



**MINUTES**  
**Airport Advisory Commission**  
**December 15, 2009**

**COMMISSIONERS PRESENT:** Dr. Pat Boone  
Dave Elliott  
Joel Miller  
Wally Miller –Chairman  
Bud Patterson – Vice Chairman  
Dr. Chris Thornton

**COMMISSIONERS ABSENT:** Greg Timm

**NON-VOTING MEMBERS PRESENT:** Randy Courduff, Alternate Commissioner  
Tom Hayden, Alternate Commissioner

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

**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  
Karissa Childs, Bondi & Co.  
Steve Ducoff  
Andy Garton, City Engineering  
Mark Hauschild, Kleinfelder  
Wayne Heilman, Gazette  
Mike Hogan, A-Cent Aviation  
Anna Marron, COS Intern  
Mary McElderry, Accountant

**Next meeting is Tuesday, January 23, 2010.**

**1. APPROVAL OF THE NOVEMBER 17, 2009, MINUTES:**

Chairman W. Miller asked for approval of the November 17, 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 indicated that there were no new items to review this month.

- ◆ Item #1: AR PD 09-00498
- ◆ Item #2: CPC 97-00484-A1CM309

Staff recommends no objections to either item. Item #3 from September 2009 remains tabled. The applicant did file their 7460 for the cell tower, which was approved, however we also had to file a separate 7460 for the construction crane, which has not been done yet.

Commissioner Boone moved to accept both items submitted; Commissioner Thornton seconded the motion and it was carried by unanimous vote.

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

Over the past few weeks we have been preparing draft documents that will be part of the foundation of the master planning effort. These documents include the guiding principles; follow up goals and objectives and the stakeholder engagement plan. We're going to continue refining these documents including soliciting input from the AAC Master Plan Advisory Group members. We'll have additional information on these documents to share in the future. Unfortunately our best efforts to acquire an aerial photo have come up short. We were not able to obtain all the necessary FAA approvals before the end of November when the sun angle becomes too low to acquire the quality of aerial photo we need for this project. We're going to continue to work with the FAA so that we obtain all necessary approvals so that we can proceed with the aerial photo when we get the sun angle we need next spring. We're going to keep the project moving forward and work on items that don't require the new base map. We're also continuing with the inventory phase of the project which involves compiling massive amounts of information about the airport's existing facilities and activity levels. We anticipate being in a position to give Jacobs the first installment of data, later this week. We're also initiating efforts to prepare the aviation forecast that will help us determine future facility requirements.

→ **Proby Parkway Presentation – Andy Garton**

Neil Ralston introduced Andy Garton, City Engineering and Proby Pkwy Project Manager. Andy explained the planned Proby Pkwy improvements by using a DVD video animation of the project. The Proby/ Academy interchange will be a fully directional interchange with full movement from the south to the east, from the north to the east and along Proby Pkwy all the way down to the south. We've added Boychuck and Proby Pkwy into the interchange. Existing Drennan will be rebuilt and turned into a local street. Hancock is slated for a future interchange. Powers intersection will also be reconfigured. There will be noise walls on the north and south sides of Proby Pkwy, with a depressed median. The median has been set up

