



MINUTES
Airport Advisory Commission
September 21, 2009

COMMISSIONERS PRESENT: Dr. Pat Boone
Randy Courduff, Alternate Commissioner
Dave Elliott
Tom Hayden, Alternate Commissioner
Joel Miller
Wally Miller – Vice Chairman
Bud Patterson
Dr. Chris Thornton
Greg Timm
Dennis Weber

COMMISSIONERS ABSENT: None

NON-VOTING MEMBERS PRESENT: None

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

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

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

GUESTS PRESENT: Levi Anstine, COS Analyst
Anna Marron, COS Intern

Next meeting is Tuesday, October 27, 2009.

1. APPROVAL OF THE AUGUST 25 2009, MINUTES:

Vice-Chairman W. Miller asked for approval of the August 25, 2009 Airport Advisory Commission minutes. No objections; minutes were approved as submitted.

2. PUBLIC OR CITIZEN GROUP COMMENTS:

None

3. INTRODUCTION OF NEW MEMBERS

Vice-Chairman W. Miller introduced Dave Elliott and Dr. Chris Thornton as the two new commissioners and Tom Hayden and Randy Courduff as the two new alternates. He gave brief background information about all four people.

4. GENERAL BUSINESS

→ **Land Use Items – Neil Ralston**

Neil Ralston presented the following land use items:

- ◆ Item #1: AR CP 05-00100-A1MN0/CPC ZC 09-00074
- ◆ Item #2: AR FP 09-00388
- ◆ Item #3: AR CM2 09-00409
- ◆ Item #4: PPR-09-020 (tabled Item #5 from July 2009)

Staff recommends no objections to Items #1, #2 and #4 and that Item #3 be tabled. Item #3 requests approval for Verizon Wireless to construct a 45' tall telecommunications antenna on property adjacent to the airport, due west of 35L. We recommend tabling this for an FAA review of the antenna and the construction equipment used to build it. The FAA's review will also include a frequency analysis to be sure there won't be any interference with any aviation communications or navigational aids. Commissioner Boone asked why we would want a cell tower on an airport since you're not permitted to use a cell phone on an airplane. Neil and John Faulkner explained that this is exactly why the item is being tabled; to ensure that cell transmission will not interfere with any tower or aircraft communications. A cell tower at an airport can be beneficial for customers, providing strong coverage while in the terminal. Additionally, we have received many requests from the Business Park tenants to upgrade the cell service. We currently have two towers on airport property.

Item #5 from the July meeting has received FAA approval and Airport staff recommends no objection.

Commissioner Patterson moved to accept Items #1, #2 and #4, and table #3. Commissioners Timm and J. Miller seconded the motion and it was carried by unanimous vote.

→ **Master Plan/ALP Update – Neil Ralston**

We are in the beginning stages of updating our Airport Layout Plan and Master Plan. Over the past month, we've worked with Jacobs to incorporate review comments that we received from the FAA into our Scope of Services. A week ago, we sent the final draft Scope of

Services to the consulting firm that we've asked to prepare our independent fee estimate (IFE) and are waiting for the results. When we receive them, we'll ask Jacobs to provide their fee proposal and we'll use the IFE for our negotiations with Jacobs. This has taken a little longer than expected so we delayed the kick off presentation to the next AAC meeting.

