



**MINUTES**  
**Airport Advisory Commission**  
**December 15, 2004**

**COMMISSIONERS PRESENT:** Stephen Ducoff – Chairman  
Bernie Herpin  
Patsy Buchwald  
Lynn French

**COMMISSIONERS ABSENT:** Bud Breckner  
Ken Chalfant  
Dennis Weber

**LIAISON MEMBER:** Greg Timm

**NON-VOTING MEMBERS PRESENT:** Chuck Brown, El Paso County Commissioner  
George Sugars, El Paso County DOT

**NON-VOTING MEMBERS ABSENT:** 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  
Steve Hook, Assistant City Attorney  
Pat McDivitt, Assistant City Attorney  
Erica Hupp, Community Relations Manager  
Wendell R. Hawkins, Sr. Airport Operations Agent  
Kelly Koon, Special Projects Coordinator

**GUESTS PRESENT:** Wayne Heilman, Gazette  
Lt. Col. David Angle, Peterson AFB

**CHAIRMAN DUCOFF CALLED THE MEETING TO ORDER AT 3:00 PM**

## **1. APPROVAL OF THE November 17, 2004, MINUTES:**

- Commissioner Ducoff asked for approval of the November 17, 2004 Airport Advisory Commission minutes. The following corrections were noted: Rob MacDonald was listed as a Commissioner and should be listed as a liaison member; Greg Timm was present, not absent, and on Page 5 please add to the sentence "Discussion ensued about the future ILS on 35R" that funding is pending. Commissioner Buchwald made the motion to approve the minutes with the corrections and Commissioner French seconded the motion. The motion was carried by unanimous vote.

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

- No comments.

## **3. GENERAL BUSINESS**

Commissioner Ducoff opened by asking the Commissioners if they had any special comments. Steve Hook introduced his replacement, Pat McDivitt. Steve will be retiring at the end of December. Commissioner Ducoff expressed his appreciation for the service that Steve has given to the Commission. Chuck Brown also expressed his gratitude for Steve's assistance.

Commissioner Herpin gave a presentation outlining the roles and responsibilities of the Advisory Commission. Commissioner Ducoff asked if this presentation could be presented every December as a reminder to the Commission.

### **Land Use Items – Bill Keller**

The following land use items were reviewed:

- ◆ Buckslip File No. AR FP 04-00707
- ◆ Buckslip File No. AR DP 04-00713 and AR FP 04-00714
- ◆ Buckslip File No. AR DP 04-00696
- ◆ Buckslip File No. AR DP 04-00697
- ◆ Buckslip File No. CPC CP 04-00344 and CPC DP 04-0345
- ◆ Buckslip File No. AR MDP 04-00686
- ◆ Buckslip File No. CPC CU 04-00330
- ◆ Buckslip File No. CPC CU 04-00329
- ◆ Buckslip File No. PPR-04-027

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

## **4. STAFF REPORTS**

### **→ Traffic Report – Erica Hupp**

Commissioner Ducoff commended Erica on the holiday decorations.

- Starting on February 15, United will introduce two daily nonstop roundtrip flights from Colorado Springs to San Francisco. Utah-based SkyWest will operate these flights on 50-passenger regional jets for United.

<u>Flt Number</u>	<u>From</u>	<u>To</u>	<u>Dep</u>	<u>Arv</u>
UA 6370	SFO	COS	1100	1430
UA 6372	SFO	COS	1817	2147
UA 6371	COS	SFO	0815	1000
UA 6373	COS	SFO	1500	1645

