



MINUTES
Airport Advisory Commission
January 27, 2009

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

COMMISSIONERS ABSENT: Dennis Weber

NON-VOTING MEMBERS PRESENT: Dave Elliott, Alternate Commissioner
Dennis Hisey, El Paso County Commissioner
Rob MacDonald, Pikes Peak Area Council of Governments
Pat McDivitt, Sr. Attorney

NON-VOTING MEMBERS ABSENT: None

CITY STAFF PRESENT: Mark Earle, Director of Aviation
John Faulkner, Asst. Director, Planning & Development
Kelly Jackson, Airport Public Affairs Administrator
John McGinley, Asst. Director, Ops & Maintenance
Neil Ralston, Airport Planning & Development Manager
Gisela Shanahan, Asst. Director, Finance & Administration

CITY STAFF ABSENT: None

GUESTS PRESENT: Levi Anstine, COS Analyst
Wayne Heilman, Gazette
Anna Marron, Airport Intern
Mary McElderry, COS Sr. Accountant
Sgt. Harrell, CS PD
Sgt. Cramm, CS PD

Next meeting is Tuesday, February 24, 2009.

1. APPROVAL OF THE DECEMBER 16, 2008, MINUTES:

Vice-Chairman W. Miller asked for approval of the December 16, 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 – Neil Ralston**

Neil Ralston presented the following land use items:

- ◆ Item #1: CPC ZC 08-00188 / CPC DP 08-00189
- ◆ Item #2: AR DP 04-00697-A2MJ09 / AR FP 09-00007
- ◆ Item #3: AR DP 08-00652
- ◆ Item #4: CPC MP 02-00254-A1MJ0 / CPC PUZ 08-00195 / CPC PUD 08-00196
- ◆ Item #5: AR FP 08-00671
- ◆ Item #6: AR FP 08-00647 / AR FP 08-00648
- ◆ Item #7: PPR-08-054
- ◆ Item #8: PPR-0-055
- ◆ Item #9: VR-08-016
- ◆ Item #10: PPR-08-041 (Item #11 from October 2008)
- ◆ Item #11: PPR-08-042 (Item #12 from October 2008)

Staff recommends no objections to all items except #6. Staff recommends that Item #6 be tabled until we receive the results of the 7460 review for a 71' building in Patriot Park which is the northwest corner of Platte and Powers. These results should be in soon.

Staff also recommends no objections for the two items from the October 2008 meeting (Items #10 and #11 this month). These were two buildings proposed by Hammers Construction in the Claremont Business Park. The FAA has completed its review and has issued a no hazard determination however as a condition, the FAA is requiring the addition of red obstruction lights on the buildings. Commissioner Timm stated that this didn't make sense to him because this site in is a depression and the roadway is higher than the buildings. Neil noted that if you draw a direct line from the end of the runway to the buildings, the roadway is not elevated above the buildings. John Faulkner commented that they had gone over to the site and looked at it. John and Neil also met with the developer and discussed this and didn't have an issue with this. Commissioner Timm expressed concern that cars driving down Highway 24 will see the red beacon lights about eye level and didn't feel it was a safe situation. John indicated that when you're driving down Hwy 24, you would see the front of the buildings and most likely would not see the red lights at eye level. The lights are not beacons, but are steady burning red lights similar to other lights on buildings around the airport. Commissioner Timm didn't think we had other buildings that low. Neil had a discussion with the FAA and they feel that since the buildings penetrate the protected air space, lights should be on the buildings. Commissioner Timm said that he owns land around this area and it's higher than this site. Neil noted that these buildings are in an area in which three of our critical air spaces converge on each other. John said that these buildings will be the high point for this area and the lights will be an indicator for a pilot coming in that the buildings are higher than ground

level. We will also be working with CDOT about some poles that don't have red lights on them either.

