



MINUTES
Airport Advisory Commission
March 23, 2010

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

COMMISSIONERS ABSENT: None

NON-VOTING MEMBERS PRESENT: Tom Hayden, Alternate Commissioner

NON-VOTING MEMBERS ABSENT: Randy Courduff, Alternate Commissioner
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: Jane Acosta, COS Sr. Ofc Specialist
Agnes Blachut, COS Intern
Wayne Heilman, Gazette

Next meeting is Tuesday, April 27, 2010.

1. APPROVAL OF THE FEBRUARY 23, 2010 MINUTES:

Chairman W. Miller asked for approval of the February 23, 2010 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

- Airport staff reviewed one land use item this month; it was in the City.
- As indicated on your summary sheets, staff is not recommending that the AAC object to this item.
- Although not received in time to be included in your packets, staff is prepared make a no objection recommendation for land use item #12 tabled from the January meeting. This item requests approval of a plan to provide an RV storage lot near the intersection of Powers and Galley Road approximately 1.5 miles north of the Airport, including 25-tall light poles. The FAA has completed their airspace review has indicated they will have no objections to the proposed light poles from an airspace perspective.
- Three items remain tabled from previous meetings and are still awaiting FAA airspace determinations:
 - Item #3 from September 2009: This item requests approval of a site development plan that allows Verizon Wireless to construct a new 45' tall telecommunications antenna on property adjacent to the west side of the airport, approximately 1,300 feet to the west of the Runway 35L end and east of Aviation Way. *We are still waiting on the applicant to file a 7460 for construction equipment that will be used to construct the antenna.*
 - Item #9 from January 2010: This item requests approval of a development plan from CSU for a new electrical substation on Hwy. 24 to the east of Marksheffel Road. We have requested that a 7460 be filed to evaluate both permanent facilities to be installed and temporary construction equipment. *The applicant has filed 7460's for this project.*
 - Item #11 from January 2010: This item requests approval of a plan to construct an addition to a church located on Omaha Blvd. approximately 2 miles north of the Airport. We have requested that a 7460 be filed to evaluate both the 30' tall addition and temporary construction equipment to be used. *We are still waiting on the applicant to file a 7460.*

Vice-Chairman Patterson moved to approve the items as submitted; Commissioner

Thornton seconded the motion and it was carried by unanimous vote.

→ **Master Plan Update**

- Over the past few weeks, we have focused our master planning team's efforts on preparing the draft forecasts for future aviation activity over the upcoming 25-year period. These are the forecasts that will be used to determine future facility needs in the upcoming phases of the planning process.
- To date, the team has completed the initial draft forecasts for passenger boardings and aircraft operations, including commercial, cargo, general aviation, and military aircraft.
 - We are currently in the process of refining forecasts for general aviation and cargo, based on meetings held last week with cargo and FBO tenants.
- An overview of the draft forecast materials prepared to date was presented to Advisory Group members Miller and Patterson earlier this afternoon.
- A similar overview of the master plan forecasts will follow for the entire Commission in either April or May.
- The aviation activity forecasts are one of two elements of the Master Plan that must be reviewed and approved by the FAA, the other being the Airport Layout Plan drawing set. Our intent is to submit the forecasts to FAA in early summer.
- Regarding our efforts to engage key stakeholders in the planning process, we advised you last month that we were in the process of finalizing a letter of introduction and press release that will be used to formally “kick off” the project with our key stakeholders and the public. However, as noted above, we decided to focus our resources over the past few weeks into the development of the aviation activity forecasts. We will be shifting attention back to the introduction letter and press release in the upcoming weeks so that we can get this information disseminated soon.
- We will be sending a quick email out to the Commission members, as well as to City Management and Council, just before the letters go out so that you will all be aware that they have been sent.
- In the meantime, we have also prepared content for a new page on the Airport's website that will contain information about the master plan and its status. This page will "go live" just before the press release and letter are issued.
- Finally, we have recovered sufficient sun angle to acquire our new aerial photography that will serve as the foundation for our new base map. We are currently waiting on the FAA to approve our Quality Control Plan for the aerial flight, and we expect to be in a position to acquire the aerial imagery soon.

