



MINUTES
Airport Advisory Commission
February 22, 2011

COMMISSIONERS PRESENT: Wally Miller - Chairman
Joel Miller - Vice Chairman
Dr. Pat Boone
Dave Elliott
Dr. Chris Thornton

COMMISSIONERS ABSENT: Tom Hayden
Bud Patterson

NON-VOTING MEMBERS PRESENT: Randy Courduff, Alternate Commissioner

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

CITY STAFF PRESENT: Gisela Shanahan, Asst. Director, Finance & Administration
John McGinley, Asst. Director, Operations & Maintenance
Dan Gallagher, Asst. Director, Planning & Development
Neil Ralston, Airport Planning & Development Manager
Danielle Scott, Airport Accounting Supervisor
Agnes Blachut, Airport Public Affairs Administrator
Dana Jackson, Airport Sr. Office Specialist

CITY STAFF ABSENT: Mark Earle, Director of Aviation

GUESTS PRESENT: Alex McKean, RS&H
Dan Porter, SEH, Inc.
Aaron Wood, Colorado jetCenter
Patrick Bowman, Airport Intern

Next meeting is Tuesday, March 22, 2011.

- **APPROVAL OF THE JANUARY 25, 2011 MINUTES:**

Chairman W. Miller asked for approval of the January 25, 2011 Airport Advisory Commission minutes; no objections; minutes were approved as submitted.

- **PUBLIC OR CITIZEN GROUP COMMENTS:**

None

- **NEW BUSINESS**

- ➔ **Land Use Review – Neil Ralston**

- **Item #1 CPC ZC 11-00009**
- **Item #2 EX-10-003**

Airport staff reviewed two land use items this month. The first was in the City and the second was in the County. Staff did not recommend any objections to these items.

One item remains tabled from a previous meeting (Item #4 from July 2010) which is still an active plan review, so it cannot be removed.

A motion was made by Commissioner J. Miller to approve both land use items. Commissioner Thornton seconded the motion and it was carried by unanimous vote.

- ➔ **Master Plan Update Neil Ralston**

Work has been progressing behind the scenes on several items. Leigh Fisher is in the process of writing up the Facility Inventory and Requirement Analysis chapters for the report. A surveying team is also on site to collect all the remaining field data that is necessary to submit our new aerial imagery to the FAA GIS office.

- **STAFF REPORTS**

- ➔ **Semi-Annual CIP Update – Danielle Scott**

- 2010 Project Changes
 - The Checked Baggage Inspection System increased from \$9.6M to \$17.7M. As the design of the project progressed, a more complex system was required which increased the project costs.
 - Security Screening Checkpoint Expansion was increased due to TSA requirements by \$903K because of an additional 1,800 square feet of necessary construction.
 - The Airfield Signs and Markings project was added in 2010 as a result of FAA requirements.
- 2011 Projects
 - We are still waiting to hear from the FAA regarding reauthorization, which will determine the level of AIP funding for Taxiways E, G, and H rehabilitation (Phase III).
 - The Construction GA Holding Bay/Compass Rose project is a placeholder while the GA Holding Bay project is under evaluation.

- Fleet Improvement (Phase IV) – the state grant increased from \$250K in previous years to \$400K in 2011. Consequently the CIP funding was reallocated and PFC funding was decreased by \$150K.
- 2012 – 2018 Projects:
 - We have ongoing airfield and fleet improvement projects.

Commissioner Thornton inquired whether the Airport receives reimbursement when the TSA increases the size of the square footage necessary for additional equipment. Gisela Shanahan explained that the Security Screening Checkpoint Expansion is a PFC-eligible project and is not funded out of the Airport capital reserves, so additional funding authority was requested out of the PFC program to cover these costs. If additional space is needed for TSA equipment it is the Airport's responsibility, financially. Dan Gallagher added that TSA does not pay for the structure, but they do fund the equipment.

Commissioner J. Miller asked for clarification of the increase from \$9M to \$17M for the Checked Baggage Inspection System. Gisela clarified that the first ordinance that was submitted to appropriate funding for the project was prior to the full evaluation of the consolidated projects. The second ordinance provides enough of a limit in order for the entire project to be covered. Neil Ralston stated that the original intent was not to expand the terminal building. However, after evaluation it was determined that expanding the terminal building was required in order to provide enough capacity. Commissioner J. Miller asked if the grant would cover the cost of the project. Dan offered the TSA grant would cover a portion of the Baggage Handling System; nevertheless the amount of money they will actually be providing still needs to be negotiated.

