



MINUTES
Airport Advisory Commission
April 23, 2013

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

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: Dan Gallagher, Interim Director of Aviation
John McGinley, Asst. Director, Operations & Maintenance
Neil Ralston, Airport Planning & Development Manager
Agnes Blachut, Airport Public Affairs Administrator
June Eveland, Accounting Manager

CITY STAFF ABSENT: None

GUESTS PRESENT: John Shultz, Airport Financial Analyst
Jay Lindell, Independent Consultant
John Fox, Student of Embry Riddle
Wayne Heilman, Gazette
Alex McKean, Reynolds, Smith & Hills (RS&H)
Russ Moran, Paradies General Manager
Rob Spracklin, F&D Engineering Services
Jane Acosta, COS Airport
Jerry Dimandja, COS Airport

Next meeting is Tuesday, May 28, 2013

I. APPROVAL OF THE FEBRUARY 26, 2013 MINUTES

Chairman Boone asked for approval of the February 26, 2013 Airport Advisory Commission minutes; no objections; minutes were approved as submitted.

II. INTRODUCTION OF GUESTS

John Shultz, Airport Financial Analyst
Jay Lindell, Independent Consultant
John Fox, Student of Embry Riddle
Wayne Heilman, Gazette
Alex McKean, Reynolds, Smith & Hills (RS&H)
Russ Moran, Paradies General Manager
Rob Spracklin, F&D Engineering Services
Jane Acosta, COS Airport
Jerry Dimandja, COS Airport

III. PUBLIC COMMENT

Russ Moran of The Paradies Shops updated the Commission on the "Treat Our Troops" program which was first introduced to the Commission during the March 2013 meeting. During the month of February, \$2,135 worth of items was collected and donated to the Fort Carson USO; \$3,700 in March; \$1,800 during the first two weeks of April.

Note: Chairman Boone moved up VIII. Chairman's Comments to occur after III. Public Comment. Please see VIII. Chairman's Comments. After Chairman's Comments, the meeting continued in order according to the agenda.

IV. NEW BUSINESS

A. Land Use Review (presented by Neil Ralston)

- **Item #1 AR DP 13-00097**
- **Item #2 AR DP 13-00118**
- **Item #3 CPC UV 13-00012, AR BPP 122-000116**
- **Item #4 CPC MPA 06-00206; AR FP 13-00151; CPC PUP 05-00039; CPC PUD 05-00040**
- **Item #5 CPC MP 87-00381; CPC ZC 13-00026; CPC DP 13-00027; CPC BPP 13-00028**
- **Item #6 AR FP 12-000167**

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

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

B. Master Plan Update

Neil Ralston provided a Master Plan Update specifically regarding the Recommended Development Plan (RDP). The RDP presentation is available for viewing on the Airport's Master Plan Update Documents and Resources Webpage at the following link: [Recommended Development Plan Presentation for Airport Advisory Commission](#).

Commissioner Boone inquired whether the forecast update as a part of the Master Plan Update is still valid. Neil responded that the Airport has exceeded the two-year "shelf life" of the forecast update and that an updated forecast is required by the FAA.

Commissioner Courduff inquired why there were four airfield hot spots identified during the Master Plan process, but only two with suggested solutions or mitigation plans. Airport staff responded that an area designated as a hot spot does not need to be reengineered and/or reconstructed, but can be a high-traffic spot at a runway crossing that requires extra caution or a area that is difficult to see from the air traffic control tower.

V. STAFF REPORTS

A. Finance and Administration

Traffic Report: February 2013 (presented by Neil Ralston)

There was a decrease in enplanements of 6.3% in February 2013 compared to February 2012 during a month that had a 6.7% decrease in seats available, which translated to increased load factors. In February 2013 we had a 68.4% load factor compared to 65.5% in February 2012.

Year-to-date, Allegiant had a 16.0% decrease in enplanements on a nearly 1.0% decrease in seats available. This translates into a fairly significant decrease in load factor to 80.0%. The difference for Allegiant is that they are no longer flying to Phoenix-Mesa, but the load factor decrease is something we must monitor.

During the month of February, American's enplanements were down 6.5% on a 14.0% decrease in seats available, which resulted in a load factor that increased to nearly 68% year-to-date.