4. STAFF REPORTS

→ Traffic Report – Gisela Shanahan

- **Enplanements** – We are down 4% for August 2008 which continues the trend we've seen over the last month. We've had double digit declines over the year due to economic conditions and a reduction of seats in the market. We are seeing this decline narrow and if the enplanements remain at this level, we should see them end up flat or at a positive gain at the end of the year. The trend has been very favorable. Year-to-date this is a 10.2% decline. The large difference for August is from Frontier which is due to the flight that was added in May and the higher load factors. United's increase is due to a combination of additional seats in the market and higher load factors.
- **Landed weight** – The decline for August was 11.1% and year-to-date 11.7%; cargo down 24.6% for August and 27.6% year-to-date. The cargo decline is due to the departure of Airborne Express.
- **Freight and Mail** – Down .8% for the month and 14.2% year-to-date. This is an improvement from previous months with a closer balance between enplaned and deplaned numbers.
- **Aircraft Operations** – Up 25.1% for the month and 2.3% year-to-date. Military had a very large increase. Commissioner Boone asked if NBAA had anything to do with the GA increase. Gisela that it is usually due to increased flights in the local area with a slight uptick when we have large conferences in town, etc.. Faulkner mentioned the groups but the additional aircraft at Cutter was too small to explain a 25% increase in GA activity. Gisela noted that we would look into getting more detail on the increase if possible.
- **Load Factors** – Most of them are higher than they were in August 2008. Year-to-date we see a similar trend.
- **Seats Available** – down 11.3% for August and 13.4% year-to-date. Our enplanement decline is not as large as our seats available with makes for a strong load factor.

→ Finance Report – Gisela Shanahan

Due to timing of this month's meeting, there will not be a financial report. The concessions and vendors are required to remit their revenues by the 20th of the month so we are still in the process of collecting and compiling financial data.

→ Operations and Maintenance – Mark Hill

Operations

- **Lightning alerts** - Are required by NFPA 407. We have established a committee and an SOP with fuel suppliers, airlines and tenants. No aircraft fueling is permitted when

lightning is within seven miles of the airport. The procedure is as follows: The Comm. Center will monitor lightning in the area, an alert tone is sent over the radio announcing that a lightning alert is in effect. A phone tree is also used to make mass notification to tenants and fuelers to initiate and cancel alerts. Once 10 minutes have passed without reported lightning within seven miles, fueling can resume.

- **Snow removal operations** –There will be three key meetings that will take place in the next few weeks: 1) Meeting with airport management and supervisors to review current snow plan and make changes as needed; 2) meeting with staff to discuss revised snow plan, weather reporting, snow removal process to include deicing operations, surface closures, revised snow removal priorities and new equipment. We'll complete a dry run on the closed runway to discuss technique; and 3) meeting with tenants to discuss coordination of snow removal and identify areas where snow can be placed until crews get to it which will provide assistance in the overall snow plan. Airfield conditions will be reported through ATIS or the federal website to check NOTAMS.
- **New advisory circular for snow and winter conditions** – This is for commercial airports that require the airport to suspend operations of the surface with 1Pirep of “nil”. Operations will remain suspended until the surface can be treated or improve mux readings. An LOA with the tower is being established to address this. All NOTAMS are now entered electronically through one process (E-NOTAM). This is much easier than the several methods of reporting required in the past. When changes occur airport operations must place a call to the tower to advise them of the changes.
- **Snow Equipment** - Purchase orders for fleet improvement phase 1 and 2 have been placed for snow removal equipment to include:
 - Four tow behind high speed runway brooms.
 - Five 24' replacement runway plow blades. The old units are 20' and 22'.
 - One high speed runway snow blower.
 - One additional 4x4 plow truck with 12' and 24' plow blades.
 - Two sander spreaders. One for roadside and one for airside with pre-wetting capabilities.

The newly acquired equipment will reduce time on runway and perform at a higher capacity. The main idea is to remove as much snow in one pass as possible. We have received the two sanders and the tow behind equipment is expected to be delivered in late October. The blower and truck are expected to be delivered in the first quarter of 2010. Phase III includes a replacement runway plow truck, replacement loader, replacement sanders, replacement sidewalk brooms for the attendant staff and a truck mounted constant friction measuring device.

Commissioner Boone asked if we purchase or receive warranties on the new equipment. Mark noted that we do.

Commissioner Patterson asked how we decide which equipment gets replaced and when to purchase additional. Mark explained that the age of the equipment and parts availability will determine replacement. The old equipment is then sent to City Surplus for auction. Gisela added that the Airport just completed a comprehensive fleet replacement program that spreads out over the next 10 years and includes a more cyclical plan.

