



**MINUTES**  
**Airport Advisory Commission**  
**October 20, 2004**

**COMMISSIONERS PRESENT:** Kenneth P. Chalfant – Chairman  
Stephen Ducoff – Vice Chairman  
Lynn French - Commissioner  
Bernie Herpin - Commissioner

**COMMISSIONERS ABSENT:** Dennis Weber - Commissioner  
Bud Breckner - Commissioner  
Patsy Buchwald - Commissioner

**NON-VOTING MEMBERS PRESENT:** Chuck Brown, El Paso County Commissioner  
Gregory Timm, Alternate Commissioner

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

**CITY STAFF PRESENT:** Mark Earle, Aviation Director  
Rick Gorman, Asst. Aviation Director-Finance & Admin  
John McGinley, Asst. Aviation Director, Ops & Maintenance  
Bill Keller, Airport Planning and Development Manager  
Steve Hook, Assistant City Attorney  
Erica Hupp, Community Relations Manager  
Wendell R. Hawkins, Sr. Airport Operations Agent  
Tack Rice, Information Systems Analyst II  
Kelly Koon, Customer Service Representative  
Posie Brown, Administrative Technician

**GUESTS PRESENT:** Mark Entrekin, Echent LLC

**CHAIRMAN CHALFANT CALLED THE MEETING TO ORDER AT 3:10 PM**

## **1. APPROVAL OF THE SEPTEMBER 15, 2004, MINUTES:**

- ✧ Commissioner Chalfant asked for review of the September 15, 2004 Airport Advisory Commission minutes. Commissioner Herpin made the motion to approve the minutes as submitted, and Commissioner French seconded the motion. The motion was carried by unanimous vote.

## **2. PUBLIC OR CITIZEN GROUP COMMENTS:**

- ✧ Mark Entrekin, RTA distributed pamphlets in support of Amendment Item 1A.. The RTA is working very hard in informing the public of what the RTA represents. (*Pamphlets distributed to all in attendance.*) Mark Entrekin will continue getting information out and be available to speak at meetings and groups to continue in this process.

## **3. GENERAL BUSINESS**

### ✧ **Land Use Items – John McGinley / Bill Keller**

John McGinley mentioned a change in format. Bill Keller will be presenting the land use items at today's meetings as well as all future meetings. Bill is the Airport's Planning and Development Manager who started with the Airport in July 2004. Bill brings a lot to the table with his prior experience for example, when Bill was the Airport Manager in Longmont in 1993, he created a noise overlay for that airport which was one of the first noise overlays in Colorado. In addition, Bill worked with height and noise issues in the private sector and also as a planning manager at McCarran, International Airport.

Bill presented eight land use items and brought attention to the difference in the photo presentations. There is both a close-up photo of the property being reviewed as well as a sheet with relative overview and distance from either the end or the nearest point of the nearest runway. Bill inquired if the board had a preference in having the maps sent electronically for those having adobe access. It was by unanimous decision that the preferred method of distribution is by mail.

The following land use items were reviewed:

- ◆ Buckslip File No. CPC ZC 04-00275, CPC DP 04-00276, and CPC FP 04-00277
- ◆ Buckslip File No. AR FP 04-00565
- ◆ Buckslip File No. AR FP 04-00566
- ◆ Buckslip File No. CPC PUP 00294 and CPC PUZ 04-00293
- ◆ El Paso County File Name P-04-017
- ◆ Buckslip File No. AR DP 04-00582
- ◆ Buckslip File No. CPC UV 04-00304
- ◆ Buckslip File No. CPC FP 04-00300

The Airport is recommending no objection to all eight items noted above with the signing and recording of avigation easements. Two items have additional recommendations (Items 5 & 7.) Item 5 (El Paso County File Name P-04-017) is a conversion from planned development and industrial uses to residential planned industrial and planned business. This property is located outside the 65DNL. The Airport recommends a noise disclosure to potential residents, the filing of FAA 7460-1, as well as execution of an avigation easement. The Airport recommends approval because there is no incompatibility with that development according to the current code and historical approvals.

Item 7 (Buckslip File No. CPC UV 04-00304) is a conversion of an existing finished space in an industrial building to a caretaker and security quarters. The Airport has no objection. The Airport recommends a noise disclosure, and to incorporate a level of sound attenuation of at least 25 decibels into the structure.

