

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE AEROTROPOLIS REGIONAL TRANSPORTATION AUTHORITY  
CONCERNING ANNUAL ADMINISTRATIVE MATTERS  
2024**

WHEREAS, the Board of Directors (the “Board”) of the Aerotropolis Regional Transportation Authority (the “Authority”) is to perform certain tasks on a recurring basis in the operation of the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Aerotropolis Regional Transportation Authority, within the County of Adams, Colorado, as follows:

1. Contact Person. The Board of Directors of the District (the “Board”) directs **Authority Manager** to notify the Board of County Commissioners, the County Assessor, the County Treasurer, the County Clerk and Recorder, the governing body of the municipality in which the District is located, if applicable, and the Division of Local Government of the name of the Chair of the Board, the contact person located within the District, if available, telephone number, and business address of the District on or before January 15, as required by Section 32-1-104(2), C.R.S. The Board hereby names the **Authority Manager** as the contact person for the Authority. The contact person is authorized, under C.R.S. § 24-10-109(3)(b) to accept notices of claims against the Authority and, if any such claim is received must promptly notify the President of the Board and Legal Counsel for the Authority of such receipt.

2. Budget. The Board directs the **Authority Accountant** to submit a proposed budget to the Board by October 15; to schedule a public hearing on the proposed budget; to prepare a final budget, budget resolution and budget message, and any budget amendment(s) needed; and to file the approved budget and amendment(s) with the proper governmental entities in accordance with the Local Government Budget Law of Colorado, Sections 29-1-101 to 29-1-115, C.R.S. Such actions must be completed by December 31.

3. Intergovernmental Agreements. If the Authority receives a written request from the Division of Local Government, the Board directs the **Legal Counsel** to prepare and file within thirty days of such request, an informational listing of all contracts in effect with other political subdivisions, in compliance with Section 29-1-205, C.R.S.

4. Annual Securities Report. If required, the Board directs the **Accountant** to prepare and file the annual public securities report for nonrated public securities issued by the Authority (if any), with the Department of Local Affairs on or before March 1, in accordance with Sections 11-58-101 to 11-58-107, C.R.S.

5. Audit/Audit Exemption. The Board directs the **Accountant** to facilitate the preparation of an audit of the financial statements to be prepared and submitted to the Board before June 30 and further directs that the Audit be filed with the State Auditor by July 31, as required by Section 29-1-603, C.R.S. In the event that the timetable will not be met, the auditor and the **Accountant** are directed to request extensions of time to file the audit as needed. If neither the revenues nor the expenditures for the past year exceed \$100,000, then the Board directs that a short

form application for exemption from audit shall be prepared. If either revenues or expenditures are greater than \$100,000 but are less than or equal to \$750,000, then the Board directs that a long form application for exemption from audit shall be prepared. The short form or long form application shall be submitted to the Board and then filed with the State Auditor by March 31, as required by Section 29-1-604, C.R.S.

6. Unclaimed Property. The Board directs the **Legal Counsel** to prepare the Unclaimed Property Act report and forward it to the State Treasurer by November 1 if there is Authority property presumed abandoned and subject to custody as unclaimed property, in accordance with Section 38-13-110, C.R.S.

7. Public Records. The Board designates the **Board Secretary** as the official custodian of public records as such term is used in Section 24-72-202, C.R.S., with the functions thereof hereby delegated to the **Board Secretary** as the custodian as defined in 24-72-202(1), C.R.S. The custodian is authorized to develop such procedures as may be reasonably required for the protection and retention of such records. On behalf of the Authority, the custodian may charge the maximum fees allowed by law for copies, research and retrieval, development of privilege log, and such other services as are authorized by law. Any cost associated with any research and retrieval of public records is outlined in the Resolution Adopting Policies and Fee Schedule for the Handling of Record Requests Under the Colorado Open Records Act.

8. CORA Policy. Pursuant to Section 24-72-205, C.R.S., the Board has adopted a policy concerning research and retrieval fees for public records.

9. Data Privacy Policy. Pursuant to Sections 24-73-101, *et seq.*, C.R.S., the Board has previously adopted a written policy for the destruction of documents containing personal identifying information, for implementing reasonable security procedures and practices to protect personal identifying information, and for notifying Colorado residents of a security breach or possible security breach.

