



MINUTES
Airport Advisory Commission
June 25, 2014

COMMISSIONERS PRESENT: Dr. Chris Thornton – Chairman
Andi Biancur – Vice-Chairman
Steven Janitell
Dave Elliott
Mark Baker
Tom Hayden

COMMISSIONERS ABSENT: Randy Courduff

NON-VOTING MEMBERS PRESENT: John Maier – Alternate Commissioner
Jason Harris – Alternate Commissioner
Peggy Littleton – Liaison Commissioner

NON-VOTING MEMBERS ABSENT: Rob MacDonald – Liaison Commissioner

CITY STAFF PRESENT: John McGinley – Assistant Director of Aviation, O&M
Sam Schneider – Construction Manager
June Eveland – Accounting Manager
Lindsay Rose – Legal Advisor
Kristine Andrews – Environmental Health & Project Specialist
Troy Stover – Operations and Maintenance Manager
Heather Lenard – Marketing and Communications Manager
Jerry Dimandja – Airport Planning and Development Analyst

GUESTS PRESENT: Brian Faulkner – Airport Intern
Walter Ernst – Ernst & Associates
Russ Moran and Patsy Buchwald – Paradies Shops
Kevin Booth – USAF (retired)
Kevin Ensor – Short Elliott Hendrickson, Inc. (SEH)
George Murphy – Short Elliott Hendrickson, Inc. (SEH)
Tom Beattie – Short Elliott Hendrickson, Inc. (SEH)
Rick Hoover – CTAB
Tobi Blanchard and Gerald Eastman – South Central Regional
Edward Garner – Colorado Springs OEM
Erin Duran – Colorado Springs OEM

The next meeting is Wednesday, July 23, 2014

I. APPROVAL OF THE MAY 28, 2014 MINUTES

Chairman Thornton asked for approval of the May 28, 2014 Airport Advisory Commission meeting minutes. Vice-Chairman Biancur suggested two minor typing error changes under Section VII "COMMISSIONERS' COMMENTS." There were no other corrections or suggestions and the amended meeting minutes were unanimously approved.

II. INTRODUCTION OF GUESTS

Brian Faulkner – Airport Intern
Walter Ernst – Ernst and Associates
Russ Moran – Paradies Shops
Patsy Buchwald – Paradies Shops
Kevin Booth – USAF (retired)
Kevin Ensor – SEH
George Murphy – SEH
Tom Beattie - SEH
Rick Hoover – CTAB
Tobi Blanchard – South Central Regional
Edward Garner – Colorado Springs OEM
Erin Duran – Colorado Springs OEM

John McGinley officially introduced Brian Faulkner as the newly hired Airport Intern from Purdue University. John also told Advisory Commission members that they will be introduced to another new intern next month, as the airport planned to hire two interns in 2014 to assist with various airport projects.

III. PUBLIC COMMENT

Rick Hoover from the Citizens Transportation Advisory Board (CTAB) told the Advisory Commission that he has been giving CTAB members regular updates regarding the Airport's efforts to create a Tax-Free Commercial Aeronautical Zone (CAZ) at the Airport. Mr. Hoover then presented a Letter of Support from CTAB endorsing the elimination of the Airport Sales and Use tax on businesses that own, lease, sell, repair and maintain aircraft on or around Airport property. This Letter of Support will be reviewed by the Advisory Commission, and upon approval, will be included as supporting document during CAZ-related meetings with City or County officials.

IV. NEW BUSINESS

A. Land Use Review – Kristine Andrews

- **Item #1 – CPC A 14-00048, CPC MP 14-00050, CPC ZC 14-00049**
- **Item #2 – AR PF 14-00232**
- **Item #3 – AR PUD 14-00242, AR FP 14-00243**
- **Item #4 – AL-14-003**
- **Item #5 – PPR-14-008, VA-14-005**
- **Item #6 – WSEO-14-001 ASSI-14-004**

Airport staff reviewed six new land use items in June: Items #1, #2, #3 in the City, and items #4, #5 and #6 in the County.

Airport staff made a no objection recommendation for all six items.

