



MINUTES
Airport Advisory Commission
February 26, 2013

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: None

NON-VOTING MEMBERS ABSENT: Peggy Littleton, El Paso County Commissioner
Andrew Biancur, Alternate Commissioner
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
June Eveland, Airport Accounting Manager
Dana Jackson, Interim Properties Administrator

CITY STAFF ABSENT: None

GUESTS PRESENT: Wayne Heilman, The Gazette
Russ Moran, Paradies Shops
Doug Price, Colorado Springs Convention & Visitors Bureau
John Fox, Student of Embry Riddle
Alex McKean, Reynolds, Smith & Hills (RS&H)

Next meeting is Tuesday, March 26, 2013

- **APPROVAL OF THE JANUARY 22, 2013 MINUTES**

Chairman Boone asked for approval of the January 22, 2013 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

John Fox, Student of Embry Riddle

Alex McKean, Reynolds, Smith & Hills (RS&H)

- **PUBLIC COMMENTS**

None

- **NEW BUSINESS**

→ **Land Use Review – Neil Ralston**

There were no new Land Use Review items for the month of February 2013.

- **STAFF REPORTS**

→ **Finance and Administration –**

Traffic Report (December) – June Eveland

- **Enplanements** – Up 4.4% for the month and up 0.9% year to date. Allegiant Air was down 17.3% for the month and down 7.2% year to date due to the Phoenix route being discontinued. American Airlines was down 1.6% for the month and fairly flat year to date. Delta is down 23.4% for the month and down 10.6% year to date, due to the discontinuance of the Minneapolis service. Frontier was up 73.1% for the month and up 47.4% year to date. United is down 2.4% for the month and down 7.1% year to date, due to a decrease in the Houston service.
- **Seats Available** – Up 4.9% for the month and up 0.8% year to date.
- **Load Factors** – Overall for the month 72.2% and year to date 76.5%.
- **Landed Weight** – Up 1.3% year to date, for the scheduled carriers.
- **Freight and Mail** – Up 10.1% for the year.
- **Military Cargo** – Up 26.3% year to date.

Finance Report – June Eveland

- **Earned Revenue vs. Budgeted** – Year to date we are 1.5% above the budgeted amount. Airline revenue is down 5.8% for the year, primarily due to lower landed weights. Terminal concessions are up 7.4% for the year, due to additional advertising located within the terminal. Terminal area is up 2.6%.
- **Revenue vs. Actual Revenue** – Overall up 0.8% year to date.
- **Obligations vs. Budget** – Down 7.7% year to date.

- **Actual vs. Actual Expenditures** – Down 2.8% year to date.

➔ **Operations and Maintenance – John McGinley**

Operations

- John discussed the last snow event that took place. Last Wednesday, snow was falling at a rate of 2 inches per hour. We were in a divert situation from approximately 6:45 pm to 10:30 pm. We opened a runway at 10:33 pm to allow a Chicago flight to land. Overall, it was a very aggressive snow storm. The reliability and capability of the new equipment was vital. After 10:30 pm, we switched snow removal operations over to the east runway in order to prepare for the morning flights.
- The COS air traffic control tower, along with 72 other control towers, have been flagged due to the number of operations in the midnight shift hours. The FAA is conducting a study to see what type of operations are occurring in the middle of the night and what would be the impact if the control tower was closed 6-8 hours a night. We are currently gathering data from PAFB and the tower. The handling of diversions from DIA, ADACG flights and snow removal operations during hours of proposed control tower closure are of a definite concern. Ultimately the data goes to the FAA at the regional level in May and those recommendations will then go to the administrator for decision making.

Mark clarified that this study is done every 3-4 years. Discussion ensued about COS tower and current staffing levels.

- We have an automated weather observation system that monitors temperature, wind direction, etc. This system is used by pilots to determine aircraft performance requirements. In 2010, we transitioned from having air traffic controllers monitor the automated weather observation system to hiring contract weather observers. These contracts are being cut at a number of airports and ultimately COS is on this list to lose the contract weather observers. The tower does not see any issues going back to the way things were originally. The contract ends next month.

Maintenance

- The Maintenance Dept. is performing a lot of pavement maintenance work on the west side to prepare for the planned east runway closure in the spring.
- We are currently working with Neil Ralston to transition the checked baggage system over to the Maintenance. Once the system has been fully accepted by TSA it will transfer to Maintenance.
- We are preparing to install a new cooling system in the main telephone room.
- We are also looking to sign a contract next week in order to replace all of the sliding glass doors in the lower level, due to end of life.

