



**MINUTES**  
**Airport Advisory Commission**  
**August 24, 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:** Randy Courduff, Alternate Commissioner  
Tom Hayden, Alternate Commissioner  
Dennis Hisey, El Paso County Commissioner  
Rob MacDonald, Pikes Peak Area Council of Governments

**NON-VOTING MEMBERS ABSENT:** None

**CITY STAFF PRESENT:** Mark Earle, Director of Aviation  
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:** Agnes Blachut, COS Intern  
Wayne Heilman, Gazette  
Ina Tschirschke, COS Intern  
Lothar Von Wolfseck, American Airlines

**Next meeting is Tuesday, September 28, 2010.**

- **APPROVAL OF THE JULY 27, 2010 MINUTES:**

Chairman W. Miller asked for approval of the July 27, 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-10-19
- ◆ Item #2: PPR-10-20
- ◆ Item #3: PPR-09-029 (tabled Item #11 from January 2010)
- ◆ Item #4: PPR-10-13 (tabled Item #3 from June 2010)
- ◆ Item #5: PPR-10-14 (tabled Item #4 from June 2010)

Airport staff reviewed two new land use items this month; both in the County. Staff is recommending no objections to either item and is also prepared to make no objection recommendations for three previously tabled land use items: Item #11 from January 2010 and Items #3-4 from June 2010; only Item #4 from July 2010 remains tabled.

Commissioner J. Miller motioned to approve all items and Commissioner Thornton seconded the motion; it was carried by unanimous vote.

→ **Master Plan Update**

- As briefed last month, our forecast documentation was submitted to the FAA for their review and approval on July 26<sup>th</sup>; the FAA review should be complete in the next few weeks. The Aviation Activity Forecast Technical Memorandum has been posted for viewing and downloading on the Airport's website. We received the new aerial imagery DVD this morning and the new base mapping should be completed soon. We continue to work on the development of our Facility Requirements analysis and have been working to understand what space will be required to efficiently accommodate future needs of the airport. We anticipate having a summary and recommendations in late September.

**4. STAFF REPORTS**

→ **Traffic Report – Gisela Shanahan**

- **Enplanements** – for the month of July were down 11.5% as compared to July 2009. We saw a similar trend in June which is a few percentage points higher than what we have been experiencing and anticipating in the first five months of the year. July set some record temperatures. In speaking with the airlines and looking at the data, the difference in what we expected is due to a combination of weather cancellations and weight restriction, both at this end and the destination that impacted the number of passengers that were able to be placed on some of the aircraft. Kelly Jackson added that she had spoken with

the manager at Delta and he had indicated that the first week of July had a huge impact on their load factors because of the record setting temperatures. He also mentioned that the Shuttle America flight was about a 60/40 weight restriction with 60% out of Atlanta due to weather and 40% out of Colorado Springs. The Minneapolis flight also encountered weight restrictions due to weather. If they had flown the all the passengers they had sold seats to they would have had load factors at 93%, but they were lower than that because of the weight restrictions. Commissioner J. Miller asked if the load factors figure this in or if it's just seats on the airplanes. If the aircraft had 60 seats and they carried 40 passengers, then it would show a 66% load factor? Kelly responded that this is correct and Mark Earle noted that it also will show the lower enplanements. The problem with Delta is the E170 which has limited range and is affected by the heat. The 190 would be a better aircraft, but this was not provided by Shuttle America. This is something they are looking at and indicated so when we spoke with Delta at Jumpstart. Gisela noted that they were very eager to get that service in and at that point in time, that was the aircraft that was available. Mark also mentioned that we have been running 7-8% below because of US Airway pulling out of the market. All airlines are carrying the max loads they can due to the current conditions. As it gets cooler, this may change for the better.

- **Landed Weight** – up 1.4%. In the Airline category its .2% below.
- **Freight and Mail** – down 9.2% for the month and 1.1% above 2009 year-to-date.
- **Aircraft Operations** – down 1.6% for the month and up .9% year-to-date. We saw quite a bit of increase in the military operations for the month of July as compared to last year.
- **Load Factors** – on average 81.9% for this year compared to 83.2% last year. Year-to-date we are still up compared to last year at 77.1%
- **Seats Available** – Down 7% for the month of July and 4.3% year-to-date. Again we are looking at some of the routes on the Delta schedule having an impact on the seats declining.