Maintenance

- Field crews have been repairing sections of concrete on the airfield that have deteriorated and have become a FOD concern. Approximately 120+ partial depth repairs have been made over the past four weeks mainly on Taxiways G, H, P and the west ramp.
- We are taking advantage of the east runway closure to perform other maintenance items such as rubber removal, concrete repairs and erosion control.
- Vice-Chairman W. Miller commended Mark Hill and his team on the great job they do maintaining the airfield and asked that this be passed on.

General Aviation

- Nothing to report.

→ Planning and Development – John Faulkner

- **VSR** – The chance for funding for this year is nil. The FAA is closing out their accounting for the year and it doesn't appear we'll see any funding. We do have some programmed funding for 2013.
- **Relocation and Reconfiguration of the Operations Communication Center and the Third Floor Administrative Offices** – Over the last month we have discussed some changes to the conference room design, which may be bid as an option. The work will be bid this month and we hope to begin this year with completion next year.
- **Checked Baggage System** –We are assured of funding, but we don't know the amount. We are expecting a meeting in the next 30 days to discuss funds and timing. This project replaces all of the current equipment and manual operations for bag inspection. The new system will be in-line and will detect preset measures as well as the new increase efficiency. As a result staffing in this area will be reduced. Construction should begin in the spring.
- **Reconstruction of Runway 12/30** – We determined that the last time it this runway was updated was 1993. We know the least about this particular surface and have a selection process in place for a new design consultant. Over the first part of the year we'll be doing some soil sampling and coring to determine the construction of the sub-base and the surface and then will design a redevelopment program. Right now we are counting on a mill and overlay. Design will begin this fall and be complete in early spring. Assuming we have enough funds programmed in the FAA budget next year, we'd start construction on this early in the season. Last year the state conducted a pavement core index and found it to be at 44 out of 100, which means it needs to be rehabilitated. Commissioner J. Miller asked if we'll need to repaint the markings. Mark Hill noted that threshold bars and aiming points on both ends have already been done.
- **Interior Signage** – We have received the bids and should be able to finalize the selection within the next 30 days. Once the contract is underway, the contractor will have 120 days to complete the project.

- **Roadway Signage** – It appears we're moving forward with fabrication and installation. The final shop drawings are complete. We drove the layout to ensure all signs are in the best locations. The new signs will be a huge benefit for our customers. We should begin seeing signs just before Thanksgiving and have the project complete in January.
- **Old Terminal Remediation** – We've had continued discussions with a potential tenant and may have news by the next AAC meeting. We are working to redesign how the building will be remodeled and will be replacing the HVAC. The remodeled building will be very marketable to new tenants.
- **Defense Access Road Design and Construction** – We've had a busy month. Preliminary design work is now underway. We finished the environmental assessment for movement of the roadway. The new design is a quarter mile longer with a more flexible intersection. There will be a new left bound turn so you can exit out to Proby. The new alignment didn't allow for that because the exit roads didn't come to the same intersection point. The intersection is significantly larger near the current Air Cargo/Proby location. We should begin seeing cost estimates by the next AAC meeting. We are zeroing in on a section that will be a four lane road from Proby to Powers. There will be a fifth lane that won't be graded or finished and available for the future. We are speaking with CSU about the utility alignments and are also working with the developer of the Business Park for proper placement of roadway studs for future development. In the next 30 days we should have preliminary drawings so we can begin to look at the design of the road. We'll be coordinating with CDOT and Federal Highways on the management of the funds for this. Once we receive funding approvals we'll move forward on final design, bidding the project in early spring and completing the southern portion next year.

