MEETING AGENDA
CITIZENS' TRANSPORTATION ADVISORY BOARD
Meeting Date: Thursday July 13, 2017 at 2:30 PM
Location: Transit Administration, 1015 Transit Dr. Large Conference Room

I. Call to Order/Establish Quorum/Introductions
   Brian Risley

II. Citizen Comment
    Audience

III. Approval of Summary
   April 4, 2017 Special Meeting Summary
   Action: Recommendation
   Brian Risley
   May 2, 2017 Meeting Summary
   Action: Recommendation
   Brian Risley

IV. Consent Items (review/discuss if called off consent)
   Brian Risley
   A. Public Works Dashboard
   B. Transit Report
   C. PPRTA CAC Monthly Reports
   D. ATAC Report
   E. Airport Advisory Commission Report

V. New Business
   Kate Brady
   A. ATAC Term Limits
      Action: Recommendation
   B. Bike Parking Ordinance
      Action: Recommendation
   C. PPRTA CAC Appointment
      Action: Recommendation
   D. CTAB 2nd Vice Chair Appointment
      Action: Recommendation
   Brian Risley

VI. Old Business
   Tim Roberts
   A. CTAB Vacancy Update
      Action: Discussion

VII. Staff and Board Members Communications
     Brian Risley

VIII. Next Meeting Schedule and Topics
      Brian Risley

IX. Adjournment
     Brian Risley

Definitions:
Presentation – the act of presenting information with Board discussion/clarification following, no formal decisions are to be made.
Briefing – a short summary of information with no discussion, but the Board may ask for clarifications on specific issues.
Recommendation – the formal action by the Board for recommendation/rejection/other action of a proposal.
Discussion – the act of discussing/considering a topic by the Board, but no formal decisions are to be made.
SUMMARY
JOINT CITIZENS' TRANSPORTATION ADVISORY BOARD and ACTIVE TRANSPORTATION ADVISORY COMMITTEE Meeting
Meeting Date: Tuesday April 4, 2017 at 4:00 PM
Location: Transit Administration, 1015 Transit Dr. Large Conference Room

I. Call to Order/Establish Quorum/Introductions
   • Joint CTAB and ATAC Meeting was called to order at 4:02 pm

II. Citizen Comment Audience
   • None

III. New Business
   A. ATAC History, Role and Responsibilities
      CTAB Chair Brian Risley and ATAC Chair Jim Ramsey briefly described the history and importance of the Active Transportation Advisory Committee and its role as an advisory committee to the CTAB. Mr. Roberts discussed additional history including the Bicycle Advisory Committee (BAC), the staffing of the committees, and the role of the ATAC as approved by City Council.
      Discussion included a need to improve communications between the two committees. CTAB representative to the ATAC Horst Richardson has improved the communication between the two committees. There is a desire to include a CTAB report back to the ATAC, especially how their recommendations are addressed.
      There was discussion on improved direction from the CTAB to the ATAC. It was decided the ATAC would develop a proposed Work Plan and present it to the CTAB. The board will then approve/modify to meet their needs. One thing the Work Plan should include is the review of the existing Complete Streets Policy and to develop a recommendation on how to improve it.
      It was also decided that there should be an Annual Meeting between the CTAB and ATAC to help build the relationship between the two committees. The meeting should be structured to ensure that both committees are meeting the needs of each other as well as celebrating their success.
      Communications, the work plan, and other task specific items will be discussed at the meeting to determine whether additional changes are warranted.

IV. Old Business
   None.

V. Communications
   ATAC Chairman Ramsey brought up the need to replace the two open seats on ATAC.

VIII. Adjournment
   Meeting adjourned at 5:39 pm.
MEETING SUMMARY
CITIZENS’ TRANSPORTATION ADVISORY BOARD
Meeting Date: Tuesday May 2, 2017 at 2:36 PM
Location: Transit Administration, 1015 Transit Dr. Large Conference Room

I. Call to Order/Establish Quorum/Introductions
   • Meeting was called to order at 2:36 pm

II. Citizen Comment Audience
   • None

III. Approval of Minutes – April 4, 2017 Meeting Minutes
   • Action: Kyle Blakely motion for approval/Scott Barnhart second; Motion passed unanimously

IV. Consent Items (review/discuss if called off consent)
   A. Public Works Dashboard
   B. Transit Report
   C. PPRTA CAC Monthly Report
   D. ATAC Report
   E. Airport Advisory Commission Report (February)
   • No items were pulled for discussion

V. New Business
   ATAC Term Limits and Open Seat Direction
   • Chairman Risley summarized the discussion from the Joint CTAB and ATAC April meeting where one of the actions was to establish term limits for ATAC members. Collaboration between staff and both CTAB Chairman Risley and ATAC Chairman Ramsey developed an approach where the ATAC would self-regulate establishing their term limit appointments with the CTAB stepping in if common ground can’t be found. CTAB discussion ensued which included discussion of how vacancies must follow the City guidelines to fill open positions.
   Action: Horst Richardson motion for approval/Tony Gioia second; Motion passed unanimously

