



MINUTES
Airport Advisory Commission
October 23, 2012

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

COMMISSIONERS ABSENT: None

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

CITY STAFF ABSENT: None

GUESTS PRESENT: Alex McKean, Reynolds, Smith & Hills (RS&H)
Jeff Warkoski, Reynolds, Smith & Hills (RS&H)
Wayne Heilman, Gazette
Russ Moran, Paradies Shops
Patsy Buchwald, Paradies Shops

Next meeting is Tuesday, November 27, 2012

- **APPROVAL OF THE SEPTEMBER 27, 2012 MINUTES**

Chairman Boone asked for approval of the September 27, 2012 Airport Advisory Commission minutes; no objections; minutes were approved as submitted.

- **INTRODUCTION OF GUESTS**

Wayne Heilman, Gazette
Russ Moran, General Manager for Paradies Shops
Jeff Warkoski, RS&H (Reynolds, Smith & Hills)
Patsy Buchwald, Paradies Shops

- **PUBLIC COMMENTS**

None

- **NEW BUSINESS**

→ **Land Use Review Process Overview– Neil Ralston**

Neil gave a presentation on the insight into the land use review process and specifically addressed the following:

- The role of the Advisory Commission in the land use review process
- How the land use review process works
- What is the basis of review for land use items
- What surfaces make up the Commercial Airport Overlay District

Neil responded to Commissioner Biancur's question that the land use review process usually takes weeks from beginning to end.

Mark provided additional detail on the five subzones in the Airport Overlay District.

→ **Land Use Review – Neil Ralston**

- **Item #1 DS DP 94-64-A3MN12**
- **Item #2 AR FP 12-00470**

Airport staff reviewed two 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 the two items. The motion was seconded by Commissioner Miller; it was carried by unanimous vote.

→ **2013 Budget – Mark Earle**

We apologize that the 2013 budget will not be presented. The outstanding issue is that we submitted detailed budget information downtown in order for it to be formatted to a uniform presentation for City Council. However, upon review we discovered some data entry errors that had an impact on the summary amounts. Therefore, we will present the 2013 budget at the next Commission meeting. We will provide the level of detail required by the Commissioners when we make the 2013 Budget presentation.

- **STAFF REPORTS**

- **Finance and Administration –**

Traffic Report – Kelly Jackson

- **Enplanements** – Up 4.6% for the month; down 0.6% year-to-date. This is primarily due to the Frontier service increase, which was up 74.5% for the month. Allegiant is up 14.4% for the month due to the reconfiguration of aircraft which has increased seats in the market. This is the last month we will see the effect of the Long Beach service in our enplanements and load factors. American is down 0.7% for the month. Enplanements are down 22.0% for the month for Delta which is due to the discontinuance of the Minneapolis service. Enplanements are down 4.5% for the month for United.
- **Seats Available** – Up 6.3% for the month and up 0.7% year-to-date.
- **Load Factors** – Up 79.8% for the month and up 67.6% year-to-date.
- **Landed Weight** – Up 7.6% for the month and up 0.7% year-to-date.
- **Freight and Mail** – Up 10.5% for the month and up 16.5% year-to-date.
- **Military Cargo** – Down 42.3% for the month; down 10.7% year-to-date.
- **Aircraft Operations** – Down 5.6% for the month and down 2.0% year-to-date. The primary decrease is coming from the General Aviation (GA) community.

Finance Report – Dan Gallagher

- **Earned Revenue vs. Budgeted** – Up 2.4% year-to-date.
- **Revenue vs. Actual Revenue** – Down 1.5% year-to-date. The primary cause was a decrease in non-preferential gate usage.

Commissioner Miller asked for specifics on non-preferential gate use. Dan explained that when an overflow occurs, we have the ability to utilize non-preferential gates vs. lease hold gates. Mark added that preferential gates are covered under the airline use and lease agreements. Specific airlines are assigned a gate which is primarily used for that airline. The non-preferential gates offer more flexibility and are paid for on a per use basis. As the airlines change strategies, they have the option to use or not use the non-preferential gates.

- **Obligations vs. Budget** – Down 9.1% for the month. The largest variance is contributed to personnel services.
- **Actual vs. Actual Expenditures** – Down 11.4% for the month; down 2.5% year-to-date.

- **Operations and Maintenance – John McGinley**

Operations

- Operations has been involved with security coordination for both the Checkpoint project and a tenant project on the west side.

