



MINUTES
Airport Advisory Commission
April 28, 2009

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

COMMISSIONERS ABSENT: None

NON-VOTING MEMBERS PRESENT: None

NON-VOTING MEMBERS ABSENT: Dave Elliott, Alternate Commissioner
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, Operations & Maintenance
Neil Ralston, Airport Planning & Development Manager
Gisela Shanahan, Asst. Director, Finance & Administration

CITY STAFF ABSENT: None

GUESTS PRESENT: Levi Anstine, COS Analyst
Steve Ducoff
Danielle Scott, COS Accounting Supervisor
Stephanie Vigil, COS Admin Tech
Dave Wright, COS Ambassador

Next meeting is Tuesday, May 26, 2009.

1. APPROVAL OF THE MARCH 24, 2009, MINUTES:

Chairman French asked for approval of the March 24, 2009 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: AR FP 09-00088 / CPC CP 07-0007-A1MJ0 / AR DP 09-00087
- ◆ Item #2: CPC ZC 09-00023 / DS DP 85-162-A3MJ09 / CPC FP 09-00024
- ◆ Item #3: CPC CU 09-00042
- ◆ Item #4: CPC FP 09-00047 / CPC ZC 09-00044
- ◆ Item #5: PPR-09-001 (tabled Item #5 from February 2009)

Staff recommends no objections to all items. Commissioner Patterson made the motion to approve the land use items as submitted, and recommended by Airport staff. Commissioner W. Miller seconded the motion and it was carried by unanimous vote.

4. STAFF REPORTS

→ Traffic Report – Gisela Shanahan

- **Enplanements** – We saw a bit of a leveling off of the decrease we've been seeing in January and February. For the month of March we had an 11.9% decline compared to March of 2008 which brought our year-to-date to 15.1%. As you'll recall, we were running 18-19% decreases in the first two months of 2009. This is due to the economic situation. We've had airlines eliminate about 18% of their aircraft fleet; taking it out of their routes and using this to reduce capacity and to get rid of less efficient aircraft. All of this is driving route reductions that are averaging about 16% at small airports in the US. Our reductions are less than that, so we're fairing well.
- **Landed weight** – down 11.6% for the month and 12.3% year-to-date. Most of this is driven by the aircraft changes on the routes.
- **Freight and Mail** – 9.7% decrease for the month and 24.9% decrease for the year. If you recall, this was running double digit. We did see a shift; Fed Ex had a higher rate of deplaned cargo for the month of March. Commissioner Miller explained that Fed Ex got quite a few of the Airborne contracts as they phased out.
- **Aircraft Operations** – up 1.7% for the month primarily due to military operations.
- **Load Factors** – the average load was 79.5% compared to 79.6% last year. When we look at the COS loads compared to the system and find that COS loads are significantly higher.

- **Airline Seats Available** – down 9.8% for the month and 2.9% year-to-date.

→ **Finance Report – Gisela Shanahan**

- **Earned Revenue** – We had revenue come in 8.3% below the budgeted revenue. This is actually pretty good for this time of year because we're usually about 9 or 10% below. Some of the variances are due to a decrease in airline operations and vacancies within the terminal that were not anticipated at the time of budget preparation.
- **Revenue vs. Actual Revenue** – 1.5% above revenue collected last year year-to-date. Airline revenue is up 12.7% primarily due to a combination of an increase in fees and loading bridge and gate leases. Terminal Concessions are down 2.4%; Terminal Area down 6.6% due to a decrease in public parking revenue; Total Other Buildings and Areas up 12.2% and Other Buildings and Areas is due to the business park ground rents that had not been collected this time last year; Other Misc is down 31.4% which is due to timing on grant reimbursements.
- **Expenditures vs. Budget** – We are 14.5% below our expected expenditures as we compare it to the budget.
- **Expenditures vs. March 08** – We are 4.4% below 2008 expenditures. Repairs and maintenance is the largest savings.

→ **Operations and Maintenance – John McGinley**

Operations

- We continue to work on Security Directive 08F – the new badging/escorting requirements. This rule affects individuals that need an STA for escorting purposes. There are many facets and there are a lot already being done such as badge issuance. We have not initiated the requirement that everyone being escorted for a work purpose go through an STA. This needs to be implemented by the first week in June. The way this is written, anyone being escorted, for a work purpose, will need to go through an STA in order to be escorted. We are still working with pilots and flight school students and need to hammer this out with TSA. We have communicated with the West Side tenants. Commissioner Patterson asked if any of the construction workers could be escorts or if it has to be an airport employee. John indicated that it can be a contractor to oversee the rest of the project; however everyone still has to go through an STA.

Maintenance

- Staff has been working out front of the terminal cleaning out the landscaping containers. Some irrigation has started, but most of it will begin in the next two weeks.
- We've had the contractor out on the runway to repaint the hold lines.
- The Facilities Maintenance Manager has been working on the fleet project for snow removal equipment for bidding.
- The Operators Group meeting will be on May 27th at the Radisson.

- The landscaping project has begun on Aviation Way.
- The signs have been ordered for Aviation Way.

