



**COLORADO SPRINGS  
AIRPORT**

**MINUTES  
Airport Advisory Commission  
Wednesday, May 27, 2020  
3:00PM – 5:00PM  
(Via Teleconference)  
Teams Meeting**

**COMMISSIONERS PRESENT:** John Maier – Chairman  
Bill Nichols – Vice Chairman  
Hal Ellis – Commissioner (arrived later)  
Michelle Ruehl – Commissioner (arrived later)  
Chic Myers – Commissioner (via phone, arrived later)  
Aaron Wood – Commissioner  
David L Couch – Commissioner (via phone)

**NON-VOTING  
MEMBERS PRESENT:** Mark Volcheff – Alternate Commissioner  
Councilor Andy Pico – City Council Representative

**NON-VOTING  
MEMBERS ABSENT:** Bill Murray – City Council Representative  
County Commissioner Stan VanderWerf – Liaison Commissioner  
County Commissioner Mark Waller – Liaison Commissioner  
Dave Elliott – Meadow Lake Airport Liaison

**CITY STAFF PRESENT:** Greg Phillips – Director  
Michael Gendill – Legal Advisor  
Troy Stover – Assistant Director of Aviation  
Brett Miller – Assistant Director of Aviation  
Ivette Rentas – Customer Relations Coordinator  
Kevin Keith – Aviation Planner  
Steven Gaeta – Design & Construction Manager  
Aidan Ryan – Marketing & Communications Manager  
Dana Schield – Communications Specialist II  
Christina Bonewell – Analyst II

**GUESTS PRESENT:** Brian Potts – PPACG (JLUS)  
Mike Shafer – Peterson Air Force Base  
Other attendees via phone were unknown

I. **MEETING CALLED TO ORDER at 3:00PM MAY 27, 2020 by CHAIRMAN MAIER**

II. **APPROVAL OF THE FEBRUARY 26, 2020 MEETING MINUTES**

Vice Chairman Nichols made a motion to recommend approval of the May 27, 2020 meeting minutes. Commissioner Couch seconded.

Discussion: None

VOTE: **APPROVED (Unanimous, Roll Call Passed 4 Yes).**

III. **INTRODUCTION OF GUESTS**

IV. **COMMUNICATIONS**

- None

V. **PUBLIC COMMENT**

- None

VI. **NEW BUSINESS AND REPORT ITEMS**

A. **Land Use Review** – Kevin Keith

Kevin Keith presented twelve (12) Land Use Items.

Vice Chairman Nichols made a motion to recommend approval of Land Use Items #1, #2, #3, #4, #5, #6, #7, #8, #9, #10, #11, and #12 as presented to the Commission at the May 27, 2020 meeting. Commissioner Couch seconded.

Discussion: None

VOTE: **APPROVED (Unanimous, Roll Call Passed 5 Yes).**

B. **RetoolsCOS** – Greg Phillips/Kevin Keith

The City of Colorado Springs Planning Department has launched the RetoolCOS project to update Chapter 7 Zoning and Subdivision regulations.

Greg Phillips mentioned Jviation had completed the full scope and is currently working on a Draft Analysis and Land Use Study for the Master Plan. Because of the current restrictions that are in place, the airport is finding it a challenge to set up meetings with the public and focus groups.

Chairman Maier distributed module I Public Draft to the Commission via email for review. Vice Chairman expressed his concerns for the complexity of the document and is relying on airport staff and Jviation to assist with reaching a greater level of understanding.

The Chair voiced his opinion about the significant impact and how updating the code could provide a good opportunity to incorporate noise mitigation proposals into the code revision.

Due to time sensitivity, Councilor Pico suggested a meeting to discuss RetoolCOS should be held sooner rather than later. The Commission will hold a Special Meeting the week of June 15 to discuss RetoolCOS. Additional details forthcoming.

Chairman Maier expressed his appreciation to Brian Potts, PPACG, for the thoughtful process the Joint Land Use Study (JLUS) works well with the airports has undertaken in addressing the RetoolCOS initiative.

