



MINUTES
Airport Advisory Commission
September 27, 2012

COMMISSIONERS PRESENT: Dr. Pat Boone – Chairman
Dave Elliott – Vice Chairman
Randy Courduff
Tom Hayden
Steve Janitell
Wally Miller
Dr. Chris Thornton

COMMISSIONERS ABSENT: None

NON-VOTING MEMBERS PRESENT: Andrew Biancur, Alternate Commissioner

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

CITY STAFF PRESENT: Mark Earle, Director of Aviation
John McGinley, Asst. Director, Operations & Maintenance
Dan Gallagher, Asst. Director, Planning & Development
Neil Ralston, Airport Planning & Development Manager
Agnes Blachut, Airport Public Affairs Administrator
Kelly Jackson, Air Service Development Analyst
Dana Jackson, Planning & Development Analyst

CITY STAFF ABSENT: None

GUESTS PRESENT: Sam Abriani, Airport Intern
Wayne Heilman, Gazette
Russ Moran, General Manager for Paradies Shops
June Eveland, Airport Accounting Manager

Next meeting is Tuesday, October 23, 2012

- **APPROVAL OF THE AUGUST 28, 2012 MINUTES**

Chairman Boone asked for approval of the August 28, 2012 Airport Advisory Commission minutes; no objections; minutes were approved as submitted.

- **INTRODUCTION OF GUESTS**

Wayne Heilman, Gazette
Russ Moran, General Manager for Paradies Shops

- **PUBLIC COMMENTS**

None

- **NEW BUSINESS**

→ **Land Use Review – Neil Ralston**

- **Item #1 CPC MP 12-00075**
- **Item #2 AR DP 06-00709-A1MJ12**
- **Item #3 GA-0-12-001 (Information only)**

Airport staff reviewed two land use items in the City of Colorado Springs. The other item listed is simply for information only that was submitted by the County. No action is required on Item #3. Staff did not recommend any objections to these items.

Commissioner Courduff asked why Item #1 is being rezoned as agriculture if future land use is going to be commercial and multifamily.

Neil responded that according to the information submitted, it is a holding zone until they know the actual use of the land. Mark added that agriculture is the lowest zoning level and usually land is zoned this way until they know what the exact use will be. It is being zoned now because it was annexed which is not uncommon. When the exact use is determined, it will be presented to the Commission for approval.

Commissioner Boone requested information about the routing of land use items. Mark replied that a comprehensive presentation will be conducted at the next Commission meeting.

Commissioner Thornton made a motion to accept the two items. The motion was seconded by Commissioners Courduff; it was carried by unanimous vote.

→ **2013 Budget – Mark Earle**

We intended to make a presentation on the Airport budget that will be submitted to the City, unfortunately we will be unable to present today. We submitted detailed budget information downtown in order for it to be formatted to a uniform presentation for the public and for City Council. However, upon review we discovered some anomalies and data entry errors that had an impact on the summary amounts. Therefore, we will present the 2013 budget at the next Commission meeting. We apologize for the delay in the presentation, but it was unavoidable.

- **STAFF REPORTS**

→ **Finance and Administration –**

Traffic Report – Kelly Jackson

- **Enplanements** – July is typically our peak month of the season but with the Waldo Canyon fire, tourism was down about 13% which has affected some of the enplanements.

Allegiant Air is up 7.6% for the month and down 9.8% for the year. The decrease for the year was due to the Phoenix service being discontinued as of August of this year. We did have an increase in the Las Vegas frequency from 9 to 18 flights per month.

American Airlines is down 8.9% for the month- this year there were more cancellations due to weather.

Delta enplanements are down 21.2% for the month. The Atlanta and Minneapolis frequencies were decreased from two times a day to one time a day. In August the Minneapolis service will be removed from our market, which will affect their enplanements, landed weight and seats available going forward.

Frontier is up 63.8% for the month, which is due to their new service. The load factors have also been strong.

United is down 5.8% for the month.

Commissioner Miller asked Kelly to verify if the cost is less expensive on a Frontier flight from COS to DIA and to a final destination vs. flying out of DIA and then to a final destination. Mark clarified that the commitment that Frontier has made is that the non-stops out of COS will be cheaper than the same non-stop out of DIA if checked on the same day. Kelly will research and will report directly back to Commissioner Miller.

Overall, enplanements are up 1.2% for the month and down 1.4% year-to-date.

- **Seats Available** – Up 9.3% for the month and flat year-to-date
- **Load Factors** – Bottom line we are at 79.1% for July 2012 compared to 85.7% for July 2011. Year-to-date we are flat.
- **Landed Weight** – Up 1.8% for the month and down 1.8% year-to-date. Military is down 21.0% for the month and 69.9% for the year. However, this will increase dramatically with troops scheduled to return later this year.
- **Freight and Mail** – Down 1.2% for the month and up 17.5% year-to-date
- **Military Cargo** – Down 2.4% year-to-date
- **Aircraft Operations** – Down 9.4% for the month and down 1.4% for the year

Finance Report – Dan Gallagher

- **Earned Revenue vs. Budgeted** – 0.9% above the budget year-to-date and 5.3% above for the month. We are forecasting to be 62% above our advertising revenue for the year. We are also anticipating a 10-15% increase in food & beverage with the re-branding of Gordon Biersch to Bristol Brewery and A&W to Novo Coffee.
- **Revenue vs. Actual Revenue** – Down 8.0% for the month and down 1.2% year-to-date.

