



**MINUTES**  
**Airport Advisory Commission**  
**March 16, 2005**

**COMMISSIONERS PRESENT:** Stephen Ducoff – Chairman  
Bernie Herpin – Vice Chairman  
Bud Breckner  
Patsy Buchwald  
Lynn French  
Denny Weber

**COMMISSIONERS ABSENT:** Ken Chalfant

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

**NON-VOTING MEMBERS ABSENT:**

**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  
Cheryl Schwab, Financial Analyst

**GUESTS PRESENT:** Wayne Heilman, Gazette

**CHAIRMAN DUCOFF CALLED THE MEETING TO ORDER AT 3:04 PM**

**Next meeting is Wednesday, April 20, 2005.**

## **1. APPROVAL OF THE FEBRUARY 16, 2005, MINUTES:**

- Chairman Ducoff asked for approval of the February 16, 2005 Airport Advisory Commission minutes. Suggested corrections were as follows: On Page 2, the first item should be corrected to state "Commissioner French made the motion to approve the minutes". On the last page, Chairman Ducoff adjourned the meeting should be changed to "Vice-Chairman Herpin adjourned the meeting". Commissioner Weber made the motion to approve the minutes as amended and Commissioner French seconded the motion. The motion was carried by unanimous vote.

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

- No Comments.

## **3. GENERAL BUSINESS**

- Chairman Ducoff welcomed Jim Bensberg as the new member replacing Chuck Brown.
- Rick Gorman introduced Cheryl Schwab the new financial analyst for the airport.
- Chairman Ducoff noted that Mark Earle has been out in the community giving presentations promoting the airport and has been doing a wonderful job. Chairman Ducoff then recommended that Mark give his presentation to the Commission at the next meeting. He also asked if there were any ways the Commissioners could help promote the airport. Mark suggests this be discussed after the presentation at the next meeting.
- Chairman Ducoff thanked Commissioner Herpin for conducting the meeting last month and encouraged other Commissioners to use the call-in method of attending the meetings.
- Commissioner Herpin noted that Greg Timm brought up an item at the last meeting about sports teams arriving in Colorado Springs. Commissioner Herpin stated that the NCAA National Collegiate Rifle Championships were held in Colorado Springs at the USOC and in speaking with some of the coaches found that there is some concern now with the TSA rules. There has been difficulty with the competitors checking their guns. Delta limits it to two weapons and anyone under 18 cannot check a gun, which causes problems with the junior competitors. Commissioner Herpin asked if there was anything we could do to help. Mark Earle felt that it would be helpful to have the Federal Security Director speak and answer questions at the next Commission meeting. The Commissioners agreed this would be helpful.
- John McGinley introduced two new staff members in the Police Department: Cezar and Bobbi. Cezar is a German Shepard and Bobbi is a Vizsla. These dogs are part of the canine bomb program that Sgts. Martin and Lackey and others have put together. The dogs and handlers have just completed their training and are now at the airport. The dogs will spend the first 30 days getting accustomed to their new environment. Sgt. Martin explained that the efforts to get this program to the airport began two years ago in April. Officer Mike Anderson and Cezar just finished the 10 week class with Cezar taking top dog. Officer Bill Owens and his dog, Bobbi finished the 10 week class and just completed the four day testing. Bobbi did not miss a single device resulting in a 100%, one of the few that have ever done that. We are very proud of both of them. Another officer just left on Sunday which will give us three dogs in the program. The magazines for the training devices were just delivered today and the actual training devices will be delivered April 7. The program is set up to have three dogs with initial

assignment at the airport. TSA reimburses each team \$40,000 per year to help offset some of the costs incurred. We were able to save money because we used officers already assigned at the airport. The dogs are trained to detect explosives and will operate in all areas of the airport. It is instilled within the dogs to sniff everything and everywhere. These two dogs are two of the best dogs out of the class. These dogs are trained to be very passive and heavily tested to ensure this. They are not trained to attack. Mark Earle explained that bomb dogs are part of the TSA requirements and the Airport is adding them to enhance security and customer service. Commissioner Ducoff thanked Cezar and the officers for coming by today.

