



MINUTES
Airport Advisory Commission
February 16, 2005

COMMISSIONERS PRESENT: Stephen Ducoff – Chairman
Bernie Herpin – Vice Chairman
Ken Chalfant
Lynn French
Bud Breckner

COMMISSIONERS ABSENT: Denny Weber
Patsy Buchwald

NON-VOTING MEMBERS PRESENT: George Sugars, El Paso County DOT
Greg Timm, Alternate Commissioner

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
Bill Keller, Airport Planning & Development Manager
Kelly Koon, Special Projects Coordinator

GUESTS PRESENT: Glenn Messke, Peterson AFB
Tim Fox, Peterson AFB
Lt. Col. Terry Watkins, Peterson AFB
Wayne Heilman, Gazette

VICE-CHAIRMAN HERPIN CALLED THE MEETING TO ORDER AT 3:07 PM

1. APPROVAL OF THE DECEMBER 15, 2004, MINUTES:

- Commissioner Herpin asked for approval of the December 15, 2004 Airport Advisory Commission minutes. Commissioner French made the motion to approve the minutes and Commissioner Breckner seconded the motion. The motion was carried by unanimous vote.

2. PUBLIC OR CITIZEN GROUP COMMENTS:

- No Comments.

3. GENERAL BUSINESS

- Commissioner Herpin welcomed our guests and then thanked Bill Keller and John McGinley for the Airport construction Tour. He feels the remodeling will make the airport much nicer.
- Recommendation of the Air Service Task Force Committee. Mark Earle explained that Commissioners Ducoff, Weber and Herpin participated in the subcommittee meeting. Commissioner Ducoff noted that representation was discussed and it was decided that Commissioner Weber and the Chair would be the primary representatives with the Vice Chair would be the alternate. Mark Earle proceeded to explain that it was also decided that there should be 7-9 members on the task force in addition to the two Advisory Commission members. The group would be structured not as a City appointment, but instead spearheaded by the EDC. Any financial support would come from the private sector. The task force is not intended to supplant the Airport Advisory Commission on air service development (ASD) matters, instead it is intended as a conduit for the community to comment on ASD issues. Thus concludes the recommendation of the subcommittee. Commissioner Herpin motioned to appoint Commissioner Weber and the Chairman as the primary representatives from the Advisory Commission with the Vice-Chairman as alternate. It is also recommended that the structure as discussed by the sub-committee be adopted and recommended to the Mayor as the format for the task force. Commissioner Chalfant moved to approve this and Commissioner Breckner seconded the motion. The motion was carried by unanimous vote.
- Commissioner Herpin explained that in December he was tasked with surveying the members to find out if they had other days of the month that would work better for the meeting. He presented his findings in a PowerPoint format. Tuesdays and the 4th Wednesday or Thursday were the only other available days. If the Commission meets within the first two weeks of the month, the Commission would be discussing reports from December. If the Commission meets later in the month, then the previous month's reports would be reviewed. Commissioner Timm voted for not changing the meeting, and Commissioner Chalfant said any day would work. Commissioner Breckner stated that Tuesday works the best for him. Discussion ensued about which day would be best for the meeting. Commissioner Ducoff commented that in asking for this he wanted to ensure maximum participation of the Commissioners and then asked Mark how much notification we need to give for a date change. Mark Earle commented that we have a 72 hour minimum to post the notice of the meeting. Commissioner French motioned to begin holding the meetings on the 4th Tuesday of the month beginning in May, which will ensure better participation by the Commissioners and allow time for airport staff reports to be completed for the mailing. Commissioner Chalfant seconded this motion. The motion was carried by unanimous vote.

