



**MINUTES**  
**Airport Advisory Commission**  
**November 22, 2005**

**COMMISSIONERS PRESENT:** Stephen Ducoff – Chairman  
Bud Breckner  
Lynn French  
Bob Kudwa  
Joel Miller  
Dennis Weber

**COMMISSIONERS ABSENT:** Bernie Herpin – Vice Chairman

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

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

**CITY STAFF PRESENT:** John McGinley, Asst. Aviation Director, Ops & Maintenance  
Kelly Koon, Special Projects Coordinator  
Gisela Shanahan, Accountant  
Cheryl Schwab, Financial Analyst  
Pat McDivitt, City Attorney

**CITY STAFF ABSENT:** Mark Earle, Aviation Director  
Bill Keller, Airport Planning & Development Manager

**GUESTS PRESENT:** Wendell Hawkins, Sr. Airport Operations Agent, COS  
Wayne Heilmann, Gazette  
Dr. Pat Boone

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

**Next meeting is Tuesday, December 27, 2005.**

**1. APPROVAL OF THE OCTOBER 25, 2005, MINUTES:**

- Chairman Ducoff asked for approval of the October 25, 2005 Airport Advisory Commission minutes. Commissioner Breckner made the motion to approve the minutes and Commissioner Miller seconded the motion. The motion was carried by unanimous vote.

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

- Dr. Pat Boone introduced herself as a member of the audience. She is interested in applying for a vacant position on the Commission when one comes available. Dr. Boone has lived in Colorado Springs for about seven years and has worked for the airlines for many years.

**3. CHAIRMAN'S COMMENTS**

- Next meeting is December 27. Chairman Ducoff asked the Commission if they would like to keep the meeting on the 27<sup>th</sup> or reschedule due to the holidays. No objections were presented, so the meeting will remain on the 27<sup>th</sup>.

**4. GENERAL BUSINESS**

**Land Use Items – John McGinley**

John McGinley noted the following land use items have been recommended for approval:

- ◆ AR CP 05-00816 / AR FP 05-00817
- ◆ AR DP 05-00824
- ◆ CPC PUZ 05-00243 / CPC PUD 05-00244 / CPC FP 05-0245
- ◆ AR FP 05-00853
- ◆ AR FP 05-00854
- ◆ AR FP 05-00855
- ◆ AR FP 05-00865
- ◆ PPR 05-044

- Commissioner French motioned to accept the land use items as recommended by Airport staff and Commissioner Breckner seconded the motion. The motion was carried by a unanimous vote.

**5. STAFF REPORTS**

→ **Non-Signatory Rate Ordinance – Cheryl Schwab**

- Cheryl presented highlights on the non-signatory rate ordinance. The ordinance wording has not changed however some of the rates have. The methodology for calculating the rates has been the same for many years. The landing fees have gone up 8¢ from 2005, which is a 3% increase. The terminal rents have gone up \$2.60 per square foot, which is a 3.9% increase and reflects what falls out of our anticipated expenditures and revenues for 2006. The non-preferential gate use fee of \$154 for the scheduled non-signatory airline rates and \$187 for the itinerant non-signatories now includes the \$25 ground power charge. In the past, when an aircraft would pull up to the gate and use the gate and ground power, they would receive two invoices – one for the gate and one for the ground power. In doing the analysis, we found that most of the aircraft were using the ground

power when they pull up to the gate, so we thought it would be easier if we provided one invoice that includes the ground power charge and the gate use. This rate has gone up \$4 from last year. The apron parking charges have always been listed in the ordinance in the past years, but we have not enforced them. The airport has decided to enforce them this year, so aircraft that is parked at a non-preferentially leased gate for more than two hours will be charged \$100. If they pull back away from the main terminal area and park in the general apron area or if they are parked at the east gate for longer than four hours, they will be charged \$100. If they taxi over to the west apron and park for longer than four hours, they will be charged \$50. We did not add anything to the ordinance however we are enforcing it for next year. Commissioner French asked if an aircraft is parked on the west apron for a week would it be charged only \$50.00? Cheryl was not sure and will need to look into this. Chairman Ducoff asked how the new enforcement has been received. Cheryl noted that she has written all the airlines about the airport's intent to begin enforcing the charges beginning at the 1<sup>st</sup> of the year and has not received any comments. Chairman Ducoff asked if these charging methods were consistent with Denver's methods. Commissioner Miller asked which airlines are non-signatory. Cheryl answered Allegiant and Mesa. Cheryl mentioned that we do have signatory airlines that park on the apron overnight away from their preferential leased gate and United uses other gates on a per turn basis. Chairman Ducoff asked how we are going to manage this. Cheryl explained that Operations tracks this information. Chairman Ducoff asked what will happen with diversions that sit on the ramp for three or four hours. Cheryl noted that the signatory airlines are already leasing a jet bridge and a gate and along with that comes the parking area outside the jet bridge; they can park there all they want. If they go to a different gate they are not leasing and stay there for two hours they will be charged. Commissioner Miller asked if this applies to the overnight aircraft such as American Eagle keeping their empty aircraft overnight. Cheryl said yes, but if they park anywhere on the apron longer than four hours they will be charged. John McGinley noted that we will look into these questions and report back at the next meeting. Commissioner Breckner asked for explanation on the process for submitting this ordinance for approval. John stated that it had gone to Council for the first reading today, and then will go back for a second reading in two weeks. The ordinance is written by Mark Earle and Dave Nickerson to Lorne Kramer as a recommendation to be submitted to Council. Once the item is approved, the airport can move forward and charge the new rates. Commissioner French requested that the airport submit this type of item to the Commission prior to submitting it to Council for approval.