Bike to Work Day

   • Kate Brady introduced June 28 as Bike to Work Day. She discussed changes from this year and previous years as Transit no longer leads the effort. Other significant changes are a reduction in funding. As a result, the City will be using a decentralized model with multiple small breakfast stations along popular bike routes. Stations will have sponsors from different businesses and organizations around the community. There will also be a Mayors ride separate from the Bike to Work Day ride so that people can focus on their more regular routes rather than the one primary location. Kate reviewed a map of the planned breakfast locations. Discussion included the Colorado Springs Bike Map, how it might be improved for reproduction, and it being a potential work plan task for the ATAC.
   Action: Discussion Only
VI. Old Business

Plan COS Update

- Carl Schueler introduced the Colorado Springs Comprehensive Plan update called Plan COS. The focus of the presentation focused on the aspirational elements of the Comp Plan. Carl provided background information related to the previous adoption including a potential update to the Intermodal Transportation Plan beginning in 2018/19. He discussed feedback from surveys conducted for the plan and from where in the community the feedback was derived. Key input is that the community should “Take care of what we got” first. Other key feedback related to the CTAB role is commuter rail to Denver, improved East West mobility, improved transit, and ensure a usable multi-modal system is established. There was extensive discussion regarding the intricacies of commuter rail between Denver and Colorado Springs. There was also extensive discussion about growth and growth boundaries.

Action: Discussion Only

VII. Staff and Board Members Communications Brian Risley

Kate Brady mentioned the Bike Master Plan Public Meeting being held on May 3, 2017.

VIII. Next Meeting Schedule and Topics Brian Risley

- PPRTA CAC Membership and Second Vice-Chair replacement for Steve Murray
- ATAC Term Limits

IX. Adjournment Brian Risley

Meeting adjourned at 3:58 pm.
CONSENT
ITEMS
Consent Items
Fund Status as of May 31, 2017

Encumbered - Funds have been obligated by contract or purchase order, but not paid.
GM - Indicates pending Grant Match commitment.
Encumbered Funds have been obligated by contract or purchase order, but not paid.

GM - Indicates pending Grant Match commitment.

*Encumbered - Funds have been obligated by contract or purchase order, but not paid.*
City Engineering Projects as of May 31, 2017

*Encumbered - Funds have been obligated by contract or purchase order, but not paid.
GM - Indicates pending Grant Match commitment.
Bike Tax Projects as of May 31, 2017

*Encumbered - Funds have been obligated by contract or purchase order, but not paid.*

*GM - Indicates pending Grant Match commitment.*
DATE: June 16, 2017

TO: City of Colorado Springs Citizens' Transportation Advisory Board
    Pikes Peak Rural Transportation Authority Citizens' Advisory Committee
    Pikes Peak Rural Transportation Authority Board
    City of Colorado Springs Transit Passenger Advisory Committee

FROM: Brian Vitulli, Transit Planning Supervisor

SUBJECT: Monthly Mountain Metropolitan Transit (MMT) Update

Ridership figures have not been FTA audited.

I. SERVICES

Local Routes
Mountain Metropolitan Transit (MMT) local routes provided 282,817 one-way trips during May of 2017. Service ran 31 out of the 31 days in May (22 weekdays, 4 Saturdays, 4 Sundays, and 1 holiday). Ridership in 2017 shows an increase of 8.06% as compared to the same month in 2016, which had one less weekday and one additional Sunday. Total ridership for May, 2016 was 261,720. The boardings-per-revenue-service-hour rate for May, 2017 is higher than it was in 2016, which indicates an increase in system efficiency.

<table>
<thead>
<tr>
<th></th>
<th>May, 2016</th>
<th>May, 2017</th>
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<tbody>
<tr>
<td>Weekday Service — Ridership</td>
<td>222,134</td>
<td>236,787</td>
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<td>Saturday Service — Ridership</td>
<td>22,335</td>
<td>26,143</td>
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<tr>
<td>Sunday Service — Ridership</td>
<td>17,251</td>
<td>19,887</td>
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<tr>
<td>Revenue Service Hours</td>
<td>13,306</td>
<td>13,987</td>
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<tr>
<td>Boardings per Revenue Service Hour</td>
<td>19.7</td>
<td>20.2</td>
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</table>

Local Fixed-Route Ridership by Month

1015 Transit Drive • Colorado Springs, Colorado 80903
T: 719-385-7433 • F: 719-385-5419
www.coloradosprings.gov • www.mmtransit.com
**ADA Service**

MMT's "Metro Mobility" (A.D.A.) service transported 14,330 passengers in May, 2017 which was a 3.89% increase compared to ridership from the same month in 2016. As with fixed-route, there were 31 service days (22 weekdays, 4 Saturdays, 4 Sundays, and 1 holiday) in the month. It is MMT's policy to limit ADA-required service due to its high per-trip cost but to do so in compliance with ADA and FTA regulations.

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<thead>
<tr>
<th></th>
<th>May, 2016</th>
<th>May, 2017</th>
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</thead>
<tbody>
<tr>
<td>Weekday Service – Ridership</td>
<td>13,221</td>
<td>13,545</td>
</tr>
<tr>
<td>Saturday Service – Ridership</td>
<td>390</td>
<td>531</td>
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<tr>
<td>Sunday Service – Ridership</td>
<td>182</td>
<td>254</td>
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<tr>
<td>Revenue Service Hours</td>
<td>7,422</td>
<td>6,516</td>
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<tr>
<td>Boardings per Revenue Service Hour</td>
<td>1.9</td>
<td>2.2</td>
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**Metro Mobility Ridership by Month**

**Vanpools**

The Metro Rides Vanpool program had 24 vanpool vans operating during May and 150 total invoiced participants. There were 3,948 one-way trips reported, which was a 14.75% decrease from the ridership in May, 2016.