Land Use Items – Bill Keller

The following land use items were reviewed:

- ◆ AR FP 04-00720
- ◆ AR PFP 05-00007
- ◆ AR PFP 05-00013
- ◆ SF 04-034
- ◆ PPR 04-033
- ◆ AR DP 04-00744
- ◆ CPC FP 04-0367 & CPC ZC 00365
- ◆ AR DP 04-00764
- ◆ AR FP 04-00757
- ◆ AR DP 04-00752
- ◆ AR DP 04-00733
- ◆ CPC DP 04-00357
- ◆ AR DP 05-00038
- ◆ AR FP 05-00052, AR PD 05-00051
- ◆ AR FP 05-00066
- ◆ CPC LUM 05-00017
- ◆ CPC CP 05-00019
- ◆ AL 04-014
- ◆ SF 05-002
- ◆ AL 05-001
- ◆ SF 05-009
- ◆ AL 04-013

→ Commissioner French asked what we do when giving a noise and over flight notice to developers. Bill Keller noted that we are only required to issue an advisory notice that noise and over flight will occur in their area and nothing else. Commissioner Timm mentioned that aviation easements are recorded documents, which include noise notices. Mark Earle stated that airport staff will get a copy of the aviation easement language for the Commissioners to read through along with the process by which these go to the developers and are carried through.

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

4. STAFF REPORTS

→ Traffic Report – Rick Gorman

December 2004

- We ended 2004 with 1,034,000 enplanements, which is up 2.3% from 2003. This is positive as it is about 10,000 higher than what we forecasted. We were not up quite as much as the national average, which is 5.7% for 2004.
- Allegiant Air, Delta, Northwest and United were up over the previous year, with Delta being the biggest increase at 18.3% over 2003. American Airlines was lower due to schedule changes, which reflected in their numbers. They were down 16.3%.
- Our landed weight forecast was flat in 2004 vs. 2003. In 2004, we were down 0.9% compared to last year.
- Allegiant Air had a strong beginning to 2004 and has since dropped down.

January 2005

- The airport was down 7.1% with 70,000 enplanements in January. One area of concern was United Airlines. They were down 17.1% vs. last year in January. This may be due to

what day of the week January 1 falls on and the holiday season, which could have affected ridership. These numbers will be re-confirmed.

- Beginning in February, Delta will reduce 5 flights per day, however United will be adding 2 flights to San Francisco. American may expand its presence into Dallas.

Commissioner Timm asked if there was any way we could let the airlines know that sports teams are arriving into Colorado Springs. This may also help with additional baggage charges due to sports equipment. Mark Earle responded that communications take place between the CVB and the USOC regarding events. It is possible that the Sports Authority may be able to put out the word to the airlines that teams will be coming through.

→ Finance Report -- Rick Gorman

- Each year we do a year end settlement that is reflected back to the airlines. The reports in hand do not show this calculation.
- Our revenues came in \$200,000 higher and expenses were down \$400,000.
- For the month of December, the Airport's revenues were \$167,000 or .8% above what we had budgeted.
 - The airline revenue and terminal concessions were virtually flat as far as what we forecasted vs. what the budget was. We were right within 1% of what we forecasted.
 - The biggest variance vs. our budget was in public parking. We came very close to our enplanement activity forecast, however the transaction data in the parking lot was not as close. We were optimistic in how much revenue we generate per individual parking transaction and forecasted spending to be at \$22, which actually came in at \$20.
 - One positive was the \$90,000 positive variance primarily due to higher fuel flowage fees on basic general aviation. What we are seeing is the low cost of fuel at our airport. The competition on the West Side is generating a lot more fuel fees than what was budgeted.
 - In addition, in the other building areas, we settled with one of our tenants from the West Side and collected about \$200,000. We also received \$90,000 more in state and excise fuel tax than was budgeted.
 - Also showing in the other building areas is the refund from CSU for the gas meter and some reimbursements for the TSA break room and utility costs. All these factored into the \$376,000 increase over budget to help offset the parking revenues. This is a good example of the law of compensating errors kicking in.
 - As for the expenditures, our actuals were approximately \$800,000 below what was budgeted or about 4%. As a frame of reference, for 2003 our expenditures were \$18.986 million so we were virtually flat. This was slightly below what was forecasted and has already been reflected in the rates and charges.
 - We have about \$180,000 in vacancy savings; lower services cost of \$187,000 has a lot to do with less outside consultants, such as noise, wildlife and legal services which came in below what was budgeted. Advertising came in about \$300,000 less and

equipment was about \$75,000 less. Comparing the slightly higher revenues and the lower expenditures is a positive and gets reflected in our rates and charges.