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

#### **4. STAFF REPORTS:**

##### **✎ Traffic Report – Erica Hupp**

- ◆ Enplanements were down in September 2004 at 0.7% over September 2003. The national average for September 2004 was up 5.6%.
- ◆ For September, Mesa Airlines was the airline that saw the largest decrease in their enplanements at 23.4%. Mesa had the same number of flights as last September, but their load factor for September was extremely low at only 34.4%. Year-to-date, Mesa is only down 8.2%.
- ◆ The Airport is keeping an eye on Delta Air Lines, the nation's third-largest carrier. Late last week, the airline reported it has only weeks left from filing for bankruptcy. Today Delta reported a wider loss for the third quarter because of a drop in its domestic passenger-mile yields, steeper fuel prices and significant pension increases. As mentioned last month, Colorado Springs will be losing four flights a day to Dallas/Ft. Worth when Delta discontinues flying there. This means a loss of 220 seats from the market. Already, American plans to pick up some of those lost seats by adding a flight with 128 seats early next year. Again, no timetable has been set for the discontinuation of the Delta flights.

##### **✎ Community Relations – Erica Hupp**

- ◆ Erica introduced new employee, Kelly Koon, Customer Service Coordinator. Kelly has been instrumental in getting the Airport's Information Center up and running. Right now the hours of operation are Monday through Friday, noon to 9 p.m., and Saturday and Sunday from 9 a.m. to 6 p.m. The Airport has already received several phone calls from volunteers to assist in the morning operations of the booth.
- ◆ The Airport was an exhibitor at the National Business Aviation Association 57<sup>th</sup> Annual Meeting & Convention, held last week in Las Vegas. It was a great venue for the airport to promote its general aviation area and business park. The convention closed with a total over 31,189 attendees, a 9.2% increase over last year's total of 28,574. A record 1,084 exhibiting companies occupied a million square feet of exhibit space in the Las Vegas Convention Center.

John McGinley mentioned that all the westside tenants were invited to Las Vegas to join us in our booth. Jim Buswell with Colorado Jet Center had their own booth. Craig Powell with Colorado Aviation attended and checked in at the Airport booth and left some literature. Dick Janitell, with JHW attended and checked in. The event was very positive. Spoke with numerous pilots who were surprised about Colorado Springs' growth after looking at an aerial photo of the area. The Airport received positive feedback and numerous compliments about the Colorado Springs Airport.

Mark Earle met up with Travis Vallin, Executive Director of Aeronautics, Colorado Department of Transportation. Travis invited the Colorado Springs Airport to participate with them next year in clustering all of Colorado airports and businesses together. This will be a tremendous opportunity for marketing Colorado and aviation development in Colorado.

Erica followed up to an inquiry from last month's meeting regarding the airport's public WiFi Internet access service. (*Handout of the WiFi service was disseminated to attendees.*) Erica described the overall WiFi service and its operation through the use of a Powerpoint presentation. Tack Rice, Information Systems Analyst II, covered the technical aspects in the presentation.

The WiFi network was launched August 1, 2003 and implemented for less than \$10,000. It was designed, installed and is currently maintained by the Airport IT and city network engineering staff. The service is scalable to meet future growth. Commissioner Ducoff asked if there were any ongoing charges such as maintenance fees or licenses. Tack Rice said there is an annual maintenance fee that is two percent of the base cost for each of the network devices, (access points, switches, routers, etc.) approximately \$800/annually. There is an additional monthly charge for the T-1 connection to the Internet. The average cost of a local T-1 is \$1,000/month. The WiFi connection is tied in with the city's DS-3 and costs \$330/month for full T-1 speed.

The initial daily public usage counts were 12 to 15 "hits" per day. Presently, the Airport is exceeding an average of 100 "hits" per day. There were a few months that were unaccountable because the counts have to be made by performing a manual survey at the server console.

Commissioner Ducoff inquired as to why we're performing manual surveys versus an automated counting. Tack said the present DHCP server does not have this function capability. It was not budgeted for in the initial implementation. A step-by-step flyer will be designed that will explain how to connect to the WiFi system. And the most attractive feature of this service is that it's FREE to the public.

Commissioner French mentioned a recent *USA Today* article on airports with free Internet access WiFi systems. Commissioner French Inquired if we could contact them to make it known that the Colorado Springs Airport also has this service available. Erica will look into this. Tack Rick mentioned that the system is listed on quite a few WiFi "Hot Spot Directory" Internet sites. By going to these sites, e.g. WiFinder, Intel J-Wire, WiFiFreeSpots, etc. and looking up Colorado Springs or Airports, we are listed under many of these. Additionally, the COS airport's free WiFi has been publicized in *ComputerWorld*, *InfoWorld*, *Forbes*, *The Gazette* and other printed media.

