACNR and Centennial Airport websites after approval.
- b. Copies of all supporting meeting materials shall also be available for the public in printed form at CACNR meetings.
- c. The CACNR Work Program shall be reviewed biennially, to show progress and revise goals. Such review shall take place at the March meeting, with notice provided by the Secretary at the February meeting of each review year.

Article IX – Public Participation

Specific opportunities and time limits for public comment shall be designated on each meeting agenda. At the discretion of the Chair, opportunities for public comment may be offered during discussion of specific topics or during presentations.

Article X – Committees

- a. There shall be an Executive Committee, consisting of the Chair, Vice Chair, Secretary and Treasurer. The Executive Committee shall have the authority to act for CACNR between regular meetings. None of its acts shall conflict with CACNR policies, procedures, or actions previously taken. The Executive Committee, through the Chair, shall report at the next regularly scheduled meeting on any activities undertaken in accordance with this paragraph.
- b. The CACNR Chair, at his/her discretion, may appoint committees to work on specific issues that come before CACNR. Committee chairs shall be appointed by the CACNR Chair and shall be CACNR Representatives. Committee membership shall include appropriate or interested CACNR Representatives and may include members of the public with skills or knowledge relevant to a committee's assignment.
- c. Any recommendations from CACNR committees shall be considered final and official only upon approval of a majority of the Regular Member's Representatives.

Article XI – Ability to Enter into Contracts

- a. Under Colorado Revised Statutes 7-30-101, CACNR is an unincorporated non-profit association and therefore has the ability to enter into contracts.

Article XII - Amendments to the By-Laws

- a. These by-laws may be amended by a majority vote of all Regular Member Representatives, at any regularly scheduled meeting. Proposed amendments shall be drafted by at least 25% of the Regular Representatives and submitted in writing to the Secretary no later than one week before the meeting at which their adoption is to be considered. Written notification of the proposed amendments shall then be provided, via email, to all representatives at least 48 hours in advance of such meeting.

APPENDIX I
MEMBERS OF CACNR*

REGULAR MEMBERS (voting)

Arapahoe County (2)
Douglas County (2)
Arapahoe County Public Airport Authority (1)
Aurora, City of (1)
Castle Pines, City of (1)
Castle Rock, Town of (1)
Centennial, City of (1)
Cherry Hills Village, City of (1)
Foxfield, Town of (1)
Greenwood Village, City of (1)
Lone Tree, City of (1)
Parker, Town of (1)

ADVISORY MEMBERS (non-voting)

Aircraft Owners and Pilots Association (AOPA) (1)
Colorado Airport Business Association (CABA) (1)
Colorado Department of Transportation – Aeronautics
Division (CDOT) (1)
Federal Aviation Administration Centennial Control Tower (1)
Federal Aviation Administration Airport Dist. Office (FAA) (1)
Federal Aviation Administration Terminal Radar Approach
Control (TRACON) (1)

*The following were also invited to become initial members of CACNR, but subsequently decided not to be involved: Cherry Hills Village, and the City and County of Denver. Cherry Hills Village did become a member in 2014.

APPENDIX II
RESPONSIBILITIES OF CACNR MEMBERS, REPRESENTATIVES/ALTERNATES, AND OFFICERS

MEMBERS: Members in good standing of CACNR will

1. appoint their Representatives and Alternates, or their replacements, in accordance with these bylaws and in a timely fashion;
2. understand and support the objectives and activities of CACNR;
3. communicate with CACNR through their Representatives/Alternates;
4. maintain their financial obligations in accordance with the CACNR MOU.

REPRESENTATIVES/ALTERNATES: All Members' Representatives/Alternates to CACNR will

1. coordinate with each other to assure their Member's representation at all CACNR meetings;
2. if the Representative and Alternate of any Member will be absent for a CACNR meeting, the Representative of such Member may designate a Substitute Representative for that meeting only, and shall notify the CACNR Chair of that designation, in writing;
3. become familiar with the agenda and other meeting materials prior to each meeting;
4. assure confidentiality of designated information shared during CACNR meetings;
5. support the work of CACNR through active participation in the formation and implementation of CACNR's Work Program;
6. present new or differing ideas in a cooperative, respectful and objective manner;
7. assume responsibilities related to the CACNR Work Program as requested by the Chair.
8. If the Representative and Alternate of any Member will be absent for a CACNR meeting, the Representative of such Member may designate a Substitute Representative for that meeting only, and shall notify the CACNR Chair of that designation, in writing.

