



**MINUTES**  
**Airport Advisory Commission**  
**August 18, 2004**

**COMMISSIONERS PRESENT:** Kenneth P. Chalfant – Chairman  
Bud Breckner  
Patsy Buchwald  
Lynn French  
Bernie Herpin  
Dennis Weber

**COMMISSIONERS ABSENT:** Stephen Ducoff

**NON-VOTING MEMBERS PRESENT:** Gregory Timm, Alternate Commissioner  
Chuck Brown, El Paso County Commissioner  
Rob MacDonald, Pikes Peak Area Council of Governments  
George Sugars, El Paso County DOT

**NON-VOTING MEMBERS ABSENT:** None

**CITY STAFF PRESENT:** Mark Earle, Aviation Director  
Rick Gorman, Asst. Aviation Director-Finance & Admin  
John McGinley, Asst. Aviation Director, Ops & Maintenance  
Steve Hook, Assistant City Attorney  
Erica Hupp, Community Relations Manager  
Bill Keller, Airport Development Manager  
Wendell R. Hawkins, Sr. Airport Operations Agent  
Michele Golley, Senior Office Specialist

**GUESTS PRESENT:** Joe Correale, 21CES/CECB, Peterson AFB  
Tim Fox, 21CES/CECB, Peterson AFB  
Wayne Heilman, Gazette Telegraph  
Glenn Messke, 21CES/CECB, Peterson AFB  
Lt Col John Plaza, 21 OSS, Peterson AFB

**CHAIRMAN CHALFANT CALLED THE MEETING TO ORDER AT 3:03 PM**

## **1. APPROVAL OF THE July 21, 2004, MINUTES:**

- Commissioner Chalfant asked for review of the July 21, 2004 Airport Advisory Commission minutes. Commissioner Herpin made the motion to approve the minutes with typographical corrections. Commissioner Weber seconded the motion. Motion carried by unanimous vote.

## **2. PUBLIC OR CITIZEN GROUP COMMENTS:** None

## **3. GENERAL BUSINESS**

### **→ Land Use Items – John McGinley**

The following land use items were reviewed:

- ◆ Buckslip File No. AR PUD 04-00408
- ◆ Buckslip File No. AR FP 04-00409
- ◆ Buckslip File No. CPC ZC 04-00218
- ◆ Buckslip File No. CPCDP 04-00219
- ◆ Buckslip File No. CPC CU 04-00221
- ◆ Buckslip File No. AR FP 04-00418
- ◆ Buckslip File No. AR DP 04-00421
- ◆ Buckslip File No. CPC PFP 04-00222
- ◆ Buckslip File No. AR DP 04-00431
- ◆ Buckslip File No. CPC ZC 04-00238
- ◆ Buckslip File No. CPC CP 04-00239

John McGinley stated that the Airport staff had reviewed each of the land use items and recommended no objection subject to the execution of an aviation easement.

Commissioner Breckner motioned to accept airport staff recommendations. Commissioner Buchwald seconded the motion. The motion was carried by a unanimous vote.

Mark Earle gave the Commission members a heads up that the Airport had received an inquiry from a developer interested in developing in the Troy Hill area. The developer, the military and the Airport are all getting together very early in the process. It's too early to go into detail at this point. The Airport should be ready to discuss this in a couple of months.

## **4. STAFF REPORTS**

### **→ Traffic Report – Erica Hupp**

- ◆ Travel is coming back. We saw it earlier this year in the large hubs, and now we are seeing the effects in the smaller airports. This is probably being driven by the economy.
- ◆ Airport enplanements for July 2004 were 111,779 as compared to 103,959 for July 2003, representing a 7.5% increase. This puts us above the national average, which was a 4.8% increase for the month of July. Year to date, Airport enplanements are up 4%. In 2004, enplanements are 612,063 versus 588,512 in 2003.
- ◆ Erica asked for feedback with respect to the format of the Traffic Report, as well as the presentation of information at Commission meetings. Commissioner Chalfant commented

that he likes the chart that shows enplaned passengers for the last four years. It was also unanimous that the percentage changes and the supporting story behind them are what the Commissioners would like to hear.

