



MINUTES
Airport Advisory Commission
February 24, 2009

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

COMMISSIONERS ABSENT: Bud Patterson
Dennis Weber

NON-VOTING MEMBERS PRESENT: Dave Elliott, Alternate Commissioner

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

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
Dave Wright, COS Ambassador

Next meeting is Tuesday, March 24, 2009.

1. APPROVAL OF THE JANUARY 27, 2009, MINUTES:

Chairman French asked for approval of the January 27, 2009 Airport Advisory Commission minutes. No objections; minutes were approved as submitted.

2. PUBLIC OR CITIZEN GROUP COMMENTS:

Wayne Heilman noted that he is writing a story about a new flight school that will be training pilots for Youth with a Mission.

3. GENERAL BUSINESS

→ Land Use Items – Neil Ralston

Neil Ralston presented the following land use items:

- ◆ Item #1: CPC NO 85-217-A4MJ09 / CPC ZC 09-00004 / CPC CP 09-00009 / CPC DP 09-00007 / CPC FP 09-00008
- ◆ Item #2: CPC ZC 09-00011 / CPC 09-00012 / CPC MP 02-00254-A2MJ0
- ◆ Item #3: AR DP 09-00033
- ◆ Item #4: AL-09-001
- ◆ Item #5: PPR-09-001
- ◆ Item #6: AR FP 08-00647 / AR FP 08-00648 (Item #6 from January 2009)

Staff recommends no objections to Items #1-4 and table item #5 until we receive an approved 7460. This has been filed and should take about 30 days. Commissioner J. Miller asked what the criterion is for tabling an item. Neil noted that a 7460 analysis is required and it's not complete when a developer is asking for final plan approval. We are prepared to make a no objection recommendation to item #6 which was tabled at the January 2009 meeting. This was COPTs proposal to build a 71' tall building in Patriot Park. The FAA completed the air space review and have asked for some additional technical documentation to certify the accuracy of COPTs proposed height; with this info, the FAA will not object to the proposal.

Commissioner W. Miller made the motion to approve the land use items #1-4 as submitted, #6 with a condition, and table item #5 as recommended by Airport staff. Commissioner J. Miller seconded the motion and it was carried by unanimous vote.

4. STAFF REPORTS

→ Traffic Report – Gisela Shanahan

- **Enplanements** – for January 2009 as compared to January 2008 are down 17.1%. Half of this reduction is due to the capacity changes and other half is due to people not traveling, so about 9% of the reduction is due to enplanements decreasing. This is mirroring what we are seeing in the local and national economy. About 98% of the airports have reported to the various transportation organizations and we are seeing about a 10.9% decline in domestic enplanements in the US for January. For example, LAX is down 12.9% and Houston down 8%.
- **Landed weight** – down 10.5% which shows that capacity has not reduced as much as enplanements.

- **Freight and Mail** – down 29.7%.
- **Aircraft Operations** – up 12% primarily because we have more activity on the military side during January. General aviation operations were up 11.4%.
- **Load Factors** – are 68.6% compared to 73.6% in January of last year.
- **Airline Seats Available** – 8.8% decrease, most of which is due to changes in the fleet mix vs. actual reduction in frequencies.

→ **Finance Report – Gisela Shanahan**

January is the lowest operational month of the year and the lowest revenue month. We spread our budget over the 12 months of the year.

- **Earned Revenue** – 8.7% below 1/12th of the authorized budget. We see the largest variation in the Terminal Area category which is to be expected. This category is affected the most by the enplanements.
- **Revenue vs. Actual Revenue** – The revenue is fairly flat. Despite the drop in enplanements we managed to come in slightly above January 2008 at .2%. The largest drag on this number is Terminal Area which includes parking, rental cars and ground transportation. The efforts of Airport management to diversify the revenue stream are beginning to pay off. In Other Buildings and Areas you'll see an increase of 56.7% over last year which is revenue coming in from the Business Park and some of the expansion on the GA side.
- **Expenditures vs. Budget** – At the end of last year we discussed how we are responding to the decline in enplanements and have put some spending measures in place. We expended 13.7% below the budget in January.
- **Expenditures vs. January 08** – 4.7% lower than last year. This is savings across the board.

