



MINUTES
Airport Advisory Commission
August 28, 2012

COMMISSIONERS PRESENT: Dr. Pat Boone – Vice Chair
Randy Courduff
Dave Elliott
Steve Janitell
Dr. Chris Thornton

COMMISSIONERS ABSENT: Tom Hayden
Wally Miller - Chair

NON-VOTING MEMBERS PRESENT: Andrew Biancur, Alternate Commissioner
Peggy Littleton, 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
Dan Gallagher, Asst. Director, Planning & Development
John McGinley, Asst. Director, Operations & Maintenance
Kelly Jackson, Air Service Development Analyst
Neil Ralston, Airport Planning & Development Manager
Agnes Blachut, Airport Public Affairs Administrator

CITY STAFF ABSENT: None

GUESTS PRESENT: Jeffrey Warkoski, RS&H
Alex McKeon, RS&H
Russ Moran, Paradies
Beverly Larranger, Student Embry Riddle
Sam Abriani, COS Intern

Next meeting is Tuesday, September 27, 2012.

→ **APPROVAL OF THE JULY 24, 2012 MINUTES:**

Vice-Chair Boone asked for approval of the July 24, 2012 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: AR FP 12-00345 / CPC PUD 07-00104-A3MN12
- ◆ Item #2: AR FP 15-00352
- ◆ Item #3: CPC MP 87-381-A9MJ12 / CPC ZC 12-00067
- ◆ Item #4: AR CM3 04-00075-A1CM212
- ◆ Item #5: CPC A 09-00104 / CPC A09-00135 / CPC ZC 12-00074
- ◆ Item #6: CPC DP 12-00078 / CPC ZC 12-00077 / CPC FP 12-00079 / CPC 12-00080 / CPC FP 12-00081

Airport staff reviewed six new land use items this month and no previously tabled items. As indicated on your summary sheets, staff is recommending approval of all items.

Commissioner Courduff made a motion to accept all items as recommended. The motion was seconded by Commissioner Janitell; it was carried by unanimous vote.

STAFF REPORTS

→ **Traffic Report – Kelly Jackson**

→ **Enplanements** – Preliminary July data shows enplanements are up 6.1%. Seats available for Allegiant have slightly increased due to change in aircraft for the Phoenix service from the 150 seat aircraft to the 166 seat aircraft. We also had additional frequency for Las Vegas; there were 9 flights in 2011 and 17 in 2012. This has resulted in a decrease in landed weight but an increase in enplanements. American has seen a decrease of 1.8% for the month and load factors were much higher at 80% vs. 58% last year. Enplanements for Delta were down 15% and seats were down as well. The Atlanta and Minneapolis service experienced decreases for the month and Salt Lake remained the same. As reported in the news, the Minneapolis service left the market in mid-August. Frontier is up 81% due to the new service. Frontier has brought an additional 10,000 seats into the market and we've seen very strong load factors; Frontier's Denver service has been reduced from 6 to 4 flights per day but the load factors have increased. Portland's seasonal service will be ending mid-September, which will then become the San Diego service and the Seattle service, which runs through November, will change to the Orlando service. United has seen a 4.3% decline due to a decrease in the Chicago, Houston and LA service.

- **Seats Available** – Seats have increased 9.3% for the month compared to July 2011 and 5.1% year-to-date, which is due to the new Frontier service.

- **Load Factors** – All of the airlines have seen an increase in load factors. July 2012 has increased to 79% and the year-to-date has increased to 75%.
- **Landed Weight** – Landed weight is up 13% for the month, which is due to the airlines using larger aircraft on many of the routes.
- **Freight and Mail** – Freight and mail is down 84% compared to July 2011, which includes the military. Military cargo for June and July was down considerably, which is affecting the overall freight and cargo.
- **Aircraft Operations** – Activity is down 9.4% compared to July 2011. GA activity is down 14% and air carrier activity is down 18%, which is again due to the airlines flying fewer but larger aircraft.

→ **Finance Report – Dan Gallagher**



- **Earned vs. Budget Revenue** – We are nearly flat for the year coming in at nearly .5% below budget YTD. For June we were roughly 10% above budgeted amounts, namely due to our timing of the payment for the fuel excise tax.
- **Total Revenue** – In comparison to 2011 total revenue, we are nearly flat at approximately 1% below our 2011 amount. June 2012 compared to June 2011 was about .5% above year to year.
- **Obligations vs. Budget** – YTD we are 7% below our budgeted expenses and for the month we are 13.2% below our budget mainly due to Personnel Services, Advertising and Utilities savings. Advertising is running under budget due to timing of expenditures. Personnel Services is under spent YTD due to vacancies. Maintenance expenditures are also tracking below budget, due primarily to savings that the Maintenance Division has realized in day-to-day operations. Mark noted that we typically run under budget for the first ¾ of the year due to timing and will catch up at the end of the year. This year we're even further below budget due to the vacancies we're experiencing.

→ **Operations and Maintenance – John McGinley**

Operations

- In Operations, we just completed our annual Safety and Certification Inspection. The inspection went very well and we should be receiving a final report within the next few weeks. The inspection of the FBO fuel farms went well this year. The FAA has focused on this area over the past few years, and we have been working with the FBOs to improve in this area. The FAA inspector found that the fuel farms were essentially in compliance, with one discrepancy that was corrected during the inspection. The certification inspector commented on the improvement in this area, and recognized the tremendous effort that the Operations staff has put into the overall compliance effort throughout the year.
- The RFP for the new interactive training system is out on the street. This system will greatly improve the effectiveness of the Airport's security and safety training and ultimately lower the operating cost of the program.
- John McGinley and Troy Stover will be in Denver in September to participate in a regional Irregular Operations (IROPS) and Diversion forum. This is a cooperative effort involving the region's airports and the FAA that is focused on improving safety and efficiency of the non-scheduled operations that often occur during weather events. This is the same

meeting we attended in the spring. At this meeting we will discuss the progress we've made since the last meeting and discuss the direction to be taken moving forward.

