



MINUTES
Airport Advisory Commission
Wednesday, September 26, 2018
3:00PM – 5:00PM
Colorado Springs Airport, East Terminal Unit

MEETING CALLED TO ORDER at 3:10 pm 26 September, 2018

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

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

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

CITY STAFF PRESENT: Troy Stover – Assistant Director of Aviation
Michael Gendill – Legal Advisor
Jennifer Harwig – Corporate Outreach Specialist
Ivette Rentas – Customer Relations Coordinator
Chris Touch – Design & Construction Office
Kevin Keith – Aviation Planner
Tom Roisum – Accounting Manager
Stephen Hughes – Analyst
Joshua Stone – Air Service Development Manager
Brett Miller – Assistant Director of Aviation
Jennifer Newman – Airport Intern

GUESTS PRESENT: Bob Sedlacek – Paradies
Dave Elliott – Meadow Lake Airport (arrived late)

The next meeting date is Wednesday, October 24, 2018

I. APPROVAL OF THE JULY 25, 2018 MINUTES

Commissioner Ellis moved to approve the 25 July, 2018 meeting minutes. Second, Commissioner Woods.
Approved: Unanimous.

APPROVAL OF THE AUGUST 22, 2018 MINUTES

Commissioner Ellis moved to approve the 22 August, 2018 meeting minutes. Second, Vice Chairman Maier.
Approved: Unanimous.

APPROVAL OF THE AUGUST 28, 2018 SPECIAL MEETING MINUTES

Chairman Biancur suggested allowing additional time to further clarify portions of the minutes.
Commissioner Nichols moved to table minutes; Second, Commissioner Ellis
Approved: Unanimous.

II. INTRODUCTION OF GUESTS

III. PUBLIC COMMENT

- None

IV. NEW BUSINESS

Land Use Review – Kevin Keith

Airport staff reviewed and discussed eleven (11) new land use items, including four (4) items in the City and seven (7) in the County.

Commissioner Ellis moved to approve land use items #1–6 and #8–11. Second, Commissioner Nichols.
Approved: Unanimous

Commissioner Ellis moved to approve land use item #7 contingent upon inclusion of wording (attached) to the developer recommending noise mitigation construction measures. Motion seconded by Commissioner Nichols.

Approved: Unanimous

V. STAFF REPORTS

A. Design and Construction – Chris Touch

The airport is currently rebuilding the primary operational areas of the terminal and plans to start demolition on the lower level in January 2019. The lower level has zero impact on day to day operations.

- SSP America selected Art C. Klein Construction to rebuild the second floor concession and restaurant areas. Estimated completion first quarter 2019.
- West Side Lavatory Facility – Construction approximately 95% complete.
- Engineer of Record – Contract awarded to RS&H Engineering, Inc.
- Wind Damage - Terminal Roof Replacement – Cause of the April Terminal Fire has been determined. The airport will proceed with planning allowing continuation of remaining required repairs.
- Phase II of Taxiway G Construction to begin April 2019 with an 85-day Period of Performance. Taxiway M Construction to begin April 2019 with a 65-day Period of Performance.
- Taxiways G and Terminal Connectors Phase 3 - Design/Construction - Design complete. Construction to begin April, 2019.
- Planning Consultant of Record – Proposals due October 11th.
- Chiller #1 Replacement - Installation is scheduled for October pending satisfactory weather conditions.
- IT Master Plan - Longview Solutions working with staff and City IT to develop IT Master Plan.
- Solar Covered Valet Parking Design/Construction – Two Proposals being evaluated. Anticipate construction planning to begin October 2018.
- Deicing Pad In Pre-Design - Planned multi-use ramp will support deicing and US Forest Service firefighting activities.

- Main Terminal Escalator Replacement – RFI being drafted. Responses expected October 2018.
- Vice Chairman Maier asked whether funding of the deicing pad project would have any impact on the potential installation of an Approach lighting system for RW 35R that was discussed in February 2018. Troy Stover provided updated project status and discussed current disposition of funds from the Setzer Project.