→ **Community Relations – Erica Hupp**

- ◆ The web site is up and running. The Airport has received positive comments, as well as a number of questions from people throughout the country via the “contact us” feature.
- ◆ The Airport has hired a new Customer Service Coordinator, Kelly Koon, who will start on September 7. She will take over the art program, as well as the management of the reception desk, the information desk and the volunteer program. She comes to us from the Sacramento International Airport, where she had much the same duties.
- ◆ In answer to a query about the volunteer program, Mark Earle described the process that led to its establishment. The Convention and Visitors’ Bureau (CVB) had been manning the information booth on the baggage claim level at a cost to them of approximately \$30,000 a year. When the CVB was seeking cooperative advertising funds from the Airport, an agreement was reached where the Airport would contribute less than the requested amount to the cooperative advertising effort and take over the booth, saving the CVB \$30,000 annually. CVB and US Olympic Committee interests will still be represented at the booth. The booth is currently under design and when it is completed, it will be manned by a mix of full-time and part-time employees and volunteers. By including paid employees, the Airport will be able to provide more service than would be possible with an ambassador program manned with just volunteers.

→ **Finance Report -- Rick Gorman**

- ◆ Year-to-date revenues for 2004 are \$10.2 million versus \$9.8 million for 2003, which is up 4.4%.
  - About \$150,000 is due to interest income and is a function of timing rather than any fundamental difference.
  - The real driver of the increase in airline income is the higher landing fee rate. The rates are based on projected landing weights, which we expected to be reduced due to the move to the smaller regional jets. In fact, the landed weights were higher than expected, resulting in increased revenue. Commission Weber asked if that would eventually balance out. Rick Gorman replied that because airfield costs have remained relatively flat, there will be a mid-year adjustment to the landing fee rates to keep the income flat as well.
  - Parking revenue is up about \$83,000 because of higher traffic, and rental car revenue is \$41,000 higher due to higher minimums.
- ◆ We are also in a favorable position on the expense side compared to last year. Our expenses for the year are about \$147,000 lower than last year, which is a 1.6% reduction.
  - In the past, we spent quite a bit on television and print advertising that was not justified by the return on the investment. Mark Earle said that we have chosen to shift some of the funds to a live presence at conferences to get our message to the general aviation audience. We are also looking at cooperation with the CVB and ski

associations that could result in increased tourist traffic. This year's advertising budget is \$300,000.

- Commissioner Weber commented that the financial reports compare last year to this year, but not actual to budget. Mark Earle said that this is probably just the result of the historical preference of the Commission, but that we can show the budget figures if that is desired. Much of our focus on previous year comparisons has to do with the rates and charges system.
- We had some large equipment purchases last year that we did not have this year.
- We did have increased repair and maintenance on runways this year. We are seeing that the day-to-day maintenance of the runways is costing more than it has in the past.
- We also have higher utility costs.
- Debt service is up by about \$88,000. In 2002, we refinanced bonds, resulting in 11 months of debt service in 2003. In 2004, there will be 12 months. In fact, our debt service is actually level, and the difference is a result of timing and debt prepayment in 2002.
- Commissioner Herpin asked who provides the fuel for the aircraft. Rick Gorman responded that Colorado jetCenter has the contract for the fuel farm. The fluctuating price of fuel does not, therefore, affect the airport financials.
- Commissioner French asked what types of things are included in the "miscellaneous" category. Rick Gorman replied that the two largest areas are insurance and payments to the City for the services they provide. Training, travel, and other smaller items are also included. In June, the Airport made several large insurance payments for full-year premiums, so the miscellaneous category was larger than normal.

#### → **Project Development – Rick Gorman**

- ◆ Rick Gorman introduced Bill Keller, the Airport's new Planning and Development Manager. Bill comes from Las Vegas, where he was the principal planner at McCarran Airport and the six Clark County airports for five years. He also did transportation planning and coordination at Saint Louis.
- ◆ The Taxiway C extension will allow a landing from the south on the west runway and taxiing to the terminal without crossing any active runways. The rainy weather has delayed the project, but we are still expecting the project to be completed this year.
- ◆ The Taxiway H extension allows dual taxiing between the east and west runway. The contract has been awarded to Interstate Highway.
- ◆ The rehabilitation of the east runway is a \$30 million project to which the FAA has committed a large amount of money. We have secured a \$5 million grant. We also have taxiway rehabilitation and the hiring of a design firm for the east and the west aviation development areas. All packages have been scored and we are ready to compile a short list. We hope to get the contracts awarded and the work started by early to mid-September. This is a very large project that resulted in extensive competition among many firms.