4. STAFF REPORTS

→ Traffic Report – Gisela Shanahan

- **Enplanements** – February enplanements are down 4.6% for the month vs February 2009. US Airways represented about 8% of our capacity and passenger. Between United and Frontier we see some of the passengers using those airlines now to head west and replacing the Phoenix service. Year-to-date that brings us 3.1% below the first two months of 2009.
- **Landed weight** – For the month we saw a decline of 1.2% and 2.1% year-to-date. You won't see much of a change in landed weight even with the departure of US Airways from the market and since we did not add additional flights,
- **Freight and Mail** – is down 5.4% for the month and year-to-date is down 2.5%. These numbers are not as large as we had seen in 2009. We are not expecting a large increase in the amount of Freight and Mail with the change in the Fed Ex aircraft. Commissioner Thornton asked if we'll be able to fill the aircraft and John Faulkner explained that this aircraft carries freight and mail for Colorado Springs and for Grand Junction. Commissioner J. Miller confirmed that the capacity on the new aircraft is only about three pallet positions.
- **Aircraft Operations** – The month was up 2.4% and year-to-date up 5.7%. We see this is due to an increase in military activity. Commissioner Boone asked about general aviation. Gisela explained that there are a variety of factors playing into this. We've seen a decline in the itinerant GA activity. John Faulkner explained that some of the factors are the price of Av Gas, which has stayed high as well as the push back on Corporate flying. Mark Earle offered to survey the other GA airports around the Front Range to show GA activity.
- **Load Factors** – For February 2010, we had a 69.2% compared to 68.6% in 2009; year-to-date we had 69.45 vs 68.6% last year.
- **Seats Available** – The seats declined by 1.5% and year-to-date declined 2.3%. We see the difference with some seasonal service over certain holiday periods and then you add Frontier's sixth flight not in the market during February last year and that's all compensating for the difference in US Airway's departure.

→ Finance Report – Gisela Shanahan

- **Earned Revenue vs. Budgeted** – The variance in the airline revenue is a decrease of 14.4%, which is primarily driven by our rate structure. After we had completed and submitted our 2010 budget was when US Airways announced their departure. We then very aggressively went back and made changes to our budget which dramatically reduced the airline rates and charges that they are actually paying from what we had originally included in the 2010 budget. It's not the activity level or number of landings; it's the rate they're paying that's driving the reduction in the revenue. We are required to use the approved budget; therefore you'll see this discrepancy until the mid-year budget adjustment. Terminal concessions was 1.5% higher than the budget; we're seeing food, beverage and gifts down, and advertising down. The Other Building category is what's making up the decrease in those areas and giving us that net higher 1.5% over budget, which is due to some increased leasing in the building. Terminal area is 8% below the budget, primarily due to parking, the decline in passenger traffic and a lower usage than we've historically seen. Other Buildings and Areas is 11% below the budget, again the fuel

and tax excise issue has brought in a little less than budgeted. Other miscellaneous is \$15,000 below budget and interest income is slightly below budget. All of this gives us a bottom line 10.5% below the budget for the first two months of the year. This is in line with what we see historically because we've just completed the lowest two months of activity in the calendar year.

- **Revenue vs. 2009 Revenue** – Airline revenue is 17.2% lower than last year for the first two months of the year, again due to the rate difference. Terminal concessions are 1.15% below last year which is driven by passenger decline; Terminal area revenue down 3.5% also due to passenger decline; Other Buildings and Areas down 6.7% which is related to fuel sales and the bottom line is 10.2% below last year in revenue. The largest bucket is due to the difference in the airline rates.
- **Expenditures vs. Budget** – Personnel services are approximately \$142,000 below budget; we have vacancies contributing to this. Admin Pro-rate is \$114,000 below budget which is the fee we pay to the City general fund for services rendered and takes a few months for them to collect. Bottom line is 14.3% below budget.
- **Expenditures vs. Actual 2009** – The largest is Repairs and Maintenance which is a seasonal factor combined with the heavier than normal winter we've had (longer, more consistent snow events). Bottom line is expenditures are 3.3% above last year.