Commissioner Ducoff inquired if there were any liability concerns associated with the Public WiFi service. John McGinley mentioned that a recent audit of the system was conducted and the only concern, as a result of the audit, was there were no warning notices informing the user that their computers were not protected and users assumed all risk when accessing the Internet through the WiFi network. The recommendation was to post signs and/or incorporate, through software, an initial warning message that their computers were not protected, unless they were using a VPN (Virtual Private Network) connection. Steve Hook, Assistant City Attorney mentioned his office looked into this issue also and concluded the liability concerns were very slim.

While using the airport's computer stations, Commissioner Herpin observed a lack of table surface to place a laptop and inquired if there were any future plans for table/desk space additions. Mark Earle said this area will be considered as part of the central core improvements in the terminal expansion project.

✈ **Finance Report -- Rick Gorman**

- ◆ As noted last month, we have changed our reporting so that we compare budget versus actual instead of last year versus current year. In response to a previous request by Commissioner French, the two largest items that make up the miscellaneous category have been broken out on the expense side. A footnote is also included in the report to reflect what remains in miscellaneous.

The Airport's recorded revenue year-to-date through August of \$14.517 million compares to a budget of \$14.501 million. We have an increase of 0.1% over what was budgeted.

Airline revenues were up \$259,853, which is a 4.6%, primarily due to higher rates and charges than were originally budgeted. The higher rates and charges have been offset by slightly lower landed weights.

Terminal concession revenue is up \$10,024 or 1.3%. This category is comprised of food & beverage, retail, advertising, and non-airline building rents.

In the terminal area, both rental car and public parking are lower than budget even though our traffic is slightly up. The Airport is generating less revenue per passenger than last year at this time. We are looking for an explanation for that trend. We are \$208,400 below what we had budgeted for last year at this time. This decrease substantially offsets the increase in airline revenue.

On the Airport expenditure report, Rick brought attention to a change in the Obligations vs Budget report. "Admin Prorate" and "Insurance" have been added to the report. In addition, under Miscellaneous, the "Note 2" description has been added on the bottom. Operating expenses are down \$905,714 below our budget through August. The largest part of that variance is due to personnel savings – vacancy savings for positions not being filled. The personnel area and the resulting impact on benefits and overtime is reflected in that number and represents 56% of the total variance.

We also have a significant decrease in services of \$175,079. Lower services is primarily due to timing as far as budget versus actual expenditures. We do have some large savings that we're going to realize in lower costs through reducing consultants used in the past to assist with our wildlife issues.

We have a \$40,000 expenditure that has not occurred yet for an ortho photography project with the city. This involves an aerial over flight of the entire city and with our involvement, the Airport will receive updated aerial photos of the entire Airport, business park and all the surrounding areas. This expenditure which has not been realized.

Another area where we have saved money is in the Advertising line item. We are focusing more attention on cooperative advertising with the Convention and Visitor's

Bureau, and trade shows such as the one attended by Mark Earle, John McGinley, and Erica Hupp in Las Vegas.

Commissioner Ducoff inquired of the contract expiration date for Cukjati Advertising. Erica said the contract is a year to year contract that comes up for renewal at the end of December 2004 with two extensions.

- ◆ Mark Earle mentioned that he and Rick Gorman presented the budget to City Council last week. The Council had some very good things to say regarding the terrific job of budget preparation by our finance and administration staff. The Council did recognize this and we certainly appreciate their words of commendation.

#### ✍ **Design and Development – Rick Gorman**

- ◆ Due to recent organizational changes, there have been some changes in the management of the design/development and the construction process. Rick will discuss the Design and Development side, and John McGinley will present the Construction Report.
- ◆ Aviation Way is approximately 90% designed. This is estimated to go out to bid in January 2005.
- ◆ Business Park: A preliminary concept plan has been done. Revisions to the Airport's Master Plan are almost completed and the environmental assessment process is estimated to be finished in June 2005.
- ◆ A golf course feasibility study was conducted (*see attachment.*) This study provided an overview of the golf course development potentials for the Airport Business Park site located at the southwestern portion of the airport property. The golf course is being incorporated into our Master Plan and Concept Plan. In the past, several questions have surfaced whether this golf course is feasible and should be included in our planning efforts. What resulted from the study is that while currently there is some excess capacity as far as public use in the market, that capacity will be absorbed by 2007. There will be a need for an additional golf course in 2009 and probably a need for two to three golf courses by 2014.