<table>
<thead>
<tr>
<th></th>
<th>May, 2016</th>
<th>May, 2017</th>
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</thead>
<tbody>
<tr>
<td>Weekdays – One-Way Trips</td>
<td>4,466</td>
<td>3,944</td>
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<tr>
<td>Saturdays – One-Way Trips</td>
<td>75</td>
<td>4</td>
</tr>
<tr>
<td>Sundays – One-Way Trips</td>
<td>90</td>
<td>0</td>
</tr>
<tr>
<td>Revenue Service Hours</td>
<td>1,237</td>
<td>1,370</td>
</tr>
<tr>
<td>Riders per Revenue Service Hour</td>
<td>3.7</td>
<td>2.9</td>
</tr>
</tbody>
</table>

**Metro Rides Vanpool Ridership by Month**
II. PROJECTS

**Downtown Transit Station Relocation:**

The Downtown Transit Station Relocation Study’s preliminary report, as well as updated details and project information can be found on the project website: [www.coloradosprings.gov/MetroStation](http://www.coloradosprings.gov/MetroStation).

The Mayor-appointed steering committee has been meeting the past several months this spring to review the final three (3) feasible sites identified in the Study and making a recommendation for a preferred site to move toward construction. The Committee will present their recommendation to the Mayor in early July.
1. Call to Order
Chair Jim Godfrey established a quorum, read the objectives of the Committee, and called the meeting to order at 1:30 p.m.

2. Approval of the Agenda
Dr. Null made a motion to approve the agenda, seconded by Mr. Tom Rogers. The motion carried unanimously.

3. Public Comment
There were none.

4. Approval of Minutes from the April 5, 2017 Regular Meeting
Ms. Joan Lucia-Trees made a motion to approve the April 5, 2017 meeting minutes, seconded by Mr. Tom Vierzba. The motion carried unanimously.

5. Financial Reports
Ms. Beverly Majewski, Pikes Peak RTA Financial Manager, provided the monthly financial report. In February, the PPRTA received $7,408,862 in Sales and Use Tax receipts, which was $942,953 above the amended monthly budget.

6. 2017 Capital, Maintenance, and Public Transportation Contracts
A. City of Colorado Springs
The City of Colorado Springs requested a positive recommendation for the following contracts:
1) Transit Mix of Colorado Springs, Maintenance/PPRTA II, PPRTA Maintenance: $100,000.00
2) Pete Lien & Sons, Maintenance/PPRTA II, PPRTA Maintenance: $100,000.00
3) Martin Marietta Materials, Maintenance/PPRTA II, PPRTA Maintenance: $100,000.00
4) Precision Concrete Cutting, Maintenance/PPRTA II, PPRTA Maintenance: $50,000.00
5) Bobcat of the Rockies, Maintenance/PPRTA II, PPRTA Maintenance: $500,000.00
6) Faris Machinery, Maintenance/PPRTA II, PPRTA Maintenance: $500,000.00
7) MacDonald Equipment, Maintenance/PPRTA II, PPRTA Maintenance: $500,000.00
8) Titan Machinery, Maintenance/PPRTA II, PPRTA Maintenance: $500,000.00
9) Wagner Equipment, Maintenance/PPRTA II, PPRTA Maintenance: $500,000.00
10) AECOM, Capital/PPRTA I, PPRTA/Capital: $608,119.00

The City of Colorado Springs requested a positive recommendation of the following walk-on contracts:
11) Lucky Dog, Capital/PPRTA II, PPRTA/Capital: $80,698.50
12) Tczak Heavy Equipment, Maintenance/PPRTA II, PPRTA Maintenance: $188,216.24
Committee members voiced concerns about the five equipment rental contracts detailing less information about types of equipment being rented through the contracts, and the lack of preparation from city staff when questioned about it at the meeting. Committee members feel there is a lack of transparency and requested city staff to add an itemized equipment list to review in the future. Mr. Tom Vierzba made a motion to bifurcate contracts #5-9 and recommend approval of contracts #5-9 with the condition that the amount for those contracts be reduced to $100,000 with a 30-day limit before recommending the full amount, seconded by Ms. Cheryl Everitt. The motion carried unanimously. Ms. Cindy Tompkins made a motion to recommend approval of contracts #1-4 and #10-12, seconded by Mr. Brian Wess. The motion carried unanimously.

7. Member Governments and Other Reports
A. City of Colorado Springs Transit Services Monthly Update
Mr. Brian Vitulli, Transit Planning Supervisor, provided the monthly update, including ridership statistics and agency updates.

B. City of Colorado Springs Monthly Change Order and Property Acquisition Report
This was an information item.

8. Administrative Actions and Reports
A. Report of Recent Board Actions
This was an information item.
B. Board Policy #10 Transportation Capacity Reduction
Committee members debated options for Board Policy #10. Mr. Carlos Perez spoke and requested the CAC to consider recommending the Board remove Board Policy #10. Mr. Reb Williams recommended the following wording for Board Policy #10, seconded by Ms. Joan Lucia-Treese:

Member entities proposing a PPRTA maintenance or capital improvement construction project that includes a vehicle-lane reduction component must present the project orally and in writing to the Board of Directors. The purpose of this policy is to keep members of the Board of Directors informed of transportation capacity reduction activities to better facilitate responses to public comments and questions.