→ **Finance Report – Gisela Shanahan**

This month due to timing of data collection, there will not be a revenue report.

- **Expenditures vs. Budget** – We have quite a few significant variances. These are due to the efforts to keep expenditures down. Personnel Services is large; we have vacancies that we have held open creating this variance. Also we have some usage and timing issues for the Supplies and Repairs and Maintenance categories. We have not had to complete as many repairs to date as we thought we would and we're seeing a great impact from our equipment purchases. We have been upgrading and renewing some of our fleet and we are realizing the benefit of that in a reduced requirement in the Repairs and Maintenance category. The other categories are due to timing within the year. To date, we have expended 9.5% less than the budget.
- **Expenditures vs. Actual 2009** – Year-to-date the expenditures are 1.3% above 2009 and the primary contributor is the Personnel Services and Supplies categories. We had some substantial increases in the benefit expenses as a result of a large increase in the retirement and benefit program for CSPD which impacts the 21 officers we have and which are fully funded by the Airport. This is driving the increase in this category. Beyond that the Supplies increase is due to the winter that was rough.

## → CIP Update – Gisela Shanahan

- Twice a year we like to give you an update on our Capital Improvement Program (CIP). We update this with the FAA twice a year to incorporate what they see as available funding for the region and that causes us to shift our program to be in line with what they anticipate they will have available for our airport. The changes we'd like to highlight are the following:
  1. Checked Baggage System - Last update we were still very much in the early stages of the raw level of this project and had \$5M on the CIP. Since then we have refined the project to the point in which we do have a design we are moving forward with and have a better understanding of what the total costs will be, so we have added that and currently we're showing \$14.4M. There still will be some changes within a few hundred thousand. The largest portion of the \$14.4M is funded by the TSA via the equipment they provide. The other portion not funded through the TSA is funded through PFCs.
  2. Security Checkpoint Expansion – This is a new project that you didn't see last time. We have begun to plan for the next generation of security screening equipment, which will require a larger footprint in the security checkpoint area. While we are expanding that footprint, we will also be able to create a larger queuing area.
  3. West Aviation Development – South Taxiway and Parking Area - Due to the tremendous workload created by the ARRA projects, we have deferred construction of this project for a year or two. We have changed this project to complete design this year and about 12 months out we'll begin looking at the construction phase.
  4. Rehab of Taxiways E, G and H, Phase III – This is a continuation of the Taxiway E and related surfaces rehab. This is a multi-year program and over the years we will continue phasing of the rehab of all the surfaces.
  5. Rehab of Taxiway M and F – We are moving forward with design. Both of these projects will be design only. We want to have a design of these projects on the shelf which ensures we are ready to go when funding is available.
  6. Airfield Guidance Signs and Surface Painted Markings – We are undertaking this project to be in compliance with the FAA guidelines. We need to complete this before the end of the year.

## → Operations and Maintenance – John McGinley

### Operations and Maintenance

- In July we had our annual Safety and Certification Inspection. We received a few write-ups that will be reviewed.
  - During the inspection, the inspector noted that some of the forms in the certification manual were not being used, ie documented training. The inspector concluded that the training was conducted but wrote us up for not using the form that's in the ACM. This is easily corrected.
  - We received notification that our sign panels are delaminating and have sun fade. This was noted last year and is part of the project mentioned in the CIP. We will be replacing panels and should start on this shortly.
  - The inspector commented about the markings on the airfield. Over the years as we have painted over markings, we've had a caking effect and the markings tend to

chip away. We received a write up for the centerline going into the ADACG with a 60' section coming up. This has been fixed.

- They also expressed that we didn't have documentation for one of our wildlife assessments. The documentation exists and we'll be sending it to them.
  - There was also a comment about Big Johnson reservoir and its proximity to the airport and whether or not we are required to have a water rescue plan.
  - John spoke with the head of inspections and asked about why we had some many write-ups. He indicated that they are being directed by Washington to document so many items. We've seen these changes over time as we've seen administrators change. We don't minimize any of the comments. In the past we've received many of these types of items verbally and have made corrections immediately.
- Boeing was in town with the 747-800 and testing was successful.
  - Air show planning continues with John O'Donnell which is scheduled for October 2 and 3. Of concern to the AAC, was whether or not we'd have enough aircraft parking. There will be a lot of shuffling of aircraft so there should be enough room.

