



MINUTES
Airport Advisory Commission
October 23, 2013

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

COMMISSIONERS ABSENT: Dr Pat Boone – Chairman

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

NON-VOTING MEMBERS ABSENT: Peggy Littleton - El Paso County Commissioner

CITY STAFF PRESENT: John McGinley – Assistant Director of Aviation, Ops & Maint
Neil Ralston - Interim Assistant Director of Aviation, P&D
Mike Wilbur – City Attorney

GUESTS PRESENT: Wayne Heilman – The Gazette
John Fox – ERAU Student
Patsy Buchwald – Paradies Shops
Russ Moran – Paradies Shops

The next meeting is Wednesday November 20, 2013

I. APPROVAL OF THE September 25, 2013 MINUTES

Vice Chairman Elliot asked for approval of the August 28, 2013 Airport Advisory Commission minutes. It was noted that Commissioner Biancur was listed as a non-voting alternate commissioner when he was in fact now a voting commissioner. With this edit, the minutes were unanimously approved.

II. INTRODUCTION OF GUESTS

Wayne Heilman – The Gazette
John Fox – ERAU Student
Patsy Buchwald – Paradies Shops
Rob MacDonald – PPACG
Russ Moran – Paradies Shops

III. PUBLIC COMMENT

None

IV. NEW BUSINESS

A. Land Use Review (presented by Neil Ralston)

- **Item #1 – AR FP 13-00471, CPC PUD 13-00099, CPC PUZ 13-00098, CPC MPA 02-00064-A1MJ13**
- **Item #2 – CPC CP 13-00108, CPC MP 10-00089-A2MJ13**
- **Item #3 – AR FP 13-00479, AR PUD 13-00478**
- **Item #4 – CPC CU 13-00115, AR FP 13-00492**
- **Item #5 – SKP-13-001**
- **Item #6 – VA13-006**

Airport staff reviewed three land use items in October. Items 1, 2, 3, and 4 are in the City of Colorado Springs, Items 5 and 6 are in El Paso County.

Airport staff recommends tabling Item # 5 - pending a correction that needs to be submitted by the county.

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

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

B. Airport Marketing Program Strategy Status Update (Neil Ralston)

- The Airport has contracted with a team lead by Seabury Airline Planning Group (APG) to help us develop a new marketing strategy and framework for COS.
- The first phase of work included conducting market research, updating our leakage study, assessing existing marketing tools, and completing a "SWOT" analysis. These tasks represent the "doing your homework" phase of the overall project to develop a new marketing strategy.
- The Marketing Team will be making a presentation to the Air Service Task Force on October 25th.
- Key Findings:
 - o Seabury's assessment suggests that COS was leaking nearly 1,000 passengers per day each way to DIA from its primary catchment area during the year ending March 31, 2013.
 - o The average airfare differential between COS and DIA was \$34 one way (\$68 round-trip) for the year ending March 31, 2013; of course, the average differential varies by individual market
 - o General Conclusions from the SWOT analysis:
 - There is an extremely positive upside to COS

- There are no “silver bullets” and success won’t come overnight
- COS must focus on incremental wins and building support
- Must be diligent with all infrastructure and marketing opportunities within COS’ control versus being consumed by the factors that can’t be controlled; never know when an opportunity will knock and its crucial COS is always ready to answer
- Must be more deft, nimble and creative than the next airport in an industry that is currently looking for ways to contract versus expand
- Liaison Member MacDonald encouraged the Airport to get involved with the Regional Long-Range Transportation Plan and coordinate our roadway priorities with the City.

V. STAFF REPORTS

A. Finance and Administration

Finance Report: August 2013- John McGinley

Earned revenue for August is 19.3% over budget. For year-to-date, earned revenue is 8.5% under budget.

Expenditures for August are 11.1% under budget. For year-to-date, expenditures are 9.8% under budget.

Traffic Report: August 2013- Neil Ralston

Year-to-date, enplanements are down 18.6% over 2012 levels; for the month of August 2013, enplanements are down 28.2% compared to August 2012.

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.*

B. Operations and Maintenance – John McGinley

- Preparing for snow – completed all training
- The Airport is due for our full-scale disaster exercise in 2014, Ops has already begun planning and communication between all players and entities involved
 - o Positive addition for this exercise –hospitals have committed to full-participation in this exercise as far as allowing our volunteer ‘patients’ to be transported to their location (this also helps them meet training requirements)
- Working with staff turn-over in Operations
 - o Specifically, Ops has hired 2 Ops Agents (Junior Ops) to replace the traffic enforcement officers that have been gone since the beginning of the year – These new positions will be primarily responsible for landside Operations
 - o Operations recently hired one person internally for the Communications Center, due to more turn-over there are still 3 more vacant positions that will be positing within the next month
- Escalators – finalizing contract with a new service provider
 - o Transition should happen on October 31st
 - o New vendor is fully aware of expectations for work and repair of equipment, so moving forward the Airport does not anticipate the lack of work or response that is being provided by the current elevator vendor
- Continuing work on LED light replacement
- Had a GA pilot fly-in last Saturday – went very well, about 85 in attendance
 - o There was also an event in Meadow Lake on Saturday, which lowered anticipated attendance (last meeting there were close to 150 people)
- Vice Chair Elliott asked about the exit lane?
 - o TSA has issued a letter outlining expectations with specific deadlines for airport response

