



MINUTES
Airport Advisory Commission
October 25, 2011

COMMISSIONERS PRESENT: Wally Miller – Chairman
Dr. Pat Boone – Vice Chairman
Randy Courduff
Dave Elliott
Tom Hayden
Bud Patterson
Dr. Chris Thornton

COMMISSIONERS ABSENT: None

NON-VOTING MEMBERS PRESENT: Steven Janitell, Alternate Commissioner
Rob MacDonald, Pikes Peak Area Council of Governments

NON-VOTING MEMBERS ABSENT: Peggy Littleton, El Paso County Commissioner

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: Kelly Jackson, Air Service Development Analyst
Alex McKean, RS&H (Reynolds, Smith & Hills)
Wayne Heilman, Gazette

Next meeting is Tuesday, November 15, 2011

- **APPROVAL OF THE SEPTEMBER 27, 2011 MINUTES**

Chairman Miller asked for approval of the September 27, 2011 Airport Advisory Commission minutes; no objections; minutes were approved as submitted.

- **PUBLIC COMMENTS**

None

- **NEW BUSINESS**

→ **Land Use Review – Neil Ralston**

- **Item #1 AR DP 11-00453/AR FP 11-00454**
- **Item #2 CPC DP 07-00184-A1MJ11**
- **Item #3 AR CP 11-00482/AR FP 11-00484**
- **Item #4 AR FB 11-00499/CPC CU 05-00110-A1MN11**

Airport staff reviewed four new land use items, all in the City of Colorado Springs. Staff did not recommend any objections to any of the items.

One item remains tabled from a previous meeting (Item #4 from July 2010).

A motion was made by Commissioner Boone to approve all four land use items per staff recommendation; the motion was seconded by Commissioner Miller; it was carried by unanimous vote.

- **STAFF REPORTS**

→ **Traffic Report & Finance Report – Gisela Shanahan**

Traffic Report

- **Enplanements** – Down 8.6% for the month and down 4.2% year-to-date, primarily due to the following: American – number of tickets sold, Continental – more seats available, Delta – 1 less flight to Salt Lake City and Minneapolis, Frontier – has taken some Saturday frequencies out, United – 1 less frequency to Los Angeles and 3 less frequencies to DIA. Even with the anticipated decline, we have fared well. Moving forward, Allegiant will be adding 2 Las Vegas flights next year, Delta will be upgrading the Atlanta flight to a 757 in June and lastly more seasonal flights will be added in June/July 2012.
- **Seats Available** – Decline of 5.9% for the month; down 3.0% year-to-date.
- **Load Factors** – 80.2% for the month and 77.4% year-to-date, which is normal for September and October.
- **Landed Weight** – Increase of 3.6% for the month and down 2.0% for the year. Gisela pointed out that the Military (ADACG) portion has been added to this report. The ADACG was down 51.4% for the month.

Commissioner Boone asked how landed weight transferred to money for the airport. Gisela explained the aircraft landing weight is divided by 1,000 and then multiplied by the landing fee. The fee is based on whether the airline is a signatory or non-signatory or whether it's an itinerant flight.

- **Freight and Mail** – Down 9.0% for the month; down 3.3% year-to-date.
- **Aircraft Operations** – Decline of 2.1% for the month and down 9.9% year-to-date; which is primarily driven by the military's numbers.

Finance Report - Preliminary

The variations did not change; bottom line:

- **Earned Revenue vs. Budgeted** – We are 0.7% below budget.
- **Revenue vs. Actual Revenue** – Year-to-date we are up 2.3%. Additional leased space is driving part of the increase.
- **Expenditures vs. Budget** – We are expending 8% less than was budgeted.
- **Actual vs. Actual Expenditures** – We are 3.7% below last year's total expenditures year-to-date.

→ **Operations and Maintenance – John McGinley**

Operations

- Review of snow removal program and training is underway. We currently have 26 people on staff trained in snow removal that will work 12 hour shifts during snow events.

Maintenance

- Terminal maintenance is working on multiple projects including a repair to the flagpole.
- Field maintenance – pavement work on taxiway Echo.

