



**MINUTES**  
**Airport Advisory Commission**  
**November 19, 2014**

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

**COMMISSIONERS ABSENT:** Randy Courduff

**NON-VOTING MEMBERS PRESENT:** John Maier – Alternate Commissioner

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

**CITY STAFF PRESENT:** Dan Gallagher – Aviation Director  
John McGinley – Assistant Director – O&M  
June Eveland – Accounting Manager  
Sam Schneider – Design and Construction Manager  
Kristine Andrews – Environmental Health & Project Specialist  
Heather Lenard – PR and Communications Manager  
Britt Haley – Legal Advisor  
Jerry Dimandja – Financial Analyst

**GUESTS PRESENT:** Brian Faulkner – Airport Intern  
Rick Hoover – Citizens Transportation Advisory Board (CTAB)  
Wayne Heilman – Gazette

**The next meeting is Wednesday, December 17, 2014**

## **I. APPROVAL OF THE OCTOBER 15, 2014 MINUTES**

Chairman Thornton asked whether all commissioners reviewed the October 15, 2014 Airport Advisory Commission meeting minutes. Vice-Chairman Biancur suggested a few corrections to the minutes and they were unanimously approved.

## **II. INTRODUCTION OF GUESTS**

Brian Faulkner – Airport Intern  
Rick Hoover – CTAB  
Wayne Heilman – Gazette

## **III. PUBLIC COMMENT**

There were no public comments.

## **IV. NEW BUSINESS**

### **A. Land Use Review – Kristine Andrews**

Airport staff reviewed nine (9) new land use items in November: 5 items in the City and 4 in the County.

Airport staff made a no objection recommendation for all 9 items.

Kris Andrews also made a no objection recommendation for the tabled items from previous months.

Vice-Chairman Andi Biancur made the motion to accept Airport staff's no objection recommendation for all nine new land use items along with the tabled items from previous months. The motion was seconded by Commissioner Baker, and all items were unanimously approved.

## **V. STAFF REPORTS**

### **A. Planning and Development – Sam Schneider**

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

Sam Schneider briefed commissioners on the status of the following projects:

- Rehabilitation of Taxiways E, G and H (Phase V)
- Taxiway A Partial Rehabilitation
- Terminal Apron and Trench Drain System rehabilitation

### **B. Finance and Administration**

#### **Traffic Report: September 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](http://www.flyCOS.com).

#### **Finance Report: September 2014 – June Eveland**

- Total Earned Revenue is reported to be 1.9% below budget for the month of September and 2.1% below budget year-to-date.

- Total Expenditures are 10% above budget for the month of September and 4.6% 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**

John McGinley briefed commissioners on the following Operations and Maintenance-related topics:

- Free Parking incentive program and parking lot usage
- Snow and Ice removal/control
- Capital Improvement Program (survey of all city-owned building roofs)
- Cooling Tower Project
- General Aviation Pilot Briefing
- 2015 AOPA Regional Fly-In

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

Dan Gallagher briefed the Advisory Commission on the following topics:

- CDOT Grant Program
- SIB Loan application
- Negotiations for the occupancy of the former DHL Building
- Construction of a Boeing 737 Hangar Facility adjacent to the former DHL Building
- Execution of a two year lease agreement for the Fountain (former WestPac) Hangar Facility
- World War II Museum lease term extension and relocation of 65 military aircrafts from San Diego
- Proposal to rebate the PPRTA sales tax for aviation-related businesses
- New Airline Use and Lease agreement
- Cresterra Business Park Master Developer

**VI. OTHER BUSINESS**

Andi Biancur and Dave Elliott were elected as new Chairman and Vice-Chairman of the Airport Advisory Commission.

**VII. COMMISSIONERS’ COMMENTS**

**VIII. CHAIRMAN’S COMMENTS**

- Chairman Thornton informed Commissioners that there will be a December AAC meeting, scheduled for the December 17, 2014 at 3:00pm.

**IX. ADJOURNMENT**

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