#### ✍ **Construction Report – John McGinley**

- ◆ The Holding Bay located at the north end of Taxiway Alpha has been completed. This area has been opened for two weeks and now provides an open area for pilots to do their engine run ups. Taxiway Alpha has been closed since July and two weeks ago we were given the opportunity to open the taxiway. Commissioner Ducoff mentioned the FAA controllers were pleased because it allowed the general aviation pilots more room to the side to allow larger aircraft through without being brushed. Commissioner Ducoff congratulated the Airport for its completion of this project.

With the concern mentioned last month about the Compass Rose, a survey company was hired to survey the alignment of that area. The results were received on Monday however this report is still in the interpretative stages.

- ◆ Taxilane Alpha 2: This is a taxi lane that leads into and out of Colorado Aviation. This is a two-phase project. The first phase is the construction of an entrance taxiway to the Colorado Jet Center T-hangar area located on the south end of the ramp. This

phase was completed yesterday and is now open for use. The second phase has now started which involves re-doing Alpha 2 back to the Discount Fuel Farms. They have 27 calendar days to complete the entire project.

- ◆ Taxiway Charlie and Charlie 2: Concrete portion is estimated to start Thursday, October 21 and the entire project is estimated to be completed by Thanksgiving. By mid-November we plan all the work in the safety area to be completed up to Runway 12/30 so that we can open up the full length of the runway.
- ◆ Terminal Shell Project: The structural steel and pre-cast walls are being erected this week. Inside the terminal, the removal of the moving walkway has been completed and carpet is expected to be installed on October 30. We're expecting the shell package to be substantially completed by the end of December.
- ◆ ETD (Explosive Trace Detection): G & S Airport Conveyor contractors will be here on site Wednesday, October 27 to begin modifying the bag belts in the baggage makeup area. We're hoping to see TSA downstairs servicing America West and Northwest Airlines by mid-November. All the construction should be completed on the America West and Northwest bag belts in approximately three weeks. Prior to Thanksgiving the TSA will be performing screening of checked baggage for those two airlines. As mentioned last month, the TSA split up this operation whereby they were unable to move downstairs all at one time for two reasons; (1) United Airlines is going to move their operations outside which will require minor construction to facilitate their operations. This cannot take place until after the terminal shell package is completed. (2) American Airlines is going to be moving their ticket counter to the other side of Delta Air Lines. The 'future' American Airlines belt will be modified to accommodate the TSA operation however it will take a while for them to make that move.

Commissioner Ducoff mentioned it might be prudent to contact the news media and have them report on all the new changes in the baggage screening but that the public may anticipate minor disruptions in service as a result. Mark Earle mentioned that several television news agencies have committed to do their Thanksgiving stories here at the Airport and will focus on these very things. Wayne Heilman with the Gazette Telegraph has also stated intentions to do the same.

- ◆ John discussed a follow-up item regarding the sound system. John had the staff look at the entire sound system throughout the Airport. Microphones and sensors were not working properly particularly in the concourse area. A thorough sound check of the 'public portions' of the building was also conducted. All the necessary adjustments that could be made have been made in this area as well. Two things we cannot compete with are the bad acoustics in the atrium area, and operator error – operators talking too softly and/or operators speaking too close into microphone. We are going to address these problems. The inspection was started a couple of weeks and just finished up this week.
- ◆ John discussed a follow-up item regarding the issue of an expanded chart detailing the restricted airspace in the Colorado Springs area. John had several conversations with the National Aeronautical Charting Office, a division of the FAA.. While attending the NBAA last week, John met the representative who was the gatekeeper of the VFR charts. The representative was familiar and understood the issues we face. We reviewed the different sections and options. There were some limiting factors such as, we currently have 11 panels on the sectional and this is the maximum number allowable. So, if we're requesting additional area to the chart to accommodate the

blowup of the Colorado Springs area, they do not have the required space. We also discussed expanding the DIA chart and moving it south but doing that would eliminate the areas up north. Every single symbol that's on the chart is actually an approved symbol. It would be difficult to do something that's non-standard because any change would have to be approved by two committees. The representative clearly understood our issues and will expect a written request from the Airport. John will draft a letter and inquired whether the board wished to review its contents. Commissioner French suggested this letter come directly from the Airport Director. Then after this letter is sent, Commissioner French volunteered to contact the safety officers at Meadow Lake, Air Force Academy, and Peterson AFB, and then jointly, Commissioners French and Ducoff will express the safety concerns related to this through a written request.