Commissioner Boone asked if purchases are just deferred and not items that we shouldn't have been doing anyway. Gisela explained that we use zero based budgeting and what is brought to the table and makes it on the budget are considered critical purchases. We have had to take a close look at the budget and identify items we think we can defer and anything critical to safety and security and customer service remains in the budget. It's primarily about timing.

→ **Air Service Development Presentation – Gisela Shanahan**

Gisela gave an extensive presentation about how air service development is conducted and what it entails.

→ **Operations and Maintenance - John McGinley**

Operations

- As we predicted when we first received the security directive regarding background checks, we did get a postponement on the deadlines from March to June.

- In January we began the process with all the community mutual aid agencies to develop a more cohesive working relationship. Our emergency plan has received tremendous support from Chief Nelson at the Peterson AFB Fire Dept. and Chief Cox with the Colorado Springs Fire. This week we'll be meeting with AMR and getting into medical and triage procedures. We're reviewing our plan and procedures to determine what we need to do in the future which may involve updating the emergency plan and some of the procedures. This process has been very successful and will most likely continue into the summer.

Maintenance

- We are doing a lot of indoor work with the terminal maintenance staff and on the airfield side we're doing a lot of pavement work. The terminal maintenance staff has been assisting Kelly with the moving of the art walls and setting up the Space Display. They are wrapping up helping John Faulkner with the seating project and continue to help Sam Schneider with the electrical component of the seating project, which should be done in the next couple of weeks.
- We are gearing up for the spring and summer operations. We do our mowing at night and are starting up our landscaping programs. Right now with two new supervisors, we are reviewing all of our programs and procedures and are just starting the process to switch into spring mode which involves a summer hire process.

General Aviation

- We will have the Aviation Way signs up next month. Since we switched to vinyl reflective backgrounds and vinyl lettering with our exterior sign project, it will allow us to move quickly with installing the signs. We can't cut the vinyl lettering for the signs, however we can do all of the other construction of the signs in house.

→ Planning and Development – John Faulkner

- We have added some new projects to the list for the 2009 season.
- No word yet on a funding bill for the baggage screening. We're still waiting on word about 2/3 of our grant funds, which are still being held up in the next appropriation cycle with the FAA. We hope these will be available to us by June so that we can get our normal construction programs going.
- **VSR** – We have not heard of any funding that might be available for another year.
- **Rehab of Taxiway G & H** – The FAA has renamed this project; it formerly was part of our taxiway program which we were planning on naming Taxiway E, G & H, Phase 3. This is a continuation of the work we've been doing the last few years. We are picking up at Taxiway G, down through the intersection of Taxiway M, then down to Taxiway H to pick up the intersection of Taxiway M. We'll have all the intersections completed, G, H and M. We are under contract with Jacobs to design the work and will have this out for bids within the next two months.

Commissioner Boone asked how we know about grant availability. John Faulkner explained that money has to be appropriated to the FAA from the Dept. of Transportation and once that money is available, it filters out to the regions and then individual Airport District Offices (ADO) offer a grant to the airport. It takes a number of months to get the

grants written. Because we are under a new appropriation year, our ADO has no money to distribute, so we're waiting for them to receive money that could be granted to us. Mark Earle noted that the money distribution is broken up into entitlements, which means we get a fixed amount, about \$4.2M a year under the current formulas that based on the number of enplaned passengers. We're successful in receiving money above that by making our case to the ADO about the high priority of some of our projects in which we receive discretionary funds. This year we are receiving \$7.1M in discretionary funds on top of the \$4.2M in entitlements which does not include the economic stimulus package. We have the potential of getting up to \$22M from the airport side of the stimulus package and an additional \$3.2M from the DHS side of the package. All of this money is subject to the same approval process as other funds we receive.

