



MINUTES
Airport Advisory Commission
May 28, 2014

COMMISSIONERS PRESENT: Dr. Chris Thornton – Chairman
Andi Biancur – Vice-Chairman
Steven Janitell
Randy Courduff
Mark Baker
Tom Hayden

COMMISSIONERS ABSENT: Dave Elliott

NON-VOTING MEMBERS PRESENT: John Maier – Alternate Commissioner

NON-VOTING MEMBERS ABSENT: Jason Harris – Alternate Commissioner
Peggy Littleton – Alternate Commissioner
Rob MacDonald – Alternate Commissioner

CITY STAFF PRESENT: Dan Gallagher – Direction of Aviation
John McGinley – Assistant Director of Aviation, O&M
Neil Ralston - Interim Assistant Director of Aviation, P&D
June Eveland – Accounting Manager
Lindsay Rose – Legal Advisor
Kristine Andrews – Environmental Health & Project Specialist
Jerry Dimandja – Airport Planning and Development Analyst

GUESTS PRESENT: John Fox – Embry-Riddle student
Walter Ernst – Ernst & Associates
Alex McKean – RS&H Engineering
Russ Moran – Paradies Shops
Kevin Booth – USAF (retired)
Kevin Ensor – Short Elliott Hendrickson
George Murphy – Short Elliott Hendrickson
Heather Lenard – Airport Marketing and PR Manager

The next meeting is Wednesday June 25, 2014

I. APPROVAL OF THE APRIL 23, 2014 MINUTES

Chairman Thornton asked for approval of the April 23, 2014 Airport Advisory Commission minutes. There were no corrections or suggestions and the minutes were unanimously approved as submitted.

II. INTRODUCTION OF GUESTS

John Fox – Embry-Riddle student
Walter Ernst – Ernst and Associates
Alex McKean – RS&H Engineering
Russ Moran – Paradies Shops
Kevin Booth – USAF (retired)
Kevin Ensor – SEH
George Murphy – SEH
Heather Lenard – Airport Marketing and Public Relations Manager

Dan Gallagher officially introduced Heather Lenard as the newly hired Airport Marketing and Public Relations Manager and briefly informed the Airport Advisory Commission (AAC) of various marketing initiatives she will be working on to promote the Airport and its services.

Dan Gallagher also informed everyone that the May 28, 2014 AAC meeting would be Neil Ralston's very last meeting with the Advisory Commission, as he will be leaving the Airport and moving on to work for the Minneapolis Saint Paul Metropolitan Airports Commission. Dan along with Chairman Thornton warmly commended Neil for his six years of service to the airport, saying that he has been a tremendous and valuable asset to the airport and assisted Airport staff in accomplishing many organizational goals.

III. PUBLIC COMMENT

None

IV. NEW BUSINESS

A. Land Use Review – Kristine Andrews

- **Item #1 – AR CP 14-00151, AR DP 14-00152**
- **Item #2 – AR PFP 14-00173**
- **Item #3 – CPC MP 06-00069-A3MJ14, CPC PUD 06-00108-A6MJ14, AR FP 14-00179, CPC PUZ 14-00043, CPC A 13-00043**
- **Item #4 – CPC UV 13-00019**
- **Item #5 – MS-14-004, MS-14-005**
- **Item #6 – PPR-14-006**

Airport staff reviewed four new land use items in May: All four items in the City, and none in the County.

Airport staff made a no objection recommendation for all four items.

Item #5 from the October 2013 meeting remains tabled pending a correction to the site development plan that removes residential uses from the APZ-1 subzone south of the Airport.

Item #6 from June 2013 remains tabled pending results of the 7460 Airspace Review.

Commissioner Courduff made the motion to accept airport staff's no objection recommendation for all three items, which was then seconded by Commissioner Baker. There were no objections or suggestions and all three items were unanimously approved.