- Effective Jan 6, United will cut one of its five daily flights between Colorado Springs and Chicago, but it expects to add a flight to the 10 it now operates between Colorado Springs and Denver.
- November enplanements were up slightly at .9% over last November. The Air Transportation Association recently changed its reporting date to the 20<sup>th</sup> of each month, so the national average for enplanements is not available at this time.
- Year-to-date, enplanements are still up 2%.
- For November, Allegiant Airlines was the airline that saw the largest decrease in their enplanements at 18.4%. Year-to-date, Allegiant's enplanements continue to be up at 5.6%.
- Delta Airlines had a very strong month in November, with a 23.2% increase in November 2004 enplanement numbers over November 2003. The airline had two more flights over last November, which is reflected in the increased November landed weight at 12.6%. Delta's load factor for November was 60.2%. Year-to-date, Delta's enplanements are up the highest at 19.7%. Commissioner Ducoff asked how many cities Delta serves. Erica stated there are four: Cincinnati, Salt Lake, Atlanta and DFW. Commissioner Ducoff wanted to know what the frequency is to DFW. Erica noted it was four. Commissioner Ducoff then asked if Erica would check the services to Ft. Collins. Commissioner French asked what happens in Pueblo. Mark Earle said they were stopping in Pueblo on their way to Denver. This changes frequently. Commissioner Ducoff then mentioned he had read an article saying that Southwest had bought a portion of ATA. Commissioner Timm noted that since ATA is in bankruptcy, it has to go to bid.

#### → **Community Relations - Erica Hupp**

- Presentation of the Airport Web site. On the front page of the site are reciprocal links to the City, CVB and Chamber. Another page location profiled was the Contact Us page. Erica explained the process for receiving inquiries and complaints and noted that she is responsible for managing the complaint process. Commissioner Ducoff asked if the airport has considered a public suggestion box and explained how important it is to follow up on complaints. Erica stated that she is working on this and will further develop it after the Information Center remodel. The Commissioners were very pleased with the Web site. Commissioner Ducoff asked if airport events could be posted on the Web site. Commissioner French motioned to commend Erica for her work on the Web site, seconded by Commissioner Buchwald. The motion was carried by a unanimous vote.
- Volunteers are being recruited to staff the Information Center. Volunteers will work from 9:00 a.m. to 1:00 p.m. Monday through Friday and should begin in February. Seven volunteers have already been through orientation and will begin training at the end of January. Commissioner French asked if the airport will be paying for their parking and

Erica noted that the since the volunteers work mornings only and won't overlap shifts, a parking space will be assigned in the employee lot for the volunteers.

#### → Finance Report -- Rick Gorman

- The financial report is through the month of October and actual results are versus the 2004 budget and prorated for 10 months. As of October, our revenues are \$18.1 million. We are right on track with our budget and down only by 0.3%. To give a little perspective, our revenues through 2003 at this point were about \$17.5 million, so we're about half a million higher than we were last year at this time.
  - Airline revenues were up \$112,000 primarily due to slightly higher rates and charges, offset by slightly lower landing weight activity. Also airline rented space is slightly lower than budgeted which partially offsets the higher than forecasted rental rate.
  - Terminal concessions are up 1.8%. Food and beverage are slightly lower than budget by about \$3,000. We are down about \$12,000 on other concessions due primarily to lower pay phones revenues which is due to a change in minimums required by the phone company, and the trend toward increased cell phone usage.
  - Terminal area – the largest decrease is in public parking. Our traffic is flat, but we have seen a decrease in revenues per passenger. In addition our transactions are slightly lower in the short term lot than previously estimated .
  - Lastly, in the other building areas, we have a positive variance of about \$49,000. To our surprise, we received \$65,000 from CSU for gas refunds from the new terminal construction in 1994.
- Expenditures continue to be significantly below our budgeted expenses. We have spent \$15.4 million vs. our budget of \$16.5. We're about \$1 million less than our budget, which is about 6.2%. Again, larger areas are personnel savings and benefits associated.
  - The largest area of savings is in personnel and associated benefits. Lower costs are associated with several vacant positions especially in management positions.
  - In our professional services and advertising areas, we've spent about half a million dollars less than what we budgeted.
  - In the miscellaneous categories, the discretionary areas are below what we've budgeted.
  - The Airport continues to project approximately \$1 million in operating expense savings and this forecast is included in the calculation of the airline rates and charges.