B. Operations and Maintenance – Brett Miller

- Replacement of the Airport Communication Dispatch Center’s crash phone system continues. FAA form 7460, filed with response expected within next two weeks.
- Five new shuttle buses have been received.
- New Workflow Software has been installed and is operational.

C. Air Service & Traffic

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

Reviewed passenger enplanements, load factors, and included a summary of aircraft operations. All monthly Traffic Reports are available at <https://www.flycos.com/monthly-traffic-reports>.

- Suggestion: Streamline Traffic Report presentation
- Troy Stover stated that the airport is planning an airline strategy planning-conference with Boyd Consulting. The airport is also considering applying for a small community air service grant.

Report(s): August 2018 – Tom Roisum

Finance Summaries of Total Revenues and Expenses for August

- Accounting department will add a financial review slide of year-to-date grant revenues and expenses.
- Airport received a year-end FAA grant for \$10.8 million to be applied to repairs of Taxiway Golf.

D. Business Items – Troy Stover

- Review of airport business developments
 - Setzer Properties: Project started with completion scheduled for June 2019.
 - National Museum of WWII, requested a Development Plan (DP) amendment to their lease to accommodate a 32,000 sq. ft. hanger.
 - Development Plan (DP) submitted for National Museum of WWII amendment to their lease to construct a 32,000 sq. ft. hanger.
 - Five Star Aviation is assuming the vacated (Old) Cutter hanger lease. Consent to assign the Cutter hanger has been conveyed to Five Star Aviation.
 - Construction of the Western LLC Hangar continues.
 - Sierra Nevada Corp. (SNC) constructing a temporary hangar
 - Airport applying for Airport Improvement Program (AIP) funds, previously denied, facilitating construction of a larger deicing ramp.
 - City Streets Division has leased 50 acres of land on the east side of the airport for material processing.
 - Project Rodeo, a 70-acre project covered by a non-disclosure agreement (NDA) is under discussion
 - A hotel project commitment may be brought to fruition later in 2019.

E. Marketing Report – Troy Stover

- The holiday promotions have been launched.

F. Director’s Report – Troy Stover

- No Comment

VI. OTHER BUSINESS

- None

VII. COMMISSIONERS' COMMENTS

- Commissioner Ellis mentioned the Fly-in Pancake Breakfast and Safety Seminar, October 6th at the Colorado Jet Center will begin at 8:00 am.
- Commissioner Nichols reported on the IT Master Plan meeting. Longview presented a good draft and a final plan is expected within two weeks.
- Commissioner Wood thanked Legal Advisor Michael Gendill for sharing printed information on the proposed Colorado State Amendment #74. Councilor Pico requested distribution of the document.
- Vice Chairman Maier requested a briefing on PFC's. The FAA is performing PFC training at the airport in October. The AAC may attend.
- Alternate Commissioner Myers mentioned that installation of the remote tower facility at Fort Collins Airport is nearing completion.

VIII. CHAIRMAN'S COMMENTS

- The Chair announced the Joint Land Use Study meeting tomorrow, September 27th at the PPACG Building
- The Chair shared that City Council has reappointed Vice Chair Maier and Commissioner Ellis, and has yet to announce a replacement for Commissioner Harris.
- The Chair announced that Peter Wysocki, Director of Colorado Springs Planning & Development, may attend the October 2018 AAC Meeting.
- The Chair stated that the AAC will be required by charter to elect their 2019 Chairman and Vice-Chair at the October 24th Commission meeting.
- With regard to defining an airport Area of Influence (AOI) overlay, airport staff informed the Chairman they plan to discuss the issue with the Chair and Vice Chair in the near future.
- Dave Elliot informed the Commission he was meeting with the Colorado Department of Transportation (CDOT) on September 27, regarding the Meadow Lake Airport runway overlay project as well as his upcoming meeting with the El Paso County Commission on September 28, 2018.

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IX. ADJOURNMENT

Commissioner Nichols moved to adjourn, seconded Commissioner Couch.
Approved: Unanimous.

The meeting adjourned at 5:20pm.