



MINUTES
Airport Advisory Commission
July 24, 2012

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

COMMISSIONERS ABSENT: None

NON-VOTING MEMBERS PRESENT: Andrew Biancur, Alternate Commissioner

NON-VOTING MEMBERS ABSENT: Rob MacDonald, Pikes Peak Area Council of Governments
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, Planning & Development Analyst

CITY STAFF ABSENT: None

GUESTS PRESENT: Sam Abriani, Airport Intern

Next meeting is Tuesday, August 28, 2012

- **APPROVAL OF THE MAY 22, 2012 MINUTES**

Chairman Miller asked for approval of the May 22, 2012 Airport Advisory Commission minutes; no objections; minutes were approved as submitted.

- **PUBLIC COMMENTS**

None

- **NEW BUSINESS**

→ **Land Use Review – Neil Ralston**

July 2012 Items:

- **Item #1 AR DP 12-00308 / AR FP 12-00309**
- **Item #2 SP-12-3**
- **Item #3 CPC DP 12-00017 (Tabled Item #3 from March 2012)**

Airport staff reviewed two land use items- one in the City of Colorado Springs and one in the County. Staff did not recommend any objections to these items.

Neil recapped Item #3, which has been tabled since March 2012.

Commissioner Thornton made a motion to accept all three items. The motion was seconded by Commissioners Boone; it was carried by unanimous vote.

June 2012 Items:

- **Item #1 CPC DP 12-00050 / CPC MP 06-00069-A1MN12 / CPC ZC 12-00049**
- **Item #2 CPC DP 12-00213**
- **Item #3 AR DP 12-00241 / CPC CP 04-00239-A1MJ12 / AR FP 12-00242**
- **Item #4 CPC CU 12-00058 / AR CP 05-00100-A2MJ12 / CPC FP 12-00059**

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

Commissioner Thornton made a motion to accept all four items. The motion was seconded by Commissioners Boone; it was carried by unanimous vote.

→ **2011 Financial Statements – Gisela Shanahan**

- Gisela highlighted the balance sheets, statements of revenues, expenses and changes in fund net assets of 2010 compared to 2011.

- **STAFF REPORTS**

→ **Finance and Administration – Gisela Shanahan**

Traffic Report (May 2012)

- **Enplanements** – Basically flat; 0.5% below May 2011. The response to the Frontier Airlines new service was so strong that it resulted in a much more favorable number than originally forecasted. Year-to-date down 3.8%. Overall across the board a very healthy month for all the carriers.

Commissioner Elliott posed the question that when a flight is cancelled and the passengers are bused to DIA, to resume travel, are those passengers reflected in the traffic report. Gisela replied that those passengers are removed from the report. According to the FAA we are not allowed to count passengers that do not physically depart from COS.

- **Seats Available** – Up 1.2% for the month and flat year-to-date.
- **Load Factors** – Significant increase for every airline across the board. Bottom line we are at 81.2 for May 2012 compared to 67.6 for May 2011.
- **Landed Weight** – Up 1.2% for the month for scheduled carriers.
- **Freight and Mail** – Up 66.2% for the month. Deplaned freight/cargo was up 122.3%; we are working with FedEx and the smaller carriers to gain an understanding of this significant increase.
- **Military Cargo** – Down 23.6% for the month.
- **Aircraft Operations** – Up 26% for the month.

Finance Report (May 2012)

- We intended to have some sample financial reports; however there were numerous unexpected events that required our full attention therefore we did not get to a point where we were prepared to present it today. We will continue to work on it and are preparing to provide samples next month.
- **Earned Revenue vs. Budgeted** – 2.6% below five months of budget; this is in line with our historical performance.
- **Revenue vs. Actual Revenue** – 2.2% lower for the month, which is driven by airline revenue. Airline revenue is determined solely on the rates we charge the airlines. We were able to reduce the rates from 2011, which has resulted in a decrease in the airline revenue of 9.8% year-to-date.
- **Expenditures vs. Budget** – Running 5.8% below our budget. We continue to experience vacancies, which is driving the personnel services category.
- **Actual vs. Actual Expenditures** – Basically flat; down 0.7% year-to-date.

Semi-Annual CIP Update

The Commissioners were provided a CIP spreadsheet update in the packets.

Commissioner Boone asked for a description of the interactive training system on the CIP list. John responded that we currently have a training system that provides driver and security training for everyone who requires a badge. However, this training system is out of date and has reached its end of life. We are looking for a replacement system that is more user-friendly and that can partially be conducted online. We plan to acquire this new training system in September/October time frame.

Commissioner Boone inquired if the increased air traffic activity for the Waldo Canyon fire mitigation had an impact on the airport. Mark replied that the impact was not that great. The amount of capacity that we have on the aviation side is enough to where a bump in flying activity

does not impact us operationally. We rescheduled the runway maintenance for our longest runway once we realized there was a fire in order to make sure we had the full capacity available for any additional flight activity. We did see a lot of firefighters coming through the terminal building with large bags full of gear whom we assisted as far as getting them in touch with the proper agencies, etc. We did spend a lot of time working with staff and volunteers who were evacuated from their homes.