- Airport is currently planning on staffing exit lane with a person, and eventually moving to a system that will meet all security requirements

C. Planning and Development – Neil Ralston

Design and Planning Phase Projects:

- Airport Master Plan –
 - Recently resubmitted minor changes requested by City Land Use Review
 - Project is complete
- Pond 700 Outfall Drainage Repair –
 - Pipe and manhole installation is complete
 - Now working on the drainage channel on the South end of the project
 - Working with CH2MHill and Century Link to finalize a solution to encase an exposed fiber optic line in concrete through the bottom of our drainage channel, and modify the grading on both sides of the encasement crossing to ensure that the line has adequate cover.
- Sand Creek Drainage Erosion –
 - Project is substantially complete
- Westside Reinvestment Project –
 - Phase I – Cargo Widening
 - Project is substantially complete
 - Phase II – VSR/Fuel Farm and taxi lane by CO Jet Center –
 - Notice To Proceed issued to Rocky Mountain Materials & Asphalt on Oct. 1st
 - Project progress to date has been encouraging – very fast paced, ‘racing the weather’ as we progress towards the contract completion date of November 21st.
- Rehabilitation of Taxiways E, G, H (Phase IV) –
 - Concrete paving scheduled for completion this week, ahead of schedule for this milestone.
 - The Contractor is working 7 days a week to put themselves in the best possible position to finish the project by the November 28th completion date.
- Rehab of Taxiways E, G, H (Phase V)
 - This is a new project for 2014, and will rehabilitate the remaining phase of Taxiway E from north of Taxiway E6 to north of Taxiway E5, along with a portion of Taxiway E5
 - The appropriations ordinance for the design phase of this project passed its first reading by City Council yesterday
- East Terminal Unit Rehabilitation
 - Submitted schematic design to TSA in September
 - Project was delayed due to government shut-down
 - Will resume project meetings with TSA next week

D. Director’s Report – John McGinley

- Budget Presentation
 - Presented to City Council Last week
 - Wanted to present information to AAC Members
- Alaska Airlines begins service November 1st
 - There will be a press conference and other events going on, the Airport will coordinate and send invites to AAC Members
- Letters of recommendation from AAC Members
 - Trying to get clarity on requesting these from AAC
 - City Council has started looking for letters or even AAC Members at Council Meetings every time the Airport presents an issue to them
 - Wilbur suggests cleaning up the process, but to continue submitting these letters
 - Vice Chairman Elliott brought up that City Code generally states that the role of the AAC is to advise the Mayor, Airport, and Council, but it doesn’t state specifically how this should happen (in person, letters, etc)
 - New leadership of AAC needs to clarify this process with the Mayor and City Council - to include the role and specific duties of the AAC

- For now, keep process as is – requests letters or attendance of AAC Members as needed, but with new AAC leadership – this process should be defined

VI. OTHER BUSINESS

- New Chair/Vice-Chair
 - Commissioner Courduff nominated Commissioner Thornton as new Chair, Commissioner Hayden 2nds, no discussion – unanimously voted in
 - Vice Chair Elliott nominated Commissioner Biancur as new Vice-Chair Commissioner Thornton 2nds, brief discussion – unanimously voted in

- Mike Wilbur wants to speak to the discussion of AAC issues outside of AAC meetings
 - If an individual approaches an AAC Member at an event outside of a normal AAC Meeting and tries to discuss an official topic that pertains to the AAC Member – the AAC Member must be able to state “I’m sorry, but I’m prohibited from discussing that with anybody until after the matter has closed.”

VII. COMMISSIONERS’ COMMENTS

- Vice Chairman Elliott asked about the status of new members/alternates?
 - Wilbur has a few calls into downtown asking about the status

- Vice Chairman Elliott also asked about attendance requirements? How many meetings are members allowed to miss?
 - Airport will follow-up on this

- Next Meeting is a week early - November 20th
 - December meeting is ‘optional’ – if needed

VIII. CHAIRMAN’S COMMENTS

None

IX. ADJOURNMENT

Vice Chairman Elliott motioned to adjourn, Commissioner Thornton 2nds - unanimously passed.