The motion carried unanimously.

10. Agenda Topics for Next Meeting
II. Communications
Mr. Ken Prather shared information about a Copper Ridge Metro District project that added $36,617,000 of its own funds for the design and construction of Phase I of North Powers Boulevard to the FY2017-2022 TIP.

12. Adjournment
Mr. Jim Godfrey adjourned the meeting at 4:15 p.m.

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1. **Call to Order**
Chair Jim Godfrey established a quorum, read the objectives of the Committee, and called the meeting to order at 1:30 p.m.

2. **Approval of the Agenda**
Ms. Joan Lucia-Treese made a motion to approve the agenda, seconded by Mr. Tom Vierzba. The motion carried unanimously.

3. **Public Comment**
There were none.

4. **Approval of Minutes from the May 3, 2017 Regular Meeting**
Ms. Joan Lucia-Treese made a motion to approve the May 3, 2017 meeting minutes with the modification that the minutes reflect Mr. Reb Williams adjourned the meeting, seconded by Mr. Tom Vierzba. The motion carried unanimously.

5. **Financial Reports**
A. **Monthly Financial Reports**
Ms. Beverly Majewski, Pikes Peak RTA Financial Manager, provided the monthly financial report. In March, the PPRTA received $7,995,597 in Sales and Use Tax receipts, which was $725,474 above the amended monthly budget.

B. **Investment Committee Report**
Ms. Majewski presented the Investment Committee’s recommendation that the CAC recommend the Board approve the early withdrawal of one of the two $10 million dollar CDs and invest the funds in the PPRTA’s COLOTRUST Plus account. Mr. Reb Williams moved to recommend the Investment Committee’s recommendation, seconded by Ms. Cheryl Everitt. The motion carried unanimously.

C. **FY-2017 2nd Amendment to the Budget**
Ms. Majewski and member government staff presented the 2nd amendment to the budget and answered questions. Ms. Lucia-Treese moved to recommend approval of the 2nd amendment to the budget, seconded by Mr. Lawrence Tobias. The motion carried unanimously.

6. **2017 Capital, Maintenance, and Public Transportation Contracts**
A. **City of Colorado Springs**
The City of Colorado Springs requested a positive recommendation for the following contracts:
   1) Bobcat of the Rockies, Maintenance/PPRTA II, PPRTA Maintenance: $200,000.00
   2) Faris Machinery, Maintenance/PPRTA II, PPRTA Maintenance: $200,000.00
   3) MacDonald Equipment, Maintenance/PPRTA II, PPRTA Maintenance: $200,000.00
4) Titan Machinery, Maintenance/PPRTA II, PPRTA Maintenance: $200,000.00
5) Wagner Equipment, Maintenance/PPRTA II, PPRTA Maintenance: $200,000.00
6) ECC, Inc., Maintenance/PPRTA II, PPRTA Maintenance: $29,955.00
7) C&L Water Solutions, Maintenance/PPRTA II, PPRTA Maintenance: $25,255.20
8) TBD: Pikes Peak Ave. Surface Improvements, Capital/PPRTA II, PPRTA Capital: $600,000
   PPRTA $580,000 other
9) Even-Preiser Inc., Capital/PPRTA II, PPRTA Capital: $93,076.55
   PPRTA $179,371.50 other

Mr. Williams moved to recommend approval of the nine contracts with the condition that the contract funding limits for the five equipment rental vendors are an aggregate $200,000, not $200,000 in addition to the $100,000 approved by the CAC and Board in last month's meeting cycle. Mr. Vierzba seconded the motion. The motion carried unanimously.

7. Member Governments and Other Reports
A. City of Colorado Springs Transit Services Monthly Update
Mr. Brian Vitulli, Transit Planning Supervisor, provided the monthly update, including ridership statistics and agency updates.

B. City of Colorado Springs Monthly Change Order and Property Acquisition Report
This was an information item.

B. Quarterly Reports from Member Governments
This was an information item.

8. Administrative Actions and Reports
A. Report of Recent Board Actions
This was an information item.
B. Topics for Joint Meeting with the Board
Committee members would like to discuss backgrounds and introductions, the role of the PPRTA CAC for new Board members, how to streamline project processes, and other topics.

10. Agenda Topics for Next Meeting
Mr. Godfrey requested Mr. Corey Farkus come in for another update on 2C projects.

11. Communications
Mr. Godfrey explained that a student reached out wondering if committee members would be willing to complete a survey for her college project. Mr. Sonnenburg will share the link.

