



MINUTES
Airport Advisory Commission
August 27, 2014

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

COMMISSIONERS ABSENT: Mark Baker

NON-VOTING MEMBERS PRESENT: Peggy Littleton – Liaison Commissioner
John Maier – Alternate Commissioner

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

CITY STAFF PRESENT: Dan Gallagher – Aviation Director
John McGinley – Assistant Director of Aviation, O&M
Sam Schneiter – Construction Manager
June Eveland – Accounting Manager
Lindsay Rose – Legal Advisor
Kristine Andrews – Environmental Health & Project Specialist
Heather Lenard – Marketing and Communications Manager
Jerry Dimandja – Airport Planning and Development Analyst

GUESTS PRESENT: Russ Moran – Paradies Shops
Kevin Ensor – Short Elliott Hendrickson, Inc. (SEH)
Tom Beattie – Short Elliott Hendrickson, Inc. (SEH)
Nathan Lavin – Airport Intern
Brian Faulkner – Airport Intern
Rick Hoover – Citizens Transportation Advisory Board (CTAB)
Wayne Heilman - Gazette
Mike McGrath – Wells Fargo Bank
Marc Moore - Connabria

The next meeting is Wednesday, September 24, 2014

I. APPROVAL OF THE JULY 23, 2014 MINUTES

Chairman Thornton asked whether all commissioners reviewed the July 23, 2014 Airport Advisory Commission meeting minutes. There were no corrections or suggestions and the meeting minutes were unanimously approved.

II. INTRODUCTION OF GUESTS

Brian Faulkner – Airport Intern
Nathan Lavin – Airport Intern
Russ Moran – Paradies Shops
Kevin Ensor – SEH
Tom Beattie – SEH
Rick Hoover - CTAB

III. PUBLIC COMMENT

There were no public comments.

IV. NEW BUSINESS

A. Land Use Review – Kristine Andrews

- **Item #1 – AR DP 14-00424, AR FP 14-00425, AR NV 14-00422**
- **Item #2 – CPC CU 14-00072**
- **Item #3 – AR CP 11-00482-A1MJ14, CPC DP 14-00077, CPC ZC 14-00076, CPC FP 14-00078**
- **Item #4 – AR CM2 14-00420**
- **Item #5 – AR DP 14-00488, AR FP 14-00487**
- **Item #6 – AR CM2 14-00477**
- **Item #7 – AR PUD 14-00427**
- **Item #8 – PPR-14-011, AL-14-007**
- **Item #9 – AL-14-009**
- **Item #10 – PPR-14-012**

Airport staff reviewed ten (10) new land use items in August: 7 items in the City and 3 in the County.

Airport staff made a no objection recommendation for all 10 items.

Commissioner Hayden made the motion to accept Airport staff's no objection recommendation for both items, which was then seconded by Commissioner Janitell. There were no objections or suggestions and both items were unanimously approved.

V. STAFF REPORTS

A. Planning and Development – Sam Schneider

Design and Planning Phase Projects:

- **Rehabilitation of TWY E, G & H Phase V**
 - Phase 2 of this project is well under way and consists of:
 - (1) the reconstruction of Taxiway E5 outside of the Safety Area of Runway 17L-35R and
 - (2) approximately a 2,372 Linear-Foot portion of Taxiway E between TWY E4 and TWY E6.
 - The current work being performed for Phase 2 consists of concrete paving operation, which is scheduled to be completed during the week of September 1, 2014.