➔ **Operations and Maintenance – John McGinley**

Operations

- Operations and Maintenance has been working on an explosive detection system (EDS) project for the last four weeks. On the project report for the last couple of months, we've had a checked baggage inspection system (CBIS) project that we've been diligently working through and as part of this project we have been discussing what we were going to do to inspect bags when we finally reach design and construction. There has been a change in direction and about 3 weeks ago it was decided to put three EDS systems in the lobby; two on the east side and one on the west side in the ticketing lobbies. All of the baggage functions will then move up to the lobby. The equipment will arrive on Monday. Installation and certification will begin on Tuesday to be completed by Thursday. Monday, April 5, we should see commencement of new operations of the machines. We will go back to an operation similar to when we had ETD in the lobby. Passengers will present their bags at the ticket counter, get them tagged and then walk the bag from the ticket counter to the EDS machines, drop them there, TSA will handle the screening through the machine and then it goes back behind the counter for final processing. In the last three and half weeks, we've taken foot prints of the equipment and the associated tables and have placed markers in the lobbies. We've met with the airlines to discuss traffic flow and placement. The airlines are positive about the project and have relayed to us that they feel it's something that will work for them. The installation process should go very smoothly. When TSA begins operating the machines, they'll start with one, get familiar with operations and then start using the next machine. This may take a day or two. This is an interim solution until the ultimate CBIS is complete. Vice-Chairman Patterson asked if we're going to do any education for the passengers. Mark responded that we're going to put out a press release, informational signage and volunteers will be available to assist travelers the first week of operations. Commissioner J. Miller asked if there is any floor strength issues with this. John Faulkner explained that everything has been inspected and the floors will be fine. Commissioner Hayden asked what will happen to the EDS

machines in the lobby once the build out is completed below. Mark noted that they'll be shipped out to another airport. Commissioner Boone asked how much radiation the various screening machines emit. Mark explained that we will provide this information at the next meeting.

Maintenance

- Field Maintenance continues to work on the intersection of Mike and Fox. We've had this taxiway closed down for about eight weeks and we're finishing up the concrete repairs. Next week we'll be into cure time.
- The interior sign project has been going very well. We're down to the last week in which we are reviewing submittals. We have one prototype left to be received and should have it by the end of the week. If all goes well with this last week of reviews, the contractor is putting all of the signs on one truck and sending it to Colorado Springs, hopefully departing Austin, TX around April 15. Staff will do the installation of the ADA and acrylic signs and the contractor will do the aluminum signs.
- Maintenance staff along with the contractor have been working on the installation of the outlets for the seating and art walls. We'll have staff in next week to do radar imaging of the floors and drilling of the cores. We hope to have the receptacles on the chairs installed by the end of April.
- We're preparing for snow. We're anticipating 2-4" starting this evening and ending tomorrow afternoon.

GA

- We did get the Minimum Standards program out for comment on the 29th. Originally we put it out for a three week comment period however we have extended that for two weeks. We've told everyone that we're going to do a second draft. We'll then go out for another public comment period once the second draft is completed. We are receiving comments from the west side tenants and have met with them as well. This is an open process and we've been as open as we possibly can with the tenants to let them know about the program and to make sure that they're aware they can send their comments in or ask us questions about this program. Mark Earle explained that this is such a change for the west side, so we expect a lot of comments. We also expected a reaction once the document was published because it's so extensive. We met with the principals on the west side and had a great meeting and lots of positive involvement. They understand that we'll amend the Minimum Standards to fit our airport. Commissioner J. Miller asked what the best way would be to submit comments; should it be done individually or as a Commission? Mark Earle noted that it would be best to comment individually as a user of the airport. Once we have a final draft, the Commission can then comment. John McGinley encouraged Commissioner J. Miller to call with any questions. Commissioner J. Miller expressed concern about the standards for a flight school.

→ Planning and Development – John Faulkner

- **Relocation and Reconfiguration of the Operations Communication Center and the Third Floor Administrative Offices** – Over the last couple of weeks, management has been reviewing the seating charts and final details. We expect to issue these sometime in the next couple of weeks. Commissioner Patterson asked if Conf Room B would be

renovated and would it be accessible to the public without having to access the office area. Mark Earle noted that the Conference Room falls within the third phase. We'll be moving our operations and Comm. Center into a central area. We will also be able to lock off the Admin space to eliminate public access.

