



MINUTES
Airport Advisory Commission
April 21, 2004

COMMISSIONERS PRESENT: Kenneth P. Chalfant – Chairman
Stephen D. Ducoff – Vice Chairman
Bud Breckner
Patsy Buchwald
Bernie Herpin

COMMISSIONERS ABSENT: Lynn French
Dennis Weber

NON-VOTING MEMBERS PRESENT: Chuck Brown, El Paso County Commissioner
Greg Timm

NON-VOTING MEMBERS ABSENT: George Sugars, El Paso County DOT
Rob MacDonald, Pikes Peak Area Council
of Governments (PPCAG)

CITY STAFF PRESENT: Mark Earle, Aviation Director
Rick Gorman, Asst. Aviation Director-Finance
Wendell R. Hawkins, Sr. Airport Operations Agent
Steve Hook, Assistant City Attorney
Erica Hupp, Community Relations Manager
Posie Brown, Senior Office Specialist

GUESTS PRESENT: Lt. Colonel David Angle, Peterson AFB

CHAIRMAN CHALFANT CALLED THE MEETING TO ORDER AT 3:15 PM

1. APPROVAL OF THE MARCH 17, 2004, MINUTES:

✂ Commissioner Chalfant asked for review of the March 17, 2004, Airport Advisory Commission minutes. Commissioner Ducoff made the motion to approve the minutes as written. Commissioner Breckner seconded the motion. Motion carried by unanimous vote.

2. PUBLIC OR CITIZEN GROUP COMMENTS:

✂ No Public or Citizen Group Comments.

3. GENERAL BUSINESS:

✂ **Land Use Items – Wendell Hawkins**

Fourteen (14) Land Use Items were reviewed as follows:

- ◆ Buckslip File No. CPC CU 04-00078
 - ◆ Buckslip File No. CPC FP 04-00102, CPC PUD 04-00103, CPC PUZ 04-00104
 - ◆ Buckslip File No. AR DP 04-00178, AR FP 04-0-0179
 - ◆ Buckslip File No. AR DP 04-00156, AR FP 04-00157
 - ◆ Buckslip File No. AR DP 04-00132, AR NV 04-00133
 - ◆ El Paso County File Name SP-04-002
 - ◆ El Paso County File Name SF-04-004, P-04-001, AL-04-005
 - ◆ El Paso County File Name SKP-04-002
 - ◆ Buckslip File No. AR FP 04-00121
 - ◆ Buckslip File No. CPC DP 04-00105, CPC PUZ-04-00106, CPC LUM 04-00107
 - ◆ Buckslip File No. AR FP 04-00130
 - ◆ Buckslip File No. AR DP 04-00123
 - ◆ Buckslip File No. AR FP 04-00127
 - ◆ El Paso County File Name VA-04-005
- ◆ Commissioner Herpin motioned to approve the staff recommendations of the Land Use Items. Commissioner Buchwald seconded the motion. Motion carried by unanimous vote.

4. STAFF REPORTS:

✂ **Community Relations – Erica Hupp**

- ◆ The Airport will host a half-day "Take Your Kids to Work Day" event for its employees on Thursday, April 22, 2004, from 8 a.m. to 12 p.m. The schedule of events will include talks on airport careers, equipment demonstrations by the Airport's Rescue and Fire Fighting (ARFF) and Field Maintenance staff, taser demonstration by the Colorado Springs Police Department (CSPD) Airport Unit and an Airport tour.
- ◆ The Airport's new web-site is expected to be up and running in the next three to four weeks. Refinements are being made to the design.

- ◆ Erica will assist the Colorado Springs Convention and Visitor's Bureau at the Travel Industry Association's International POW WOW Trade Show held in Los Angeles, on April 26 through April 29.

✧ **Traffic Report – Erica Hupp**

- ◆ Enplanements for March were down 2.2% in 2004 over 2003. Enplanements for March 2004 were 84,089 and 86,020 for March 2003. Year-to-date, enplanements were down 1.5%. Nationwide the Airline Transportation Association reports that domestic enplanements were up 6.3% in February and up 5.5% in March.
- ◆ Enplanements and landed weight for American Airlines continue to be down. Year-to-date, enplanements were down 24.9% and landed weight was down 17.1%. American Airlines will be adding an additional flight on May 1. American Airlines will continue to be significantly down until October 2004 when the statistics reflect the anniversary of the reduction in service.
- ◆ Enplanements for Continental Airlines were down 8.8% for March 2004, and year-to-date were down 2.3%. Continental's landed weight was up 8.9% for March 2004, and year-to-date 16.3%
- ◆ Landed weights for America West were down 25.5% for March 2004, and year-to-date were down 17.1%. Their load factor was the highest in March 2004, at 87.4%.
- ◆ Allegiant had a load factor of 73.6% in March 2004. Their enplanements were up 65.5% for March 2004, and year-to-date 38.9%. Their landed weight was up 57.1% for March 2004, and year-to-date 27.1%.
- ◆ United Airlines enplanements were up 2.3% for March 2004. Their landed weight was up 29.7% for March 2004. United's load factor was down from 67% in March 2003 to 57% in March 2004.

