



MINUTES
Airport Advisory Commission
August 28, 2013

COMMISSIONERS PRESENT: Dave Elliott – Vice Chairman
Steven Janitell
Dr. Chris Thornton
Randy Courduff

COMMISSIONERS ABSENT: Dr Pat Boone – Chairman
Wally Miller
Tom Hayden

NON-VOTING MEMBERS PRESENT: Peggy Littleton - El Paso County Commissioner
Andrew Biancur - Alternate Commissioner

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

CITY STAFF PRESENT: Dan Gallagher - Interim Director of Aviation
John McGinley – Assistant Director of Aviation, Operations & Maintenance
Neil Ralston - Interim Assistant Director of Aviation, P&D
Mike Wilbur – City Attorney
Jane Acosta – Customer Service Coordinator

GUESTS PRESENT: Russ Moran – Paradies
Wayne Heilman – The Gazette

The next meeting is Wednesday September 25, 2013.

I. APPROVAL OF THE July 23, 2013 MINUTES

Vice Chairman Elliot asked for approval of the July 23, 2013 Airport Advisory Commission minutes; no corrections/suggestions, unanimously approved.

II. INTRODUCTION OF GUESTS

Guanell Halverson – Airport Staff
June Eveland – Airport Staff
Russ Moran – Paradies

III. PUBLIC COMMENT

Dan recognized Guanell Halverson for an award that she's recently received. The award was in recognition of all the training that she's done for new staff in her department. June Eveland presented the award to Guanell, and thanked her for her hard work.

IV. NEW BUSINESS

There was a brief discussion on how many Commissioners must be present to have a quorum and whether an alternate commissioner can vote in the absence of Commissioners. Mike Wilbur rendered an opinion that a quorum was present.

There was also a brief discussion on the opening/vacant Commissioner position due to Wally Miller's departure. Commissioner Dave Elliott advised that a council member contacted him to discuss a prospective Commissioner.

A. Land Use Review (presented by Neil Ralston)

- **Item #1 - AR DP 13-00374, AR FP 13-00375, CPC MP 05-00080-A3MN13 (Concurrent Request)**
 - **No questions or comments**
- **Item #2 – CPC UV 13-00070**
 - **No questions or comments**
- **Item #3 – AR DP 13-00397**
 - **No questions or comments**

Airport staff reviewed three land use items in August. All items are in the City of Colorado Springs.

Item #6 from June's meeting is still tabled pending the results of an FAA airspace review.

The Commissioners had no further input regarding Airport staff's recommendations and supplemental comments for these land use items.

V. STAFF REPORTS

A. Finance and Administration – Neil Ralston

Traffic Report: June 2013

Year-to-date, enplanements are down 15.6% over 2012 levels; for the month of June 2013, enplanements are down 30.4% compared to June 2012.

On a positive note, Delta's enplanement numbers for July and August 2013 are expected to improve as they added a second daily roundtrip flight to Atlanta on a seasonal basis. The second roundtrip flight started in early July and ended in mid-August.

Liaison Member Littleton asked if it was possible to tie any of the decrease in passenger enplanements to the sequestration and/or Military budgets decreasing? Neil said unfortunately, there's no data that can give us specific numbers regarding this.

A summary of passenger enplanements, seats and load factors for each airline was provided. *Note: all monthly Traffic Reports are available at www.flyCOS.com.*

Finance Report: June 2013

Earned revenue for June is 18.2% under budget. For year-to-date, earned revenue is 10.9% under budget.

Expenditures for June are 27.5% under budget. For year-to-date, expenditures are 23.8% under budget.

B. Operations and Maintenance – John McGinley

TSA Pre-Check Program is coming to COS – TSA is trying to get the program started at the top 100 airports in the country. COS already has a premium line in-place – this would become a premium/pre-check line. Looking forward to the expediency it will bring to 'known fliers'. Boeing is bringing 787 to COS the 29th – 1st for testing.

Another announcement from TSA , they will no longer monitor the exit out of the Sterile Area. This responsibility will fall to the on January 1st, but no specific details have been presented or agreed upon. The airport is looking at the costs of staff and/or surveillance equipment to accomplish the task.

I.T. is getting ready to roll out a 'trip calculator' that will be on the main page of the COS Website. This will allow passengers to compare DIA vs. COS costs including mileage, parking, tolls, etc.

Continuing our efforts for efficiency and cost savings, staff has implemented several changes to lighting systems on the property resulting in approximately \$80,000.00 in utility savings. Kudos to staff for their research and execution on this project.

Getting ready for the snow season, and also catching up on grass cutting.

C. Planning and Development – Neil Ralston

Design and Planning Phase Projects:

- Airport Master Plan – Intend to have the project closed out in mid-September.
 - 28 people attended the Master Plan Open House held on August 1st.
 - Submitted the Master Plan to City Land Use Review on August 6th, it is under review.
 - Submitted the Master Plan and Airport Layout Plan (ALP) drawings to FAA on August 20th – it was approved on the 22nd
 - Submitted the final Master Plan Technical Report to the FAA on the 23rd
- Pond 700 Outfall Drainage Repair –
 - Issued Notice to Proceed (NTP) to Pioneer Sand on August 19th
 - Also executed an agreement with CH2MHill to provide on-site construction observation and administrative services.
 - Pioneer is mobilizing this week – running into issues with rattlesnakes (10-15 so far). Entered into the 100-day construction period, will hopefully have images at the next meeting to show progression.
- Sand Creek Drainage Erosion –
 - Issued a Notice to Proceed (NTP) to RE Monks August 21st, they're also mobilizing this week.

