



**MINUTES**  
**Airport Advisory Commission**  
**March 25, 2008**

**COMMISSIONERS PRESENT:** Lynn French – Chairman  
Dr. Pat Boone  
Joel Miller  
Wally Miller  
Bud Patterson  
Greg Timm  
Dennis Weber

**COMMISSIONERS ABSENT:** None

**NON-VOTING MEMBERS PRESENT:** Dave Elliott, Alternate Commissioner  
Dennis Hisey, El Paso County Commissioner  
George Sugars, El Paso County DOT

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

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

**CITY STAFF ABSENT:** None

**GUESTS PRESENT:** Jane Acosta, Sr. Ofc Specialist, COS  
Erik Anderson, Intern, COS  
Wayne Heilman, Gazette  
Gary McCurdy, TSA

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

**Next meeting is Tuesday, April 22, 2008.**

## **1. APPROVAL OF THE FEBRUARY 26, 2008, MINUTES:**

Chairman French asked for approval of the February 26, 2008 Airport Advisory Commission minutes. No objections; minutes were approved as submitted.

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

Commissioner Boone was introduced to Gary McCurdy. She asked him what rights people have when going through security. Gary will get a full listing of traveler rights and will distribute them to the Commission. The traveler does have the right to walk back out of the checkpoint if desired. Mark Earle noted that once you proceed into the checkpoint system you are voluntarily submitting your luggage to TSA for search. If the traveler doesn't want TSA to search your belongings, TSA may deny access to the system. We will probably find that there is not a firm right. The larger question is what is the protocol?

## **3. GENERAL BUSINESS**

### **→ Land Use Items – Kristine Andrews**

Kristine Andrews presented the following land use items:

- ◆ CPC ZC 08-00028 / CPC DP 08-00029 / CPC FP 08-00030
- ◆ AR DP 08-00082 / AR FP 08-00083
- ◆ AR FO 08-00085 / CPC CP 03-00299-A1MJ08
- ◆ AR PUD 07-00410 / AR FP 07-00411
- ◆ AR DP 08-00124
- ◆ PPR-08-007
- ◆ AL-907-018

Commissioner W. Miller 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.

NOTE: Commissioner Timm was absent during the Land Use discussion and approval.

## **4. STAFF REPORTS**

### **→ Traffic Report - Gisela Shanahan**

- Enplanements – February enplanements were up 13.6% versus 2007. This is a 10.9% increase on the enplanement side and 8.7% on deplanements. The February total enplanements were 72,072. Not only were total enplanements up, our established carriers also showed a 3.5% increase as compared to last year. The February totals were the highest we've experienced in February since the year 2000.
- Landed Weight – Landed weight for February is up 12% compared to February 2007 with an 8.8% increase YTD. The landed weight is due primarily to the new carriers. We also see a 5% increase on the cargo side, which is a significant contribution to that increase in landed weight.

- Freight and Mail – 3.2% decline compared to February 2007 and a .4% decline YTD. We did see an increase in January that has now slowed down in February. A lot of the freight in January was inbound and related to the holidays. We are also seeing less on the carrier side of freight.
- Aircraft Operations – The Operations are fairly equal to 2007 with a .9% increase and YTD a decline of 2.2%. The GA and military traffic both saw declines on the air taxi side which was more than compensated for in the 49% increase on the air carrier side. GA tends to trend with fuel cost.
- Airline Load Factors – Total airline average load factors were 73.6% compared to February 2007 which was at 73.4%. The established carriers have seen an increase in 2008 vs 2007. As our new service spools up we're seeing that average of 50 and 59.4% bringing down the overall average for the airport to the 73.6% which accounts for the small decline.
- Airline Seats Available – For the month of February a 14.3% increase in capacity in additional seats in the market. YTD is a 10.9% increase. Most of the new seats are attributable to the new carriers. There was a slight increase of 1.5% for the mainline carriers, mostly due to US Airways.

Commissioner J. Miller asked if this is the case across the country or are we lagging behind. Gisela responded that we are substantially above it. The average increase nationwide is about 2.7% so the double digit increase we are experiencing is substantially higher than the national average.

