



**MINUTES**  
**Airport Advisory Commission**  
**January 25, 2011**

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

**COMMISSIONERS ABSENT:** None

**NON-VOTING MEMBERS PRESENT:** Randy Courduff, Alternate Commissioner  
Peggy Littleton, El Paso County Commissioner

**NON-VOTING MEMBERS ABSENT:** Rob MacDonald, Pikes Peak Area Council of Governments

**CITY STAFF PRESENT:** Mark Earle, Director of Aviation  
Dan Gallagher, Asst. Director, Planning & Development  
Kelly Jackson, Air Service Marketing  
John McGinley, Asst. Director, Operations & Maintenance  
Neil Ralston, Airport Planning & Development Manager  
Gisela Shanahan, Asst. Director, Finance & Administration  
Agnes Blachut, Airport Public Affairs Administrator  
Dana Jackson, Airport Sr. Office Specialist

**CITY STAFF ABSENT:** None

**GUESTS PRESENT:** Lothar von Wolfseck, American Airlines  
Danielle Scott, Airport Accounting Supervisor  
Brian Mohr, LeighFisher  
Erik Anderson, Airport Analyst I  
Wayne Heilman, Gazette  
Lance McCaskill, El Paso County Intern  
Michael Meacham, SSP America  
Alex McKean, RS&H  
Dennis Hisey, El Paso County Commissioner

**Next meeting is Tuesday, February 22, 2011.**

- **APPROVAL OF THE DECEMBER 21, 2010 MINUTES:**

Chairman W. Miller asked for approval of the December 21, 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-10-031/AL-10-013**

Airport staff reviewed one land use item this month, which was in the County. Staff did not recommend any objections to this item.

One item has been tabled from a previous meeting (Item #4 from July 2010). Neil will call the County to see if the project is proceeding or not.

A motion was made by Commissioner Patterson to approve the land use item. Commissioner Boone seconded the motion and it was carried by unanimous vote.

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

We are prepared to provide a briefing that summarizes the analysis and recommendations that have been made through our Master Plan Facility Requirements phase. Just as a recap, this is the phase of the planning process where we identify the levels of facilities that will be required to accommodate future aviation demand and then we compare those needs against the capabilities and capacities of our existing facility. Any of those facilities that are identified as needing expansion or further improvements to accommodate future demand will be forwarded to the development alternatives phase. We are in an excellent position from a facilities standpoint to accommodate our projected demand levels, so we do have the luxury to focus our efforts on a few key facilities that we may need to expand or improve.

Brian Mohr, with LeighFisher, delivered the PowerPoint presentation. Since June 2010 we have obtained approval of the forecast from the FAA, thereby enabling us to move forward with the master planning process. After looking at demand to the year 2035 (Planning Activity Level 3), there are no pressing needs for immediate improvements, with a few notable exceptions – the security checkpoint from a passenger queuing perspective is a little under capacity; public parking and rental car parking starts to bump up against existing parking lots at about Planning Activity Level 2 (about 1.6 million passenger enplanements). The airfield is in a great position in terms of airfield capacity and is operating well, but there are some issues that we may want to address.

Commissioner Thornton asked if the increase in use of 60+ seat aircraft is an industry-wide prediction. Brian responded that it is broadly happening in the industry but this is a forecast that is unique to COS. The transition from 50-seat to larger aircraft has occurred more rapidly at COS than in a lot of other similar markets, so we believe the trend will continue until the smaller, less efficient aircraft get replaced.

Brian continued the presentation to discuss the airfield. The intersection of Runway 17R and Runway 13 is a “hot spot”; the Master Plan team will need to discuss alternatives to reduce complexity.

Chairman W. Miller stated that when looking at tradeoffs for the “hot spot” and increased taxiway capability, we should also look at the financial implications. Brian stated that cost of the identified alternatives will be a distinguishing factor when making a decision.

Brian pointed out that a lot of the aircraft at our airport are limited by other physical factors like tire speed limitations and brake energy limits. Existing Runway 17L/35R (13,500 ft.) is generally very adequate, however it is the west runway that can be an issue during certain operational conditions.

Commissioner Boone asked if we were taking military aircraft into consideration since we share the airfield with PAFB. Gisela Shanahan added that a limiting factor, regardless of what the military may or may not fly in, is AIP funding since it would not cover extending a runway due to military usage unless we would begin to charge PAFB landing fees, thereby changing their tenant relationship with the Airport. John stated that through the Master Plan process PAFB will receive briefings and obtain informational material. Brian concluded his presentation.

Commissioner Littleton asked about wind farms, if they would hinder the Airport’s land use. Neil responded that the FAA has clear criteria on wind farms, and when they need to be filed for an airspace review. There is also an online tool that helps a developer determine when their plans need to be filed and reviewed by the FAA. If a potential wind farm is within a certain area of the Airport we will review the plans and bring it to the Advisory Commission with a recommendation. Mark Earle added that it is not just the height to take into consideration, but also electromagnetic interference that can impact not only Airport systems use but some of our tenants as well, particularly the military. As we understand that impact going into the future, we will probably have to put more measures into place to make sure we consider those when we look at land uses for wind farms. Commissioner Littleton asked how long into the future are we looking. Mark replied that typically something like this is triggered when there is an actual request.

