



MINUTES
Airport Advisory Commission
March 22, 2011

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

COMMISSIONERS ABSENT: None

NON-VOTING MEMBERS PRESENT: Randy Courduff, Alternate Commissioner
Peggy Littleton, El Paso County Commissioner

NON-VOTING MEMBERS ABSENT: Rob MacDonald, Pikes Peak Area Council of Governments

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

CITY STAFF ABSENT: None

GUESTS PRESENT: Alex McKean, RS & H
Jeffrey Warkoski, RS & H
Dan Porter, SEH, Inc.
Wayne Heilman, Gazette

Next meeting is Tuesday, April 26, 2011.

- **APPROVAL OF THE FEBRUARY 22, 2011 MINUTES:**

Chairman W. Miller asked for approval of the February 22, 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 AR DP 11-00080**
- **Item #2 AL-11-003**

Airport staff reviewed two land use items this month - the first in the City and the second 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.

Commissioner Patterson asked what exactly the Commission was approving on Item #2 (a request by the Fountain Valley School of Colorado for special use approval of a Master Development Plan). The Commissioners raised additional concerns and therefore decided to postpone taking action while Neil researched several elements of the request in greater detail. Neil returned to the meeting after contacting El Paso County Development Services staff and clarified this is a unique issue because it involves a private school located in an A-5 zoning district. In this case, future development of the school's facilities will require approval of both a special use permit and a site development plan. To streamline the development review process, the school is asking the County to grant a special use approval of the conceptual campus master development plan so that when the school is in a position to construct future improvements, they will only have to obtain approval for a site development plan depicting the specific facilities to be constructed. The school's vision is to grow from 250 students to approximately 425; from 103 staff to approximately 125; facilities to grow from 280,000 sq. ft. to approximately 450,000 sq. ft. for classrooms, athletic facilities and housing. Mark explained that the school is outside of both the noise and accident-potential zone sub-districts of the County's Commercial Airport Overlay District. The Commission will have an opportunity to review and comment on future development at the school as site-specific development plans are filed with the County. Commissioner Littleton asked specifically about the request for an avigation easement. Neil explained that per the County's code it is the responsibility of the land owner to grant and record an avigation easement.

A motion was made by Commissioner Thornton to approve staff's recommendations for both land use items. Commissioner Patterson seconded the motion; Commissioner J. Miller amended the motion to request that a supplemental note be added to the Item #2 comments affirming that a Site Development Plan identifying the final location, size, and use of buildings and improvements at the Fountain Valley School must be submitted to the Airport Advisory Commission for review and comment before the commencement of construction activities. With this amendment, the motion to approve was carried by unanimous vote.

- **STAFF REPORTS**

- **Finance & Administration – Gisela Shanahan**

Traffic Report

- **Enplanements** – Down 4% compared to February 2010
- **Landed Weight** – Increased by 3%
- **Freight and Mail** – Increased by 17.5%
- **Aircraft Operations** – Down 25.7% - mainly attributable to decreased general aviation and military operations as compared to February 2010
- **Load Factors** – Down slightly to an average of 67.8% compared to 69.7% in February 2010
- **Seats Available** – Decreased by 2%

Finance Report - Preliminary

Earned Revenue vs. Budgeted – The Airline category is down 1.7%; Terminal Concessions are down by 2.6% which is driven by the decline in traffic; Terminal Area is down 17.9% which is primarily due to the traffic decline; Other Buildings & Areas is down 22.3%. The bottom line is that we are down 11.2% from the budget.

Revenue vs. Actual Revenue – Airline Revenue is up 5.5%, which is due to slightly higher rates this year and additional gate usage; Terminal Concessions is down 2.9%; Terminal Area is down 5.5%; Other Buildings & Areas is down by 22.6%. Other Miscellaneous is down 109.2%, we just renewed our agreement with TSA for the canine program which will allow the expenditures to catch up as we are able to submit reimbursement for the first few months. The bottom line is that we are up 3.5% compared to 2010.

Commissioner Patterson asked when the jetCenter services military aircraft, does the military pay the fuel tax. Gisela replied that the military does not pay sales tax, but they do pay the excise tax portion.

