



MINUTES
Airport Advisory Commission
November 27, 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
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
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
Sam Abriani, Airport Management Intern
Jason Tepool, Airport Assistant Maintenance Manager
Jena Rakoczy, Airport Administrative Technician
John Schulz, Airport Financial Analyst

CITY STAFF ABSENT: None

GUESTS PRESENT: Wayne Heilman, The Gazette
Russ Moran, The Paradies Shops
Doug Price, Colorado Springs Convention & Visitors Bureau
John Fox, Student at Embry Riddle

Next meeting is Tuesday, January 22, 2013

- **APPROVAL OF THE OCTOBER 23, 2012 MINUTES**

Chairman Boone asked for approval of the October 23, 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

Doug Price, President of Colorado Springs Convention & Visitors Bureau

- **PUBLIC COMMENTS**

None

- **NEW BUSINESS**

→ **Land Use Review – Neil Ralston**

- **Item #1 AR DP 05-00267-A4MN12**

- **Item #2 AR FP 12-00550**

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

Commissioner Miller made a motion to accept the two items. The motion was seconded by Commissioner Thornton; it was carried by unanimous vote.

→ **2013 Budget – Airport Staff**

June Eveland began the 2013 Budget Detail Report with a review of revenues and expenditures. Overall our expenditures are fairly flat for the year.

Dan Gallagher addressed the revenue portion in greater detail. The Properties Department has identified new locations for advertising, which has increased [advertising] revenue by 79%. Discussion ensued about the rental car MAGs (minimum annual guarantee) as they relate to the master concession agreement.

John McGinley focused on significant changes in expenditures. Civilian and uniform salaries line items both had cost savings. The signs line item increased significantly, which reflects a regulatory change for reflectivity of signs and is driving us to update the current signs (speed limit, crosswalk signs, etc.). These particular signs have not been updated; this project will take place over four years. The utilities line item increased by 12% from 2012 vs. 2013. Commissioner Courduff asked if renewable energy sources were being evaluated. Mark responded that the short answer is yes, however it is a matter of finding the right combination of partners since we are a government entity, not a private company. Many times the incentive is in the form of a tax credit, which would not apply to COS since we are tax-exempt. We are looking into this; however we do not want the project to have an enormous impact on rates.

Mark Earle reviewed capital outlay and debt service. Overall, the total expenditures are down 0.2% and a transfer to the fund balance increase of 19.8%. Mark also reviewed the charts located in the report. In general, our actual expenses have been below our budgeted expenses since 2010. For future budget reviews, Commissioner Miller suggested a notes page highlighting the significant changes. Airport staff agreed to make that change for the future.

- **STAFF REPORTS**

- **Finance and Administration**

Traffic Report (September) – Kelly Jackson

- **Enplanements** – Down 1.6% for the month and down 0.7% year to date.
- **Seats Available** – Up 4.8% for the month and up 0.7% year to date.
- **Load Factors** – Overall for the month 72.3% (Sept. 2012) vs. 80.4% (Sept. 2011) and year to date 75.7% (2012) compared to 76.7% in 2011.
- **Landed Weight** – Up 4.9%, contributed to a change in aircraft. Up 0.7% year to date.
- **Freight and Mail** – Down 6.6% for the month and up 13.9% for the year.
- **Military Cargo** – Down 58.5% for the month; down 14.1% year to date.
- **Aircraft Operations** – Up 8.0% for the month and up 2.1% year to date.

Finance Report – June Eveland

- **Earned Revenue vs. Budgeted** – Year to date we are 3.2% above the budgeted amount. Airline revenue is down 1.7% for the year. Terminal concessions are up 7.9% for the year. Rental car area is up 3.0% for the year as well.
- **Revenue vs. Actual Revenue** – Down 0.2% year to date, which is attributed to lower enplanements and related concession sales.
- **Obligations vs. Budget** – Down 8.0% year to date.
- **Actual vs. Actual Expenditures** – Down 1.4% year to date.

