



MINUTES
Airport Advisory Commission
February 25, 2015

COMMISSIONERS PRESENT: Dave Elliott – Vice-Chairman
Mark Baker
Tom Hayden
Randy Courduff
Steve Janitell
Dr. Chris Thornton

COMMISSIONERS ABSENT: Andi Biancur - Chairman

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

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

CITY STAFF PRESENT: Dan Gallagher – Aviation Director
June Eveland – Accounting Manager
Sam Schneider – Design and Construction Manager
Kristine Andrews – Environmental Health & Project Specialist
Britt Haley – Legal Advisor
Heather Lenard – Marketing and Public Relations Manager
Jerry Dimandja – Financial Analyst

GUESTS PRESENT: Brian Faulkner – Airport Intern
Rick Hoover – Citizens Transportation Advisory Board (CTAB)
Wayne Heilman – Gazette
Patsy Buchwald – Paradies Shops
Alex McKean - RS&H
Nate Lavin – Airport Intern

The next meeting is Wednesday, March 25, 2015

I. APPROVAL OF THE JANUARY 28, 2015 MINUTES

Vice-Chairman Elliott called the meeting to order and asked whether all commissioners reviewed the January 28, 2015 Airport Advisory Commission meeting minutes. There were no corrections or suggestions and the minutes were unanimously approved.

II. INTRODUCTION OF GUESTS

Brian Faulkner – Airport Intern
Rick Hoover – CTAB
Wayne Heilman – Gazette
Patsy Buchwald – Paradies Shops
Alex McKean – RS&H
Nate Lavin – Airport Intern

III. PUBLIC COMMENT

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

IV. NEW BUSINESS

A. Land Use Review – Kristine Andrews

Airport staff reviewed five (5) new land use items in February 2015: (3) items in the City and (2) in the County.

Airport staff made a no objection recommendation for all five (5) items.

Commissioner Courduff made the motion to accept Airport staff's no objection recommendation for all five (5) new land use items. The motion was seconded by Commissioner Baker, and all items were unanimously approved.

V. STAFF REPORTS

A. Planning and Development – Sam Schneiter

Design and Planning Phase Projects:

Sam briefed commissioners on the status of the following projects:

- Terminal Apron and Trench Drain System rehabilitation.
- ETU Renovation project to accommodate a new tenant.
- Cooling Tower project.

B. Finance and Administration

Traffic Report: December 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: December 2014 – June Eveland

- Total Revenue was reported to be **10.2% above** budget for the month of December and **0.7% below** budget year-to-date.
- Total Expenditures are **13.9% below** budget for the month of December and **6.0% 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 – Dan Gallagher

Dan briefed commissioners on the following Operations and Maintenance-related topics:

- Snow Removal
- Pilot Briefing
- AOPA Regional Fly-in
- Airstrip Attack
- Xeriscaping project

D. Director’s Report – Dan Gallagher

Dan briefed the Advisory Commission on the following topics:

- USO Update
- West side Hangar developments
- Sierra Nevada Corporation (SNC) update
- Potential tenant moving into ETU
- City Council items regarding Passenger Facility Charges (PFC) Application #21 and Lease Term Guidelines

VI. OTHER BUSINESS

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

VII. COMMISSIONERS’ COMMENTS

There were no comments from other commissioners.

VIII. CHAIRMAN’S COMMENTS and ADJOURNMENT

There were no further comments from Vice-Chairman Elliott and the meeting was adjourned at 3:57 pm.