#### → Finance Report – Gisela Shanahan

- Revenue collected for January YTD as compared to our budget forecasted – on the airline revenue side for YTD we are 8% below budget; terminal concessions 7.9%; terminal area 14.6%; other buildings and areas 38.5% and total variance is 12.4% below budget for February. These figures are all comparable for February 2007 as we look back historically. Because of the budget distribution, we are always within those percentages. The only variance that we see that's larger than normal for February, which is not related to seasonal factors, is Other Buildings and Areas category. We have seen a little bit of a lag on fuel sales and excise taxes in the state. We have not seen any receipts for 2008 as of yet because the state is usually a couple months behind.
- Comparing February 2008 revenue to 2007 February revenue – Airline revenue is up 9.5% which is due to new service and the collection of landing fees.
  - Terminal concessions are up 3%. This includes the food and beverage and gift. The increase is primarily due to the gift category and the other smaller concessions are up as well.
  - Terminal Area is up 3.6% including rental cars which are fairly flat. Ground transportation has a slight decrease which is due to an equipment failure.
  - Other buildings and areas is down 25.6% due to the fuel issue.
  - Other miscellaneous is up 172%;
  - Interest income up 5.4% and
  - Total income up 5% compared to 2007.
- Obligations by Type – We have spent 6.5% YTD below what we anticipated according to the budget. We anticipate fully expending the 2008 authorized budget this year.

- Expenditures – YTD we are expending 3.1% less than we did in 2007. This variance should close by year end and increase slightly due to increased costs. Our budget is 3.7% above 2007 and we had anticipated spending more. The biggest variance is due to the equipment and capital outlay. We purchased several vehicles in early 2007 and are not purchasing in 2008.
- Concession Revenues – The total net revenues are up 8.5% over February 2007 and 4.2% YTD. When we look at revenues per enplaned passenger we see across the board a decline in revenue per enplaned passenger of 4.5% for the month and 6% YTD. The exceptional category there is news and gift which is the only category in Concessions showing an increase per enplanement. This is largely because Paradies has done a great job introducing new products and gifts that have been doing very, very well. Concessions tend to be much more vulnerable to discretionary spending, especially during difficult economic times.

Commissioner French noted that the food court seems to be understaffed frequently. John Faulkner replied the there was a management turnover recently and Shelly, the new manager has done a better job of keeping staff. They tend to have a high turnover rate anyway. We've been working with them on an ongoing basis about this. We will be adding a sandwich board that will help direct passengers to the Cantina Azul during the morning rush. Most people don't go that far back into the food court in the morning. At Quizno's we want to put up a sign that Pikes Perk also sells sandwiches. Both of these items should help relieve congestion during the rush hours.

Commissioner J. Miller asked if the contract has a level of service requirement such as length of line, number of employees, etc. Mark replied that we can pick those types of restrictions in the contract, but you don't see them in very many contracts. Requirements to hold personnel to require the food services to stay open is in the contract. The difficulty comes in requiring them to stay open past a point in which they will make a profit. Yes, you can put these requirements in the contract but then there's a price you pay in the bid process.

Commissioner Boone asked for clarification on the Parking Management figure in the Total Actual vs Actual Expenditures by Type. Mark explained that the parking agreement is an operating agreement and not a concession agreement.

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

### **Operations**

- FAA set up test equipment for the threshold crossing height issue we had. They conducted the test, flight checked it and it passed at the standard location. The waiver has been extended to November. The FAA is now looking to put a project together to relocate the antennae prior to the waiver expiring. John has heard that the search to put this project together is going very well. We hope to get the glide slope antennae relocated by the end of the year.
- We will be closing 17L/35R for about a week on March 31 to complete some work. This should not have any adverse effects. We have some warranty work on the runway to replace a panel. While the runway is closed, we will take advantage of the closure and will also be doing some painting on Taxiway E and rubber removal on the runway.

Commissioner Patterson asked who will cover the cost of the panel replacement and John responded that IHC will.

### **Maintenance**

- We are continuing with the carpet replacement on the first level and will move upstairs to replace the maroon borders. This should be completed by the end of the month.
- Today we are having a pre-bid conference on installation of the computerized lighting system for the airfield and the control tower. We have a problem with our existing lighting control system that communicates with the control tower and regulates the lights in the field. The system we have was built by Mundix over 10 years ago. We are having difficulty getting parts for the system and the system is now beyond its useful life. We were able to use some money from the runway project to put this project together. It is out to bid now. The style of the new system we're putting in is an automated touch screen system that will be located in the control tower. This system can also conduct monitoring and will alarm when lights go out. It will also allow us to run tests on it to verify the integrity of the wiring.

Commissioner J. Miller asked if this system will be compatible for an approach lighting system on 35R if we ever get one? John replied that the system can handle it and we have taken into account that we will have a CAT II system on runway 35R.

### **General Aviation**

- The ATC open house/pilot briefing will be held on April 19 in the East Terminal Unit from 9:00 a.m. to noon.