- **Operations and Maintenance – John McGinley**

Operations

- Ops is coordinating a four day runway closure from December 3rd -7th. We are looking to close the east runway down nightly from 9 pm – 5 am to accommodate surveying work for the next phase of the Taxiway E, G & H rehabilitation project.
- Ops and Maintenance worked with CDOT (Colorado Department of Transportation) to coordinate our pavement condition analysis. This is a report funded by the state every 3 years. A contractor goes to each airport in Colorado and conducts a survey of all the pavement areas.

Maintenance

- The Maintenance Dept. recently completed a reconfiguration of the security fence at PAFB.
- The Landside Maintenance crew is working on pothole repairs on Aviation Way.

GA

- The Airport Operators Group is meeting tomorrow night at 5:00 pm at the Radisson Hotel.

→ **Planning and Development – Dan Gallagher**

Design and Planning Phase:

Pond 700 Outfall Drainage Repair

- We have received the 60% design drawings from the engineer and are currently reviewing these drawings.

Sand Creek Drainage Erosion

- A task order has been issued to proceed with the final design for this project. The designer is now developing a project schedule.

CSU Service Road

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

Defense Access Road (DAR) Design and Construction

- The Airport has finalized the design documents for this project. However, the CDOT transfer of funds from design to construction took longer than expected. Therefore, due to the timing and the weather, this project will be pushed to the spring of 2013.

Airport Master Plan

- The Airport is working to finalize the Airport Layout Plan with the intention of submitting it to the FAA during the first quarter of 2013.

Construction Phase:

Consolidated Terminal Expansion/Renovation Project Summary

- CBIS (Checked Baggage Inspection System) – All 4 zones within CBIS are complete and “live”. Project closeout is underway.
- SSCP (Security Screening Checkpoint Expansion) – Phase I demolition is complete. Phase II is now underway, which will include the relocation of utilities/data lines, the demolition of the former concourse exit, maintenance, electrical and plumbing work (MEP), and interior finish-out work within the west side expansion area.
- 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 – Work has commenced on the excavation for this project. An issue related to materials being taken off-site has resulted in a delay. The minor delay will push the completion date from Dec. 2012 to Jan. 2013.

Rehab of Taxiways M & F

- Both Phase I and II concrete pours are now complete, with shoulder and associated work remaining. This project has an anticipated completion date of mid-December 2012.

➔ **Director's Report – Mark Earle**

- Mark commended work done by staff on the Security Screening Checkpoint Expansion (SSCP) project. The project has been seamless; the TSA has been cooperative and flexible.
- As a part of the SSCP overall project we are continuing work on the gateway projects. The Airport is a gateway to our community and staff is working closely with the USAFA to take a portion of the exit corridor to be a welcome feature for the USAFA. We are concurrently working on the USOC gateway project in the atrium area.
- Mark applauded Neil Ralston for his contributions to the CBIS (Checked Baggage Inspection System) project.
- The Finance Dept. has experienced several vacancies; however, June Eveland, Accounting Manager, has put forth a tremendous effort during such a demanding time.

• **COMMISSIONERS' COMMENTS**

None

• **CHAIRMAN'S COMMENTS**

Chairman Boone received a letter regarding privatizing security screening and distributed it to the Commissioners. Mark clarified that this is a letter from an individual member of Congress and not from a committee. This Congressman has had a long-standing position that all TSA screening should be privatized. The AAC took a close look at this in 2010, when a similar letter was mailed out and at the request of the Mayor. The AAC came to the consensus of not pursuing the privatized screening program and submitted a formal letter to City Council that conveyed the results. The minutes from that specific meeting (December 21, 2010) are located on the website.

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
Explanation of bank investment fees, on the 2013 Budget Detail Report	Staff	Finance staff is researching this line item and will provide an explanation via email.
Breakout of marketing/advertising program	Agnes	A breakdown of 2012 will be provided to the AAC via email.
Marketing efforts forthcoming presentation in Feb. 2013	Staff	

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