- The contractor requested extension of performance time due to weather issues during the month of July. This request has been granted to the contractor, and Phase 2 completion is now scheduled for an October 5, 2014 completion as opposed to the initially planned September 29, 2014 completion.
 - 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.
- Taxiway A – Partial Rehabilitation
 - This project will consist of the rehabilitation of approximately 7,000 linear feet of Taxiway A pavement, from TWY A1 to the ARINC taxiway (just south of TWY A4).
 - The Airport issued a contract to Schmidt Construction, Inc.
 - The contractor is currently performing mobilization for the project, and on sight activities are scheduled to commence on September 2, 2014 for a late November 2014 completion.
- ETU Offices for TSA
 - The project is progressing as planned. A substantial completion inspection is scheduled for September 12, 2014, with TSA moving into their new offices in early October 2014.
- Premier Lounge
 - John McGinley brief commissioners on the Premier Lounge project and informed them that the Notice to Proceed (NTP) notification letter for this project was issued on August 18, 2014. The project is scheduled for a 45 calendar day period, and things are moving according to plan. John also informed commissioners that the Airport is looking to remove seats from the Gate 6 area to accommodate additional seating arrangements for the Premier Lounge.
 - Heather Lenard, Airport Marketing and Communications Manager, is leading all marketing efforts for the Premier Lounge.

B. Finance and Administration

Traffic Report: June 2014 – June Eveland

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

Finance Report: June 2014 – June Eveland

- Total Earned Revenue is reported to be 9.5% below budget for the month of June and 0.6% below budget year-to-date.
- Total Expenditures are 20.3% below budget for the month of June and 6.8% below budget year-to-date.
- June Eveland gave a detailed explanation to assist Advisory Commission members in understanding the reasons behind variances within each revenue and expense category. This detailed explanation can also be found within the meeting packet distributed at the AAC meeting.

C. Operations and Maintenance – John McGinley

- The xeriscaping and landscaping work discussed at previous meetings is fully completed, with approximately 2,000 tons of rock installed for this project. The Airport will recognize approximately \$50,000 in irrigation cost savings.
- The Airport has been conducting lots of erosion control and mowing operations as a result of the amount of rain we have had this summer.
- Airport IT staff is currently working on installing all IT equipment for the Premier Lounge such as Flight Information Data System (FIDS), cabling, TV, Data and Communications, Internet, etc.
- TSA has installed Advanced Imaging Technology (AIT) scanners at the security checkpoint. TSA is currently conducting training with its staff for the new AIT scanners while waiting for other equipment to get the AIT machines to operational status. TSA plans on slowly integrating the new machines to its daily operations, based on the number of staff trained to operate those machines. The Airport will host a media briefing on September 3, 2014 to inform the community about TSA's initiative to utilize the new AIT scanners at the Colorado Springs Airport.
- John told commissioners that the Pikes Peak Regional Air Show, an event hosted by the Colorado Springs Airport on August 9th and 10th, was very successful and well attended, with a total of approximately 12,000 attendees on both days. Aside from parking being the main issue during the event, the Airport received many compliments and positive feedback from the community as well as regulatory agencies such as FAA and TSA. The Airport plans to host the Pikes Peak Regional Air Show every two years.
- The AOPA recently issued a Request for Proposal to solicit input from Airports and aviation communities interested in hosting its 2015 AOPA Regional Fly-in events. The Fly-in event consists of a one-day Saturday event in which attendees can enjoy breakfast and lunch, socialize with pilots and other attendees and participate in a variety of Aircraft displays, exhibits, clinics, forums, aviation safety seminars and other functions. The Airport is currently working on a proposal to express its interest in hosting an AOPA Fly-in event in 2015. All proposals are due by the end of September 2014.
- Finally, John told commissioners that he is currently working with Air Traffic Controllers to put together a General Aviation Pilot briefing that the Airport will be hosting in October 2014.

D. Director's Report – Dan Gallagher

- Dan Gallagher started by informing the Advisory Commission that the Ordinance regarding the 2014 Operating and Occupancy rates for Non-signatory airlines was unanimously approved by City Council. Dan is waiting for City Council to once again approve this Ordinance at its second reading, at which point the airport will start building its budget based on these newly approved rates.
- Dan thanked County Commissioner Littleton as well as her El Paso County colleagues for supporting the Airport's efforts to abate the County tax. At present, the County taxes (representing 1%) as well as the City Sales and Use taxes (representing 2.5%) have been eliminated for aviation-related commercial activities at or around the Airport. The Airport is currently seeking support from the Pikes Peak Rural Transportation Authority (PPRTA) for an additional tax reduction of 1%.
- With the state of Colorado's Enterprise Zone (EZ) program which provides tax incentives to encourage various entities to locate and/or expand their businesses in designated areas around the state, the Airport has recently seen a high demand or interest from aviation firms and other aeronautical businesses to relocate or expand at the Airport. Heather Lenard, Marketing and Communications Manager, is working on marketing the west side of the airport to attract those prospective aeronautical businesses looking to relocate or expand their business at the Airport.