Commissioner W. Miller asked for clarification about the TSA's funding involvement for the canine program. Gisela explained that the canine program is sponsored by TSA and they provide up to \$60K per team, per year in funding to participating airports. This amount does not cover the full cost of operating the program, but it does provide an offset. We submit a reimbursement packet to the TSA for the expenditures related to the three teams and TSA reimburses us up to the maximum amount of \$60K per team/per year (so approximately \$180K/year total). Mark offered that the total cost of running the program is about \$325K - 330K/year, and about half of that is funded by the TSA in order to encourage airports to participate in the canine program. The original contract we had was for 5 years, which just recently ended and was renegotiated, which is why the payments will have to catch up. We are currently working with the TSA to model a smaller canine program for smaller airports that are more affordable (from a 3 dog, 3 man team to a 2 dog, 2 man team in order to put more canine teams in smaller airports). Commissioner J. Miller asked if the canine team is exclusive to the Airport. Mark explained that it is not exclusive to the Airport and that the contract states 20% of the canine program can be utilized elsewhere, off the Airport property.

Commissioner J. Miller asked if the Airport received the 80% usage of the canine program. John confirmed that the Airport receives 80% usage and offered that there is also written documentation of anytime the canine team leaves the Airport property in order to track usage of the canine program.

Expenditures vs. Budget – Expenditures are 12.4% below budget compared to February 2010

Actual vs. Actual Expenditures – Total 7.2% less than last year

Gisela distributed an updated listing of the zip codes around the Powers corridor, which was originally requested by Commissioner Littleton. Mark added that 70% of our market, within El Paso County, is along the Powers corridor.

➔ **Operations and Maintenance – John McGinley**

Operations

- Working on triennial full scale Mass Casualty Exercise, scheduled for May 5th
- Spring Cab received permit authority to start servicing the Colorado Springs Airport last week

Maintenance

Land Side Maintenance:

- Working on erosion areas at the south end of Aviation Way
- Rental Car Parking Signage
- Milton E. Proby crack sealing between the buffalo and Powers last week
- Various concrete repairs
- Gearing up for Spring- if we don't get any moisture we will turn on sprinkler systems next month

Air Side Maintenance:

- Regulatory Work Orders-
 - Spring pavement painting – finished Taxiway A and connectors last week
 - Grading safety areas- Taxiways A, C, and working G this morning
 - Vehicle Service Road repairs - South of Hotel up to the A Gate
 - Erosion repairs

Facilities:

- Jetway 10 PLC installation complete, 4 more left to do (completed 14 since we initiated this project)
- 3 of 5 escalators have new railing covers installed; 2 escalators remaining to be retrofit

GA

- Minimum Standards will be disseminated to the public on the General Aviation page of the Airport website next week
- Cirrus Owners & Pilots Association Migration meeting scheduled for August 11th

➔ **Planning and Development – Dan Gallagher**

Planning Projects

The three projects- Integrated Operations and Communication Center, Checked Baggage Inspection System and Security Screening Checkpoint Expansion, with the exception of the Checked Baggage Equipment- are all out to bid, effective yesterday. These projects will be

bid as best value as opposed to low bid. The contractor will have to propose a staffing plan, staffing qualifications, the company's prior experience, the contractor's project schedule and cost. This does create a longer bid process but it is the correct process for construction at the Airport with the security component. Therefore these three projects will be transitioned to the "pending status" on the back of the Project Status Report as the projects cannot be discussed during the bidding phase, per procurement rules.

Construction

Defense Access Road – Earth moving and grading work are 70% complete. The tentative pavement date is April 20, 2011, with the full completion set for October 2011.

Reconstruction of Runway 12/30 – next month, Alex McKean will provide a briefing on how this project will proceed- to clarify the design was right, but the material was not accepted.

➔ **Director's Report – Mark Earle**

The elections are two weeks away. The Airport is working to set up our own orientation sessions apart from the City's sessions for the new elected Mayor and Council Members, which will play out over a 2-3 month period. We plan to have the newly-elected officials come out to meet the Airport Advisory Commission as well.

- **OTHER BUSINESS**

None

- **CHAIRMAN'S COMMENTS**

Chairman W. Miller pointed out an article in the Gazette, which gave the Colorado Springs TSA staff kudos for friendliness and professionalism.

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status

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