12. Adjournment
Mr. Jim Godfrey adjourned the meeting at 3:23 p.m.
<table>
<thead>
<tr>
<th>Present</th>
<th>Name</th>
<th>Agency/Affiliation</th>
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<tbody>
<tr>
<td>X</td>
<td>Mr. Scott Barnhart</td>
<td>Colorado Springs CTAB</td>
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<td></td>
<td>Mr. Tony Gioia</td>
<td>Colorado Springs CTAB</td>
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<tr>
<td>X</td>
<td>Ms. Joan Lucia-Treese</td>
<td>Town of Ramah</td>
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<tr>
<td>X</td>
<td>Mr. Ed Dills</td>
<td>El Paso County (HAC)</td>
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<td>X</td>
<td>Mr. Richard Williams, 1st Vice Chair</td>
<td>Town of Green Mountain Falls</td>
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<td>Ms. Cindy Tompkins</td>
<td>City of Manitou Springs</td>
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<td>X</td>
<td>Mr. Brian Wess (arrived at 1:39 p.m.)</td>
<td>Citizen-At-Large</td>
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<td></td>
<td>Dr. Jim Null</td>
<td>Citizen-At-Large</td>
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<td>X</td>
<td>Mr. Jim Godfrey, Chair</td>
<td>Citizen-At-Large</td>
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<td>X</td>
<td>Mr. Thomas Vierzba, 2nd Vice Chair</td>
<td>Citizen-At-Large</td>
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<td>X</td>
<td>Mr. Gene Bray</td>
<td>Citizen-At-Large</td>
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<td>X</td>
<td>Mr. Jake Michel</td>
<td>Citizen-At-Large-Alternate</td>
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<td>X</td>
<td>Mr. Tom Rogers</td>
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<tr>
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<td>Mr. David Chesnutt (arrived at 3:00 p.m.)</td>
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<td>X</td>
<td>Mr. Rick Hoover</td>
<td>Citizen-At-Large-Alternate</td>
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<td>X</td>
<td>Ms. Cheryl Everett</td>
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<td>Mr. Lawrence Tobias</td>
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<tr>
<td>X</td>
<td>Mr. Rick Sonnenburg</td>
<td>PPRTA Program/Contracts Manager</td>
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<tr>
<td>X</td>
<td>Ms. Beverly Majewski</td>
<td>PPRTA Financial Manager</td>
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<td>X</td>
<td>Staff of Member Governments and Citizens</td>
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ACTIVE TRANSPORTATION ADVISORY COMMITTEE MEETING

MINUTES

Meeting Date: May 16, 2017 at 5:00 pm
Location: City Administration Building, Room 102
30 S. Nevada Ave., Colorado Springs, CO 80901

1. Call to Order/Introductions: 5:07pm
   In attendance: Kate Brady, Jim Ramsey, Aubrey Day, Mark Hopewell, Joe Souvignier, Stephanie Surch
   Citizen: Steve Stivers

2. Citizen Comment
   No citizen comment

3. Approval of Meeting Summary
   Stephanie proposed amendments to the final section of the minutes to include more intentionally addressing “future agenda items” at each meeting and a statement about a viable map being the foundation for all of ATAC’s work moving forward. Jim agreed that we should be intentionally discussing next meeting’s agenda at the end of each meeting. Kate said, per Kathleen, that a comprehensive map is cost and update prohibitive and that we might consider other ideas such as section maps and other digital improvement possibilities. Transportation Engineering is currently working to provide the most up-to-date infrastructure to Google maps. Mark moved for approval with Steph’s amendments, Aubrey seconded. Approved unanimously.

4. Old Business
   a. Bike to Work Day/ Mayor’s Ride Discussion
      B2WD is June 28 from 6:00 – 9:00am. This year the event will feature 23 locations. Event registration will go live and a press release will come out on May 17. The Mayor’s Ride will be the morning of June 3 this year, and the route will run from University Village to Lincoln Center. Kate requested volunteers from ATAC for the Mayor’s Ride to act as ride marshals and for Bike to Work Day to ride around and check on stations. Steph commented that B2WD is a good example of tangible accomplishments and expressed interest in understanding how we replicate that productivity to other tasks and objectives of the ATAC. Aubrey suggested that a work plan allows for a pragmatic approach to objectives and that we may consider developing a work plan at the June meeting.
   b. Term Limits & Openings Recommendation
      ATAC has 8 active members, 6 of which have served for 3 years (Aubrey, Jim, Bonnie, Doug, Joe and Steph), 1 of which has served 1 year of a 3-year term (Mark) and 1 just starting a 3-year term (Horst – CTAB rep). According to the bylaws (follow the bylaws of CTAB), ATAC should have 9 active members including the CTAB representative. Those present agreed that there is a need to re-establish staggering among member terms by allowing current members to volunteer for 1-, 2-, or 3-year terms (3 of each) and filling
vacancies as needed with 3-year terms. Jim volunteered for a 1-year term. Aubrey and Steph volunteered for 2-year terms. Joe will think about what he wants to do, and Jim will talk to Bonnie and Doug about their preferences. An application process will open up for any remaining vacancies in June.

c. **Bike Master Plan Open House Discussion**
Kate wished to open up discussion of the master plan for members who were not able to attend the open house and for additional comments from attending members. It was estimated that 250 – 300 people attended the open house and that input, overall, was positive. There was some dissent expressed through comments. The voting exercise at the event will help to prioritize (chronologically) objectives of the plan and, in addition to comments and input from small-group meetings, may serve to eliminate or consider revision of some objectives. Citizen comment included a recommendation for an organized charrette for the public to see what’s possible and be educated on concepts that may otherwise be misunderstood. Next steps for the plan include the potential for additional stakeholder input, development of performance measures to have a draft in place by June.

5. **Staff and ATAC Communications**
Steph commented that she co-led a ride on the Legacy Loop with some visitors from Denver and that our amenities were very positively received – good to remind ourselves of the great things we do have going for us.

