



**COLORADO SPRINGS  
AIRPORT**

**MINUTES  
Airport Advisory Commission  
Wednesday, July 22, 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 (via phone)  
Chic Myers – Commissioner  
Aaron Wood – Commissioner  
David L Couch – Commissioner

**NON-VOTING  
MEMBERS PRESENT:**

Mark Volcheff – Alternate Commissioner

**NON-VOTING  
MEMBERS ABSENT:**

Councilor Andy Pico – City Council Representative  
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 of Aviation  
Michael Gendill – Legal Advisor  
Ivette Rentas – Customer Relations Coordinator  
Brett Miller – Assistant Director of Aviation  
Kevin Keith – Aviation Planner  
Steven Gaeta – Design & Construction Manager  
Aidan Ryan – Marketing & Communications Manager  
Dana Schield – Communications Specialist II  
Dana Jackson – Properties Manager  
Christina Bonewell – Financial Analyst II  
Tiffany Henry - Paralegal

**GUESTS PRESENT:**

Brian Potts – PPACG (JLUS)  
Ann Werner – PPACG (JLUS)  
Tony Davis – Aviation  
Wayne Heilman – Gazette (via phone)  
Mike Shafer – Peterson Air Force Base  
Ayoka Paek – AICP Community Planner  
Patsy Buchwald – Paradise (via phone)  
Other attendees via phone were unknown

**I. MEETING CALLED TO ORDER at 3:00PM JUNE 22, 2020 by CHAIRMAN MAIER**

**II. APPROVAL OF THE JUNE 16, 2020 SPECIAL MEETING MINUTES**

Vice Chairman Nichols made a motion to recommend approval of the June 16, 2020 special meeting minutes. Commissioner Couch seconded.

Discussion: None

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

**APPROVAL OF THE JUNE 24, 2020 MEETING MINUTES**

Vice Chairman Nichols made a motion to recommend approval of the June 24, 2020 meeting minutes. Commissioner Couch seconded.

Discussion: None

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

**III. COMMUNICATIONS**

- Chairman Maier proposed one (1) change to the agenda;
  - Discussion Items (item V, section D) ReToolCOS/ALUCS. Chairman Maier is waiting to receive Chapters 1 – 4 to forward to the Commission for review. Therefore, discussion of ReToolCOS and ALUCS will be held at a future meeting. Chairman Maier is proposing a Special Meeting to hold discussions. Additional information forthcoming.

**IV. PUBLIC COMMENT**

- None

**V. NEW BUSINESS AND REPORT ITEMS**

**A. Land Use Review – Kevin Keith**

Kevin Keith presented six (6) Land Use Items.

Kevin Keith shared the airport decided to remove Land Use Item #7 from the agenda pending further conversation with the developer.

Commissioner Wood made a motion to recommend approval of Land Use Items #1, #2, #3, #4, #5, and #6 as presented to the Commission at the July 22, 2020 meeting. Commissioner Ruehl seconded.

Discussion: None

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

## B. Director's Airport Business Report

- COS Branding Campaign – Aidan Ryan
  - Aidan Ryan presented our new brand story, **“Fall in love with Colorado’s small airport”**. Copies will be submitted to Chairman Maier.
  - Greg Phillips expressed his appreciation to Aidan Ryan, Dana Schield, and The Narrator Group for their dedication and hard work on the COS Branding Campaign.
  
