



**MINUTES**  
**Airport Advisory Commission**  
**August 25, 2009**

**COMMISSIONERS PRESENT:** Dr. Pat Boone  
Dave Elliott, Alternate Commissioner  
Lynn French – Chairman  
Joel Miller  
Wally Miller – Vice Chairman  
Bud Patterson  
Greg Timm  
Dennis Weber

**COMMISSIONERS ABSENT:** None

**NON-VOTING MEMBERS PRESENT:** None

**NON-VOTING MEMBERS ABSENT:** Dennis Hisey, El Paso County Commissioner  
Rob MacDonald, Pikes Peak Area Council of Governments

**CITY STAFF PRESENT:** Jane Acosta, Sr. Office Specialist  
Mark Earle, Director of Aviation  
John Faulkner, Asst. Director, Planning & Development  
John McGinley, Asst. Director, Operations & Maintenance  
Neil Ralston, Airport Planning & Development Manager  
Gisela Shanahan, Asst. Director, Finance & Administration

**CITY STAFF ABSENT:** Kelly Jackson, Airport Public Affairs Administrator

**GUESTS PRESENT:** Levi Anstine, COS Analyst  
Matt Harrell, CSPD  
Mark Hauschild, Kleinfelder  
Wayne Heilman, Gazette  
Anna Marron, COS Intern  
Gary McCurdy, TSA  
Mary McElderry, COS Accountant  
Danielle Scott, Accounting Supervisor

**Next meeting is Monday, September 21, 2009.**

**1. APPROVAL OF THE JULY 28 2009, MINUTES:**

Chairman French asked for approval of the July 28, 2009 Airport Advisory Commission minutes. No objections; minutes were approved as submitted.

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

None

**3. GENERAL BUSINESS**

→ **TSA – Gary McCurdy**

Last week, nationwide, six passengers were arrested for investigation of suspicious behavior and fraudulent travel documents and 37 weapons were found at check points.

Commissioner Weber noted that the last three times he has departed from COS, his suitcases were searched and asked if the clothing holders were supposed to be clipped back in place to hold clothing secure. Gary noted that contents are supposed to go back into suitcases like they were found. Commissioner Weber asked if staff could be reminded to take care of contents so items arrive at their destination intact and neatly. Gary said they would review the videos to correct the situation.

→ **Land Use Items – Neil Ralston**

Neil Ralston presented the following land use items:

- ◆ Item #1: AR FP 09-00306 / AR DP 09-00306
- ◆ Item #2: CPC CI 09-00069
- ◆ Item #3: AR DP 09-00352
- ◆ Item #4: PBC 06-001
- ◆ Item #5: PPR-09-011 (tabled Item #1 from June 2009)

Staff recommends no objections to Items #1, #2 and #4 and that Item #3 be tabled. It requests approval for a site development plan for a commercial site that includes an office building and a four story hotel at the SW corner of Powers and Airport Blvd. We are recommending that this item be tabled until a 7460 analysis is complete for the construction equipment, i.e.; the crane. The building does not require a 7460, but we want to be sure we understand the impacts of the construction equipment prior to beginning the project.

We are prepared to make a no objection recommendation for Item #1 from the June 2009 meeting which was approval of construction plans from a 26' tall engine parts warehouse just north of Platte Ave on the Runway 17R approach. The FAA has made a no hazard determination for the facility and construction equipment, so we are comfortable making a no objection recommendation.

Item #5 from the July 2009 meeting remains tabled. This is the new wastewater treatment plant. The FAA has not yet processed the 7460.

Chairman French moved that the Commission approve Items #1, 2, 4, 5 and table Items #3 from this agenda and Item #5 from July. Commissioner J. Miller seconded the motion and it was carried by unanimous vote.