### C. Director's Airport Business Report

- Project Status Report – Steven Gaeta
  - A few projects remain on hold until the financial impact of the epidemic can be fully determined.
  - First floor modernization is close to completion.
  - All five escalators have been replaced and operational.
  - The south main elevator shaft had to be replaced and is expected to be fully functional by the end of June 2020.
  - US Forest Service Apron/Deicing Pad construction is scheduled to be completed by the end of July 2020.
  - The Global Super Tanker is no longer based out of COS.
  - IT Virtualization is moving forward. The new server has been installed and Airport IT will begin migrating on May 25.
- Traffic Trend Report – Greg Phillips
  - Enplanements were down 93.8% for the month of April 2020.
  - On April 18, 96 individuals went through the TSA checkpoint. Compared to an average day in April 2019 which had 2,156 people.
  - For the month of May, the airport is averaging approximately 287 passengers per day. On May 22, 525 individuals went through the TSA checkpoint.
  - The airport continues to work with Mike Boyd, Air Service Consultant regarding future air travel.
- COS Financial Report – Christina Bonewell
  - Due to COVID-19, April revenue dropped 50% lower than originally forecasted. Revenue was down \$940K for the month of April.
  - During the month of April Parking Revenues down \$526K, Airfield Revenues down \$60K, Retail Gift down \$33K, Rent Car Privileges down \$230K lowest than a three year historical trend.
  - Operating expense savings have been gained by reducing costs related to travel, machinery and equipment purchases, marketing expenses, facility and grounds maintenance, utilities and professional services.
  - Based on the COVID-19 crisis, the airport is anticipating a \$5.4M loss for the year 2020.
  - As a result of taking early measures, the airport will have \$2.7M in expense savings by the end of the year.
  - The Request for Reimbursement (RFR) from the Cares Act Funding is anticipated to be submitted the first week in June.
  - By the end of 2020, the airport will review the budget and possibly release some of the projects that have been placed on hold.
- Airport Business Development Report – Greg Phillips/Troy Stover
  - Due to the current COVID-19 incident, the Colorado Springs Airport Full Scale Exercise (Phoenix Rising III) was cancelled. Airport Administration is working with the Federal Aviation Administration (FAA) to reschedule for October 2020.
  - Discussions of a 20,000 sq. ft. hanger development for COS Owners continues.
  - A small lean-to is being added to a Sierra Nevada hangar.
  - The Keith Corporation is constructing a 32,000 sq. ft. hanger for Sierra Nevada.

- The airport has partnered with Sierra Nevada to improve the taxi lane to accommodate wider aircrafts. Bids came in below engineers estimate and meet the financing requirement for Sierra Nevada.
- US Forest Service/Deicing Pad construction is moving forward. The airport is currently working on an Operational Agreement.
- Discussions of a retail/gas station development on the South of Milton E Proby has initiated.
- Discussions of a 10 acre ground lease for the development of a 125,000 sq. ft. office space continues.
- Project Jungle is complete and the construction of Project Rodeo is moving forward.
- Discussions of Project Paradise are moving forward. Additional information forthcoming.
- Airport staff is in discussion with a developer regarding a letter of intent for a 5 acre, single story office building on Embraer Heights. Construction is anticipated to begin in July 2020.
- Discussions of a 300,000 sq. ft. distribution center on Peak Innovation Parkway is moving forward.
- A developer is displaying interest on approximately 70 acres of Industrial Speculative Development at the business park.
- Currently there is approximately \$15M of construction taking place in the business park.
- Due to the COVID-19 discussions of development plans for two (2) hotels have been placed on hold. Additional information forthcoming.
- Airport staff and Urban Frontier are planning to meet with the Commission and City Council regarding P3 legal document.
- By the end of June 2021, development in the business park will bring an additional 2,000 jobs to the community.
- Chairman Maier queried whether any of the projects are being contemplated as future land sales or P3 developments vs Long Term Lease agreements. Those discussions are still in the preliminary stages.

**D. COVID 19 Update – Greg Phillips**

- As COVID-19 remains fluid, the airport is maintaining the cleanliness of the terminal and maintaining the health of the staff.
  - As of May 18, all COS employees are required to have their temperature screened before entering the building.
  - Employees must wear a face mask while in the public area.
  - Some of the airport tenants are requiring their employees to wear face mask and have installed plexiglass on their counter tops for additional protection.
  - Signs encouraging social distancing and wearing a mask have been placed around the terminal.
  - Currently above 50% of airport staff have returned to work. The return of a full staff isn't anticipated until July.
  - All concession on the public side remain closed. But, coffee and grab-n- go snacks are available from the vending machines.
  - On the concourse, Travel Mart and the Food Court remain open. Tables have been moved around to create social distancing.

**E. Chairman's Report**

- None

**VII. OTHER BUSINESS**

- Colorado Aeronautical Board Update (as required) – Commissioner Myers

American Airlines applied to the US Department of Transportation (DOT) and requested to terminate current flights from several mountain airports that they serve from Dallas Fort Worth (DFW). The request for termination has been denied, but several destination are being consolidated.

VIII. **COMMISSION MEMBERS' COMMENTS**

- Commissioner Myers shared that there is a visual increase of Charter Operators leaving from Aspen into Denver International Airport.
- Commissioner Couch mentioned that he too noticed a positive increase of Charter Flights.
- Commissioner Wood mentioned that the West Side Business Park employees are continuing safe practices by wearing mask, cleaning and sanitizing, and maintaining safe social distance. Although there has been an increase in traffic, the number of Charter Flights remain low.
- Commissioner Ellis mentioned the continued growth of interest in General Aviation (GA) flight training.

IX. **CHAIRMAN'S COMMENTS**

- Chairman Maier called for a Special Meeting on June 16, 2020 to further discuss RetoolCOS. Additional information is forthcoming.
- Chairman Maier expressed his appreciation to JLUS for their involvement with the Commission and working with the Colorado Springs Airport.
- Chairman Maier will be out of town from June 19 through the end of the month and will not be at the June 24, 2020 AAC meeting. Any questions or request for changes should be directed to Vice Chairman Nichols.

X. **ADJOURNMENT**

The meeting was adjourned at 4:47PM.

The next meeting date is Wednesday, June 24, 2020