Commissioner Hayden made the motion to accept Airport staff's no objection recommendation for all six items, which was then seconded by Vice-Chairman Biancur. There were no objections or suggestions and all six items were unanimously approved.

V. STAFF REPORTS

A. Finance and Administration

Traffic Report: April 2014 – June Eveland

A summary of passenger enplanements, seats and load factors for each airline was provided, along with a summary of freight and mail, aircraft operations and landed weight. All monthly Traffic Reports are available at www.flyCOS.com.

Finance Report: April 2014 – June Eveland

- Total Earned Revenue is reported to be 16.1% over budget for the month of April and 3% over budget year-to-date.
- Total Expenditures are 12.4% under budget for the month of March and 4.6% under budget year-to-date.
- June Eveland gave a detailed explanation to assist Advisory Commission members in understanding the reasons behind variances within each revenue and expense category. This detailed explanation can also be found within the meeting packet distributed at the AAC meeting.

B. Operations and Maintenance – John McGinley

- John started his update by telling the Advisory Commission that the Airport is working on addressing all concerns, comments and suggestions brought up during its yearly FAA Certification Safety Inspection conducted by FAA representatives later last month. The inspection consisted of scrutinizing training and inspection records along with a thorough inspection of all airfield surfaces and fuel farms. The Airport will address all concerns brought up during the inspection in order to fully comply with all federal regulations.
- John also reminded everyone about the two events COS Airport will be hosting this summer: Airstrip Attack and Pikes Peak Regional Air Show.

Airstrip Attack is a half-mile side-by-side roll race and trap speed competition featuring the fastest, most powerful street cars in the nation. This event will occur on June 27th and 28th from 9:00am to 5:00pm, and e-mails were sent out to inform all commissioners about the availability and acquisition of tickets for this event. John informed the Advisory Commission that the Operations Department has been heavily involved in the safety coordination and other logistical components of this event; and all things being equal, this could turn into a very successful event.

The Pikes Peak Regional Air Show is a public event at which aviators will display their flying skills and the capabilities of their aircrafts in order to entertain spectators. The Air Show will be held on August 9th and 10th at the Colorado Springs Airport, in the west side general aviation district, and will include a variety of aerobatic acts, along with static displays and educational activities. John told the Advisory Commission that the Air Show preparations are progressing as planned, and the Air Show Planning Committee is ahead of schedule vis-a-vis the organization of this event. More information will be provided as we get closer to the event date.

- Regarding Airport Maintenance, the landside maintenance crew is continuing with the landscaping and xeriscaping work discussed earlier this year. Troy Stover, Operations and Maintenance manager, commented on John's maintenance briefing and told the Advisory Commission that as a result of this work, the Airport has recognized approximately \$77,000 in annual water cost savings.
- John ended the O&M update by informing the Advisory Commission that Jessi Rowden, current General Manager of Cutter Aviation Colorado Springs, will be relocating to Albuquerque, NM for a new employment opportunity early next month (July 2, 2014). She will be replaced by Calvin Martin, a Cutter Aviation employee from Dallas, TX.

C. Planning and Development – Sam Schneider

Design and Planning Phase Projects:

