



MINUTES
Airport Advisory Commission
May 20, 2008

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

COMMISSIONERS ABSENT: None

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

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
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: Wayne Heilman, Gazette
Kristine Lewis – student of Lynn French

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

Next meeting is Tuesday, June 24, 2008.

1. **APPROVAL OF THE APRIL 22, 2008, MINUTES:**

Chairman French asked for approval of the April 22, 2008 Airport Advisory Commission minutes. No objections; minutes were approved as submitted.

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

None

3. **GENERAL BUSINESS**

→ **Land Use Items – Kristine Andrews**

Kristine Andrews presented the following land use items:

- ◆ AR FP 08-00200 / AR FP 08-00201 / CPC PUD 06-001310A1NJ08
- ◆ CPC CU 02-00229-AJMJ08
- ◆ AR FP 08-00210 / CPC PUD 04-00215-A1MJ
- ◆ ARDP 00208
- ◆ AR DP 06-00653-A3MJ08
- ◆ AR DP 08-00232
- ◆ PPR-08-012

Kristine Andrews explained that we have not received the 7460 for the land use item that was tabled last month. At this time staff recommends approval of all items as submitted for this month.

Commissioner Patterson 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** for April 2008 were 1.9% above April 2007 and 8.0% higher than 2007 year to date. The increase was due to new service additions by ExpressJet and the first partial month service by Lynx (Frontier). Mainline carriers showed a decrease of 8.8% in April primarily due to the Easter holiday falling in the month of March this year. Easter was in April in 2007. The change in the holiday date has skewed the enplanement comparisons for these two months.
- **Landed weight** has increased to 8.7% above April 2007 and 7.9% year to date (a greater increase than reported in March). New service and cargo is driving the increase.
- **Freight and mail** pounds are 6.8% above April 2007 and up 12.9% for the year. ExpressJet and FedEx account for the majority of the increase.

- Total **aircraft operations** increased in April by 17.9% and are up year to date by 2.2%. Overall airline operations are up. Year to date GA activity is down slightly; however, April was a busy month with an 18.8% increase over 2007.
- Average **load factor** for air carriers in March was 75.1% (up from February) compared to 77.9% for April of 2007. Regionals (new carriers) had an average load of 55.0%. This number is skewed by the impact of Midwest's departure in April and a partial month of new service from Lynx (Frontier).
- **Airline Seats Available.** The number of seats in the COS market increased by 9.6% compared to April 2007 and 9.8% year to date. New service accounts for most of the increase.

→ Finance Report – Gisela Shanahan

- **Financial data is still preliminary. Vendor reports are due on the 20th of the month. Information to date: Total earned revenue** is currently at 7.0% below budget year to date, a change from March when expenditures were 11.6% below budget. As the year progresses, the gap between actuals and budget will continue to close. Airline revenue is lower than budgeted due to actual landed weight being lower than estimates and the impact of seasonal fluctuations in the number of scheduled flights. Terminal space under lease is less than estimated. Terminal concessions are below budget by 5.0%. Food and beverage sales increases have leveled off since the opening of our new concessions. Terminal area concessions are down: rental car revenue is lower than budgeted due to several receivable balances that are in the process of being collected; public parking has seen a shift in the usage trend that differs from budget estimates. Other buildings and areas are up due to receipt of October 2007 through January 2008 fuel excise tax rebates.
- **Compared to 2007:** Total revenue is 7.5% above 2007 levels year to date. Airline revenues are up due to additional service causing an increase in fees collected from the airlines. Total terminal concessions are up. Terminal area concessions are up primarily due to an increase in parking revenue. Other buildings and areas are up due to the receipt of fuel excise tax for the period from Oct 2007 through Jan 2008. Other miscellaneous revenues are up due to the receipt of reimbursements from users of our FIDS system and the sale of three Airport vehicles.
- **Expenses** are currently 4.1% below budget year to date compared to 5.2% last month. As discussed last month, we anticipate spending near the authorized limit by year end and expect to see the gap between actuals and budget close as the year progresses. Personnel savings are due to vacancies that will be filled within the next several months. Repair and maintenance savings are due to runway maintenance repairs that are typically done in the summer months; these savings are offset by increases in fleet maintenance repairs. Advertising savings are due to timing of expenses scheduled for later this year.
- **Compared to 2007:** Expenses are 3.8% above 2007 year to date. Repairs are higher due to painting of metal surfaces in front of the terminal, the installation of new cameras in the main terminal and replacement of lighting fixtures on the 35L. Services are higher due to the timing of payments and an increase in temporary employment expenses. Utilities are higher due to invoice timing and higher costs. Advertising is lower due to the timing of purchases. Miscellaneous expenses are up due to the timing of insurance premium payments. Equipment purchases are lower because several large 2007 purchases were made early in the year. We have deferred several equipment purchases thus far in 2008.

- **Concession revenues** are 0.1% below April 2007 and 2.5% higher year to date. The timing of Easter holiday impacted the comparison of concession sales for March and April. Revenue per enplanement is down 5.3% for the year.

→ **Operations and Maintenance – John McGinley**

Operations

- Operations staff is gearing up for the AFA graduation. The Thunderbirds arrive on Saturday and the President arrives Tuesday and departs on Wednesday.
- There will be a TFR above the AFA on Tuesday; everyone should expect additional flight restrictions that have not yet been published.
- The CAO A conference is here this week with ASOS on Tuesday and Wednesday.
- We are working on coordination issues with the US Senior Open staff with regards to the tournament at the end of July.
- Clint Scum has passed the K9 certification.

