



MINUTES
Airport Advisory Commission
March 24, 2009

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

COMMISSIONERS ABSENT: Greg Timm

NON-VOTING MEMBERS PRESENT: Dave Elliott, Alternate Commissioner

NON-VOTING MEMBERS ABSENT: Dennis Hisey, El Paso County Commissioner
Rob MacDonald, Pikes Peak Area Council of Governments
Pat McDivitt, Sr. Attorney

CITY STAFF PRESENT: John Faulkner, Asst. Director, Planning & Development
Kelly Jackson, Airport Public Affairs Administrator
Neil Ralston, Airport Planning & Development Manager
Gisela Shanahan, Asst. Director, Finance & Administration
Troy Stover, Operations Manager

CITY STAFF ABSENT: Mark Earle, Director of Aviation
John McGinley, Asst. Director, Ops & Maintenance

GUESTS PRESENT: Levi Anstine, COS Analyst
Mark Hauschild, Kleinfelder
Wayne Heilman, Gazette
Anna Marron, COS Intern
Danielle Scott, COS Accounting Supervisor
Lothar von Wolfseck, Station Manager, American Airlines
Dave Wright, COS Ambassador

Next meeting is Tuesday, April 28, 2009.

1. APPROVAL OF THE FEBRUARY 24, 2009, MINUTES:

Chairman French asked for approval of the February 24, 2009 Airport Advisory Commission minutes. No objections; minutes were approved as submitted.

2. PUBLIC OR CITIZEN GROUP COMMENTS:

Lothar von Wolfseck complimented the airport and staff on the Space Exhibit. He noted that many people have been enjoying it.

3. GENERAL BUSINESS

→ Land Use Items – Neil Ralston

Neil noted that no items were submitted for approval this month. We are still waiting for FAA approval on Item #5 from February.

4. STAFF REPORTS

→ Traffic Report – Gisela Shanahan

- **Enplanements** – Traffic is down 16.7% for the month. Last year was a leap year and if that day is factored out, then we are only down 13.7%. Year-to-date we are down 16.9%. This is in line with what is occurring nationwide with most domestic enplanements down about 13% across the nation. We continue to trend with what is happening across the country.
- **Landed weight** – down 14.9% for the month and 12.7% year-to-date. Reductions in frequency with the carriers as well as changes in aircraft are factors in this decrease. Cargo is down 34.7% for the month and 30.8% year-to-date which is driven by Airborne Express's departure from the market and some decrease in Fed Ex's service.
- **Freight and Mail** – down 34.3% for the month and down 31.9% year-to-date.
- **Aircraft Operations** – down 8% for the month and up 1.6% for the year. You'll see this is primarily due to military operations.
- **Load Factors** – are averaging about 71.3% for 2009. Almost all airline load factors at COS are running higher than the system loads.
- **Airline Seats Available** – are down 12.3% for the month and 4.7% year-to-date. The same factors in landed weight are affecting the seats available.

→ Finance Report – Gisela Shanahan

- **Earned Revenue** – We have placed a monitor on our system to review all expenditures and have made the effort to hold off on some of our purchases. We want to be sure we keep our airline rates stable and are working so that we will not have a mid-year increase. Revenue is 7.6% below budget. Airline revenue is 1.3% below budget which is due to lower landing fees and non-preferential gate use; Terminal Concessions is down 3.5% which shows a decline in per passenger revenues. Terminal Areas is down 14.2% which

is driven by public parking. Passenger traffic is down which equates to less use of rental cars. Other Buildings and Areas is down 11.3% primarily because we have not received any fuel excise tax for 2009.

- **Revenue vs. Actual Revenue** – We are 2.3% above revenue collection. Airline revenues are up due to the rate increase; Terminal Concessions up 2.3% driven by some increases in the concession areas; Terminal Areas is down 10.1%, with public parking being the driver in this category; Other Buildings and Areas is up 19.5%, which is due to timing.
- **Expenditures vs. Budget** – We are 19.6% below budget. Personnel vacancies, supplies, repairs and maintenance, and services are lower due to timing within the year. Parking is lower due to delay in the reimbursement, the Admin Pro-rate has not been billed by the City and insurance premiums have not been billed.
- **Expenditures vs. February 08** – Year-to-date we are 7.9% below 2008 at this time. Supplies, repairs and maintenance, services, utilities are seasonal, and advertising is due to timing. Additionally, many equipment purchases have been deferred.

