



MINUTES
Airport Advisory Commission
October 15, 2014

COMMISSIONERS PRESENT: Dr. Chris Thornton – Chairman
Andi Biancur – Vice-Chairman
Dave Elliott
Mark Baker

COMMISSIONERS ABSENT: Randy Courduff
Steve Janitell
Tom Hayden

NON-VOTING MEMBERS PRESENT: Jason Harris – Alternate Commissioner
John Maier – Alternate Commissioner

NON-VOTING MEMBERS ABSENT: Rob MacDonald – Liaison Commissioner
Peggy Littleton – Liaison Commissioner

CITY STAFF PRESENT: Dan Gallagher – Aviation Director
June Eveland – Accounting Manager
Kristine Andrews – Environmental Health & Project Specialist
Jerry Dimandja – Airport Planning and Development Analyst

GUESTS PRESENT: Nathan Lavin – Airport Intern
Brian Faulkner – Airport Intern
Rick Hoover – Citizens Transportation Advisory Board (CTAB)
Wayne Heilman – Gazette
Les HoGood – SAT AAC

The next meeting is Wednesday, November 19, 2014

I. APPROVAL OF THE SEPTEMBER 24, 2014 MINUTES

Chairman Thornton asked whether all commissioners reviewed the September 24, 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
Rick Hoover – CTAB
Wayne Heilman – Gazette
Les HobGood – San Antonio International Airport Advisory Commission

III. PUBLIC COMMENT

There were no public comments.

IV. NEW BUSINESS

A. Land Use Review – Kristine Andrews

- **Item #1 – CPC MP 87-00381-A13MN14, CPC PUP 05-00139-A1MJ14, CPC PUZ 14-00101**
- **Item #2 – AR FP 14-00604**
- **Item #3 – AR FP 14-00594**
- **Item #4 – AR DP 14-00620**
- **Item #5 – CS-14-002**
- **Item #6 – VR-14-006, ADR-14-006**
- **Item #7 – COM-14-049**
- **Item #8 – SF-14-021, SP-14-12, PUD-14-007**

Airport staff reviewed eight (8) new land use items in October: 4 items in the City and 4 in the County.

Airport staff made a no objection recommendation for all 8 items.

Kris Andrews also briefed the Advisory Commission on the status of tabled items from previous months.

Vice-Chairman Andi Biancur made the motion to accept Airport staff's no objection recommendation for the eight new land use items with the provision to defer any decisions on the two tabled items to the November Airport Advisory Commission meeting. The motion was seconded by Commissioner Baker, and all items were unanimously approved.

V. STAFF REPORTS

A. Planning and Development – Dan Gallagher on behalf of Sam Schreiber

Design and Planning Phase Projects:

- Rehabilitation of TWY E, G & H Phase V
 - We are currently undertaking the last phase of the project (Phase 3) which consists of the re-striping of airfield markings on Runway 17L-35R and requires the closure of Runway 17L-35R, Taxiway F (north of TWY B) and portions of Taxiway E for the entire 17

calendar day duration. However, Taxiway E, from south of Taxiway B to the A/DACG ramp will remain open during this phase.

- This phase is scheduled for an October 22, 2014 completion.
- 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 taxilane (just south of TWY A4).
 - The contractor is currently working on Phase 4 of this project which consists of milling, paving and pavement marking operations between Taxiway A2 and Taxiway A4. It is currently scheduled for a November 10, 2014 completion.
- ETU Offices for TSA
 - The project was successfully completed in late September 2014. TSA moved into the retrofitted space, and the new offices are fully operational as of early October 2014.
- Premier Lounge
 - The construction project was successfully completed on Friday, October 3, 2014 and handed over to the Airport. A Grand Opening ceremony occurred on Monday, October 6, 2014. Dan also informed the Advisory Commission that Freedom Financial Services, LLC will be sponsoring the Premier Lounge.
- Airside Engineering Services RFP
 - The Airport solicited proposals from qualified professional Engineering firms to provide professional engineering services for a variety of future airfield capital improvement projects at the Airport. The selection panel shortlisted two firms and conducted interviews with each firm during the week of October 13, 2014. The Airport Advisory Commission will be informed of the selected firm during the November AAC meeting.

B. Finance and Administration

Traffic Report: August 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: August 2014 – June Eveland

- Total Earned Revenue is reported to be 24% below budget for the month of August and 2.1% below budget year-to-date.
- Total Expenditures are 7.7% below budget for the month of August and 6.3% 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 – Dan Gallagher on behalf of John McGinley

- The Airport has begun its annual Snow and Ice Removal/Control training this month in preparation for the upcoming snow season.

- American Airlines has started flying its new Airbus aircrafts into the COS market. At present, American Airlines is utilizing both its MD-80s and its A319s, and will then gradually replace its MD-80s scheduled for retirement with an aircraft that accurately reflects our local air service demand. American Airlines' Gate 8 is being re-stripped for accommodate the new A319s.
- The General Aviation Pilot Briefing is scheduled for November 1, 2014 at the Airport's East Terminal Unit from 8:30am to 12:30pm.
- The next Airport operator's meeting is scheduled for November 19, 2014 at the Radisson Hotel at 5:00pm.
- COS Airport submitted a proposal to show its interest in hosting the 2015 Regional Fly-in event. Dan thanked the Advisory Commission for providing a letter of support and told commissioners that the proposal is currently being reviewed by the AOPA.

D. Director's Report – Dan Gallagher

- Dan Gallagher briefed the Advisory Commission on the various marketing initiatives Heather Lenard is currently working on such as discounts on Lift Tickets with local Ski Resorts, marketing Free Parking for November and December 2014 through various media outlets, marketing COS Airport during USAFA football games, etc.
- Both Dan and June Eveland briefly presented the 2015 Budget to the Airport Advisory Commission and highlighted various factors that contributed to the changes reflected in next year's budget. Dan will be giving the same presentation to City Council to seek approval of the 2015 budget.
- After conducting interviews and shortlisting potential candidates, Airport staff has finally selected the Master Developer for the Cresterra Business Park. Airport staff will officially announce this candidate as soon as contractual agreements are finalized.

VI. OTHER BUSINESS

June Eveland requested updates to the Airport Advisory Commission's 2015 meeting calendar and will send copies to Commissioners for their feedback and approval.

VII. COMMISSIONERS' COMMENTS

All commissioners present at the meeting confirmed that the November AAC meeting is scheduled for November 19, 2014, and the December AAC meeting will only occur if necessary.

VIII. CHAIRMAN'S COMMENTS

- Chairman Thornton will be giving his presentation to City Council about the Airport Advisory Commission's roles and responsibilities on November 24, 2014.
- Chairman Thornton informed Commissioners that the Airport Advisory Commission Chairman election will occur during the November AAC meeting.

IX. ADJOURNMENT

No further business was presented to the commission, and the meeting was adjourned at 4:30pm.