Maintenance

- We are upgrading the fire alarm; the horn strobe system wasn't ADA compliant.
- Staff is working on PLC upgrades to the loading bridges.
- Staff is working on the contract specifications for the airfield painting and sealcoat project.
- We have hired four of the summer temporary help for mowing.

General Aviation

- John McGinley spoke to Aaron at the JetCenter. The JetCenter and Cutter are preparing for the US Open.
- There are two big events this summer – the Democratic National Convention and the US Open.
- Peak Aviation has moved to the Cutter facility.

→ **Planning and Development – John Faulkner**

Design and Development

Interior Signage – The project team has selected a preliminary signage design and is working with KMA to get details on the fabrication and mechanical breakdown of the sign family.

- Rehab of Taxiway E – We are waiting for an update from the FAA on the 2008 entitlements and funds. If we get too far into June, the window for this project gets very thin. The contractor for this has been selected.

- Roadway Signage Project – The Airport is working with the contractor and designer to finalize paint selections, resolve utility conflicts and stake sign locations. Fabrication of the signs should begin in the next 30 days and the sign installation should begin by late summer.
- Old Terminal Demolition – We are working with Jacobs regarding the lav dump. The demo is done now and the terminal should be done by summer.
- Defense Access Roads – A week ago we had a meeting with CH2MHill; they will be checking on soil stability. Construction of the road itself will begin in early 2009.

Construction

- VSR – We found that there are some density issues on the bottom layer. Engineers don't believe it will be an issue on the upper lift.
- Business Park Planning – CSU has raised approximately three business park utility vaults, which they installed about six inches lower than the staked elevations. This work was done at CSU's cost. Staff met with the storm sewer contractor regarding the section of pipe that CSU identified as having deficient joints. The contractor plans to vacuum the line and grout several of the joints in early June. This portion of pipe is still under warranty from the Airport's contractor.
- Drainage Improvement – We have been working with URS to fix Pond 8 and hope to have it done in a couple of weeks.
- Canopies/Kiosks – The rental car agencies have taken possession of the kiosks. We are still working on the roof of the canopy and should see some progress here soon. The contractor feels that the silicone was not bonding properly which was possibly due to the cold winter weather.

→ Public Affairs and Customer Care – Kelly Jackson

- Kelly Jackson reviewed the customer service statistics from the Information Center and noted April is up 4% over 2007 and year-to-date we are up 16.5%. To date the ambassadors have assisted 20,711 customers for the first quarter of the year. Ambassadors received refresher training in May to help answer questions that are frequently asked and provide updates about the Airport.
- Contact Us Inquiries – In April we received 53 inquiries via the website Contact Us page with the majority of the questions coming in about the airport, hours of operation, and access to the airport services. The total for the first four months of the year was 152 and Airport Information received 34 of those inquiries.
- Comment Cards - Through this program we received approximately 63 comments in April with 33% expressing appreciation for the convenience and cleanliness of the Airport. Those expressing concerns are contacted by the senior members of the Airport staff.
- Commissioner Boone asked how many volunteers we have, what their shifts are and what we do for them. Kelly explained that we have approximately 60 volunteers. They are required to work a minimum of two – four hour shifts per month, with many of them requesting to work more than that. Throughout the year we provide appreciation

gatherings, we reward them for responding to Questions of the Month, Years of Service pins were distributed and many other small things over the course of the year.

→ **Director's Report – Mark Earle**

- Contingency Planning—As we have mentioned the last couple of meetings, we are doing a lot of contingency planning by watching our budget carefully and identifying areas in which we could cut back on expenditures to meet a revenue shortfall should the economy continue to weaken. Staff has identified areas where savings could be realized, and has prioritized measures that could be implemented if needed. We have completed this process for 2008, and will do the same for 2009. So far, we have not had to eliminate any programs, but we have deferred some purchases and hiring. Industry experts are predicting that the airlines will cut as much as 20% of available capacity nationwide, which is very similar to what happened right after Sept. 11. If that truly comes to pass, Mark expects that we will see some impact here at COS. Fortunately our economy is strong compared to the national economy, which works in our favor when the airlines are looking for opportunities. Unfortunately, there will be very little expansion in the system over the coming year, and many airports will lose service. We've already seen some smaller airports lose service all together and we've seen almost every market lose a flight or two, including COS. Our primary focus going forward will be to work hard to hold on to what we have, and to identify and aggressively pursue the few opportunities for expansion that may arise.
- TSA – You may have noticed in recent weeks that the security lines have been backing up more during peak periods of service. This is somewhat of a reversal of the improvements that TSA was making in the early part of the year. TSA is aware of the problem, and is working to resolve it. The problem appears to be driven by delays in the decision to open additional lanes during peak periods. Additional lanes are opened only after the line backs up. Once the lanes are opened, the line clears quickly. TSA is working with the Airport to develop a more effective system for predicting the need for additional lanes. The FSD recognizes the problem, and is committed to improving the system. Commissioner Boone asked where the TSA staff is when they are waiting to be called to the checkpoint. Mark noted that they are working in other areas of the airport on other TSA security programs. TSA is constantly battling with the allocation of staff between the checkpoint and other programs, such as baggage screening, employee screening and random checks within the secured area of the airport.

5. OTHER BUSINESS

- Dave Elliott has been appointed president of the Meadow Lake Airport Association.

6. CHAIRMAN'S COMMENTS

- We have not collected street name suggestions from each Commissioner, so we will table this until the next meeting. Please send in your suggestions to Kelly.
- The tour of the Museum has been moved to June 24 at 1:00 p.m. Please let Kelly know if you'd like to attend.

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
<ul style="list-style-type: none">Continue street naming discussion; collect recommendations for Commissioners	Kelly	

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

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