## → **Master Plan/ALP Update – Neil Ralston**

Over the last month we have been working with Jacobs Consultancy, the master plan consultant, to refine and finalize the Scope of Services for this project. We're still tying up some loose ends, but we are nearing completion of a final draft work scope. We provided a copy of the working draft Scope of Services to the FAA, a regional planner in the Denver ADO, for her review and comment and will incorporate those into the final draft. We also provided a copy of the document to Commissioners Patterson and W. Miller at the status briefing that was held just prior to this meeting. We will be scheduling a technical briefing with the two of them in the near future to provide more detail about the proposed Scope of Services of the master planning project. Our next step is to provide the final draft Work Scope to an independent consulting firm to give us an independent fee estimate (IFE) which is a requirement by the FAA. Once we have this, we will then get Jacobs' fee proposal and compare it with the independent proposal and negotiate what the actual fee for the project will be. Our intent is to have the IFE and fee negotiation underway, or completed, by our next AAC meeting. We do intend to have the project representatives from Jacobs at the September AAC meeting so that they can meet the Commissioners and give a brief introduction about themselves and the project.

Commissioner Boone asked if there is a charge for the IFE and if so, what it is. Neil explained that it may likely be under \$5,000. John Faulkner explained that we are required to get IFE's for all federally funded projects. Essentially we find a firm that did not bid on the work, review the scope, develop a chart for hours and cost by discipline and use that to develop a cost. The FAA uses this as a check to make sure that the airports are getting reasonable costs for their design and planning fee. We use it as a negotiation tool when we enter into Scope negotiations with the contractor.

## **4. STAFF REPORTS**

### → **Traffic Report – Gisela Shanahan**

- **Enplanements** – July was a peak month for us and is historically so. This appears to be holding true for this year as well. We had 95,715 enplaned passengers which represents about a 4.9% decrease compared to July 2008. As you recall this is the smallest variance we have experienced as we compare to 2008. We expect this trend to continue and to be below 2008 for the rest of the year.
- **Landed weight** – We are down 11.7% for July and 13.2% year-to-date. This number tends to be holding fairly steady and has been hovering around 12% all year. The reason you're seeing enplanement numbers look a little better and landed weight continue to be at about 12% decrease is because it is due to the change in fleet mix and reduction of some flights. To offset the reduction in flights, we've seen an increase in load factors. Although we have fewer flights, the aircraft are leaving fuller.
- **Freight and Mail** – Up 7% for July and 16.3% year-to-date. We have not received some final information we were looking for. We see a variance in enplaned and deplaned cargo and still do not have all the data.
- **Aircraft Operations** – Down 14.7% for the month and .9% year-to-date.

- **Load Factors** – Have been running very high. The average is 86.1 and Allegiant has been running about 8% above last year, Frontier has been 81.5 vs. 79.3 last year and NW is about 8 points up and United is up about 11 points.

Commissioner Boone asked if the Military is really up 43% and do we see this continuing? Gisela said that it is and it has to do with the C130's and whether they are here or not.

Commissioner W. Miller noted that the AF Aero club will be closing about the middle of October.

- **Seats Available** – This has declined 10.8% for the month and 13% for the year. This is primarily due to the reduction in aircraft size.

#### → **Finance Report – Gisela Shanahan**

- **Earned Revenue vs. Budgeted** – In the airline category the revenue is 2.4% above budgeted revenue for the first 7 months. Primarily due to rates that are slightly higher than budgeted. We'll see this level a bit as we move forward. We have just implemented our mid-year rates for the airlines, which reduced dramatically due to efforts on behalf of staff across the board to reign in expenditures as much as possible this year in reaction to the economic conditions. This has allowed us to reduce our rates substantially, especially our landing fees. As the lower airline revenues come in, you'll see airline budget become flatter. This is an annual process. Terminal Concessions are down 4.5% due to decreased passenger traffic; Terminal Area Concession, Rental Car, Public Parking and Ground Transportation are all the same factor; Other Buildings and Areas down 22.7% primarily still due to the delay in receiving the fuel payment from the state. Other Misc is up \$50,340 due to interest income and the other increase was due to an air carrier that completely dissolved and the airport received a settlement that was over \$100,000 which was previously written off.

Commissioner J. Miller noted that the rental cars were doing well and wondered if this was due to the new kiosks. Mark stated that is primarily due to the economy showing that inbound traffic is up.