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

4. STAFF REPORTS

→ Traffic Report – Gisela Shanahan

- **Enplanements** – We have preliminary numbers in and still have some reconciliation to be completed. Enplaned passengers for December 2008 as compared to December 2007 were down 6.5%. As you recall, the previous three months we were down double digits and December was a better month as compared to 2007. This brought us to a 3.4% decline for the year as compared to 2007. We are happy with this number considering that capacity reductions exceeded this percentage. Typically we saw an 8-12% enplanement reduction on average across the nation including at large airports. We anticipate that we'll be fairly stable for 2009.
- **Landed weight** – is down 2.8% as compared to 2007. This is primarily due to the reduction in cargo traffic. We have seen some reduction in the Fed Ex frequency but the major component is the elimination of the DHL flights.
- **Freight and Mail** – for the year we saw an 11% reduction as compared to 2007.
- **Aircraft Operations** – down 6.7% as compared to 2007. The primary driver is the general aviation community with a 17% decline as compared to the previous year. We attribute this to fuel prices that remained high and the current economic conditions. Commissioner W. Miller asked if that's because GA is not flying in general or if they have chosen not to fly out of COS. Gisela responded that this is due to GA not flying in general and noted that we're seeing this at all Colorado airports.
- **Load Factors** – Final 2008 load factors averaged 78.9%. This is just .1% below the 2007 load factor. Loads are holding fairly steady and some have increased dramatically.
- **Airline Seats Available** – decreased for the year 2.1%. Considering what is occurring in the industry nationwide, this is a very good number. Commissioner Boone asked what has been added that has made this change only 2%. Gisela explained that Frontier came into the market in April with five flights per day and 74 seats per aircraft.

→ Finance Report – Gisela Shanahan

- **Earned vs. Budget** – Compared to the budget, we came in 2.9% below budget. Considering the variations in enplanements and landed weight, we are very happy with this number. Airline revenue varied 3.1% as compared to the budget primarily due to landing fees; Terminal Concessions varied by .3%; Terminal Area Concessions varied by 9.3% and is due to a significant variation in public parking which is attributed to the decrease in passenger traffic; Other Buildings and Areas varied 29% on the positive side which is due to the \$470,000. In early 2008 we received a significant State Fuel and Excise Tax remittance for 2007. It's typical of the State Aviation Dept. to be about three months behind with their remittances.

- **Total Revenue** – Despite the traffic decline, we saw our total revenue increase by 4.4% as compared to 2007. Airline revenue increased 10.1% primarily due to increased fees in the terminal; Terminal Concessions were fairly flat at a .9% variance; Terminal Areas is down 2.3% due to parking and other Buildings and Areas at 19.3% which is due to the State Sales and Excise Tax.

Commissioner W. Miller noted that when his wife flew in a few weeks ago, the loading bridge was inoperable so the passengers had to use the stairs. John McGinley indicated that he wasn't aware of any loading bridges being out of order. It's possible this could be due to an operator error who may have extended the bridge out too far, in which case the bridge will shut off. This type of problem is easily fixable and right now we don't have any bridges out of order.

Commissioner J. Miller asked when the airline settlement is done. Gisela explained that it's done mid-year for the previous year. What you see on the reconciliation sheet is the revenue credited back to the airlines which hits the books in 2008 for 2007; you'll see 2008 revenue being reduced for the 2007 revenue being returned to the airlines. Commissioner J. Miller asked that since revenues are down, we probably won't be giving back as much to the airlines for 2008. Gisela noted that this is a possibility because the excess revenue is primarily generated in the concession area; the airline rates compensates for the actual costs. Most of the excess revenue is generated in our concessions so when our enplanements drop we generate less per passenger and which creates less to share. Commissioner J. Miller asked if the airlines complain about this and Gisela shared that we held our meeting in November and briefed them on anticipated rates for 2009 based on the approved 2009 budget. We received no negative comments and the airlines expressed their appreciation for the management of the airport. They come here as regional representatives and receive these same updates from the other airports such as Denver and place our information in context with that. They have been very happy with the measures that staff has put in place to keep costs down.

Commissioner Patterson asked for explanation as to why the Services went up 24% on the Actuals vs Actuals report. Gisela explained that we had a substantial number of engineering surveys and real estate appraisals conducted this year that were not necessary in 2007 and most of this was due to continued development in the Business Park and general aviation community. This is mainly professional services from surveys to engineering services. We had to do a replat of the Airport in 2008, which is really unusual.