- ◆ The Airport continues to work on the environmental assessment for the south business park. An open house was held on July 27. About 25 people attended. The participants mostly represented those interested in open space issues and adjacent landowners who wanted to know what was happening. It was a good opportunity to communicate the plan and its tie-in to the open space to the south to interested parties. We have been working on drafting a concept plan to establish the blueprint for how the development will take shape. At the concept committee meeting on August 19, we will unveil the first draft for comments. Mark Earle added that we are looking at areas of the park that were not in the original master plan. We are looking at a solution that reconfigures the park and results in a permanent open space tied into the trail system, the golf course, and the existing trail and park systems around the airport that will satisfy both the open space advocates and let us meet our development goals. We think we have found that balance or are close to it, and we will share that with you at the next meeting.
- ◆ With respect to the rental car/parking improvements, bids are coming in higher than our budget by about \$2 million, and we are evaluating the bids to determine our next step. This may impact our schedule. Mark Earle said that we are committed to the project, but that it has become a sequencing issue. We are now looking at the springtime for this project. We are also looking at some of the reasons the price is coming in higher than expected. One possibility is the proposed tight schedule to complete prior to the holiday season. Another could be the price of steel and precast concrete, so we are looking at alternate materials.
- ◆ The Airport has given notice of award to the food and beverage concession, and we are negotiating the contract. We hope to have Vicki Phillips brief the concept to the Commission at the next meeting.
- ◆ With regard to the terminal expansion, we had to move six transformers that were located where the new construction is taking place. It was a very complex project, but it went very well thanks to the work of Airport maintenance personnel. We are now ready for the next phase, which will be much more in the public view. We are going to put up temporary walls and begin the construction outdoors. There won't be any actual impact on passengers, but the look of the terminal will change. Commissioner Weber asked about the move of the Explosive Trace Detection equipment downstairs. Mark Earle said that it is a separate but contemporaneous project. It should be completed by November 1.

→ **Operations and Maintenance – John McGinley**

- ◆ In a previous meeting, the issue of smoking outside the terminal doors was discussed, and we now have a solution. Outside the upper level, we plan to pour concrete pads away from the doors and put benches and ashtrays there. On the lower level, we will designate the area with the benches to the left of the doors (as you exit the building) as the smoking area. On both levels, the cigarette cans will be removed from the exit area and the smoking areas will be well signed. We hope to complete this project by the end of September.
- ◆ Last month, we discussed the feasibility of getting an area map sectional of Colorado Springs that shows restricted airspace. Due to other priorities, we will defer a presentation until a later meeting. Commissioner French mentioned that the Colorado springs airspace did not need to be placed on a stand-alone map and that a blown-up detail on the existing sectional would work.

- ◆ Along with the Taxiway C project, we are building a holding bay on the west side that will allow much more space for aircraft to turn off and do run ups. This project should be complete in about 30 days. Another project we hope to see bid out this month or early next month is a reconfiguration of Taxiway A-2 that leads from Taxiway A to Colorado Aviation. That project includes a new entrance to the T Hangars just south of A-2 that will allow aircraft access to those hangars from the east side. Tenants say that things are going well. Springs Aviation, a flight school that bases out of Colorado jetCenter, has four aircraft and is in the process of getting another. Their business is steady. A-Cent Aviation, a flight school just south of Colorado Aviation, is doing well also and is in the process of getting licensed to provide initial and recurring training for the King Air. We are installing sign pads for signs that will show taxiing pilots where the businesses are. The project required FAA coordination and is being done by Airport staff. We should have the signs in place by the end of the month. Commissioner Buchwald asked who will pay for the signs. John McGinley replied that we are, and the price is about \$30,000. Mark Earle explained that we took responsibility for the project in order to retain control over the size and configuration of the signs.
  