- **Revenue vs. Actual Revenue** – Airline revenue is up 16.6%, which is a residual calculation. This is up because initial expenditures were higher. Terminal Concessions were down 6.6% compared to last year, primarily a traffic impact on our advertising concession and fewer contracts. Commissioner Boone said it would be interesting to know which companies have cancelled some of their advertising contracts. Terminal Areas are down 8.6%; Rental Car, Public Parking, Ground Transportation down as well. Other Buildings and Areas are down 29.9%; with the fuel in this category. The bottom line is a 1% decrease. In light of the economy, this is a positive number.
- **Expenditures vs. Budget** – There are a lot of notes indicating exceptions which are all due to the measures we've implemented to reduce expenditures. This has resulted in most of the savings you see. Personnel services are slightly higher this year; parking management is due to lower traffic and the new revenue equipment. Commissioner Boone asked what percentage of the customers are using the automated system in the parking. Gisela and John Faulkner both noted that it's been around 50%. Commissioner Weber suggested posting instructions on how to use the automated system prior to the parking exit lanes. John Faulkner reminded the commission that we did have instruction signs in the terminal for about three months as well as staff available in the lots to help

customers. He also mentioned that the system has voice and light prompts. Commissioner Weber asked if we have considered the pay on foot booth in the terminals. John F explained that it doesn't eliminate or speed anything up for the customer when they reach the toll booth. We do have the ability to do this if we find it's needed. Commissioner Timm asked if the airlines are sharing in the expenses, what our incentive to cut back our expenses is. Gisela explained that it's prudent to contain our expenses in order to retain the airlines. Commissioner Timm then asked about the advertising expenses and Gisela noted that we are increasing some of our advertising. Mark explained that we have increased our activity with the Chamber and CVB as well as working with our new ad agency on new ad development. We are targeting some of our leakage areas with advertising. This takes us to 12.2% fewer expenditures than what is budgeted for the first 7 months of the year.

- **Expenditures vs. July 08** – The same drivers apply here as to our effort to keep expenditures as low as possible particularly in the categories that impact our airline rates. Personnel services are the vacancies beyond what we've done intentionally, advertising was just discussed, and on Capital Equipment we have deferred equipment. The increase in the Misc category is due to some new items that needed to be insured and we're paying a higher fee to the City for centralized services. The bottom line is 2.4% fewer expenditures year-to-date than what we incurred in 2008.

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

### **Operations**

- Earlier this month we had our annual review and tabletop exercise for our aviation contingency security plan. We are required to have this every year. This plan was developed in case we ever need to increase security. Right now we are at orange and if we had to go to red, we have some programs that we could implement right away. We met with TSA and the airlines and reviewed some of the procedures and discussed how they'd be implemented.
- We are continuing, in Operations, to meet with Springs Fire, Peterson and CSPD on a monthly basis to discuss emergency plan procedures. The last two meetings were primarily on medical response to the airport and procedures and making sure the coordination is in place. In the past, when we had medical calls, we had Springs Fire hop onto our channel and AMR never came up on the frequency, so a third party was helping with coordination. After our meetings, and a specific channel designation, we now all talk on the same frequency. The meetings continue monthly with great cooperation. Commissioner Patterson asked if we ever do a phone test to see how much response we get for AMR coverage late at night. John M explained that we have not done this with AMR, but we have done it with staff to see who is by the phone and who would answer their pagers.
- Operations are continuing to work on procedures for the lightning alert system. This is an issue we work on every summer. Right now we put out a notice if a lightning strike has occurred within 7 miles of the airport. After about 10 minutes, if we don't see lightning, then we'll lift the notice and the ramp is open for business. When we are under an alert, we discontinue fueling as well as operations on the ramps. We used to make numerous phone calls and the new system should be much more efficient. We're working on a phone tree type notification system at this time. Commissioner J. Miller asked if we have considered strobe lights or sirens. John McGinley explained that we have researched

couple approaches to AV annunciation including a system that ARINC offers that's audible and had a color code system. It measures the ionization in the air and gives you a reading for potential lightning.

