



MINUTES
Airport Advisory Commission
July 22, 2015

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

COMMISSIONERS ABSENT: Tom Hayden

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

NON-VOTING MEMBERS ABSENT: Rob MacDonald – Liaison Commissioner

CITY STAFF PRESENT: Dan Gallagher – Aviation Director
Britt Haley – Legal Advisor
Kristine Andrews – Environmental Health & Project Specialist
Heather Lenard – Airport Communications Manager
Jerry Dimandja – Airport Financial Analyst
Jennifer Harwig – Assistant to the Aviation Director
Luke Smith – Airport Intern

GUESTS PRESENT: Rick Hoover - CTAB

The next meeting date is Wednesday, August 26, 2015

I. APPROVAL OF THE JUNE 24, 2015 MINUTES

Chairman Biancur called the meeting to order and asked whether all commissioners reviewed the June 24, 2015 Airport Advisory Commission meeting minutes. There were no corrections or suggestions and the minutes were unanimously approved.

II. INTRODUCTION OF GUESTS

Rick Hoover – CTAB
Luke Smith – Airport Intern

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 five (5) new land use items in June 2015: four (4) items in the City and one (1) in the County.

Airport staff made a no objection recommendation for all five (5) items.

Commissioner Thornton made the motion to accept Airport staff's no objection recommendation for all five (5) new land use items. The motion was seconded by Commissioner Courduff, and all items were unanimously approved.

V. STAFF REPORTS

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

Design and Planning Phase Projects:

Dan briefed commissioners on the status of the following projects:

- Terminal Apron and Trench Drain System rehabilitation
- Cooling Tower project and other utility infrastructure
- West Side development

B. Finance and Administration

Traffic Report: May 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: May 2015 – June Eveland

- Total Revenue was reported to be **7.2% below** budget for the month of February and **15.1% below** budget year-to-date.
- Total Expenditures are **13.0% below** budget for the month of February and **9.4% below** budget year-to-date.
- June 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 and landscaping projects
- Airfield paint marking project

D. Director's Report – Dan Gallagher

Dan briefed the Advisory Commission on the following topics:

- Supplemental federal grant ordinance for the Terminal Apron and Trench Drain System project
- Soliciting LART funding to assist with Marketing efforts (as a result of a study showing correlation between marketing and LART)
- Commercial Aeronautical Zone (CAZ) enhancements

VII. OTHER BUSINESS

City Council is very pleased with the collaboration between Airport staff and the Advisory Commission, as they have both worked well together in achieving various airport-related organizational goals over the past year. Council members are currently discussing the possibility of delegating some approval power to the Airport Advisory Commission in order to streamline the administrative approval process regarding the implementation of various airport initiatives.

VIII. COMMISSIONERS' COMMENTS

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

IX. CHAIRMAN'S COMMENTS

Chairman Biancur briefed the Advisory Commission on the following topics:

- AOPA Fly-In
- 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 voting commissioners. The City is working towards filling those two alternate commissioner positions.

X. ADJOURNMENT

Chairman 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 4:05 pm.