to accommodate six lanes or a bus route. The south sound wall will go all the way to Hancock. Double lefts on Hancock to accommodate the traffic; just south of Deerfield Hills the median has about a 20' depression to minimize the noise. Proby onto Academy will be a grade separated interchange. Once you leave the airport, travelers will encounter two stop lights to Academy. We have done a lot of coordination on the landscaping which will mesh well with the Airport landscaping. We added a new roadway on the east side of the Colony Hills Apts to provide access in and out of the apartment complex and the Deerfield Hills neighborhood up to Jet Wing and Academy Blvd. We have received RFP's back for construction management of the project and were told this morning that this project may be put on hold. Andy explained that the project has been put on hold because the entire roadway team has been identified as potentially eliminated due to the City's financial situation. The RTA is a large portion of City Engineering staff time and without funding from RTA, Engineering is unable to continue business as usual, so the RTA projects are on hold now except for the Woodmen/Academy project since it's federally funded. This doesn't mean the Proby project is shelved indefinitely. We may put out an RFP for contract administration of the RTA projects. Commissioner Thornton asked how much money is needed. Andy replied that he has RFP's out right now and will be vague with some of the information. The engineers' estimate for this project was \$32M, which is not what we received from our respondents. Estimated timeframe for completion was 30 months, which was overestimated. Mark Earle explained that the Powers project is a state funded project and the Proby project is a city project and was fully funded with RTA funds by the voters five years ago. The RTA provides the funds for the project and the City provided the management oversight of the projects outside of RTA. With cutbacks to the General Fund, they don't have that capability anymore. The City talked to the RTA board about funding and were turned down. Commissioner Boone asked if we could lose the money for the project because there is no oversight. Andy replied that he doesn't think so. It means that projects that are ready to go will only be delayed. The cost of the oversight ranges from \$750,000 to \$1M for all the projects. Proby is only one of the RTA projects in the program. Commissioner J. Miller asked if the next time we go after another referendum there may be some skepticism from the public that we approved this before. Are they looking at anything that the oversight fees might be included in so we don't have this loss of credibility with the taxpayer? Mark Earle responded that when the RTA was first passed, part of the negotiations include that the City would assume some management of the oversight of the RTA for the City portions of the projects. There was a similar agreement with the County with the vast majority of the RTA funds going for construction. With the City/County cutting back the General Fund obligations, the funds just aren't there. Commissioner J. Miller suggested that next time maybe a specific fund be designated so that this type of situation isn't encountered again. Mark replied that no one could have anticipated the turn in the economy. Neil asked if the Proby closure between Powers and Hancock will still be in the plan. Andy said that with the plan under RFP we do have some flexibility in negotiating those types of items out. Andy explained that there were cost proposals received. Commissioner Hayden asked if there was a timeframe that the proposals are good for and Andy wasn't sure.

#### **4. STAFF REPORTS**

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

- **Enplanements** – For the month of November our traffic was up 3.8% as compared to November 2008. The primary contributing factor was additional seats in the market. Year-to-date we are down 7.2%. We are not going to quite reach the flat level by the end of December.

- **Landed weight** – For the month up .7% and year-to-date a 10.3% decline which is attributed to the decrease in cargo.
- **Freight and Mail** – Up 8.1% for the month and down 7.3% year-to-date.
- **Aircraft Operations** – Flat for the month with a .6% increase and 1.2% down year-to-date.
- **Load Factors** – These continue to be very strong. For November the average airline load factor was 76.2% compared to 72.6% for November 2008; year-to-date 80% for 2009 and 78.8% for 2008. As we compare this airline by airline, the airlines have a higher load factor here than what they are experiencing system-wide.
- **Seats Available** – Down 1.1% for the month which as to we with US Airways as they draw down some of their flights as they prepare for their January departure. We also had seven cancellations in November due to weather. 11% down year-to-date.
- Gisela took the opportunity to thank Anna Marron for her year as our intern. Her last day will be December 18. Commissioner Boone asked what she has learned in the year and Anna said the biggest thing she's taking away from here is how amazing it can be to fit into a staff like this. Everyone here complimented each other so well. Every day she learned something new and every day someone took the time for me. Commissioner Boone asked what surprised Anna and which job would she like. Anna indicated that it was the level of projects that she was assigned to work on. She said that she had originally wanted to work in planning but now thinks she'd prefer operations. She isn't sure if she wants to be an airport manager because she prefers to work with the internal customers rather than the external.

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

Due to the meeting being moved up a week this month, we will not be presenting a financial report. Financial data is due the 20<sup>th</sup> of each month; therefore we have not received information to report for this meeting. We will have a combined report in January.

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

##### **Operations**

- We are changing the validation or expiration frequency of our Sterile Area Badges from 24 months to 12 as well as changing the expiration month from birth date to calendar year, which will be August of each year. Commissioners are requested to complete the forms necessary to renew their badges and bring them back to the January meeting. John will have new badges ready for distribution at the January meeting.

##### **Maintenance**

- We are in the process of receiving bids for the installation of around 30 receptacles to install outlets below all of the tables in the new seating for customers to plug in laptops and use the free wifi.
- We are reviewing the submittal drawings for all of the acrylic or non-illuminated signage with the interior sign project. Once the submittals are approved we will see prototypes for these signs. We should get the submittals for the illuminated signs soon. This is a 120 day project should be complete in March.

