



MINUTES
Airport Advisory Commission
January 22, 2008

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

COMMISSIONERS ABSENT: None

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

NON-VOTING MEMBERS ABSENT: None

CITY STAFF PRESENT: Kristine Andrews, Environmental Specialist
Mark Earle, Director of Aviation
John Faulkner, Asst. Director, Planning & Development
Kelly Jackson, Airport Public Affairs Administrator
Mary McElderry, Airport Accountant
John McGinley, Asst. Director, Ops & Maintenance
Gisela Shanahan, Asst. Director, Finance & Administration

CITY STAFF ABSENT: Pat McDivitt, City Attorney

GUESTS PRESENT: Erik Anderson, Airport Intern
Dave Elliott
Michael Hatek, GH Phipps Construction
Debbie Kelley, Gazette

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

Next meeting is Tuesday, February 26, 2008.

1. APPROVAL OF THE DECEMBER 18, 2007, MINUTES:

- Chairman French asked for approval of the December 18, 2007 Airport Advisory Commission minutes. No objections; minutes were approved as submitted.

2. PUBLIC OR CITIZEN GROUP COMMENTS:

- Erik Anderson, Airport Intern introduced himself to the Commissioners.

3. GENERAL BUSINESS

→ Land Use Items – Kristine Andrews

Kristine Andrews presented the following land use items:

- ◆ AR DP 07-00808 / AR FP 07-00809
- ◆ CPC ZC 08-00804 / CPC MP 01-0147-A2MJ07 / CPC CP 01-00148-A4MJ07

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

4. STAFF REPORTS

→ Traffic Report - Gisela Shanahan

- Enplanements – passenger counts for December 2007 were up 10.1% above December 2006 and 1.6% above 2006 YTD. Total enplanements for 2007 were 1,033,586.
- Landed Weight – Landed weight in December was 2.4% higher compared to November 2006. YTD we are down 6%.
- Freight and Mail – 16% down for December and 17.3% down YTD.
- Aircraft Operations – 3.6% increase for December and YTD is a 10.4% increase.
- Airline Load Factors – The major carriers' load factors averaged 78.1% for December 2007. Load factors overall were 76.5% and YTD we are 79%.
- Airline Seats Available – We are up 10.4% for December and 3.5% down YTD.

→ Finance Report – Gisela Shanahan

- The YTD numbers are very preliminary at this point.
- Obligations by Type – Expenditures are 5.7% below.
- Actual vs. Actual Expenditures – Expenditures in 2007 are .8% ahead of 2006.

- The remaining revenue numbers are too preliminary to include in this report.

→ **Semi-Annual CIP Review – Mary McElderry**

- There are three new projects listed on the CIP.
 1. West Side Lav Dump – this is in support of the continued development on the West Side. It will provide sanitary sewage disposal for the aircrafts. The current site is outdated and will be demolished along with the old terminal this year. This project is being paid for by airport funds.
 2. West Aviation Development South Taxiway and Parking Area – this is also in support of the development on the West Side. It's going to be a public use taxiway and parking area for the parcels being developed on that side of the airport. This is going to be funded through PFC funds; we have completed the application and have gone through the consultation process and it will be sent to the FAA this week.
 3. Bag Belt Reconfiguration – A portion of our bag belt does not go through the TSA baggage make up area so we need to make some improvements. With Frontier coming on board this spring, we needed to get this project into development. This will not only support Frontier, but it will also be getting some ticket space ready for future use. This is being paid for by airport funds.

Chairman French asked when the new terminal seating would be in place. Mark explained that we are completing the final configurations of the seating and should see it in place in the summer or early fall. Chairman French asked if there would be power outlets at the seating and Mark noted that there will be 6-7 power outlets in each seating area. We will be the first airport to have outlets under the tables in the seating banks, instead of under the seats. Commissioner Breckner asked how we compute the number of seats needed. Mark explained that we evaluate the seating we currently have for utilization and order new seats accordingly. We will be changing the seating in the middle of the concourse to benches. This will help keep the congestion down from the middle areas.

→ **Operations and Maintenance – John McGinley**

Operations

- On Feb. 7, TSA will be taking over the ticket checker function at the checkpoint. This process began in early 2007. Various airports have transitioned to this new function as TSA has been able to accommodate the requests. This was a directive by Kip Hawley, TSA Director. Black lights and magnifying glasses will be used to verify authenticity of ID's. The passengers shouldn't notice much of a difference and there shouldn't be much of a slow down in the line, if any. Commissioner W. Miller asked what will happen to Huntleigh? John advised him that they will continue to provide Skycap services.
- There will be a runway safety meeting with the FAA on January 28 and 29. FAA staff from FSDO, Airport division and ATS will be here. They will be reviewing the airfield and ops for improved airfield safety and will be concluding with a public meeting.