➔ **Operations and Maintenance – Troy Stover**

Operations

- We continue to work on the Emergency Plan and are working closely with CS Fire and PD to implement a NIMS program to be in compliance. We are also reworking our emergency plan so that we are all operating from the same program. These meetings have been very successful and we are now putting everything into a written format. Peterson AFB has been extremely helpful. This will be an ongoing issue for the remainder of the year. Commissioner Elliott noted that one of the critical problems in the Denver incident was that ambulances were not able to get to the airfield. Troy stated that we have been training our Maintenance Department to help escort emergency vehicles. Commissioner Boone asked if we are prepared and would not have the same problem that Denver did. Troy explained that we most likely would not.
- The TSA security requirements are changing. A new security directive has come out and there has been a lot of updating to this. We are writing and implementing a plan for May. The implementation schedule is going to affect the escorting procedures. Any person coming to the airport to work must be badged with unescorted access or they have to be identified with a security threat assessment (STA) with an escorted access. This will not give them any access, but will provide them the ability to be escorted by another individual. This applies to anyone working at the airport or frequently at the airport and will also apply to the GA and air carrier community, but not the military. We are estimating that this will add an additional 900 badges within our system. We are looking to set up a process that is accessible through our website. Anyone requesting a badge will be able to print forms from the website and bring them in already completed. We also feel that it may be necessary to hold badging days in which we badge a large quantity of people in one day. One of the big components of why TSA is doing this is because some of the larger airports are having problems with escorting contractors and / or workers. This is another level of trying to identify everyone that is normally working at an airport so that we can identify them if they have an STA. Commissioner J. Miller asked if currently any worker is now allowed to be escorted without an STA or a badge. Troy responded that yes, currently that is the case. Commissioner Elliott asked if this will apply to GA pilots. Troy said it will apply to the GA pilot that comes through COS from a base operation, but will

not apply to any transient pilot. Commission Patterson asked if the badges are good for two years. Troy said two years is the max allowed and we'll be going with that for now. If a person is at a signature authority level, his/her badge will be set at one year, all others will be set at a two year period.

Maintenance

- We've had some large pavement maintenance going on lately. We've had some pavement failures and had a runway closure on the east runway for a week and runway 12/30 was closed for a week for painting and marking repairs. We did this project in-house. Commissioner W. Miller asked who is responsible for taxiway markings; specifically Taxiway B. Troy noted that Taxiway B is our responsibility. Commissioner J. Miller asked if the east runway pavement failure will be an on-going problem and Troy said no.

→ **Planning and Development – John Faulkner**

- **VSR** – Nothing new on this project. The FAA has told us that funding is about 3-4 years away, so this project is on hold.

Rehab of Taxiway G & H – This is a continuation of our program. We continue to work on the design of this project and plan to bid this year with hopes this will be a summer project. Last year we started down TW G and only did a couple hundred feet out of this. We'll be picking up this work and heading west to TW M and south down M through H on this year's funding. We're not sure about funding for this. We expect this should be in the next 60 days.

- **Relocation and Reconfiguration of the Operations Communication Center and the Third Floor Administrative Offices** – We are in the mechanical design phase with Van Sant. We anticipate to bid in May/June, bids in July, drawings in Aug, and construction in mid to late August with a phasing program and completion by the end of the year.
- **Checked Baggage System** – This is the new screening equipment. We hope to get grant funding for the 2010 cycle. Our application and preliminary design have been submitted. The TSA will be reviewing the materials and we should hear back in June. If we get funded for this project in 2010 we'll be doing some renovations downstairs. We'll have to reroute quite a few of our conveyers. The new machines will reduce the amount of bags that will have to be manually inspected. Commissioner Boone asked who does the applications. John noted that we do and we also have a consultant that does baggage and conveyor design to help us determine what machines we need. The FAA also requires a cost of the system analysis.
- **Reconstruction of Runway 12/30** – This project is affected by the grants. We hope to get the grant in July and plan to bid a multi-year package. We'll be looking for a new engineering firm for this. Right now we are planning on a mill and overlay, but coring will determine this. We hope for funding this summer. Commissioner Boone asked what staff does each project. John stated that it's usually someone from the Airport Planning Department.