## **Maintenance**

- Staff is working on airfield pavement repairs, some being cracks or holes in the H, G, P area as well as work on the ramp. A lot of this work is corner cracking related to ASR problems.
- Maintenance staff is working on painting a movement/non-movement bar on the edge of the Peterson ramp; we're painting along Taxiway C, the connectors and shoulder line as well.
- We completed a fog seal rejuvenation on all of the Charlie connectors east of the runway 17R-35L and on Taxiway B. Originally we were told to expect a 24 hour cure time and it took 11 days. We had these areas closed until last night. This is the third year we've done a fog seal. This year there was a change in the product as recommended by the vendor and we didn't anticipate a slow cure time. After it was sprayed, it would soak in, but when it got hot, we'd see a softening of the crack seal material. The main concern with this was that if a tire rolled over it, it would stick and come up. The second area of concern was that the oils were appearing through porous surfaces and coming up through percolation effect with the heat. Over the weekend it appeared that the oils were baked off. Yesterday it looked like it had hardened up and the surfaces were reopened this morning.
- We just completed the work in the rental car lots changing some of the traffic flow.
- Maintenance is working on some art cabinets and restaining the cabinet wood to prepare for a new exhibit.

## **General Aviation**

- On Sept. 3 from 7:30-9:00 am there is an NBAA breakfast in the Penkhus hangar and the guest speaker is Ed Bolin, NBAA president. He'll be providing updates on current issues affecting business aviation today. NBAA is a sponsor of the No Plane, No Gain campaign to illustrate the value of business aviation to Colorado communities and businesses.
- The next Operators Group meeting is in November.

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

- **VSR** – We are waiting for future funding on this and have completed all of the projects. We are working with the FAA to close out our project from last year and hope to see some additional grants for this around 2013.
- **Rehab of Taxiway G & H** – Over the last month, we've had a number of discussions with the FAA and it appears that there is a grant within the system. We've been trying to track this down and hope to receive the grant in the next two weeks. In the meantime, we have been working with the contractor and will use our entitlement funds to start the project. We

bid this project in two phases so we would have a stopping point for funds and work. The bids came in higher than expected so we will have to scale back the project some. We will tell the contractor they can demolish the shoulders but cannot replace them. They will have to move the seam line for work stoppage back to the west towards the intersection a little. If we can get the intersection completed with our entitlement money this year, then it will allow us to get the shoulders in place and reopen the intersection. We want to get the contractor started right away so the work can be completed this year. The contractor is confident he can complete the entire project if we give him a notice to proceed within the next two weeks.

- **Relocation and Reconfiguration of the Operations Communication Center and the Third Floor Administrative Offices** – Over the last month there has been some additional plan review. We are close to bidding this out within the next two to three weeks. The work on this will continue through the spring and be completed prior to summer next year.
- **Checked Baggage System** – We continue to have discussions with DHS. Yesterday Neil spoke with representatives in Washington and it appears they have all they need from us. As we approach the official grant award, they will request additional information from us. We have issued a design bid for this and had a number of firms attend the design meeting. There will be quite a bit of work to make room for the new equipment. We should know about funding this fall.
- **Reconstruction of Runway 12/30** – This was entitlement funded and we have received the grants. In the next 30 days, we will be putting out the RFP solicitation on a five year contract for a design/engineer. We have two packages we'll be releasing this fall. One is the continuation of 12/30 to G, H and E program. We'll be soliciting for a designer for this and once they are in place, we'll get them to do some boring to determine what the sub-base is and what will be the most effective way to strengthen 12/30. Hopefully we can do a mill and overlay. We hope to begin work on this project soon.
- **Interior Signage** – The bid is currently out and is due back September 1. Once the contractor is selected, we anticipate 120 days to accomplish the entire scope.
- **Roadway Signage** – We spent the last couple of months to determine sign locations and now have a complete package. There are a few change orders coming through, but this will not affect the cost. Fabrication and installation should begin this fall with completion around the spring.
- **Old Terminal Remediation** – We've continued to have some meetings with a potential tenant for this site. We think we stand a good chance for having an occupant of the building and have begun meeting with the architect for redesign of the building. We'll be demolishing the south end of the building. Heating and cooling will be redesigned due to the age of the equipment. The electrical will be re-fed off the hangar building to best use the meter in place. We think demo work will occur this year and should have it operational by the end of the year. Commissioner Patterson asked how you go about replacing the heating/cooling system; does it have to go out to bid? John F explained that it's not that difficult and we will most likely contract directly for the work.
- **Defense Access Road Design and Construction** – We issued a notice to proceed to our designer, CH2MHill. Over the last month we've had a number of meetings and have discussed utility corridors along the road. Design seems to be going well and have had a number of crews out. In the next 30 days we should have some cost estimating. Right

