



**COLORADO SPRINGS
AIRPORT**

**MINUTES
Airport Advisory Commission
Wednesday, August 22, 2018
3:00PM – 5:00PM
Colorado Springs Airport, East Terminal Unit**

COMMISSIONERS PRESENT: Andi Biancur – Chairman
John Maier – Vice Chairman
Hal Ellis
Bill Nichols
Aaron Wood
David L. Couch

NON-VOTING MEMBERS PRESENT: County Commissioner Stan VanderWerf – Liaison Commissioner
Chic Myers – Alternate Commissioner County Commissioner
Tamara Hunziker – Alternate Commissioner

NON-VOTING MEMBERS ABSENT: County Commissioner Peggy Littleton – Liaison Commissioner
Councilor Andy Pico – City Council Representative
Councilor Yolanda Avila – City Council Representative

CITY STAFF PRESENT: Greg Phillips – Director of Aviation
Michael Gendill – Legal Advisor
Jennifer Harwig – Corporate Outreach Specialist
Ivette Rentas – Customer Relations Coordinator
Chris Touch – Design & Construction Manager
Kevin Keith – Aviation Planner
Aidan Ryan – Marketing & Communications Manager
Tom Roisum – Accounting Manager
Stephen Hughes – Analyst
Troy Stover – Assistant Director of Aviation
Brett Miller – Assistant Director of Aviation

GUESTS PRESENT: Bob Sedlacek – Paradies
Dave Elliott – Meadow Lake Airport
Mark Gebhart – El Paso County Planning
June Waller – CTAB

The next meeting date is Wednesday, September 26, 2018

I. APPROVAL OF THE JULY 25, 2018 MINUTES

There was discussion with the AAC members regarding the July 25, 2018 meeting minutes.

Commissioner Nichols moved to accept the July 25, 2018 meeting minutes as amended and Commissioner Couch seconded. Unanimous vote.

II. INTRODUCTION OF GUESTS

III. PUBLIC COMMENT

Dave Elliott, Meadow Lake Airport

- Dave Elliott explained that he is still working with El Paso County on the Master Plan for Meadow Lake Airport.
- The commission was reminded of the KFLYIN scheduled for the weekend of September 14 – 16.
- County Commissioner VanderWerf shared that the Front Range Airport has been designated as a horizontal spaceport facility by the Federal Aviation Administration. The State of Colorado now officially has a spaceport and the City of Colorado Springs has agreed to be the command and control for that facility.

IV. NEW BUSINESS

Land Use Review – Kevin Keith

Airport staff reviewed and discussed six (6) new land use items, including four (4) items in the City and two (2) in the County.

The Commissioners agreed Land Use Item #1 be amended with the verbiage below to be added:

Upon accepting residency within Towne East, all adult residents and occupants shall be required to sign a notice in which the tenant acknowledges that Towne East lies within an Airport Overlay Zone and is located less than 2 miles from Colorado Springs Municipal Airport and may, at times (24 hours per day), experience noise and other activities and operations associated with aircraft and the Airport.

County Commissioner VanderWerf asked the Commission if anything has been put in writing regarding how they would like to deal with encroachment. Chairman Biancur handed County Commissioner VanderWerf a point paper he put together, explaining the concerns of possible airport restriction due to future encroachment. The Commissioners' intent is to discuss the concerns with the City Planning Commission and to reach out to the County at a later date.

Vice Chairman Maier mentioned that in last month's meeting, as reflected in the minutes, City Councilor Pico shared the possibility of City Council action on an ordinance. If it were to move forward, this might mean an opportunity for the County and the City to work together on a permanent solution regarding notification to the public of about the ramifications of owning or occupying a residence near the airport.

Chairman Biancur asked for a clarification on the verbiage of land use item #2, regarding "Conditions of Record". Kevin Keith indicated that he will research this term and return with a response at a later time.

Chairman Biancur inquired if office space would be included in land use item #6, the expansion of the Woodford Manufacturing facility. Although the expansion was outside of the 65 DNL (Day-Night Sound Level) noise contour, the expansion area is within close proximity of the contour. The AAC considered recommending that, if office space was to be included, additional noise dampening materials should be added to the build. Kevin Keith replied, El Paso County Planner, Lisa Peterson, indicated there would be no office space within the expansion area.

Vice Chairman Maier asked if an ordinance is passed once the Planning Commission has approved it, is it ex post facto for anything that has been previously approved even though it's not yet built. Legal Counsel Michael Gendill said no, ordinances are passed to regulate future activity, unless specifically meant to be ex post facto and that such laws are usually found invalid. Laws are usually enforced from the time the ordinance is passed forward and you can't go back. Anything that is grandfathered in would have fallen outside the ordinance at that point in time.

