



MINUTES
Airport Advisory Commission
April 24, 2007

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

COMMISSIONERS ABSENT: None

NON-VOTING MEMBERS PRESENT: Dennis Hisey, El Paso County Commissioner
Wally Miller, Alternate Commissioner
Bud Patterson, Alternate Commissioner

NON-VOTING MEMBERS ABSENT: Rob MacDonald, Pikes Peak Area Council of Governments

CITY STAFF PRESENT: Mark Earle, Director of Aviation
John Faulkner, Asst. Director, Planning & Development
Kelly Jackson, Airport Public Affairs Administrator
Bill Keller, Airport Planning & Development Manager
Pat McDivitt, City Attorney
John McGinley, Asst. Director, Ops & Maintenance
Gisela Shanahan, Asst. Director, Finance & Administration

CITY STAFF ABSENT: None

GUESTS PRESENT: Wayne Heilman, Gazette

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

Next meeting is Tuesday, May 22, 2007.

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

- Chairman Ducoff asked for approval of the March 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 gave an update that the Code went to the County Commissioners. The new airport Overlay Zone was submitted and approved.

Bill Keller presented the following land use items:

- ◆ CPC ZC 07-00103 / CPC PUD 07-00104 / CPC FP 07-00105
- ◆ AR FP 07-000162
- ◆ AR FP 07-00164
- ◆ CPC ZC 07-00101 / CPC 07-00102
- ◆ CPC CI 07-00106
- ◆ CPC ZC 07-00117 / CPC CP 07-00118
- ◆ SP-07-007

Commissioner Timm excused himself and left the room for the voting and passing of Item #7. Commissioner Weber 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 March 2007 are 10.6% below March 2006 and 8.6% 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. In addition, United cancelled its San Antonio flight. Small hub airports are experiencing a general downward trend in enplanements as mainline carriers focus on international expansion. This trend is being reversed with the entry of new regionals offering point to point service. PFC collections were up in March, indicating an increase in traffic levels since PFCs are collected and remitted in advance of the flight.
- **Landed weight** is down due to the drop in frequencies. We have seven fewer daily flights compared to March 2006.
- **Freight and cargo** pounds are below March 2006 levels.

- Total **aircraft operations** are up due to an increase in GA traffic. This increase correlates with higher fuel flowage fees.
- Average **load factor** for 2007 is 78.9%, up from 74.4% in 2006.

→ **Finance Report – Gisela Shanahan**

- Total revenue is 9.7% below budget. The variance is due to our budget being prepared based on a higher level of enplanements than what we have experienced thus far. The new service beginning at the end of May will bring passenger traffic back up to forecasted levels for 2007. Revenue compared to 2006 is 0.4% lower, due to lower landing fees collected from air carriers as a result of fewer landings in 2007 as compared to 2006.
- 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 3.5% below budget. The Airport has not received its annual insurance premiums and admin prorated is being billed at a lower rate than budgeted.
- Review new draft financial reports based on actual results compared to actual results from prior year.

→ **Air Service – Gisela Shanahan**

- ExpressJet Service will begin April 30. Midwest flights to Kansas City start July 1. American is adding an additional flight to Dallas in May. US Airways added an additional flight to Las Vegas in April. These new flights add 22% available seats in the COS market.

→ **Operations and Maintenance – John McGinley**

Operations

- We have not had any flight cancellations due to our weather today; however there have been a few delays due to deicing.
- We have completed the work on the computerized training system and will have two touch screens available. This system will allow for more flexibility with training and free up the Airport staff.
- We are preparing for our triennial mass casualty disaster drill which will be held on June 27. In the past we have joined with the military in conjunction with their exercise. This year will be an Airport specific full scale event. We will have volunteers on hand to simulate victims and transport them to a hospital that agrees to work with us. This is still in the planning stages.

Maintenance

- Staff is working on Taxiway E. We are preparing for the runway opening. The contractor will be filling in the areas that need repair as some spots were creating FOD.
- We are hiring summer temps for Landside landscaping and mowing.

