



**COLORADO SPRINGS
AIRPORT**

**MINUTES
Airport Advisory Commission
Wednesday, July 25, 2018
3:00PM – 5:00PM
Colorado Springs Airport, East Terminal Unit**

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

COMMISSIONERS ABSENT: Hal Ellis

NON-VOTING MEMBERS PRESENT: Councilor Andy Pico – City Council Representative
Chic Myers – Alternate Commissioner
Councilor Yolanda Avila – City Council Representative (arrived later)

NON-VOTING MEMBERS ABSENT: County Commissioner Peggy Littleton – Liaison Commissioner
County Commissioner Stan VanderWerf – Liaison Commissioner
Tamara Hunziker – Alternate Commissioner

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, COS
Kris Andrews – Environmental Health & Project Specialist, COS
Kevin Keith – Aviation Planner, COS
Aidan Ryan – Marketing & Communications Manager, COS
Radhika Jablonski – Accounting Supervisor, COS
Stephen Hughes – Analyst, COS
Brett Miller – Assistant Director of Aviation, COS

GUESTS PRESENT: Patsy Buchwald – The Paradies Shops
Wayne Heilman – The Gazette
Dave Elliott – Meadow Lake Airport

The next meeting date is Wednesday, August 22, 2018

I. APPROVAL OF THE JUNE 27, 2018 MINUTES

Commissioner Couch made a motion to accept minutes from the June 27, 2018 meeting and Commissioner Nichols seconded. Unanimous vote.

II. INTRODUCTION OF GUESTS

III. PUBLIC COMMENT

Dave Elliott, Meadow Lake Airport

- First annual KFLYIN at Meadow Lake Airport is being held on the weekend of September 14th – 16th.
- Aviation Inc. is to perform a runway rehab next year at the Meadow Lake Airport.
- Meadow Lake submitted a draft Master Plan to El Paso County for review.
- Commissioner Harris asked if there was a briefing paper regarding encroachment issues at Meadow Lake available to be passed along. Dave Elliot will provide at the next meeting or sooner. Commissioner Harris asked what other avenues for funding are being pursued. Dave Elliott stated the timing is good right now.

IV. NEW BUSINESS

Land Use Review – Kevin Keith

Airport staff reviewed and discussed fifteen (15) new land use items, including eleven (11) items in the City and four (4) in the County.

Both Chairman Biancur and Vice Chairman Maier requested documentation be added to Land Use Item #2 regarding Patriot Park Filing No 6, notifying buyers and renters of the noise potential (and all future land use items lying within the airport area of influence – to be defined). Discussion ensued, and it was decided the airport and commission will address creating an ordinance to go before City Council addressing aviation easements and notification of encroachment issues at COS.

Commissioner Nichols made a motion to approve land use items #1 & 3 – 15 as recommended by the airport staff. This motion was seconded by Vice Chairman Maier. Unanimous vote.

Commissioner Nichols made a motion to recommend approval of Land Use item #2 with the amended language:

Upon accepting residency within Patriot Park, all adult residents and occupants shall be required to sign a notice in which the tenant acknowledges that Patriot Park 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.

The motion was seconded by Commissioner Harris. Unanimous vote.

V. STAFF REPORTS

A. Design and Construction – Chris Touch

- Terminal Construction Fire Recovery - Bryan Construction continues to work on the following areas:
 - 3rd floor administrative offices, and back offices for United/SkyWest - Scheduled for turn over to the airport on 8/31/2018.
 - Bristol/Novo restaurants - Are being redesigned. Staff is working with SSP to define schedule for reopening.
 - Terminal Modernization of the 2nd floor scheduled complete November 15, 2018. First floor complete 1Q 2019.
- West Side Lavatory Facility - Construction approximately 95% complete.
- Wind Damage - Terminal Roof Replacement – Final determination for the cause of the fire has been issued. Airport contracting with a new roofing company to complete the project.
- RAC Parking Resurfacing (Design/Construction) – Design 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) – FAA grant received. Working construction schedule. Taxiway M Construction anticipated to begin August, with a 65 day Period of Performance. Phase II of Taxiway G to begin April 2019 with an 85 day Period of Performance.
- 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 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 deliver in August 2018.
- IT Master Plan – Longview, the company awarded the bid, continues to work with the airport staff and City IT.
- Engineer of Record - Request for Proposal has been solicited. Proposals are due August 8.
- Deicing Pad (Design) – A multi-use ramp used for deicing in winter and US Forest Service in the summer.
- Rehabilitate Taxiways G and Terminal Connectors Phase 3- Design/Construction - Design completed in July. Bids for construction are due August 10. Construction is anticipated to begin April, 2019