- John Mcginley is working with all of the rent car companies to get them relocated into their new rental stalls. This involves resigning all of their signage. Out of the seven brands that are doing business today, all but one company is relocating their kiosks and parking spaces. The transition will start Thursday and end on Thursday next week. John Faulkner explained that we had intended to offer an agreement extension, however we were surprised to find out that rental car agencies wanted to do some relocations, therefore they were requesting contracts be renewed at this time rather than later. Commissioner Boone asked how we got them all to agree. John Faulkner stated that quite a few of the agencies wanted to combine or move which turned out that many of the proposed desires benefitted the various agencies, so it worked out well. We didn't have to bid this year, so it came out to be a better deal for the agencies.

## GA

- We have been in discussion with an event coordinator, who put together the Malibu Fly-In convention and is now putting together a Cessna Mustang Event for Labor Day 2010. The airport is checking to see if we can sponsor the buses for shuttling between the hotel and the airport. There should be about 50-80 planes coming in. He's also working on a convention for 2011 for the TBMOPA.
- The next **COS pilot briefing** will be January 30<sup>th</sup> in the East Terminal Unit Terminal. These briefings are a combination of training/safety seminars where we allow the pilot community to receive information and provide feedback to airport, ATC and the military. So far we have  
Dan Rund – AFA – Airspace Issues  
FAA ATC  
F-16 Buckley  
Airport Project Update  
John will be working on a flyer once we finalize participation.
- Minimum Standards – Received the draft document last night and will be distributing it internally this week to begin review. We will present to the AAC in January on the program. We need to get our comments back to our consultant by Jan 29 to get a draft back, review it and get it on the street for public comment.

## → Planning and Development – John Faulkner

- **Relocation and Reconfiguration of the Operations Communication Center and the Third Floor Administrative Offices** – We have not made any new progress on this project. This should be going to bid early in 2010.
- **Checked Baggage System** – Quite a bit has developed over the last few weeks. The design is now underway and we met the consultants two weeks ago. They came in and did a laser survey of the bag make up area which involved 3D modeling. We plan this project to begin construction around the June timeframe and hope to see some of the machines in place next year. We have a long way to go with getting our plans certified by DHS. We anticipate some of the conveyor systems penetrating the structure of the building.
- **Reconstruction of Runway 12/30** – We are very close to announcing a final selection for our engineering services for our five year program going forward. This would be the first project in a group of projects that we'd get started on because we have design funds that

have been allocated to the project from the FAA. Construction funds will wait until next year. We envision this to be a mill and overlay project and will rely on the substructure that's in place. Some areas may require some subsurface work based on the coring and different design studies that will be done. We should be very close to having a negotiated task order with the new engineering firm.

- **Interior Signage** – We have done some preconstruction meeting work with the contractor and we're preparing to commence work inside the building. We envision this project would be done in the next 120 days.
- **Old Terminal Remediation** – We continue to have some usage of the building; Frontier is using the building for maintenance work on aircraft. As this winds down over the spring and summer, we'll begin looking at the demolition of that southern half of the terminal as previously discussed.
- **Defense Access Road Design and Construction** – We've done quite a bit of work on this over the last 30 days. We've completed the preliminary design and had some stakeholder meetings with the agencies on this project. We met with Ft. Carson last week to discuss their comments and try to determine how the usage of the roadway should impact the design. We're also holding discussions with downtown as they look at the roadway. As you may recall, this roadway is under a negotiated MOU with the City. Like most privately developed roadways in the City, there is a warranty period and following the warranty period, the roadway is handed over to the City for maintenance and ownership. We will never be giving up the land, however the City will maintain it as though it was their road. As such, they want to comment on the design to ensure we build a quality road. We did receive some comments from them that are currently in negotiation. We anticipate design activities to go on into Feb and bidding in late spring with construction in summer and completion of the southern portion later that year. The following spring we would begin on the northern section of the roadway.