V. STAFF REPORTS

A. Finance and Administration

Traffic Report: March 2014 – Neil Ralston

Passenger enplanements and number of seats offered are down 6% and 7% respectively compared to March 2013. However, the overall load factor for March 2014 was 78%, up from 76% in March 2013.

- Alaska Airlines' March 2014 load factor was 86% (a nearly 3% increase from February 2014's load factor of 83%).
- Allegiant Air's March 2014 load factor was 95% (1% increase from March 2013's load factor). Allegiant Air started its twice weekly new service to Phoenix-Mesa Gateway Airport (AZA) on May 15th. Both Neil and Dan informed the Advisory Commission that the AZA inaugural flight was a success, with a 99% load factor. Allegiant Air has been working with the Airport via its new marketing incentive program to raise awareness of the new Phoenix service.

A summary of passenger enplanements, seats and load factors for each airline was provided, along with a summary of freight and mail as well as aircraft operations. All monthly Traffic Reports are available at www.flyCOS.com.

Commissioner Baker asked Airport staff to comment on the recent loss of service to Dulles International Airport (IAD) via United Airlines. Dan Gallagher commented and told the Advisory Commission that United Airlines' decision to cease service to IAD was driven by the legacy airline's own financial motives and added that other airports besides COS lost service to Washington D.C. via United Airlines.

Dan explained that historically, the COS-IAD route had been served by a regional aircraft (Bombardier CRJ-700) with a high CASM (Cost Per Available Seat Mile) flying for over 3 hours. With the fact that the majority of passengers going to IAD was comprised of connecting traffic as opposed to O&D traffic, United Airlines thought it would be cost effective and perhaps more profitable to connect passengers via a much closer hub such as Chicago (ORD) as opposed to flying an inefficient aircraft for 3 hours all the way to Washington D.C.

Dan ended by saying that he is well aware of the fact that Washington D.C. is one of the top air travel destinations for the Pikes Peak region (both for the military and the business community) and he will talk with other air carriers and re-engage with the Advisory Commission when he has relevant information to share with them.

Finance Report: March 2014 – June Eveland

- Total Earned Revenue is reported to be 6.3% over budget for the month of March and 2.5% under budget year-to-date.
- Total Expenditures are 10.9% under budget for the month of March and 1.3% under budget year-to-date.
- June Eveland gave a detailed explanation to assist the Advisory Commission members in understanding the reasons behind variances within each revenue and expense category.
- Dan added a quick comment and said that the Airport was notified by CSU that its utilities costs would increase by approximately \$100,000 in 2014 due to the temporary closure of the Drake Power Plant as a result of the near-catastrophic fire of May 5, 2014.