→ Finance & Administration – Gisela Shanahan

Traffic Report

- **Enplanements** – 0.0% variance from January 2010 to January 2011.
- **Landed Weight** – Increased by 7.8%.
- **Freight and Mail** – Increased by 3.7%.
- **Aircraft Operations** – Declined 15.9%- mainly attributable to decreased general aviation and military operations as compared to January 2010.
- **Load Factors** – Down slightly to an average of 68.5% compared to 69.7% in January 2010.
- **Seats Available** – Increased 2.7%.

Finance Report - Preliminary

Earned Revenue vs. Budgeted- The Airline category is up 3.9%, which is primarily due to a higher gate usage; Terminal Concessions is down by 2.1%, which is driven by lower gross sales in the food and beverage category; Terminal Area is down 16.1% and Other Buildings & Areas is down 10.7%. The bottom line is that we are down 7% from the budget.

Revenue vs. Actual Revenue- Airline Revenue is up 7.9%, which is based on 2 factors: our terminal rates are slightly higher this year and additional gate usage; Terminal Concessions is down 6.1%; Terminal Area is down by 0.5%. The bottom line is that we are 2.5% above 2010.

Expenditures vs. Budget- The largest variance is in the Utilities category- the automatic transfer fell into February instead of January therefore the billing had not occurred. The miscellaneous category includes obligations encumbered for the Flight Information Display System (FIDS). Since the full-year contract amount was encumbered in January 2011, there will be a variance in this category as the year progresses.

Actual vs. Actual Expenditures – Expenditure levels are down 11.8% compared to January 2010.

There was discussion about long term versus short term parking trends. Long term remains stable and there has been an increased usage of short term parking despite the incremental rate increases. Overall the revenue in the parking lot is still very stable.

Gisela stated that she has the zip code booking data requested by Commissioner Littleton related to the completion of Powers Boulevard to I-25 that would augment access to the Airport. Commissioner W. Miller suggested mailing the information to Commissioner Littleton and attaching the information to the minutes.

→ **Operations and Maintenance – John McGinley**

Operations

Operations staff recently completed TSA's annual security inspection audit. The inspection went very well. Operations also completed the quarterly fuel farm, fire safety inspections and staff is working with tenants on discrepancies noted.

Maintenance

Maintenance and Development office staff are working together to hire a contractor to build out the Dollar Thrifty space on the lower level. Field staff continues to work on the perimeter road and Fleet transition.

GA

Staff is presently working on the Minimum Standards Program. The Draft Minimum Standards Program is scheduled to be published for a second round of public comments on March 21st; the FAA will also review the program and provide comments at this time. Once the program is released for the second round of comments, we will arrange meetings with affected tenants to discuss the program in detail.

John stated that he is currently working with the tower on a GA Pilot Briefing, tentatively scheduled for April 2nd. Commissioner Elliott would like to provide this information in a quarterly newsletter, once the date has been confirmed.

→ **Planning and Development – Dan Gallagher**

Planning Projects

There are three consolidated projects which include: (1) Integrated Operations and Communication Center, which is under final review, (2) Checked Baggage Inspection System (CBIS) – TSA gave us approval to proceed to 100% design, and (3) Security Screening Checkpoint Expansion (SSCP), which is moving forward to 100% design of Phase 1 (shell space expansion).

Commission W. Miller requested a project walk through. Dan agreed to provide a guided tour.

Construction

Regarding the Defense Access Road, earth moving and grading work are 60% complete, with the storm water system infrastructure 50% complete.

Commissioner W. Miller would like for projects on hold to be included in the construction report. Construction project Runway 13/31 will be included in next month's Project Status Report packet.

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

Informal Airport tours and briefings which include funding, structure and various agency interactions are currently being conducted for the mayoral candidates.

• **OTHER BUSINESS**

Commissioner Elliott asked how the Safety Management System (SMS) will affect the Airport. John replied that it will require a lot of work and is the biggest change Part 139 has seen since its creation in the early '70s. We will have to develop the SMS programs, panels and processes. We are not going to make any decisions on how to manage SMS until the final details of the program are released. Commissioner J. Miller referred to SMS as a formal risk-management program. Gisela confirmed that the military would be ideal for the Airport to model. She also added that internal discussions have taken place on how to move forward, and the Airport has stayed abreast of the materials as they are released.

• **CHAIRMAN'S COMMENTS**

None

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status
Email Semi-Annual CIP Update to Commissioners	Agnes	Sent 2/25/2011
Project walk through for Commissioners	Dan	Completed 2/22/11

Minutes respectfully submitted by:
Dana Jackson, Sr. Office Specialist