



**MINUTES**  
**Airport Advisory Commission**  
**January 23, 2007**

**COMMISSIONERS PRESENT:** Stephen Ducoff - Chairman  
Lynn French – Vice Chairman  
Bud Breckner  
Bob Kudwa  
Joel Miller  
Dennis Weber

**COMMISSIONERS ABSENT:** Greg Timm

**NON-VOTING MEMBERS PRESENT:** Dennis Hisey, El Paso County Commissioner  
Rob MacDonald, Pikes Peak Area Council of Governments  
Wally Miller, Alternate Commissioner  
Bud Patterson, Alternate Commissioner

**NON-VOTING MEMBERS ABSENT:** None

**CITY STAFF PRESENT:** Mark Earle, Director of Aviation  
John Faulkner, Asst. Director, Planning & Development  
Kelly Jackson, Special Projects Coordinator  
Bill Keller, Airport Planning & Development Manager  
Pat McDivitt, City Attorney  
John McGinley, Asst. Director, Ops & Maintenance  
Cheryl Schwab, Financial Analyst  
Gisela Shanahan, Asst. Director, Finance & Administration

**CITY STAFF ABSENT:** None

**GUESTS PRESENT:** Keith Cook, Nunn Construction  
Joel Johnson, URS  
Danielle Scott, Accounting Supervisor, COS  
Cara Stratton, CSU Student  
Lothar von Wolfseck, American Airlines

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

**Next meeting is Tuesday, February 27, 2006.**

**1. APPROVAL OF THE DECEMBER 19, 2006, MINUTES:**

- Chairman Ducoff asked for approval of the December 19, 2006 Airport Advisory Commission minutes. Commissioner French made the motion to approve the minutes and Commissioner Kudwa seconded the motion. The motion was carried by unanimous vote.

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

- None

**3. GENERAL BUSINESS**

→ **Land Use Items – Bill Keller**

Bill Keller presented the following land use items:

- ◆ AR FP 06-00920
- ◆ AR DP 07-00014
- ◆ CPC CU 06-00018
- ◆ CPC CU 07-00019
- ◆ AR DP 07-00018 / AR FP 07-00019
- ◆ PPR-06-055
- ◆ PUD-07-001

Commissioner Kudwa made the motion to approve the land use items as recommended by Airport staff and Commissioner French seconded the motion. The motion was carried by unanimous vote.

**4. STAFF REPORTS**

→ **Traffic Report - Gisela Shanahan**

- Enplanements for December are 11.3% below December 2005. Year ending December 31, enplanements totaled 1,017,106 which is a 1.3% reduction from 2005 year end. Enplanements were impacted by the two recent snow storms that hit Colorado during the month of December. We estimate that more than 100 flights were cancelled out of COS during the two events. The enplanement count related to those flights is nearly 9,000 passengers. This decrease accounts for the 75% of the year end decrease in enplanements.
- Landed weight is down approximately 15.2% in December and 7.1% YTD as compared to 2005.
- Freight and cargo pounds are 3.3% below December of 2005 and down 2.5% YTD.
- Total aircraft operations are down 17.1% in December and 15.0% YTD. Military and GA operations account for nearly 50% of the decrease.
- Average load factor for December 2006 is 76.7%, and 75.0% for year end. The year end load factor for 2005 was 70.9%.

## → Finance Report – Gisela Shanahan

- Not all 2006 entries have been made. The year end numbers are preliminary. Airline **revenue** is 2.8% below budget. The shortfall is due to unanticipated reductions in landing fees caused by fewer flights.
- Concession revenue is 1.1% above budget.
- Terminal area revenue is 1.9% above budget. The increase is largely due to higher than anticipated parking revenues.
- Other area revenues are 24.2% above budget. The increase is primarily due to collection of RON fees, which were not previously budgeted or collected and totaled \$222,701 for the year. Also, fuel tax collections were \$252,696 above budget. Staff has instituted a more efficient and thorough reconciliation process.
- Interest income is \$322,906 above budget due to higher returns on investments.
- Overall revenue is 3.8% above budget and 4.5% over 2005.
- For **expenditures**, total obligations are 4.9% below budget. Although we will experience additional expenses in several categories, personnel savings of \$316,708 and repair and maintenance savings of \$418,901 will remain largely in intact.
- Net operating income is \$8.3M YTD excluding debt service.
- **Concession revenues** are up 7.8% YTD. Total terminal concession revenues per EP are \$0.99; rental car revenue per EP is \$3.28; and parking revenue per EP is \$6.04. Total concession revenue per EP at year end was \$10.31.

