



**COLORADO SPRINGS
AIRPORT**

**MINUTES
Airport Advisory Commission
Tuesday, April 27, 2016
3:00PM – 5:00PM
Colorado Springs Airport, Conference Room B**

COMMISSIONERS PRESENT: Andi Biancur – Chairman
Randy Courduff – Vice Chairman
Mark Baker
Jason Harris
Tom Hayden
Steve Janitell
John Maier

COMMISSIONERS ABSENT: All present

NON-VOTING MEMBERS PRESENT: Hal Ellis – Alternate Commissioner
Matthew Grunenwald – Alternate Commissioner
County Commissioner Sallie Clark – Liaison Commissioner

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

CITY STAFF PRESENT: Dan Gallagher – Aviation Director
Kristine Andrews – Environmental Health & Project Specialist
June Eveland – Accounting Manager
Jennifer Harwig – Corporate Outreach Specialist
Heather Lenard – Marketing and Communications Manager

GUESTS PRESENT: Patsy Buchwald – The Paradies Shops
Wayne Heilman – The Gazette

The next meeting date is Wednesday, May 25, 2016

I. APPROVAL OF THE MARCH 29, 2016 MINUTES

Chairman Biancur called the meeting to order. Vice Chairman Courduff made a motion to accept minutes from the March 29, 2016 meeting and Commissioner Hayden seconded followed by all ayes.

II. INTRODUCTION OF GUESTS

Patsy Buchwald, The Paradies Shops
Wayne Heilman, The Gazette (late arrival)

III. PUBLIC COMMENT

Patsy Buchwald commented that there has been a change of venue for the 2017 Pikes Peak Regional Airshow in September 2017, and she will keep AAC updated.

IV. NEW BUSINESS

A. Land Use Review – Kristine Andrews

Airport staff reviewed and discussed five (5) new land use items in April 2016: 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 Hayden made the motion to accept Airport staff's no objection recommendation for all five (5) new land use items. The motion was seconded by Vice Chairman Courduff, and all items were unanimously approved.

V. STAFF REPORTS

A. Planning and Development – Dan Gallagher

Design and Planning Phase Projects Briefing:

- Rehab of Terminal Apron – Underway on both sides of the terminal with some minor weather impact since the project started on March 14th.
 - Gate moves are going well. United Airlines moving to Gates 3, 5, 7 permanently with new millwork and corporate branding forthcoming.
 - Revised projected completion date is now August 16th.
- Cooling Tower Project – Final design, bidding and contracting to be completed this summer and construction completed by the end of this fall.
- Taxiway Charlie – Bids in hand and awaiting the funding decision by the FAA. If the grant is not received by a certain date, it may be held until 2017.
- Family Restrooms – Project completion by September.
 - The existing nursing mother rooms are going to be revamped to be more family friendly.

B. Finance and Administration – June Eveland

Traffic Report: February 2016

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 <https://flycos.coloradosprings.gov/transportation/colorado-springs-airport/about-cos/monthly-traffic-reports>.

Finance Report: February 2016

Summaries of a Total Revenue Trend Analysis, Expense Trend Analysis and additional revenue and expense reports for the month of February were provided and reviewed for questions.

There were ongoing discussions on finance reporting to the AAC. Revised reporting is forthcoming.

C. Operations and Maintenance – Dan Gallagher

- No updates

D. Director's Report – Dan Gallagher

- Air Service Development Programs
 - Incentive Program – working with the FAA
 - Income Sharing – forecasting and budgeting has been streamlined
 - Revenue Sharing – driven by airline passengers
- Existing air service incentives are being reviewed and revised with anticipation for completion by mid-May.
- Air Service Conference included a positive meeting with Allegiant.
 - Allegiant plans to stay at COS despite competition with Frontier's return.
 - Allegiant's performance is better than last year, and advance bookings are higher.
 - Allegiant is evaluating possibly another market to come out of COS.
- Alaska has announced a new schedule consisting of up-gauging their aircraft for the Seattle flight starting in October.
 - Alaska plans to invest in the COS terminal with more kiosks at the ticket counter (a total of five) and possibly adding corporate branding.
- CAZ
 - Letter of support was provided by the AAC.
 - Draft ordinance language on improving the CAZ as it relates to sales and use tax on construction is being reviewed by the City Attorneys' Office then City Finance and already coordination with the County is continuing.
 - Anticipating City Council agenda item(s) in June.
- Capital Improvement cash flow
 - Ideally pay off three notes in 2016: 2007A debt series, 2007B debt series and the US Bank high interest loan.
 - A comprehensive CIP was prepared and the Airlines approved. City Council appropriated the \$30-33M CIP for Airport improvements over several years.
- Airline Use and Lease Agreement
 - Delta Airlines signed for another five years and American Airlines is pending.
- SIB Loan is moving forward.
- Annexation revisions were unanimously approved by the City Planning Commission. Next step is to City Council for approval.
- Global Supertanker press conference event is May 5th.
- June Eveland is leaving the Airport to go to the private sector. Dan thanked her for her service and leadership.

VI. OTHER BUSINESS

- Heather Lenard – Marketing Update/Presentation
 - New logo has been implemented since the older logo was out of date.
 - Advertising is expensive and COS has a limited budget. Promotions are limited due to monetary reasons but it does result in free marketing attention.
 - Social media helps the Airport with branding and spreading information to our passengers regarding flights, weather updates, etc. It is a great value that costs the Airport nothing and is an essential tracking tool.
 - The Fly COS' various media advertising campaigns and inbound / outbound ads were reviewed.
 - COS participates in many community engagements. Staffing the events is limited.

VII. CHAIRMAN'S COMMENTS

- Chairman Biancur announced that they will be losing two commissioners after this meeting and is awaiting communication from City Council on the board appointments. Chairman Biancur's recommendation is for Jason Harris to be placed as an alternate and the two Alternate Commissioners move to Commissioner seats.
- Chairman Biancur thanked Wayne Heilman of the Gazette for his complimentary articles on the Airport.

VIII. COMMISSIONERS' COMMENTS

- Mark Baker has to permanently cede his seat on the AAC due to professional and personal commitments and thanked everyone for the opportunity to serve.
- Jason Harris has to temporarily cede his Commissioner seat on the AAC due to a professional logistical change.
- Liaison Commissioner / County Commissioner Sallie Clark requested the Airport work with the City/County Arts Commission to improve the artwork at the Airport.
- Commissioner Maier gave kudos to Dan and his team for the inaugural Frontier launch.
- Liaison Commissioner / County Commissioner Sallie Clark explained the County Commissioners meet every Tuesday and Thursday mornings therefore they are unable to attend Airport events that are scheduled during this time. Dan Gallagher clarified the tenants and airlines generally dictate when they will hold their event and Airport staff offers assistance.

IX. ADJOURNMENT

Commissioner Harris made a motion to adjourn and was seconded by Commissioner Baker. The meeting was adjourned at 4:17pm.