10. E-mail Policy. Pursuant to Section 24-72-204.5, C.R.S., the Board hereby adopts a written policy that Authority management may monitor electronic mail communications at any time, with or without cause, and further states that correspondence of any employee in the form of electronic mail may be a public record under the public records law and may be subject to public inspection under C.R.S. Section 24-72-203.

The Board further directs that when and if the Authority has employees the following electronic mail policy will be in effect:

- A. All employees of the Authority may have access to the Authority's electronic mail communications system, which access may include utilization of an Authority-assigned email address for use in both internal and external email communications.
- B. Employees cannot expect a right of privacy in their use of the Authority's electronic communications system.

C. Employees understand, acknowledge and agree that all communications in the form of electronic mail may be considered a public record pursuant to the Colorado Open Records Act (“CORA”) and may be subject to public inspection pursuant to C.R.S. § 24-72-203.

D. The Authority reserves the right to monitor an employee’s electronic mail communication(s) including, but not limited to, circumstances where the Authority, in its sole discretion, reasonably believes that such communication(s) may be considered a public record pursuant to C.R.S. § 24-72-203.

11. Newspaper. The Board designates the *Aurora Sentinel* as the newspaper of general circulation within the boundaries of the Authority, or in the vicinity of the Authority if none is circulated within the Authority and directs that all legal notices shall be published in the afore named newspaper as necessary. If publication in such newspaper is impossible or impracticable, then any legal newspaper published in the county may be used as an alternative.

12. Director Compensation/FICA. The Board of Directors of the District determines that each director shall not receive compensation for services as directors.

13. Officers. The Authority has appointed the following officers for the Authority:

<b>Name</b>	<b>Title</b>
Matthew Hopper	Chairman
Charles “Chaz” Tedesco	Vice-Chairman
Steve O’Dorisio	Treasurer
Curtis Gardner	Secretary
Francoise Bergan	Director

Unless the Authority acts to elect new officers, or an officer resigns his or her office, such officers shall serve indefinitely.

14. Director Indemnification. The Board of Directors of the Authority extends the current indemnification resolution to allow the resolution to continue in effect as written. In the event an indemnification resolution is not in effect, then the approval of this administrative matters resolution shall be deemed to authorize indemnification of the Directors of the Authority when acting in good faith within the scope of their duties and in the best interests of the Authority, to the fullest extent allowed by law.

15. Designated Posting Location for the Posting of Meeting Notices. Pursuant to Sections 24-6-402(2)(c)(I) and 32-1-903, C.R.S., the Board of Directors of the Authority has adopted a Resolution Concerning Online Notice of Public Meetings, which authorizes the Board to post notices of its public meetings, including specific agenda information, on the following public website: [www.aerotropolisrta.org](http://www.aerotropolisrta.org) no less than twenty-four hours prior to the holding of the meeting. In the event the Authority is unable to post a notice online in exigent or emergency circumstances, such as a power outage or an interruption in internet service that prevents the public from accessing the notice online, in accordance with Section 24-6-402(2)(c)(III), C.R.S., the Board designates the following location within the Authority’s boundaries as the official designated

posting place for the posting of meeting agendas no less than twenty-four hours prior to the meeting: at the southeast corner of E. 42nd Avenue and Gun Club Road within the Authority boundaries.

16. Meetings. Consistent with the provisions of Section 32-1-903, C.R.S., as amended, the Authority may hold meetings of the Board at a physical location or by telephonic, electronic, or virtual means, or a combination of the foregoing. The meeting notice of all meetings of the Board that are held telephonically, electronically, or by other means not including physical presence shall include the method or procedure, including the conference number or link, by which members of the public can attend the meeting.

The Board determines to hold regular meetings on the second and fourth Wednesday of each month at 11:00 a.m.; the location of the meetings will be determined per meeting or will be held via virtual means.; provided, the Board may, from time to time, determine to hold any meeting at a physical location or by telephonic, electronic, or virtual means, or a combination of the foregoing, in its discretion as an administrative matter without the need for amending this resolution.

In addition, regular and special meeting notices shall be posted shall be posted as identified above in accordance with Section 24-6-402(2)(c)(I), C.R.S. The Board directs **Authority Manager** to prepare notices for posting . in accordance with Section 32-1-903, C.R.S. **Legal Counsel** shall revise the notices when the Board intends to make a final determination to issue or refund general obligation indebtedness, to consolidate the Authority, to dissolve the Authority, to file a plan for adjustment of debt under federal bankruptcy law, to enter into a private contract with a director, or not to make a scheduled bond payment.

