



**COLORADO SPRINGS
AIRPORT**

**MINUTES
Airport Advisory Commission
Wednesday, October 26, 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: Steve Ducoff – Alternate Commissioner
Bill Nichols – Alternate Commissioner
County Commissioner Sallie Clark – Liaison Commissioner
County Commissioner Peggy Littleton – Liaison Commissioner

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

CITY STAFF PRESENT: Brett Miller – Interim Assistant Aviation Director
Kristine Andrews – Environmental Health & Project Specialist
Jennifer Harwig – Corporate Outreach Specialist
John Schulz – Senior Financial Analyst

GUESTS PRESENT: Patsy Buchwald – The Paradies Shops
Robert Sedlarek – The Paradies Shops
Kenny Maenpa – Jacobs Engineering
Chelsea Meade – Financial Analyst, COS
Wayne Heilman – Gazette
Meghan Schmeiser – Customer Service Coordinator, COS
Chris Touch – Construction Project Manager, COS
Nicholas Condon – Operations Supervisor, COS

The next meeting date is Wednesday, November 16, 2016

I. APPROVAL OF THE SEPTEMBER 28, 2016 MINUTES

Vice Chairman Courduff made a motion to accept minutes from the September 28, 2016 meeting and Commissioner Hayden seconded followed by all ayes.

II. INTRODUCTION OF GUESTS

Patsy Buchwald – The Paradies Shops

Robert Sedlarek – The Paradies Shops

Kenny Maenpa – Jacobs Engineering

Chelsea Meade – Financial Analyst, COS

Wayne Heilman – Gazette

Meghan Schmeiser – Customer Service Coordinator, COS

Chris Touch – Construction Project Manager, COS

Nicholas Condon – Operations Supervisor, COS

III. PUBLIC COMMENT

- Patsy Buchwald encouraged everyone to check out the Broncos gear in the gift shops.
- Alternate Commissioner Ducoff stated Bob Hoover, a legend in aviation, passed away at 94 years old.

IV. NEW BUSINESS

A. Land Use Review – Kristine Andrews

Airport staff reviewed and discussed eight (8) new land use items in October 2016: five (5) items in the City and three (3) items in the County.

Vice Chairman Courduff made a motion to accept Airport staff's no objection recommendation on all items except County item #6. The motion was seconded by Commissioner Hayden followed by all ayes.

Commissioner Ellis made a motion to accept County item #6 on the condition that the pertinent noise mitigation requirements of the code are included in the plat or other county building permits. The motion was seconded by Vice Chairman Courduff followed by all ayes.

V. STAFF REPORTS

A. Planning and Development – Brett Miller for Troy Stover

Design and Planning Phase Projects Briefing:

- Terminal Apron completed August 5th.
- Cooling Tower – Contract will be issued next week with a completion date of April 2017.
- Taxiway Charlie – On schedule and on budget with an anticipated completion date in December 2016.
- Family Restrooms – Bids received were too high and will be reissued in December.

B. Finance and Administration – John Schulz

Traffic Report: August 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: August 2016

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

- Chelsea Meade was introduced as the new Financial Analyst.
- City budget for 2017 is complete.

C. Operations and Maintenance – Brett Miller

- Nicholas Condon was introduced as the new Airport Operations Supervisor.
- Brett attended an Operations Workshop at DIA where COS staff was complimented.
- Preventative maintenance on runways in progress and before the snow season.
- Snow team is ready to go.

D. Director's Report – Brett Miller for Troy Stover

- Director position is posted and closes November 6th.
- New Accounting Manager, Tom Roisum will start November 14th.
- Marketing Manager position will be reposted for hire by the new Director.
- Frontier held a job fair Oct 3rd here at the Airport and was pleased with the turnout.
- Upcoming Airport events include:
 - Sunday, October 30th, 4p Frontier Inaugural flight to Orlando
 - Saturday, October 29th Pilot Safety Briefing at jetCenter.
- Parking promotion is \$1 for long term parking the months of November and December.

VI. OTHER BUSINESS

- Commissioner Ellis made a motion to accept the 2017 calendar and Commissioner Janitell seconded followed by all ayes.

VII. COMMISSIONERS' COMMENTS

- November 15th is the Westside Operators Meeting.
- A UAV panel discussion will be held November 28th at the Crowne Plaza.

VIII. CHAIRMAN'S COMMENTS

- None.

IX. ADJOURNMENT

Vice Chairman Courduff made a motion to adjourn and was seconded by Chairman Biancur. The meeting was adjourned at 4:05pm.