



**MINUTES**  
**Airport Advisory Commission**  
**April 20, 2005**

**COMMISSIONERS PRESENT:** Stephen Ducoff – Chairman  
Bernie Herpin – Vice Chairman  
Bud Breckner  
Ken Chalfant  
Lynn French  
Denny Weber

**COMMISSIONERS ABSENT:** Patsy Buchwald

**NON-VOTING MEMBERS PRESENT:** Jim Bensberg, El Paso County Commissioner

**NON-VOTING MEMBERS ABSENT:** George Sugars, El Paso County DOT  
Greg Timm, Alternate Commissioner  
Rob MacDonald, Pikes Peak Area Council of Governments

**CITY STAFF PRESENT:** Mark Earle, Aviation Director  
Rick Gorman, Asst. Aviation Director, Finance & Admin  
John McGinley, Asst. Aviation Director, Ops & Maintenance  
Bill Keller, Airport Planning & Development Manager  
Kelly Koon, Special Projects Coordinator  
Shelli Morgan, Accounting Manager

**GUESTS PRESENT:** Wayne Heilman, Gazette  
Wendell Hawkins, Airport Operations  
Lt. Col. John Linn, Peterson AFB  
Tim Fox, Community Planner for Peterson AFB  
Larry Bruno, TSA  
Brian Towle, TSA  
Dennis Portlance, TSA

**CHAIRMAN DUCOFF CALLED THE MEETING TO ORDER AT 3:05 PM**

**Next meeting is Tuesday, May 24, 2005.**

**1. APPROVAL OF THE MARCH 16, 2005, MINUTES:**

- Chairman Ducoff asked for approval of the March 16, 2005 Airport Advisory Commission minutes. Commissioner Breckner made the motion to approve the minutes and Commissioner French seconded the motion. The motion was carried by unanimous vote.

**2. PUBLIC OR CITIZEN GROUP COMMENTS:**

- No Comments.

**3. GENERAL BUSINESS**

- Rick Gorman introduced Shelli Morgan, Accounting Manager for the Airport. She will be giving the financial report today.
- Mark Earle introduced TSA staff: Dennis Portlance, Larry Bruno and Brian Towle and asked Dennis to explain their roles. Dennis is the FEDERAL SECURITY DIRECTOR, Larry is the Deputy FEDERAL SECURITY DIRECTOR and still in charge of operations and Brian is the Stakeholder Manager Liaison. Mr. Earle noted that some of the Commissioners had questions about specific items going through the checkpoint, so TSA was invited to come and give an explanation. Commissioner Weber asked how TSA keeps track of how well it's going, is there anything you can share that shows we are safer today than we were three years ago? Larry answered that there is a large amount of data collected so TSA can measure their progress. One of the key differences today is the amount of training and certification requirements for the screeners. We have a minimum mandatory of three hours a week per screener for training, which we do about four and a half. We also have an annual recertification process to ensure that all the screeners know all the rules and can implement all the rules. If you fail this process you no longer have a job. We are going through the first part of this right now, the practical portion, and rest will conclude by May 1.

Commissioner Weber asked if the training aspect would be what is considered to make us safer today. Larry said that it's hard to comment on what safer is since the government doesn't have a definition for this. TSA has some high standards and is always focusing to meet those standards. When this can't be met, there is a process we go through, then the employee can no longer work here. Commissioner Weber was seeking tangible statistics such as capturing X number of terrorists. Larry noted that some information cannot be shared. Larry then went on to explain about a couple of items that should make the process smoother. Earlier this month, TSA met with USOC to discuss the athlete equipment going through the checkpoint. We are setting up a process with the USOC divisions to clarify what equipment may come through. TSA has also been attending the many travel agents meetings in town to discuss what is prohibited, how to get through efficiently and how the system works so the agents can share this information with the travelers. Larry noted that TSA is taking proactive steps to help with checkpoint security. Additionally, Larry brought copies of the press release regarding the lighter ban which was put into place on April 14. At this Airport, we are collecting about 50-60 lighters per day.

Commissioner Bensberg asked how it works when people who have pacemakers go through the checkpoint. He understands that these individuals are not subject to being wanded because of the pacemaker. What is the process? Larry answered that these individuals are subject to a full pat down. Commissioner Bensberg wanted to know how we know someone is telling the truth that they have a pacemaker? Larry said that the pat down will show anything that is held externally on the body, but will not indicate anything on the inside. Typically these

individuals will have a doctor's note, however verification is not required and the TSA tries not to turn away any travelers. Commissioner Bensberg wanted to know why not. Larry commented that this is a decision made by TSA headquarters. Larry will check into this and get back to Commissioner Bensberg. Commissioner Bensberg was concerned that something illegal will get missed. Larry ensured that the pat down is fairly thorough.