GA

- John passed around a press release on the NBAA (National Business Aircraft Association) conference he attended this month. Overall it was a successful event with an increase in attendance and exhibitors. He had several inquiries about our hangars and fuel flowage.
- Quasar Aerospace Industries, Inc. has acquired A-Cent Aviation Inc. Quasar was out to visit a few weeks ago to discuss the business environment. An article was passed around.
- Independence Aviation should start up within a month.
- Working on a winter GA pilot briefing to be held in January 2012.

→ **Planning and Development – Dan Gallagher**

DAR Project

- All roadway work has been completed as of October 16th. Therefore, this report will be removed from briefings moving forward. The street light installation has begun and should be complete by Thanksgiving, weather permitting. The airport will update the Commission periodically as ancillary work is completed.

Consolidated Terminal Expansion/Renovation Project Summary

- Structural demolition is about 90% complete. All utility relocations, natural gas, domestic water, waste water and primary electric have been completed with no impact to the airport.
- GlidePath LLC has been issued a Notice-To-Proceed for the Baggage Handling System (BHS) portion of the project.

→ **Director's Report – Mark Earle**

The airport's 2012 budget was presented to Council on October 10th. The budget process is as follows: Council has workshops that will take place and amend the budget as they see fit; then it will go back to the Mayor as he has line item authority and lastly back to Council for approval. Since there are more steps involved, this process will probably continue through December. If interested, you can view budget briefings on the City's website.

Mark thanked the AAC Commissioners for a job well done and recognized the individual time put into AAC. He reiterated that the Commissioners are invaluable to the community.

Mark asked if the tools staff provides were working well. We want to provide the Commission with the proper tools in order to answer questions within the community. The Commissioners replied that the reports, media updates, etc. have been working very well and are very useful.

• **COMMISSIONERS' COMMENTS**

Commissioner Patterson addressed phone attendance vs. physical meeting attendance. He thought that it may be difficult to keep up with the meeting if a slide presentation was made, and that perhaps phone attendance should not be permitted. Both Commissioners Courduff and Hayden responded that they were comfortable with attending by phone, when necessary, and commented that printouts of the slide presentations and handouts were distributed prior to the meetings. Commissioner Courduff stated that due to the nature of his job, travel is required and that he makes every effort to call in when possible. He said that the ability to participate by phone while traveling is essential to his continuing to serve on the Commission. Discussion ensued about the history of the current Commission policy that allows attendance by phone. The policy was adopted several years ago when it became clear that several Commissioners were having trouble meeting the attendance requirements in person and the Commission recognized that more flexibility was needed. The Colorado Springs City Code ordinance handout was provided as it relates to AAC attendance. In response to a question regarding whether a Commissioner was expected to resign if they failed to meet the attendance requirement, Mark clarified that the ordinance states that no resignation is required; Commissioners are automatically removed if absences accrue to 25% or more. Council does have the ability to reinstate Commissioners and excuse absences. Chairman Miller read aloud from the ordinance "No board or commission member shall be dropped who, in the opinion of the Council, has good cause for failing to be present at the meetings." The Commission decided to leave the attendance policy as is and allow for phone attendance.

• **CHAIRMAN'S COMMENTS**

As it stands the last meetings of the year are scheduled for November 15th and December 13th. Discussion developed among the Commissioners. Commissioner Thornton made a motion to have the December 13th meeting if necessary, by phone or email; the motion was seconded by Commissioner Patterson and passed with one opposed (Commissioner Elliott).

Discussion continued; Commissioner Boone made a new motion that the November 15th meeting be held and the December 13th meeting be cancelled, with the understanding that if something comes up that needs a vote, a meeting will be held by phone or email; the motion was seconded by Commissioner Patterson and passed unanimously thereby nullifying the previous motion.

Commissioner MacDonald mentioned that a \$31M CDOT grant was awarded for the I-25 expansion project. Mark added that the City coordinated in advance with Peterson AFB to reprioritize projects for the region, moving the I-25 expansion ahead of the Powers/Stewart interchange project which was a lower priority in the eyes of the Colorado Transportation Commission. Mayor Bach and City staff spoke in favor of the change, and the grant was approved by the state.

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
Commissioner MacDonald would like information on the operations that originate from the ADACG and from which military installations.	Gisela	Kelly Jackson emailed requested info
Chairman Miller asked to be informed when Quasar is qualified to begin allowing the certification process for foreign students.	John	On-going

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