



**MINUTES**  
**Airport Advisory Commission**  
**September 25, 2013**

**COMMISSIONERS PRESENT:** Dave Elliott – Vice Chairman  
Steven Janitell  
Dr. Chris Thornton  
Tom Hayden  
Randy Courduff

**COMMISSIONERS ABSENT:** Dr Pat Boone – Chairman

**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  
Neil Ralston - Interim Assistant Director of Aviation, P&D  
Mike Wilbur – City Attorney

**GUESTS PRESENT:** Wayne Heilman – The Gazette  
Alex McKean – RS&H  
Russ Moran – The Paradies Shops

**The next meeting is Wednesday October 23, 2013**

## **I. APPROVAL OF THE August 28, 2013 MINUTES**

Vice-Chairman Elliot asked for approval of the August 28, 2013 Airport Advisory Commission minutes; no corrections/suggestions, unanimously approved.

## **II. INTRODUCTION OF GUESTS**

Wayne Heilman – The Gazette  
Alex McKean – RS&H  
Russ Moran – The Paradies Shops

## **III. PUBLIC COMMENT**

None

## **IV. NEW BUSINESS**

### **A. Land Use Review** (presented by Neil Ralston)

- **Item #1 – AR PUD 06-00336 –A2MN13, AR FP 13-00443**
- **Item #2 – AR FP 13-00452**
- **Item #3 – SF-13-013**

Airport staff reviewed three land use items in September. Items 1 and 2 are in the City of Colorado Springs, Item 3 is in El Paso County.

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**

#### ***Traffic Report: July 2013- Neil Ralston***

Year-to-date, enplanements are down 17% over 2012 levels; for the month of July 2013, enplanements are down 23% compared to July 2012.

A summary of passenger enplanements, seats and load factors for each airline was provided. *Note: all monthly Traffic Reports are available at [www.flyCOS.com](http://www.flyCOS.com).*

- Neil asked for input on new format for the presentation of traffic data.
- Commissioner Courduff suggests that the airport present a few highlights from the traffic data during the briefing, instead of reading the report line by line.
- He appreciates the gesture by airport staff, but by receiving the documents in advance, they are able to review the details in advance and develop questions for the meeting.

#### ***Finance Report: July 2013- Dan Gallagher***

Earned revenue for July is 33.4% under budget. For year-to-date, earned revenue is 24.5% under budget.

Expenditures for July are 24.1% under budget. For year-to-date, expenditures are 25.5% under budget.

- Per passenger revenue is increasing, which helps lower costs for airlines

- Terminal Square footage cost is going from \$69 to \$54 – to have this sort of drop (especially after Frontier's loss) is huge, and very positive

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

- Airport received a 2<sup>nd</sup> positive vote from City Council on the Premier Lounge – John McGinley is working with the architect to initiate the design phase of the project.
- Plenty of interdepartmental cross training going on, this is to create efficiencies and save money:
  - o Attendants are learning how to operate mowing equipment
  - o Maintenance Staff is learning to maintain the In-Line Baggage System
- Escalators
  - o Working to get all escalators fully functional
- Utility Reallocation
  - o Lighting reduction across entire airport – savings (estimated) at \$115,000 this year
  - o Due to recent rains, we have not had to irrigate turf areas, so this is adding to our utility savings
  - o Xeriscape installation is continuing
- Coordinating with the Public Arts Commission – Dan is meeting with them this week to discuss the Art Program at the Airport
  - o Maintenance / Administration staff time is used a great deal on this program
    - Escorting Artist/Family Members, etc
    - Removing/reinstalling art every 90 days
  - o The Airport can recapture a majority of these staff hours by moving a portion of the art program to public areas. This will allow greater involvement of volunteers to assist in with exhibit set up while showing the program to a greater audience.

## **C. Planning and Development – Neil Ralston**

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

- Airport Master Plan –
  - o Closed out in early September, FAA pleased that we were able to complete the project before the end of the Federal Fiscal year
  - o Submitted to City Land Use Review to get local approval (minor amendment process) – minor comments were received last week; we should be able to address these items and re-submit soon.
- Pond 700 Outfall Drainage Repair –
  - o Issued Notice to Proceed (NTP) to Pioneer Sand on August 19<sup>th</sup>
  - o CH2MHill is providing on-site construction observation services
  - o Running into challenges – rainy weather, makes the drainage/erosion project a little more challenging. Also, the contractor uncovered a fiber optic line running along Powers Boulevard that is not as deep as we expected to find it. Finally, we have had some minor issues with manhole submittals meeting our specification requirements.
- Sand Creek Drainage Erosion –
  - o Issued a Notice to Proceed (NTP) to RE Monks August 21<sup>st</sup>
  - o Work on embankment walls is substantially complete as of this week
  - o Using rubble from taxiway demolition to restore the embankment with stable material
- Westside Reinvestment Project –
  - o Phase I – Cargo Widening
    - Issued Notice to Proceed to Interstate Highway Construction (IHC) on August 12<sup>th</sup>
    - Project is substantially complete, work area is opening tonight for FedEx
    - Found a damaged drainage under the pavement, which was causing issues in that area – minor cost to repair, and a good find on this project
  - o Phase II – Apron Edge Taxilane, GA Apron, and VSR/Fuel Farm –
    - Received 2 bids on September 10<sup>th</sup> – Rocky Mountain Materials & Asphalt was the low bid, working on issuing a Notice to Proceed – project scheduled to start Oct 1<sup>st</sup>
    - Asphalt project – risk involved, based on weather; we are contractually obligated to Jet Center to get work completed by end of year