CHAIR: The Chair of CACNR will

1. chair all regular and special meetings of CACNR, and coordinate with the Vice Chair if unable to be present at any meeting;
2. assure business of CACNR is conducted in accordance with Robert's Rules of Order Newly Revised;
3. assure business of CACNR is conducted with decorum and with respect for differing points of view;
4. notify any Member whose Representative(s) or Alternate(s) have not attended at least 75% of CACNR meetings as established in Article III c. of the bylaws, documenting such absences and requesting replacement of that Representative or Alternate;
5. notify any Member whose Representative(s) or Alternate(s) have behaved in a manner detrimental to the advancement of CACNR's Work Program or has displayed disruptive or rude behaviors, documenting such behaviors, and requesting replacement of that Representative or Alternate;
6. represent CACNR to the general public and at outside functions as appropriate;
7. coordinate CACNR activities with ACPAA, the FAA, and any other appropriate agencies or organizations;
8. oversee implementation of the CACNR Work Program and develop plans to advance its various components;
9. serve as Chair of the CACNR Executive Committee;
10. as necessary, appoint committees to address the various matters relating to CACNR's Work Program;
11. upon the resignation of any officer, appoint a replacement to fill the unexpired term, subject to the approval of CACNR's Regular Representatives;

12. upon the absence of the Secretary at any meeting, appoint an Acting Secretary for that meeting;
13. authorize, with the Treasurer or other member of the CACNR Executive Committee, the expenditure of funds from the designated/restricted fund maintained for CACNR by ACPAA;
14. in coordination with the Treasurer, prepare a CACNR budget for approval of the Regular Representatives;
15. determine the time and place for any special meeting requested by at least 25% of the Regular Representatives;
16. prepare the agenda for all regular and special meetings, in coordination with ACPAA staff;
17. assume other responsibilities and tasks as directed by the Members' Representatives.

VICE CHAIR: The Vice Chair of CACNR will

1. perform the duties of the Chair in her/his absence;
2. serve on the CACNR Executive Committee;
3. work closely with the Chair to develop and implement plans to advance CACNR's Work Program;
4. assist the Chair in monitoring the implementation of the CACNR Work Program;
5. authorize, with either the Chair or the Treasurer, the expenditure of funds from the designated/restricted fund maintained for CACNR by ACPAA, in the absence of either the Chair or the Treasurer;
6. assume other responsibilities and tasks as requested by the Chair or as directed by the Members' Representatives.

SECRETARY: The Secretary of CACNR will

1. record and keep the minutes of each regular and special meeting of CACNR which, when approved, shall be posted on the CACNR and Centennial Airport websites;
2. record meeting attendance at each regular and special meeting of CACNR;
3. assure the records of all meetings are available to the Members' Representatives and Alternates and to the general public;
4. be the custodian of CACNR records, and may coordinate with ACPAA staff to assure maintenance of the CACNR archives;
5. assume responsibility for maintaining and updating the CACNR Work Program which, when approved, will be posted on the CACNR and Centennial Airport websites;
6. provide for notice of the biennial review and updating of the CACNR Work Program as required by these bylaws;
7. provide notice of the upcoming election, one month prior to that election, and invite nominations in accordance with Article IV.a.
8. receive any written, proposed amendments to the bylaws, confirm such amendments have been provided by at least 25% of the Regular Members' Representatives, and provide electronic notification of the proposed amendments to the CACNR Members' Representatives at least 48 hours in advance of the next meeting.
9. serve on the CACNR Executive Committee;
10. authorize, with either the Chair or the Treasurer, the expenditure of funds from the designated/restricted fund maintained for CACNR by ACPAA, in the absence of either the Chair or the Treasurer;
11. assume other responsibilities and tasks as requested by the Chair or as directed by the Members' Representatives.

TREASURER: The Treasurer of CACNR will

1. serve as the chief financial officer of CACNR;
2. coordinate with ACPAA staff in the establishment and management of the designated/restricted fund maintained for CACNR by ACPAA containing the funds from CACNR Members;
3. monitor and provide oversight for CACNR funds and expenses;
4. in coordination with the Chair, prepare a CACNR budget for approval of the Regular Members' Representatives;
5. provide financial reports to CACNR at every regularly scheduled meeting, and as otherwise requested;
6. authorize, with the Chair or other member of the CACNR Executive Committee, the expenditure of funds from the designated/restricted fund maintained for CACNR by ACPAA;
7. serve as a member of the CACNR Executive Committee;
8. assume other responsibilities and tasks as requested by the Chair or as directed by the Members' Representatives.