## → Cheryl Schwab – CIP Presentation

- The last time the CIP was presented to you was in July, 2006. At that time, we were preparing to develop the scope and timeline for our federally-funded projects with the FAA. Since July, we have completed our discussions with the FAA, and the CIP now reflects the AIP projects that the FAA has agreed are priorities and their corresponding budgets.
- Because of the scope of many of these projects, they will be completed in phases. Projects 1 and 2 reflect the project phases for which we will be utilizing our 2007 AIP funding.
- In our discussions with the FAA, we were pleased to learn that we will have available to us about \$1M more in discretionary funds than what we thought we'd have, based on early estimates.
- We are in the process of creating the AIP grant applications for these projects, and we are also in the process of creating the PFC applications for the local match for these projects. We should receive AIP approval in April, and PFC approval in June or July.
- The determination of our AIP projects for the next several years represents the primary change from the last CIP you reviewed to this one.

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

### **Operations**

- We are continuing to work on the AAE Interactive training video. Crews are here this week filming.

### **General Aviation**

- The GA pilot briefing held on January 13 was a success. About 50 people attended. They were very interested in hearing from the controllers so they stayed all day. Controllers that answered questions were from Pueblo, Centennial, COS, and JeffCo. We are looking to do this type of briefing about every six months. Many people commented that the briefing was very good.
- On February 7 there will be an AOPA safety seminar at the Radisson from 7:00 – 9:00 p.m.

## → **Planning and Development – John Faulkner**

- Business Park – Aerospace has now moved inside the building for ductwork and framing. Northrop Grumman was in last week putting down slab and will begin vertical construction soon. The Airport's part is now done. We are working on the design of the roadway program, which will be out to bid soon. Canadair Road will be constructed in the spring.

## → **Construction – John Faulkner**

- Cell Phone Lot – Temporary improvements were put up before the holidays. Improvements to the exit lane and medians will be evaluated.
- Taxiway – We are beginning the design process for E, G and H and are hoping to get the task order completed soon. FAA is working on completing the paperwork.
- Vehicle Service Roads – We would like to complete this project this year.
- West Aviation Infrastructure – The only thing remaining is the Fountain Taxiway. Work on this will not impact the SkyWest hangar construction.
- Drainage Project – The cold has been affecting some of the work. This should be completed in May.
- Kiosks & Canopies – Vertical construction is almost complete. The contractor has done very well at coordinating access. This is on schedule for completion around May/June.
- Runway – We are waiting for the QA tests. There is about 30 days work remaining for asphalt on the shoulders, electrical work and painting.
- Roadway Signs – We will be putting out an RFP for the design build contractor; this should be out in the next two months.

→ **Director's Report – Mark Earle**

- Kelly Jackson gave a presentation on the Customer Service numbers for 2006.
  - The Information Center served 55,400 passengers
  - Complaints totaled 52 with the highest topics being airlines, parking and volunteers (positive and negative).
  - We received 42 comment cards throughout the year. Largest comment was the FIDS screen in the baggage area.
  - Contact inquiries received via the airport website totaled 377. Primary topics were general airport information, future business park information and parking information.
  
- Mark met with Matt Mayberry at the Pioneers Museum to discuss the Community Recognition Program. The Museum is willing to partner with us and Matt will be the main point of contact. Mark recommended that the AAC and Museum Board meet towards the end of the planning process so that design issues, selection criteria can be discussed.
  
- Mark met with Josh Kempf. On behalf of the Kempf family, he is looking for sites around the region for Starr Kempf's work to be placed. Staff supports the idea and will continue discussions with the Kempf family and report back to the Commission at the appropriate time.

**5. OTHER BUSINESS**

Commissioner Kudwa mentioned that he attended a FAA Flight Standards meeting in DC. He said it was a well attended meeting, but he was disappointed at how little air carrier participation there was. He encouraged the airport staff to attend conferences such as this and to actively participate in the national discussion on aviation issues that will affect our airport and aviation in our region. The Commission then discussed the importance of getting the Colorado Springs Airport more involved at the national level as a means of gathering information, establishing relationships with decision-makers, and raising the profile of COS within in the aviation industry. The Commission agreed to look at various ways to support this effort.

**6. CHAIRMAN'S COMMENTS**

Chairman Ducoff asked if everyone had read and was familiar with the City Code concerning Commissioners Roles and Responsibilities, including standards of conduct and conflict of interest. All commissions present indicated they understand and will comply with those Roles and Responsibilities.

**AIRPORT STAFF ACTION ITEMS**

<b>Action Item</b>	<b>Assigned To</b>	<b>Status</b>
Compile snow storm statistics - costs - calls - hours	Gisela	
Review format of Comment Cards	Kelly	
Review possible conferences to attend	Mark, Steve & Bob	

**Chairman Ducoff adjourned the meeting at 4:10 p.m.**