



**MINUTES**  
**Airport Advisory Commission**  
**February 28, 2006**

**COMMISSIONERS PRESENT:** Stephen Ducoff – Chairman  
Bernie Herpin – Vice Chairman  
Bud Breckner  
Bob Kudwa  
Dennis Weber

**COMMISSIONERS ABSENT:** Lynn French  
Joel Miller

**NON-VOTING MEMBERS PRESENT:** None

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

**CITY STAFF PRESENT:** Jane Acosta, Sr. Office Specialist  
John Faulkner, Asst. Aviation Director, Planning & Development  
Bill Keller, Airport Planning & Development Manager  
John McGinley, Asst. Aviation Director, Ops & Maintenance  
Gisela Shanahan, Airport Finance Manager

**CITY STAFF ABSENT:** Mark Earle, Aviation Director  
Kelly Koon, Special Projects Coordinator  
Pat McDivitt, City Attorney

**GUESTS PRESENT:** Sarah Colwell, Gazette

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

**Next meeting is Tuesday, March 28, 2006.**

## **1. APPROVAL OF THE JANUARY 24, 2006, MINUTES:**

- Chairman Ducoff asked for approval of the January 24, 2006 Airport Advisory Commission minutes. Commissioner Breckner made the motion to approve the minutes and Commissioner Herpin seconded the motion. The motion was carried by unanimous vote.

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

- No public comments.

## **3. GENERAL BUSINESS**

### **Land Use Items – Bill Keller**

Bill reviewed the following land use items:

- ◆ AR MDP 06-00022
  - ◆ AR FP 065-00025 / AR FP 06-00024 / CPC PUD 06-00009
  - ◆ AR FP 06-00028/ AR CP 06-00027
  - ◆ AR FP 06-00032
  - ◆ AR DP 06-00046
  - ◆ AR DP 06-00057
  - ◆ AR DP 06-00061 / AR CP 06-00060 / AR FP 06-00062
  - ◆ CPC ZC 06-00024
  - ◆ CPC A 06-00035 / CPC A 06-00038 / CPC MP 06-00039
  - ◆ CPC DP 06-00033 / CPC 06-00034
  - ◆ CPC CU 06-00043
  - ◆ PPR 06-002
  - ◆ AL 06-001
- Item #11 is an application for approval of a conditional use to allow development of a charter school consisting of 30 acres on Wooten Road. This school would fall into APZ 1 and would not be a compatible use. Staff does not recommend approval of this item. If approved, conditions are included. We would recommend disclosure of the objection to the school tenant as well as the requirement of a 7460-1 be filed and then of course an avigation easement. Chairman Ducoff noted that its interesting that staff is recommending denial based on an overlay code that hasn't been approved yet and asked if there are any other options that have been considered. Bill noted that this is correct, mentioned that Mitchell High School is close to this area, but has been there for quite some time and that options have been reviewed. Bill also noted that this has been discussed with Ira Joseph as well.
  - Chairman Ducoff asked if the County is aware of Items 12 & 13. Bill said that the planners have received comments.
  - Commissioner Breckner motioned to accept Airport staff recommendations and Commissioner Herpin seconded the motion. The motion was carried by a unanimous vote. Commissioner Herpin wanted to be on record that the Commission supports the denial of Item #11.

## **4. STAFF REPORTS**

### **→ Traffic Report – Gisela Shanahan**

- Enplanements for January 2006 came in at 72,000. We are 1.6% above January 2005. The breakdown per airline is following the trend in that Am West, United and American are

showing an increase in their passenger traffic. Delta and Northwest are down the greatest. Most of this is due to the scheduling changes.