6. **Next Month Topics**
Development of a work plan for ATAC

7. **Adjournment**
Meeting adjourned at 7:12 pm.
COLORADO SPRINGS
AIRPORT

MINUTES
Airport Advisory Commission
Wednesday, May 24, 2017
3:00PM – 5:00PM
Colorado Springs Airport, Conference Room B

COMMISSIONERS PRESENT: Andi Biancur – Chairman
Randy Courduff – Vice Chairman
Tom Hayden
Steve Janitell
Bill Nichols
John Maier

COMMISSIONERS ABSENT: Hal Ellis

NON-VOTING MEMBERS PRESENT: County Commissioner Peggy Littleton – Liaison Commissioner
County Commissioner Stan VanderWerf – Liaison Commissioner (arrived later)
Steve Ducoff – Alternate Commissioner

NON-VOTING MEMBERS ABSENT: Jason Harris – Alternate Commissioner

CITY STAFF PRESENT: Greg Phillips – Director of Aviation
Kristine Andrews – Environmental Health & Project Specialist
Britt Haley – Legal Advisor
Jennifer Hatwig – Corporate Outreach Specialist
John Schulz – Senior Financial Analyst

GUESTS PRESENT: Adam Mayberry – Marketing & Communications Manager, COS
Chris Touch – Construction Project Manager, COS
Troy Stover – Assistant Director of Aviation
Aaron Wood – jetCenter
Tony Buckley – jetCenter
June Waller – CTAB
Tom Roisum – Accounting Manager
Wayne Heilman – Gazette
John Lee – Webster University
Chris Greene – RS&H
Alex McKean – RS&H

The next meeting date is Wednesday, June 28, 2017
I. APPROVAL OF THE APRIL 26, 2017 MINUTES

Commissioner Hayden made a motion to accept minutes from the April 26, 2017 meeting and Vice Chairman Courduff seconded. Unanimous vote.

II. INTRODUCTION OF GUESTS

Adam Mayberry – Marketing & Communications Manager, COS
Chris Touch – Construction Project Manager, COS
Troy Stover – Assistant Director of Aviation
Aaron Wood – jetCenter
Tony Buckley – jetCenter
June Walter – CTAB
Tom Roisum – Accounting Manager
Wayne Heilman – Gazette
John Lee – Webster University
Chris Greene – RS&H
Alex McKean – RS&H

III. PUBLIC COMMENT

• None

IV. NEW BUSINESS

A. Land Use Review – Kristine Andrews

Airport staff reviewed and discussed fourteen (14) new land use items in May 2017: nine (9) items in the City and five (5) in the County.

Commissioner Hayden made a motion to accept Airport staff’s no objection recommendation on all items. The motion was seconded by Vice Chairman Courduff. Unanimous vote.

V. STAFF REPORTS

A. Planning and Development – Chris Touch

Design and Planning Phase Projects Briefing:

• Cooling Tower – Project closed out.
• Family Restrooms – Anticipate completion by end of June, 2017.
• Twy N & P – Construction to begin in mid-August, 2017.
• Hail Damage | Skylights – Construction to begin June 19, 2017.
• FIDS & BIDS (Flight and Baggage Information Display Systems) replacement & upgrade – Bid has been awarded to INFAX, Inc. with work to be completed August 28, 2017.
• Wind Damage | Terminal Roof Replacement – IFB first week of June with completion in December, 2017.
• Asphalt Seal Coating on Milton Proby and Twy B – Bids out now with an anticipated completion in August, 2017.

B. Finance and Administration – John Schulz

Traffic Report(s): April 2017
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.
Finance Report(s): April 2017
Summaries of Total Revenues and Expenses for the month of April were provided and reviewed for questions.

Tom Roisum, COS Accounting Manager explained the annual report and audit are now complete.

C. Operations and Maintenance along with Planning and Development – Greg Phillips

- Full Scale Exercise “Freebird” occurred May 3rd with over 35 agencies and over 700 people involved. Awaiting after action report.
- Camera upgrades and replacement plans for the terminal and GA side are in prep and will include the addition of webcams that can be viewed on the Airport website.
- Updates have been made to the diversion plan to include a sensor system.
- Sam Schneiter is retiring in June. June 23rd is his last day.

D. Director’s Report – Greg Phillips

- Air Service – March 2017 had a 43% increase attributed to the addition of new flights.
- Sixel Consulting is finalizing the results of the leakage study over the coming weeks.
- Development
  - Cutter FBO Building – mid-late June, 2017 completion.
  - SNC – hangar going up and will be large enough to hold (3) C130’s.
  - Project Vector – in lease negotiations; preliminary thumbs up from FAA, will be advertised in the Federal Land Register, will net over $1M to Airport.
- Marketing Updates
  - Ongoing summer campaign and support for the new Frontier flights.
  - Upcoming inaugurals – June 11th & 12th, with media event on June 12th at 11:00a.
  - Frontier billboards downtown and surrounding Colorado Springs; COS billboards focused on Pueblo.
  - GA/Westside marketing and planning of a Summer Pancake Breakfast.
- Colorado Springs Chamber & Economic Development Corporation will hold their board meeting at COS on May 25th and a Business After Hours reception on June 15th.
- Pikes Peak Air Strip Attack is June 17th & 18th.

VI. OTHER BUSINESS

- County Commissioner Littleton invited all to join an upcoming cyber-attack meeting (logistics forthcoming.)
- County Commissioner VanderWerf provided an update on a county UAS contract of which two (2) have been selected.
- County Commissioner VanderWerf recommended Adam Mayberry and Amy Long of the CVB convene to discuss Aviation Tourism and Aviation Museums.
- The possibility of therapy dogs in the terminal is in the works and the program will be taken over by Adam Mayberry.