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

### **Design and Development**

- Rehab of Taxiway E – We have wrapped up the design and its now out to bid. We still face a complex funding environment for this year. The FAA still doesn't have a lot of certainty on what level of funding we'll receive. We have set this project up to start at the south end of F and extend through G & H. Because of the funding environment, we have phased this project into two sections. One phase is the G/H intersection with E starting at the north part of the intersection and extending all the way through the G and H intersection. The second phase would be the straight portion of taxiway E north of the G/H intersection all the way to the south end of the F intersection. We set this program up to have a small, medium and large funding component to it. If we receive our normal scheduled funding on discretionary and enplanements, we would do both phases of the program. If we only receive a portion of our entitlements then we'll most likely do the G/H intersection only. If we only receive the entitlement funds, then we most likely will not do any of the work.
- Roadway Signage Project – The bid has been awarded to Yesco based in Colorado Springs and Denver. Work should begin next week and we hope to have it completed by the fall.

- Old Terminal Demolition – Asbestos remediation continues. We are in the final stages of selecting the architectural firm for design of the demolition, then we'll be contracting a firm to remove the building and hope to have this done by fall.
- Defense Access Roads – Funding has been allocated from the Dept. of Defense to the Federal Highway System. We are trying to determine now what action we need to take to get that funding appropriated to our project. We have selected CH2MHill to do the roadway design, which is the major six lane highway that will bisect the business park and connect to Powers. The goal is to do a grading package this fall and have everything ready for construction in the spring.

### **Construction**

- VSR – With the temperatures warming we've been having discussions with the contractor to get back out and do the final top coat on the roadway. If we don't receive any of our discretionary money then we could add to the amount of this project.

Commissioner Boone asked if the 1.25 miles is the entire project or just this portion? John Faulkner stated that the 1.25 miles is just the first phase of a multi-phase program. Commissioner Boone then asked if the \$1.5 million is for the 1.25 miles. John responded yes.

- Business Park Planning – Northrop Grumman is now occupying their building and will be completing the move in for the rest of the staff. They plan to have a grand opening celebration in May.
- Drainage Improvement – URS will complete the work and use Redline and hope to be done in April.
- Canopies/Kiosks – The canopies are still leaking. The contractor feels the variance in temperatures has affected the caulking. We're hoping that the warmer temperatures will help the caulking solidify and keep the water out. We hope to get the leaks patched soon. We expect to turn the kiosks over to the rental car companies in April.
- You'll notice visquine between bag carousels 4 and 5. We have just cut a hole in the 2<sup>nd</sup> level floor above that area to accommodate a change to the baggage system on the 2<sup>nd</sup> level. With Frontier coming in, we determined there needed to be a change.

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

- The AAC had asked us to look into the naming process to name one of the streets in the Business Park after Bud Breckner. The City's process is new, and has not completely gelled yet. As it stands, the City Council initiates the request and the Asset Naming Board reviews it and makes a final recommendation to the City Council. There are two different processes—one for living persons and another for deceased. In the case of a deceased person, there is a waiting period of one year following the person's death. Mark suggests that the Commission could initiate the process by writing a letter of recommendation to the City Council. Council could then forward the recommendation to the Asset Naming Board for review. Airport staff could help select the appropriate street and a name that fits the City's criteria for naming a street. Staff could then assist in coordinating the recommendation with other stakeholders. Once that is completed, the item would be placed on the Airport Advisory Commission agenda for consideration. Once the item is approved by the Commission, staff can assist in developing a letter of recommendation to the City Council.

Commissioner Weber suggested that the naming be coordinated with the family as well. Commissioner W. Miller will mention this to Bud's son.

- Mark noted that some of his emails are not getting through. If anyone has sent an email and has not heard back, please resend the message. He encouraged the Commissioners to call if an email has not been answered within a 24-hour period.

**5. OTHER BUSINESS**

None

**6. CHAIRMAN'S COMMENTS**

- Chairman French noted that he had received an email from Frontier announcing their new pass system in which travelers can purchase tickets for \$89 and \$99 for travel within Colorado.
- We don't have an agenda for the Pilot Briefing on April 19 because Alan Gorski has been ill. Once the agenda has been completed, it will be posted through the FAA.
- Several have expressed interest in a tour of the museum. Commissioner French has arranged for Commissioners and Sr. Staff to take a tour on April 22<sup>nd</sup> at 1:00 p.m. There will be a public opening later.
- Election of Vice-Chair – Commissioner Weber nominated Commissioner W. Miller as the Vice Chairman. Commissioner Boone seconded the motion. The motion was carried by unanimous vote.

**AIRPORT STAFF ACTION ITEMS**

Action Item	Assigned To	Status
Develop recommendations for naming street after Bud Breckner in Business Park <ul style="list-style-type: none"><li>• Which street</li><li>• What name</li><li>• Coordinate with family</li></ul>	John Faulkner / Mark Earle	

**Chairman French adjourned the meeting at 4:30 p.m.**

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