Maintenance

- Maintenance has been replacing location signs in the Airport's public parking lots. The new signs will be easier to see and will improve the aesthetics of the lot.
- The Airport hosted the Airport Facility Management Conference (AFMC) earlier this month. This is held each year somewhere within the NW US and focuses on maintenance issues/topics. The last time we hosted this meeting was in 2007. The conference went very well with approximately 100 attendees from all over the nation and Canada. This year's conference covered a broad range of topics ranging from lightning detection to fleet maintenance. Airport staff participated in many of the sessions with John McGinley speaking on diversion programs and IROPS, Gisela Shanahan on the budgeting process for maintenance operators, and Troy Stover on our lightning detection program and how we work with airport tenants. The conference also included a number of roundtable discussions on topics affecting maintenance operators at airports that were moderated by Mark Hill.
- Maintenance has started snow training for the coming season. We initiate this process at this time each year so that we will be prepared in the event of an early snow. This effort involves the entire maintenance and operations staff, as well as our tenants.
- The RFP to replace the Flight Information Display System in the terminal will be issued before the next AAC meeting.
- Work continues this week on upgrades to our Crash Phone system.

GA

- The Colorado Balloon Classic is this weekend, Sept. 1-3. We work closely with Patsy Buchwald, President of the Colorado Balloon Classic, to coordinate the safety briefing and gain approvals for flight operations for the event.
- Cutter Aviation will be hosting a fly-in event from Sept. 19-22. There will be about 90-100 aircraft and 250-300 attendees. The airport is assisting through support from the Operations division and providing ramp space for aircraft parking.
- On September 29th, we will be holding the next quarterly pilot briefing in the East Terminal Unit. We co-sponsor this event with the FAA.

→ Planning and Development – Dan Gallagher

Design and Development Projects

- **Rehab of Taxiways M and F** will be moving into the construction phase this week. The airport has issued a notice of contract award and we hope to fast track this project to beat the weather.
- **Pond 700, Outfall Drainage Repairs** – This project is located just south of the ADAC/G. A design alternative has been selected which incorporates some channeling and drop structures in the Business Park. The Airport has issued a task order to the engineering consultant to proceed with the final design.

- **Sand Creek Drainage Erosion Project** – This project is located on the northwest end of the airfield. The engineer has been working on obtaining the necessary field data and completing additional alternatives. We are hoping to have the data collection wrapped up this week.
- **CSU Service Road** – Coordination is continuing on this project; however, CSU has shifted most of its focus to the SDS project. This will delay the project indefinitely, but there is no impact on airport or business park operations as a result.
- **DAR Road** – The last remaining phase of this project will be the landscaping package. We are at about 95% design for this phase and hope to have the project completed this calendar year.
- **Airport Master Plan** – Airport planning staff and the consultant continue to engage stakeholders. We recently met with members of the Advisory Commission to review alternative airfield configurations. Work will continue on this project through the remainder of the year.

Construction

- **Checked Baggage Inspection System** - The last phase of this project is under way. We are nearing completion of Zone 3 and will begin operating it in pass-through mode within the next week. This will allow us to start our commissioning process for Zones 3 and 4 with completion of a fully-commissioned system in October this year.
- **Security Checkpoint Expansion** - The interior finish portion of this project was initiated this week. The former Freshens area has been demolished and construction walls are going up. Most of the work in this phase will be behind the scenes. Mark stated that PR is fully engaged so that the proper signage is in place and customers are made aware of what is taking place, as well as the benefits of the project.
- **Old Terminal Demolition and Lavatory** - This project is about 95% complete. The upgrade for the lavatory is starting this week. Lavatory work, topsoil and seeding should be fully completed by December.

→ **Director's Report – Mark Earle**

- Gisela Shanahan's last day at work was last week. As we work to fill her position, responsibilities have been shifted to other personnel. Accounting, finance, HR and air service development are the responsibility of the Director for Finance and Administration. The Accounts Receivables/Payables will shift to John McGinley since his department expends most of the Airport's operating funds. Dan Gallagher will take financial responsibility for the CIP and anything related to the project side of the house. HR and Air Service will report directly to Mark Earle. Gisela's position is currently being advertised. In addition, we are advertising for the Accounting Manager, HR/Administration Manager and Analyst II positions that were vacated earlier this year. We have received a number of strong applications for each position, and expect to fill them soon.

5. OTHER BUSINESS

Election of officers:

- Dr. Pat Boone was elected as the new Chair and Dave Elliott was elected as the new Vice Chair.

6. CHAIRMAN'S COMMENTS

Dave Elliott asked the following:

- Do we have any plans to upgrade to Cat II ILS in the Master Plan? John explained that yes it's in the plan; however, we're working with the FAA on funding for this. FAA funding for ILS systems has been limited in recent years.
- Digital ATIS would be helpful as well. John indicated that the FAA doesn't have an upgrade planned at this time; however, we're keeping this issue alive.

Rob MacDonald noted that the Master Plan data has been incorporated into the 2035 plan for PPRTA. PPRTA will be contacting the Airport in the near future for the 2040 plan.

Mark Earle asked Rob about the status of the Powers ROD. Rob noted that it's complete and will send a copy to the Airport.

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
Airport Overlay overview	Staff	Staff working on presentation for AAC

Minutes respectfully submitted by:
Kelly Jackson, Air Service Development Analyst