#### **Land Use Items – Bill Keller**

The following land use items were reviewed:

- ◆ AR DP 04-00723
- ◆ AR PUD 05-00157
- ◆ AR FP 05-00158
- ◆ CPC FP 05-00030
- ◆ CPC ZC 05-00028
- ◆ CPC LUM 05-00026
- ◆ CPC MPA 05-00027
- ◆ AR DP 05-00155
- ◆ AR FP 05-00156
- ◆ AR CP 05-00136
- ◆ CPC PUD 05-00048
- ◆ CPC PUC 05-00047
- ◆ CPC DP 04-00036
- ◆ AR ZC 05-0035
- ◆ AR DP 05-00101
- ◆ AR DP 05-00102
- ◆ CPC PUZ 05-00038
- ◆ CPC PUP 05-00039
- ◆ SF 05-001
- ◆ SF 05-008

- Commissioner French asked if Drennan Road would be widened to accommodate the new construction. Bill Keller stated Classic has road widening included in their plans. Commissioner Buchwald motioned to accept the Airport staff land use recommendations, seconded by Commissioner French. The motion was carried by a unanimous vote.

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

##### **→ Traffic Report – Rick Gorman**

February 2005

- For the month of February, the airport's passenger enplanements were down 0.1% vs. last year at this time. Year to date we are down 3.8%. One of the special notes about February is that last year February was a leap year, adding a day to the figures. Without the extra day in 2004, airport passenger traffic would be higher as compared to last year.
- Delta was down 12.6% in passengers vs. last year, and their landed weight is down 30% vs. last year. The DFW hub has been closed and as a result Delta will discontinue five flights per day from Colorado Springs. The market has adjusted and all the other carriers have picked up the passengers. The passenger activity is flat, but landed weight and activity are down. Our load factors are up about 10% over last year at this time. Each one of the remaining carriers was up 8-12% higher than last year due to putting more passengers into available seats.
- Allegiant Air changed their flight scheduled about June of last year which provide one to two flights per day and now they are down to about 20 – 25 flights per month.

- There was a significant increase in cargo activity. We did see 15 additional flights from Federal Express which is responsible for the increase in landed weight for the cargo carriers.

➔ **Finance Report -- Rick Gorman**

- We have finished the first draft of the settlement report for 2004.
- For January, we were down \$98,000 from the budget. The largest decrease was in the airlines revenue which was down about \$29,000; public parking was also down \$47,000. As you may remember, our January traffic was down 7% vs. last year. In February we have narrowed that gap to 3%.
- Our airline revenues are down because our landed weight is lower than we forecasted which reflects the change by Delta. Losing some of this landed weight puts upward pressure on the landing fees.
- Our expenses are below our budget for January. Our budget expenditures were \$1.67 million and we came in at \$1.38 million. The personnel side reflects the majority of the decrease. Due to the timing of the reporting, we only had one payroll hit the books in January. We make catch up this missing payroll in December of 2005.
  - In our advertising budget, we haven't spent the pro-rata portion of our budget for January.
  - Our insurance is down and our equipment is up due to higher than average purchasing with new budget appropriation being available.
  - Included in the package is a calculation of income sharing. We have the 2004 actual results which you can compare to 2003 vs. our 2004 budget. When you look at the airline revenues prior to income sharing, 50% of our revenues after all the bills and debt services are paid, gets credited right back to the airlines, reducing their costs to operate. In effect we are in a partnership with the airlines. The more money we make, the lower their costs.
  - Our other operating revenues are about \$900,000 higher than in 2003 and substantially above where our budget was concerned. Our operating expenses for 2004 are slightly below 2003 actuals and significantly below our budget.
  - We are going to share \$1.8 million with the airlines that goes back to their rates and charges and \$1.8 million goes back to the capital fund. We are also looking at returning \$300,000 in over collections to the airlines.
- The airlines focus on the cost per enplaned passenger. In 2003 we ended up with \$7.87 and this year we will be at \$7.49. This is slightly higher than average from 2002.
- Fuel pricing impact on the airlines will affect our revenues in 2005. Our lease agreements expired in 2004 and the airlines had an opportunity to adjust their leasable space in the terminal. Delta and American relinquished one gate each. In addition, USPS relinquished one cargo bay. This will be reflected in the airline revenues which are projected to be \$3 - \$400,000 lower.

