



MINUTES
Airport Advisory Commission
June 24, 2008

COMMISSIONERS PRESENT: Lynn French – Chairman
Dr. Pat Boone
Joel Miller
Wally Miller – Vice Chairman
Bud Patterson
Greg Timm
Dennis Weber

COMMISSIONERS ABSENT: None

NON-VOTING MEMBERS PRESENT: Dave Elliott, Alternate Commissioner
Dennis Hisey, El Paso County Commissioner
Rob MacDonald, Pikes Peak Area Council of Governments
George Sugars, El Paso County DOT

NON-VOTING MEMBERS ABSENT: None

CITY STAFF PRESENT: John Faulkner, Asst. Director, Planning & Development
Kelly Jackson, Airport Public Affairs Administrator
Tom Marrese, Asst. City Attorney
Mary McElderry, Accountant
Pat McDivitt, Sr. City Attorney
John McGinley, Asst. Director, Ops & Maintenance
Neil Ralston, Airport Planning & Development Manager

CITY STAFF ABSENT: Mark Earle, Director of Aviation
Gisela Shanahan, Asst. Director, Finance & Administration

GUESTS PRESENT: Kristine Andrews, Environmental Specialist
Danielle Scott, Accounting Supervisor
Erik Anderson, Airport Intern
Nancy Gonzalez, Paradies Shop Manager

CHAIRMAN FRENCH CALLED THE MEETING TO ORDER AT 3:00 PM
Next meeting is Tuesday, July 22, 2008.

1. APPROVAL OF THE MAY 20, 2008, MINUTES:

Chairman French asked for approval of the May 20, 2008 Airport Advisory Commission minutes. No objections; minutes were approved as submitted.

2. PUBLIC OR CITIZEN GROUP COMMENTS:

None

3. GENERAL BUSINESS

➔ **Land Use Items – Neil Ralston**

John Faulkner introduced Neil Ralston, the new Airport Planning and Development Manager. Neil comes to us from the Indianapolis Airport and has previous experience from Biloxi and Minneapolis Airports as well.

Neil Ralston presented the following land use items:

- ◆ CPC ZC 08-00069 / CPC CU 08-00070
- ◆ AR PFP 08-00246
- ◆ AR DP 08-00247 / AR FP 08-00248
- ◆ AR DP 03-00640-A3MJ08
- ◆ AR FP 08-00265
- ◆ CPC CU 08-00095
- ◆ PPR-08-023

Neil Ralston explained that we have requested the 7460 for the North Comm Business Center be renewed. We also want to discuss the building material to be sure there will not be any glare issues.

Commissioner Patterson made the motion to approve the land use items as recommended by Airport staff and Commissioner Weber seconded the motion. The motion was carried by unanimous vote.

➔ **Street Naming – John Faulkner**

John Faulkner recommended that the street Canadair Pt in the Business Park be renamed in memory of Bud Breckner. Once a name has been selected by the Commission, a letter can be drafted and sent to the Asset Naming Board with the recommended name. Commissioner Weber motioned to name the street Bud Breckner Blvd. and Commissioner Boone seconded the motion. The motion was carried by unanimous vote. Commissioner J. Miller asked if the name complied with naming rules and Chairman French said that it did. Commissioner Weber noted that the Breckner family was pleased that the Commission wanted to name a street after Bud and indicated that they did not need to give input on the name. John Faulkner will send the recommendation letter to the Asset Naming Board for their next meeting on July 1.

4. STAFF REPORTS

→ Traffic Report – Mary McElderry

- **Enplanements** for May 2008 were the highest for the month of May since 2002, primarily due to ExpressJet and Frontier. Allegiant, Northwest and United had modest gains and American, US Airways, Continental and Delta were down but all have fewer flights and fewer seats in the market. Enplanements increased 5.2% from May 2007 to May 2008 and 7.3% year-to-date.
- **Landed weight** has increased to 3.5% which is above May 2007 and 6.9% year-to-date which is primarily due to the new service.
- **Freight and mail** pounds are up 8.6% for the year and a slight drop of 3.4% in **Aircraft Operations**, which is driven heavily by GA.
- Average **load factor** for air carriers in May was 78.2%. Frontier had an average load factor of 63.8% for May which is an increase from 49.8% in April.
- **Airline Seats Available.** The number of seats in the COS market increased by 4.2% compared to May 2007 and 8.5% year-to-date. New service accounts for most of the increase.