Vice Chairman Maier asked if the Federal Aviation Administration (FAA) had any guidelines. Troy Stover responded that the FAA did not involve themselves in land use or regulating land use off of airport property. The FAA counts on the local jurisdiction to follow the federal regulations.

Commissioner Ellis expressed additional concerns about the lighting for land use item #4, the Kum & Go convenience store planned for development at the intersection of Airport Road and Troy Hill Road. The specific concern is about the lighting at the facility and the 20ft branding sign that will be placed on the site. The concern was the possibility of disorientation to pilots seeing the large Kum & Go sign (lighted red) on approach to the runway.

Commissioner Ellis made a recommendation to approve land use items #1, 2, 3 & 5. Commissioner Nichols seconded. Commissioner Ellis made a motion to table land use items #4 & 6 until the September 26, meeting. This was seconded by Commissioner Nichols.

V. STAFF REPORTS

A. Design and Construction – Chris Touch

Greg Phillips shared that the intent of remodeling the airport is to open up, bring more lighting inside, and to modernize the terminal. A portion of the terminal flooring is being replaced with terrazzo [tile] and the remaining portion will have carpet. The airport staff has been working with the architect and designers to develop a positive experience for our passengers.

Vice Chairman Maier asked how much of the remodeling taking place in the terminal was being funded from the airport's budget. Chris Touch responded that the final architectural plans have been completed and everything is out for bid.

County Commissioner Stan VanderWerf expressed his appreciation for the airport's ability to take the unfortunate event of the terminal fire and use the opportunity to conduct this terminal update.

- Terminal Construction Fire Recovery - Bryan Construction continues to work on the following areas:
 - 3rd floor administrative offices and back offices for United/SkyWest. These areas are scheduled to be turned over to the airport on 8/31/2018.
 - Bristol/Novo restaurants. These are being redesigned by the tenant, SSP. The airport is working with SSP to define an agreed upon schedule for reopening.
 - Terminal Modernization for construction of the 2nd floor is scheduled to be substantially complete November 15, 2018. The first floor is anticipated to complete 1Q 2019.
- West Side Lavatory Facility – Construction is now approximately 95% complete.
- Wind Damage - Terminal Roof Replacement – Final determination for the cause of the fire has been issued. The airport will be contracting with a new roofing company to complete the project and certify the roof for warranty.
- RAC Parking Resurfacing (Design/Construction) – Design was completed June, 2018. The Invitation for Bid is in procurement review for the resurfacing of the rental area center parking lots. Anticipate construction to begin September 2018.
- Rehabilitate Taxiway G & Terminal Connectors Phase 2 [Construction] – the FAA grant has been received. Taxiway M Construction is anticipated to begin in August, with a 65 day Period of Performance. Phase II of Taxiway G to begin April 2019 with an 85 day Period of Performance.
- Engineer of Record – Proposals have been received. We received 5 responses from various companies, which are currently being reviewed.
- Planning Consultant of Record – Request for Proposal is being finalized and solicitation will be advertised in August.
- Solar Covered Valet Parking Design/Construction - Request for Proposal is in procurement review for 40 spaces of solar covered parking in the valet parking lot. Anticipate construction to begin September/October 2018.
- Chiller #1 Replacement – A partial notice to proceed has been approved to order the new chiller as well as complete pre-installation work. Anticipate chiller delivery in August and installed in October.
- IT Master Plan - Longview continues to work with the airport staff as well as City IT in the development of the IT Master Plan.
- Deicing Pad (Design) - This will be a multi-use ramp that will be used for deicing of aircraft in the winter and by the US Forest Service to support firefighting activities in the summer. Vice Chairman Maier asked if the

deicing pad would replace deicing on the ramp? Chris Touch replied that the deicing pad will supplement and not replace deicing on the ramp.

- Rehabilitate Taxiways G and Terminal Connectors Phase 3- Design/Construction - Design completed in July. Bids for construction have been received and are being evaluated for compliance. Construction is anticipated to begin April, 2019.
- Main Terminal Escalator Replacement - Request for information is being developed for companies to propose hardware and a phasing plan to replace 5 escalators.

A. Operations and Maintenance – Brett Miller

- The airport staff attended the Surplus Auction at the Denver International Airport (DIA) and purchased three pieces of equipment. The following was purchased by the airport:
 - A 2006 tandem plow truck (to replace a 1990 plow truck).
 - 2003 plow truck.
 - A landside snow blade to replace one that was damaged last season.
- The airport spent \$37,500.00 dollars purchasing the equipment. The Division of Aeronautics, through their equipment grant program, is refunding the airport \$24,750.00, leaving our cost at \$12,750.00. After selling the 1990 plow truck, the airport might have purchased the equipment at no cost.
- The Communication Dispatch Center's crash phone will be replaced with a 400 MHz system and expected to be up and running by the end of September.
- On September 5 and September 12, airport staff will begin training on a snow plan and snow equipment for the 2019 snow season.
 - The first week of October, the airport will begin to meet with the airline managers and prepare for the upcoming snow season.
 - The airlines and airport will work on updating any changes that may have taken place within their organization.
- The first phase of Veoci has been implemented and is currently working side by side with the legacy system. At this time everything seems to be coming along.