→ **Traffic Report – Gisela Shanahan**

- October enplanements are up .04% from 2004 and year to date numbers are holding steady. We are continuing to experience enplanement growth. American and America West have 21% and 12% of the market share respectively. Total enplaned passengers for October was 85,725 and year to date 871,019.
- Landed weight is slightly down for the month of October due to some seasonal flight schedule adjustments, and the year to date weight is 2% below 2004.
- The number of landings for the month of October vs. 2004 is 4.4% lower due to seasonal flight schedule adjustments. Year to date is 2.8% lower.
- Total aircraft operations continue to run between 4% and 6% lower than last year. The last two months we have seen a decrease in military traffic, partially due to the recent deployment of the local C-130 unit.
- Cargo continues to decline, reflecting the recent United pull back in its cargo operations and the USPS.

- Enplanements per departure continue to remain above 2004 numbers. Average weight per landing is above 2004 as the final adjustment to regional aircraft is now fully reflected in our current traffic statistics.
- Average load factors remain at or above 70%, consistent with nationwide trends. In general we are servicing more customers in 2005 with fewer aircraft resulting in higher load factors. Again, this is in line with the nationwide trend.

#### → Finance Report -- Gisela Shanahan

- Airline revenue is below budget due to a change in landing fees used to calculate the budget and the actual annual effective rate charged. Also, the number of gates leased by airlines dropped from nine to seven. Rents are down due to a decrease in the amount of space leased to airlines from time of budget preparation.
- We continue to see an increase in terminal concession revenue. Advertising is below budget due to the ongoing construction. We should be above budget in food and beverage in November 2005.
- Rental car revenue continues to rise. Our higher passenger numbers are also being reflected in rental car activity. Public parking revenue will end the year at approximately 10% below budget due to the parking lot construction causing a decrease in the number of vehicles and a shift from short term to long term rates.
- The increase in other area revenues is primarily due to an increase in the fuel tax we received from the state, which is directly proportional to the increase in fuel. We have also begun to aggressively collect ferry and training flight landing fees, which is reflected in a \$60,000 over budget revenue in that category.
- For expenditures, our actuals are down approximately \$720,000 from what was budgeted, or about 4.3%. Personnel, services, and advertising expenses continue to run well below budget for 2005. Supplies are above budget due to a 30 to 60 day lag time in the reclassification of items purchased via city VISA cards. The total however is included in the bottom line.

#### → Operations and Maintenance – John McGinley

##### Construction

- John showed a few slides profiling the work on the parking lots. Over the last four weeks we have made a lot of progress. You can see paving is the primary function to be completed. Asphalt work needs to be completed on the east-west roadway. The rental car entrance will be located on the east side and is the same entrance for the short term lot. The underpass is the exit for the parking lot, which is the critical component to completing the project on time. The schedule is: the short-term lot will be closed on December 7 to prepare it for rental cars. We will be installing signage and striping the lot as well as additional finish up work to prepare it for the rental cars and expect to have the rental cars move out of their area and into the new location on or about December 19 or 20. Immediately following that, we will be doing some final prep work in the old rental car lot to prepare it for short-term. Commissioner Timm asked if we would be completing the asphalt lettering in the next few weeks. John replied yes and that most of its done.
- The interior remodel project – we have not relocated the checkpoint by Thanksgiving as we had hoped, which was due to an issue with leveling the floor near the checkpoint. We plan on moving the checkpoint to the new location on December 5. There have been some delays with the project; ceiling tiles will not be delivered until after the new checkpoint has been opened due to problems with the manufacturer. We plan to be substantially complete by the Christmas holiday.

