



**COLORADO SPRINGS
AIRPORT**

**MINUTES
Airport Advisory Commission
Wednesday, January 23, 2019
3:00PM – 5:00PM
Colorado Springs Airport, Conference Room B**

COMMISSIONERS PRESENT: John Maier – Chairman
Bill Nichols – Vice Chairman
Andi Biancur - Commissioner (conference call)
Hal Ellis – Commissioner
Aaron Wood – Commissioner
Chic Myers – Commissioner

COMMISSIONER ABSENT: David L. Couch – Commissioner

**NON-VOTING
MEMBERS PRESENT:** Tamara Hunziker – Alternate Commissioner
Councilor Andy Pico – City Council Representative
Councilor Yolanda Avila – City Council Representative (arrived later)
County Commissioner Stan VanderWerf – Liaison Commissioner

CITY STAFF PRESENT: Greg Phillips – Director of Aviation
Michael Gendill – Legal Advisor
Ivette Rentas – Customer Relations Coordinator
Kevin Keith – Aviation Planner
Tom Roisum – Accounting Manager
Josh Stone – Air Service Development Manager
Steven Gaeta – Airport Design & Construction Manager
Brett Miller – Assistant Director of Aviation (arrived later)
Troy Stover – Assistant Director of Aviation

GUESTS PRESENT: Bob Sedlacek – Paradies
Patsy Buchwald – Paradies
Wayne Heilman – The Gazette

I. **MEETING CALLED TO ORDER at 3:04PM JANUARY 23, 2019 by CHAIRMAN MAIER**

II. **APPROVAL OF THE DECEMBER 19, 2018 MINUTES**

Commissioner Ellis moved to approve the December 19, 2018 Meeting minutes. Commissioner Wood seconded.

Discussion: None

VOTE: **Approved (Unanimous).**

APPROVAL OF THE JANUARY 9, 2019 SPECIAL MEETING MINUTES

Commissioner Wood moved to approve the January 9, 2019 Special Meeting minutes. Vice Chairman Nichols seconded.

Discussion: None

VOTE: **Approved (Unanimous).**

III. **INTRODUCTION OF GUESTS**

IV. **COMMUNICATIONS**

- By unanimous consent, the City Code of Ethics Training (item VII. Other Business) was moved on the agenda and will follow the completion of the Chairman's Comments (item IX).

V. **PUBLIC COMMENT**

- None

VI. **NEW BUSINESS AND REPORT ITEMS**

A. Land Use Review – Kevin Keith

Airport staff presented and discussed eight (8) Land Use Items. Six (6) items were in the City and two (2) were in the County.

There was a brief discussion regarding Land Use Item #3, City of Colorado Springs, AR FP 18-00858 and AR DP 18-00408, (the request for approval of the Sands Filing No.1 subdivision plat), some additional recommendations were proposed.

Chairman Maier asked Michael Gendill for clarification on what an Aviation easement provides the City and/or El Paso County when recorded against a property. Michael stated that the language is effectively the same language as approved by the Federal Aviation Administration (FAA) and permits certain activities within the covered area. Easements are recorded on the plat rather than against individual lots.

Commissioner VanderWerf asked why land use items that were at a seven (7) to eight (8) miles distance from the airport were being included as land use review items. Chairman Maier replied that City Ordinances require any portion of a land use item which lies within the defined Commercial Airport Overlay District be reviewed by the Airport Advisory Committee (AAC).

Commissioner Maier asked about the location of transmission lines associated with Land Use Item #7, El Paso County, AASI-18-006 (the request for approval of a 60MW solar energy facility in Fountain). County Commissioner VanderWerf offered that the El Paso County Commission had reviewed and voted five (5) to zero (0) in the affirmative yesterday to approve this facility. The plant will utilize existing transmission lines.

A question was raised on Land Use Item #8, El Paso County, TWR-18-005, (the request for approval of a modification to an existing wireless tower located in Fountain), whether a new FAA Form 7460-1 Notice of Proposed Construction or Alteration would be required. The Airport will check to determine if a new FAA Form 7460-1 needs to be submitted and also that appropriate lighting is included with the planned tower height extension.