- **Expenditures as Compared to the Budget** – The measures that we put in place mid-year continued throughout the year to ensure that we kept the rates down for 2008. For the end of the year, we ended up with an 8.3% variance compared to our budget and expenditures; we under spent our authorized budget by 8.3%. We ended up saving \$1.8M out of a \$21M budget. Staff, particularly line staff, worked very hard to find creative ways to maintain and repair portions of the airport facility and infrastructure in ways that reduce costs, new supplies, and new processes to get the job done.
- **Expenditures as Compared to 2007** – Despite the rising fuel and supply costs we had an expenditure level that was .4% lower than 2007. We anticipate that we'll continue the same trend into 2009 although we do have an authorized budget that was passed in December. Staff has put more stringent spending measures in place as of January 1, 2009 so that we can monitor expenditures very closely and ensure that we don't get out ahead of revenues.

Commissioner W. Miller commended the airport staff for doing such a fine job with the budget. Mark Earle explained that this has been about two years worth of work. Staff began watching the budget more closely before the fuel crisis and this has allowed us to be a bit more stable.

→ **CIP Update - Gisela Shanahan**

- For 2009, **Rehab of Taxiway G and H, Phase 1** was previously referred to as Taxiway Echo Phase 3 because we were continuing with the phase numbers as we progressed down Echo. The FAA informed us that they have decided to change the naming format of phased projects. This project has several more phases. This is the same project with no scope change or change in the work. We did receive the funding information for 2009 from the FAA on this project, so they have \$7.1M in discretionary funds, \$2.2M in entitlement funds and we've submitted an application to expend \$491,000 in PFCs as matching.
- The second project is the **Integrated Operations Communication Center** - we have previously had this on the CIP as a \$500,000 project related to modernization of the Communications Center. The additional \$300,000 is to relocate the entire Operations Center to be combined on the third floor. This will help with efficiency and security. In order to accommodate that relocation, we have added this project to be funded by PFCs.
- The third project is the **Inline Baggage Inspection System**. This is for the design portion that is to move forward with the changing of the way we do bag screening. John Faulkner explained that right now we have a manual process in which each bag is handled by TSA and swabbed to identify if there is any explosive residue. All bags are required to be hand searched which is a tremendous amount of time and handling of the bags. TSA has expressed an interest in getting out of opening as many bags as they can. A lot of airports our size or larger, are moving towards inline screening. They have presets on them so that certain items will show up, prompting a search of the bag. The Dept. of Homeland Security has set up some funding for airports to buy the equipment. It appears that this year there is the potential for more money and an opportunity for us to get in line for some of the funding. The TSA process requires us to complete 30% design. If we were able to get the new machines we'll have to reconfigure our bag belts. This could be as much as an \$8M project and at least half of that would be the equipment we might be able to get a grant fund source for this year. Commissioner Boone asked what happens when a bag sets off the alarm. Does everything get backed up? John McGinley explained that some systems will move the bag to another area for inspection. Mark Earle said that usually lights and siren alarms will go off and TSA will then go over and pull the bag off the belt so the rest of the bags can continue. This method is screening by exception rather than screening every single bag. Commissioner J. Miller asked if this is a separate project than what was being looked at about six months ago. John stated that we did a very high level study to see if we could accommodate this type of system. The study gave us a couple of options. Commissioner J. Miller asked if this would reduce our TSA personnel. Mark explained that it would allow them to be redeployed to other areas. Commissioner Boone asked who monitors the radiation around the screening machines. Mark noted that this is a good question and will research the details on this.
- After meeting with the FAA this month to discuss funding and what their projections are for the next three years, some of these projects for 2010 - 2014 were re-prioritized and placed in a slightly different order depending on the FAA's re-prioritization, which is an annual process for them. The only addition that was made is for \$4,000,000 for the purchase and installation of the inline baggage screening equipment. In 2009 we will do the planning and design work for the building modification which is anticipated to be a

PFC funded project. The funding for the equipment would be through a grant at a later date.

- We anticipate that if the FAA is directed to distribute a significant portion of the Federal stimulus package, the Colorado Springs Airport would be programmed to receive \$25M of the funding available for this region. We have several projects ready to immediately begin to expend these funds. Commissioner J. Miller asked if there is any hope of getting the AIP funds before July. John Faulkner explained that the funding is very late. The Federal fiscal year starts in October and we're nearly half way through the year without receiving any of our first grant offers. Similar to last year, we're a little late in getting our design projects started, which will put pressure on the construction side. It appears that we may not get our grant funding until about June. Chairman French asked what kind of projects we're looking at for \$25M. John Faulkner noted that it would be projects that we were not able to do during the runway program. Taxiway E connectors 2-6 need work.
- In the essence of time, the Air Service Report will be moved to the February meeting.