→ **Construction – John Faulkner**

- **Taxiway E4 and E 5** –. This is the construction project that was designed as part of the runway project which is a complete removal and replacement of the surface. Over the last 30 days the contractor has been extremely busy working 24 hour shifts. They have completed the demolition and sub-base of both intersections including the asphalt paving and have started concrete work. The contractor believes that by the middle of October the concrete work should be complete on E4 and E5. They will then move into asphalt paving on the shoulders. There are still a couple of critical stages of development on this, pavement paint and joint sealing, which require 40 degrees and rising. The contractor believes this will be complete before Thanksgiving.
- **Rehabilitation of G and H** – We suddenly received notification that we are being awarded a discretionary grant for this. We have issued a notice to proceed to the contractor to begin demolition and they have been working 24 hours shifts; you can see a parade of trucks. The completion date is December 24, but it's possible we may get into a winter shut down on this project if the weather is too cold.

→ **Director's Report – Gisela Shanahan**

- Mark wanted to give a thank you to everyone for the coordination of the Bud Breckner event. We have received very positive comments from the public. Commissioner W. Miller added his thanks as well.

- **ELECTION OF OFFICERS**

There wasn't a nominating committee so Commissioner W. Miller polled the rest of the commissioners for interest in positions. Commissioner Miller noted that we had two parties interested in being Chair (W. Miller and J. Miller) and one for Vice-Chair (Patterson). Commissioner W. Miller announced that Commissioner Patterson will be Vice-Chairman subject to everyone's approval. He then passed out a ballot for the Chairman position. Commissioner J. Miller commented that he wanted everyone to know that he has more control over his schedule in order to attend the meetings. Commissioner Patterson tallied the ballots and it was determined that Commissioner W. Miller was voted in as Chairman. Commissioner Timm motioned to approve Wally Miller as the Chairman and Bud Patterson as the Vice-Chairman. Commissioner Boone seconded the motion and it was carried by unanimous vote.

OTHER BUSINESS

- Gisela Shanahan explained that Bondi and Co, will be starting the annual city audit. They will be sending a questionnaire to Kelly for distribution to the commission.
- Commissioner Thornton moved to confirm the officers selected. Commissioner Elliott seconded the motion and it was carrier by unanimous vote.
- Commissioner Patterson suggested that the airport provide a tour for all commissioners.
- Commissioner Elliott commented that Republic completed the purchase of Midwest Airlines last month and in the next couple of months will be completing the purchase of Frontier and Lynx. Brian Bedford is already looking at consolidating operations such as maintenance and ticketing/reservations. He then asked if there is any opportunity for Colorado Springs to get back into these discussions with Frontier. Gisela explained that there are ongoing discussions of certain portions of this.

6. CHAIRMAN'S COMMENTS

- Vice-Chairman W. Miller noted that the Aero Club was supposed to close at the end of Sept. and did not. It's possible it may stay open.
- There was a meeting of the Aircraft Owners to cover the Aircraft Owners Tax. City staff and Mark Earle were present. Vice Chairman Patterson explained that the meeting was called together by the Sales Tax Department of the City. In November/December of last year, the City had hired a consultant to review taxation and they came up with enforcement of the Sales or Use Tax on aircraft. If you bought the aircraft and paid the sales tax on it, then it was a sales tax. If you didn't pay the tax then it would fall under the Use Tax. Letters of tax due were sent to all aircraft owners registered in Colorado Springs. This caught a lot of people off guard since the law had changed in 1968. One of the FBO's suggested that they try to eliminate this. A meeting was put together but notification wasn't done well. City Attorney, Councilman Bernie Herpin, Mark Earle, City Council and Tax staff were there. There were so many questions and hostility, that the city slide presentation did not get done. Councilman Herpin submitted a report about the meeting to the rest of the Council and it is being reviewed.

- Chairman W. Miller asked the commissioners if they'd like to continue to hold the AAC meetings on the 4th Tuesday of the month or change it. Commissioner Boone motioned to keep the meetings on the 4th Tuesday of the month and Chairman Patterson seconded the motion; it was carried by unanimous vote.
- Chairman W. Miller noted that Mark Earle gave a presentation to the Rotary a couple of weeks ago. He did a great job and it was very well received.

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
Advertising contract; what categories have we lost most	John F	
Check into a Thanks for Flying COS sign.	Mark	
Set up tour for all commissioners	Kelly	complete

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