- The runway project is currently on the streets for bids, the plans are available at the City purchasing department and bids are due by December 15. If everything goes smoothly, we will be closing the east runway on January 9. We are looking at ten months of construction. We had an airport operators group meeting at the Radisson last week and briefed those in attendance on the project. The FAA put together a pamphlet on the project to show preferred taxi routes with the runway closed. These pamphlets have been distributed to the tenants. We are also working on a Letter to Airmen to go out in December advising pilots of the project. Additionally, we are working with the State of Colorado to send the pamphlet to all the registered pilots in Colorado. We are doing everything we can to get the word out. With Chairman Ducoff's assistance we will be posting this information on the AOPA website. Once we complete the demolition, the contractor will need to prepare a base, which will happen in the spring and we may see concrete paving beginning in June. If all goes well the runway will be open in October. Commissioner Breckner asked if this project includes the parallel taxiway and the taxiways between the runway and the parallel taxiway. John said that this project does not include Echo. We are currently in our preliminary design phase for Echo and will be doing those on a piecemeal basis for the next couple of years. All funding has been dedicated to the runway. Commissioner Breckner asked about the stubs between the taxiway and the runway. John noted that the budget for the project may not meet expenses. The stubs will be completed only if we have enough funding. Commissioner Breckner said that it would be nice to complete the stubs at the same time as the runway. John said if they were to be worked on, it would happen at night so as not to affect the usage of the runway. Commissioner French asked about the status of the ILS. John said that the FAA has not yet begun to work the project, but has every intention to get it started in December. We have received assurance from the FAA that the project is a go and should be completed before the runway. Commissioner Timm asked about construction access to the runway. John explained that it would be from the east and Marksheffel near the fuel farm. None of the construction traffic will come down Drennan. Chairman Ducoff stressed the importance of trying to complete the stubs along with the runway and John explained that if there was money available it would be done. If we cannot do the stubs in the runway project, they will be repaired as we complete portions of Echo. Commissioner Breckner wanted to know what the alternatives are for funding. John explained that we have tapped out the FAA. Colorado Springs was one of the first airports to receive funding for this issue. Commissioner Miller asked what we will do if we are not able to fund the project. John said that we will try to negotiate on the bid.

## **Operations**

- Nothing to report.

### **→ Planning and Development – Bill Keller**

- No items were presented.

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

- No items were presented.

## **6. OTHER BUSINESS**

- Commissioner French gave a brief update on Meadowlake.
- Chairman Ducoff noted that the Airport Operators Group met last week and encourages all Commissioners to attend the meetings and support the group.
- Airport parking rates – Chairman Ducoff asked if there was a planned implementation date for the parking lot rate increases. Cheryl explained that no date has been decided yet. She then detailed the rate comparison research she has completed. Chairman Ducoff asked if we could give the Commission more information about what is intended and requested that the City not implement the rate increases until the Commission has had a chance to review the information and submit recommendations. Commissioner Miller asked if parking rate increases are required to be approved by City Council. Cheryl said that it will go to Council for approval. Commissioner French asked Cheryl if she had found out if any other airports offer a frequent parker program. She said her research had been done via the internet and she did not query that information. The proposed rates are: short-term \$1 for each half-hour with a daily max of \$8 per day. The Commission would like to go on record as desiring to understand and know about the rate increase plan before it goes to Council for approval. The user would reach the daily max at four hours instead of five hours. Long-term is currently \$5 and will increase to \$6 per day; valet will increase from \$12 to \$14. Commissioner Miller was concerned with the rates because you can park at DIA for \$5 per day. While we are trying to draw passengers to our airport, we would not want to create a reason for them to use DIA. Commissioner French suggested implementing a remote parking lot at a reduced rate. Commissioner Breckner motioned to support the recommendations of the parking rate increases. Commissioner Weber seconded the motion. The motion was carried by 5 and 1 vote.

## **7. AIRPORT STAFF ACTION ITEMS**

- Report back on the following items regarding the rate ordinance:
  - Find out how we will charge for an aircraft parked on the west apron.
  - What will we charge for diversions? And what are the other airports in the area doing?
- Report back on the reconstruction of Runway 17L/35R stubs.
- Kelly – give advance notice to all Commissioners about AOG meeting dates.

**Chairman Ducoff adjourned the meeting at 4:35 p.m.**

Minutes respectfully submitted by:  
Kelly Koon, Special Projects Coordinator