Commissioner Breckner wanted to know if TSA has system tests to be sure they are doing their job. Larry explained that tests occur frequently and most are not notified ahead of time. If there are weaknesses found, they are immediately addressed. Commissioner Breckner asked if TSA is comfortable with how the tests are administered. Larry said yes he is and very proud of the TSA workforce here at COS. They are very dedicated to the national pride. Commissioner Breckner asked if the tests are standardized so they can be measured. Larry noted that they are measured over time. The results impact many of the processes.

Commissioner Weber asked if all changes for TSA have to go through Congress. Larry answered no, that the lighter ban was a result of the Richard Reed incident. There was continual debate about why lighters were allowed on aircraft, which culminated on the passing of the lighter ban bill. All of what TSA does is based on the legislation that set up TSA.

Commissioner Ducoff invited TSA to join each meeting.

#### **Land Use Items – Bill Keller**

The following land use items were reviewed:

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| ◆ AR DP 06-00182                                | ◆ CPC CM2 05-00183   |
| ◆ AR DCP 05-00175                               | ◆ AR DP 05-00193   |
| ◆ AR FP 05-00171                                | ◆ AL 05-005, PPR 05-004  |
| ◆ CPC DP 05-00066, CPC FP 05-00067, CPC A 00064 | ◆ SP 05-008  |
| ◆ AR DP 05-00267                                | ◆ SF 05-019  |
| ◆ AR FP 05-00258                                | ◆ SF 05-021  |
| ◆ AR DP 05-00276, AR FP 05-00277                | ◆ PUD 05-008   |
| ◆ AR DP 05-00291                                | ◆ PPR 05-013, PPR 05-014, PPR 05-016, PPR 05-017, PPR 05-018, PPR 05-019 |
| ◆ CPC CM1 05-00056                              |  |

→ Commissioner French motioned to accept the first 16 land use items as recommended by Airport staff with item #17 returning next month for final approval. This was seconded by Commissioner Weber. The motion was carried by a unanimous vote.

#### **4. STAFF REPORTS**

##### **→ Traffic Report – Rick Gorman**

March 2005

- For the month of March, the Airport registered 86,899 enplaned passengers which is up 3.3% from this time last year. YTD we are down 1.2%.
- In March, we are continuing to see the impact of the downsizing and elimination of the Delta Airline's hub at Dallas-Fort Worth, so you'll notice that Delta is down 21%. There are significant increases by the other airlines, in particular, American Airlines has specifically

benefited since they provide non-stop service to Dallas. While the other Airlines have offset the loss of enplanements by Delta, we have lost landed weight in aircraft. In addition, this fundamental change has resulted in a significant market shift. Looking at the pie chart for enplaned passengers on a year to date basis, United Airlines has come up from 32% through March of 2004 to 34% in 2005, Delta has lost 2% and American is up 1% versus last year.

- The largest increase in enplaned passengers is by United who is up 24% over last year. Landed weight is down about 14%. What we are seeing is a significant shift where United is down to one flight per day, however SkyWest has stepped in to fill that void. SkyWest went up from 128 flights last year in March at this time for United to 511. As far as United and United Express, overall they are up 76 flights per month or approximately 2 flights per day over last year at this time. We are seeing increasing use of regional jet carriers which is causing our landed weight to be lower than last year, even though our passengers are up for the period. We are continuing to see that trend.
- Commissioner French asked if we are aware that Delta will be restarting the 8:40 a.m. flight to Salt Lake City. They may possibly be able to justify a 737 for this. Mark Earle noted that they will most likely flow aircraft through the SkyWest maintenance base.
- Lastly, American Eagle will have two morning flights where you'll be able to fly out and back in the same day to Chicago.
- We have seen a significant increase in load factors this year over last year. We are running about 75% load factors for March as compared to 64% last year. March is historically one of our better months due to the ski season and vacationers. Being 10% higher in load factors is a great sign.