→ **Planning and Development – John Faulkner**

- We are hoping that we can begin design on a couple of new projects. We will be adding the Inline Baggage design study and hope to have a design contract negotiated over the next couple of weeks.
- **VSR** - We are waiting for some funding to continue with another segment of the road. We may not see any funding for this from the FAA until 2011. We still have a small piece of this to design.
- **Interior Signage** – We have a prototype and are still reviewing some of the design features. A full review of the sign text is underway; we're also discussing some of the mechanical systems that we can use to mount the signs to the wall and the sign locations. We hope to have the design completed and out for bids within two weeks. Once we award a contract we could possibly see installation within 15 weeks.
- **Roadway Signage** – In the last month, we had a meeting with 3M to discuss paint or vinyl on the signs. The vinyl has a higher reflectivity which will help at night. A color was selected and a prototype is being fabricated for final approval. We hope to see installation by summer.
- **Old Terminal Remediation and Demolition** – The previous bid has expired and we are still working with a potential tenant. This is still on hold. The lav dump continues to function. If the decision was made to demolish the building we would have to rebuild the lav dump with its own utilities and water heater otherwise the potential tenant is interested in occupying the old building. Hopefully we will be able to get a decision from the potential tenant soon.
- **Defense Access Road Design and Construction** – We continue to have a lot of inter-agency meetings and the environmental review is underway. We received a letter from the Open Space Advocates indicating that they are in favor of the realigned roadway which will be very helpful for us in the environmental review. We also had a very good discussion with CDOT and we should be receiving positive comments from them any day now. There has been some concern about the interaction of the realignment with the proposed new interchange at Proby/Powers. The traffic consultant has fully analyzed this and provided CDOT with some engineering and traffic studies that show this should not

be an issue. CDOT is very encouraged by the planning that has taken place to date. We are planning to have a stakeholder meeting with CDOT, Federal Highways, and some representatives from DOD hopefully in the next month or so to discuss where the project is and how we move it forward. If we can get the environmental review done in late spring/early summer, that will set us up to begin design immediately after that and put us in a good position to begin construction early in 2010.

- **Taxiway E Rehab** – This is the project we've been working on throughout the year and have picked up where we left off around Echo 2 and on through the intersection of Golf and a few feet into and beyond that intersection. We have completed the work on this project and it's reopened for operations. We still have some clean up to complete and we need to paint. We also have some signage work to finish. We finished the project well within the timeframe of the contract and the work looks fantastic. Commissioner Patterson asked if we receive money, what portion would be next. John stated that it would be Taxiway G through the intersection of Mike and then through Hotel and Mike to complete as much of the contour as possible. Commissioner J. Miller asked if everything west of Mike was fine and John noted that it is. We have about 10 more years of work on the east side and then it will be time to look at the west side.
- **Terminal Seating** – The seats have been placed throughout the terminal areas. Over the next two months we have a coring program to allow us to hook up power. Each seat set that has a table will be getting power and this will be done over the next 60 days. There are a total of nearly 30 new outlets going in.

➔ **Operations and Maintenance - John McGinley**

Operations

- The Operations Dept and the Maintenance Dept have just completed a project in which we have worked with 302nd in which we have installed permanent infrared lighting on the edge of the runways. It used to be set up that our staff would go out and manually install some infrared pucks so the 302nd could do some training. Now the tower can automatically activate the infrared lighting as needed. When we began the East Runway project, we approached the FAA for approval to install the infrared lighting. Peterson paid for the infrared lighting wiring and we did the installation.
- Ops staff is working with the Tower to develop helicopter arrival and departure procedures. We are developing routes that will help avoid any conflicts with tenants.
- The Operations Dept has a wildlife management plan which is required by the FAA. We did an ecological study when we initiated this program which determined what animals are on property. Once we identified the animals, we are responsible for monitoring and logging and taking any corrective action as needed if we run into any problems with their habitats. We have an assortment of wildlife issues here ranging from coyotes to burrowing owls. Daily we will do surveys and conduct population estimates as to what is on the airfield. If needed we have tools available to help scare the birds away. We have a contract with the US Dept. of Agriculture in the event we have, for example, a coyote population that needs to be addressed. The US Dept. of Ag will come out and manage the critters. We do receive the benefit from Peterson who has their own program as well. This wildlife plan is part of our certification manual and the FAA reviews it every year. Commissioner Boone asked if we have a bird problem here. John McGinley explained that we have very few birds each year and don't really have a problem. Typically it's seasonal. Commissioner Timm asked if we have problems with the antelope and Mark Earle said