- West Side Reinvestment Project Phase II – GA Apron Rehab/GA Apron & Edge Taxilane/VSR
 - This project is substantially complete. Based on the availability of remaining funds, the Airport intends to incorporate this project into the E, G & H Phase V project and possibly have the contractor (Interstate Highway Construction, Inc.) pave a vehicle service road (VSR) connection between Old Drennan Road (existing South end of the fuel farm VSR) and the military A/DACG Apron.
- Rehabilitation of TWY E, G, H Phase V
 - The first phase of construction consisting of the full obliteration and re-application of all existing Runway 17R-35L airfield markings was completed on June 9, 2014.
 - Runway 17R-35L was re-opened on the same day (June 9, 2014), and Interstate Highway Construction, Inc. immediately began Phase 2 of the project consisting of: (1) the reconstruction of Taxiway E5 outside of the Safety Area of Runway 17L-35R and (2) approximately a 2,372 Linear-Foot portion of Taxiway E between TWY E4 and TWY E6 for a duration of 110 calendar days.
 - Phase 2 is scheduled to be completed on September 29, 2014, and Runway 17L-35R will remain open during this phase in a back-taxi configuration.
 - The last phase of E, G and H Phase V will begin immediately after the Phase 2 completion for duration of 18 calendar days and will consist of the re-striping of airfield markings on Runway 17L-35R. This phase will require the closure of Runway 17L-35R, Taxiway F (north of TWY B) and portions of Taxiway E for the entire duration. However, TWY E (south of Taxiway B) to the A/DACG will remain open during this phase.
 - The Airport is still waiting for a grant from the FAA for this project.
- Taxiway A – Partial Rehabilitation
 - All project design services have been completed, and the project has already been issued for bidding.
 - There was a pre-bid meeting on June 24, 2014 where prospective contractors were invited to ask Airport staff questions about the project and were offered the opportunity to visit the project site.
 - All bids must be submitted no later than July 10, 2014, and construction is anticipated to begin in late August, 2014 for a November 2014 completion.
 - This project will consist of the rehabilitation of approximately 7,000 linear feet of Taxiway A pavement, from TWY A1 to the ARINC taxilane (just south of TWY A4). Key construction elements in this project include: a temporary taxilane construction, asphalt milling, asphalt paving, crack repair and pavement striping.
 - In addition to the aforementioned work, the Airport may include the following additive alternates to the scope of the project:
 - Rehabilitation of Taxiway A2
 - Sealcoat and restriping of Taxiway A, from the ARINC taxilane (just south of TWY A4) to TWY A7

- Construction of an infield vehicle service road (VSR) between TWY A3 and the ARINC taxiway.

Note: The addition of these additive alternates is contingent upon the bid results.

- ETU Offices for TSA

- Art C. Klein Construction, Inc. (the contractor selected for this project) began on-site construction on June 16th and has already completed 60 to 70% of the interior framing work. Project completion is anticipated to be in late August or early September.

- Premier Lounge (John McGinley)

- All design and construction documents were completed and finalized in mid-June.
- Airport staff will solicit price quotes from prospective contractors and gather all information for review by July 7th and award a contract by mid-July.
- Construction is anticipated to begin in mid-July for a completion in late August.

D. Director's Report – John McGinley on behalf of Dan Gallagher

- John started by informing the Advisory Commission of the reason behind Dan Gallagher's absence from the meeting. Mr. Gallagher was absent because he traveled to Edmonton, AB, Canada to attend the Airports Council International – North America's (ACI-NA) 2014 Jump Start Marketing and Communication Conference. This conference is part of the ACI-NA's Air Service Development Program, a premier airline-to-airport program designed to bring airports and airlines together to briefly discuss air service development opportunities in various communities. Mr. Gallagher is attending this meeting with John Schulz, the Airport's Finance and Administration Analyst, and will brief the Advisory Commission on items discussed and learned at this conference during next month's AAC meeting.
- John informed the Advisory Commission that on June 23, 2014, Airport staff presented two items to the Colorado Springs City Council. The first item was a resolution to authorize the Mayor to accept and execute a loan from the Colorado Department of Transportation State Infrastructure Bank-Aviation Division in the amount of \$2,336,000 to fund Passenger Facility Charge (PFC) projects at the Colorado Springs Airport. The second item was a resolution authorizing submission of PFC Application #20 to the Federal Aviation Administration, increasing the total PFC funds to be collected for capital improvements at the Airport. Upon City Council's approval, the Airport will hold an Air Carrier Consultation meeting (typically held 30 – 45 days after formal notification and submittal of information) in which each air carrier will provide a written certification of agreement or disagreement with the proposed PFC application.
- Per Dan Gallagher's request, John McGinley asked the Advisory Commission to briefly comment on the Commercial Aeronautical Zone (CAZ) development meeting with El Paso County Board of Commissioners. Peggy Littleton, Liaison Airport Advisory Commissioner representing El Paso County, briefly spoke and told the Advisory Commission that the meeting went very well, and added that she does not see any opposition from her colleagues regarding the 1% County Sales and Use tax reduction. She further commented on the matter and said that this endeavor is critically important to assist in improving the economy of the City of Colorado Springs, and she is excited to lead this effort with the County Commissioners.