#### ➔ **Finance Report -- Shelli Morgan**

- Overall, actual revenue when compared to budget is down approximately \$249,000 or 6.8%.
- Landing fees is one of the first major areas affecting this difference. The 2005 budget shows total landed weight for signatory, non-signatory and maintenance flights to be approximately 35,000 lbs. higher than the actual year-to-date figure represents. This converts to a lower actual revenue figure of approximately \$73,000 under budget. Increased fuel costs, the elimination of Delta's Dallas/Ft. Worth hub and the increased use of regional jets have all contributed to the lower landed weight and thus lower landing fees. In addition, the budget is equally spread over a 12 month period and the first part of the year is historically slower than other parts of the year.
- The 2005 budget reflects a 4.1% increase in enplanements but as reported in the traffic report, 2005 is relatively flat. This will affect the following areas:
  - Terminal concessions were another area where actual revenue was lower than budgeted. Overall it was down approximately \$20,000. The budget is being evenly spread over the year. In addition to the lower than budgeted enplanements, Jan/ Feb are historically slower months.
- Actual rental car revenue was down approximately \$15,000 from budget due primarily to the lower minimum guarantee payments being made by the rental car companies during 2005.

- Finally there is parking revenue. Actual revenue is down approximately \$144,000 from the budgeted figure. The Airport was optimistic in its assessment of parking activity when the 2005 budget was established. This occurred prior to the increase in fuel costs and the elimination of Delta's Dallas hub. However, when you compare actual gross sales for 2005 with actual gross sales for the same period in 2004 you will see that in actuality the parking revenue for the Airport is up approximately \$18,000 or 2.1% for 2005.
- Switching over to the expenditure/obligations side of things you will see that the overall actual obligations of the Airport are approximately \$582,000 or 17.3% lower than budgeted.
- The major areas that are responsible for this scenario are:
  - Personnel: The overall year to date costs for this area are approximately \$420,000 lower than budgeted. This is primarily due to there only being one payroll recorded in January 2005. The first payroll of 2005 was actually accrued back to 2004. The budget is designed to evenly distribute payroll throughout the year. This inequality should correct itself as the year progresses.
  - General Services: Most of the approximately \$42,000 decrease in actual obligations compared to budget is due to timing differences. The focus of the downtown accounting department during January and February was to insure that all 2004 expenditures were processed. This meant that many of the February billings were not paid until March.
  - The same can be said for the Utility obligations. The approximate \$85,000 decrease in actual vs. budget is also due to the timing of the February payments.
  - Advertising saw an increase in actual obligations of the Airport of approximately \$50,000. This is due to the first installment of the \$100,000 advertising contract being encumbered in February and the budget for that contract was spread equally of the year.
  - Insurance obligations reflect an approximate \$41,000 decrease in actual compared to budget. This also occurs because the budget is spread over the 12 months and the payment is not made until mid-year.
- This briefly covers the revenue and expenditure highlights for the Airport through February 2005. Please feel free to contact either Rick or me should you require any additional information.

➔ **Project Development, Design – Rick Gorman**

- Business Park
  - The Airport is requesting that the airport be considered an economic development zone for purposes of being able to have a lease term in excess of 25 years. We have found that this is necessary in order to generate development on the West Side and in the Business Park. Mark Earle has submitted this to Council for their approval so we can go beyond the 25 year limit. Chairman Ducoff asked if this is normal and Mark responded that this is necessary in order to develop leases for the Business Park. This will be for the entire airport, but only for the development areas of the Airport, such as the West Side and the Business Park.

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→ **Terminal Expansion – Bill Keller**

- CNBC at Gate 12 has been opened. There are a few punch list items to be completed, but it is very nice. It has internet free access with a computer available for the public. There are a number of plasma screen TV's also.
- The Marketplace, the retail store prior to the checkpoint, is now under construction. They have decided that it is more economical to function out of the kiosk so they can demo everything behind the construction walls. For the Airport this means a little less revenue, but in the long term it means they are getting their construction done quicker.
- Pikes Perk and Freshen's Yogurt, which is immediately adjacent to the space and prior to the checkpoint, is also under construction. Both stores should be open early July.
- The old Gate 5A area has gone under construction.
- In the food court will be Quiznos, Pizza Hut Express, Cantina Azul, Cantina Bar and a Pikes Perk.
- Gordon Biersch and A & W – the Gordon Biersch construction wall will be taking up a portion of the Pikes Peak Café space. We are trying to keep hot food service for the passengers as long as possible. There will be a short period of time that they will have to go to cold foods. Both of Gordon Biersch and A & W should be completed early July.
- Our project that includes the terminal interior finishes is in the final phase of design. We anticipate a design review within the next couple of weeks and then a bid package going out before the holiday in May.
- Commissioner Ducoff recommended that the Gazette write an article about all the good changes going on at the Airport. This is very positive and would be great for the media.
- Commissioner Herpin noted that he saw an article about US Air and America West merging and wanted to know if this will impact service at COS. Mark noted that this will give the Springs an additional carrier and will depend on how the merger goes. Mark does not have any sense of their strategy on this yet. Wayne Heilman of the Gazette noted the same.