- Entered into the 45-day construction period, should have a great amount of progress by next AAC Meeting.
- RE Monks submitted a proposal to use demolished concrete from Taxiway E, G, H Phase IV project as backfill on Sand Creek project.
- Liaison Member Littleton asked about using materials like that for all the flooding zones in the County? Dan stated it is available for sale for market value – maybe this is something to discuss and see what their options are between the County and the Airport.
- Westside Reinvestment Project –
 - Phase I – Cargo Widening
 - Issued Notice to Proceed to Interstate Highway Construction (IHC) on August 12th
 - After a 7-day mobilization period, IHC started construction last Wednesday August 21st. Neil presented pictures to show progression.
 - Phase II – VSR/Fuel Farm and taxi lane by CO Jet Center –
 - Issued for bidding on Friday August 16th
 - Bids are due on September 10th
 - Intend to award and issue Notice to Proceed (NTP) by October 1st with a 52-day performance period. The Airport is managing the work, but the Colorado jetCenter is sharing in the project costs as a part of a Reinvestment Agreement.
- Rehabilitation of Taxiways E, G, H (Phase IV) –
 - Work is ongoing, progressing nicely
 - Taxiway E re-opened last Tuesday (August 20th) as scheduled
 - Subsequently closed Runway 17L/35R last Wednesday morning (August 21st), all aircraft traffic will be on the west runway (Runway 17R/35L) through late November.
- Premier Lounge –
 - Going to propose to Council for approval on September 9th and 24th.
- Marketing Program –
 - Selected Seabury Airline Planning Group (APG) to develop our marketing program. The Seabury team will be working to develop a comprehensive strategy for our new marketing program. Implementation of the new strategy through an advertising campaign will occur later.

D. Director's Report – Dan Gallagher

Dan delivered a letter from the Air Service Task Force. They are in full support of all initiatives previously briefed to the AAC on.

The Airport is currently working on a deal to rent space in the ETU to TSA (admin offices). It will be great to have them on-site, and it will be a great cost-savings to the Airlines (money paid by TSA is less money needed from the Airlines). Dan has a letter that he'd like the AAC Members to sign if they're in support of this action. Commissioner Thornton motioned for the letter to be signed showing the member's support of this initiative, Commissioner Courduff seconded, opened for discussion. Dan anticipates that the revenue generated will cover the cost to improve the ETU within 3 years. Terry Van Sant w/the Van Sant Group is working on the design and cost estimate for this work. Commissioners unanimously voted the support of the expenditure of the ETU and signing the letter of support.

SIB Loan – had a conversation with SIB liaison, and they are confident in our projects, they are very competitive for this money. The Airport will submit an SIB application upon final City Council approval. Dan really appreciates Liaison Member Littleton and Alternate Commissioner Biancur's attendance and support on Monday during this presentation.

Dan presented the business model for both the Premier Lounge and the ETU during the SIB Presentation. John Schulz is creating and running models on costs for Premier Lounge and ETU which will include; revenue projections, lost opportunity costs, operating costs, sponsorship opportunities, etc.

this information will be sent to AAC and City Council to (hopefully) gain traction and support on these issues. Dan will be presenting these issues to Council on the 9th.

Working on Rental Car negotiations, last time they signed up on their concessions was in 2004, rental cars wants to reset their contribution to the airport based on lower passenger traffic. The Airport is reducing the MAGs while increasing out-of-terminal rent. Overall terminal rent is going down, but the cost per stall will be increasing.

VI. OTHER BUSINESS

Mike Wilbur wanted to ensure that there are no more questions regarding the Colorado Sunshine Law. None were presented. Per City Code, an alternate commissioner cannot vote – even if they are appointed by a full-time member to do so (there is a conflict between parliamentary law/Robert's Rules of Orders – which states they can, and stated law/City Code – which states they cannot. Stated Law is always defaulted to.)

Also, Mike clarified that the election of Chair and Vice-Chair cannot be held until October of each year. To be eligible for election the candidate must have served as a member of the Commission. Mike wanted to point out that while it says "Member of Commission" it did not specify a full-time member or an alternate, he will research and confirm this for the AAC Member's information.

VII. COMMISSIONERS' COMMENTS

Commissioner Courduff is "Amazed by the level of work that's being done and the staff what's been coming out lately." Everything from the ETU, the lounge, restructuring, it's amazing what's been going on in the last 60 days. The communications have been incredible – he feels more informed within the last 60 days than he has in the past few years. That's not meant as a slight on the Airport, he just wants to make sure we know how much he appreciates these efforts.

VIII. CHAIRMAN'S COMMENTS

Dan asked the Commissioners to provide clarity and direction for him regarding Chairman Boone's requests from the last meeting.

Commissioner Courduff motioned to table the requests. Commissioner Thornton Seconded. Open for discussion – no comments.

IX. ADJOURNMENT