General Aviation

- Met with Aaron Wood, Tom Himka and the representative from Special Olympics regarding the Plane Pull on June 23. It will take place on the north end of the west ramp. Last year they raised about \$22,000.
- SkyWest will begin work out of the new hangar on June 3. They will be testing foam on Wednesday, April 25 and will only be deploying 3'.
- Front Range Airspace Working Group (FRAWG) – Dan Rund does not have the draft chart yet. As soon as he does, he'll give us copies. The AAC has been added to the FRAWG email list.
- GA Badging – the application package is available and has been copied and distributed to the GA tenants. This will be sent out with the billings. The week of June 5 we will be at the jetCenter to receive applications and issue badges.

→ Planning and Development – John Faulkner

Construction & Design

- Business Park – we started the paving on the roads. Old Drennan is now paved and the culvert ditches have been leveled out. This is the last project for the Airport to get Northrop Grumman and Aerospace up and running. We are also working on the sewer for that area, which the Corps of Engineers will construct. Northrop Grumman has put up most of their exterior walls; Aerospace is already working on the interiors and we are on schedule for the Business Park project.
- Cell Phone Lot and Roadways – Both of these will be part of the roadway project. We are working with the design consultants to get this out to bid and hope to do the work this summer at night. The cell phone lot will be part of the roadway work. We anticipate this project to be done in 60 days. All inbound and outbound roadways will be resurfaced.
- Taxiway – the design consultant is working to complete this and we are working with the FAA on the modifications and standards. We plan to start at T/W F and proceed north to the end of E1.
- VSR – The design consultant has been selected to begin work. Per the FAA, this will be a multi-year program to complete all the service roads.
- West Aviation – We are pretty much done except for the Fountain taxiway. The infrastructure will help make new parcels available for development.

- Drainage – We were almost done and then had some storm damage. We are working to see if URS can help get it fixed.
- Canopies – We've had a delay on the install of the center section which will go over the arrivals lane. We need about five days of road closure to incorporate the overhead installation. The road closure will be coordinated with the media.
- Kiosks – We are close to complete and have been working with the rental car agencies on the design of the interiors. The project is moving along well and should be complete mid-summer.
- Runway – We are moving along well. The painting is complete. Staff walked the entire runway last Friday and found a few small things to fix. The contractor is trying to get the electrical work done and we are trying to get the FAA out on Tuesday for an inspection. We should have substantial completion by the end of the month. Flight check on 17L/35R went very well and we should have a publish date of July 5.
- Roadway Signage – This will be a design build to a finished plan set and should be complete this year.

→ **Public Affairs – Kelly Jackson**

- Comment Cards – Due to the delay in the vending machine area construction, and as temporary situation, we will be placing signed stanchions with comment card holders around the terminal. Signage will indicate that we appreciate our customer's comments and to complete a comment card if desired. These should be in the terminal before the next Advisory meeting.
- The Express Jet ribbon cutting ceremony is scheduled for 10:15 am on Monday, April 30.
- We have been working with Interspace Airport Advertising and Cukjati on the development of a military PSA for installation in the margays in the soffit area above the escalators. The PSA will be visible as passengers ride the escalators down to the baggage claim area. There is a temporary PSA currently being displayed on the LCD above the water fountain near the men's restroom on the east side of the ticketing area. Once the soffit area PSA goes live, the temporary PSA will be discontinued.
- SkyWest will be holding a ribbon cutting ceremony for their new hangar sometime in June or July. I have been working with their marketing team on dates and details. We will keep you posted as we know more.

→ **Director's Report – Mark Earle**

- There will be a change of command at the 23rd Space Wing. Jay Santee will be receiving another star and will be moving to Vandenberg. We will continue to maintain continuity by working with their operations support and coordinating any issues.
- The Business Park is on track to meet our commitments. This has been quite a complicated project with some trepidation in the beginning. We are pleased to report this is coming together very well.

- The addition of new air service is very exciting. We are continuing to work with the incumbent and other airlines on service additions for 2007.
- The Marketing RFP will be out on the street May 15 to June 15 with a selection for an agency by July 15. The selected agency will help us with new marketing concepts.

5. OTHER BUSINESS

None

6. CHAIRMAN'S COMMENTS

No comments

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
Canopy directional signage needs to be reviewed.	John F	Completed
Find out when the surrounding landowners/developers were notified about the approval of the Overlay. (For Greg Timm)	Bill	
Send copy of draft chart to commissioners.	John M	Pending

Chairman Ducoff adjourned the meeting at 4:40 p.m.

Minutes respectfully submitted by:
Kelly Jackson, Airport Public Affairs Administrator