no. Our fence line helps keep the antelope off the airfield. Occasionally we'll have coyotes and foxes that get out on the airfield but not the larger animals. Commissioner Boone asked if any of the airport property is a protected area and Mark explained that the only protected critter is the burrowing owls. We have a temporary population that likes to come and take over abandoned prairie dog dens. We do have ways to remove them if needed and will coordinate with the state and federal agencies to receive permission and assistance.

- John spoke with Traffic Engineering about our game crossing sign and they stated that we have that type of sign because of the variety of wildlife that can cross the road. This is an uncommon sign within the city because most of them are deer crossing signs instead.
- The Airport Operators group meeting is scheduled for February 19.
- The operations staff has been trained by the National Weather Service and we are doing snow accumulation measurements when we're out doing snow removal. This service used to be provided by contract weather observers at Peterson, but its now being done by us at the request of the National Weather Service. This has really strengthened our relationship with the NWS and at times when we're in snow removal operations there is a lot more communication between us and NWS.

→ **Airline Employee Parking Update – John Faulkner**

Mark Earle explained that there are always a number of issues that arise when dealing with air crew employee parking that live in the area. Recently we have gone to a new configuration for the air crew parking which has raised questions. Most people understand that we are shifting back to the program we originally had with some modifications and improvements.

John Faulkner described the program and noted that the majority of the airport staff parks in the west lot. We have about 250 stalls for airport employees, TSA, station managers and some of the concession managers. Before the TSA became such a large staff, we had flight crew parking in this lot. Around the year 2000 we charged them about \$35 to use this lot. When SkyWest came to the airport, they brought a crew base of over 200 into the system. This was also at the time that TSA and the concessions were adding to their staff and we found we didn't have enough parking in the west lot. When this happened, because we had crew basing, we had a huge influx of the SKW pilots doing parking close in for their early departures and then the day-to-day employees were having to park out on the far end of the lot. Ticket counter and rental car employees were complaining and some of the airport staff brought it to our attention as well. We then embarked on the reconstruction of the parking lots and were using a lot of the overflow capacity on the west side during that time. At that time, we decided to put the flight crew in the public parking lot. We allowed flight crew to park in public parking for just over three years for free as a courtesy because we realized there were changes in the system. We went from 200 to 500 air crew members parking in the program. The word had gotten out and everyone driving north decided to park and start from here. When we were planning for the new parking payment system we knew we'd need to put in some proximity readers for a crew parking lot. We surveyed a number of airports and found that they charge \$30 to \$36 per month for crew parking. We decided to put the flight crew in the far west lot by the cargo building. This lot has lighting and a revenue control system. We contacted all the flight crew in November about the change and that we would start charging for parking in January. We are charging \$30 for a 30-day period. We have allowed them to pay multiple months in advance and have issued everyone a proximity card. In the previous program we requested flight crew schedules that we audited to be sure they were supposed

to be using the lot for work purposes and not personal trips. We also needed to audit because the parking is a revenue system. We received a tremendous number of complaints about this. In the new system, we are not collecting the schedules, but are randomly auditing a couple a month. Since we have put the lot in place we have received about a dozen complaints, some about the lighting and some about the distance. We will be painting some handicapped stalls in the crew lot and are confident that we are providing them the same level of service as our own employees. Another issue that has arisen since changing the lot is that flight crew is concerned that since they're paying for this, that their family members should be able to use the lot for vacations. This is something we have not allowed. There are some airports that have allowed that. In our case this could drive the need to build capital improvement. When we first made this transition, we were finding that there were people using the lot for their "mountain" vehicles and not living in the area. We have looked into covering the walkway, which is a matter of prioritizing funding. Commissioner Boone asked how much it would cost to run a bus. Mark and John both replied that it would be between \$80,000 and \$100,000.