Commissioner Littleton inquired if the completion of Powers to I-25 on the north end of town would enhance travel to the Airport. Chairman Miller noted that the Airport Commission is on record with City Council, as recently as within the last year, supporting the Powers project as a means of augmenting access to the Airport. Mark Earle responded that it is absolutely critical to the development of the Airport. The vast majority of our market is to the north rather than the south. The south is a far less dense market and will go a farther distance because there is no competing airport. Colorado Springs has grown to the north so most of the new development of the demographic that flies is to the north. The Powers corridor, as an access roadway for the Airport, is critical to the continued development of the airlines investment into our community, in the way of air service. We have always taken the position that passengers should have a choice, but this asset is critical to economic development and if we reduce the service area and the ability for people to get to COS, it will affect our ability to bring in new airline service. Commissioner Littleton asked for data that would speak to these projections and that it would be beneficial to have as soon as possible. Mark replied that we review this information in snapshots, rather than monitoring it constantly over the past couple of years, but it will show from which zip codes people are purchasing tickets.

#### 4. STAFF REPORTS

##### → Finance & Administration – Gisela Shanahan

###### **Traffic Report**

This is a preliminary report, as our year-end process is under way. Typically from January through February we are reconciling final numbers for the fiscal year, making sure that everything we have is correct as it flows into our financial statement preparation process.

- **Enplanements** – Down 6.1%, when US Airways announced their withdrawal at the beginning of the 4<sup>th</sup> quarter last year; their last flight was January 4, 2010 – they represented 8% of the market. However, we were able to recapture some of that service through other airlines.

Allegiant Air was up 17%, which was due to the new flights to Phoenix Mesa and Long Beach that were added at the end of the 3<sup>rd</sup> quarter.

United Airlines saw an increase of 4.6% which is due to some of the changes in their fleet mix.

- **Landed Weight** – Reduction of 1.1% below 2009 year-to-date.
- **Freight and Mail** – Decline of 2.7% below 2009 year-to-date.
- **Aircraft Operations** – Decline of 3.4% below 2009 year-to-date.
- **Load Factors** – The average was 78.2% year-to-date as compared to 76% for 2009.
- **Seats Available** – There are about 4.3% less seats in the market.
- **Air Service** - Reduction in Allegiant service- the Wednesday flights to Las Vegas are coming out of the market- which is being driven by fuel costs.

A DOT On-Time Report was included in the packet. Kelly Jackson confirmed that based on the operations, we landed 85 out of the top 100 for both arrivals and departures.

###### **Finance Report**

All reports are preliminary at this point. We are still working on the airline settlements. The bottom line is that earned revenue came in at 5.3% below the budgeted revenue. The revenue variance is primarily due to management's decision to reduce airline rates and charges after the budget was implemented. The terminal concessions were up 2.7%. Interest income was up substantially due to the change in finance staffing, which allowed us to focus on cash flow management. This resulted in collecting receivables in a shorter time frame and receiving reimbursements from federal programs at a quicker rate.

###### **2011 Budget Update**

The packet includes a six page synopsis of the Airport's budget, which has been approved by City Council.

Gisela presented a brief PowerPoint that highlighted the major take-aways from the 2011 Budget Update.

Chairman W. Miller asked if the PowerPoint could be emailed to all the Commissioners.

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

### **Operations and Maintenance**

The weather has been kind to us, yet Operations staff has been very busy with the snow program as we have new staff on the team this year. Since December 29<sup>th</sup>, we have had three callouts. We've been evaluating our procedures, and training and debriefing on each snow event.

Both Operations and Maintenance staff are working with the Planning and Development staff on the various projects that are in design. Ops staff is also working with Planning and Development on a safety plan for the upcoming Taxiway Echo project.

Landside staff is working to try and catch up on some of the problems with erosion control. They are also working on sidewalk and curbside repairs out front.

This month, the airside staff is doing maintenance and repairs on the perimeter road. We are using some of the millings from Runway 12/30 to repair and restore the perimeter road up by the Peterson Golf Course, around the north and to the east.

The transition of the Fleet program to the Airport is going well. There are a lot of pieces that need to be adjusted and developed into systems, but it should settle down over the next 4-6 weeks.

The terminal maintenance staff continues to work on the PLC project (upgrades to aircraft loading bridges).

Things are slow on the GA side this time of year, but they continue to work on their summer events. Jessi Rowden, General Manager of Cutter Aviation, is working with TBM to try and get a TBM Owners Association Meeting planned for Colorado Springs at the end of August, but she has not yet heard back about on her proposal. Aaron Wood, General Manager of Colorado jetCenter, said that the jetCenter was selected to host, along with the Cheyenne Mountain Resort, a Cirrus Owners & Pilots Association Meeting (COPA Migration Meeting) on August 11-14.

Some work was done on the Minimum Standards Program this month. We are continuing to review what we have in hopes of getting the program out in February.