#### → Project Development, Design – Rick Gorman

- The project map has been enlarged with a few projects added. This should make it easier to read.
- We will be resurfacing the exit and entrance roads. Last month we had questions about airport speed limits. Bill Keller presented the following findings:

- There is nothing in the speed limit history that provides any answers to the current speeds. A description of the process for setting speed limits and the elements considered in setting speed limits is included in the meeting packet. We have a contract with a consultant that has already collected a lot of the baseline information. Since we don't have any historical information to analyze, we'll take what the consultant has collected and look at the elements that the City would normally examine and come up with an answer to be reported at the January Commission meeting. Commissioner Herpin asked why we couldn't use the City traffic engineer for this. Bill explained that the consultant already has about 80% of what we need and this is a value added asset.
- Rick Gorman reported that we have been successful in securing with the FAA, \$2 million for the ILS on the East Runway. This has freed up grant money that we can put towards other projects.
- Regarding the Rental Car and Parking Improvement Projects, we did close out the 1994 special facility bonds. During the WestPac years, we had generated a surplus of about \$3.7 million in customer facility fees that were sitting on deposited with the bond trustee Zion National Bank. We have been able to close this out and the money has been wired back to the City. All of this money is being dedicated to the rental car improvements such as the canopy and the lot improvements. Commissioner Herpin noted that short term and some of the rental cars have been moved and asked if this was the beginning of the project or a separate project. Rick explained that yes this is part of the rental improvement project. Since Enterprise will be entering the facility in January, we needed to create extra space. There have been a few complaints from passengers about the relocation, but this will be mitigated upon completion of the new construction. Commissioner Herpin asked if the airport is putting up construction signage. Mark Earle explained that the signage program is underway and signs will be out soon.
- Terminal expansion project – Rick commended Bill Keller on his work with this project. Interior design has been reviewed and moving forward.

#### → **Projects – John McGinley**

- Taxi lane A2 is complete. Commissioner Ducoff gave history about this project explaining what used to be there. John pointed out the new entrance to the Jet Center T-hangars.
- GA holding bay on 17R is now open for business. It was designed for gulf streams and stressed for 73,000 lbs.
- Taxiway Charlie project – this project was slowed due to weather. We've made a lot of progress in the last week. Shoulder work has been completed. Monday there will be a coordination meeting to open runway 12/30. We're very excited to get the runway open. Intersection pavement still needs to be put down. Commissioner Ducoff mentioned that this will be very valuable when we close down the East runway. John noted that we should be done with paving on Friday. We may not be able to open Taxiway Charlie until the spring due to temperatures that affect pavement and the sealing process.
- Terminal shell – we are very happy with results of the inside of Gate 5A. There's more space than expected. This area is substantially complete. We're still waiting on exterior column covers and finish up items for the expansion area

- East side area should be done by February.
- The West side should be done by the end of December 28.
- ETD relocation and bag belt modification - John explained how the bag sorting process works and how the bag search falls into this. This move has been very well received by TSA and the airlines. Commissioner Buchwald asked if there have been any reports of increased theft. John said no.

#### → **Operations and Maintenance – John McGinley**

- Sterile area access for the Commissioners – Staff has coordinated with the TSA and Huntley to provide access for the AAC. The Commissioners will need to show a picture ID to the Huntley ticket checker and then proceed through the passenger screening line. AAC will need to submit to the passenger screening process. All involved have been informed. If there is a problem, let John know and he'll resolve it.
- Minimum standards – we are now targeting the week of Feb 21 for public meetings. There are a number of issues involved in the process, which requires a little more work on our end.
- Peterson air show – Thunderbirds have officially announced Colorado Springs. They did this at the ICAS meeting. They'll do the Air Force Academy graduation on the same trip they do the Peterson air show. The team will deploy to the Springs on May 30 with a practice day on the 31<sup>st</sup> at the academy. June 1 will be graduation. Friday the 3<sup>rd</sup> will be a practice day at the Springs Airport and the 4<sup>th</sup> will be the open house. More details as they become available.
- Spoke with John O'Donnell who has tentatively scheduled an air show for July 9 and 10. This is the annual In Their Honor Air Show. John has asked for permission to solicit for a military demo such as an F15.
- A-Cent aviation has moved into the renovated old WorldWide Flight Services building. Their aircraft will be moving on Friday. Mike Hogan has made a deal with Wasson, Palmer and Sierra high schools to train students as pilots.
- Commissioner Ducoff asked about the Jet Center's T-hangar and FBO status. Mark Earle responded that there a number of alternatives that will be reviewed and conversations have taken place with the Jet Center about the status of the hangars. Rick explained that they met with Jim Buswell. Terms of the lease have been discussed and are currently being reviewed by their legal. We are in the final stages of putting all the documents in place. Commissioner Ducoff asked if the Jet Center has ever considered changing their name to Colorado Springs Jet Center. Mark Earle noted that they have given it some consideration and will look into it again when their lease is up for renewal.

