



**MINUTES**  
**Airport Advisory Commission**  
**September 24, 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:** Jason Harris – Alternate Commissioner  
John Maier – Alternate Commissioner

**NON-VOTING MEMBERS ABSENT:** Rob MacDonald – Liaison Commissioner  
Peggy Littleton – Liaison Commissioner

**CITY STAFF PRESENT:** Dan Gallagher – Aviation Director  
John McGinley – Assistant Director of Aviation, O&M  
Sam Schneiter – Construction Manager  
June Eveland – Accounting Manager  
Britt Haley – Legal Advisor  
Kristine Andrews – Environmental Health & Project Specialist  
Heather Lenard – Marketing and Communications Manager  
Jerry Dimandja – Airport Planning and Development Analyst

**GUESTS PRESENT:** Russ Moran – Paradies Shops  
Kevin Booth - CABA  
Nathan Lavin – Airport Intern  
Brian Faulkner – Airport Intern  
Rick Hoover – Citizens Transportation Advisory Board (CTAB)  
Wayne Heilman – Gazette  
Radhika Jablonski – Airport Accounting Supervisor  
Patsy Buchwald – Paradies Shops

**The next meeting is Wednesday, October 15, 2014**

## **I. APPROVAL OF THE AUGUST 27, 2014 MINUTES**

Chairman Thornton asked whether all commissioners reviewed the August 27, 2014 Airport Advisory Commission meeting minutes. There were no corrections or suggestions and the meeting minutes were unanimously approved.

## **II. INTRODUCTION OF GUESTS**

Brian Faulkner – Airport Intern  
Nathan Lavin – Airport Intern  
Russ Moran – Paradies Shops  
Patsy Buchwald – Paradies Shops  
Kevin Booth - CABA  
Rick Hoover – CTAB  
Wayne Heilman – Gazette  
Radhika Jablonski – Airport Accounting Supervisor

June Eveland (Airport Accounting Manager) officially introduced the newly hired Airport Accounting Supervisor, Radhika Jablonski. Ms. Jablonski briefly told the Advisory Commission about herself and her previous experience in Accounting.

## **III. PUBLIC COMMENT**

There were no public comments.

## **IV. NEW BUSINESS**

### **A. Land Use Review – Kristine Andrews**

- **Item #1 – CPC MP 02-00254-A3MJ14, CPC CP 14-00081, CPC ZC 14-00080**
- **Item #2 – AR DP 14-00499, AR FP 14-00503**
- **Item #3 – AR CM2 14-00505**
- **Item #4 – AR FP 14-00508**
- **Item #5 – Non-Bucksliip item from City Planning**
- **Item #6 – CPC DP 72-171-A6MN14, AR FP 14-00529**
- **Item #7 – AR CM3 14-00555**
- **Item #8 – VR-14-005**
- **Item #9 – PPR-14-015**
- **Item #10 – PPR-14-018**
- **Item #11 – PPR-14-019**

Airport staff reviewed eleven (11) new land use items in September: 7 items in the City and 4 in the County.

Airport staff made a no objection recommendation for all 11 items.

After a discussion on the two tabled items from the Land Use report, the Advisory Commission suggested that Kristine Andrews check with County planners on the status of those items and report her findings to the Commission accordingly.

A motion was made to accept Airport staff's no objection recommendation for all items with the provision that Kristine Andrews checks with County planners on the status of the tabled items. This motion was seconded by Commissioner Baker. There were no objections or suggestions and all items were unanimously approved.

## **V. STAFF REPORTS**

### **A. Planning and Development – Sam Schneider**

#### **Design and Planning Phase Projects:**

- Rehabilitation of TWY E, G & H Phase V
  - Phase 2 of this project is well under way and consists 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.
  - Phase 2 concrete paving operations have been completed, and the contractor is currently working on Taxiway Edge Lighting, Joint Sealants and pavement markings. This phase is scheduled to be completed on October 5, 2014.
  - The last phase of E, G and H Phase V will begin immediately after the Phase 2 completion for duration of 17 calendar days, starting October 6, 2014 for an October 22, 2014 completion.
  - This last phase will consist of the re-striping of airfield markings on Runway 17L-35R and will require the closure of Runway 17L-35R, Taxiway F (north of TWY B) and portions of Taxiway E for the entire 17 calendar day duration. However, Taxiway E, from south of Taxiway B to the A/DACG ramp will remain open during this phase.
  
- Taxiway A – Partial Rehabilitation
  - 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).
  - Phase 2 of this project consisting of milling, paving and pavement marking operations between Taxiway A1 and the Pro Aviation taxilane began on September 9, 2014. It is currently scheduled for a September 27, 2014 completion.
  - Phase 3 of this project is scheduled to begin immediately after Phase 2 and will consist of milling, paving and pavement marking operations between the Pro Aviation taxilane a few feet South of Taxiway A2 for a duration of 16 calendar days.
  
- ETU Offices for TSA
  - The project has been substantially completed as of September 12, 2014, and the retrofitted space has been turned over to the TSA. The latter plans to move in and have the new offices fully operation within the first week of October 2014.
  