now we don't have any reliable survey or topographical info for the northern portion. We already have a 30% design complete for the southern section. As we receive cost estimates for the northern half, we'll have a better picture of the cost for the entire project. We continue to have coordination meetings with CDOT and Federal Highways. As we move into 30% design, we'll have additional meetings with them so we can move into final design. We expect to have the 30% design delivered early October. We will probably start the construction of the southern section in the spring of 2011 and have it complete by the end of the year and would like to have the entire project done by the end of the year.

→ **Construction – John Faulkner**

- **Taxiway E4 and E 5** – Commenced work last week. The contractor worked a couple of 24 hour shifts to complete the concrete demolition and now we're into the removal stage. Over the next 60 days they'll be removing all the old material and replacing the asphalt. So far the weather has been cool and we hope that the fall temperatures are the same. The contractor is very anxious to get the work elements going. 17L is closed during the project and we hope to reopen it before Thanksgiving.

→ **Director's Report – Mark Earle**

- There will be a meeting on Wednesday at the Radisson about the aircraft Sales and Use Tax. The City sales tax auditors have been looking at aircraft ownership as a potential area of non-compliance with the tax code. The City sent out a letter about four months ago notifying aircraft owners about the possibility of non-compliance and delinquent taxes on the part of some owners. There was a very strong reaction to the letter that initiated a series of meetings leading up to the public meeting on Wednesday. The Airport has not control over this tax, but is assisting aircraft owners by facilitating communications with the Sales Tax Division of the City. Councilman Herpin has also been involved, working with owners to make sure they have all of the information they need.
- The environmental process the Powers Freeway is nearing completion, and CDOT is making the rounds briefing interested parties on the status of the project. CDOT has offered the AAC a briefing. Staff has already indicated that it will support the preferred alternative and recommends that the AAC consider a letter of support at its next meeting. The Commission has supported the preferred alternative in the past. The Commission asked staff to set up a briefing.
- Commissioner Boone asked if COS would ever encounter a situation in which aircraft with passengers would need to sit on the ramp for many hours. Mark advised that this has come up occasionally in the past, especially when DIA aircraft divert to COS for weather. In such cases, COS works closely with the airlines to assist as needed. Ultimately, though, it's the airlines' call whether to keep passengers on the aircraft or allow them to deplane. If they do decide to deplane, COS operations staff is always available to assist.
- Mark presented plaques to Chairman French and Commissioner Weber and thanked them for their six years of service on the Commission.

**5. OTHER BUSINESS**

- Dave Elliott mentioned that the GPS approaches at Meadowlake have been eliminated.

- Vice Chairman W. Miller asked if the September meeting could be moved to the 21<sup>st</sup>. Commission agreed to move the meeting. Mark Earle advised that he will be out of town that week.

**6. CHAIRMAN'S COMMENTS**

- Chairman French reminded the commission that the Breckner event will be held on Sept. 1 in the Business Park.
- Dave Elliott has been appointed as a permanent commissioner.
- Chairman French thanked everyone for the last six years and noted that it's been a pleasure working with everyone.

**AIRPORT STAFF ACTION ITEMS**

Action Item	Assigned To	Status
Advertising contract; what categories have we lost most	John F	
Check into a Thanks for Flying COS sign.	Mark	
PDF for meeting notice for Dave Elliott	Mark	completed

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