- Big thanks to our Operations Department, working extra hours in order to get contractors cleared, badged and trained so they can begin work as soon as possible
- Rehabilitation of Taxiways E, G, H (Phase IV) –
  - Due to weather impacts we have extended the contract completion date to November 28<sup>th</sup>
  - The contractor is transitioning to seven-day work weeks to put themselves in the best possible position to complete the work by the contractual completion date
- Rehabilitation of Taxiways E, G, H (Phase V)
  - This is a new project for 2014, and will rehabilitate the remaining phase of Taxiway E from north of Taxiway E6 to north of Taxiway E5, along with a portion of Taxiway E5
  - We are submitting an appropriations ordinance to City Council for approval in October to get started on the design phase of the project.
  - Project should be started in 2014, but the exact timeline will depend upon the availability of an AIP grant from the FAA.
- East Terminal Unit Rehabilitation
  - The intent of this project is to provide Office Space for TSA in the ETU – this will create a long-term revenue stream
  - Finalizing Schematic design-level costs
  - We are submitting an appropriations ordinance to City Council for approval in October
- Marketing Program –
  - Rolled out the ‘Thanks Again’ Program on September 13<sup>th</sup>
    - COS has had around 80 people enroll which is average for an airport our size
    - Thanks to the AAC Members who were present for the ‘kick-off’
    - Registration for this program is available online
  - Seabury is our consultant for development of a new marketing program/strategy –working with them on all marketing aspects for COS
    - Sending out surveys to gain perspective on how COS is seen, and what we can do to improve our perception in the community
    - Updating our ‘leakage’ study last completed in 2011

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

- Overview on staffing:
  - Started the year with 122 FTE budgeted positions, we are down to 95
  - Posted 8 internal positions that need to be filled
  - Posted 2 new Ops Positions
  - Staffing is the largest expense, with vacancies the Airport will save \$1.5 million per year
- S&P Briefing
  - Disappointed in their rating – but most small airports are hurting (lower ratings) nationwide
  - S&P understood our recovery plan, but still rated us based on enplanement numbers –
- Refinancing
  - 
  - COS selected Piper Jaffray as an underwriter for our bonds
    - Taking a very aggressive approach at our refinancing plans and rates
  - Next step is to choose a Bond counsel.
  - Cost of daily operation has dropped from \$43,000 to \$36,000
- ETU & Echo Project (Phase V) – will be presented to Council for approval in the next few weeks
- SIB – Airport received final approval from council on Sept 10<sup>th</sup>
  - Application has been submitted to the State
- Premier Lounge was approved by council yesterday Dan would like to get final resolution on the initiatives proposed by Dr. Boone –
  - Car Wash, Speed Limit, International Signage, Chapel
  - Mike Wilbur let the Commissioners know that if they want to close these issues out, then they as a board have the right and authority to propose to close these issues
  - Commissioner Courduff proposes that these items be closed out, until such time that they may be brought up by the Commission as a whole

- o Commissioner Thornton seconded
- o Approved by a unanimous vote

## **VI. OTHER BUSINESS**

- Mike Wilbur wanted to bring up a few important topics, to bring a better understanding to the Commission as a whole:
  - o Dan and Mike cannot recuse any AAC Members- Members can only recuse themselves
  - o Example – if there's a conflict, or a great appearance of a conflict on a specific issue, Members should state as neutrally as possible "Mr. Chair, I believe that it's in the best interest to recuse myself from this issue."
  - o If you're not sure if there's a conflict, feel free to talk to Mike about it – come early, ask him about it, he will give you his legal opinion
    - If you disagree with his opinion, that's you're right
  - o Attorney Client Privileges – these apply to the Board as a whole, not to Commissioners individually
    - In these meetings, they hold the Attorney-Client privilege – they cannot take his legal counsel and share it as an individual
  - o Vice-Chairman Elliott asked how they have access to Mike/The Attorney between meetings?
    - Via Dan
  - o Moving forward, the airport will try to have an attorney at each AAC Meeting

## **VII. COMMISSIONERS' COMMENTS**

- Commissioner Biancur asked about the relationship between the Airport, the AAC, and the Air Service Task Force?
- Dan – it's great. All teams are very complimentary to each other. All information from Airport goes to AAC first, then Dan briefs the Task Force in hopes of getting all members on the same page,
- Commissioner Biancur also asked about the upcoming air show, and what the AAC Member can/need to do?
  - o Vice-Chairman Elliot responded and let everyone know that it's still in the very basic/planning stages. At this point in time there's nothing that needs to be done. As soon as they need help, the air show board will be in touch.
- Vice-Chairman Elliott asked about a Pilot Meeting, he was told that there's a pilot meeting at COS in October?
  - o Commissioner Janitell thinks that Peak Aviation is hosting one, and that they may have sent that correspondence
  - o Dan will have John follow up with an e-mail

## **VIII. CHAIRMAN'S COMMENTS**

None

## **IX. ADJOURNMENT**

Commissioner Thornton motioned to adjourn, unanimously passed.