- Following the discussion last month about checkpoint wait times we pulled data just to see how we did this past summer. The Communications Center monitors the length of the checkpoint line and if the line expands to the gift shop or beyond an Operations agent will go talk to TSA to see what the issue is. In the month of July, Ops had 13 events where we had to intervene and go down to the checkpoint, as wait times were 12-26 minutes. However, in both August and September we saw that drop dramatically to 4-5 events. We have been tracking the TSA checkpoint lines for two years now.

Maintenance

- Last month we conducted a snow removal table top exercise to prepare for the winter months ahead.
- Last spring, we purchased a 2nd high speed snow blower. Snow removal time on the runway, with light dry snow, is 7 minutes a pass, which is 50% of the runway. This will improve customer service and the ability to avoid delays when we are in the thick of a snow storm.
- We have completed the upgrade of all aircraft loading bridges with PLC technology. Altogether we have upgraded 16 loading bridges.
- We are preparing to blow out the sprinklers on land side irrigation systems.

GA

- We are sending two staff members to the National Business Aircraft Association (NBAA) Convention next week. We staff a booth and disseminate information about COS. Casey Parker and Sam Abriani will be attending the convention this year.
- The GA Pilot Briefing at the end of September was a successful event. We had briefings from Pueblo tower, USAFA, and the COS tower. The next planned meeting will be in March 2013.

→ **Planning and Development – Dan Gallagher**

Design and Planning Phase:

Pond 700 Outfall Drainage Repair

- Field survey work is complete. The Airport anticipates receiving deliverables by the end of October.

Sand Creek Drainage Erosion

- Airport staff is currently reviewing the scope and fee proposal. A task order will be issued to proceed with final design once negotiations have been finalized.

CSU Service Road

- This project is temporarily on hold pending further coordination with CSU.

Defense Access Road (DAR) Design and Construction

- We have received the irrigation submittal. We are finalizing the maintenance and warranties program. The anticipated completion of the landscaping and irrigation for Cresterra Parkway is planned for mid-December 2012.

Airport Master Plan

- The Airport continues to engage in further dialogue with the FAA related to additional adjustments to the final ALP that is to be submitted.

Construction Phase:

Consolidated Terminal Expansion/Renovation Project Summary

- CBIS (Checked Baggage Inspection System) – Zones 1 and 2 are live. Zones 3 and 4 are going to be tested this week. The anticipated completion and “go-live” date is early to mid-November.
- SSCP (Security Screening Checkpoint Expansion) – Phase I demolition is complete. Framing within the east and west areas are substantially complete. We are tentatively scheduled to be in our temporary configuration on November 13th.
- Integrated Operations and Communication Center Project – Complete
- Relocation and Reconfiguration of Administrative Office and Conference Space – Complete

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

- Old Terminal Demolition – Complete
- West Aviation Lavatory Triturator – The building permit has been approved. This project is scheduled for a completion date of December 2012.

Rehab of Taxiways M & F

- Phase I demolition is complete and paving operations have begun. This project has an anticipated completion date of mid-December 2012.

→ Director’s Report – Mark Earle

- Once the restaurants are complete, we anticipate having a dedication event mid to late-December.
- We are working on two large graphic image projects with the USOC and USAFA in the terminal building. These graphic images will represent important elements of our community. We will provide more detail about these two projects, at the next meeting. We anticipate having a dedication ceremony both gateway projects.
- The Gazette will be reporting on the Pueblo Airport possibly losing Department of Defense (DOD) funding for ARFF services. From our understanding, DOD funding has been reduced from roughly \$0.5M to \$30K per year. The Pueblo Airport is figuring out how they are going to make up for the deficit. There is no impact to COS. Our relationship with DOD is not a monetary relationship; we receive no funding from DOD.

• COMMISSIONERS’ COMMENTS

None

• CHAIRMAN’S COMMENTS

Commissioner Boone addressed the last meeting dates of the year to make sure a quorum would be established. The meeting in November will be carried out as scheduled. Commissioner Miller made a motion to forego the December meeting. However if there are land use items, voting will be conducted via email; it was seconded by Commissioner Thornton and passed unanimously.

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
Email Land Use Review Process Presentation to Commissioners	Agnes	Emailed
Email 2013 Budget Presentation to Commissioners before it's presented at AAC	Agnes	Will be emailed on Monday, 11/26/2012

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