- **Checked Baggage System** – This is the long term project for the final installation of the Explosive Detection System (EDS) machines. In the last month, we've been narrowing down the field to a couple of contenders. There are two schools of thought: one would be a mini in-line system which would be one smaller machine per airline belt; and then there's the centralized system which would include a couple of larger machines and everything would be consolidated on conveyors into several large processing machines. The centralized system requires a lot more belt to consolidate the airlines into a smaller area. One of the factors we've been working through is that we'd need to add about 12,000 square feet to the make-up area no matter which option we do. The operating expenses vary between the two systems. The centralized system, because it has so much belt and controls, is much more expensive to maintain. We have isolated the options down to one mini in-line installation that would have the capacity we need for a number of years and two centralized systems that would require a lot more conveyor and be a little more expensive. Today we briefed TSA, and will brief the airlines on Thursday on the airport's preferred option of a large mini in-line system. Once we get done with the preliminary investigation, we plan to brief the Washington DC TSA in the next couple of weeks. We hope to have some level of concurrence by the end of April. We would then begin the design of the system. We will also be negotiating the funding levels from DHS and TSA and hopefully a year from now we'll begin the installation program. We have forecasted this out five years and are comfortable the system will accommodate our needs into the future. Commissioner Patterson asked if the airport would be covering the operating costs. John explained we would cover the cost of the conveyors and maintenance outside of leased areas. TSA will cover the cost of a portion of the space for expansion and the airport will cover the remainder. Commissioner Boone asked for explanation about the expansion. John noted that you could put the screening on one side of the building and then the other side would just be conveyors. This would be a lower cost program. Commissioner Boone also asked for explanation about how the EDS system works.
- **Runway 12/30** – As previously reported we have selected a new engineer, RS&H. This is our first project for them. We have agreed to a task order and we hope to be under design by the next AAC meeting. This project may take on some improvements to Taxiway B2 and B3. As we get into design, we will report with better detail.
- **Interior Signage** – John McGinley already reported on this.
- **Old Terminal Remediation** – Lynx has given us a schedule and plans to use the hangar through the summer months into September. We do intend to modify this building later in the year.
- **Defense Access Road Design and Construction** – We've had a lot of activity on this project in the last month. We've met with the various City and Engineering departments to discuss the 30% design. We've incorporated their comments and have begun initiation on the 65% design. We'll be meeting with CDOT to review the 65% design in April. We still plan to begin construction over the summer and complete the southern half this year. We'll probably do the northern half in the spring and complete around June of 2011. You'll begin seeing some CDOT work in the next month.

→ **Construction – John Faulkner**

- **Roadway Signage** – You've probably seen a few more signs up. The major work will begin in the next two weeks. The overhead signs will require some road closures and should be in by our next meeting. Everything should be complete in May.
- **Rehabilitation of G and H** – The second phase of this project is the intersection of Taxiway H and M. We have chosen to push this out until the spring so that we will be able to close G and the remainder of H. We had a pre-con meeting with the contractor this morning and demo work is scheduled to begin April 12 with completion towards the beginning of August. This is a continuation of our ongoing program mainly due to dilapidated pavements because of ASR. The construction season for the 2010 funds will begin with Runway 12/30. The funds may not be available until late July or August. Commissioner Patterson asked if we know how much of 12/30 needs to be reconstructed and if we'd have two runways closed at one time. John F indicated that we anticipate it will be a mill and overlay and that it's possible we may have a displaced threshold. We're also studying what the best phasing plan for this will be.

→ **Director's Report – Mark Earle**

- June 9th the Dulles service begins. This is incredible new service for our community. The EDC and the Chamber would like to get involved in an inaugural ceremony. Mark asked how the AAC would like to get involved. Typically we place out the podium for speakers, invite the media and elected officials. We may also have military representation as well.
- We have not received word on when the new Federal Security Director will begin. We'll invite him to meet the AAC when he arrives. There may also be a welcome reception when he arrives and we'll keep you posted on the status.

5. OTHER BUSINESS

- Commissioner Patterson asked when Lynx will be changing their equipment. Mark noted that we'll see the Q400s replaced by RJs but we won't see this all at once. We'll see a mix of 170s and 190s while the Qs are being rotated out. The change out should be complete by September.
- Commissioner Elliott said that the EA at Meadowlake has been completed with a No Significant Impact finding.
- Commissioner Elliott was contacted by a person interested in starting up a skydiving business. This would have affected COS as well as Meadowlake. He has decided to set up at Springs East.
- Two weeks ago legislation was introduced in Congress for the Community Airport and Access Protection Act of 2010. This does not directly affect COS, but it does affect Meadowlake and 57 other airports around the country. This has not been approved yet.

6. CHAIRMAN'S COMMENTS

- Commissioner Elliott asked if there is anything new on the city tax initiative. Mark said that he met with Councilman Herpin a few weeks ago. The City was giving us a heads up

and asking for input on how to approach the community and never was in a position to legally back down. A meeting is scheduled with the FBOs, who will be asked to help get the word out about this.

- Chairman W. Miller received an email about the ACI Commissioners conference and will leave the info for review.

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
Locate and distribute language on 2 State initiatives discussed and a summary of the impact on the airport	Mark	Complete
Develop signage and assign volunteers as a public awareness program for the new EDS	Mark/Kelly	Complete
Find out radiation quantities from screening equipment	Mark	
EDS presentation	John M	
GA Activity snapshot along the Front Range and the effect of the economy	Gisela	

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