



**MINUTES**  
**Airport Advisory Commission**  
**July 27, 2010**

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

**COMMISSIONERS ABSENT:** Dr. Pat Boone  
Joel Miller

**NON-VOTING MEMBERS PRESENT:** Tom Hayden, Alternate Commissioner  
Randy Courduff, 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  
Kelly Jackson, Airport Public Affairs Administrator  
Neil Ralston, Airport Planning & Development Manager  
Gisela Shanahan, Asst. Director, Finance & Administration

**CITY STAFF ABSENT:** John McGinley, Asst. Director, Operations & Maintenance

**GUESTS PRESENT:** Agnes Blachut, COS Intern  
Mary McElderry, COS Accountant  
Wayne Heilman, Gazette  
Danielle Scott, COS Accounting Supervisor  
Ina Tschirschke, COS Intern

**Next meeting is Tuesday, August 24, 2010.**

- **APPROVAL OF THE JUNE 22, 2010 MINUTES:**

Chairman W. Miller asked for approval of the June 22, 2010 Airport Advisory Commission minutes; no objections; minutes were approved as submitted.

- **PUBLIC OR CITIZEN GROUP COMMENTS:**

None

- **GENERAL BUSINESS**

→ **Land Use Items – Neil Ralston**

- ◆ Item #1: PPR-10-16
- ◆ Item #2: VA-10-4
- ◆ Item #3: VR-10-005
- ◆ Item #4: PPR-10-15
- ◆ Item #5: CPC-DP 10-00001/ CPC ZC 10-00002 (tabled Item #9 from Jan. 2010)
- ◆ Item #6: AR DP 10-00094 (tabled Item #4 from April 2010)

Airport staff reviewed four new land use items this month; all four are in the County. Staff is recommending no objections to Items #1-3 and that Item #4 be tabled pending the results from an FAA airspace analysis. This item requests approval of a development plan for a new 25-foot tall warehouse structure near the intersection of Galley and Powers (about 1.5 miles north). The top of this facility is approximately 90 feet above the elevation of the Runway 17R end.

Staff is also prepared to make no objection recommendations for two previously-tabled land use items. Item #9 from January 2010 which requests approval of a development plan from CSU for a new electrical substation on Hwy. 24 to the east of Marksheffel Road and Item #4 from April 2010 which requests approval of a development plan to construct a 26-foot tall office building approximately 5.7 miles north of the Airport, near the top of the Barnes hill between Barnes and Stetson Hills.

Three items remain tabled from previous meetings:

- Item #11 from January 2010.
- Items #3-4 from June 2010.

Commissioner Timm motioned to approve Items 1-3 and 5 and 6. Commissioner Thornton seconded the motion and it was carried by unanimous vote.

→ **Master Plan Update**

- We have been in the process of finalizing and packaging the aviation activity forecasts into a technical memorandum for submittal to the FAA for review and approval. The forecast documentation was submitted to FAA yesterday and we do not anticipate encountering any significant challenges in obtaining FAA approval. We are anticipating the delivery of our new aerial imagery and base map in August. We've held off work on several elements of the plan, such as the loading bridge analysis and utilities inventory, until we have the new base map to work from. We will also be able to finalize the facility inventory section of the report, which

has been on hold pending delivery of the new aerial imagery that will be used for the report exhibits. We have also been focusing on the Facility Requirements analysis. This is the phase in which we identify the types and sizes of facilities that will be needed accommodate the forecasted levels of activity. We have also been continuing to collect and analyze aircraft performance data to better understand aircraft runway length needs and performance-related limitations.

#### 4. STAFF REPORTS

##### → Traffic Report – Gisela Shanahan

- **Enplanements** – For June the enplaned passengers totaled 8.2% less than June 2009. We experienced the same trend in enplanements as we did in May. United has been trending opposite the other carriers. Across the board we are fairly steady except for United, which has been impacted by weather primarily on the destination end.
- **Landed Weight** – The month of June was flat at .3% and down .9% for the year.
- **Freight and Mail** – Up 7.5% for the month and up 3.5% for the year.
- **Aircraft Operations** – Down 7.2% for the month which is being driven primarily by GA activity. For the year we are up 1.5% above 2009.
- **Load Factors** – The average load was 84.3%. You'll see that United has a load of 80.5% compared to 84% last year. That's where you see the passenger reduction reflected. For the year we are at 78.6% compared to 76% in 2009.

Chairman Miller asked about the Dulles load factors. Gisela noted that it has been between 85% and 89%. United is not selling all seats at this time due to weight restrictions, however they are selling all the seats they can. The flight is very popular.