17. Disclosure of Potential Conflict of Interest. The Board has determined that **Legal Counsel** may file general conflict of interest disclosure forms, if any, provided by board members with the Secretary of State each year, which forms may be updated on an annual basis through information given to Legal Counsel by board members. If a specific conflict arises regarding a certain transaction of the Board, the Board member is required to notify Legal Counsel at least five days prior to the date of the meeting so that the transactional disclosure form may be filed in a timely manner, in accordance with Sections 32-1-902(3) and 18-8-308, C.R.S. Additionally, at the beginning of every term, Legal Counsel may request that each board member submit information regarding actual or potential conflicts of interest.

18. Special District Association. The Authority is currently a member of the Special District Association (“SDA”) and the Board directs its **Accountant** to pay the annual SDA membership dues in a timely manner.

19. Insurance. The Board directs **Authority Manager** to at least biannually review all insurance policies and coverage in effect to determine appropriate insurance coverage is maintained.

20. Workers’ Compensation. Pursuant to Section 8-40-202(1)(a)(I)(B), C.R.S., the uncompensated elected and appointed officials of the Authority are deemed not to be employees

within the meaning of Section 8-40-202(1)(a), C.R.S. Such exclusion shall apply for all policy years until such time as the exclusion may be repealed by the Board of Directors of the Authority or unless the **Legal Counsel and/or Authority Manager** at the direction of the Board acquires coverage.

21. PDPA. Pursuant to the provisions of the Colorado Public Deposit Protection Act, Section 11-10.5-101, et seq., C.R.S., the Board appoints the **Treasurer** as the official custodian of public deposits.

22. Underground and Aboveground Storage Tanks. If applicable, the Board directs the **Authority Manager** to register and renew annually all underground and/or aboveground storage tanks with the state inspector of oils.

23. Underground Facility Locating. If applicable, the Board directs the **Authority Manager** to provide accurate information regarding the boundaries of the Authority's service area, the type of underground facility(ies) that may be encountered within such service area, and the name, address and telephone number of a person who shall be the designated contact person for the information regarding the Authority's underground facilities along with information concerning underground facilities that the Authority owns or operates which are not located within the designated service area to the Utility Notification Center of Colorado. The Board further authorizes the Authority to maintain its membership in the notification association as a "Tier 2" member, if applicable.

24. Recording of Conveyances of Real Property to the Authority. Pursuant to C.R.S. § 38-35-109.5(2), **Legal Counsel** is designated as an appropriate official to record conveyances of real property to the Authority within 30 days of such conveyance.

25. Emergency Liaison Officer. The Board designates the **President of the Authority**, in his or her capacity as elected official for the Authority, as the Emergency Liaison Officer responsible for facilitating the cooperation and protection of the Authority in the work of disaster prevention, preparedness, response, and recovery with the Colorado Office of Emergency Management and any local disaster agencies. The Emergency Liaison Officer shall have the authority to designate such agents as he or she shall determine appropriate to perform any and all acts necessary to facilitate the responsibilities of the Emergency Liaison Officer.

26. Ratification of Past Actions. The Board members have reviewed the minutes of every meeting of the Board conducted in 2023 and the Board, being fully advised of the premises, hereby ratifies and affirms each and every action of the Board taken in 2023.

27. Execution of Authority Documents By Electronic Methods. Where necessary, convenient and permissible by law, the Board authorizes the execution of Authority documents on behalf of the Board through electronic methods such as DocuSign, electronic PDF, or similar means and in multiple counterparts, all of which shall constitute single, valid documents of the Board as if signed in paper format.

28. Official Authority Website. If requested or required, the Board directs **Authority Manager** to establish and maintain an official Authority website. No official authority website is required under Section 32-1-104.5, C.R.S. If the Authority elects to establish and maintain an official Authority website, it may do so in the discretion of the Board either as set forth elsewhere in this Resolution or by separate Board action.

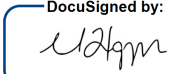
29. Dates Herein. All dates set forth in this Resolution shall be in 2024 unless otherwise specified.

30. Automatic Renewal. This Resolution shall be deemed renewed each year until terminated or a new resolution is adopted.

*[Remainder of page intentionally left blank]*

Adopted and approved this 17th day of November, 2023.

AEROTROPOLIS REGIONAL  
TRANSPORTATION AUTHORITY

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President

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