VII. COMMISSIONERS’ COMMENTS

- Commissioner Nichols shared brief Air Show updates to include: prepaid tickets available online and marketing of the event such as Facebook, posters and radio.

VIII. CHAIRMAN’S COMMENTS

- None

IX. ADJOURNMENT

Commissioner Nichols made a motion to adjourn and was seconded by Commissioner Maier. The meeting was adjourned at 4:15pm.
NEW

BUSINESS
ATAC Term Limits

ATAC has 8 active members, 6 of which have served for 3 years (Aubrey, Jim, Bonnie, Doug, Joe and Steph), 1 of which has served 1 year of a 3-year term (Mark) and 1 just starting a 3-year term (Horst – CTAB rep). According to the bylaws (ATAC follows CTAB’s bylaws), ATAC should have 9 active members including the CTAB representative. Those present agreed that there is a need to re-establish staggering among member terms by allowing current members to volunteer for 1-, 2-, or 3-year terms (3 of each) and filling vacancies as needed with 3-year terms. The final roster is as follows. An application process has been open for the remaining vacancies; no word yet on the results.

<table>
<thead>
<tr>
<th>Name</th>
<th>Term Length</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jim Ramsey, Chair</td>
<td>1 year</td>
</tr>
<tr>
<td>Bonnie Johnson</td>
<td>1 year</td>
</tr>
<tr>
<td>Doug Bursnall</td>
<td>1 year</td>
</tr>
<tr>
<td>Steph Surch</td>
<td>2 year</td>
</tr>
<tr>
<td>Aubrey Day</td>
<td>2 year</td>
</tr>
<tr>
<td>Mark Hopewell</td>
<td>2 year</td>
</tr>
<tr>
<td>Horst Richardson, CTAB Rep</td>
<td>3 year</td>
</tr>
<tr>
<td>Open</td>
<td>3 year</td>
</tr>
<tr>
<td>Open</td>
<td>3 year</td>
</tr>
</tbody>
</table>
1. Purpose: The purposes of this part of the Chapter are to ensure the provision, location, and design of off-street parking areas that accommodate bicycles. These standards are applied City-wide with the intent of lessening car-related congestion in the City by promoting bicycle commuting, and to promote the safety and general welfare of the community by encouraging the use of bicycles through the provision of adequate, convenient, and safe places for the parking of bicycles with sufficient security from theft and damage.

2. General Regulations: The following provisions for bicycle parking shall apply to all zones, except as otherwise specifically mentioned:
   
   a. Applicability: Bicycle parking spaces shall be provided in adequate numbers in accordance with this part. To determine the appropriate required parking, the Manager shall consider:
      
      i. New Development: All new buildings and structures erected or new uses established.
      
      ii. Alteration and Enlargement: When an existing building or structure or use is altered, enlarged, or expanded in a manner that expands the total gross square footage of buildings on a site. In this instance, the calculation for bicycle parking spaces shall be based on the additional motor vehicle parking spaces required or provided to serve the enlarged or expanded area, not the entire building or use.
      
      iii. Change of Occupancy: Any change of occupancy or manner of operation that would result in a requirement for more off-street motor vehicle parking spaces than the existing or most recent use. In this instance, the calculation for bicycle parking spaces shall be based on the additional motor vehicle parking spaces required or provided to serve the changed use, not include all the uses in a mixed use site.
      
      iv. Residential Uses: Bicycle parking spaces shall not be required in association with the following residential uses: single-family attached and detached dwellings, two-family dwellings, manufactured homes, and mobile homes. Bicycle parking spaces for residential uses not mentioned above shall be provided.

3. Definitions.
   
   a. Bicycle: A non-motorized vehicle with pedals, by which it is driven.

   b. Bicycle Parking Space, Off Street: An area on a lot or within a structure, which may be either public or private, and is intended for the parking of a bicycle(s). Bicycle parking spaces are defined by two categories:
      
      i. Class I: A Class I bicycle parking space, also known as a short-term bicycle parking space, is a bicycle parking space affording:
         1. parking for less than two hours;
         2. an easily accessible location;
         3. available for public use;
         4. may be sheltered or unsheltered; and
         5. affords a passive level of surveillance.
ii. Class II: A Class II bicycle parking space, also known as a long-term bicycle parking space, is a bicycle parking space affording:

1. parking for greater than two hours;
2. an easily accessible location;
3. may be available for public or private use;
4. all-weather protection within an approved enclosure, building, or structure; and
5. active or passive surveillance.

c. Bicycle Parking Racks: A bicycle parking rack is the physical facility intended to accommodate the parking of bicycles for individuals or as a shared storage unit. (Insert Illustration)

d. Separation Distance: The separation distance is the minimum distance between each bicycle parking space, which is intended to ensure adequate and convenient access to every bicycle when the parking rack is full. (Insert Illustration)

4. Bicycle Parking Design Standards: All bicycle parking spaces intended to meet the bicycle parking requirements of this part shall comply with all the applicable standards of this section.

a. Siting Requirements.

i. Location. Required bicycle parking spaces shall be provided on-site, unless otherwise authorized by the Manager in accordance with Section (Insert Section number for the Facilities Alternatives and Reductions section), and comply with the following:

1. Class I. Parking spaces shall be located within fifty (50) feet of the main entrance to the building. When a building has more than one primary entrance, Class I spaces should be split between building entrances.