Delta's enplanements decreased 23.2% on a nearly 26% decrease in seats available. This is reflecting the loss of the MSP non-stop in August 2012. Delta's year-to-date load factor increased to 74.7% in February 2013.

Frontier's enplanements were up 9.0% in February 2013. Their load factor was approximately 59.0%, which was a significant increase over 2012.

United's enplanements were down 4.4% while their seats available were down nearly 3.0%. Their year-to-date load factor was just about 69.0%.

The total landed weight year-to-date was down 6.3%. Cargo is down 32.7%. Total airport operations were up 25.3% for the month and nearly 27.0% year-to-date.

Chairman Boone inquired about the revenue the Airport earns from diverted aircraft. After a discussion, it was determined that the Airport earns about \$100 for a diverted aircraft, but the overall revenue varies based on aircraft weight and whether or not the aircraft deplanes.

Chairman Courduff made a motion to recreate the Traffic Report so that is directly compares enplanements, seats available and subsequent load factors, as reported by Neil. Commissioner Miller seconded the motion and the request was noted as an action item by Airport staff. All Commissioners approved unanimously.

Vice-Chairman Elliott brought up an issue that a traveler at the Airport had to wait about an hour and a half after a flight to get checked bags. John McGinley requested the flight information and said he would follow up on the issue.

Finance Report: February 2013 (presented by June Eveland)

Earned Revenue (2013) vs. Budgeted (2013) – Overall revenue is below budget.

Earned Revenue (2013) vs. Actual Revenue (2012) – Airline revenue is down 4.6% compared to 2012. Part of this is that our rates for 2013 are lower than 2012. Our Landed Weight is down 6.3%.

Obligations (2013) vs. Budget (2013) – Overall we are down 15.4% below budgeted and this is mainly a timing issue.

Actual Obligations (2013) vs. Actual Expenditures (2012) – We are down 13.1% year-to-date. This is mainly due to timing of expenses, Personnel Services and Utilities.

B. Operations and Maintenance – John McGinley

Chairman Boone asked John whether the Airport has been impacted by the FAA Air Traffic Control furloughs. John replied that he has spoken with the Tower manager and there has not been any impact on Colorado Springs.

Operations

- Staff is preparing for an annual review of the Airport Emergency Plan (AEP). The Airport must conduct a full-scale exercise every three years and conduct tabletop exercises the remaining years. The Airport will be conducting a tabletop exercise next month. An accident scenario is created and all responding agencies are invited to verbally practice the emergency response.
- The Airport will undergo an annual FAA certification inspection in May. Among other things, paperwork, the airfield and fuel farms will be inspected at that time.

Maintenance

- Maintenance is performing repairs on the inbound and outbound roadways.
- Staff just completed pavement repairs on the east side of the ramp. Maintenance staff will soon transition to doing spot pavement repairs on the air carrier ramp.
- The IT department just completed installation of a cooling system in the main telephone room to address an overheating issue.
- Within the terminal, Facility Maintenance Staff is catching up on aesthetic repairs such as patching and painting.
- Regarding the Security Screening Checkpoint project, since the last meeting, we have opened up the new queuing area. An outstanding item includes a storefront that will be placed between the queuing area and the checkpoint, which will allow us to secure the checkpoint at night. The project should be wrapped up at the end of May.

General Aviation

- A GA Pilot briefing was held on Saturday, April 6th. It was the most successful briefing on record with well over 100 people in attendance. The reasons for the success included a great agenda put together by Alan Gorski (ATC Tower), much participation from the FAA and a popular briefing on Temporary Flight Restrictions (TFRs).

Chairman Boone inquired whether there is a motion to send a letter of appreciation to Alan Gorski for organizing the Pilot Briefing. Commissioner Miller made the motion and it was seconded by Commissioner Courduff. Commissioner Miller offered to compose a draft letter for the Commission's review.

C. Planning and Development – Neil Ralston

Design and Planning Phase Projects:

- Pond 700 Outfall Drainage Repair – The 100% plan set has been received and is under final review by Airport. The project is still anticipated to go out to bid in June. Construction could begin in August and be completed during the Fall of 2013.
- Sand Creek Drainage Erosion – The Airport has received a draft 100% design package for review. It is anticipated that this project will be bid in late May, and that construction will begin in July. Construction should be completed by September 2013.
- Defense Access Road Design and Construction – Airport staff continues to coordinate with CDOT to shift the remaining available funding from a design account to a construction account. An official letter requesting the fund transfer has been submitted and preliminary approval has been granted by CDOT.