## ➔ Project Development, Design – Rick Gorman

- There are several projects getting ready for bid.
  - Aviation Way Improvements - \$5 million roadway and \$5 million drainage improvement to enhance and encourage the west side development. We are trying to finalize negotiations with land owners to acquire land for easements in this area. Commissioner Timm stated that he would be willing to help speak with the land owners and emphasize the importance.
  - 17L/35R Rehabilitation – You may have seen in the paper that we have been awarded \$12 million from the FAA for runway rehabilitation. We have awarded the contract to CH2MHill and John has been working with them to begin the surveying and coring to evaluate the design of the project and the pavement that is going to be removed. We now have \$17 million of a total \$35 million needed to complete the project.
  - Rehabilitation of Taxiways E, G and H – This is a pavement survey study and analysis. We have engaged the services of Carter Burgess and Kimley Horn to evaluate the causes of the ASR issues and to focus on extensive analysis and mitigation strategies for the rest of our pavements. The FAA agrees we need to rehab the runway. There is also money involved with the other pavement areas. We are trying to see where the conditions are the worst, what needs to be removed next in a phasing plan and what we can do to mitigate and stretch our dollars to preserve our other pavement areas over a five to ten year period.
  - We are going to be bidding the rental and parking lot improvement project. One of the challenges will be communicating this to the public.
  - Bill Keller spoke about the Terminal Expansion Project. Progress has picked up dramatically. Both tenants have hired the same general contractor. We will be seeing additional work within the next 30 days, pre-security, and removal of the Paradies Store. They have made the decision to shut down during this process, but will be operating out of kiosks. The design is at 100%. We are at about 15% on the construction with the majority of it occurring in May, June and July.
  - The CNBC store is progressing faster than expected. We could see a soft opening within 45 days. We will share this as soon as we know.

## ➔ Projects – John McGinley

- East Runway project is currently under design. The East runway has been closed and will be for 3 days to allow geotechnical and survey folks on the runway to facilitate the design. The goal is to get a demolition contract in place before the end of the year so we can begin the project and draw down on the funding.
- We have walls set up for the construction of the Information Center. Construction is ongoing and we hope to have this completed by mid-April.
- Our security infrastructure modifications project has received a lot of attention over the last few weeks; we are developing the specifications for the bidding of several projects

within this category. We hope to have a specification out in May. There are multiple projects involved with this upgrade.

- The access control system was installed 10 years ago and is outdated and needs upgrading. We are also deploying technology around the edge of the air carrier ramp that will allow us to remove the security guards that are currently posted out there. We are also going to run a fiber optic line to the west side of the airport to connect gates along the perimeter to our access control system.
- We are also working on anti-pass back technology that will be installed at the screening checkpoint.
- Taxiway C – We are about two weeks away from completing the entire project with one exception. We have rejected some of the concrete installed in an 800' x 40' wide section due to its thickness. We have asked the contractor to remove the concrete. They are requesting us to reconsider so we will be meeting to discuss. The only item left is some expansion joint sealant and some striping.
- Last week we had a pre-construction meeting for the Taxiway H project. This is project #4 directly north of the air carrier ramp. We should begin work on this project next month and expect to have it complete by the end of June. This project will serve as the parallel taxiway to Taxiway G and will allow for more flexibility for air traffic control to get traffic in and out of the terminal and to and from the East runway to the West side.
- ETD project - We met with American Airlines to discuss the movement of their ticket counters. This has been going on for the last couple of months. Work will begin on the 17<sup>th</sup>. We are targeting April 6 as the date they will move to the new counter location on the other side of Delta Airlines. Once this is done it will allow us to move the TSA that is currently serving American and Delta downstairs. Our target is to have our work completed outside for United Airlines so we can move them down on April 6 also.

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

- Last month we had our Part 139 inspection. This is an annual inspection that covers our ARFF training records, operations records, inspection of the airfield facility, and fire and safety inspections at the FBOs. It has been five or six years in a row that Colorado Springs has gotten through this inspection without any write-ups or violations. This is not an easy feat that takes a lot of work from all of the staff to make this happen. Our staff is one of the best airport staff in the country. It was a delight to sit with the inspector as she complimented us on the inspection. She has a lot of other airports within this region and tells them to call the Colorado Springs Airport Operations Department if they have any questions. There were some changes with the Part 139 which required updating of the certification manual and we are ahead of most airports in this endeavor. Hats off to the staff for all their work.
- Air show – planning process continues. There was a funding scare over the last couple of weeks and discussion of canceling the air show. There are a number of air bases that have had to cancel their air shows due to funding. Peterson ran into some difficulties, but after they got together with the Pentagon, they found money to proceed with the air show. They have applied for most every aerobatic act such as the F-16, however we will not know until about 30-45 days out from the show which acts will be showing. The Thunderbirds have been confirmed. Given that many other bases have canceled their shows, this gives us greater opportunity for acquiring acts.