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

- The drainage improvement project and Aviation Way plans are about 100% and will be going out for bid within a month or so. On Aviation Way we are ready to go, however we still need to work with the City to secure a couple parcels for right of way. We have been working closely with the Real Estate Department to keep this moving. Commissioner Timm asked if there was any way to make the notices more personal. Mark Earle noted that the airport did make personal visits and spoke to the landowners at the beginning of the project.
- The Business Park submission of the concept plan and revisions to the master plan were major milestones. We are expecting to be through the review process by the end of June. In a parallel path, we are going through an environmental assessment process with the FAA and hopefully they will find there is no significant impact and should be completed about the end of June. These are major steps for starting the formal construction and developing the Business Park.
- The rehabilitation of the East Runway - The airport will be meeting with CH2MHill to formalize the negotiation of the fee assessment. We have a master agreement that we are prepared to present.
- Bill Keller spoke about the shell project. The deck on the third level is a portion of the new shell. The first space that will be rebuilt is by Gate 12 which is currently occupied by Paradies and will become a CNBC News and Gift Shop. This project will begin next week on construction. It should be ready to open in about 12 weeks. The Falcon's Nest area will be occupied by a new Travel Mart, which is a travel oriented store as well as news and gifts. The Falcon's Nest will not be closed until the food court is ready for service so as not to affect customer services. The food court is in a shell space, which used to be Gate 5A. We are completing this portion and construction will begin within 60 days. The food court will consist of Pizza Hut and Cantina Azul café and bar. Immediately to the north end of this space will be a Pikes Perk coffee shop. Adjacent to this space will be Freshen Smoothies. Toward the main terminal will be two restaurants on the west side, Gordon Biersch Brewery and A&W. Across to the east will be two concepts: another Pikes Perk and Freshen Smoothies. To the south of that will be the Colorado Springs Market Place that will feature items from the Springs area. We anticipate late summer, early fall for full completion.

→ **Projects – John McGinley**

- One of our projects is security related. We are using CH2MHill as the contractor. The first item is the Access Control System of which we are currently in the research process to determine what system we want to use. Other projects are the design and bidding of anti-pass back technology at the security exit to prevent entrance through the exit lane and the design of a fiber optic ring that will go from the terminal west and up the West Side of the airport. Currently we have some gates in this area, but the fiber optic will greatly enhance this.

- The ETD project - America West and Northwest continue to operate with TSA downstairs. American Airlines needs to move their counter and then Delta and American can move downstairs. We hope to see this done in about 4-6 weeks. Also, we just kicked off some construction outside for United and will be moving their bag make up area. Wind screens and garage doors will be installed.
- Taxiway C project – This project is near completion. Finish work has been delayed due to the winter weather. We have opened Runway 12/30 and did get a PAPI on Runway 2, which has been commissioned and is in service. Joint sealant continues and has been difficult due to the cold weather. There are also some access roads that need to connect but again are affected by the cold weather.
- The Information Booth has been moved to a temporary location and the construction of the new one is underway.

➔ **Operations and Maintenance – John McGinley**

- In early December, we set up a procedure for the Commission members to be able to access the sterile area. We have made some changes to make this easier. Commissioners can get a sterile area badge, which will allow access to the sterile area. To receive a badge, you must be fingerprinted and a background check will be run. Fingerprinting will be done in Operations.
- There was a plane crash in Pueblo this morning. It was a Cessna Citation, eight souls on board and they all perished. We don't know all the details at this time. Wayne Heilman from the Gazette said the plane was owned by Circuit City and they were here on business.
- Planning process continues for the Peterson AFB open house, which is scheduled for June 4. On June 3 at 2:00 p.m., the Thunderbirds will hold practice and then on the 4th at 2:00 p.m. will have the actual show. At this time there will be an F15 and F16 demo that have been confirmed. Acts and static displays are still underway. Airport staff is attending the planning meetings at Peterson AFB.
- A second airshow will be occurring on July 9. This is the "In Their Honor" airshow. They are looking at getting a jet team also.