VI. OTHER BUSINESS

- A brief award ceremony was held during this meeting where Troy Stover, Airport Operations and Maintenance manager, along with Casey Parker, Airport Operations Supervisor, commended the following individuals for their leadership in organizing, managing and coordinating the full-scale mass casualty exercise conducted on May 9, 2014:

From Left to Right (see picture)

- Erin Duran
- Tobi Blanchard
- Ed Garner
- Gerald Eastman



They were each given a Taxiway Light Lamp with customized engraved name plate as a token of appreciation for their contribution to the mass casualty exercise.

- Lindsay Rose, the AAC's legal advisor, handed out copies of the updated AAC 2014 Member Handbook she had been working on for the past few weeks and briefly explained its content to the commissioners.
- Lindsay also told the Advisory Commission that she has begun revising the legislative rules and procedures of the Airport Advisory Commission, especially the rules pertaining to the telephone participation policy. She informed all commissioners that she will meet with David Andrews, City Council legislative Attorney, and Samantha Gunther, Assistant to Council, to further discuss these issues. She will inform all commissioners of her findings at the next AAC meeting.
- Lindsay told commissioners that she is also working on clarifying the role that Alternate Commissioners play in the AAC and explicitly stated that per City Code §§1.2.902, Alternate Commissioners "**shall not:**
 - Substitute in the absence of a regular member or be counted toward a quorum.
 - Vote in any matter as an alternate.
 - Participate in the discussion of the board, committee or commission.
 - Participate in any closed executive sessions (Ord. 11-18)."

City Code §§1.2.902 also states the reason why Alternate Commissioners are appointed, which is "*to gain experience by observing the board or commission.*"

Commissioners will review the updated member handbook and provide feedback accordingly.

- Heather Lenard, Airport Marketing and Communications manager, informed everyone that the Airport would launch its new and improved website on Friday, June 27, 2014.

VII. COMMISSIONERS' COMMENTS

- Commissioner Littleton thanked Airport staff for the very informative Airport site tour held on June 9, 2014, where El Paso County Commissioners along with other County and City officials were invited by Dan Gallagher to learn more about the Airport as well as the Commercial Aeronautical Zone.
- Commissioner Littleton also thanked and commended Airport staff for the well-coordinated mass casualty exercise help on May 9, 2014, and added that she would like to see the Airport work on suggested areas of improvement such as communication among participating agencies.
- Commissioner Baker informed the Advisory Commission that he has accepted a position at Denver International Airport (DIA) as Senior Director for Airport Infrastructure Management. Mr. Baker asked for an ethics review by the City and County of Denver regarding his involvement in the Colorado Springs Airport Advisory Commission and was granted permission to continue to participate as a voting member of the AAC. Just like he did with the City and County of Denver, Mr. Baker asked AAC Legal Advisor Lindsay Rose for an ethics review to check whether or not the City of Colorado Springs has any issues with his participation in the AAC while working for DIA. Lindsay Rose will conduct a legal analysis of this issue and provide feedback accordingly.

VIII. CHAIRMAN'S COMMENTS

- Chairman Thornton informed the Advisory Commission that the long-awaited meeting between the Airport Advisory Commission (AAC) and the Colorado Springs City Council has finally been scheduled for June 26, 2014. This meeting is a result of a conversation between Chairman Thornton, Vice-Chairman Biancur and City Council President Pro Tempore Merv Bennett, where they discussed commissioners' roles and responsibilities in the AAC as well as facilitating communication between the City Council and the AAC. This meeting will be held at the Colorado Springs City Hall and will have at least eight (8) people in attendance, namely Chairman Thornton, Vice-Chairman Biancur, Commissioner Elliott, and five members of the Colorado Springs City Council. Commissioner Thornton will brief the Advisory Commission about this meeting with City Council members during the July 23, 2014 AAC meeting.

IX. ADJOURNMENT

No further business was presented to the commission, and the meeting was adjourned at 4:23pm.

These minutes were prepared by:

Jerry Dimandja
Airport Planning and Development Analyst
Colorado Springs Airport