→ **Planning and Development – John Faulkner**

- **Bud Breckner Blvd** – John showed one of the signs for Bud Breckner Blvd. The commission needs to decide when they'd like to have a ceremony. Chairman French suggested having the ceremony right before the June commission meeting.
- **VSR** – Nothing new on this project. We will have no money for this project. There's about two miles of roadway to complete if we did receive any money.
- **Rehab of Taxiway G & H** – We are assembling the plans and completing the documents. We hope to receive a grant in June. Entitlements should be issued in June, but we have no word on the discretionary money yet. We hope to get these grants in July.
- **Stimulus Project** - Taxiway E4 and E5 connectors. The design was done in 2005. We are going to be bidding this project by the end of next week and hope to issue an NTP later this summer. We will have a runway closure from the middle of August to the middle of November and will keep Taxiway E open for the ADACG operations. The study we conducted a few years ago indicated E4 and E5 were in the worst conditions. With any luck, we won't have another runway closure for at least 10 years.
- **Relocation and Reconfiguration of the Operations Communication Center and the Third Floor Administrative Offices** – We are in the drawing review stage with some details being worked through. We hope to start later this year.
- **Checked Baggage System** – We met with the FAA last week. The funding request is at the top of the list. There might be some machines available this year, but we may not have the conveyors ready. The grant application is in and we should hear something within the next couple of weeks.
- **Reconstruction of Runway 12/30** – It's time for maintenance work on this runway. We hope this will be a mill and overlay project and need to do a design for this. We'll have an engineer do some coring to tell us what the substructure looks like and how deep we need to go with the reconstruction. We don't have a grant for the design for this yet, and hope to receive one in the June/July timeframe. This should be fine since we'll be selecting a consultant in the May timeframe in a package with a number of other projects. This should position us well to begin construction in the spring of next year. It's been about 10 years since we touched this runway.
- **Interior Signage** – We continue to work through the walk-thrus in the terminal evaluating the mounting for each sign. Once this is done, we will select a contractor to complete the work. Airport staff will be doing all the electrical connections under the supervision of the master electrician.
- **Exterior Signage** – We continue to work on the last couple of sign locations and are looking at how the different phases of the Business Park intersection will impact one of the signs. We are also looking at a slight reconfiguration in the rental car lot which will affect signage as well. Yesco has been selected to do the shop drawings and construction. New signs should be put in place over the summer and complete by the end of the year.

- **Old Terminal Remediation and Demolition** – We continue to work actively with a potential tenant for this building and are reviewing how this area will reconfigure. We are working with the JetCenter to see how we can keep a portion of the old terminal building and incorporate it in their plan. Hopefully by next month we will have had the potential tenant out, which will help determine which portions they'd keep or demolish. There is a dividing line near the bag claim area, which makes it very easy to remove the older portion of the building. The bag claim area is very structurally sound and would make a nice occupiable structure without the other portion of the building. We're hoping we could take out the south piece, get about 100' back and put it into the JetCenter lease for them to redevelop. Commissioner J. Miller asked if there was recourse from the redevelopment. Mark Earle noted that there are a number of things that have kept that moving along, but the JetCenter has been willing to work with us on this.
- **Defense Access Road Design and Construction** – The FAA has a draft final of our environmental reassessment and has made a few comments, which we are incorporating. We are well positioned to complete the environmental work in early May which will allow us to work with CDOT to initiate activities on the road. If we can begin design work in May, we would design through the end of the year, prepare bid documents in January and then bid in February for a March construction start. This could be completed by the beginning of fall next year. We have discussed roadway names with COPT. The main roadway will be Cresterra Parkway which reinforces the brand name of the Business Park. The road formerly known as Embraer, will become AirCrest Parkway. There will be some smaller side streets, but no names have been chosen as of yet. Commissioner Boone asked why they didn't select a simpler name for the Business Park such as Colorado Springs Airport Business Park. Mark stated that an extensive study was conducted on how the Business Park would be marketed. It was important to find a name that could be easily branded. Commissioner J. Miller asked if COPT has been affected by the economy and if it has affected the agreement with them. Mark noted that COPT is going strong, but has made changes to the agreement which would allow COPT to have a little more freedom in finding investment groups for structures. Commissioner Boone wanted to know when we would be getting a hotel and golf course in the Business Park. John Faulkner said that if the COPT lease is completed in the spring, then we can begin identifying a hotel developer and then the golf course. Commissioner J. Miller asked for clarification on the agreement with COPT.
- **Taxiway E Rehab** – This is last year's construction project. The contractor tried to come out this week to put down permanent markings, but was met with inclement weather. Hopefully they will be out again in the next two weeks to complete the work so we can close out this project.

→ **Director's Report – Mark Earle**

- 1D passed and we appreciate all the support. This truly puts us on par with other airports in Colorado and takes pressure off the City when it comes to tax dollars. We appreciate all the work.
- The City is still facing tremendous budget issues and is planning to update City Council today. This update could mean additional cuts. The General Fund is starting to see some improvement on the tax collection, but there is a long way to go yet. Proactive efforts by the Airport staff have put us in a position to weather this storm.

- As one part of the City's broader effort to find sustainable funding sources, a subcommittee has been established to explore the possibility of extracting revenues from City owned enterprises. We are working closely with the committee that was appointed by the City Council to ensure that they have the information they need to assess the opportunity.
- Airport staff has advised John O'Donnell that COS cannot accommodate his request to promote an air show that has a military jet team as the main act. John has held air shows at COS for a number of years. Each time we've approved a show, we've limited the military jet performances to solo acts due to the impact that a larger show with a jet team act would have on the airlines, FBO's and businesses located near the airport. We have always supported air shows with a jet team act if it is conducted at Peterson AFB where there is more space to absorb the large crowds and traffic. Staff is still evaluating Mr. O'Donnell's request to put on a smaller air show this year, due to the planned closure of the east runway. We will continue to work with Mr. O'Donnell, and hope to have an answer for him on the smaller show within the next few days.

5. OTHER BUSINESS

None

6. CHAIRMAN'S COMMENTS

- Chairman French suggested that the dedication for Bud Breckner Blvd be prior to the July or August AAC meeting, which can be decided at the June meeting. Commissioner W. Miller will run this by the Breckner family to be sure they are available to attend.

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status

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