



**MINUTES**  
**Airport Advisory Commission**  
**November 27, 2007**

**COMMISSIONERS PRESENT:** Lynn French – Chairman  
Bud Breckner – Vice Chairman  
Joel Miller  
Wally Miller  
Dennis Weber

**COMMISSIONERS ABSENT:** Bob Kudwa  
Greg Timm

**NON-VOTING MEMBERS PRESENT:** Pat Boone, 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:** Kristine Andrews, Environmental Specialist  
John Faulkner, Asst. Director, Planning & Development  
Kelly Jackson, Airport Public Affairs Administrator  
John McGinley, Asst. Director, Ops & Maintenance  
Gisela Shanahan, Asst. Director, Finance & Administration

**CITY STAFF ABSENT:** Pat McDivitt, City Attorney

**GUESTS PRESENT:** Dave Elliott  
Nancy Gonzalez, Paradies  
Wayne Heilman, Gazette  
Danielle Scott, Accounting Supervisor  
Troy Stover, Operations Manager  
Stephanie Vigil, Administrative Technician

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

**Next meeting is Tuesday, December 18, 2007.**

**1. APPROVAL OF THE OCTOBER 23, 2007, MINUTES:**

→ Chairman French asked for approval of the October 25, 2007 Airport Advisory Commission minutes. Commissioner J. Miller made the motion to approve the minutes and Commissioner W. Miller seconded the motion. The motion was carried by unanimous vote.

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

→ None

**3. GENERAL BUSINESS**

→ **Land Use Items – Kristine Andrews**

Kristine Andrews presented the following land use items:

- ◆ AR CP 07-00653 / AR FP 07-00654
- ◆ CPC CU 07-00318
- ◆ CPC PFP 07-00323
- ◆ CPC ZC 07-00338 / CPC CP 07-00339
- ◆ AR DP 07-00722
- ◆ CPC PUZ 07-00341 / CPC PUD 07-00342 / CPC FP 07-00343
- ◆ PPR-047-029 /AL-07-014

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

**4. STAFF REPORTS**

→ **Traffic Report - Gisela Shanahan**

- Enplanements – October enplanements were 93,652, which represents a 13.1% increase over October 2006. Not only is this a double digit increase, our major national carriers represent 4% of this increase whereas the previous three months, the majority of the increases were due to the new service. Our existing carriers have had significant gains over October 2006. For the 2007 year-to-date we have moved slightly ahead with enplanements .3% above last year. If we continue this trend, we'll be close to 2% ahead of last year at year's end.
- Landed Weight – Landed weight in October was 4.4% higher compared to October 2006. Year-to-date we are still down 7.5%.
- Freight and Mail –.9% down for October and 17.9% down year-to-date.
- Aircraft Operations – 22.5% increase for October and year-to-date is a 9.7% increase. GA and military make up a significant component of this increase.

- Airline Load Factors – Average load factors for October were 79.4% and year-to-date was 79.2%. The new carriers are in the 60's which brings down the overall totals. The more established carriers tend to be in the 80's.
- Airline Seats Available – This is the first month that we have more seats in the market than the previous year. We are up 8.1% for October and 5.7% down year-to-date.

#### → Finance Report – Gisela Shanahan

- Revenue collected for October YTD as compared to our budget forecasted – We are 3.5% below what the budget was forecasted for the month of October. This is primarily due to a budget being spread over 12 months and revenue being cyclical. Year-to-date revenue is 1.7% above the 2007 budget. The primary contributor to this is significant increases in investment income due to higher cash reserves from cash flows that have been more favorable than anticipated and more favorable interest rates.
- Comparing October 2007 revenue to 2006 October revenue – We see a 2.3% decrease in revenue. This is due to a 69.7% drop in the category Other Buildings and Areas. This drop is because of a timing issue on the receipt of funds from several tenants and an early close. Year-to-date you'll see that revenue is 1.2% higher.
- Obligations by Type – Expenditures are .9% lower than what we had anticipated and 6.5% lower year-to-date. Most of these savings are coming in from the repair and maintenance category and the advertising category. Some of this will close up as we move to year end. We will end up our year below our budget as far as what we have spent.
- Expenditures – October 2007 we had a 14.2% increase in expenditures over the previous year. This is almost entirely due to timing of certain invoices. Year-to-date expenditures are 2.2% lower than 2006 year-to-date. There has been some significant savings in some of our major categories despite inflationary pressures year to year.
- Concession Revenues – There is a 6.6% increase over October 2006 and year-to-date a 3% increase.