- ◆ A discussion of the minimum standards program followed. As an airport that accepts federal funds, we can not grant exclusive rights to conduct commercial aeronautical activities or business to any one company or companies to the exclusion of others. As long as there is space available, we have to allow those who present reasonable proposals that do not present a safety hazard to use our property. The FAA recommends a minimum standards program that establishes a mandatory baseline for businesses. At present, the airport has a minimum standards program, but it has not been adopted. Over the next month, we will be sending a draft program of minimum standards to tenants and the Airport Advisory Commission. The program includes an application process to become an airport tenant, minimum standards that apply to all, minimum standards for fixed base operators, and minimum standards for single service providers (e.g. aircraft fueling, aircraft sales, flight training, commercial skydiving). Under the proposed program a fixed base operator must provide three or more commercial aeronautical services listed in the program. The minimum standards level the playing field by preventing would-be tenants from simply choosing the most lucrative activity, which is selling fuel. Commissioner Buchwald asked about the impact on current tenants. Would they be grandfathered? John McGinley said that the current tenants meet the proposed minimum standard, and grandfathering is not an issue.

→ **Director's Report – Mark Earle**

- ◆ Commissioner re-appointments are in August. Officer elections are in October, giving the members time to discuss candidates for the chair and vice chair positions at the September meeting and to elect them in October. We will put those items on the agenda. Commissioner Herpin asked if there had been any determination regarding Commissioner Chalfant's eligibility for a third term, given that his first term was a partial term. The question is in the Mayor's hands at the moment because different boards have different interpretations about how long the first term can be without counting as a full term. We should hear soon. If there is a midyear appointment, the re-appointment is always in August. In the event that there is a delay in appointing or re-appointing a member, the incumbents stay, so there are no empty seats on the Commission. If necessary, elections could be delayed under those circumstances. The Mayor's office only advertises for Commissioners if they need applicants. If there are acceptable applicants, City Council may not advertise even if there are empty seats.

- ◆ Regarding security, we don't see any benefit to opting out at this time. If that changes, we will let the Commission know. In the meantime, Commissioners should expect to be lobbied by companies that want the screening contract. Commissioner Breckner asked Mark if he is satisfied that the TSA is responding to his concerns. Mark responded that the Colorado Springs Airport has a good relationship with the local TSA leadership. His main concern is that the same issues keep coming up. One issue that surfaces often is the inconsistency among airports. Opting out, however, will not help that. Commissioner Weber asked if there was anything further on the boarding pass and identification checks. Mark said that this is not a TSA function but is done by a company contracted by, in the case of Colorado Springs, United Airlines. This is why you will occasionally see airline station managers helping at that station. Typically, the airline check-in desks are not manned enough to allow those employees to augment the boarding pass/identification check position. In fact, complaints that the flight information display system (FIDS) is not always up to date are also the result of undermanning at the airlines. John McGinley added that one problem was that if one of the two people at the boarding pass/identification check station went on break, the other one could not contact him/her if the line got too long. That is no longer the case. Each person is now always able to reach the other. He also noted that although manning is based on the expected flow of traffic, even a small change to the schedule such as a weather delay can cause backups. While the technology is there to track passengers by name through the airport, there are civil liberties issues that prevent its use.
- ◆ Mark Earle thanked County Commissioner Chuck Brown for his presence and involvement in the Airport Advisory Commission, noting his long association with the Airport through its many changes.

## **5. OTHER BUSINESS:**

- ➔ County Commissioner Brown encouraged all present to support the Rural Transportation Authority initiative because the development of Drennan Road has very high priority on their plan. Commissioner Herpin noted that the Commission is on record as supporting the initiative.
- ➔ Commissioner Weber commented that many good things are happening at the Colorado Springs Airport and that it might be a good time to buy ads to tell the story, perhaps on a quarterly basis. Mark Earle said that now that we are at the point where work is starting on the Airport enhancements and plans are solidifying for the business park, we will be going out in the community to tell the story. It would make sense now to advertise what we have to offer. Commissioner French noted that the fact that the Airport has six landing surfaces that can be used without ever crossing an active runway is a safety point worth including.

## **6. AIRPORT STAFF ACTION ITEMS**

- ➔ Presentation of the food and beverage concession plan.
- ➔ Airspace issues and area chart discussion.

Commissioner French motioned to adjourn the meeting and Commissioner Buchwald seconded the motion, which was carried unanimously.

**Chairman Chalfant adjourned the meeting at 4:45 p.m.**

Minutes respectfully submitted by:  
Michele Golley, Senior Office Specialist