GA

- GA Pilot Safety Briefing is scheduled for Saturday, April 6th.
- The first air show committee meeting will be on March 13th at 1:30 pm in conference room B.

➔ **Planning and Development – Dan Gallagher**

Design and Planning Phase:

Pond 700 Outfall Drainage Repair

- Plans and specifications are planned to be completed and issued for bidding in March 2013.

Sand Creek Drainage Erosion

- We anticipate a receipt of 100% design documents in late March/early April.

CSU Service Road

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

Defense Access Road (DAR) Design and Construction

- The Airport has received 100% complete design drawings and landscape specifications from the engineer. We are waiting for the best time of year to initiate the project and issue bid documents.

Airport Master Plan

- The Airport is working with its consultant and the FAA to finalize the Airport Layout Plan.

Dan explained that there were a few projects not listed because they have been fast tracked. The projects are listed below:

- We have executed an on-call design contract for the west side of the airport, adjacent to the FedEx leasehold. This is a common area of drainage issues and pavement distress.
- A second project is currently out to bid for the design of the west side GA taxi lane, which is the worst pavement on the airfield. This is a partnership with a tenant. The tenant received term extension in exchange for their financial commitment (55%) to the project; meanwhile the airport will provide 45% of the project cost. The design procurement is currently out to bid. The pre-proposal meeting will be held on Thursday at 2:00 pm. Both of these projects are complementary to each other because of phasing plans.
- Taxiway E, G & H Ph. IV - The FAA sequester has a large impact on project, and is resulting in uncertainty about when the Airport will receive funding. The budget estimates are just under \$17M. The FAA found planning money and wanted COS to accelerate the project by planning and designing the project in a matter of weeks. The bid opens on February 28th.

Construction Phase:

Consolidated Terminal Expansion/Renovation Project Summary

- CBIS (Checked Baggage Inspection System) – This portion of the Terminal Improvement Project is complete.
- SSCP (Security Screening Checkpoint Expansion) – Deployment of the new screening equipment is taking place this week; lanes 3 & 4 are currently installed. TSA advised that we will not be receiving the AIT's (whole body imaging) for quite a while, due to some operational issues the TSA is experiencing. The project is coming to a close.
- 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 – Complete

Commissioner Miller complimented Dan and his team on the outstanding work being accomplished at COS.

➔ **Director’s Report – Mark Earle**

- Mark distributed a letter regarding the FAA sequester. He pointed out that the plan involves the implementation of tower closures, hiring freezes and furloughs. We will continue to provide information to the Commissioners as it’s received.
- Mark also circulated a letter from American Airlines and US Airways explaining the merger and the combined airline’s intentions to continue to serve existing communities. They intend to keep each of the hubs open and operational and intend to keep every station each airline currently maintains. The combined airline plans to grow in the smaller markets.
- The Gateway projects are both complete (USAFA and USOC). Minor adjustments will be made to the USOC exhibit, including lighting. The USOC is very pleased with the display. We are working to schedule the dedication ceremony for the USOC project.
- SSP America has upgraded the pre-security restaurants. Local flavors were integrated with the addition of Novo Coffee and Bristol Brewing Company. We are very excited to have both restaurants here and have received a great deal of positive feedback.

• **COMMISSIONERS’ COMMENTS**

None

• **CHAIRMAN’S COMMENTS**

Chairman Boone encouraged the commissioners to attend the Pilot Briefing on April 6th.

Chairman Boone explained the process in selecting an AAC representative for the Air Show Committee. Commissioner Elliott will be the AAC representative and Commissioner Courduff is the back up.

The commissioners are drafting three letters which consist of a general “thank you note”, an “employee commendation letter” and a letter to Frontier. The letter to Frontier will thank them for bringing air service to COS.

The commissioners reviewed the 2013 AAC meeting dates, specifically for November and December, in order to avoid holiday overlap. Commissioner Thornton made a motion to have the November AAC meeting a week early (November 19th) and to forego the December meeting, but be available to discuss any issues via email if items cannot wait until January 2014. Commissioner Courduff seconded the motion, and it passed unanimously.

• **AIRPORT STAFF ACTION ITEMS**

Action Item	Assigned To	Status
Diversion/delay report	John M.	Staff compiling diversion report AAC.
Items distributed at the AAC meeting will be emailed to commissioners not in attendance	Agnes	Emailed.
Draft series of letter.	Agnes	Paradies letter completed. Employee letter completed. Frontier letter in progress.