- The landed weight shows a 5.5% decrease and is the continuing trend of fewer flights. The fewer flights are going out with a higher load factor which hasn't quite leveled off yet. In the next 3 months we should see a leveling off of the decrease in landed weight. Our schedules have stayed pretty stable over the last few months.
- Discussion ensued regarding the Gazette article and the claim that load factors may not support use of the east runway. John gave extensive explanation about aircraft size and weight requirements during high temperature days and justification for use of the east runway.
- Summary of air traffic activity - The main thing to highlight is the aircraft departures, which is at a 5.6% decrease from January 2005, due to the regional commuter and cargo. Aircraft operations are down 10% and are overwhelmingly 41% military.
- Freight and cargo are down 10.6%. This was discussed at length during the last meeting.
- Enplanements per departure going up 47 in January 06 vs. 44 in January 05. Again this reflects the airplanes going out fuller.
- The summary of load factors – average loads for the major national carriers are 64% for January, 35.6% for the regionals, which is Mesa. There were a few charters in January. This is a slight decrease from our average as we are usually into the 70's, however January is a typical slow month.

#### → Finance Report -- Gisela Shanahan

- Revenue vs. the budget – since we are in the first month of the year, the revenue and budget will be the same. Our landing fees are slightly below budget, which is very good because the budget is allocated over 12 months and January is historically a slower month. This trend should be positive as we go through the year.
- The loading bridge rents are up; terminal rent is above budget; and the non-preferential gate use fees are above budget. All of the airline revenues net to the budget a 1/10<sup>th</sup>% below budget, which is a very good way to begin the year.
- Terminal concessions – the food and beverage / gift category is a little over \$11,000 below budget; advertising \$2400 and other building rent and terminal concessions is a couple thousand here and there for a net of 7.9% below budget in that area.
- Discussion occurred about how the budget numbers are reported. John Faulkner let the Commission know that it normally takes six months to a year to realize new concession numbers.
- The rental car is down almost \$20,000 and public parking is down almost \$93,000 below budget and ground transportation \$1,200 for a net of 14% below the budget. Other buildings and areas are up 20% primarily due to the fuel issue.
- Bottom line for the revenue is 5.4% below the budget for the month of January.
  
- Expenses – personnel services \$99,000 below the budget primarily due to ongoing vacancies. Supplies are \$16,000 over budget, which is due to the timing of purchases.
- On repairs and maintenance we are \$64,000 below budget, again due to timing. The big bulk of our maintenance is in the summer.
- Services - \$24,800 below budget. Some of our service contracts are legal or financial and we haven't used them as of yet.
- Parking management is \$16,000 above budget, which is our parking operator. We will still see a slight increase over budget due to the costs with construction such as extra shuttles and crew.
- Utilities – nothing in January and then you see the obligation. There were not any expenses to be paid in January.

- Advertising - \$53,000 above due to timing of contracts
- Admin pro-rate is \$72,000 below budget, which are the fees we pay to the central City for accounting, legal, risk management, etc. for their services. We have not received the bill for January.
- Insurance – we have not received any of our premium notices as of yet. Obligations have not been accrued because we are in the process of renewing our policies.
- Misc - \$19,000 below budget which is a category that catches our P-card purchases.
- Equipment and capital outlay - \$14,000 below budget, again due to timing.

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

### **Construction**

- We recently declared the interior remodel and the parking lot projects substantially complete. The parking lot project has a few loose ends to tie up such as, landscaping and irrigation. These should be completed in the April/May timeframe. With the interior remodel project there are some finish issues we are working on with the contractor, the chair rail, granite work on the columns and the mosaic tile behind the seating area. The tile will probably be in by June. Chairman Ducoff asked if there are any plans for a grand opening ceremony. John noted yes, but we want to wait until everything is complete.
- The runway project is moving along. The demolition crew is working very hard and doing well. They have taken only about 3-4 days off since the project has begun and are about 4 days ahead of schedule. John distributed a spread sheet on the timeline.
- The core of the access control system is being completed this week. We have 2 readers left to replace and the rest of the work is out in the field by the gates. We have had a lot of staff involved in this project and its going very well.

### **Operations**

- We had our annual safety and certification inspection last week, which went very well. There were no real concerns. There are some changes to Part 139 that were implemented and this is the first year we are being inspected on them. The inspector had some questions, but it was mostly the devil in the details. Staff in Ops and Maintenance did a very good job preparing for the inspection.