2. Class II. Parking space shall be provided inside the principal building in a locker or designated room, under approved roof overhangs or awnings, in a bicycle locker, or within or under cover of an accessory structure. If an accessory structure is utilized for this type of bicycle parking space, the accessory structure shall be located within fifty (50) feet of the main entrance to the principal building.

3. Structured Bicycle Parking. In cases of structured motor vehicle parking on a site, accommodations for protected bicycle parking spaces shall be provided.

ii. Accessibility.

1. Bicycle parking shall be at least as conveniently located as the most convenient motor vehicle parking space, other than those spaces for persons of disabilities.

2. Afforded safe and convenient means of ingress and egress.

3. Bicycle parking shall not interfere with accessible routes of travel or accessible parking as required by the Americans with Disabilities Act of 1990.

iii. Lighting. All bicycle spaces shall be well-lighted to minimize theft, vandalism, and ensure adequate visibility.

iv. Signage. Where bicycle parking is not clearly visible from the street, legible reflective signs shall be permanently posted within ten (10) feet of a bicycle parking space or at
the street entrance to the building affording access to interior bicycle parking storage facilities to indicate the location of bicycle parking on the site.

b. Dimensions:
   i. Each bicycle parking space shall be a minimum seven (7) feet in length.
      1. Class II bicycle parking spaces may vary in length, and shall be approved by the City Traffic Engineer, or a designee.
   ii. The minimum width of each bicycle parking space shall be as follows:
      1. Class I bicycle parking spaces shall be a minimum of two (2) feet wide.
      2. Class II bicycle parking spaces may vary due, and shall be approved by the City Traffic Engineer, or a designee.
   iii. Each bicycle parking space shall be afforded a separate distance of no less than one (1) foot.

c. Anchoring or Securing: Each bicycle parking space shall be provided a bicycle rack permanently anchored to a foundation or structure, to which one wheel and the frame of a bicycle can be secured with one (1) user-supplied lock without the removal of either wheel.

5. Bicycle Parking Requirements: The required number of bicycle parking spaces shall be provide, unless otherwise determined, according to this section:
   a. Class I: One (1) bicycle parking space is required for each ten (10) provided or required motor vehicle parking spaces; however, not less than four (4) nor more than thirty (30) spaces shall be required on a given site.
   b. Class II: Required for all new development and provided in accordance with the following table:

<table>
<thead>
<tr>
<th>Use</th>
<th>Required Number of Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multi-Family Residential</td>
<td>One (1) space per ten (10) dwelling units</td>
</tr>
<tr>
<td>Commercial Uses</td>
<td>One (1) space per 20,000 square feet of gross floor area</td>
</tr>
<tr>
<td>Office Uses</td>
<td>One (1) space per 10,000 square feet of gross floor area</td>
</tr>
<tr>
<td>Industrial Uses</td>
<td>One (1) space per 25,000 square feet of gross floor area</td>
</tr>
</tbody>
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c. Fractions of Spaces: Where the computation of required bicycle parking spaces results in a fractional number, the fraction of 0.5 or less shall be rounded to the next lowest whole number and fractions greater than 0.5 shall be rounded to the next highest whole number.

6. Facilities Alternatives and Reductions:
   a. Alternatives:
      i. Class I bicycle parking spaces may be provided within a right-of-way immediately in front of a site or on nearby public property. The City Traffic Engineer or Parking Administrator, or designee, shall determine whether the right-of-way is adequately sized and is lacking short-term bicycle parking spaces. Such spaces shall be counted towards the required Class I spaces of the immediately adjacent site.
      ii. Class II bicycle parking spaces may be provided on a different lot if the facilities will be jointly used by a minimum of three (3) uses listed in Section (insert reference) and the
minimum number of Class II bicycle parking spaces provide equals that of 150 percent of the use with the highest Class II space requirement as determined by this part of the Chapter.

b. Alternatives Review Criteria: The Manager may approve an alternative facility or location for required bicycle parking spaces should compliance with this part be found not to be feasible because of a demonstrated hardship or due to a creative alternative. The Manager shall consider all the criteria of this section.

   i. The bicycle parking facilities will be well-lighted and secure.

   ii. All bicycle parking spaces located outside of a building shall be located within a 100-foot radius of the primary building entrance.

   iii. The applicant has provided documentation authorizing the bicycle space(s) to be provided in a right-of-way or on public property.

c. Reductions. By exceeding the number of bicycle parking spaces required by this part, the required number of off-street motor vehicle parking spaces on a property may be reduced if any of the following criteria are met:

   i. When development of a site is within one-half mile of a transit route or existing bicycle facility, and the provision of either, or both, Class I or Class II bicycle parking spaces provided is in excess of thirty percent (30%) of those required by this part, the Manager shall allow a reduction of the minimum required number of motor vehicle parking spaces by one (1) vehicle parking space for every six (6) Class I or every three (3) Class II bicycle parking spaces.

   ii. When development of a site provides Class II bicycle parking spaces in excess of 200% of those required by this part, the Manager shall allow a reduction of the required number of Class I bicycle parking spaces by half, but in no instance shall the provide number of Class I bicycle parking spaces be reduced below four (4) spaces.