✧ **Finance Report-Rick Gorman**

- ◆ Year-to-date the revenues through February are \$2,974,549, down 2.0% from last year. Airline revenues are down 1.2% year-to-date.
- ◆ Terminal concession revenues are down 3.0% year to date. Terminal area revenues that include rental car and parking revenues are down 2.1% year-to-date. Other "Buildings and Areas" are down 3.2% year to date.
- ◆ On the expenditure side, year-to-date, the Airport is down \$72,000. So far, less money was spent in advertising and in equipment purchases. Mid-year adjustments upward will be made in utilities due to unanticipated rate increases.

✈ **Project Development Report-Rick Gorman**

- ◆ A Rental Car Pre-Proposal meeting took place April 22. The Airport expects to have a contract Notice of Award by the end of June. The current contract doesn't expire until the end of the year, but this process will afford opportunities for new companies to begin building facilities at the Airport.
- ◆ A Food & Beverage pre-proposal meeting is scheduled for April 28. A vendor fair was held in March to encourage and educate local and disadvantaged businesses.
- ◆ Taxiway C: The Airport expects to receive bids on April 28. Estimated beginning date of this project is June 2004 with a November 2004 completion date.
- ◆ Taxiway H: The Airport is in the process of issuing construction bid documents.
- ◆ Vehicle Service Road to the Fuel Farm: The project is expected to be completed by the end of May 2004.
- ◆ Building Modifications: The Airport is working on plans to relocate the Explosives Trace Detection (ETD) equipment from the lobby to the baggage makeup area. Delta, America West and Northwest will be the first airlines to relocate their ETD machines. Configurations on a larger scale will be required to accommodate United and American Airlines due to size and space issues.
- ◆ Business Park: CH2MHill is currently working on concept and environmental assessment planning. A pre-application meeting has been scheduled with the City's Planning Department.
- ◆ Synergy Real Estate is assisting the Airport in structuring a financial and incentive package with the purpose of designing the business park to promote economic development for the city. They are researching comparable airports with business park developments. Synergy Real Estate is going to submit a report to the Airport by the end of May. This report will be reviewed and discussed with Airport and City management to facilitate development of a financial package.
- ◆ Deloitte & Touche, a subconsultant for Synergy Real Estate, is developing a marketing assessment for the Colorado Springs and Airport area to identify target industries and companies that might need the services and amenities available at the Airport Business Park. Presentations and recommendations will also be offered by mid-June.
- ◆ Rental Car and Ready Return / Short-Term Parking: Construction bids will go out in June.
- ◆ Terminal Expansion: This will be completed in two phases. The first phase will be the building expansion and shell building. The second phase will be the tenant and interior finish. Construction documents for the building shell bid packages are complete and construction bids are due on May 11, 2004. Architectural Alliance was selected to provide interior finishes and layout of the

expanded public space. This firm is a Minneapolis-based architecture and interior design firm with a focus on airport concession and aviation clients.

- ◆ Aviation Way: The Airport gave Notice to Proceed to URS to begin design and planning for the upgrade and improvements of Aviation Way.

✧ **Operations and Maintenance – Mark Earle**

- ◆ On the West Side, fueling violations were observed which prompted the Airport to review its procedures for conducting fuel inspections.
- ◆ Mark Earle praised Airport Operations, Field Maintenance and Facility Maintenance divisions for being pro-active in the way they do business. Mark wanted the Airport Advisory Commission to know what excellent work these divisions do.
- ◆ The final snow season report will be given at the May 19, 2004, Airport Advisory Commission Meeting.

✧ **Director's Report- Mark Earle**

- ◆ Assistant Aviation Director of Operations and Maintenance - John McGinley was selected out of 162 candidates and will begin on May 3, 2004.
- ◆ Maintenance Manager – Interview process was completed with no suitable applicant selected.
- ◆ Air Service Visits: The Airport is continuing to meet with air carriers. This past month the Airport visited with a carrier that does not currently serve COS. The Airport also visited with another carrier the prior month. In the next two months, the Airport has arranged to meet with five air carriers. As mentioned in the past, the Airport will respect the airlines request not to divulge any of the specifics of these meetings.
- ◆ West Side Development: Mark Earle presented the proposed plan concerning the center section of the West Side. Land parcels for future development were discussed, as well as current leasehold area development. A report on the south side development will be presented at the May 19, 2004, Airport Advisory Commission Meeting.
- ◆ Tentatively, a quarterly Aviation Operator's Group Meeting is scheduled for Thursday, June 10, 2004, at the Radisson Hotel.

6. OTHER BUSINESS:

- ◆ Commissioner Chalfant proposed a paper reduction regarding the distribution of the Airport Advisory Commission packets currently mailed to the Commission members.

Commissioner Chalfant asked for a motion to adjourn the 04/21/04 Airport Advisory Commission Meeting. Commissioner Ducoff motioned to adjourn. Commissioner Buchwald seconded the motion to adjourn.

CHAIRMAN CHALFANT ADJOURNED THE MEETING AT 4:30 PM

Minutes respectfully submitted by:
Posie Brown, Senior Office Specialist