→ **Projects – John McGinley**

- Showed a photo of the construction of the new Information Center. This should be up and running next week. We are very proud of the finishes that were chosen. This program has been coordinated by Kelly Koon who has hired 70 volunteers that will begin staffing the center on May 1. The center will be staffed from 9:00 a.m. to 9:00 p.m. Monday through Friday, and 9:00 a.m. to 6:00 p.m. on the weekends. On weekdays, from 9:00 a.m. to 1:00 p.m. there will be two volunteers and then from 1:00 p.m. to 5:00 p.m. there will be one volunteer and one paid staff. On the weekends it will be one volunteer and one paid staff. Commissioner Ducoff noted that he understands that the volunteers have been receiving so much training that they are actually going on field trips. He also stated that the attractions are very pleased with the collaboration. Mark Earle said that we will also seek training from the USOC and CVB so the volunteers can represent all of these facilities. The Information Center will be the central location for all information, comment cards and will be staffed all the time. Commissioner Breckner asked if we will have a standard list of

questions and answers or if we'll have a computer module. Kelly stated that all volunteers have received extensive training. There is a binder with information as well as the availability of the computer and internet at the Center. Mark noted that given the talent of these individuals, we are working to help develop these tools and help them own the program. Commissioner French complimented Kelly on the extensive training the volunteers have received. Commissioner Weber asked if the volunteers will wear a distinctive outfit. Kelly said yes, they will be wearing a navy shirt with the Airport logo with stone colored slacks and a sweater with the COS letters on it. Perks include employee parking and employee discounts at the concessions.

- Earlier this month we passed another major milestone with the ETD project with TSA beginning operations behind the wall for American and Delta. In November, we moved Northwest and America West going downstairs, with this portion being phase two. John showed a few slides of the American and Delta belts and gave explanation of the bag screening process. Chairman Ducoff asked if the ETD machines would be detecting the lighters and matches inside the suitcases. John said yes this is where they will find this. Mark said that if these are detected when the bag is open, they will remove them but the ETD may not detect them. The matches/lighters removal from the baggage below is a totally different reason than the matches/lighters at the checkpoint. One is a hazmat issue and the other is a security issue. United remains upstairs and will move down two weeks from today, which will complete the ETD project. Commissioner French asked what happens when someone finds something wrong with a passenger's bag. John said it depends on what is found. If it's an explosive device, they will treat it the same as if it had been found in the terminal and contact the police. Commissioner Breckner asked if they would try to contact the passenger. Mark Earle said that it would depend if the passenger is in the building, they would probably try to get to the passenger and detain him/her. There is a possibility the bag will not fly. The airlines are the only ones that can remove an item from the bag; TSA is not allowed to do this. Commissioner Weber asked if there is a list of items that should not be packed in your bag. Mark said yes, there is a list published by the airlines which has been in effect for many years. Commissioner Weber then asked what about alcohol? Airport staff did not have the answer and will report back at the next meeting.
- We met earlier this month with FAA to discuss the upcoming ILS project for Runway 35R. Through a congressional mandate we have \$2 million for this project. We had a very productive meeting. Right now they are studying how far we can take the money and whether or not we can install a CAT I or CAT II ILS. They will be compiling some information and will get back to us in mid-July as to what they feel they can do with the money we have. Slides were shown as a visual of the equipment. We are certain we can get a CAT I ILS with this \$2 million, but we are hoping to get a CAT II so pilots can land in lower visibility. Commissioner Breckner asked don't we know what the costs are for CAT I or II? Mark responded that we actually need to do a cost/benefit for the decision for the CAT I or II. We understand the cost for the CAT I and are trying to push it through for a CAT II.
- Taxiway H project has been in progress for about five weeks. They will begin CTS operations next week and hope to have the project completed by August.
- Rental Car/Short Term Parking project – this project was out to bid. Bids were received yesterday and are being evaluated. We will report back on progress at the next meeting.
- Runway 17L/35R Rehab project – we had a preliminary meeting with the design consultants last week and reviewed the schedule. We are looking at beginning demolition

of the East Runway in December of 2005, which will put the runway out of commission for 12 months. Our next meeting is set for April 27 with the engineer design consultants and the airlines to discuss the project and share information with them.