- **Relocation and Reconfiguration of the Operations Communication Center and the Third Floor Administrative Offices** - This is a new project on the report and includes a relocation of our current communications center, some remodeling of Conference Room B and some of the space on the third floor so that we can bring our staff into the Admin area. Right now some of the staff is located in leasable space behind the old Mesa ticket counter on the second floor. This is currently in the design phase and we hope to start construction later this year. Commissioner W. Miller asked if there is demand for use of the Conference Rooms at night. Mark Earle clarified that tenants have requested use after hours.
- **Checked Baggage System** – Right now we have Cage under contract to help us assemble the Dept. Homeland Security application in anticipation of pursuing funding. Typically the grants that might be received pay for all of the screening equipment and some of the conveyor systems. The process for applying for these funds came out a month early this year, so we've been scrambling to pull together the information and the preliminary design that must be submitted with the application. There has been about \$1.1 billion in additional screening funding allocated through this part of the stimulus package so we want to be sure we are in line for receiving this money.
- **Reconstruction of Runway 12/30** – We are beginning to discuss the design of this project and have not chosen a designer as of yet. We anticipate this will be part of our grant funding package. We don't know what will need to be done on 12/30 so we will be doing some core drillings to determine how the sub-base of the runway is holding up and then determining if we can do a mill and overlay or if we will have to do some additional structural work. When we get the funding we will begin design on this.
- **Interior Signage** – The color is what you see. We had to go with lighted signs because the ambient lighting in the terminal varies throughout. From the guidance standpoint, it will greatly help and we've modernized some of the nomenclature. Wherever appropriate we have used international symbols.
- **Exterior Signage** – We received a prototype and have chosen to use vinyl background. You'll see it as you're leaving the airport. We are close to final selections.
- **Old Terminal Remediation and Demolition** – Very active tenant discussions remain and hopefully we'll be hearing something in the next 4-6 weeks.
- **Defense Access Road Design and Construction** – We continue to work closely with Federal Highways and CDOT and are making good progress. Preliminary traffic studies have shown that the new design should work well with the proposed Powers/Proby intersection. We also received a letter of support from the Open Space Advocates.

- **Taxiway E Rehab** – The only item remaining is some painting. We laid down some temporary striping so we could open the Taxiway, but need to put in the permanent striping now. We hope to have this completed in the next month or so.
- **Canopies and Kiosks** – We have a working drain and will be taking this off project list next month.

Commissioner Elliott asked if anyone is writing a letter from COS in response to the NPRM for the Large Aircraft Security Program. John McGinley explained that we have been working with AAAE and could always send in our own letter. Mark Earle noted that we've been working with the trade associations on this. John indicated that AAAE has an info sheet on the impacts if the Commissioners would like to see this. John will send the link from AAAE for this.

➔ **Director's Report – Mark Earle**

- The Sustainable Funding Committee is continuing to meet and the next meeting is in about a week. We'll continue to report on this and at this time there is no new news.
- The City is still working through the budget process. They anticipate further cuts in May and it will be a difficult year.
- The Planning Commission has approved the naming of Bud Breckner Blvd. Does the commission wish to have a dedication ceremony? Commission responded yes and Chairman French asked that a thank you letter be drafted to send to the Planning Commission. A dedication ceremony will take place during the warmer months. Commissioner W. Miller asked for permission share this with the Breckner family.

5. OTHER BUSINESS

None

6. CHAIRMAN'S COMMENTS

- Chairman French reviewed the Roles and Responsibilities for the Commissioners. Commissioner W. Miller requested clarification on Part 9 - Paragraph 1.2.902 (c), which covered duties of alternate commissioners, to permit their full participation in commission activities.
- Chairman French distributed an information sheet that he prepared in regards to ballot initiative 1D. He explained the TABOR law and how it affects the City of Colorado Springs and the enterprise status of the Airport. It is very important for us to get ballot initiative 1D passed to help protect our enterprise status. It will help for us to get as much editorial support from a round town. Chairman French proposed that each Commissioner try to get the word out. We as the Commission need to work on this ourselves and not ask the Airport Staff for assistance. Commissioner J. Miller asked if the Commission could submit something to the editorial staff at the Gazette. Commissioner J. Miller will work on the draft for this. Commissioner J. Miller asked if the Commissioners could receive a copy of the ballot language. Chairman noted that as a Commission it's important to get the word out to get Initiative 1D passed.

- Commissioner W. Miller was selected to sit on the Master Plan consultant selection committee.

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
Provide ballot language to commissioners for Initiative 1D	Mark	completed
Send AAAE airport comments and concerns re: LASP to commissioners	John M	completed
Prepare a letter for the Planning Commission thanking them for the renaming of BBB.	Kelly/Mark	

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