- **Seats Available** – Down 10.1% primarily due to the change in aircraft on Delta. Year-to-date seats are down 7.3%. Delta's change in aircraft is not a reflection of the demand out of the Springs, but rather part of their planned changes as they complete the merger.

##### → Finance Report – Gisela Shanahan

Nothing new to report. We continue to hold our expenditure levels where we feel comfortable to be sure we are pacing with what revenue is doing for the year.

- **Earned Revenue vs. Budgeted** – We are currently 7.1% behind the budget for the first six months. As explained previously, we made a conscious change in the airline rates after the budget was submitted and approved, which is reflected in the amount of revenue we are collecting. So, this is a positive statement.
- **Revenue vs. 2009 Revenue** – Running 10.1% behind and again being driven by the airline rates.
- **Expenditures vs. Budget** – Compared to budget we are running 8.5% behind for the first six months of budget. We do have some personnel vacancies and timings of personnel

actions that are impacting the salary expenditures. Repairs and Maintenance is significantly lower than budgeted.

- **Expenditures vs. Actual 2009** – We are 2.2% ahead of the expenditure level compared to last year. This is due to the Supply category and the Personnel category. Pay progressions are still being granted to employees who have not reached control point. We have also seen increases in retirement and medical benefits.

#### → **General Aviation Briefing – Agnes Blachut**

- Data was collected on ten airports around the region. From June 2008 to June 2009, all the airports experienced a decline in activity. The average was about a 14% drop and Colorado Springs experienced about a 6% drop. We were able to sustain a certain level of activity. February 2009 to February 2010, Colorado Springs experienced an 11% drop and the average decrease was 6.5%. The information shows that most of the airports did have a decline for that period. Similar comparison from Feb 2010 to Feb 2009 a majority of the airports were experiencing a decline at that time. Colorado Springs was in line with the decline. The average across the airports was 7%. When we look at Feb 2009 vs. Feb 2010 and Feb 2009 vs. Feb 2008, we see a 7% decline both years. This time last year, the region experienced about a 14% decline in activity and at this time we are seeing a 4% decline. This shows the drop is bottoming out. For June 2009 over June 2008 there was a 16% decrease, however June 2010 over 2009 is only experiencing a 3% decrease. A few reasons for the decline are as follows: Cost/Economy; people's perspective on flight and overregulation. Jet aircraft will continue to be the face of General Aviation.

#### → **Financial Statements – Gisela Shanahan**

- The key to the Financial Statement is the Management's Discussion and Analysis. It gives you exactly what occurred over the period and explains the variances in detail. The airport activities highlight gives you three years of data. The enplanements decreased from 2008 to 2009 which was primarily due to the departure of Express Jet out of the market and downsizing of some aircraft. Cargo decreased from 2008 to 2009. It has been two years and it has not been due to DHL; the decrease is general and from some of the feeders.

#### → **Customer Service Update – Kelly Jackson**

- The Information Center program began in May 2005. We started with 60 volunteers and have maintained that throughout the program. There is a waiting list of about 25 people, due to very little attrition. For 2010 we are down about 20% for June and 11% for the year. One thing that contributes to our high volume of numbers is the roaming volunteers. We now have about 4 roamers that work on the ticketing level. They have assisted about 8% of the volume. We also have volunteers that consistently work Sat and Sun nights till 10pm and 11pm.
- The website inquiries are down 15% for the month and are up 19% for the year. Many of the questions coming through are simple, "How To" questions about the airport.
- The Comment Card program began in 2008. For the month we are up 88% and down 16% for year. We are finding that any of the negative comments are coming from the early morning bank; the majority of the comments are positive, with customers raving

about how easy and clean the airport is. We received our first comment about the power outlets on the seats and how convenient they are.

## → **Operations and Maintenance – Mark Earle**

### **Operations**

- The FAA Certification Inspection was last week. We are waiting for the results and will report as soon as they are received.

### **Maintenance**

- Wanted to commend the maintenance staff on how well the Airport is taken care of. We see it in the building and receive hundreds of comments about how clean the restrooms are. We are also seeing positive comments about the exterior maintenance as well. Staff has done a lot of work on roadway maintenance as well as replacing a lot of trees and landscaping. The new signs are a nice addition in developing the face of the airport as a gateway to the region.
- Chairman W. Miller asked where we are on Minimum Standards. Mark explained that there is a draft that came from the last input from the GA community that is being reviewed internally.
- Commissioner Patterson noted that he received a complaint from an air crew member that there wasn't any shuttle service from the parking lot to the building. Mark provided history on the crew parking and noted that the lot is now card access only. It's on the far west side of the employee parking lot. The distance is not any farther out than most airports. A shuttle is not cost effective at this time. We have looked at covering the walkway along the route.