B. Finance and Administration

Traffic Report/Air Service: July 2018 – Stephen Hughes

A summary of passenger enplanements, seats and load factors for each airline was provided, along with a summary of aircraft operations. All monthly Traffic Reports are available at <https://www.flycos.com/monthly-traffic-reports>.

Troy Stover questioned the figures for the operations of the General Aviation which is showing a decrease of 48% for the month of July 2018. Stephen Hughes is going to do some research and verify the report.

Troy mentioned that 99.9% of the returning passengers on Frontier Airlines are residents of Colorado Springs. Stephen Hughes and Aidan Ryan are working together to come up with a plan to best market airport travel.

Chairman Biancur shared his concerns of the financial impact on the airport if Frontier Airlines were to discontinue flying into the Colorado Springs Airport. Greg Phillips shared that, at the present time, the airport has a strong financial position and does not depend on the revenue it receives from Frontier Airlines.

Vice Chairman Maier asked if the airport had reached out to Mountain View Aeromotive in Alamosa and offered any incentives to potentially bring their business to the Colorado Springs Airport. Troy Stover has met with Mountain View and they expressed no interest in moving down to the Colorado Springs Airport at this time. Troy Stover and Dana Jackson attended the MRO (Maintenance, Repair, and Overhaul) Americas Convention in Orlando, FL and met with a company that is currently showing interest in occupying space on the west side, possibly an Aircraft Maintenance Facility.

Vice Chairman Maier has requested slides be added to the Business Items section that show what projects are taking place on the west side. Troy Stover will have slides prepared and ready to view for future AAC Meetings.

Alternate Commissioner Chic Meyers stated that currently there is no charter operator based in Colorado Springs. It would be beneficial for the Fixed Base Operator (FBO) to bring on a Charter Operator to the airport.

Finance Report(s): July 2018 – Tom Roisum

Summaries of Total Revenues and Expenses for the month of July were provided and reviewed for questions.

C. Air Service – Greg Phillips

- The airport's system wide load factor is currently averaging 85%. In discussion with Frontier, Daniel Shurz, Senior Vice President, Commercial for Frontier Airlines, has indicated that Frontier's seasonal flights are currently planned to return during the months of April – November 2019.
- The airport has selected a new Air Service Development Manager with over 10 years of experience. He will be formally introduced at a later date.

D. Business Items – Greg Phillips

- As of Monday, August 23, the airport began using the Veoci software system. Operations can now process electronic inspections, generate maintenance work orders, and keep track of airport inventory through this system.
- The final bond the airport is currently holding is expected to be paid off by the end of the year. Once the bond has been paid, the airport will be debt free.

E. Marketing Report – Aidan Ryan

- Website - June to July traffic was up 51.75% (48,400 users)

F. Director's Report – Greg Phillips

- Dick Janitell has been selected for the Colorado Hall of Fame. The induction will be held on October 13, 2018 at the Lakewood Country Club in Denver, CO.
- The vote on the Metro District will be held on August 26. This will enable funding for the infrastructure in the Business Park and the other undeveloped areas of the airport.

VI. OTHER BUSINESS

- None

VII. COMMISSIONERS' COMMENTS

- County Commissioner Stan VanderWerf mentioned the Air Space Defense Team; component of the Chamber of Commerce. The Chamber of Commerce will meet with the community to assist with the engagement of companies for direct recruiting.
- Alternate Commissioner Myers passed around a letter that the Aeronautics Board sent to Senator Bennet. The Chairman has authorized Commissioner Myers to pass along the letter to voice the support for the FAA's reauthorization.

VIII. CHAIRMAN'S COMMENTS

- Chairman Biancur announced the resignation of Commissioner Jason Harris and stated it will initiate a selection of an Alternate Commissioner to move up into the vacant position. Jacquelyn Puett, Assistant to Council at the City of Colorado Springs is working on it and the reappointment process is ongoing. The Alternate Commissioners will go in front of City Council on August 28, 2018.
- Chairman Biancur shared that the Joint Land Use Study meeting is expected to be held in September or October 2018. The Policy Committee and Technical Committee will be meeting together. The schedule for the meeting will be provided at a later date.

IX. ADJOURNMENT

Commissioner Nichols moved to adjourn, seconded by Commissioner Couch. Unanimous vote.

The meeting was adjourned at 5:33pm.