➔ **Director's Report – Mark Earle**

- An airport staff contact list has been developed for Commissioners to use.
- There was a question about the website and posting NOTAMS. Not sure this is a good idea as these could be out of date, etc. Commissioner Breckner suggested a link be added rather than the NOTAMS. Distant NOTAMS are available by link, but local NOTAMS usually are not. ATIS posts some local NOTAMS. Commissioner French feels that we should only post the ATIS and ASOS phone numbers on the website.
- Commissioner Timm asked if there was any way to have better accuracy on the FIDS information on the website. Mark Earle explained that this information is input by the airlines. As the airlines have cut back on staff, we see less and less of the data being input on a timely basis. United is frustrated with the system and has stated they may

discontinue using it. The best solution is to have a direct feed by airline data of which the Airport is looking for room in the capital budget to do this. There is a possibility to work with ARINC and Channels 5/30 to develop a partnership to put a new system in place.

- Ft. Collins air service – they are serviced by Allegiant Airlines with five flights per day and 31,000 annual enplanements. The service they have is highly specialized which services Las Vegas. We will reconfirm this information for the next meeting. They have informal plans to initiate a terminal project, but have no capital improvement program in place to do this. Additional scheduled service would be needed to move forward.
- Concerns were expressed about the attendance rules for the Commission. We looked into this and found that Commissioners are allowed to miss three meetings within a 12-month period. After reviewing the attendance record, we found that just about each Commissioner had missed three meetings. We spoke to City management about this and to provide some flexibility. They suggested that we brief the Board on where we are today and move forward from this point on as well as adding some flexibility of attending, such as calling in or moving the meeting to another day if needed.
- Comment Cards are under development and will go into service when we put the new information booth in place. We will have these available for the Commission to review prior to putting them out.
- An organizational chart was requested. This is in the works, however we have had some staff changes so we will be making the changes and will distribute at the next meeting. With Erica Hupp leaving, we are re-evaluating her position and will change the emphasis on this position to be more of an air service development position.
- Speed limits are still under evaluation. URS is still working on the information.

5. OTHER BUSINESS

- ➔ Commissioner French thanked John McGinley for the improvement of the smoking areas and signage.
- ➔ Commissioner Ducoff asked for a schedule of the meetings for the rest of the year. Commissioner Herpin encouraged the other Commissioners to attend the Airport Operators meetings. This is a great way to meet these individuals. Mark Earle suggested that he will speak to Jim Buswell to schedule these meetings on the same day as the Advisory Commission meetings.

6. AIRPORT STAFF ACTION ITEMS

- ➔ Find out who is replacing Chuck Brown.
- ➔ Send notice that beginning in May, meetings will be on the 4th Tuesday at 3:00 p.m.
- ➔ Get an aviation map for COS and AFA, aviation easement language for the Commissioners.
- ➔ Find out what happens with the Advisory Commission comments on land use items.
- ➔ Speak with the Sports Authority and the CVB regarding teams and equipment coming through the airport and/or Colorado Springs.
- ➔ Remove NOTAMS from the web site; add separate links for distant and local.
- ➔ Be sure ATIS and ASOS info is on web site.

- Confirm Allegiant numbers from Ft. Collins.
- Management organizational chart.
- Develop calendar of meetings for 2005.
- Find out date of next Airport Operators Group meeting.

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

Vice-Chairman Herpin adjourned the meeting at 4:45 p.m.

Minutes respectfully submitted by:
Kelly Koon, Special Projects Coordinator