Commissioner W. Miller commented that he and Commissioner Patterson attended the Volunteer luncheon a couple weeks ago and wanted to commend Kelly Jackson for a job well done. He stated that they are most appreciative of the recognition. Mark said that the airport has 3-4 gatherings per year for the volunteers and staff will provide airport updates at these meetings to help keep them informed.

➔ **Airport Master Plan – Neil Ralston**

We have an airport master plan that is required by the FAA. One of the components is the airport layout plan (ALP). We amend this virtually every time we redesign a project and then when we finish a project. The master plan has not been amended in quite some time. John Faulkner said that in consultation with the FAA we had initially planned to just update the ALP however they asked us to update the entire master plan. The last update was done in 1998 at the tail end of WestPac. At the last CIP meeting with the FAA, they indicated they'd like to see a full update.

Neil Ralston gave a brief overview of the project. There are four key questions about why we are doing this:

1. What is the master plan and why are we doing this?
2. What are the steps in the prescribed FAA planning process?
3. What are some of the key issues we want to look at in this planning effort?
4. How will input be solicited?

Mark and John covered #1 about what the master plan is. Neil added that it provides the framework for an airport's long term strategy, which typically encompasses a 20 year period. Neil passed around an example of the ALP and a copy of the original master plan report which is about what is on the ALP. Something else to note is that projects have to be shown on an approved ALP in order to be eligible to receive Federal funding. The AIP funding is an important source for us and another reason to have updated documents. The ALP has been updated several times since the mid-1990's. It really is time to take a fresh look at the entire plan particularly to comply with the new FAA criteria that they want such as updated planning documents on a seven year cycle. This really is a testament to the effectiveness of the previous planning; how our existing facilities and services are really outstanding. This is something airport management and this group should be really proud of. Our responsibility now is to develop the vision for the next 20 years. There are seven steps in the FAA's planning process. We have initiated the process to select a consultant to guide us through the planning process and to develop the technical documentation. This is a qualifications based selection process in which a consultant will be selected on their experience and qualifications rather than how much they will

charge us. Once we have a consultant team, we will then develop a work scope, a fee estimate and a project schedule that would be negotiated with them. We hope to have this process done mid-summer 2009. Once we get into the planning process there are five steps that answers the question, Where are we and how did we get here? Primarily a data collection effort would be documenting airport history, community factors, airport setting, and activity levels at the existing facility. Next you move into the forecast activity you expect to have in the future based on the FAA's criteria for five and ten year projections such as passenger enplanements, aircraft operations, etc. The next phase is facility requirements in which you evaluate your existing facilities with the approved forecasts to see if there are any additional facilities that we need to accommodate to meet the demand over the 20 year period. After facility requirements are determined, we'll move into development analysis, in which you study what are the best ways to provide for the needs of the facilities. There are several considerations such as technical merits, environmental factors and financial feasibility. After you have a preferred plan selected you move into the final phase which is implementation and phasing. After these steps are done, the Layout Plan and the Master Plan get submitted to the FAA who reviews and approves the ALP and accepts the Master Plan report. This typically takes 18-24 months to complete.

Neil noted that we will not be starting from scratch. We have a plan in which we will validate as much as we can and then focus our resources on the planning issues and facility renewal strategies that we feel are important going forward.

Commissioner W. Miller asked what part the commission has traditionally played in this process, development of the plan, how long does this cycle take to develop, how much money is required and is the funding at the time required incorporated the current planning and where could we go to get a summary document?

Neil responded that this will be covered. We will be ensuring that we have a solid investment strategy to make sure that if we expand one area that we're not creating choke points in another area. On the access roadway side, we want to make sure that we are integrating all of the Business Park planning into our master plan and approved regional access to/from Interstate 25; strategies for general aviation and support facility development and assessing the future use of emerging air space technology. We want the airport and the air space to be efficient.