→ **Operations and Maintenance – John McGinley**

Operations

- Operations is preparing for the FAA certification inspection on August 22nd, 23rd and 24th, which occurs every 12 months. The inspection primarily focuses on day and night inspections of the airfield, fuel farms and our records.
- Over the last month, Operations met with all the station managers to conduct the annual review of the diversion plan.
- The tabletop exercise is this week which is internal to the City and mutual agencies involved in the emergency plan.
- Operations was contacted by Pratt & Whitney Canada- they want to bring a 747SP to COS for engine testing.

Maintenance

- The phone system upgrade is complete. It required a lot of night work. A total of 200 phones were replaced for staff and tenants.
- The terminal and IT technicians have been involved with moving staff to the 3rd floor Administrative area.
- Landside crews are finishing re-striping of the roadways.
- Upcoming projects within the maintenance department include: update of the crash phone system (PFC-funded), interactive training system and upgrading the radio receiver transmitters on the perimeter access control system.

GA

- We are working on the next GA Pilot briefing, which is tentatively scheduled for September 29th. So far we have a couple of speakers lined up which include Lockheed Martin, guests from the 302nd and the air reserve unit from Ft. Carson that will bring a helicopter as a static display.
- Additionally, we are working with Jessi from Cutter Aviation on the Malibu Meridian Owners and Pilots Association and Convention at the Broadmoor from Sept. 19-22. We are expecting about 120 aircraft parked on property for this event.

→ **Planning and Development – Dan Gallagher**

Design and Planning Phase:

Old Terminal Demolition & Remodel and Upgrade of the West Aviation Lavatory Triturator

- The old terminal demolition has kicked off to a great start; with all utility relocations complete and nearly 30% of project scope complete.

- Based on project schedule, we are looking to start the Lavatory Triturator in August, with a project completion date of early December.

Rehab of Taxiways M & F

- We received the FAA grant and are anticipated issuing a Notice of Award for construction in August. Because of the potential winter weather, we are going to do our best to try and fast-track this project with an expected completion of late fall 2012.

Pond 700 Outfall Drainage Repair

- We have selected a preferred alternative that is cost effective while providing the necessary results. The design consultant is preparing a scope and fee for a 100% design.

Sand Creek Drainage Erosion

- The airport has asked the consultant to conduct additional survey work to assist in drafting possible alternatives.

CSU Service Road

- Still working with CSU on the alignment of the road; we do not have a defined location yet.

Defense Access Road (DAR) Design and Construction

- Design for the landscaping, irrigation and associated utilities will be complete in mid-August with a completion in December.

Airport Master Plan

- LeighFisher has submitted an airfield alternatives briefing.

Construction Phase:

Consolidated Terminal Expansion/Renovation Project Summary

- CBIS (Checked Baggage Inspection System) – Zones 1 and 2 are complete, commissioned and accepted by the TSA. Zone 4 is in pass-through, which has allowed us to start the demolition and installation of Zone 3.
- SSCP (Security Screening Checkpoint Expansion) – We will be issuing change orders to the designer and the contractor.
- Integrated Operations and Communication Center Project – Both portions are complete. Operations will be up and running in the new area at the end of the month.
- Relocation and Reconfiguration of Administrative Office and Conference Space – Complete.

Rehab of Taxiway E, G and H (Phase III)

- The taxiway is open ahead of schedule.

→ Director's Report – Mark Earle

- The Compensation Study is well under way for the City. The City is looking at the Airport as a separate entity with respect to the study. The Airport's positions will be compared to other airports within the industry. The final determination will be made by the Mayor once the study is complete.

• COMMISSIONERS' COMMENTS

None

- **CHAIRMAN'S COMMENTS**

- Commissioner Miller announced that this is his last meeting as Chairman, he will continue as an AAC member.
- Commissioner Miller expressed concerns about the impact that the City's current compensation policy is having on the Airport's ability to recruit and retain staff. Specifically, he said that City policy should allow salaries at COS to be set at levels that are competitive with other airports around the country to ensure that the best possible employees are retained. He also expressed concern about compensation levels at the Airport being limited due to tax revenue shortfalls within the City's General Fund, even though the Airport is a separate Enterprise that is fully funded by revenues from its business activities. Commissioner Miller expressed hope that the on-going compensation study would result in the establishment of a separate compensation policy for the Airport that addresses these concerns. The Commission discussed putting together a letter, addressed to the Mayor, expressing the Commission's concerns regarding the Airport's compensation policy. Commissioner Miller offered to draft the letter. Commissioner Boone made a motion on the above item; it was seconded by Commissioner Thornton and passed unanimously.
- Commissioner Miller reminded Commissioners to look ahead at personal calendars and schedules in order to avoid a cancelling a meeting due to a non-quorum.
- Election for the new Chair and Vice Chair will be held next month. Commissioner Elliott will be the contact for submissions of newly elected officials. Commissioner Boone will Chair the August meeting.

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
List of land use item codes (terms and zones) attach to minutes	Neil / Planning & Development	A document has been put together and is currently being reviewed. Staff will put together presentation for September meeting.

Minutes respectfully submitted by:
Dana Jackson, Planning/ Development Analyst