



**MINUTES**  
**Airport Advisory Commission**  
**June 28, 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:** George Sugars, El Paso County DOT  
Greg Timm, Alternate Commissioner  
Rob MacDonald, Pikes Peak Area Council of Governments

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

**CITY STAFF PRESENT:** Mark Earle, Aviation Director  
John McGinley, Asst. Aviation Director, Ops & Maintenance  
Bill Keller, Airport Planning & Development Manager  
Kelly Koon, Special Projects Coordinator  
Gisela Shanahan, Accountant

**CITY STAFF ABSENT:** Pat McDivitt, City Attorney

**GUESTS PRESENT:** Wayne Heilman, Gazette  
Glenn Messke, Peterson AFB  
Cheryl Schwab, COS Financial Analyst

**VICE-CHAIRMAN HERPIN CALLED THE MEETING TO ORDER AT 3:06 PM**

**Next meeting is Tuesday, July 26, 2005.**

**1. APPROVAL OF THE MAY 28, 2005, MINUTES:**

→ Vice-Chairman Herpin asked for approval of the May 28, 2005 Airport Advisory Commission minutes. Commissioner Breckner made the motion to approve the minutes and Commissioner Chalfant seconded the motion. The motion was carried by unanimous vote.

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

→ No Comments.

**3. GENERAL BUSINESS**

→ Commissioner Herpin asked for introductions of the airport staff. Present at the meeting were Gisela Shanahan, Accountant and Cheryl Schwab, Financial Analyst. Rick Gorman left COS for a position at the San Diego Airport. Commissioner Herpin expressed his gratitude for all the work Rick did for the Airport.

**Land Use Items – Bill Keller**

The following land use items were reviewed:

- ◆ CPC CU 05-00110
- ◆ AR FP 05-00436, AR DP 05-00435
- ◆ AR DP 05-00459
- ◆ AR FP 05-00458
- ◆ AR CP 99-006611-A1 (05) , AR FP 05-00470, AR DP 05-00469
- ◆ AR CP 05-00471, R FP 05-00473, AR DP 05-00472
- ◆ AR FP 05-00486, AR FP 05-00487, AR FP 05-00483, AR FP 05-00484, AR FP 05-00485, CPC PUD 05-00129
- ◆ CPC PUZ 05-00138, CPC LUM 05-00136, CPOCUP 05-00139
- ◆ SF 05-013
- ◆ SF 05-002

→ Commissioner Herpin motioned to accept the land use items as recommended by Airport staff. This was seconded by Commissioner Weber. The motion was carried by a unanimous vote.

**4. STAFF REPORTS**

→ **Traffic Report – Gisela Shanahan**

May 2005

- May enplanements are at 2004 numbers. We are down 1.5% for the year compared to 2004. We had a 3% increase in March and then a 3% decrease in April, which reflects a change in the spring break schedule.
- Allegiant and Delta (SkyWest flights) are lower due to both airlines making significant reductions in their flight schedules. Allegiant had 35% fewer flights.
- American had the largest increase to date, primarily due to increased load factors from 61.3% to 66.4% over 2004 as a result of picking up passengers from the Dallas route

that Delta discontinued. American has also added additional Dallas flights.

- Landed weight is down 6.2% from 2004; reflects the decrease in overall traffic and the movement towards smaller regional jets. This is an improvement over April which was at 6.7%.
- Overall aircraft operations are down with general aviation down 8.8% from 2004. This is due to increased fuel costs causing a decrease in leisure flights and other light aircraft operations. (Crude oil reached a 20 year high of over \$60 per barrel on Monday).
- Freight and cargo is down from 2004 due to the Postal Service switching from air to ground transportation for mail transport. Mail is trucked to DIA for loading onto direct flights. Cargo will continue to decrease throughout 2005 due to United closing their air cargo operations in May.
- Load factors have increased from 64% to 68% reflecting a decrease in the number of flights coupled with an increase in passengers per flight.

Commissioner French asked how the GA numbers are tracked and Gisela noted that the information is received from the Tower. Arriving flights are categorized and counted based on their passenger load capacity. Commissioner Breckner asked if we track correlation between GA fuel sales and flight counts. Gisela said that we do track the fuel sales.

#### → Finance Report -- Gisela Shanahan

- Revenue is still lagging behind budget, but has rebounded some from a decrease of 5.3% in April to 3.8% in May.
- The largest variances in are public parking and landing fees. The budget was overly optimistic in forecasting parking revenue per transaction. (Caused by AMPCO forecast presented when new contract was awarded) Landing fees are falling short of budget due to unexpected decrease in flights caused by reduced airline schedules. Also, a change in the rates and charges caused a variance between landing rates from time the budget was prepared to actual billings. Mark Earle gave a brief explanation on what we are observing and noted that it is an outbound operation. We may be seeing an increase in inbound travel relative to outbound travel originating in the Springs.
- For expenditures, our actuals are down approximately \$300,000 from what was budgeted, or about 3.4%. The savings in expenditures compared to budget, offset the lower revenue and result in us being within \$50,000 of the overall budget expectations to date.
- We are experiencing some savings in personnel costs due to vacancies.
- Utility expenditures other than gas are lower than anticipated for 2005, we continue to experience a cost savings in electric, water, and sewer, which offset the increase in natural gas prices.