→ **Construction – John Faulkner**

- **Roadway Signage** – The cold weather is slowing the process for placing the foundations for some of the larger signs. Last John heard we were 30" into the ground with frost. The contractor is underway with fabrication and we hope to see some of the signs coming to us in the next few weeks. We still hope to have this complete in January.
- **Taxiway E4 and E 5** – In the last 30 days we have completed all work on the project and passed our inspection and the runway was reopened. This project will be removed from the report next month.
- **Rehabilitation of G and H** – We received our discretionary grant in September of this year. We commenced the work and the contractor has worked diligently. They are going to make a very good run this week with the warmer temps, trying to get the paint finished and joint sealing. By the end of this week we'll have a better idea of how close they are to completing this project. If we have many more really cold snaps we may have to consider shutting some of this area down until spring. It is unlikely that we'll complete some of the grading because of the frost levels, so it will have to be done in the spring. We're hopeful that at a minimum we can get the Mike intersection open before Christmas.

→ **Director's Report –Mark Earle**

- **Ballot Initiative 300** – We're still going through a lot of work in the City and the General Fund to exactly understand what this initiative means. The City attorney's office has

prepared a report to City Council, who will meet next week to discuss exactly how to implement the initiative. Impacts on the Airport are the potential that we cannot pay any type of payments to the City for services, which would affect our ability to pay for the PD and certain centralized City services. There are some discussions taking place that this falls outside of the intention of what 300 was. We will report back in a written report prior to the next meeting.

- Proby Pkwy – We have not had a chance to interface with the City on the decision to postpone the Proby Pkwy project, and clearly it's a resource issue. If there is any way to make this project move forward, we will encourage the City to do so.
- For those who may know Travis Valin, current director for the CDOT Aeronautics Division, he will be retiring from the State and going to work in the private sector in Colorado. Travis' replacement has not been announced, and it's suspected that CDOT will be going through an extensive process to find a new director. Travis did a terrific job for us.
- The FAA reauthorization has been postponed again. With so much emphasis on the health care bill and the funding for the war, there was not time to consider reauthorization in this session. The Senate and House have passed a temporary extension of FAA's funding through March 2010. When reauthorization talks begin again next year, the most controversial issues will be user fees, raising the PFC limit, and funding the modernization of the air traffic system.

## **5. OTHER BUSINESS**

Commissioner Hayden asked about the security of bags left unattended. Mark Earle noted that this issue should be discussed with the Federal Security Director.

## **6. CHAIRMAN'S COMMENTS**

- Chairman W. Miller noted that former Commissioner Weber had been on the Asset Naming Board (ANB) and now we need to reappoint a new member and asked if any of the Commissioners would like to be on the Board. Commissioner Boone offered and Commissioner Thornton moved to approve the motion. Commissioner J. Miller seconded the motion and it was carried by unanimous vote.
- There is a draft letter in the packet, expressing the commission's support of the Powers Blvd EA. Commissioner Thornton moved to approve the letter and Commissioner Boone seconded the motion. Commissioner J. Miller expressed concern about the timing of the letter. Is this being released in concurrence with the completion of the EA? Mark replied that the process for the EA goes forward independent of the Proby project. The motion carried by unanimous vote.
- Discussion ensued regarding the December 2010 meeting date. It was changed to December 21; should it be moved to the 14<sup>th</sup> so it would be away from the Christmas holiday. Chairman W. Miller informed the commission that due to the early nature of the meeting, there would not be a financial report. Commissioner J. Miller expressed concern over the change and asked it stay on the 21<sup>st</sup>, and asked if the meeting could be canceled if needed. Mark Earle said that the meeting can be canceled if the AAC deems it necessary. Commission decided to continue discussions at a later date.

- Chairman W. Miller noted that Police Officer Kaufman is retiring and with Commission approval wanted to write a letter of commendation for his service at the airport.
- Read the write up in the PD newsletter about Kelly Jackson.
- Asked for Commission concurrence to write letters of appreciation to American Airlines for the Snowball Express flight and Skywest for the Fantasy Flight.

**AIRPORT STAFF ACTION ITEMS**

Action Item	Assigned To	Status
Draft letter of commendation for retiring Police Officer Kaufman	Wally	
Finalize Powers letter	Wally	
Write letter to American and Skywest about their holiday event flights.		
Report back on Proby Pkwy project status	Mark	
Report back on interpretation of Ballot Initiative 300	Mark	

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