- With recommendations from Commissioners Hayden and Courduff, the Airport changed its Business Park Request for Information (RFI) into a Request for Proposal (RFP), as the latter seems more appropriate for what the Airport is looking for with respect to the Cresterra Business Park.
- Dan Gallagher also briefed the Advisory Commission on the Airport's PFC Application #20 and told them that based on responses he has gotten so far from the Air Carrier PFC Consultation, the airlines have no objections to PFC Application #20 and they recommend that the FAA approves it. Once approved by the FAA, the Airport will try to defease the 2007 series A and B bonds and remove them from the airlines' rate base. This defeasement would lower the Airport's debt service obligations from \$5.4M in 2013 to \$1.4M.
- Based on success with the first SIB loan application, the Airport is looking to apply for another SIB loan. The second loan would be used for the development of infrastructure as a result of an increased demand for an aircraft maintenance facility at COS Airport. Dan asked for a letter of support from commissioners as the Airport is looking to apply for another SIB loan. Dan further commented and told commissioners that such a loan would be accepted and executed if and only if there is a lease agreement from a perspective tenant that would fund the Principal and Interest payment. This would minimize the Airport's risk with this investment.

Commissioner Courduff, with the help of Legal Advisor Lindsay Rose, made the motion to draft a letter recording the Airport Advisory Commission's support of the Airport's intent to apply for an SIB loan that would support anticipated capital needs with acceptance of the SIB loan contingent upon execution of a lease agreement with a tenant that would fully fund the Principal and Interest payment on the loan. Commissioner Elliott seconded the motion, and the latter was unanimously approved. Another motion was made and unanimously approved to authorize Chairman Thornton to sign the aforementioned letter stating that the Airport Advisory Commission supports the Airport in its effort to apply for this second SIB loan.

- The access road to the JetCenter and Fountain Hangar on the West side of the Airport is currently being rebuilt at no cost to the Airport. This would assist in further developing the 15 acre area adjacent to the Fountain Hangar.
- A recent study conducted by USAFA cadets revealed that 47% of the USAFA traveling population does not check flights departing from COS Airport for their travel needs. They simply go straight to DIA. Therefore, the Airport has put together an incentive package to at least get USAFA students to check flights out of COS Airport. On Saturday, August 30, 2014, Heather Lenard will attend the first football game at the Air Force Academy and give away parking vouchers valid for 6 months with up to 5 days' worth of free parking at the Airport.
- The Airport is looking to conduct an annexation of 25 parcels totaling 96 acres purchased between 1992 and 1999. Although they belong to the Airport, these parcels are currently under County jurisdiction. The annexation will have these parcels under City jurisdiction and avoid any ownership or jurisdiction-related issues the Airport might encounter in the future.

In response to Dan Gallagher's request to the Advisory Commission for a letter of support regarding the annexation of these parcels, Commissioner Courduff made the motion to draft a letter of support for the annexation of these 25 parcels in order to place them under City jurisdiction. The motion was seconded by Vice-Chairman Biancur and approved unanimously.

- Dan Gallagher ended the Director's report segment of the AAC meeting by briefing the Advisory Commission on the Boyd Group International Aviation Forecast Summit he attended in Las Vegas, NV between August 24th and 26th.

VI. OTHER BUSINESS

There were no comments and discussions during this segment of the meeting.

VII. COMMISSIONERS' COMMENTS

There were no comments from other commissioners.

VIII. CHAIRMAN'S COMMENTS

- Chairman Thornton will confirm with Eileen Gonzalez on whether City Council President Keith King requested that he prepares a presentation for City Council on the Airport Advisory Commission's roles and responsibilities regarding Airport matters.

IX. ADJOURNMENT

No further business was presented to the commission, and the meeting was adjourned at 4:55pm.