



MINUTES
Airport Advisory Commission
January 28, 2015

COMMISSIONERS PRESENT: Dave Elliott – Vice-Chairman
Mark Baker
Tom Hayden
Randy Courduff
Steve Janitell

COMMISSIONERS ABSENT: Andi Biancur - Chairman
Dr. Chris Thornton

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

NON-VOTING MEMBERS ABSENT: Rob MacDonald – Liaison Commissioner

CITY STAFF PRESENT: Dan Gallagher – Aviation Director
John McGinley – Assistant Director – O&M
June Eveland – Accounting Manager
Kristine Andrews – Environmental Health & Project Specialist
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, February 25, 2015

I. APPROVAL OF THE DECEMBER 17, 2014 MINUTES

Vice-Chairman Elliott called the meeting to order and asked whether all commissioners reviewed the December 17, 2014 Airport Advisory Commission meeting minutes. There were no corrections or suggestions and the minutes were unanimously approved.

II. INTRODUCTION OF GUESTS

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

III. PUBLIC COMMENT

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

IV. NEW BUSINESS

A. Land Use Review – Kristine Andrews

Airport staff reviewed seven (7) new land use items in January 2015: (4) items in the City and (3) in the County.

Airport staff made a no objection recommendation for all seven (7) items.

Commissioner Janitell made the motion to accept Airport staff's no objection recommendation for all seven (7) new land use items. The motion was seconded by Commissioner Courduff, and all items were unanimously approved.

V. STAFF REPORTS

A. Planning and Development – Presented by John McGinley on behalf of Sam Schneider

Design and Planning Phase Projects:

John briefed commissioners on the status of the following projects:

- Terminal Apron and Trench Drain System rehabilitation.
- ETU Renovation Project to accommodate a new tenant.

B. Finance and Administration

Traffic Report: November 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: November 2014 – June Eveland

- Total Revenue was reported to be **18.9% below** budget for the month of November and **1.6% below** budget year-to-date.
- Total Expenditures are **21.7% below** budget for the month of November and **4.3% 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 – John McGinley

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

- Snow Removal
- Parking Management RFP
- Cooling Tower project
- AOPA Regional Fly-in

D. Director's Report – Dan Gallagher

Dan Gallagher briefed the Advisory Commission on the following topics:

- 2015 CAO Winter Conference Update
- Colorado Department of Transportation (CDOT) Grant Application.
- Passenger Facility Charges (PFC) Project Financing
- Current versus Proposed Lease Term Guidelines

Dan Gallagher asked the Advisory Commission for permission to draft letters of support in regards to the Airport's PFC Plan of Finance and Proposed Lease Term Guidelines.

In response to Dan's request, Commissioner Baker made the motion to allow the Airport to draft the aforementioned letters of support. The motion was seconded by Commissioner Courduff and approved unanimously.

Dan also informed the Advisory Commission that John McGinley, Assistant Aviation Director of Operations and Maintenance, will be leaving the Airport and moving on to work for Denver International Airport. Dan commended John for his ten (10) years of service, saying that he has been a tremendous and valuable asset to the Airport.

Finally, Dan informed the Advisory Commission that the Colorado Springs Airport will be hosting the 2015 CAO Spring Conference, which will take place in May 2015 at the Antlers Hilton Hotel in downtown Colorado Springs.

VI. OTHER BUSINESS

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

VII. COMMISSIONERS' COMMENTS

There were no comments from other commissioners.

VIII. CHAIRMAN'S COMMENTS and ADJOURNMENT

There were no further comments from Vice-Chairman Elliott and the meeting was adjourned at 4:21pm.