- We are dealing with increased costs for the maintenance and operation of fleet vehicles caused by higher fuel prices and unexpected major equipment repairs. (Snow sweeper in last major storm)
- Note: Decrease in loading bridge revenue is offset by increase in non-preferential gate revenue caused by several airlines vacating gates and paying per use.

#### ➔ **Projects – Bill Keller**

- Taxiway H is a connection that gives us two parallel taxiways that are between the two runways. This allows the ramp holds to be reduced. This is wrapping up and should be opened the second week of July.
- We have a few bid results:
  - We have received a bid for the taxi lane that will be built on the north part of the west side, north of the police hangar. This bid came in at about \$300,000 and we anticipate construction beginning within the next 30 days. This is associated with the Penkhus/Martin development on the north end.
  - Aviation Way project is also out to bid. This roadway extends from Sand Creek to the intersection near Fed Ex. We anticipate bids closing and construction starting towards the end of July. This represents one of the single largest road and drainage projects the City has undertaken for quite some time.
  - The terminal project will be going out for bid soon.
  - We are currently in possession of the final specifications for the runway demolition. The current date for takedown of the runway is set for Jan 9 and will be closed for approximately 10 months.
- We have about \$60 – \$65 million in projects underway right now.

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

- Taxiway C project - at one point we had an issue with one of the lots that was sampled. This lot has been rejected and the contractor has since asked if we would reconsider. We said we could do so only if they provided some testing and analyses for us to review. We gave them the go ahead to do this and they have provided us with some non-destructive testing data on the taxiway. We are waiting analyses of the data to ensure that if we accept the taxiway, we would get normal anticipated life out of it. An update will be given at the next Advisory meeting.
- Taxiway H paving work was completed two weeks ago and joint sealing completed last week. There is a tentative schedule to have a walk through on this project July 1; however it's dependent on delivery of some guidance signage. Anticipate that we will open the taxiway between the first and second week of July.
- We will be putting a bid document out in July for a new access control system. This project will replace the existing access control system and will also install biometric equipment around the edge of the air carrier ramp, which will allow us to not have to use the security guards currently inspecting ID badges. We anticipate this project will be bid out in July, awarded in August and we should see construction in the fall.
- Gordon Biersch – they are working on HVAC, framing is about 30% complete and we are estimating completion on August 30.

- Marketplace – 100% framed; about 90% complete with the flooring; and the mill work is just beginning; estimated opening is July 30.
- Pikes Perk/Freshens – This area is currently open and 95% complete. They still have signage, coffee machines and finish work to complete.
- Food Court – 100% framed; utilities are at 80%; millwork has been started; back tile along the walls has been completed and we're looking at July 30 for completion of this project.
- Last week we awarded a contract to Alliance General Contractors in the amount of \$4.8M for the site work for the rent car and short term parking lot project. This project should begin towards the end of July and will be complete by the end of the year. The next phase of this project is to put a package together to bid out the canopies. We are currently working on this process and hope to have something out in July. The site work will be complete at the end of this year; however we will not see the canopies completed until next summer. Commissioner Herpin asked if this project includes the underpass/overpass. Both John and Mark noted that it does. We broke out the site elements from the vertical elements. We found that through the bid process there was a lot of confusion. We are now meeting with proposers on the vertical elements to discuss the requirements.
- The In Your Honor air show will be taking place the second weekend in July. This will be a mirror image of last year's show. Scheduling has gone smoothly.
- Compass Rose - We are distributing a layout of some possibilities. We are looking at a rose that is 160' wide and 160' long. We have sent this around to all the managers and will be meeting with the GA tenants to discuss the layout. The desire is to explain the location and the limitations of the proposed rose. If you follow FAA design criteria, they want no electrical, metallic or aircraft within 300' and we are unable to accommodate this anywhere else on the property. We will let the tenants know about the tradeoffs with this approach and see if this is acceptable.
- Taxi drop off – Wendell followed up on this issue right after the last meeting. The taxi drivers have been reminded that they should be dropping off handicapped travelers at the door and should request a skycap to lend assistance.

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

- Gave a presentation on the selected interior finishes for the remodeling.
- Presented the proposed management re-organization explaining the various proposed changes due to Rick's departure. This will fine tune the organization so that each section is more concentrated on specific airport functions. Commissioner Ducoff asked if this re-organization would affect the budget and Mark said it would be minimal.
- Air Service – we work on this constantly. A couple weeks ago Mark went to the Jumpstart Conference and visited with five airlines, of which three were low fare carriers and two were existing carriers at this airport.
- We are still awaiting confirmation about Ken's eligibility for re-appointment.

- We have not resolved any issues about dressing up the old American ticket counter, other than the finishes.
- New commissioner timeline will be handed out at the next meeting.
- Commissioner Breckner asked when we do the remodeling; will we be investing in the east wing also? Mark noted not at this time as it's in fairly good repair.

#### **5. OTHER BUSINESS**

- ➔ Commissioner French noted that he has been elected to the Meadowlake Airport board and as the president. He will give regular updates.
- ➔ Rob MacDonald gave a brief update on PPACG and PPRTA.
- ➔ Chairman Ducoff asked if there has been any decision on the Tower hours. John McGinley stated not yet.

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

- Confirm Ken Chalfant's eligibility for re-appointment
- Dress up the old American ticket counter
- Develop appointment timeline for new commissioners

**Chairman Ducoff adjourned the meeting at 4:40 p.m.**

Minutes respectfully submitted by:  
Kelly Koon, Special Projects Coordinator