



MINUTES
Airport Advisory Commission
April 26, 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
Gisela Shanahan, Asst. Director, Finance & Administration
John McGinley, Asst. Director, Operations & Maintenance
Dan Gallagher, Asst. Director, Planning & Development
Neil Ralston, Airport Planning & Development Manager
Agnes Blachut, Airport Public Affairs Administrator
Dana Jackson, Airport Sr. Office Specialist

CITY STAFF ABSENT: None

GUESTS PRESENT: Alex McKean, RS & H
Dan Porter, SEH, Inc.
Erik Anderson, Airport Analyst I
Patrick Bowman, Airport Intern
Wayne Heilman, Gazette

Next meeting is Tuesday, May 24, 2011.

- **APPROVAL OF THE MARCH 22, 2011 MINUTES**

Chairman W. Miller asked for approval of the March 22, 2011 Airport Advisory Commission minutes; no objections; minutes were approved as submitted.

- **PUBLIC OR CITIZEN GROUP COMMENTS**

None

- **NEW BUSINESS**

→ **Land Use Review – Neil Ralston**

- **Item #1 EXBL-11-002**
- **Item #2 AL-10-013/PPR-10-031**

Airport staff reviewed two land use items this month. Staff did not recommend any objections to these items.

One item remains tabled from a previous meeting (Item #4 from July 2010) which is still an active plan review, so it cannot be removed.

A motion was made by Commissioner Thornton to approve both land use items. Commissioner Patterson seconded the motion and it was carried by unanimous vote.

- **STAFF REPORTS**

→ **Finance & Administration – Gisela Shanahan**

Traffic Report

- **Enplanements** – Down 3.1% compared to March 2010
- **Landed Weight** – Increased by 3.9% year-to-date compared to March 2010
- **Freight and Mail** – Increased by 5.6% compared to March 2010
- **Aircraft Operations** – Down 22.3% compared to March 2010 which is attributed to a decrease in both general aviation and military operations
- **Load Factors** – Increased slightly to 72.5% compared to 69.7% in March 2010
- **Seats Available** – Increased by 1.1% compared to March 2010; driven by the Allegiant additions

Commissioner J. Miller asked for load feedback from the new Allegiant flights. Gisela replied that they are running loads across the board in the 90's on all of the flights and are very strong. Gisela confirmed that the flights to Washington, DC are also doing very well which provides a healthy yield.

Finance Report - Preliminary

Earned Revenue vs. Budgeted – The Airline category is up 1.5% primarily due to an increase in non-preferential gate usage; Terminal Concessions are down 1.8% which is primarily a seasonal factor; Terminal Area is down 14.2% which is primarily due to public parking usage decline; Other Buildings & Areas is down 9.1%. The bottom line is that we are down 6.6% from the budget.

Revenue vs. Actual Revenue – The Airline category is up 6.0% driven by an increase in rates; Terminal Concessions are down by 1.8% which is driven by the decline in passenger traffic; Terminal Area is down 6.3% which is also primarily due to the traffic decline; Other Buildings & Areas is up 0.6%. The bottom line is that we are down 0.5% year-to-date compared to last year.

Expenditures vs. Budget – Expenditures thus far are 10.9% below the budgeted amount.

Actual vs. Actual Expenditures – Total 11.5% less than last year.

→ Operations and Maintenance – John McGinley

Operations

- AirEx 2011 – a full-scale, mass casualty exercise is scheduled for May 5th at 9:00am
- Annual FAA Certification Inspection – May 23rd

Maintenance

Landside Maintenance:

- Completed erosion repair on south side of Aviation Way
- Annual soil sterilant placement around lights and signs on airfield
- Irrigation - drip lines are on; we will begin turf watering in 1-2 weeks
- Pavement striping on lower level in the ground transportation area and in the cell phone lot

Airside Maintenance:

- Rubber removal on east runway; staff removing about 350,000 square feet of rubber deposits
- Runway painting on east runway, Taxiway E and connectors
- Erosion repair on north end of 17L-35R and Taxiway F
- Working on crack sealing on the west runway and asphalt connectors; since October 2010 we have sealed approximately 80,000 linear feet

Facilities:

- Continuing PLC upgrades on loading bridges
- Escalator rail replacements are complete