→ Finance Report – Mary McElderry

- **Total earned revenue** is currently 5.0% below budget year-to-date, which is due to the seasonal factors and should level out during the summer.
- **Actual vs. Actual Revenue**, which compares year-to-date: We are up 7.9% and carries through each category and mainly being driven by the new service.
- **Expenses** are currently 5.1% below budget on our obligations. We have some large expenditures that we have delayed until later in the year so that we can watch our revenues and passenger counts.
- **Actual vs. Actual Expenditures**, which compares year-to-date: We are very flat with a .3% increase some of which is due to a timing issue with payment of our insurance premiums. This year we have already paid them and last year they were paid later in the year. This is being partially offset by some expenditures we made in 2007.

Commissioner Timm asked why terminal area, rental cars, and public parking is significantly down and under budget. Do we expect to see these pick up as the year progresses? Mary explained that the budget is split into 12ths and doesn't take into account the seasonal nature. This slowly levels out throughout the year.

→ Operations and Maintenance – John McGinley

Operations

- Staff continues to revamp the training program that is required by FAR 139 and Security. We are developing a month-to-month training program and scheduling all badge holders

who have access to the movement area, into a 12 month training cycle to try to achieve some efficiencies. This looks like it will be a good program. We will be showing all of this information to the certification inspectors when they come out in August.

- Operations just completed a badge audit. If we have 5% of our issued badges unaccounted for, we must either reissue badges or go through a re-verification process. Our audit came in under that.

Maintenance

- We have a contractor on board for the airfield lighting system project and should be issuing a Notice to Proceed to initiate construction on June 30th. This project should be completed in September.
- The fire alarm system upgrade is winding up. We are out of the inspection phase and will have the Fire Marshall out at the end of the week to test the system.
- We are working on a replacement PA system and have a contractor on board. We are trying to fix a number of problems with the current system; one being the zones and how we control volumes throughout different areas of the building.
- We just completed an upgrade of our phone system. The majority of tenant phone lines are on our phone switches and managed by our staff. This provides us with a small amount of revenue and reduces the cost to the airlines. The upgrade will allow for new extensions to be integrated with the system.

General Aviation

- John McGinley spoke with Jessie at Cutter Aviation. Jessie is very excited about their remodel, which is in full swing and should be complete by the end of July. Peak Aviation moved in and is now housed on the 2nd floor of Cutter Aviation. Cutter is also refurbishing the pilot lounge. Cutter will be hosting about 20 airplanes the week of July 21 for the Flying Farmers of America convention which is being held in Colorado Springs. Jessie said the business is good, and they do have some open hangars but it's not a problem because they have used them for storage on occasion.
- John McGinley spoke with Aaron at the JetCenter. They are still planning for the US Sr. Open from July 31 to August 3. They are also starting to work with government agencies in preparation for the Democratic National Convention, which is the week of August 25.
- There is nothing new at the Tower. Yancy Obara is still assigned as the temporary manager at Centennial.

→ Planning and Development – John Faulkner

Design and Development

- Interior Signage – We have received some color samples for the signs and materials which would be used. The sign committee is close to selecting colors. We should have a sign prototype within the next 30 to 60 days. Staff has also gone over each of the sign locations to be sure that they accomplishing adequate way finding and how they will

actually hang in each area. Once the materials and prototype have been approved, we will be selecting a contractor for final construction of the signs.