- **Interior Signage** – We have been reviewing the walk through of the terminal signs to be sure we understand how each sign will be affixed. We are also reviewing the bid strategy on how we want to do this. This project should begin this summer and done by fall.
- **Exterior Signage** – We have some new vinyl that we'll be using on the signs and have made some additional fonts reviews. We are also looking at some recent changes in the Business Park roadways, which changes one of the signs. We are also going to be doing some changes to the rental car lot. Right now you enter at the back and park south to north. With the addition of the kiosks, the personnel are now at the front (north) end of the lot and staff cannot see them so drivers need to be directed to the north. We'll be changing the flow of the lot and routing drivers to the front so that they drive past the kiosk. In most cases, the rental car companies will be putting in a queuing sign so drivers stop at the kiosk. All of this will change the signs for this lot. We hope to complete it by the end of the year.
- **Old Terminal Remediation and Demolition** – We continue to have discussions with our potential tenant and they have expressed active interest. We've been told if they want the hangar, they also want the terminal. They may come for a site visit in April. We would like to remove the southern half of the building and keep the northern half.
- **Defense Access Road Design and Construction** – We've had some very good progress on this. We have been working closely with all the agencies. We have a fairly well written and agreed to document for the environmental assessment. The agencies are nodding their heads in the right direction and next time we meet we should have the environmental done. We hope to have a stakeholder meeting within the next month or so to discuss the schedule of design and construction. We'll get permission from CDOT to proceed with the design. We should have a project ready for bid early next spring and this should be a summer 2010 construction project.
- **Taxiway E Rehab** – This is still waiting for permanent paint which will be applied in April.

Commissioner J. Miller asked about the additional funding for the TW connectors. John F indicated that we would have a \$6M project that will come out of the stimulus funding. This year's project would include two connectors starting with E4 and then E5. These have the most usage.

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

- The Bud Breckner renaming has been approved and signs are on order. John asked if the Commission had any thoughts on a dedication ceremony and when? We were thinking maybe in the June timeframe. Chairman French suggested this be put on next month's agenda.

→ **Public Affairs and Customer Care – Kelly Jackson**

- Information Center ambassadors serviced 4300 customers in the month of February which is about an 8% decrease from last year.
- The Ask Fly COS inquiries are down about 38% which is due to customers using the Comment Cards instead. We get quite a few questions from students working on college projects.
- Jane Acosta is now assisting Mark with the Comment Card program and will be reworking the reporting on this information. We should have something for you in the next few months.

- We've had a few tours this month already. Commissioner Boone asked what we do for the tours. Kelly explained that it's dependent on the age of the group. Typically groups are shown the baggage area and a dog demo and see some of the snow equipment. If it's a scout tour we ask if they are working towards a badge and need to meet any criteria.
- If you've walked around the terminal recently, you may have noticed a Space Display. In the concourse are the military agencies and in the atrium are some of the local defense contractors. We will be adding a few hanging satellites in the concourse
- We are in the process of training 15 new volunteers. They will be seeded into the evening, weekend and roaming volunteers. If you see any new faces, please stop and give them a warm welcome.

5. OTHER BUSINESS

Commissioner W. Miller passed on a comment that a custodial staff member was the cheeriest individual he's run into. He noted this young man expressed his appreciation to Commissioner Miller for using our airport.

6. CHAIRMAN'S COMMENTS

- Chairman French thanked everyone that has worked on 1D. It's very beneficial for the airport if this item passes.

AIRPORT STAFF ACTION ITEMS

| Action Item | Assigned To | Status |
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Minutes respectfully submitted by:
 Kelly Jackson, Airport Public Affairs Administrator