



MINUTES
Airport Advisory Commission
July 23, 2013

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

COMMISSIONERS ABSENT: None

NON-VOTING MEMBERS PRESENT: Peggy Littleton - El Paso County Commissioner

NON-VOTING MEMBERS ABSENT: Andrew Biancur - Alternate Commissioner
Rob MacDonald - Pikes Peak Area Council of Governments

CITY STAFF PRESENT: Dan Gallagher - Interim Director of Aviation
Neil Ralston - Interim Assistant Director of Aviation, P&D
Megan Meyer – Administrative Technician
Jerry Dimandja – Airport Intern

CITY STAFF ABSENT: John McGinley - Assistant Director of Aviation, Operations & Maintenance

GUESTS PRESENT: John Fox - Student of Embry Riddle
Keith O'Connor – Jacobs
Linda Bruce – FAA/Denver ADO
Brian Mohr – Leigh Fisher
Russ Moran – Paradies

The next meeting is Tuesday, August 27, 2013.

I. APPROVAL OF THE June 25, 2013 MINUTES

Chairman Boone asked for approval of the June 25, 2013 Airport Advisory Commission minutes; Chairman Boone had 2 corrections:

- Page 3, Section C. – Pond 700 Outfall Drainage Repair - left out 'is managing the project' (regarding Kris Andrews)
- Page 4, Section C – Sand Creek Drainage Erosion - left out 'is managing the project' (regarding Daniel Donato)

II. INTRODUCTION OF GUESTS

John Fox - Student of Embry Riddle
Keith O'Connor – Jacobs
Linda Bruce – FAA/Denver ADO
Brian Mohr – Leigh Fisher
Russ Moran – Paradies

III. PUBLIC COMMENT

None

IV. NEW BUSINESS

Chairman Boone inquired about nominations for Chair and Vice Chair for next year. Commissioner Courduff nominated Commissioner Thornton for Chairman, and Vice-Chair Elliott to remain Vice-Chair for the following year. Commissioner Janitell seconded motion.

Chairman Boone wanted to express her enjoyment at having been Chair for the last year saying that she's loved being Chair, it's been very challenging. We've come a long way since the letter we received on May 1st from the Mayor stating that he was essentially going to get rid of the AAC, to last week – a statement in the newspaper from the Mayor stating that the new Airport Task Force and the Airport Advisory Commission would be very 'complimentary'. Again, she's very pleased with the progress that's been made.

Chairman Boone suggested that they change the day of meetings (Tuesday was convenient for past councils) and since City Council meets on the same day as the AAC, a new day may be best to ensure a stronger presence at AAC Meetings. Dan agrees, and was going to suggest the same thing.

A. Master Plan Update Presentation (presented by Neil Ralston)

The Airport is almost complete with the Master Plan. They've been working on it since 2009 and have discussed it in 22 meetings with the Airport Advisory Commission. It was placed on hold in 2012 for the In-Line-Baggage-System Project, but has been picked up and moving full-speed ahead towards completion.

Presenting to the AAC, then putting the Plan out for Public Comment are the last steps before final submission/approval to the FAA. The Airport is hosting a 'Master Plan Open House' Thursday August 1st 2013 in the ETU. The Airport sent out postcard invitations to all nearby residents, and city officials.

The airport is in excellent position to handle the forecast demand through the planning horizon of 2035, with few exceptions (as follows):

- Airfield
 - o Redesign geometry of Runway 13 and Runway 17R intersection
 - o Evaluate runway extension to Runway 12R-35L to minimize departure weight restrictions during north flow
 - o Analyze obstacles to determine if shifting the runway to the south would be beneficial
- Ground Transportation
 - o Identify space to set aside for additional public parking
- Passenger Terminal
 - o Provide additional space for Screening Checkpoint
 - (completed)
- General Aviation
 - o Provide for additional corporate hangar space

Funding for project would be sought through a combination of federal, state, and local funds. The 'Recommended Development Plan Cost Estimates' is available as a table in the Master Plan. After Neil's presentation there was a brief discussion on the Airport's ability (financially) to handle this work.

Neil's very proud of the relationships that have been built with entities around COS during the time taken to put the Master Plan together, and he's looking forward to maintaining these relationships as much as possible.

Neil requested Advisory Member's Signatures on a letter of support on the Master Plan. There were minor changes requested, and the letter was passed around and signed by all.

B. Land Use Review (presented by Neil Ralston)

- **Item #1 - Non-buck slipped request from City Planning**
 - **No questions or comments**
- **Item #2 – CPC ZX 13-00063, CPC CU 13-00064, CPC MP 07-00061, AR FP 13-00322 (Concurrent Request)**
 - **No questions or comments**
- **Item #3 – AR DP 04-00697-A3MJ13, AR FP 13-0029 (Concurrent Request)**
 - **Chairman Boone had a comment - 7.3.506 -3C – Density – Make sure it's all clear**
 - **Neil responded – that is non-applicable to this specific request**
- **Item #4 – AAR FP 13-00341, AR DP 03-00640-A4MN13 (Concurrent Request)**
 - **Chairman Boone had a comment - 7.3.506 -3C – Density – Make sure it's all clear**
 - **Neil responded – that is non-applicable to this specific request**

Airport staff reviewed four land use items in July. All items are in the City of Colorado Springs. Staff did have comments/recommendations as stated above.

Item #6 from June's meeting is still tabled pending the results of an FAA airspace review.

The Commissioners had no further input regarding Airport staff's recommendations and supplemental comments for these land use items.