B. Operations and Maintenance – Brett Miller

- The US Forest Service is breaking down the temporary VLAT set up. As of July 10th, they have flown 166 retardant operations.
- The Local Runway Safety Action Team (RSAT) meeting had a good turnout. The FAA representation, Aircraft Rescue and Fire Fighting (ARFF), and the local pilot community agree COS is a safe and effective airport.
- A recent storm caused significant damage to 40+ runway/ taxiway lights and numerous transformers.
- New shuttle buses were ordered and are expected to arrive mid to late August.
- COS is in the process of procuring two new snowplow trucks. This is a Passenger Facility Charge (PFC) # 22 project and the airlines have been consulted.
- Airport staff is attending the Denver International Airport Auction on August 16th. The focus is on purchasing equipment for the landside operations.

C. Finance and Administration

Traffic Report(s)/Air Service: June 2018 – Stephen Hughes

A summary of 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): June 2018 – Radhika Jablonski

Summaries of Total Revenues and Expenses for the month of June were reviewed.

D. Air Service – Greg Phillips

- The Air Service Development Manager position is in the interviewing stage.

E. Business Items – Greg Phillips

- COS is working with the museum on draft lease language.
- A lease amendment for Patriot Equities is being developed that will extend the terms of the lease to 99 years for the Northrop Grumman building.
- Met with FedEx on final questions and they are ready to begin construction.
- Peak Innovation Park was discussed last month about potential of a vote on a metro district on the fall ballot. The City Council Budget Committee meeting is expected to take place in August.

F. Marketing Report – Aidan Ryan

- After 6 months of filling in the role of interim Customer Service Coordinator, Ivette Rentas has been permanently hired as part of the Marketing Team. Ivette has been a member of the COS team for 11 years beginning as an Attendant and in the Communications Center.
- Summer Push:
 - Billboards are up at Larkspur and Fort Carson. Ran ads in the CS Indy, CS Business Journal, and the Gazette. Positive increases in load factors were seen on the Orlando, Minnesota, and San Diego flights for June.
- Three radio appearances focused on destination and hub travel. Radio advertising included live radio interviews, ads, and value added promotions.

- Website:
 - May to June: up 12.88% users, up 11.13% new users (26,498)
 - Total Page views up 10.83% (108,706 vs 98,082)
 - Searches originating from Denver up 17.88%
- Launched LART in July focusing on L.A., Phoenix, Orlando, Minnesota, Seattle, San Diego, and Salt Lake City markets.
- Upcoming sponsorships:
 - Sky Sox - 2 weeks left out of the remaining 5 weeks
 - State Fair - begins the end of August
 - International Aviation Forecast Summit from Aug. 19th – 21st
 - Airport Volunteer/Ambassador Appreciation Breakfast
 - CC Hockey and AFA Football
- Pike Peak Hero's Legacy Committee has a piece of the USS Arizona that will be displayed at the Airport with a proposed 2-year commitment. The unveiling of the display will take place at the Pioneer Museum on December 7th and later move to COS.
- Airport and CVB partnered on the July publication of United Hemispheres Magazine in their Dossier Colorado section.
- Sunday July 22nd, the Gazette printed the Top 10 reasons to travel through COS for business or leisure.
- Business View Magazine is doing a feature article on the airport and will be available in the September publication.

G. Director's Report – Greg Phillips

- Nothing additional to report.

VI. OTHER BUSINESS

- None.

VII. COMMISSIONERS' COMMENTS

- Vice Chairman Maier requested a briefing on Passenger Facility Charges (PFC) projects #21, 22 and 23. Greg Phillips offered to do so. Brett Miller announced they are preparing PFC #23 at this time.
- Vice Chairman Maier inquired if there's movement on the approach lighting system on 35R.
 - Brett Miller asked RS&H to assist on performing an analysis and is also working with ATC on collecting 5 years of data of how often we are down below ¾ miles and how often are we in the 35 landing configuration.
- Alternate Commissioner Myers submitted the approved AAC's encroachment paper to the Colorado Aeronautical Board (CAB) as a template to circulate amongst other airports that may be facing the same situation.

VIII. CHAIRMAN'S COMMENTS

- Chairman Biancur stated two members of the AAC terms expire in August. Councilor Pico is working the reappointment process.
- Chairman Biancur attended the Joint Land Use Study meeting. They are currently running 2 months behind schedule. Their grant has been extended by 6 months.

IX. ADJOURNMENT

Commissioner Nichols moved to adjourn, seconded by Vice Chairman Maier. Unanimous vote.

The meeting was adjourned at 5:13pm.