## → **Planning and Development – Dan Gallagher**

### **Planning Projects**

Dan referred to a terminal map located in the packet. As previously discussed, we have consolidated the three terminal projects. The 3<sup>rd</sup> floor remodel is at 100% design and that has been shelved, and we are waiting for the other projects to catch up. The CBIS project has reached 70% design for the structural elements; we anticipate mid-February to have those documents at 100%. For the checkpoint expansion we have reached our concept drawings and we anticipate being at 100% design by mid-February. All three projects will bid as one project with different contractors.

## **Construction**

### **DAR Road**

The DAR road has been moved to the construction phase. The earth moving and grading continues south of the intersection of Powers and Cresterra. We are grading the detention pond, and excavating will be used for fill of the road. Most of the scraping has been done on the entire roadway. Steel casing pipes are going to be placed across Cresterra (east to west). We are anticipating tying into Proby in June with the entire roadway being completed in October, pending the weather and construction production.

### **RW 12/30**

We did some testing and survey work for the quality and acceptability based on FAA standards and they did not meet FAA standards in certain areas of the runway. A winter weather shut-down was implemented with a contractor remobilization scheduled for May 2011. The project completion date is now Summer 2011.

Mark clarified that there are no additional costs to the Airport. Because the contractor failed to meet the specs, it is the contractor's risk when they go into a contract if work is rejected. Both the Airport and the FAA are in lock-step on that policy. The contractor is responsible for replacing it. We will look very closely at the FAA specs to make sure we are being fair to the contractor, while making sure we get the value for the public funds we are spending on the project. Fortunately when it comes to capacity at this Airport, we have more airfield capacity than anything else. Runway 12/30 is the shortest runway, and all the traffic that is normally on this runway is being absorbed with no delays on the other two runways.

### **→ Director's Report – Mark Earle**

The Privatized Screening Report that the Airport Advisory Commission approved at its December meeting was well received by City Council. The only direct feedback we received was from Councilman Herpin- he asked to pass on the word to the Advisory Commission that he felt it was a terrific report. He said it was detailed and addressed all the questions that had been raised at the Council level and wanted to congratulate the Commission for the work done, knowing what the Commission had gone through in considering the options. Mark does not anticipate that we will hear anything more on this issue, but Councilman Paige did ask if it would be appropriate to have a conversation with the TSA about the particular type of scanning equipment that will be used at COS. He said he recognized that we have no direct input to the selection process, but would like to take advantage of the informal relationship to make our preferences known. Mark assured him that we would take that approach, as we have with other screening issues in the past. We will also provide Council with technical information on the two types of screening equipment used by the TSA so they can answer any questions that may arise from the public. Apparently Councilman Paige is hearing concerns about one of the technologies versus the other but he could not identify which technology it was. The technical information should help clarify this question.

We had a visit yesterday from a delegation from Metropolitan Tokyo Government. They are touring the country to look at joint-use arrangements between military airbases and civilian airports. Yokota AFB, which is owned by the Japanese federal government and leased to the US Military, is located about 25 miles from downtown Tokyo. The Tokyo Metropolitan Government has been pushing for years for the right to establish civil aviation activities at the base. They have been touring joint-use facilities in the US to gather information to develop an economic argument in support of such operations. A joint-use operation at Yokota would provide a much needed civil aviation facility on the west side of Metropolitan Tokyo, and would relieve some of the congestion at the two large civil airports on the east side of Tokyo, Haneda and Narita. We coordinated with Peterson AFB to ensure that there were no security issues, and then gave the delegation a detailed briefing.

**5. OTHER BUSINESS**

Commissioner Littleton asked if it is an option to have the body scanner machines or if we can just utilize the machines we currently have. Mark replied that we do not currently have a machine that is doing what the body scanner does. We have the x-ray machines for the carry-on baggage, which will continue. The body scan machines are for the personal search which will replace the magnetometers. While the body scanners are being integrated around the country, they are primarily used in a secondary position, so if something is detected, you go to the scanner to resolve it. However, they are taking some people to the scanners as the primary screening method. Ultimately when they have enough scanners in place around the country, the body scanners will become the primary screening method.

**6. CHAIRMAN'S COMMENTS**

Chairman W. Miller congratulated Lothar von Wolfseck of American Airlines for receiving the Customer Cup Award, and welcomed El Paso County Commissioner Peggy Littleton. He also thanked El Paso County Commissioner Dennis Hisey for his years of service to the Airport Advisory Commission.

**AIRPORT STAFF ACTION ITEMS**

<b>Action Item</b>	<b>Assigned To</b>	<b>Status</b>
Call County to see if project is proceeding (Tabled land use item #4, July 2010)	Neil	
Provide 2011 Budget Update PowerPoint to Commissioners and Wayne Heilman (Gazette)	Agnes	Delivered 1/26/2011
Provide technical data on the two body scanning systems to City Council and to the Advisory Commission for informational purposes	Mark	Delivered 2/10/2011

Minutes respectfully submitted by:  
Dana Jackson, Sr. Office Specialist