### **Maintenance**

- The Airfield Staff is taking advantage of the East Runway being closed. This area is fenced off, so they are working on Taxiway Echo and doing repairs.
- Troy Stover has been here for a year now. He is the Airport Maintenance Manager and has developed a strong relationship with the staff and has implemented some things that have been highly beneficial. One of these is the cross training of the terminal maintenance staff on snow removal. Last year we had 15 trained individuals that would work 12-15 hour shift. This is now being spread among a larger pool. This is just one of the things that Troy has implemented.

### **General Aviation**

- There is an Airport Operators Group meeting on March 8 at 5pm. Chairman Ducoff encouraged everyone to attend.
- Wendell Hawkins and John M. met with the Colorado jetCenter on the American Bonanza Society Convention that will be here in October. This is their annual convention. It will be held Oct 4-8. The Society is expecting about 200 aircraft. The Society has this event

posted on their website, but we don't have much in the way of details. Chairman Ducoff said he's a member of the Society and met with them a week ago. This is a significant event for them. Jim Buswell is estimating that there may be about 12,000 – 14,000 gallons of fuel sold that week. The parking plan for the aircraft is being planned out. This is a huge economic development project so they'll be working with the CVB and others. There are significant folks that come through this event so we want to have a positive impact.

#### ➔ **Planning and Development – Bill Keller**

- The design contractor for the vehicle service roads has exited the aviation business and has chosen to abandon aviation altogether. They are working with staff to be sure this project is delivered according to bid. This will not cause a delay for completing the project.
- Airport drainage improvements – the portion under design is Pond 8. We are finalizing this and it should go to bid soon.
- Business Park planning. There is some movement in infrastructure. We are going to be putting a grading and water package on the street in the next 2 weeks. It will grade a 50 acre portion and will construct the roadway as well as putting in the utility package for each pad for the tenants. CSU will be responsible for all utilities except water.
- Taxiways E1-8, G and H – a decision has been made to incorporate E1, 7 and 8 into the project we are working on now. We will be using additional aviation dollars to complete these projects.
- The roadway signage contract is still moving along. We have been presented options which are now being finalized. We should be seeing additional reports soon.
- West aviation infrastructure improvements - there is a lot of work beginning already. The hangar business is booming. We will see about 35 - 40 additional GA and Corporate hangars. These are being sold like condominiums, with shared ownership in the common elements and is a very forward thinking approach to this type of development.
- The Taxiway at Fountain has been pushed to 2007 because the tenants said they would not be using it right now anyway. Funds for this are being diverted to the JHW development area.
- Chairman Ducoff asked if Aviation Way is on schedule. Bill noted that it's under construction as it should be. Earth moving and concrete work is currently underway.

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

- Nothing reported at this meeting.

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

- Commissioner Herpin noted that he saw an article about Southwest HQ going to Phoenix.
- John M. noted that he distributed the new sterile area ID badges. The new badges should be carried with the original badges until the system is completely underway.

#### **6. CHAIRMAN'S COMMENTS**

- Mark Earle is in Washington DC and will report back at the next meeting.
- Chairman Ducoff gave a big welcome to John Faulkner and mentioned that he probably has a lot on his plate already, especially the marketing of the Business Park and working on increasing enplanements. John F. commented that the marketing of the business park with help with cross marketing for air service development. Commissioner Herpin asked if

we do anything when conventions come to town. John M noted that businesses around the community do.

- Commissioner Breckner brought up the community recognition idea that was discussed at last month's meeting. Chairman Ducoff noted that the Commission wanted to develop some guidelines for community recognition in light of the Proby Expressway naming and felt that the airport should be proactive and have a policy on file. The question is how this is accomplished.

## **7. AIRPORT STAFF ACTION ITEMS**

- Airport staff – report back on Community Recognition policy.

**Chairman Ducoff adjourned the meeting at 4:20 p.m.**

Minutes respectfully submitted by:  
Kelly Koon, Special Projects Coordinator