- Rehab of Taxiway E – We have found out that this project will be funded. Looking at the schedule for this project, we are going to be very close to the end of the year. We have accepted the grant and are working to get a contract signed with the construction company, which is IHC. We hope to begin construction in the first week or two of July. This project will pick up where we ended last year.
- Roadway Signage Project – We are working on the paint selection to be sure it can be seen at night and is clearly visible. We're also finalizing locations; we had a number of utility conflicts when we had the signs sited. If we moved some of the signs, there was a question about whether or not we would need guard rails for some of the locations. We are finishing the technical details on this. Within the next 30 days we will be moving to final design and construction. Commissioner Patterson asked if we have to add guard rails, will we still be able to stay within budget. John McGinley explained that guard rails were already calculated into the budget.
- Old Terminal Demolition – Remediation is complete and Jacobs is putting together a final design of the demolition plans and hope to have the demo completed around August. We will be also be retrofitting the lav station. The JetCenter will lease part of the area around the building. Commissioner Timm asked if we knew where the original dedication plaque was that had been hanging on one of the walls. Kris Andrews indicated that there wasn't anything still on the walls. We will ask maintenance if they know.
- Defense Access Roads – We received the full allocation of design money from the Dept. of Defense, through Federal Highways, through CDOT. The transfer of money was completed last week. We are working on the final design contract with CH2MHill. We had an advance contract with CH2MHill to begin some survey work and are expecting results at the end of June. We've also had some preliminary meetings with CDOT and CSU and are coordinating with CDOT about the intersection at Powers and Airbus. Right now this will be a surface intersection with no light, creating an unprotected left turn. We're working with CDOT to be sure this type of intersection will work. We are also discussing the acceleration and deceleration lanes for access to this road. Another coordination issue is that CSU has a large water line that's planned to follow the right-of-way. The roadway will be the major utility corridor for CSU trying to get across Airport property to other properties on Powers. We don't want to build the water line under the road. This roadway must be complete by August 2009. We're thinking we'll move the water line into the right-of-way west of the roadway and use the trail network to access the water line.

Construction

- VSR – The contractor has come back out and gotten the top lift of asphalt down. They've completed the work and we're now working on the acceptance testing. We will move into project close out.
- Business Park Planning – Northrop Grumman had their ribbon cutting on May 21. John Faulkner and Neil Ralston will be holding some meetings with employees to discuss the DAR road project and when services are likely to begin showing up in the park. Lowe has sold the building to COPT. COPT is the master developer for the Business Park. Lowe will keep the rights to the option parcel. They have a joint agreement for development of additional Northrop Grumman buildings. We continue to work with downtown and CSU on the storm sewer line issues. CSU identified some joint separations. City engineering

would like to see some remedial action on the pipe. We have notified the contractor and he is working in the pipe.

- Drainage Improvement – Pond 8 repairs are complete. The contractor hired by URS was there for three to four weeks. We will be monitoring the work to be sure there is no further damage.
- Canopies/Kiosks – The rental car agencies have moved into the kiosks and are doing their own build outs now. The canopy contractor has been out a number of times trying to solve the leakage problem. They hope to have this complete before winter.

→ **Director's Report – John Faulkner**

- Business Park Logo – You may have seen in the paper over the last week, COPT has selected a new name for the Business Park. The new name is Cresterra and there is also new design for the logo. John Faulkner and Mark Earle worked very closely with the selection of this name. Cresterra is composed of two words: Crest meaning mountain and Terra which is the Spanish word for land. The design of the logo is intended to invoke the Front Range with three nested deltas, indicating an aviation theme and a mountain theme. There will be color on the logo, but they have not been selected at this time. Just in the last week COPT told us they released a black and white version of the logo to the Gazette. This is exciting for the Business Park and slowly you will be able to see Airport Business Park replaced with Cresterra. One of the interesting marketing elements of this name and the three deltas is that COPT plans to have sub-names for different parts of the Park. The industrial and heavy development area will be named the Cresterra Business Park; the office complex will be known as Cresterra Corporate Complex and Cresterra Green Plex which will incorporate the golf course, open space and trail network. There will eventually be a new website that COPT is creating right now and we're hopeful that over the next 30-60 days we can begin talking about street names within the Park. COPT is also considering how to incorporate the Cresterra logo into the entrance feature for the Business Park.

5. OTHER BUSINESS

- None

6. CHAIRMAN'S COMMENTS

- The tour of the Museum has been moved to August 26 at 1:00 p.m. Please let Kelly know if you'd like to attend.
- Chairman French was contacted by the Pentagon regarding what the AETC should be planning for their aircraft that they are going to have at the new program at the Academy. This program is going to be bigger than the Embry Riddle program. They are concerned about collision avoidance equipment. AETC didn't feel they needed the equipment; however they do have the Garmin 530 with limited collision avoidance. Commissioner French feels that this equipment is important and goes right along with the Terminal Air Chart that was recently completed. Commissioners, if any of you have any thoughts about this, please let Chairman French know. Commissioner J. Miller offered to help Chairman French write the letter.

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
Check with Airport maintenance to see if they know the whereabouts of the dedication plaque that was in the Old Terminal Building	John McGinley	

Chairman French adjourned the meeting at 3:55 p.m.

Minutes respectfully submitted by:
Kelly Jackson, Airport Public Affairs Administrator