## GA

- On Sept. 3 – 4 there will be a Citation Jet Pilots Association conference at the Broadmoor.
- In October there is a Mooney Convention scheduled to come in.
- John spoke with staff at the ADACG facility and they are willing to give a tour on Sept. 14<sup>th</sup> or 16<sup>th</sup> at 1:30 pm.
- Minimum Standards – John has made responses to all of the comments, with exception to about 15 which require further discussion. There has been redrafting of portions of the program such as the fueling and the text portion of the insurance section. Comments will be brought back to the group to discuss. We don't have an exact date on when it will be back on the street because we feel it's important to be sure it meets all needs first.

## → Planning and Development – John McGinley

- **Relocation and Reconfiguration of the Operations Communication Center and the Third Floor Administrative Offices** – We are looking at Sept 15 to get this project out to bid. We have completed and provided all input that we need for design.
- **Checked Baggage System** – Lots of work between the Airport and TSA this month. We are just about to get into full design for the project. We received some comments from TSA and they'd like to see another submittal at the 30% design phase. We will then be permitted to combine the 70 and 100% design phases. We are looking for a notice to proceed for design on Wednesday and bidding of the shell (building expansion) around **Aug 17** and the baggage system in early April.
- **Runway 12/30** – We received bids on Friday and are evaluating the references for the low bidder. Schedule 1 is the overlay and Schedule 2 is the removal of Taxiway B2 to solve configuration problems. It appears that we will be able to complete all the work on the project. Time and order of completion is 110 days for the work.
- **Interior Signage** – We are still working on punch list items. All of the acrylic signs have been installed. Staff continues to do some painting and patching.

- **Defense Access Road Design and Construction** – We are working on final contract amendment and final approval from the State to release the funds to get this out by the end of September.
- **Rehabilitation of G and H** – This is an ongoing project. We have completed the pavement work at the intersection of H and M and have bid out Taxiway Hotel between M and E. We received bids today.

→ **Director’s Report – Mark Earle**

- We had the Assistant Director of Planning and Development position on the street. We are getting close to making a selection in the process. We should be able to make an announcement in the next few days.
- Commissioner Greg Timm has given his notice that he will be resigning from the Commission after the September meeting. Greg has done a terrific job for us over the past few years, bringing a developer’s perspective to the Commission. Greg’s involvement on the Commission, has been a great learner experience for the staff, and has provided tremendous value to the Commission. We appreciate the time that Greg has given us, and thank him for his service to the community.
- We are getting to that time of year when we are at the peak of the budget process. This is a complex process, and is always a challenge—however, this year, due to the recession, it has been more of a challenge than usual. I would like to recognize the entire staff for what they have accomplished with the budget this year—but in particular, I’d like to recognize the Finance and Administrative staff who put our budget together.

**5. OTHER BUSINESS**

- Commissioner Elliott mentioned the Meadowlake now has an AWOS 3 PT. It is in the test and certification mode now. The new identifier will become KFLY.
- Commissioner Elliott asked if we are permitted to put together a position paper on Initiatives 60, 61 and 101. Mark noted that we can provide information on the impact to the airport, but are not permitted to comment either way. CAO A has a white paper out about the impacts.
- Election of Officers – Vice-Chairman Patterson noted that Commissioners Wally Miller and Joel Miller are interested in the Chairman seat. The commissioners voted and Wally Miller was selected. Commissioners Thornton and Joel Miller expressed interested in the Vice-Chairman seat. The commissioners voted and Joel Miller was selected as the Vice-Chairman.

**6. CHAIRMAN’S COMMENTS**

- No comments.

**AIRPORT STAFF ACTION ITEMS**

<b>Action Item</b>	<b>Assigned To</b>	<b>Status</b>
Send out remaining 2010 Commission meeting dates	Kelly	Included with mailing
Commissioners requested tour of ADACG facility	John M	Completed
Distribute CAO white paper on 60, 61 and 101.	Kelly	

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