Maintenance

- The first floor carpet has been ordered and should be shipped mid-February. We hope to begin installation sometime around the first week of March. We will also be replacing the walk off carpet in the vestibules.
- The terminal maintenance staff has completed the build out for the Huntleigh office space.
- Look for LCD screens at the checkpoint soon. They will be showing a short 3-1-1 video and will also be replacing the two regulatory signs. We hope that this will speed up the processing through the line.

General Aviation

- We've been working on the tenant signage and have completed the CAD and survey. Installation should take place in February.

→ **Planning and Development – John Faulkner**

Design and Development

- Rehab of Taxiway E – We just received the 90% drawings. We'll be reviewing this and making adjustments. This is the Phase 2, picking up from what we completed last year. There is still a question about funding for this year; the availability of AIP grants is somewhat up in the air as to when it might come through. In an ideal situation and the funding comes through, then we could pick up from F through G and H. If we only get the entitlement piece, then we have a plan to try and get through the intersection of G and H. We should be ready to bid this in February.
- Roadway Signage Project – We are ready to go on this. We have moved some sign locations for public safety reasons. This should be out to bid and in construction later in 2008.

Construction

- Taxiway E Rehab – We had a few warm days in December and the majority of this project has been completed. There are a few punch list items to be taken care of. Commissioner J. Miller asked if the FAA continues to test for ASR in the new pavement? John noted that it's in the specification. The PH for the fly ash is contained within a particular specification. We are also controlling the strength of the sub-base.
- VSR – The bottom lift is done. The top lift will be finished in March when the temperatures get warmer.
- Business Park Planning –The Corps needs to certify the line and lift station. Everything should be ready for operation by the end of February.
- Drainage Improvement – Staff continues to have conversations with URS about how this project will be completed. URS has had a construction firm assess what it will take to fix this. We hope to have a proposal from them within the next month on what they plan to do to fix it. Our position has been that the designer needs to pay for the cost of repairs; we'll see what we get from URS next month.

- Canopies/Kiosks – We discovered some leaks and the contractor has been out trying to ascertain the source. It appears it may have been an installation problem. We have a communication cable package for the kiosk build out and just got pricing last week. We'll be bidding out a cabinet package over the next couple of weeks. The goal is to create the lowest common denominator in the kiosks so that whenever we reshuffle rental car companies, all kiosks will be the same. We hope to have these open in April.

→ **Customer Service Update – Kelly Jackson**

- In 2007, the Information Center serviced 64189 customers, which is a 14% increase over 2006. Additionally, approximately 6000 hours were donated by the volunteers in 2007 and when calculated at a \$15 per hour rate, it equals almost \$89,500. We still have about 60 volunteers and I will be looking at adding a few more in the spring to help with roaming and flexibility for summer vacations.
- The contact us web count brought in 388 inquiries. The largest category was requests for airport information, such as what time do the ticket counters open, what time do I need to be at the airport, etc.
- The comment card program began in July and since then we have received over 400 comments. The airport has received the highest percentage of compliments. Any recommendations for improvement are passed on to the respective vendor for action.

Commissioner Weber asked if we would ever be getting lockers in the terminal again. Mark stated that lockers prior to screening will never return. John McGinley mentioned that lockers can be placed in the concourse if there are extraordinary circumstances. The Deputy Administrator for TSA reviews all requests. There are very few airports that have them.

→ **Director's Report – Mark Earle**

- We have a new city manager, Dr. Penelope Culberth-Graft. She's going through a process right now of catching up on a lot of reading and learning about the system. Within a few days of her arriving, we had a meeting to discuss airport issues. She strongly believes that the airport is a priority for the community and understands the strategics of the airport and the business park, the development issues we have going on here and our relationship with the Base. She has indicated that she wants to stay very close to it. We will be inviting her out for a tour. We would also like to have her attend one of the AAC meetings, but it conflicts with the City Council meetings.
- At a previous Council meeting, one of the council members asked about priority screening. There have been quite a few articles in the paper over the last few weeks about CLEAR, one of the companies looking to put priority screening in the airports. Council was asking if this is something we're working on. The response Mark gave was that we are not planning to implement this at this time, but we are watching it very closely. All versions of this process have required a dedicated line which would mean that we would take one of the four screening lines that we have and give it over to a private company to charge for the privilege of going through. Some people would benefit from this, but during peak periods it may actually constrict the non-paying line. For the present we are looking for ways in which there might be line sharing between such a program and the TSA screeners. This would allow us to put in a "hybrid" line that would minimize negative impacts to those not participating in the program. In the meantime, we working constantly with TSA to find ways to make the existing system more effective.