General Aviation

- Learn to Fly Day event is tentatively scheduled for Saturday, May 21st
- Next Airport Operators Group Social is Wednesday, May 25th at 5:00pm
- Cirrus Owners & Pilot Association Migration – August 11-14
- TBM Owners & Pilot Association Annual Convention in Colorado Springs is August 31-September 3
- Minimum Standards Program
 - Went out for public comment on April 8th
 - April 19th – sent document to FAA for comments

- Public comments are due on April 29th
- Received several positive comments from the FBOs and COS Business Air Park
- John has arranged meetings, with COS Business Air Park owners to discuss the program in greater detail

Mark reminded the Commission that this is the first time COS has put together a Minimum Standards Program. The Minimum Standards Program ensures specific guidelines and safety standards for the community. Since it was such a new process, many comments were received from the first and second published drafts. Staff performed an extensive review of the comments internally and incorporated the suggestions into the document in order to make it more understandable and usable.

Commissioner Thornton asked what type of comments had been received. John replied that he has received more positive versus negative comments. The two main areas of concern seem to be insurance requirements and the mobile maintenance standards. Over the years tenants have used anyone they wanted to maintain their aircrafts with no requirements for permits or insurance. However, once the Minimum Standards are in place there will be a permitting process to review the mobile maintenance provider and type of insurance that they carry. Commissioner Boone asked if the insurance requirement is prohibitively expensive. Mark replied that many providers have more insurance than the minimums we will require, but there will be a table of the required insurance for mobile maintenance operators that we will go over when a permit is requested.

➔ **Planning and Development – Dan Gallagher**

Planning Projects

Due to time constraints, resources and workload with all of the upcoming projects, the Master Plan is being evaluated to decide what work can continue and what work can be put on hold until early Fall. We are currently negotiating with the consultant to select our best plan of action. We will brief the Commissioners next month as to which elements will continue and which elements will be postponed.

Construction

Defense Access Road – will begin paving operations this week and construction of the Embraer Heights and Milton E. Proby connection is scheduled for June 2011.

Reconstruction of Runway 12-30 – Dan referred to a drawing and a schedule that was provided in the packet. The contractor will pay for any additional work that has been created by the delay of the contractor. Contractor remobilization is scheduled for May 2nd and a completion date of June 30th is anticipated.

Commissioner Hayden inquired about the amount of liquidated damages. Dan responded that, by contract, liquidated damages totaled about \$275,000, but that the estimated cost of actual damages is about \$175,000 in rework, which includes testing, surveying and engineering costs.

The three projects (Integrated Operations and Communications Center, Checked Baggage Inspection System and Security Screening Checkpoint Expansion) – are all out for bid. There have been two pre-proposal meetings with a tremendous response from the contracting community.

➔ **Director's Report – Mark Earle**

New City Council briefings and airport tours are starting this week. Mark asked the Commission to decide how we should extend the invitation to an Airport Advisory Commission meeting to new Council members. After some discussion, Commissioner W. Miller suggested writing a letter, from the Commission, to invite new Council members to attend an AAC meeting.

COS will be sponsoring an NBAA luncheon this summer. Specifics will be available shortly.

Mark is on the board of directors for the Peterson AFB Museum and the National World War II Aviation Museum. We are working to establish a marketing relationship between the two museums, as well as other military museums in the region. The ultimate goal is to market all of the museums as a group, and develop a tour program that includes stops at each museum site. This collaboration will promote regional tourism and increase attendance for all of the museums in the alliance. The Airport and WestPac Restorations (a component of the National Museum of World War II Aviation) is hosting the next Peterson Air and Space Museum Board of Directors meeting, where the joint marketing concept will be discussed.

- **OTHER BUSINESS**

Commissioner Elliott offered that May 21st is International Learn to Fly Day. The Pueblo Weisbrod Aircraft Museum will be offering free admission that same day. On May 15th the National Tour of Light Sport Aircraft Association manufacturers that will be flying their aircraft through Meadow Lake and have them on display.

- **CHAIRMAN'S COMMENTS**

Chairman W. Miller and Mark attended a Board of County Commissioners Meeting in order to present County Commissioner Dennis Hisey with a memento and thank him for his service to the Airport Advisory Commission.

Commissioner Littleton invited the Commissioners to a meeting between the County Commissioners and the City Council that will discuss how to share services at the Regional Development Building on April 27th.

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
Send Minimum Standards Mobile Maintenance insurance requirement table to Commissioner Boone		
Draft a letter to invite new City Council Members to attend Airport Advisory Commission Meeting	Chairman Wally Miller	Letters have been signed; Sent downtown 5/24/11

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