V. STAFF REPORTS

A. Finance and Administration – Neil Ralston

Traffic Report: May 2013

Year-to-date, enplanements are down 11.7%; compared to May 2012, enplanements are down 22.1%. These numbers were expected with the departure of Frontier Airlines. On a positive note, DL added a 2nd flight to Atlanta (started in July).

Enplanements, seats and load factors for each airline were provided. *Note: all monthly Traffic Reports are available at www.flyCOS.com.*

Finance Report: May 2013

Earned revenue for May is 24.8% under budget. For year-to-date, earned revenue is 20% under budget. This is primarily due to a decrease in the amount of space leased after Frontier's departure and less ancillary revenue due to lower traffic.

Expenditures for May are 21.4% over budget. For year-to-date, expenditures are 23.1% under budget.

May was the first full month with Frontier gone, so moving forward the lower numbers will be more evident.

The Airport has finished the forecasted 2014 budget at \$18.3 million (lowered from \$21 million).

B. Operations and Maintenance – Dan Gallagher

The Airport is still working on their xeroscape plan (7 acres total within the parking lot and terminal roadways). The savings will be \$120,000 annually from our budget, and will save the cost of ½ full time employee due to less upkeep. Chairman Boone asked what the initial cost for this plan is. Dan explained it's a one-time cost of approximately \$10,000 to start, but the final cost could increase with the additional purchase of more vegetation. The Airport will be saving both utility and staff costs.

Also working on isolating lighting systems to cut costs – trying to supply services only when there is a demand for passengers.

Question was posed regarding the Air Traffic Control Tower managing the runway lighting after hours? Yes, we signed an LOA with the FAA – it should be rolling out soon.

C. Planning and Development – Neil Ralston

Design and Planning Phase Projects:

- New format for the Project Report - thoughts?
 - Everyone thinks it's great, much easier to read
- Pond 700 Outfall Drainage Repair – Received 8 bids total last Wednesday, the low-bid was half of the engineer's estimate. Hoping to issue NTP by end of August. Kris Andrews is managing this project; Neil wanted to make it a point to show his appreciation.
- Sand Creek Drainage Erosion – 2 bids submitted last Wednesday, both below the engineer's estimate. 45 day construction project, hoping to issue NTP by end of August. Daniel Donato is managing this project; Neil wanted to make it a point to show his appreciation.
- Westside Reinvestment Project –

- Phase I – Cargo Widening – 2 bids received last week, both were over the engineer's estimate. Airport will award to lowest bid, and then work on scope of work to get what needs to be done within our budget.
- Phase II – VSR/Fuel Farm and taxi lane by CO Jet Center – Awarded to CH2MHill, work will begin in October. \
- Rehabilitation of Taxiways E, G, H (Phase IV) – Work is ongoing, progressing nicely – 3 days ahead of schedule. Paving for Phase I of this portion should be finished within the next few weeks, with the next phase beginning on or around August 21. Sam Schneiter is doing a great job managing this project.
- Premier Lounge - Need City Council to approve an Amendment to the Appropriation.

D. Director's Report – Dan Gallagher

Based on the conversation yesterday when the Premier Lounge was introduced at the City Council Meeting, Dan thinks that a letter of support from Commissioners will help this pass and get approved. Commissioner Miller moved to draft a letter, send via e-mail and vote to sign or not. Mike Wilbur spoke up and said that they couldn't send the letter and communicate via e-mail, however – they can agree what needs to be in the letter today, Dan can draft the letter, and send the letter to everyone individually for review and signature- he made it clear that if what was discussed in the meeting is not in the letter, do not discuss it with other members, and do not sign it if you do not agree with the letter. Requests for letter were discussed, and Commissioner Miller motioned for the letter for signature, (no discussion between members) Commissioner Thornton seconded and it was voted in unanimously.

Dan is also working on refinancing the Airport's 2002 bond that is now callable. The Airport is currently paying 5% on the majority of these bonds. Refinancing this debt through a lower-interest loan would save the Airport/Airlines a significant amount of money annually. Commissioner Thornton motions to create this letter, and Commissioner Miller seconds, and it was voted in unanimously.

Commissioner Courduff also suggests that Commissioner Miller calls and speaks to City Council representatives – with his wealth of knowledge and experience he can best represent the intentions of the Airport and AAC.

Monday July 29th – another coffee kickoff @ 4:30am with the Mayor, Dan would love to see everyone there ☺

VI. OTHER BUSINESS

None

VII. COMMISSIONERS' COMMENTS

Next month, Commissioner Miller will be unable to attend the meeting, therefore today is his very last AAC Meeting:

"I would like to say a thank you to the people around this table for your professionalism, for your camaraderie, for the dedication and the knowledge that you have brought to the deliberations around this table. I think we have a great airport and I could not be more pleased with the promise that Dan has brought in the position of interim director and the stepping up of the members of his staff to do the things that need to be done."

Commissioner Miller strongly suggests that this Commission implement an approved Charter, defining the Commission's role.

VIII. CHAIRMAN'S COMMENTS

Chairman Boone will not be present at next month's meeting; therefore this is her last meeting as Chairman. For the record, she has 6 recommendations for the Airport and Commission to consider in the future:

- 1) Chapel in Gate Area
- 2) Car Wash on Airport property
- 3) International Symbols on all signs
- 4) Restaurant Hours extended until 8:00 or 9:00pm
 - a. This has already been done, if she sees restaurants closed earlier than 10:00pm please let Dan know
- 5) Doesn't like the new valet location
 - a. Old one was closer to the door
 - b. New one, passengers end up bringing in bags themselves because Valet employees can't see them arrive
- 6) Speed Limit from Powers should be 45MPH
 - a. After the curve in the road it should lower to 25MPH

IX. ADJOURNMENT