## → **Planning and Development – Neil Ralston**

- **Relocation and Reconfiguration of the Operations Communication Center and the Third Floor Administrative Offices** – We are planning on issuing plans and specifications for bidding on September 2, 2010. Work on this project is expected to begin in October and be complete in July 2011.
- **Checked Baggage System** – We received comments back from the TSA on the schematic design package earlier this month; we will be responding to the comments in our next design submittal. We continue to work with Swanson Rink to negotiate a contract for project design. Once a contract has been negotiated with Swanson Rink we will begin the design process and anticipate submitting a 70% contract for TSA review in November 2010.
- **Runway 12/30** – We have received and are currently reviewing the 90% design drawings. The 90% design drawings include the mill and overlay on the runway, a change in signage panels from Runway 12/30 to 13/31, the removal of existing Taxiway B2 and the widening of Taxiway B3. We will issue drawings for bid on August 24 with an expected notice to proceed on September 15, 2010. There will be 120 days allowed for the completion of this project.

- **Interior Signage** - A lot of progress was made on this project in early July. Airport staff and FSG Inc. were busy with signage removal, installation and the patching and painting of interior surfaces. We are approximately 80% complete with installation. In late July and early August, the contractor will be working on punch list items and the installation of signage above the escalator.
- **Defense Access Road Design and Construction** – The updated schedule shows construction beginning in October 2010. The Airport hopes to complete a portion of the road that serves the Arrival/Departure Air Control Group (A/DACG) by the end of this year, but this will be weather dependent and it is possible that no paving will occur in 2010. The southern portion of the road from Powers Boulevard to the A/DACG facility is planned to be completed in May of 2011. The remainder of the road that ties into Milton E. Proby Parkway is planned to be completed in August 2011.

➔ **Construction – Neil Ralston**

- **Rehabilitation of G and H** – Concrete paving has been completed. The contractor is currently working on lighting, shoulders, and saw cutting joints. This project is scheduled for completion in the first or second week of August.

➔ **Director’s Report – Mark Earle**

- Commissioner Elliott asked if we received any debriefing from Denver when the 777 made the emergency landing. Mark explained that we follow all such incidents through airport contacts and various trade publications. This particular incident involved a diversion for medical reasons, a procedure that occurs at our airport several times each year. The exception in this case was the number of injured and distribution of those parties to area hospitals for treatment. This is something that we exercise each year through table top disaster drills. Every third year, the table top exercise is replaced by a full mass casualty drill.
- Commissioner Patterson asked about the status of the Old Terminal. Mark explained that Frontier continues to lease it, and that demolition has been postponed until after they leave.
- Ballot Initiative 60, 61 and 101 – The Commission asked if they could hold an executive session to conduct discussion about the potential impacts on the airport. Staff contacted the City Attorney's office for guidance on this. The City Attorney advised that a discussion of this nature does not meet the requirements for a closed session of the Commission.
- The Dulles service has received a very positive response from our customers. Some have commented on the comfort of the seats, but overall the comments are positive. This gives us ammunition to go to United to discuss the possibility of upsizing the aircraft used on this route. We've also added two new cities this month; Long Beach and Phoenix-Mesa, both served by Allegiant Airlines. These routes will be similar to Allegiant's Las Vegas service which is focused primarily on the tourism market, however, we anticipate that it will also be used by business travelers as well.
- Wayne Heilman asked about diversions at COS in which some planes may have exceeded the federal restrictions on passenger delays. Mark said that he would need to review the records, but doesn't recall any case where an airline exceeded the limit. It's our

understanding that the regulation does not limit the amount of time that a flight is delayed, but rather the amount of time that a passenger is held on the plane during the delay. We are here to support the airlines any way we can during a delay or diversion, and will accommodate off loading of passengers at any time of the day or night.

**5. OTHER BUSINESS**

- None

**6. CHAIRMAN'S COMMENTS**

- Asked about the status of the ADACG tour. John has touched base with them but a date has not been set yet.
- Asked about the Top 5 airports. Gisela noted that Commissioner Boone had asked about this and we will cover this next month when she returns.
- The Vice-Chairman provided a report on nominations for Chairman and Vice Chairman. Commissioner Patterson noted that he has not been able to query Commissioner Boone. So far Wally Miller and Joel Miller are interested in the Chairman seat; Chris Thornton is interested in the Vice-Chairman seat and Joel Miller expressed interest in the either the Chairman or the Vice-Chairman seat.

**AIRPORT STAFF ACTION ITEMS**

Action Item	Assigned To	Status
Distribute FAA Cert Inspection Results to Commission	John/Kelly	
Commissioners requested tour of ADACG facility	John M	In process
List of top 5 private airports	Gisela	

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