



MINUTES
Airport Advisory Commission
March 27, 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: Wally Miller, Alternate Commissioner
Bud Patterson, Alternate Commissioner

NON-VOTING MEMBERS ABSENT: Dennis Hisey, El Paso County Commissioner
Rob MacDonald, Pikes Peak Area Council of Governments

CITY STAFF PRESENT: Mark Earle, Director of Aviation
Kelly Jackson, Special Projects Coordinator
Bill Keller, Airport Planning & Development Manager
John McGinley, Asst. Director, Ops & Maintenance
Gisela Shanahan, Asst. Director, Finance & Administration

CITY STAFF ABSENT: John Faulkner, Asst. Director, Planning & Development
Pat McDivitt, City Attorney

GUESTS PRESENT: Gary McCurdy, TSA
Mary McElderry, COS
Jeff McEnaney, PSI
Wayne Heilman, Gazette

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

Next meeting is Tuesday, April 24, 2007.

1. APPROVAL OF THE FEBRUARY 27, 2007, MINUTES:

- Chairman Ducoff asked for approval of the February 27, 2007 Airport Advisory Commission minutes. Commissioner Kudwa made the motion to approve the minutes and Commissioner J. Miller 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 07-00132
- ◆ CPC MP 07-00089 / CPC ZC 07-00091
- ◆ CPC ZC 07-00098 / CPC PUZ 07-00099 / CPC CP 07-00100
- ◆ PUD 07-003
- ◆ SKP 07-001 / VR 07-003 / SP 07-006
- ◆ PPR 07-007

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

4. STAFF REPORTS

→ Traffic Report - Gisela Shanahan

- **Enplanements** for 2007 are 7.6% below YTD 2006. The most significant reductions were in America West/US Airways and United enplanements. US Airways had two fewer daily flights to Las Vegas and United has one less each to Los Angeles and Chicago. United's overall load has dropped. We track economic indicators as part of our analysis process and our enplanements decline is in direct correlation with local economic indicators such as sales tax collections, hotel occupancy rates, and housing permits.
- **Landed weight** is down due to the drop in frequencies.
- **Freight and cargo** pounds are below January 2007 levels.
- Total **aircraft operations** are at the same level as 2006.
- Average **load factor** for 2007 is 73.8%, up from 66.9% in 2006.

→ Finance Report – Gisela Shanahan

- Airline **revenue** is below budget. The shortfall is due to timing differences between our low and peak activity and the equal application of the annual budget across months. Actual total 2007 revenue is 7.6% above 2006 YTD revenue.
- Concession revenue is below budget; primarily in the food and beverage category also due to how the budget is applied over the year and the decrease in enplanements. Compared to 2006, concession revenue is up 6.2%.
- Terminal area revenue is below budget. The largest decrease is in rental car revenue associated with our slowest travel season.
- For **expenditures**, total obligations are 1.1% below budget. Increase primarily due to purchase of equipment early in the year and some expenses associated with repairs and maintenance related to the snow storms.
- City Council has approved the Airport's 1996 Revenue Bond refinancing. The bonds will go to market on April 18th.

→ Operations and Maintenance – John McGinley

Operations

- We are working with the tenant managers to begin the badging process for the wireless ACAMs project and have been considering a BBQ event to encourage people to come out and get their badges. The issue of deposits for the badges has come up. The tenant managers have asked if the airport would handle the collecting and retaining of the deposits. Deposits would help with accountability of the badges and would reduce the possibility of the airport encountering the situation in which all badges would have to be replaced if a certain percentage was unaccounted for.
- You may have noticed that we have had an increase of fuel truck traffic. About six weeks ago the Valero refinery in TX was shut down. Since then we have been trucking in the necessary fuel while waiting for the plant to reopen. The plant should be open on April 2, but it will probably be about three weeks before we catch up with the delivery system.

Maintenance

- The wireless project is substantially complete. FAA will be out in about two weeks for inspection and approval. The installation went very well; we had lots of staff involvement which helped up save money on the project.
- The Express Jet build out is complete and the office refurbish upstairs is almost done. The bag belt is about 97% complete.
- We are in the process of pulling permits for the vending machines within the terminal. This area will also include a laptop business station and locations for Comment Cards.
- We are in the beginning stages of the 3rd Floor remodel.

General Aviation

- On March 19, the Front Range Airspace Working Group (FRAWG) held their third meeting. This group was created in 2006 when the DOS was coming on line in Pueblo. The 306FTG has helped with notification and running the meetings. This meeting discussion at this meeting, revolved around publication of the terminal area chart. This is a great training aid and pilot map. The chart should be published in August.

➔ **Planning and Development – Bill Keller**

Construction

- Business Park – We are starting the phase 3 roadways. The scope of this project is from Canadair to Embraer to Old Drennan. This is a 100 day project with the variable being the second lift of asphalt on Canadair. The Northrop Grumman vertical panels are complete.
- Entry/Exit Roadway and Cell Phone Lot – These are in final design. Phasing on the Entry/Exit roads has proven to be problematic. We want to be sure we can accommodate all traffic coming in and going out at all times. There will need to be some lane closures and we are working to avoid a complete road closure.

Design

- Taxiway E – We had a review meeting today that went very well. The 90% review drawings are going to FAA next for their sign off. Once we have these back, we expect about a week review. We are planning on an early-May pre-bid and then a mid-May bid on this. Construction will take place during the summer season.
- Vehicle Service Roads – The contract has been awarded to Carter-Burgess. The next step is to get this under contract and then onto field investigation.
- Drainage Project – The vehicle service road that is part of this pond was paved this week. Now they will start working towards the finish embankment.
- Kiosks & Canopies – The center canopy is the next major portion of the construction that will be impacting the terminal area. The center canopy extends from the exit at the baggage level out to the existing canopies. There is also additional work continuing on the kiosks for the rental car companies.
- Roadway Signs – There is a tentative schedule to put this out as a design build project. Completion is anticipated for the end of the year.

➔ **Director's Report – Mark Earle**

- Introduced Gary McGurdy, FSD for TSA. Gary gave a presentation about TSA's role and some of the changes Gary is planning.
- We will be starting on a new marketing campaign. The RFP will be under development as soon as John Faulkner returns. The Commission confirmed appointment of Wally Miller as the representative to sit on the selection committee for a new marketing/ad agency.

- Met with the new tower chief, Yancy O’Barr last week. Discussed a wide range of issues, including radar facility consolidations in Colorado. These discussions will continue in the coming weeks.

5. OTHER BUSINESS

None

6. CHAIRMAN’S COMMENTS

No comments

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
Add last year’s status to the financials for comparison	Gisela	complete
Send copy of draft chart to commissioners.	John M	pending

Chairman Ducoff adjourned the meeting at 4:38 p.m.

Minutes respectfully submitted by:
Kelly Jackson, Special Projects Coordinator