



**COLORADO SPRINGS  
AIRPORT**

**MINUTES  
Airport Advisory Commission  
Wednesday, October 25, 2017  
3:00PM – 5:00PM  
Colorado Springs Airport, Conference Room B**

**COMMISSIONERS PRESENT:** Andi Biancur – Chairman  
Hal Ellis  
Jason Harris  
John Maier  
Bill Nichols  
David L. Couch  
Aaron Wood

**COMMISSIONERS ABSENT:** None

**NON-VOTING MEMBERS PRESENT:** Tamara Hunziker – Alternate Commissioner  
Chic Myers – Alternate Commissioner  
Councilor Andy Pico – City Council Representative  
Commissioner Stan VanderWerf – Liaison Commissioner (arrived later)

**NON-VOTING MEMBERS ABSENT:** Councilor Yolanda Avila – City Council Representative, Alternate  
County Commissioner Peggy Littleton – Liaison Commissioner

**CITY STAFF PRESENT:** Greg Phillips – Director of Aviation  
Michael Gendill – Legal Advisor  
Jennifer Harwig – Corporate Outreach Specialist

**GUESTS PRESENT:** June Waller – CTAB  
Kristine Andrews – Environmental Health & Project Specialist, COS  
Chris Touch – Construction Manager, COS  
Troy Stover – Assistant Director of Aviation, COS  
Kevin Keith – Aviation Planner, COS  
John Schulz – Air Service Development Manager, COS  
Radhika Jablonski – Accounting Supervisor, COS  
Paul Gilchrist – Buyer II/Procurement Specialist, COS  
James Pierce – Accounting Temp, COS  
Wayne Heilman – Gazette (arrived later)

**The next meeting date is Wednesday, November 15, 2017**

Chairman Biancur made the motion the elections for chairman and vice chairman be moved to after new business and under Commissioners Comments. Commissioner Maier seconded the motion. Unanimous vote.

#### **I. APPROVAL OF THE SEPTEMBER 27, 2017 MINUTES**

Commissioner Ellis made a motion to accept minutes from the September 27, 2017 meeting and Commissioner Nichols seconded. Unanimous vote.

#### **II. INTRODUCTION OF GUESTS**

Radhika Jablonski, Accounting Supervisor, introduced two new members to the COS team. Paul Gilchrist is the new Buyer II/Procurement Specialist and James Pierce is on board as an Accounting Temp.

#### **III. PUBLIC COMMENT**

- No comments.

#### **IV. NEW BUSINESS**

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

Airport staff reviewed and discussed seven (7) new land use items in October 2017: four (4) items in the City and three (3) items in the County.

Commissioner Nichols made a motion to accept Airport staff's no objection recommendation on all items. The motion was seconded by Commissioner Maier. Unanimous vote.

#### **V. STAFF REPORTS**

##### **B. Design and Construction – Chris Touch**

- Hail Damage | Skylights – Complete and in close out.
- Reconstruct Twy N & P & rehab Twy H – Winter shutdown is planned with a start up in April.
- Wind Damage | Terminal Roof Replacement – Construction to begin within a week and anticipation of a December, 2017 completion, weather permitting.
- Twy M & G rehabilitation – Design is 50% complete and is scheduled to complete in February, 2018.
- Chiller #1 Replacement – Begins in January with completion in March, 2018.
- Main Terminal Escalator Replacement | Phases I & II – Construction to begin in February with completion in October, 2018.

##### **C. Finance and Administration**

###### **Traffic Report(s): September 2017 – John Schulz**

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

###### **Finance Report(s): September 2017 – John Schulz**

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

There was a brief discussion on rideshares such as TNC and the impacts on revenues. Greg Phillips will provide further information and a presentation at the next AAC meeting.

## **D. Director's Report & Operations/Maintenance Report – Greg Phillips**

- Director Updates
  - Air service updates
    - COS is in the process of hiring an Air Service Consultant.
      - There were 5 submittals, and there are 3 interviews scheduled within the week.
      - Interview committee includes: Doug Price, President & CEO of the Convention and Visitors Bureau; Dirk Draper, President & CEO of the Chamber and Economic Development Corporation; Dave Palenchar of El Pomar; General Renuart of the Regional Air Service Task Force and airport reps – Greg Phillips, Troy Stover and John Schulz.
      - Purpose of an air service consultant is to provide additional expertise in seeking air service and present a strong business case to airlines.
    - COS is working with the Chamber & EDC to create and administer a business survey. The survey is to find out what business flyers are looking for and what would it take for businesses to fly here.
    - COS will be meeting with local military representatives to identify what the military air service needs are.
    - Alaska will end air service on November 4<sup>th</sup>.
  - The airport's website will be updated by the end of the year and now includes a webcam.
  - The marketing contract for media buying was executed with Blakely + Company.
  - The parking promotion this year is 50% off long term parking and a coupon can be obtained at flycos.com.
  - COS is working toward a possible application for the Voluntary Airport Low Emissions Program (VALE) grant that is designed to promote sustainability and energy conservation. Currently, the Airport is looking at a grant for possible shuttle bus replacement.
  - The Operations staff continue to train for the snow removal season.
  - With recent changes in the COS organizational structure, the Communications Center will move to the secured side of the airport closer to the airfield. This should happen before the end of the year.
  - The Dog Therapy Program is tentative for a start date of November 15<sup>th</sup>.
  - An advertising coordinator was selected and starts November 6<sup>th</sup>.
  - Business Updates – Troy Stover
    - The Peak Innovation Park has a website that is up and running. Marketing for potential opportunities is underway and interests include a hotel and an additional business.
    - COS is working on the platting process with Setzer, the developer for FedEx.
    - COS and Comcast are in ongoing negotiations re: high speed fiber.
    - There is an additional shuttle available this holiday season for the parking promotion.
    - COS and the US Forest Service are in ongoing discussions re: VLAT.
  - There was a brief discussion on noise complaints. Kevin Keith will provide an update at the next AAC meeting.

## **VI. OTHER BUSINESS**

- None.

## **VII. COMMISSIONERS' COMMENTS**

- Chairman Biancur asked all commissioners for their individual input as to what the AAC's focus should be going forward. Commissioner Harris answered air service and ways to bring in revenue; Commissioner Maier agreed with air service, and added not to forget the importance of the CAZ and requested the commissioners participation be considered as liaison in airport issues; Commissioner Ellis would like the GA side to be a main focus along with the importance of customer service; Commissioner Nichols agrees with WestSide focus; Commissioner Wood wants the air service push to continue along with growth of the WestSide and Business Park; Commissioner Couch would like to see the GA side promoted; Alternate Commissioner Hunziker would like to focus on sustainable growth strategies and Alternate Commissioner Myers wants recent growth to continue.

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

- Commissioner Maier nominated Andi Biancur as Chairman. Commissioner Harris seconded. Unanimous vote and Chairman Biancur accepted.

- Commissioner Harris nominated John Maier as Vice Chairman. Commissioner Couch seconded. Unanimous vote and Commission Maier accepted.

**IX. ADJOURNMENT**

Commissioner Nichols made a motion to adjourn and was seconded by Commissioner Couch. Unanimous vote. The meeting was adjourned at 4:31pm.