



**MINUTES**  
**Airport Advisory Commission**  
**May 28, 2013**

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

**COMMISSIONERS ABSENT:** Dr. Chris Thornton

**NON-VOTING MEMBERS PRESENT:** Andrew Biancur, Alternate Commissioner

**NON-VOTING MEMBERS ABSENT:** Peggy Littleton, El Paso County Commissioner  
Rob MacDonald, Pikes Peak Area Council of Governments

**CITY STAFF PRESENT:** Dan Gallagher, Interim Director of Aviation  
Jerry Dimandja, Airport Intern  
Agnes Blachut, Planning & Development Analyst

**CITY STAFF ABSENT:** None

**GUESTS PRESENT:** John Fox, Student of Embry Riddle  
Wayne Heilman, Gazette  
Russ Moran, Paradies General Manager

**The next meeting is Tuesday, June 25, 2013.**

## **I. APPROVAL OF THE APRIL 23, 2013 MINUTES**

Chairman Boone asked for approval of the April 23, 2013 Airport Advisory Commission minutes; no objections; minutes were approved as submitted.

## **II. INTRODUCTION OF GUESTS**

John Fox, Student of Embry Riddle  
Wayne Heilman, Gazette  
Russ Moran, Paradies General Manager

## **III. PUBLIC COMMENT**

None.

## **IV. NEW BUSINESS**

### **A. Land Use Review** (presented by Dan Gallagher)

- **Item #1 SF-13-005**

The Commission commented that density should be taken into consideration.

- **Item #2 CPC PUD 06-00108**

City Code 7.3.506.E.3b&c – Noise and Density. Commissioner Miller commented that the description conflicted with the actual request and clarification and verification were needed before a City Council vote. Commissioner Courduff commented on the conflict between using major amendment in one place and minor amendment in another and questioned if that had been addressed. He also questioned the increasing density.

- **Item #3 AR DP 13-00189**

City Code 7.3.506.7– Electrical Interference, Glare, Visibility. Commissioner Courduff commented that the height was missing.

- **Item #4 AR FP 13-00240**

City Code 7.3.506.E.3c –Density. The Commission commented that density should be taken into consideration.

- **Item #5 CPC ZC 13-00015**

City Code 7.3.506.5 & 6 & 7- Markers, Electrical Interference, Glare Visibility. Commissioner Elliott commented on vertical development and possible future storage of booms in an upright position exceeding 40 feet. Commissioner Miller commented questioning Planning's practice of assuming there was no comment from the airport if nothing was received back from an email, and recommended the practice be changed to receipt of a comment on land use items becoming a mandatory practice.

- **Item #6 AR FP 13-00239**

City Code 7.3.506.E.3b&c – Noise and Density. The Commission commented that density and noise should be taken into consideration.

- **Item #7 Non-buckslipped request from City Planning**

City Code 7.3.506.5 & 6 & 7- Markers, Electrical Interference, Glare, Visibility.

Airport staff reviewed seven land use items in May. One item is in El Paso County. Six items are in the City of Colorado Springs. Staff did not recommend any objections to these items.

The Commissioners commented that City Code 7.3.506 should be utilized when evaluating the City's land use items in the Airport Overlay District.

## **V. STAFF REPORTS**

### **A. Finance and Administration – Dan Gallagher**

#### ***Finance Report: March 2013***

Airport Intern Jerry Dimandja presented a trend analysis he created for the Airport's annual finances. Dan Gallagher explained that historically the Airport has compared its monthly revenues and expenditures to the entire year's budget divided by 12 so that the budget is distributed evenly throughout the year. This does not give an accurate assessment because of timing of expenses throughout the year and seasonal passenger trends, for example. The Airport will be moving away from reporting based on this method and moving towards comparing the revenues and expenses to historical seasonal trends.

Commissioner Miller stated that he concurred with tracking the budget with this new method. Airport staff will work on further analyzing the trends and refining this report.