A final review of the Cresterra Parkway landscaping and irrigation package is underway with plans scheduled to be bid in June. Construction could commence by late August and be completed in late Fall 2013.

- Airport Master Plan – The Airport is working with its consultant and the FAA and to finalize the Airport Layout Plan (ALP). Airport staff is targeting to submit the draft ALP to the FAA in mid-May for an airspace review. Final completion of the Master Plan is anticipated for September 2013.
- Westside Reinvestment Project – The Airport has issued a task order to provide preliminary design phase services to Jacobs Engineering. This design / site investigation phase will consist of a topographic survey and geotechnical data-gathering related to the existing pavements. This information will assist in further project definition. For Phase II of the Westside Reinvestment Project, the Airport has awarded a design contract to CH2MHill. Airport staff is negotiating a work scope and working on project definition for this set of projects.

Airport staff is anticipating these construction projects could begin in late summer and be completed Fall of 2013.

Construction Phase Projects:

- Rehabilitation of Taxiways E, G & H (Phase IV) – The FAA has granted approval to the Airport to issue a construction contract to Interstate Highway Construction (IHC). A Notice to Proceed will be issued on May 13 and that the project will be completed by late November 2013.

The overall scope of this project is to reconstruct mainline and shoulder pavement and edge lighting at Taxiway E3, Taxiway E6 and Taxiway E from north of Taxiway E6 to Taxiway E7; the entire project will be completed in two consecutive phases. After coordinating with Airport stakeholders, the two phases of this project were re-sequenced in order to avoid the closing the East runway (17R/35L) between the warmest summer months of June through August. Airport staff is currently working to modify the original bid package to reflect the change in sequence of the two phases.

The Airport is also anticipating receiving the FAA grant in early June.

- Checked Baggage Inspection System – The Airport is awaiting final acceptance of the system. Final design of the Oversized Baggage Screening Room and Transport Line is complete. The start

of construction is currently on hold; the Airport is evaluating whether this is the best time to undergo that project.

Commissioner Biancur inquired whether there is a TSA “fast-track lane” during heavy passenger screening times – 6am-8am. John McGinley responded that the Airport does not currently have such a lane, but that a premium lane is being set-up, which would process first class passengers and military on orders. The TSA’s new program, Pre-Check, which allows travelers to opt-in, provide additional information, and have a faster screening experience, is currently being tested at large hub airports and is not available locally.

D. Director’s Report – Dan Gallagher

The Director’s position has not yet been posted and Dan is unaware of a timeline for the posting. In the interim, Dan has asked Neil to step in as the Interim ADA - Planning & Development. Presently the Airport has seven vacancies throughout the Airport. The ADA – Finance & Administration position is currently on hold while management works to achieve stability in the organization.

There are two events for which staff will send out reminders to the Commission. First, the Warrior Games are coming up in early May. The Airport would like to recognize the participants by enhancing their experience at COS. First, the Airport is working with the TSA to instate a third ticket document checker at the screening checkpoint to help process participants of the Warrior Games through a dedicated lane. Staff is also planning to welcome and send-off participants with coffee and pastries. We’ll be looking for volunteers to staff the tables.

Second, when our checkpoint is complete, the Airport plans to set a date to hand out coffee and newspapers to travelers during peak screening time – around 5am – to thank people for flying through Colorado Springs. Related, the TSA has agreed to open the checkpoint 15 minutes earlier after receiving many requests from local businesses via Airport management. Lastly, Airport staff is working with the TSA to evaluate whether there is a possibility to acquire the new screening equipment that was originally scheduled for installation with the Security Screening Checkpoint project. Due to funding issues, the TSA is not able to deploy the equipment; the Airport is evaluating the possibility of funding the deployment in the interim and being reimbursed by the TSA after sequestration.

From a longer term standpoint, Neil and Dan will be traveling to an air service conference in early June. Airport staff is working hard on presentation material for the airline meetings.

