



**MINUTES
Airport Advisory Commission
May 27, 2015**

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

COMMISSIONERS ABSENT:

NON-VOTING MEMBERS PRESENT: John Maier – Alternate Commissioner

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

CITY STAFF PRESENT: Dan Gallagher – Aviation Director
June Eveland – Accounting Manager
Sam Schneider – Design and Construction Manager
Britt Haley – Legal Advisor
Heather Lenard – Marketing and Public Relations Manager
Jerry Dimandja – Financial Analyst

GUESTS PRESENT: John Fox – Embry-Riddle Aeronautical University Student
Robert Sedlacek – Paradies Shops
Jennifer Harwig – Assistant to Aviation Director
Greg Guilfoil – Aerospace Defense Team

The next meeting date is Wednesday, June 24, 2015

I. APPROVAL OF THE APRIL 22, 2015 MINUTES

Chairman Biancur called the meeting to order and asked whether all commissioners reviewed the April 22, 2015 Airport Advisory Commission meeting minutes. There were no corrections or suggestions and the minutes were unanimously approved.

II. INTRODUCTION OF GUESTS

John Fox – ERAU student
Robert Sedlacek – Paradies Shops
Jennifer Harwig – Assistant to Aviation Director
Greg Guilfoil – Aerospace Defense Team

III. PUBLIC COMMENT

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

IV. NEW BUSINESS

A. Land Use Review – Jerry Dimandja on behalf of Kristine Andrews

Airport staff reviewed six (6) new land use items in April 2015: three (3) items in the City and three (3) in the County.

Airport staff made a no objection recommendation for all six (6) items.

Commissioner Thornton made the motion to accept Airport staff's no objection recommendation for all six (6) new land use items. The motion was seconded by Commissioner Courduff, and all items were unanimously approved.

V. STAFF REPORTS

A. Planning and Development – Sam Schneider

Design and Planning Phase Projects:

Sam briefed commissioners on the status of the following projects:

- Terminal Apron and Trench Drain System rehabilitation
- Cooling Tower project

B. Finance and Administration

Traffic Report: March 2015 – 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 weights. All monthly Traffic Reports are available at www.flyCOS.com.

Finance Report: March 2015 – June Eveland

- Total Revenue was reported to be **12.5% below** budget for the month of February and **16.0% below** budget year-to-date.
- Total Expenditures are **17.2% below** budget for the month of February and **3.4% 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

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

- Xeriscaping project
- Hiring of the following positions:
 - Senior Equipment Operator
 - Airport Operations Supervisor
 - Airport Operations Manager
- Spring Spree (Saturday, June 13, 2015)
- Fly-In Pancake Breakfast (Saturday, June 20, 2015)

D. Director's Report – Dan Gallagher

Dan briefed the Advisory Commission on the following topics:

- Governor Hickenlooper's tour of COS Airport
- Potential Pikes Peak Community College (PPCC) Avionics and A&P Mechanic school at COS Airport
- 2015 Jump Start Conference
- Colorado Airport Operators Association (CAOA) meeting
- AOPA Fly-In meeting
- Pre-bid meeting for Business Park RFP
- Economic Development Agreement (EDA) and Commercial Aeronautical Zone (CAZ)

VII. OTHER BUSINESS

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

VIII. COMMISSIONERS' COMMENTS

Vice-Chairman Elliott informed the Commission of upcoming events at Meadow Lake Airport. For more information, visit www.meadowlakeairport.com.

IX. CHAIRMAN'S COMMENTS

Chairman Biancur briefed the Advisory Commission on the following topics:

- Airport Advisory commissioners' participation in various airport-related events
- AAC Rules and Procedures (participation in AAC meeting via conference call)
- Alternate commissioners Jason Harris and John Maier will become voting commissioners during the August 2015 AAC meeting, as commissioners Thornton and Elliott will be leaving the Airport Advisory Commission upon completion of their second terms as AAC commissioners in August 2015.
- AAC Chairman and Vice-Chairman election scheduled to take place during the September 2015 AAC meeting
- AOPA Fly-In

X. ADJOURNMENT

Commissioner Thornton made the motion to adjourn, which was seconded by Commissioner Courduff. There were no further comments or discussions and the meeting was adjourned at 4:15 pm.