B. Operations and Maintenance – John McGinley

- John started his update by telling the Advisory Commission that from May 21 through May 23, the Airport underwent its yearly FAA Certification Safety Inspection conducted by representatives from the FAA Certification Office in Seattle, WA. The inspection consists of scrutinizing training records, inspection records and a thorough inspection of the airfield surfaces and fuel farms. John reported that the inspection was successful and its results showed that the airport is operating in compliance with federal rules and regulations. There were a few comments and suggestions made pertaining to the airfield striping program, management of training records and some faded signs in the fuel farms. The airport will address those comments in order to fully comply with all federal regulations.
- John also informed the Advisory commission that the Airport was also subject to a security inspection in which TSA inspectors attempt to breach security accesses and test Airport staff response in dealing with these security breaches. The Airport passed this inspection with flying colors (no discrepancies found), which is a true testament to the hard work Airport staff dedicates to regulatory compliance.
- On May 9, 2014, the Colorado Springs Airport and Office of Emergency Management conducted a full-scale mass casualty exercise involving a simulated aircraft crash to test response procedures. There were more than 1,000 participants from over 40 different agencies, including Colorado Springs Police and Fire, El Paso County Sheriff's Office, Fort Carson, American Medical Response, Fort Carson and Peterson Air Force Base, just to name a few. John reported that the exercise went very well, and coordination between all participating agencies improved remarkably. John added that comments and suggestions were made about improving the triage set up, and conforming this set up to the county's plan. There was an initial debrief right after the exercise, and a full after-action debrief is planned to occur in June 2014.
- John informed the Advisory Commission that during the week of May 19th, the Airport went through its first wave of summer diversions. There were a total of 46 diversions over a 2 day period due to severe weather conditions in Denver. Airport staff professionally handled all diversions until operations were back to normal.
- Regarding Airport Maintenance, John informed the Advisory Commission that Airport staff has taken advantage of the west Runway closure (Runway 17R-35L) to perform some crack seal repair work on the west side. Meanwhile, the landside maintenance crew is continuing with the landscaping and xeriscaping work discussed during the last meeting.
- John reminded everyone about the two events COS Airport will be hosting this summer: Airstrip Attack and Pikes Peak Regional Air Show. Airstrip Attack is a half-mile side-by-side roll race and trap speed competition featuring the fastest, most powerful street cars in the nation. This event will occur on June 27th and 28th, and tickets are available on a will-call basis at the entrance gate on the day of the event.
The Pikes Peak Regional Air Show is a public event at which aviators will display their flying skills and the capabilities of their aircrafts to entertain spectators. The Air Show will be held on August 9th and 10th at the Colorado Springs Airport, in the west side general aviation district, and will include a variety of aerobatic acts, along with static displays and educational activities. John told the Advisory Commission that the Air Show planning is progressing as planned, and he will give more information as we get closer to the event.
- John ended his update by informing everyone that plans to hire two Airport interns are finally coming to completion. The Airport is currently working on background checks and all things being equal, both interns will be present at the next Airport Advisory Commission meeting. John also reminded the Advisory Commission that the internship program is 50% funded by the State of Colorado through a grant.

C. Planning and Development – Neil Ralston

Design and Planning Phase Projects:

- West Side Reinvestment Project Phase II – GA Apron Rehab/GA Apron & Edge Taxilane/VSR
 - This project is substantially complete. Based on the availability of remaining funds, the Airport intends to incorporate this project into the E, G & H Phase V project and possibly have the contractor (Interstate Highway Construction) pave a vehicle service road (VSR) connection between Old Drennan Road (existing South end of the fuel farm VSR) and the military A/DACG Apron.

- Rehabilitation of TWY E, G, H Phase V
 - The design and bidding components of this project have been fully completed.
 - An administrative notice to proceed was issued on May 12th, and the first phase of construction consisting of the full obliteration and re-application of all existing Runway 17R-35L airfield markings began on May 19th. This phase is to be completed on June 11th, thus requiring the closure of Runway 17R-35L for a total duration of 24 calendar days.
 - The first phase will also require four (4) consecutive night closures of Runway 13-31 from 9pm to 5am each night starting on June 1st through June 5th to allow the contractor to re-stripe airfield paint markings for Runway 17R-35L located within the safety areas of Runway 13-31.
 - Access to Runways 13-31 and 17L-35R will be provided via Runway crossing points at Taxiways A1 and A4 during the closure of Runway 17R-35L.
 - Phase 2 of E, G and H Phase V will begin immediately after Phase 1 completion for duration of approximately 110 calendar days. Work on this phase will consist of the reconstruction of Taxiway E5 outside of the Safety Area of Runway 17L-35R and approximately a 2,372 Linear-Foot portion of Taxiway E between TWY E4 and TWY E6. Runway 17L-35R will remain open during this phase in a back-taxi configuration.
 - The last phase of E, G and H Phase V will begin immediately after the Phase 2 completion for duration of 18 calendar days and will consist of the re-striping of airfield markings on Runway 17L-35R. This phase will require the closure of Runway 17L-35R, Taxiway F (north of TWY B) and portions of Taxiway E for the entire duration. However, TWY E (south of Taxiway B) to the A/DACG will remain open during this phase.
 - The Airport is still waiting for a grant from the FAA for this project.