- We are starting to see opportunities for funding for in-line baggage screening systems. As you'll recall we changed our baggage screening systems a couple of years ago to move the ETD screening process from the ticketing area to the non-public area at the other end of the baggage belt. This system mimics the in-line baggage systems that you see at very large airports. These systems are very expensive and funding for them has not yet filtered down to the smaller airports. We've been successful at attracting funding for other federal projects by doing the planning and design ahead of time with our own funds, and getting reimbursed for it when the project is actually funded. If you have plans sitting on the shelf, you can take advantage of funds that become available on short notice. We are considering this approach for the in-line screening system. Without this approach, it would be anywhere from five to seven years before we could put in an in-line system.
- At today's City Council meeting Gisela gave a presentation on the funding for snow removal equipment that we're replacing. Our replacement program is pretty straightforward and we have dedicated funding sources. Normally, this would have been on the consent calendar, but it was moved to the regular agenda by City Management for discussion due to concerns expressed by Council at an earlier meeting regarding the City's general fund fleet acquisition process. Following Gisela's presentation, the City Council passed the item unanimously with little discussion.

5. OTHER BUSINESS

- Commissioner J. Miller asked if we've heard when Lynx will begin service in the Springs. Mark responded that we're still looking at April. None of the cities have heard any specifics and everyone is waiting to hear the schedules.
- Commissioner Patterson asked about the status of the two ILS's. John McGinley spoke to Sam Malipudi last week and they are pushing forward with a survey to get us a good cost estimate on an ALSF for 35R. Mark and John discussed this about two weeks ago. We are hoping to push for a funding opportunity in the next month or two. We asked the FAA for an estimate on an ALSF and the response was anywhere between \$1.5 and \$7 million, so we went back and asked if they could narrow it down a bit. It will probably take them about four to eight weeks to come back with a better number. Once we have that, there will be a couple of things we'll do to try to get funding.

On 35L, we have not heard anything since John and Mark met with the Washington FAA folks. As far as I know they are standing firm and still planning to pull the waiver for 35L this spring. We will have localizer approach minimums with the benefit of a glide slope, which we are strongly objecting to. Chairman French asked if there was anything the Commission could do and Mark suggested a letter would be appropriate as a voice from the community at large. The waiver was issued because of our threshold crossing. Its about 15' out of tolerance. Removing the waiver would increase the minimums which would have a huge impact. Mark noted that because we have the waiver dispute on this runway, our argument with the FAA to give us the support to give us the ALSF, which would upgrade us to a Cat II, is more valid. There is also a potential funding source for a grant program that the State will come out with this year. This additional funding will be made available to airports and prioritized according to safety and capacity. We think we'd have an opportunity to get a portion of the project for the ALSF funded from this. We're working about every angle we can to get the Cat II in place. If we got the Cat II in place, we would probably support the FAA in raising the minimums. If we can't find an alternative, it's a huge impact to the airport and the waiver should be granted in our

opinion. If the airport doesn't receive a response from the FAA by February 1, Commissioner J. Miller motioned to direct staff to draft a letter to the City Council and County Commissioners for the support of development of an approach lighting system on 35R and the continuance of the threshold height crossing waiver on 35L. Commissioner W. Miller seconded the motion. The motion was carried by unanimous vote. Rob MacDonald asked if this has been placed in the Regional Transportation Plan.

6. CHAIRMAN'S COMMENTS

- None

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
Cost per EP presentation	Gisela	Pending
Arrange tour for Penny Culbreth-Graft and AAC members	Kelly	Pending
John will call for status of waiver decision from FAA staff. Then if needed, write a letter to City Council regarding waiver for 35L. Status report at the next meeting	John M	Pending
John will send waiver info to Rob MacDonald to include Regional Transportation Plan	John M	Pending

Chairman French adjourned the meeting at 4:35 p.m.

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