Commissioner Nichols moved to recommend approval on all eight (8) land use items submitted to the Commission by airport staff. Commissioner Woods seconded.

VOTE: APPROVED (Unanimous)

Discussion: The Commission questioned the use of Aviation easements, as well as a planned “task force” proposed to address the concerns of potential airport encroachment. Greg Phillips stated that the airport is in the process of bringing a planning consultant onboard who will look at this and other planning matters. The Airport will look at establishing a task force of local stakeholders that will consider potential airport encroachment concerns. Greg Phillips stated that the goal of the task force will be to look at how encroachment affects all members of the community and how we move forward to ensure protection of the airport and the rights of all stakeholders.

B. Director’s Airport Business Report

- Airport/Airfield construction report – Steven Gaeta reviewed several construction report completion date revisions.

Commissioner Ellis asked what was going to be done with the completed IT Master Plan and how the capital expenditures associated with that plan would be sequenced. Vice Chairman Nichols discussed the various aspects of the completed plan. Greg Phillips offered additional comments of how the plan would be budgeted. Troy Stover commented that the budgeting strategy to implement the IT Master Plan objectives is a work in progress. Once that strategy has been developed, the airport is committed on briefing the Commission on the IT Master Plan implementation strategies.

Alternate Commissioner Hunziker asked Greg Phillips if the airport currently had a three (3) to five (5) year strategic plan in place. Greg Phillips stated there was not. The Airport has a Master Plan (2013), but not a separate strategic plan. He stated the basic strategic plan is to grow commercial service, grow the business park, and the west side development. Commissioner Ellis suggested that it might be prudent to ask where the airport plans to be in three (3) to five (5) years and develop that plan in addition to any planning being done in conjunction with the Airport Master Plan.

Troy Stover shared that the scope of the Airport Master Plan had not yet been established. The Airport Master Plan will contain information required to be funded by the FAA. The Plan could contain analysis and other information funded locally to address some of the questions being posited. A rate analysis for the airport must be completed during 2019 and a consultant will be retained by the Airport to conduct that analysis. Because the cost of the consultant is less than \$100,000, the selection task does not appear on the monthly Airport/Airfield Construction report. New airline/air carrier use and lease agreements must be negotiated and completed in 2020.

Commissioner Woods asked for a projected completion date of the Deicing Pad. Troy Stover stated that the Forest Service wanted to fly aircraft out of the facility in May/June 2020. Airport plans to have their portion of design completed by the end of 2019. An agreement still exists between the Airport and the Forest Service to conduct operations from the A/DACG area in 2019.

- Airline Data Analysis Report – Josh Stone
 - A new data format for the Airline Data report was presented to the Commission. The Commissioners agreed to utilize the new format for future meetings. Commissioner Ellis recommended one change to the “Total Passenger” data block heading. The Commission was all in agreement that the previous data format will no longer be included in future AAC meeting packets. The previous format will continue to be presented to the media and the public.
- COS Financial Report – Due to the year-end audit, there are no financial reports for the month of December 2018 or January 2019.

VII. **COMMISSION MEMBERS’ COMMENTS**

- County Commissioner VanderWerf commented on the USS Arizona exhibit dedication tentatively scheduled on April 24, 2019 at the Airport. The exhibit is planned as a long-term temporary exhibit and additional information is forthcoming.

VIII. **CHAIRMAN’S COMMENTS**

- Vice Chairman Nichols and Chairman Maier will be attending the Colorado Aeronautical Board (CAB) and the Colorado Airport Operators Association (CAOA) meeting in Denver on the 28th and the 29th of January 2019.
- Commissioner Biancur will be presenting a “Land Use Encroachment” briefing to the CAO on January 29, 2019.
- City Council will soon begin the interviewing process to fill the open Alternate Commissioner vacancy.
- Chairman Maier excused guests if they didn’t wish to stay for the City Code of Ethics Training by Michael Gendill.

IX. **OTHER BUSINESS**

- City Code of Ethics Training – Michael Gendill

X. **ADJOURNMENT**

Chairman Maier called the meeting adjourned at 5:11PM.

The next meeting date is **Wednesday, February 27, 2019**