- Taxiway A – Partial Rehabilitation
 - 50% design services were reviewed on May 5th, 2014. The 90% design services have begun and will be submitted no later than May 23, 2014.
 - Preliminary schedule calls for construction to begin in early August and continue through mid-November.
 - This project will consist of the rehabilitation of approximately 7,000 linear feet of Taxiway A pavement, from TWY A1 to the ARINC taxilane (just south of TWY A4). Key construction elements in this project include: a temporary taxilane construction, asphalt milling, asphalt paving, crack repair and pavement striping.
 - In addition to the aforementioned work, the Airport may include the following additive alternates to the scope of the project:
 - Rehabilitation of Taxiway A2
 - Sealcoat and restriping of Taxiway A, from the ARINC taxilane (just south of TWY A4) to TWY A7
 - Construction of an infield vehicle service road (VSR) between TWY A3 and the ARINC taxilane.

- ETU Offices for TSA

- Two contractor proposals were received on April 23, 2014. Via the best-value selection process, it was determined that Art C. Klein Construction, Inc. was the ideal contractor for this project.
 - A construction contract was executed on May 22nd, and a construction Notice to Proceed (NTP) was issued to begin construction on June 16th, with project completion anticipated to be in late August or early September.
- Premier Lounge (John McGinley)
- John gave a brief update on the premier lounge, telling everyone that the 90% design services have been received and are currently being reviewed by Airport staff.
 - Airport staff will solicit proposals from prospective contractors and gather all information for review by June 20th and award a contract by the end of June.
 - Construction is anticipated to begin shortly after 4th of July weekend for a completion in mid-August.

Commissioner Baker asked about the status of the USO Center's installation at the Airport. Dan Gallagher responded and told the Advisory Commission that the installation is progressing as planned, and both the Airport and the USO are working on finalizing a contractual agreement with specific language explaining that the USO will provide a service to the Airport in exchange for the free space donated by the Airport.

Dan also told the Commission that the USO found a donor to assist in retrofitting the space donated by the Airport. Therefore, Airport staff will examine the prospective contractor's plans and specifications to check whether the USO Center's installation will impact existing infrastructure and make sure the newly-built infrastructure will not be too expensive to maintain.

D. Director's Report – Dan Gallagher

- Dan first reminded the Commission that the Colorado Springs City Council recently passed an ordinance to eliminate all Sales and Use tax (resulting in a 2.5% tax reduction) for aviation-related commercial activities at or around the Airport, effective June 1, 2014. He then informed the Commission that he had a meeting with El Paso County administrators to advocate the elimination of County tax for the aviation-related activities at the Airport (which could result in 1% tax reduction). County administrators seemed to be in favor of this initiative and agreed to vote on it on June 10, 2014.
- Last fall, the Colorado Springs City Council passed a resolution allowing the Airport to apply for the State Infrastructure Bank (SIB) loan. Dan informed the Commission that the State Transportation Committee approved the Airport's SIB loan application on May 15, 2014, and rewarded this loan to assist the Airport in paying back its PFC deficit and lower the airlines' costs. Dan asked for the Advisory Commission's support via an official Letter Of Support as he will be seeking City Council's approval to appropriate the loan and apply for PFC Application #20.
- Dan also briefed the Commission on the Allegiant Air Conference he attended early last month. He reported that Allegiant Air is requesting Airports to reduce their charges and fees, and asking them to advocate for the reduction of Aviation taxes through their respective lawmakers.

Dan told the Commission that he was surprised to find out that most Allegiant Air ticket bookings come from West and East Pueblo; there are barely any ticket sales within the City of Colorado Springs. This indicates that with the 99% load factor from the Phoenix-Mesa inaugural flight and a more intensive marketing campaign within the City of Colorado Springs, it is possible to have additional frequencies on Allegiant Air flights.

Allegiant Air informed airports about some marketing requirements pertaining to advertising airfare. There are restrictions pertaining to services that airports are allowed to market. For instance, per

federal requirements, it is forbidden for airports to advertise their promotional airfares (i.e. \$49 and \$61 airfare); Allegiant Air alone is allowed to advertise those airfares.

