



**COLORADO SPRINGS  
AIRPORT**

**MINUTES  
Airport Advisory Commission  
Wednesday, September 28, 2016  
3:00PM – 5:00PM  
Colorado Springs Airport, Conference Room B**

**COMMISSIONERS PRESENT:** Andi Biancur – Chairman  
Randy Courduff – Vice Chairman  
Hal Ellis  
Tom Hayden  
Steve Janitell  
John Maier

**COMMISSIONERS ABSENT:** None

**NON-VOTING MEMBERS PRESENT:** Bill Nichols – Alternate Commissioner  
County Commissioner Peggy Littleton – Liaison Commissioner  
Steve Ducoff – Alternate Commissioner

**NON-VOTING MEMBERS ABSENT:** Jason Harris – Alternate Commissioner  
County Commissioner Sallie Clark – Liaison Commissioner  
Rob MacDonald – Liaison Commissioner

**CITY STAFF PRESENT:** Dan Gallagher – Aviation Director  
Kristine Andrews – Environmental Health & Project Specialist  
Britt Haley – Legal Advisor  
Jennifer Harwig – Corporate Outreach Specialist  
John Schulz – Senior Financial Analyst  
Troy Stover – Assistant Aviation Director

**GUESTS PRESENT:** David Couch – Red Scarf Enterprises, LLC  
Patsy Buchwald – The Paradies Shops  
Robert Sedlarek – The Paradies Shops  
Dave Elliott – Meadow Lake Airport  
Kenny Maenpa – Jacobs Engineering  
Chris Touch – Interim Construction Project Manager, COS  
Wayne Heilman – Gazette (arrived late)

**The next meeting date is Wednesday, October 26, 2016**

## **I. APPROVAL OF THE AUGUST 24, 2016 MINUTES**

Chairman Biancur called the meeting to order and announced Matt Grunenwald resigned from the Commission.

Vice Chairman Courduff made a motion to accept minutes from the August 24, 2016 meeting and Commissioner Hayden seconded followed by all ayes.

## **II. INTRODUCTION OF GUESTS**

David Couch – Red Scarf Enterprises, LLC

Patsy Buchwald – The Paradies Shops

Robert Sedlarek – The Paradies Shops

Dave Elliott – Meadow Lake Airport

Kenny Maenpa – Jacobs Engineering

Chris Touch – Interim Construction Project Manager, COS

Wayne Heilman – Gazette (arrived late)

## **III. PUBLIC COMMENT**

- None.

## **IV. NEW BUSINESS**

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

Airport staff reviewed and discussed four (4) new land use items in September 2016: two (2) items in the City and two (2) items in the County.

Airport staff made a no objection recommendation for all four (4) items.

Commissioner Hayden made the motion to accept Airport staff's no objection recommendation for all four (4) 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:**

- Terminal Apron completed August 5<sup>th</sup>.
- Cooling Tower – IFB package issued on September 15<sup>th</sup> with a completion date of April 2017.
- Taxiway Charlie – Work began on August 15<sup>th</sup> with an anticipated completion date in December 2016.
- Family Restrooms – Bids received were too high and staff is reevaluating.
- Pet Relief Area on the secured side is complete.

### **B. Finance and Administration – John Schulz**

#### **Traffic Report: July 2016**

A summary of passenger enplanements, seats and load factors for each airline was provided, along with a summary of aircraft operations. All monthly Traffic Reports are available at <https://www.flycos.com/monthly-traffic-reports>.

#### **Finance Report: July 2016**

Summaries of Total Revenues and Expenses for the month of July were provided and reviewed for questions.

### **C. Operations and Maintenance – Troy Stover**

- Casey Parker is now the Airport Security Coordinator & Safety Representative. The new Airport Operations Supervisor is Nick Condon.
- Staff is going through the FAA training requirements for snow removal.

### **D. Director's Report – Dan Gallagher**

- Inbound marketing with LART funding focusing on Orlando, Phoenix and Seattle.
- 2016 capacity shows numbers up by 8½% by end of year.
- All credit ratings were conducted this year and all affirmed with Fitch upgrading COS outlook.
- US Bank loan is paid off.
- 2007 A/B general revenue bonds are callable in December 2016
- It is recommended to go forward applying for PFC # 22.
- Economic Development Agreement (EDA) is finalized and COS still working with the county.
- Frontier marketing plan underway and their job fair is Oct 3<sup>rd</sup> here at the Airport.
- jetCenter renovated their FBO.
- Troy Stover will be Interim Aviation Director and Brett Miller will move into the Interim Assistant Aviation Director position.
- Dan thanked the Commission for their partnership during his time at COS.
- Parking promotion this year is not free but is only \$1 for long term parking the months of November and December.

## **VI. OTHER BUSINESS**

- Chairman Biancur will forward the Jacobs Plan of the Airport to all Commissioners.

## **VII. COMMISSIONERS' COMMENTS**

- October 29<sup>th</sup> is the Aviation Safety Conference with location TBD.
- Commissioner Littleton discussed an upcoming UAV conference/presentation in December.
- Commissioner Littleton thanked Dan for his leadership.

## **VIII. CHAIRMAN'S COMMENTS**

- Chairman Biancur thanked the Commission for serving and encouraged all to keep the momentum moving forward.

## **IX. ADJOURNMENT**

Vice Chairman Courduff made a motion to adjourn and was seconded by Commissioner Maier. The meeting was adjourned at 3:52pm.