- Project Status Report – Steven Gaeta
  - First Floor Rehabilitation is completed.
  - Bids for the RAC and airline counters modernization contract have been received and are within original budget.
  - Aviation is close to completing the Land Use Compatibility Study and a final draft is expected to be submitted to the airport the end of July 2020.
  - US Forest Service/Deicing Pad is close to completion.
  - Replacement of all the escalators is complete.
  - RAC Parking Lot Rehabilitation crack-filling is complete, IT infrastructure installation and RAC parking lot paving remains, and Avery Asphalt has been directed to stop work until spring 2021.
  - The airport is waiting on the conformation of the grant from the Federal Aviation Administration (FAA) to move forward on the Rehabilitation of runway 17R/35L.
  - The Sierra Nevada Corp. taxi lane is partially closed. Full Closure of the taxi lane along with parts of Taxiway A are scheduled to begin July 29, 2020.
  - COS Airport IT room remodel and server environment installation project will include the provision and installation of a new server environment for the airport along with all of the infrastructure modifications necessary for its proper functionality.
  - IT Phone Switch project has been pushed back and will be revisited the fourth quarter of 2020.
  - All the first floor reconstruction is completed. The North and South main elevators are fully operational.
  
- Traffic Trend Report – Greg Phillips
  - Although numbers continue to increase, they remain significantly lower than this time last year.
  - In July, numbers through the TSA Checkpoint reached 1,339, compared to 96 individuals on April 18.
  - Air service is showing an increase of flights scheduled to return in August 2020.
    - United Airlines has flights to Denver, Houston, and Chicago.
    - Delta Airlines has added flights to Salt Lake City.
    - American Airlines has flights to Chicago and six (6) flights a day to Dallas Fort Worth (DFW).
    - Frontier Airlines has flights to Las Vegas and Phoenix. Frontier flights to Orlando are expected to return in November 2020.
  
- COS Financial Report – Greg Phillips
  - Due to budget cuts the airport has approximately \$300 thousand savings in expenses. Revenues are down \$1M.
  - The airport is anticipating a \$3.9M deficit by the end of 2020.
  - As a result of taking early measures, the airport anticipates to reach a \$2.7M targeted savings in expenses.
  - The airport received approximately \$2.6M reimbursement from the Cares Act Funding.
  - Currently, the airport has 449 days on reserve.
  
- Airport Business Development Report – Dana Jackson
  - Greg Phillips mentioned the article in the Gazette regarding development in Peak Innovation Park and the expansion of Aerospace.
  - Discussions of possible new developments throughout the airport continue.
  - Construction of a 20,000 sq. ft. hangar on the west side continues moving forward and is anticipated to be completed in August 2020.

- o Construction of a Lean-To for Sierra Nevada continues to move forward.
- o Discussions continue with Aerospace Corp. regarding amending the ground lease for their new facility.
- o The US Forest Service/Deicing Pad is near completion.
- o Ground Lease negotiation for the multi-story office building in the Business Park is close to completion.
- o Construction of the Amazon development is moving forward.

**C.** The Colorado Springs Airport, Airport Opportunity Zone has been named top ten (10) on the list of the fastest growing opportunity zones in the United States. COS is #8 on the list of over 8,000. Aidan Ryan and her team are currently working on a press release.

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

- Greg Phillips related the two airport employees that tested positive for COVID all came from the same department. All the individuals have recovered and are back to work. Currently there are no other employees that have tested positive or displaying symptoms.
- In order to uphold the health of our passengers and staff the airport maintains the cleanliness of the airport, employees must wear mask, and receive temperature screening before entering the building each morning.

**E. ReToolCOS/ALUCS – Timetable and General Discussion**

- The ReToolCOS/ALUCS scheduled to be discussed this month as been delayed till August 2020.

**F. Chairman’s Report**

- None

**VI. OTHER BUSINESS**

- Colorado Aeronautical Board Update (as required) – Commissioner Myers
  - o No updates at this time.

**VII. COMMISSION MEMBERS’ COMMENTS**

- Commissioner Michelle Ruehl announced that she has been selected to the White House Fellows Program. Commissioner Ruehl has the honor of working either at the White House or a Cabinet Secretary’s Office starting in August 2020.

**VIII. CHAIRMAN’S COMMENTS**

- None

**IX. ADJOURNMENT**

The meeting was adjourned at 4:18 PM.

The next meeting date is Wednesday, August 26, 2020