VI. OTHER BUSINESS

The Meadowlake Airport is awaiting certification from the FAA of a new turf runway. Commissioner Elliott mentioned that he is intending on having a ribbon-cutting of the runway on May 18th, which is International Learn to Fly Day. The primary users of the runway will be glider pilot instructors. The Meadowlake Airport also broke ground on a transient ramp construction project.

Commissioner Elliott added that the second meeting of the Colorado Springs Airport Air Show Committee just took place. An air show is tentatively planned for every other year, starting in 2014. The proceeds from the air show will go to support the two museums on the airport – National Museum of WWII Aviation and Peterson Air & Space Museum.

VII. COMMISSIONERS’ COMMENTS

Commissioner Biancur inquired whether the Airport foresees an impact on FAA grant projects (Master Plan, airfield construction) during the sequester and, secondly, whether the FAA uses consultants to review the Master Plan, which may result in a delayed approval of the Master Plan. Neil responded

that the Airport hasn't received the 2013 FAA grant but expects to receive it in early June. Regarding consultants, Airport staff is working directly with FAA staff at this time on projects and is not aware of an impact due to less funding for FAA consultants.

VIII. CHAIRMAN'S COMMENTS

Chairman Boone updated the Commission on the status of the Letter of Appreciation that was written by the Commission to recognize Mark Earle for his 10 years of service to the City of Colorado Springs.

Chairman Boone reported that some Commissioners thought the letter should be stronger and more personal, and that the wording should be different. The letter was on stationary that said, "Airport Advisory Commission / Colorado Springs Airport", with the address, phone number and website of the Airport.

The letter was read aloud to the Commission:

Attention: Mark Earle, Former Aviation Director, Colorado Springs Airport

RE: Letter of Appreciation

The Colorado Springs Airport Advisory Commission would like to extend to Mark Earle this letter of appreciation for your service to our airport as Aviation Director, as well as to our community, for the past ten years.

Your hard work has been appreciated, as verified by feedback from airport customers in Colorado Springs, El Paso County and surrounding areas. We appreciate the leadership you have given to our Colorado Springs Airport. We are enclosing a list of some of the positive changes made during your tenure as Aviation Director.

We sincerely wish you the best in your present job for the city of Colorado Springs as Senior Advisor – Airport and Aviation.

Chairman Boone said the letter was going along with a 10-year record of Airport development. She then reviewed chronologically an order of events associated with the letter, including the following events: when the Commission approved to send a Letter of Appreciation; when the Commission received an email from Dan Gallagher stating that a Letter of Appreciation and a 10-year record of Airport development will not be distributed at this time per the City Attorney; when the Chairman and Vice-Chairman were contacted by phone by the Mayor's office to meet with the Mayor and City Attorney in a private meeting; Chairman Boone's phone and email response that same day to the Mayor's office stating that the Advisory Commission is appointed by City Council and would only meet with the Mayor and City Attorney with City Council invited to be present; Chairman Boone's first conversation with the City Attorney at the new City Council swearing-in ceremony; Chairman Boone's subsequent email correspondence with the City Attorney requesting help in creating an approved Letter of Appreciation to Mark Earle.

Chairman Boone stated that the Commission does not understand the issue with sending a Letter of Appreciation.

Discussion ensued between the Commission regarding why there is an issue with sending a Letter of Appreciation and City Management has not responded to requests about how to create and send an appropriate Letter. The Commission brought up that there might be an issue with sending the Letter on Airport letterhead (with an "Airport Advisory Commission" header); suggested that each Commission send his/her own letter; what does or does not the Commission have the Authority to do; suggested that the Commission move forward with sending the Letter despite the issues; the City Attorney's relationship with the Mayor and City Council; the Commission's relationship with the Airport Director.

Commissioner Boone asked for a motion to send a letter to the City Attorney asking for (1) an answer about what the problem is with sending a Letter of Appreciation and (2) that the Commission anxiously awaits a reply. Commissioner Thornton made the first motion and Commissioner Hayden seconded the motion. No further discussion ensued regarding this motion. All Commissioners except Commissioner Janitell, who opposed, approved the motion.

Commissioner MacDonald inquired whether the Commission can pass a resolution of appreciation. Commissioner Boone requested a copy of the PPACG's resolution format.

IX. ADJOURNMENT