- Dan announced that the Colorado Springs Airport would be launching its Premier Membership Program on May 29, 2014, where passengers can purchase premier membership and start enjoying benefits such as Free and Unlimited Valet Parking, Use of Premium Lane at the checkpoint and Access to the Premier Lounge/Business Center, just to mention a few. For more information, visit www.flyCOS.com or contact the airport via (719) 550-1900. Dan also told the Commission that primary employers would be invited on May 29, 2014 for a briefing on the Premier Lounge Membership to solicit their inputs vis-à-vis the type of services they would like to see at the Airport.

VI. OTHER BUSINESS

- Lindsay Rose is still working on updating and organizing various written materials for commissioners. Ms. Rose added that although most commissioners have submitted biographies to update their profiles on the Airport's website, she is still waiting for some commissioners to submit theirs. All updated materials will be relayed through Jerry Dimandja, Airport Planning and Development Analyst. Pictures of commissioners will be taken at the next meeting to update all Advisory Commission materials.
- Vice-Chairman Andi Biancur requested a closed executive session to discuss specific items with the Airport Attorney in order to receive legal advice on specific legal matters. Vice-Chairman Andi Biancur made the motion to move into executive session, all commissioners were in favor of this motion, and the meeting moved to a closed executive session.
- After the closed executive session, Dan Gallagher asked for formal approval from the Commission to work on the Letter Of Support he will use in seeking City Council's approval to appropriate the funds from the SIB loan application. Commissioner Baker made the motion to allow Dan Gallagher to draft a Letter of Support for Commissioners' signatures in support of the SIB loan. Commissioner Courduff seconded the motion and all commissioners were in favor of this motion.
- Commissioner Baker also made the motion that Dan Gallagher draft a Letter of Support for Commissioners' signatures in support for the PFC application. The motion was seconded by Vice-Chairman Andi Biancur, and all commissioners were in favor of this motion.
- Dan also invited all commissioners to attend the El Paso County Commission's meeting on June 10, 2014 to advocate for the County Commercial Aeronautical Zone.

VII. COMMISSIONERS' COMMENTS

- Vice-Chairman Biancur expressed concerns about the unclearness and ambiguity of present operating procedures within the Airport Advisory Commission, as these procedures often prevent commissioners from accomplishing their work. He suggested a thorough review and update of these operating procedures under the City Code stating "... Commission may promulgate rules and procedures for the conduct of its meetings which must be consistent with the City of Colorado Springs rules and procedures of Council and shall be approved by the City Council..." (Ordinance 01-42).
- Vice-Chairman Biancur also referred to City Code 3.60d as well as Colorado Open Meetings Law 246-402CRS to express his concerns vis-à-vis what is considered as a local government open meeting. Mr. Biancur added that Under the Colorado Open Meetings Law, a meeting refers to any kind of gathering convened to discuss public business, whether in person, by telephone, electronically, or by other means of communication (including electronic mail messages).

- In accordance with the aforementioned rules and laws, Mr. Biancur made a motion to request that the Advisory Commission's Legal Advisor provide a copy of current rules and procedures to commissioners for a thorough review, revision and update of those procedures to include: telephonic attendance, WebX and any other means of communication the Commission deems appropriate to accomplish its work. The motion was seconded by Commissioner Hayden, and all commissioners were in favor of this motion. Lindsay Rose, Commission's Legal Advisor, agreed to send out latest rules and as well as revised versions of those written materials for the Commission's review.

VIII. CHAIRMAN'S COMMENTS

Chairman Thornton thanked all commissioners for a very productive meeting, and thanked Neil Ralston for his six years of service at the Colorado Springs Airport.

IX. ADJOURNMENT

No further business was presented to the commission, and the meeting was adjourned at 5:21pm.

These minutes were prepared by:

Jerry Dimandja
Airport Planning and Development Analyst
Colorado Springs Airport