- Premier Lounge
  - John McGinley briefed commissioners on the Premier Lounge project and told them that the contractor is working on the final stages of the project. The contractor will complete all the work on Friday, October 3, 2014 and will then hand over the space to the Airport. A Grand Opening event is scheduled for Monday, October 6, 2014.

### **B. Finance and Administration**

#### **Traffic Report: July 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](http://www.flyCOS.com).

#### **Finance Report: July 2014 – June Eveland**

- Total Earned Revenue is reported to be 22% above budget for the month of July and 3.6% below budget year-to-date.

- Total Expenditures are 2.3% below budget for the month of July and 6.1% below 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.

### **C. Operations and Maintenance – John McGinley**

- John informed the Advisory Commission that since the month of May, the Airport has been receiving noise complaints from a local resident who lives in the County, east of Black Forest road, under the Runway 17L Localizer, 1.8 miles outside the Outer Marker. This resident has filed approximately 50 noise complaints since the month of May pertaining to noise and security concerns due to aircrafts flying right over her house. John told the committee that he tried to explain to this resident why aircrafts were flying over her house and gave her details pertaining to the 65 DNL noise contour, the Airport Overlay Zone, the role of the Airport Advisory Commission, etc. John's purpose in discussing this matter was to inform Commissioners that Airport staff has tried its best in responding to this resident's concerns and avoid accusations from anyone who might accuse the Airport of ignoring this issue.
- The Airport recently conducted its annual snow removal workshop, where Airport Operations and Maintenance staff was gathered to review procedural items in preparation for the upcoming snow season.
- John ended his briefing by informing the Advisory Commission that the General Aviation Pilot Briefing that the Airport planned on hosting in October 2014 has been postponed to November 2014.

### **D. Director's Report – Dan Gallagher**

- Dan Gallagher started by informing the Advisory Commission that the Airport is officially registered as an Aviation Development Zone. This means that any aeronautical firm or business choosing to relocate and/or expand in designated areas around the Airport with ten (10) or more employees will receive tax incentives such as a \$1,200 tax credit per employee. This program is very much tied to the Airport's Commercial Aeronautical Zone (CAZ) program and ignited high demand or interest from various aviation firms looking to relocate at the Airport.
- In response to the Business Park Request for Proposal issued in July 2014, the Airport received and reviewed proposals from Master Developers interest in developing the Cresterra Business Park. Airport staff held interviews with the shortlisted candidates and will soon announce the Master Developer selected from the shortlist.
- The Airport is currently renovating the road intersecting with Aviation Way just south of the JetCenter entrance. Work involved in this renovation project includes:
  - Xeriscaping
  - Planting deciduous and coniferous trees along this road
  - Cabling work to assist in installing an IT infrastructure and distributive architecture
  - Renovating and preparing the 15 acre parcel south of this road for future development.
- Based on discussions from last month's meeting regarding the application for a second SIB loan, Dan distributed copies of the second SIB loan letter of support for Commissioners to review. This letter details the Airport Advisory Commission's support of the Airport's intent to apply for a second SIB loan, and upon Commissioners' unanimous approval of the letter of support, Chairman Thornton will sign it to indicate that the Airport Advisory Commission fully supports the Airport in its effort to apply for this loan.

- Last month, Commissioners were informed that the Airport was working on a proposal as a response to the RFP the AOPA recently issued to solicit input from Airports and aviation communities interested in hosting its 2015 Regional Fly-in event. One requirement in this RFP was for Airports to provide letters of support from the Airport Manager, a local FBO, and the local Airport's Advisory Commission or Board. Dan requested a letter of support from the Advisory Commission to fulfill this requirement from the AOPA's RFP.

## **VI. OTHER BUSINESS**

There were no comments and discussions during this segment of the meeting.

## **VII. COMMISSIONERS' COMMENTS**

Commissioner Elliott informed the Advisory Commission that Meadow Lake Airport Runway would be closed at night from 8pm to 6am on Monday September 29 and Tuesday September 30, 2014 for coring and boring, and Runway lights would be out of service on those two nights.

## **VIII. CHAIRMAN'S COMMENTS**

- Chairman Thornton contacted City Council Administrator Eileen Gonzalez and received confirmation that City Council members were expecting him to give a presentation to them on the Airport Advisory Commission's roles and responsibilities. Chairman Thornton received some guidance from Ms. Gonzalez regarding what he should present to City council. Mr. Thornton is preparing another presentation for City Council and is currently receiving feedback from Commissioners who have reviewed the content of his presentation.
- During the meeting, the Advisory Commission decided that the October AAC meeting would occur on October 15, 2014 and the November meeting on November 19, 2014. The Airport Advisory Commission does not plan to have a meeting during the Month of December. However, if a meeting in December is necessary, it would occur on December 17, 2014.
- Chairman Thornton ended his briefing by informing Commissioners that the Airport Advisory Commission Chairman election will occur in the November timeframe.

## **IX. ADJOURNMENT**

No further business was presented to the commission, and the meeting was adjourned at 4:25pm.