- **Obligations vs. Budget** – Down 9.6% for the month and down 7.4% year-to-date. We continue to experience vacancies, which is driving the personnel services category.
- **Actual vs. Actual Expenditures** – Basically flat year-to-date.

→ **Operations and Maintenance – John McGinley**

John gave a presentation on Irregular Operations that combined slides from a Diversions Conference he attended in Denver and the Airport Facilities Management Conference that he presented at in Colorado Springs.

- Most of our diversions events in COS are during the fall and spring, during thunderstorm season. On average we experience 8-10 large diversion events a year. Most of the diversions we get are airlines that hub out of DIA which include United, SkyWest, Frontier and a growing number from Southwest.
- Most events do not last 3 hours, which is the point where passengers would need to be deplaned to meet DOT requirements.
- Some of our challenges include limited airline staffing, communication and coordination, and deplaning an international flight.
- We have had a plan in place since 2010 that outlines responsibilities, communication procedures and equipment available to handle aircraft. The airlines are briefed twice a year on the plan in order to keep the plan up to date.
- During an emergency or severe weather event, we can turn the conference room into a command center. For passengers that have to spend the night in the terminal we have cots, pads, blankets, baby formula, toothbrushes and customer care kits. The Office of Emergency Management (OEM) stores their supply trailer at the airport which can be used if the needed.
- Commissioner Courduff asked if we have access to the ADACG in a diversion event. John explained that we can use it if we need to. We can use it for diversions, but the resources to service the aircraft would be spread out that much further and therefore be difficult to manage. Mark added that air stairs, the deicing facility and personnel would also need to transfer to the ADACG.
- A Diversion Conference will possibly be hosted at COS next year.

Maintenance

- Maintenance Department continues with snow training.
- Performing rubber removal on all 3 runways this week.
- 75% complete with wireless radio access control upgrade project.

GA

- The Malibu Meridian Owners Pilots Association Convention was a successful event overall.
- The GA Pilot briefing is this Saturday at 8:30 am in the East Terminal Unit (ETU).

Commissioner Boone asked Commissioner Elliott to share what he experiences as a pilot in the midst of a diversion.

→ **Planning and Development – Dan Gallagher**

Design and Planning Phase:

Pond 700 Outfall Drainage Repair

- A task order has been issued to the design consultant to proceed with the final design for this project. The preferred alternative includes a combination of underground storm drain piping and open channel construction.

Sand Creek Drainage Erosion

- The engineer has presented various alternatives for this project and the Airport has selected a concept for further development.

CSU Service Road

- We have accomplished some work with CSU on the SDS project; we will regroup on the CSU Service Road project in the near future.

Defense Access Road (DAR) Design and Construction

- We have finalized our landscaping and irrigation design. We have been coordinating on the procurement of the project with CDOT.

Airport Master Plan

- LeighFisher has submitted a draft ALP to the Airport for review and comment. The Airport is finalizing its review of stakeholder comments on the Airfield Alternatives concepts that would address an existing “hot spot” at the intersection of Runway 13, Runway 17R and Taxiway A1.

Construction Phase:

Consolidated Terminal Expansion/Renovation Project Summary

- CBIS (Checked Baggage Inspection System) – Zones 1 and 2 are live; Zone 4 is complete and operating in pass-through mode; Zone 3 is in pass-through mode as well. We plan on a project completion date of late October 2012.
- SSCP (Security Screening Checkpoint Expansion) – Phase I demolition is complete.
 - Dan gave a presentation on the final design of the SSCP and the rebranding rendering of the new Bristol Brewery and Novo Coffee restaurants.
 - Discussion resulted about TSA security lines during peak times at COS.
- Integrated Operations and Communication Center Project – Complete
- Relocation and Reconfiguration of Administrative Office and Conference Space – Complete

Old Terminal Demolition & Remodel and Upgrade of the West Aviation Lavatory Triturator

- Old Terminal Demolition – Complete
- West Aviation Lavatory Triturator – submittals have been received; work is anticipated to begin in two weeks.

Rehab of Taxiways M & F

- Phase I demolition is complete. This project has a completion date of mid-December 2012.

→ **Director’s Report – Mark Earle**

- Mark introduced June Eveland as the new Airport Accounting Manager. Carolyn Roe will be the new Human Resources and Administration Manager and will be starting on October 8th. John Schultz will be starting on October 15th and will fill the position of the new Financial Analyst II. There are still two outstanding positions, the Airport Assistant Director of Finance/Administration and an Administration Technician in Accounting and Finance Division.
- We have been working on several large graphic image installations in the terminal building that are a part of an on-going effort to make the Colorado Springs Airport a premier gateway for the Pikes Peak Region. The installations will be representative of some of the unique characteristics that make Colorado Springs a great place to work and live. We will provide greater detail at a later date.

- **COMMISSIONERS’ COMMENTS**

None

- **CHAIRMAN’S COMMENTS**

None

AIRPORT STAFF ACTION ITEMS

Action Item	Assigned To	Status

Minutes respectfully submitted by:
Dana Jackson, Planning & Development Analyst