How will we solicit input for this? We will have a stakeholder engagement program with the consulting team that we select to solicit input from a wide range of users. We will also be developing a public outreach component which will include regular updates at the AAC meetings, which are public and later in the process we envision a public information meeting to present details of the plan to interested members of the public. We also would like the Advisory Commission involvement and have two requests. First, we would like to request one member to serve with us on the consultant selection panel. We will be receiving qualification statements from consultants in early March and there will be some follow on work to evaluate some proposals and actually interview the consulting teams. Second, we are formulating a three member Master Plan Advisory Group that will meet with airport staff for each monthly meeting to review the status of the master plan and to render advice concerning issues under consideration. Based on our timeline, we'd like to request volunteers and assignments identified by next month's meeting. Mark noted that the entire Advisory Commission will be involved in the process because part of our public process and ongoing consultation process is that the Commissioners will receive regular reports. To avoid a quorum, we are also asking for direct involvement from three of the Advisory Commissioners which would function as a master plan subcommittee as part of the Advisory Commission that reports back to the committee as a whole. We need three people that can dedicate a tremendous amount of time for this and realize not everyone is in a position to do this.

Commissioner Timm noted that this was how he got involved with the airport last time the master plan was being reviewed. Commissioner J. Miller asked when we will have a noise study related to this because the contour lines will move. Mark noted that a Part 150 noise study is not always part of a master plan process. Last time we did one that included a Part 150 study. We do not have a significant noise problem here. We only get 3-4 noise complaints a year during the air show. The idea is to do the study so that you can identify areas where the FAA is willing to participate in mitigating the noise. We don't have the problem, so there's no need to spend the funds at this point. We're open to the idea if the public starts commenting that we need one.

Gisela noted that the master plan program is being funded by AIP funds in the amount of \$1.5M.

Commissioner Timm commented that the problem with the noise study contours in the last master plan study; they assumed WestPac was still flying and used all the WestPac number of flights which was bad information for the study. The study itself has impacts on the surrounding properties. Commissioner Timm recommended that this be something to be revisited. Mark noted that we will look into this. When it comes down to actual impact on development, the only area the community has chosen from that study to impact is the 65 DNL. Commissioner Timm explained that new homes being built in the Fountain/Widefield area are required to put in special sound insulation based on the noise contours in that area. John Faulkner stated that this is part of the City building codes.

→ **Director's Report – Mark Earle**

- State law requires City Council, Appointees, City Employees and Boards and Commissions to receive ethics training on an annual basis. This training is conducted by the City Attorney's office Pat McDivitt will provide this year's training.
- The City is going through a difficult budget process at this time. The city cut \$26M out of its budget to start 2009 and cut 100 city employees. Since that budget was approved in late fall, they have determined that revenues have dropped so much they need to cut an additional \$16M. If they do all of this with cuts, without using one time money, they'd have to cut an additional 250 positions in the City. City Council met yesterday and found \$8M in one time money, which means that over the next few weeks they'll be considering cuts of about half of what was originally needed. City management and the senior managers are reviewing and identifying the positions and programs that will need to be cut. As you know, the Airport is not directly affected by the financial problems in the general fund, but we have our own challenges due to the economic and fuel crisis. We have made cuts and put strict budget controls in place over the past two years that have enabled us to effectively weather the storm.
- There is one aspect of the City's budget crisis that will affect the airport. The City has developed a Sustainable Funding Committee to explore long term strategies for stabilizing revenues in the City's General Fund. One of the strategies that they have been exploring is "monetization" of the City's enterprise assets. All enterprises are under consideration, however, the three largest (CSU, Memorial Hospital, Airport) are the focal points of the discussions. The sub-committee that is looking at this has made its initial report to City Council and has been tasked with looking at this in greater detail. They have concluded that the best way to do this is to establish an exploratory committee for each enterprise consisting of members of the sub-committee, the relevant advisory commission, and senior enterprise staff. In cooperation with the exploratory committee, each enterprise will fund a study that will generally determine the monetization potential, regulatory constraints, and outline the advantages and disadvantages of the proposed action. It is

believed that the Airport Advisory Commission will be asked to provide two members to participate. More information will be provided as it becomes available.

5. OTHER BUSINESS

- Pat McDivitt, gave an ethics briefing to the Commissioners, which is required by the City.

6. CHAIRMAN'S COMMENTS

- Roles and Responsibilities presentation will be tabled until the next meeting.

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
Check into radiation regulations for screening checkpoints	Mark	
Provide copy of ALP for AAC binder	Kelly	Completed
Summary of Master Plan process	Neil	Completed
Designate 3 member advisory group for master plan subcommittee	Mark/Lynn	
Designate 1 member for master plan selection committee	Mark/Lynn	
Review Noise Study	Mark	

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