- Commissioner French asked how long it will take for the compass rose to be completed. John noted that the pavement it's on is so poorly deteriorated that there is no quick fix. One of the things we are investigating is putting the compass rose in the GA holding area at the north end of the Taxiway A. Commissioner French feels it should be put on the south end of the north holding bay instead. Commissioner Ducoff asked why the compass rose is listed on the ATIS. Airport staff will research this. Bill Keller noted that there will be a fence that will be securing the West Side that will travel across the north end that is for the development on the West Side, which will encompass the compass rose. Another reason for moving the rose is that the metal buildings for the museum will interfere with the compass reading.

#### → **Operations and Maintenance – John McGinley**

- The Peterson Open House and In Your Honor air show report back – the Air show at Peterson will be on the 4<sup>th</sup> of June with a practice on June 3. The Thunderbirds will arrive in Colorado Springs on May 30. On the 31<sup>st</sup> they will practice at the AFA, June 1 is graduation and the 2<sup>nd</sup> is a down day. In Your Honor air show is scheduled for July 9 and 10 with a practice air show on the 8<sup>th</sup>. This show will be similar to what we had last year except they will have a demonstration by an F15 that will probably require shutting the Airport down for about 20 minutes. We are meeting with John O'Donnell on May 13 to kick off the planning.
- The Airport Operators Group meeting has been postponed to May 11. Jim Buswell was going to be out of town on April 27.
- Commissioner Bensberg asked about the terminal expansion and the seating for people waiting pre-security. Bill Keller showed a drawing depicting the changes.

#### → **Director's Report – Mark Earle**

- The TSA visit was very timely. Over the next several months you'll see a tremendous amount of national news activity related to this organization. TSA is under scrutiny from Congress for alleged inefficiencies and overall ineffectiveness. These issues are prevalent throughout the system. In the coming months, we'll forward news and trade association articles to the Commission. We will continue to work closely with our local TSA to ensure that the local operation is as effective and responsive to passenger's needs as it can be. There is a lot of discussion nationally regarding the opt out program. Only one airport has chosen this route. All others are in a "wait and see" mode, expressing concerns about liability issues and TSA oversight issues.
- Allegiant Airlines update at Ft. Collins – previously reported was 5 flights per day with 31,000 enplanements. This should have been reported as 5 flights per week. Ft. Collins has no intentions for adding flights or carriers at this time.
- Concern was expressed about sports equipment going through the checkpoint. Mark and Kelly met with the Colorado Springs Sports Commission to discuss setting up a procedure when they have an event coming into town to connect with the TSA so they will be aware

that special equipment is coming through. Additionally we'd like to see a TSA national contact number for the athletes to call for checkpoint assistance. Assistance for this will function will take place from the Information Center.

- Beginning next month the Commission meetings will be on the 4<sup>th</sup> Tuesday.

## **5. OTHER BUSINESS**

- ➔ Chairman Ducoff noted that he quizzed the Commission to find out if they had any questions for Airport staff and passed out a list of their ideas. The first section is about customer service and what the Commission can do to work with staff to help improve customer service at the Airport. The list was reviewed and discussed to clarify some of the concerns. Staff will look into the issues and report back to the Commission. In addition, Chairman Ducoff asked how the Commission can help the Airport staff to promote the airport. Staff responded that there are a number of options—canned presentations can be provided to support Commissioners going out into the community. Also, Mark Earle advised that he makes presentations out in the community on a regular basis, and offered to assist with any presentation the Commissioners choose to do.
- ➔ Also discussed was a concern about the Commission being kept up to speed on issues such as air service development efforts. Commissioner Weber said that he'd like to hear more about the status of air service development and felt that the Commission should be more involved. Mark Earle advised air service efforts are similar to lease negotiations and are confidential. Discussing such matters in a public session could pose problems. In addition, some air carriers have specifically asked that discussions be limited to a single point of contact or, when necessary, to just a few community leaders. Commissioner Weber asked about the status of the effort to establish the Air Service Task Force. Mark Earle advised that staff would check on the status of the Commission's recommendation (approved at the February 2005 Airport Advisory Commission Meeting).
- ➔ Chairman Ducoff indicated that his intent is to be sure that the Commission is getting the appropriate information to do their job. He noted that the Commission needs to revisit their role and authority. Staff will provide that information to the Commission.

## **6. AIRPORT STAFF ACTION ITEMS**

- What are the rules for bringing alcohol on the airplane?
- Can the compass rose be removed from the ATIS?
- Confirm the date of the next AOG meeting.
- Requested that Mark give his community presentation at the next meeting.
- Mark will follow up on the status of the Advisory Commission's Air Service Task Force recommendation.
- Requested notification of Mark's speaking engagements.

**Chairman Ducoff adjourned the meeting at 5:05 p.m.**