#### ***Traffic Report: March 2013***

The phasing out of Frontier service is being realized in the traffic report. Also, the discontinuation of Delta's Minneapolis service and Allegiant's Phoenix-Mesa service is impacting the enplanement report. Those destinations were in the market during March 2012. Overall enplanements are down 14.4% for the month and down 5.9% for the year.

The Commission commented they like the new Traffic Report format but made a few recommendations for next month related to layout.

### **B. Operations and Maintenance – Dan Gallagher**

There are two projects that fall into the Operations and Maintenance category. First, the Airport is undergoing a Turf Replacement project that will remove 5 acres of irrigated turf from in front of the terminal building and replace with a "xeriscape" product. This will save the Airport about \$120,000 annually. Second, the Airport is working with the air traffic control tower to transfer airfield lighting control to the tower at night. COS averages about 3 flights between 2300 and 0500. Allowing ATC to control the night airfield lighting will save the Airport about 20% in current airfield lighting costs.

### **C. Planning and Development – Dan Gallagher**

#### **Design and Planning Phase Projects:**

Airport staff is working on an updated Project Status report that will provide a better snapshot of capital projects.

- Rehabilitation of Taxiways E, G & H (Phase IV) – Phase I is expected to be completed by June 1. Phase II (work within runway safety area) is scheduled for August 20<sup>th</sup>.
- Pond 700 Outfall Drainage Repair – Staff anticipates a mid-August start and November completion.
- Sand Creek Drainage Erosion – Staff anticipates issuing an informal solicitation in the next few weeks.

- Westside Reinvestment Project – Two general aviation tenants [JHW Investments and Colorado jetCenter] are matching the Airport’s capital contribution to undergo pavement improvements. Staff anticipates completing these construction projects in the fall.
- Airport Master Plan – The Airport Layout Plan was submitted to the FAA for airspace review earlier this month.
- Security Checkpoint Expansion – The checkpoint is complete. A premium passenger lane is in place.

**D. Director’s Report – Dan Gallagher**

Dan Gallagher mentioned that two recent events held at the Airport- the Wounded Warrior Project and the Coffee Kickoff- were both successful.

Mr. Gallagher then presented a Strategic Initiatives presentation to the Commission, which outlines the Airport’s path forward in the areas of (1) fiscal health and sustainability; (2) customer service differentiation; (3) marketing and customer loyalty; and (4) air service development.

After the Strategic Initiatives, Mr. Gallagher outlined the state of the Airport’s current reserves balance and debt, The current reserves balance is comprised of capital commitments, Passenger Facility Charge commitments, Customer Facility Charge restrictions, bond reserves, and operating reserves. Mr. Gallagher outlined the Airport’s debt and focused on plans to refinance the Airport’s current 2002A bond, which would greatly reduce annual costs for the airlines.

**VI. OTHER BUSINESS**

None.

**VII. COMMISSIONERS’ COMMENTS**

Commissioner Miller stated that he would like for the Commission to have a discussion of where the Commission stands within the municipal structure before the conclusion of this meeting- how can the Commission be most constructive during the transition; whether there is diminished opportunity for citizen input.

**VIII. CHAIRMAN’S COMMENTS**

Chairman Boone distributed a document from Vice-Chairman Elliott from the American Association of Airport Executives related to the role of advisory boards throughout the US. Vice-Chairman Elliott stated that the document is a good overview and provides valuable information for consideration about the role of an advisory board for an airport- out of all city enterprises, the Airport is run most like a business and it is a unique model.

Chairman Boone reviewed a timeline of Commission activity and interaction with City management and the Attorney’s office from the past month. Discussion ensued among the Commission about the role of the AAC and the best method to get clarification about the proper role of the AAC so that the members of the ACC can function most effectively. The commission agreed that Commissioner Boone will contact City Council President Keith King by phone to ask the question: “In light of the May 1, 2013 letter from Mayor Bach to me and the AAC, could we please get clarification on our role as the Airport Advisory Commission?”

**IX. ADJOURNMENT**