- General Aviation – Penkhus/Martin developments north of the Fed Ex facility. This is two individual developers proposing the concept of building hangars that they would occupy and lease. We developed a master plan and created an area where this will be better utilized. One of them will be focusing on T-hangars and the other will focus on large hangars for their own use and others. These go together very well. Martin is doing the smaller hangars and has been actively marketing them. Penkhus will have the larger hangars.
- Chairman Ducoff asked for an update on the museum. Bill Keller explained that there is a meeting set with their manager to discuss phase 1 of the project. This is in the process of development and has been submitted to downtown. This may be an item for review and comment at the next meeting. The actual development in phase 1 will include three hangars approximately 80 x 100 to accommodate internal operations. They are viewing themselves as an independent development. Additional phases will accommodate future growth and expansion as the project comes to fruition.
- The next Airport Operators Group meeting will be on April 20 at 5:00 p.m. at the Radisson. Chairman Ducoff encouraged the Commissioners to attend. It's a great way to network with the business owners. This meeting will have some military leadership present.

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

- Organization Chart – This chart shows down through the management level. This is a very flat organization with only one level separating the Director and the front line managers. Explanation was given to structure of the organization. Commissioner Weber asked who is responsible as liaison with the TSA. Mark explained that this is John McGinley and isn't reflected on the org chart because they are not part of our agency.
- Community Briefings – We have been out to every service organization that has invited us. Each manager will be going out to help with this. There is a new City program "Taking it to the Streets" which is a live program. We will send the dates around. Mark will be involved with other City directors answering citizen questions and answers.
- ILS – The airport has received a \$2 million set aside from the FAA to install an ILS on RWY 35R. John has a meeting arranged with the FAA. The funding available for the project is enough for a Cat I ILS, however we are trying to upgrade to a Cat II installation. In a related issue, it was reported that the approach lighting system for the new ILS is not currently included in the draft Airport Business Park Master Plan. Efforts are underway to correct this.

Commissioner French asked if you can make an ILS approach to a runway that is not open. John McGinley stated yes and that he had spoken with a program manager in Seattle, and one of the things they are looking for is a site on which they can test some new ILS equipment. They are looking for an airport that has a construction project so they could put the new equipment in place and test it. Mark Earle noted that allowing the general public to make practice approaches to a closed runway is risky and may not be allowed by the FAA.

## **5. OTHER BUSINESS**

- ➔ Commissioner French asked for an inset chart. John McGinley mentioned that the FAA has been resisting this. Commissioner French mentioned that there is a big overlap in the western area and the charts would be a benefit. Commissioner French will try to get letters of support from the Air Force and other airspace users.
- ➔ Commissioner Ducoff visited Meadowlake Airport and they have produced their first edition of a newsletter. They are getting better organized. They have received some grant money from the state of Colorado to keep the residences from encroaching upon the airport. Commissioner Ducoff stressed the importance of opening the lines of communication. Mark Earle, County Commissioner Bensberg and Commissioner Ducoff recently met with officials from Meadowlake and they all agreed it was very informative and this initiative should be continued. Commissioner Herpin suggested that they put the Advisory Commission on their newsletter mailing list.
- ➔ Commissioner Herpin asked about terminal shut down procedures due to a security breach. Mark Earle noted that for each occasion the TSA evaluates their procedures to see what needs to be changed. They typically retrain their employees and establish new procedures to avoid future problems.
- ➔ Commissioner Buchwald asked if the food concessions could post their prices. She received a complaint that prices were not posted.

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

- Check with TSA about speaking at the next meeting regarding bringing sport weapons on aircraft.
- Mark will give the public presentation to the Commission at the next meeting with discussion about how the AAC can help.
- Find out when the ribbon cutting will be for CNBC.
- Confirm Air show dates.
- Send out dates for “Taking it to the Streets”
- Add reminder at bottom of minutes for the next meeting date.
- Get an avigation map for COS and AFA.
- Get copy of aviation easement language for developers.
- Find out where AAC land use comments go and what happens with them.
- Speak with the Sport Authority regarding team equipment.
- Confirm Allegiant's numbers from Ft. Collins.

Commissioner French motioned to adjourn the meeting.

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

Minutes respectfully submitted by:  
Kelly Koon, Special Projects Coordinator