#### → **Director's Report – Mark Earle**

- Asked the Commission if they would consider changing the timing of the meeting due to closing date of the various reports that need to be submitted to the Commission prior to each meeting. Mark reminded the Commission that if they choose to change the meeting dates, a variety of entities will need to be notified and that he would look into what approvals would be needed. Commissioner Ducoff was supportive of this idea and asked

Commissioner Herpin if he would survey each Commissioner to find out if this would be feasible and what days/times of the week might work.

- Foreign Trade Zone – The FTZ has been used very little and was established in 1984. This is a terrific economic tool. We are going through a study right now. The company responsible is IMS out of Houston. There was a meeting earlier today with local companies. Thursday there will be a specific meeting regarding airport and aviation issues. This will help us become better versed on the FTZ especially since we are developing the business park.
- Sister Cities display – The airport has a Sister Cities display, which has had many ongoing issues since inception. The display had some inaccuracies so it has been taken down. We will be working with the Sister Cities organization to develop a more traditional display and to be sure it is done accurately. Mark wanted to alert the Commissioners that there might be some community concern about appropriate representation.
- The Air Service Subcommittee is scheduled to meet on January 4 at 3:30 p.m. We will be discussing our recommendations to the City Council. Before presenting to the Council, we will report back to the Commission to discuss the recommendation.
- There was a media report on cell phone usage in aircraft. We do not have an official position on this issue. Mark spoke with the reporters and found that everyone is agreeing that this may not be a good idea. The proposal was initiated by a company that has a product that allows cell phone signals to be beamed to a device on the aircraft that will then send it to cell towers thus giving users better cell service while on the plane.
- Reminded the Commission that Kelly Koon is now the primary support for the Commission. Please be sure to contact her if you have any needs.

## **5. OTHER BUSINESS:**

- ➔ Commissioner Ducoff asked about the Deerfield Hills community meeting. Bill Keller attended. Notes were recorded that will become part of the record for the final report.
- ➔ Commissioner Ducoff noted that Commissioner Timm had mentioned that previous airport tours have been very helpful and wanted to know if one could be set up just prior to the January meeting.
- ➔ Commissioner Ducoff noted that Denny Weber had called to let him know that he had a conflict and would not be attending today's meeting.
- ➔ Based on the presented attendance requirements in the Roles and Responsibilities presentation, Commissioner French asked if the Commission would excuse Bud Breckner's absences due to good cause. Commissioner Breckner has been in contact and continues to address issues. Commissioner French motioned for acceptance and Commissioner Buchwald seconded.
- ➔ Commissioner Ducoff notified the Commission that he would be missing the next two meetings due to conflicts.

→ Chuck Brown noted that this is his last meeting. He is not sure who his replacement will be. Commissioner Ducoff thanked him for his many years of service to the Commission.

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

- Make a new name plate for Pat McDivitt who is replacing Steve Hook.
- Add Chairman's Comments to the agenda as item #3.
- Schedule Roles and Responsibilities for each December meeting.
- Number the land use pages for easier reference.
- Check for air service to Ft. Collins.
- Speed limit findings report back.
- Schedule airport tour for January meeting.
- Add new ASOS phone number and NOTAMS to the Web site.

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

**Chairman Ducoff adjourned the meeting at 4:55 p.m.**

Minutes respectfully submitted by:  
Kelly Koon, Special Projects Coordinator