Mark Earle will address this as a staff issue and John McGinley will coordinate this with Commissioners French and Ducoff.

✦ **General Aviation:**

- ◆ **Minimum Standards:** A draft copy of the minimum standards for commercial aeronautical activities at the Colorado Springs Airport was distributed to the commissioners at last month's meeting. The minimum standards program addresses commercial aeronautical activities and the hottest topic is fueling. With all the recent and future development on the west side, one of the things we want to address is self-fueling such as a tenant who wants to develop a hangar and put in their own fuel tank to fuel their own aircraft. Our grant assurances state that we cannot prohibit self-fueling however we can regulate it. Since self-fueling is not a commercial activity, it would not be incorporated into the minimum standards program. It would go into an Airport rules and regulations document. John mentioned that we are working on a rules and regulations document and when that is finished, both the minimum standards and rules and regulations program will go out to the tenants for comment.

Mark Earle mentioned the earlier suggestion by the commissioners to provide an opportunity for the west side tenants to comment on these issues. The Airport's proposal is to have one or two meetings prior to the next board meeting in November to discuss and receive feedback from the tenants on both the minimum standards program and the airport's rules and regulations. Mark Earle recommended presence at these meetings by one or perhaps two of the advisory commission members in order to listen to the types of comments received. Commissioners French and Herpin volunteered with Commissioner Ducoff as backup.

✦ **Director's Report – Mark Earle**

- ◆ The air service task force will be addressed at the November Airport Advisory Commission meeting. Airport staff is preparing to present to City Council in the December-January time an overview of goals and objectives for the air service task force. Commissioners Weber, French and Ducoff volunteered to participate on this task force. Mark Earle will be the primary point of contact. Erica Hupp will also be actively involved with Mark. One of our first meetings will be to meet with legal staff to discuss parameters.

Mark Earle is anticipating having the Minimum Standards item on the November Airport Advisory Commission Agenda aiming with a December-January approval by City Council .

- ◆ Channel 13 is scheduled to come out Thursday, October 22 to do a special story on the efficiency of the COS Airport compared to DIA and other airports. They hear comments all the time and want to see the “behind-the-scenes” part of what makes the airport so convenient and efficient. They will go through a step-by-step process starting where customers come in through the parking lot, go in front of the building where the ticket counters are located, review the security screening process, and flow to the hold room in the concourse area.
- ◆ Mark Earle spoke at the Southern Colorado Economic Forum today. One of the presentations was to remind everyone about the RTA vote.

#### **AIRPORT STAFF ACTION ITEMS**

- Furniture and wall outlets for the laptop computer stations.
- Coordinate the air space charting request.
- Schedule the minimum standards public meetings.

#### **5. OTHER BUSINESS:**

- ◆ Chairman Chalfant wanted to pass along the concerns expressed by Commissioner Breckner in regard to his recent absences from the commission meetings. Commissioner Breckner and his wife have temporarily relocated to Houston to take care of family medical needs. Commissioner Breckner is expected to return in December or January but wanted to express his sincere regrets for his absences. Commissioner Breckner expressed his continued interested in his position and participation as a member of the commission board. Chairman Chalfant mentioned that Commissioner Breckner is a significant benefit to this organization and felt his absences during this time should not in any way reflect negatively on his role on the commission. The advisory board unanimous concurred with the sentiments of Chairman Chalfant and wanted these sentiments conveyed to Commissioner Breckner and that all the member are looking forward to his return.
- ◆ The final item on the Agenda is the election of new officers to the Airport Advisory Commission Board. Commissioner Weber volunteered to collect the names of those interested in the chair and vice chair for the next year. The recommendations were collected with the results as Steve Ducoff as Chairman, and Bernie Herpin as Vice-Chairman. Commissioner French moved to accept the recommendations by the nominating commission. Chairman Chalfant seconded that motion. The motion was carried by unanimous vote. Commissioner French and Ducoff wanted to express their thanks and appreciation to Chairman Chalfant for his excellent role as chairman.

Mark Earle wanted to express his sincere appreciation to Chairman Chalfant for making his transition to the Colorado Springs Airport a smooth one. Mark Earle mentioned the advantages of having a past chairman remain on the board as a fine asset to the new chairman, and will look forward to Chairman Chalfant’s continued participation as an Airport Advisory Commission board member.

Lynn French moved to adjourn and Chairman Chalfant approved the motion, which was carried unanimously.

**Chairman Chalfant adjourned the meeting at 4:35 p.m.**

Minutes respectfully submitted by:  
Posie Brown, Administrative Technician