#### → Operations and Maintenance – John McGinley

##### Operations

- The Thanksgiving holiday went very smoothly. The story nationwide was relief and surprise as to how well travelers went through the airports. This was due in part to the good weather over the holiday travel period. Tuesday and Wednesday before Thanksgiving and the Sunday after Thanksgiving were the busiest travel days. Our longest wait at the checkpoint was 19 minutes. President Bush opened up some military air space for commercial travel which helped with some of the east coast congestion.
- We had bad weather on the Wednesday before Thanksgiving and had crews ready at 2:30 a.m. Light snow arrived about 4:30 a.m. and removal posed no problems. We did have a minor issue with deicing on Wednesday, however that was most likely operators getting reacquainted with the system.
- Mark Earle and John McGinley met with FAA representatives from DC regarding the ILS on 35L. These are the same people that came out for 35R and the project went very well.

Discussion ensued about the glide slope requirements for 35L since the waiver the FAA issued will no longer be honored.

- On December 15, SkyWest Airlines with the Junior League will be sponsoring a Fantasy Flight for 50 underprivileged children. They will fly to the North Pole out of Gate 15 and upon arrival will be greeted by Santa flying in on a helicopter. There will be a party with food, DJ and gifts for the children.

### **Maintenance**

- We are painting the railings in the front of the terminal.
- Construction on the areas for the vending machines, business center, shoe shine and ATM machine has been completed on the upper level. We are now waiting for the vending machines. We will also be placing vending on the lower level near the elevators.
- We have ordered the carpet by Miliken for the lower level of the terminal and will be kicking this project off next week. We hope to be done sometime in January.
- We are to the last phase of the interior remodel which will be the interior signage package. All signs will be replaced with a more updated look. Five proposals were received for assistance with the project.

### **General Aviation**

- We are working with the City sign department for signage on the West Side. Our goal is to identify all tenants. Signs will be placed on Fountain which direction tenants are northbound and southbound. Signs will also be placed adjacent to each tenant location.
- The next Airport Operators Group meeting is in December 5 at the Radisson. The JetCenter holiday party is on December 6.

### **→ Snow Removal – Troy Stover**

- Snow removal has been gearing up for the last couple of months. Our goal is to have a much more systematic approach. We now have a 5 day alert and a 24 hour alert, with 2 levels. Extensive explanation was given about the snow removal process. Troy's goal is to reduce amount of time on the runways. With the new plan, equipment will be able to make one trip down the east runway which will take approximately 15 minutes.

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

#### **Design and Development**

- Rehab of Taxiway E – We continue to work on this project and have been looking at designs for next year's program. We will meet with the consultant next week.
- Roadway Signage Project – We met with the consultant last week and will be coordinating signs with the new roadway in the Business Park. This project will start in the Spring.

## **Construction**

- Entrance and Exit Roads – The paving is complete and now we are working on a few punch list items.
- Taxiway E Rehab – E1 through F is moving along nicely. Some shoulder work is being done. There is still some electrical and paint work to be completed. We hope to have this project done before Christmas.
- VSR – The weather has been affecting progress on this project. The contractor is trying to complete the earthwork, however once there is moisture in the ground and then it freezes, paving is not possible. We will decide in the next two weeks if we will need to finish this in the Spring.
- Business Park Planning –The Corps has buried the overflow tanks. They hope to have construction complete this year. ADACG has started their vertical construction. We met with CDOT and the Federal Highway Commission regarding the defense access roads. The project should start in January and will be a six lane highway from Powers into the Business Park.
- Drainage Improvement – We met with URS yesterday and feel they should pay for the repairs.
- Canopies/Kiosks – Work is being done to fix the skylight panels that were damaged. The kiosk package bids will go out the first of the year.
- Cell Phone Lot – The design decision is complete and no further changes are required. This is now a painting project.

### → **Airline Use & Lease Agreement – Gisela Shanahan & John Faulkner**

- Gisela and John gave a briefing on the Airline Use & Lease Agreement and the Rates and Charges.

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

- The reports that you've heard today on roadway improvements, interior and exterior signs, carpeting and terminal seating are the final elements of a \$25 million terminal area improvement project that we've have been rolling out over the past three years. With the completion of this project this coming spring, we will begin actively promoting the convenience of using the Colorado Springs Airport vs. other options in the region.
- We have been working with Frontier on lease negotiations for the new maintenance facility. We have also met with Frontier employees in Denver to discuss ways to assist them with relocation to Colorado Springs. We are also in discussions with Frontier on initial air service connections to Denver, and the possibility of non-stop routes to other cities in the future. Details of these discussions will be closely held until Frontier is ready to make them available to the public.

**5. OTHER BUSINESS**

- Commissioner Breckner commended John, Gisela and Troy on their briefings.

**6. CHAIRMAN'S COMMENTS**

- Reminded the Commissioners to make every effort to attend or call in to each meeting.
- Reminded the Commissioners that the December meeting has been moved to the 18<sup>th</sup>.

**AIRPORT STAFF ACTION ITEMS**

<b>Action Item</b>	<b>Assigned To</b>	<b>Status</b>
Cost per EP presentation	Gisela	
Roles and Responsibilities	Kelly	Complete

**Chairman French adjourned the meeting at 4:52 p.m.**

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