



**MINUTES  
SPECIAL MEETING  
Airport Advisory Commission  
Wednesday, September 23, 2020  
1:30PM – 2:00PM – EXECUTIVE SESSION  
2:00PM – 5:00PM – AIRPORT ADVISORY COMMISSION MEETING  
Colorado Springs Airport, Conference Room B  
(Via Teleconference)  
Team Meeting**

**VOTING**

**COMMISSIONERS PRESENT:**

John Maier –Chairman  
Bill Nichols – Vice Chairman  
Michelle Ruehl – Commissioner (via phone)  
Chic Myers – Commissioner  
Aaron Wood – Commissioner  
David L Couch – Commissioner

**VOTING**

**COMMISSIONER ABSENT:**

Hal Ellis - Commissioner

**NON-VOTING**

**MEMBERS PRESENT:**

Mark Volcheff – Alternate Commissioner  
Danny Mientka – Alternate Commissioner  
Councilor Andy Pico - City Council Representative (via Teams)  
Bill Murray – City Council Representative (via Teams)

**NON-VOTING**

**MEMBERS ABSENT:**

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  
Troy Stover – Assistant Director of Aviation  
Brett Miller – Assistant Director of Aviation (joined later, via Teams)  
Steven Gaeta – Design & Construction Manager (via Teams)  
Kevin Keith – Aviation Planner (via Teams)  
Dana Schield – Communications Specialist II (via Teams)  
Christina Bonewell – Financial Analyst II (via Teams)

**GUESTS PRESENT:**

Brian Potts – PPACG (JLUS) (via Teams)  
Tony Davis – Jviation (via Teams)  
Travis Vallin – Jviation (via Teams)  
Nick Johnson – Jviation (via Teams)  
Morgan Einspahr – Jviation (via Teams)  
Daniel Reimer – DSR, LLC, Jviation (via Teams)  
Allison Patak – US Air Force Academy (via Teams)  
Amy Kelley – US Air Force Academy (via phone)  
Other attendees via phone were unknown

**I. MEETING CALLED TO ORDER at 1:30PM SEPTEMBER 23, 2020 by CHAIRMAN MAIER**

**II. EXECUTIVE SESSION**

Chairman Maier asked Legal Advisor Michael Gendill to read into the record, the purpose for which the Commission could move into Executive Session:

In accord with City Charter art. III, § 3-60(d) and its incorporated Colorado Open Meetings Act, C.R.S. § 24-6-402(4)(b) and (e), the Airport Advisory Commission, in Open Session, is to determine whether it will hold a Closed Executive Session to obtain Legal advice on the issues pertaining to the review process of current and future land use items and the Commission’s authority over such items.

VOTE: **APPROVED** (Unanimous, Roll Call Passed 6 Yes).

The Commission meeting was adjourned and the Commission was moved into Closed Session.

**COMMISSIONERS**

**PRESENT:**

(Executive Session)

John Maier – Chairman  
Bill Nichols – Vice Chairman  
Michelle Ruehl – Commissioner (via phone)  
Chic Myers – Commissioner  
Aaron Wood – Commissioner  
David L Couch – Commissioner  
Mark Volcheff – Alternate Commissioner  
Danny Mientka – Alternate Commissioner

**CITY STAFF PRESENT:**

(Executive Session)

Greg Phillips Director of Aviation  
Michael Gendill – Legal Advisor  
Troy Stover – Assistant Director of Aviation  
Kevin Keith – Aviation Planner

**The Executive Session was adjourned at 2:25PM.**

**III. MEETING RECONVENED IN OPEN SESSION at 2:35PM 23, SEPTEMBER 2020.**

**IV. APPROVAL OF THE AUGUST 26, 2020 MEETING MINUTES**

Vice Chairman Nichols made a motion to approve the August 26, 2020 meeting minutes. Commissioner Couch seconded.

Discussion: Director Greg Phillip requested the new Airport’s Air Service Manager Joel Nevill (item IX, first bullet point) be amended to read, Joe Nevill.

Vice Chairman Nichols made a motion to amend the August 26, 2020 meeting minutes by correcting the name to read Joe Nevill.

Vice Chairmen Nichols made a motion to approve the August 26, 2020 meeting minutes as amended. Commissioner Couch seconded.

VOTE: **APPROVED (Unanimous)**.

**V. COMMUNICATIONS**

- None

**VI. PUBLIC COMMENT**

- None

**VII. NEW BUSINESS AND REPORT ITEMS**

**A. Land Use Review – Kevin Keith**

Kevin Keith presented six (6) Land Use Items.

Vice Chairman Nichols made a motion to recommend approval of Land Use Items #1, #2, #3, #4, #5, and #6 as recommended by airport staff. Commissioner Myers seconded.

Discussion: None

VOTE: **APPROVED (Unanimous)**.

**B. 2021 Budget Review – Greg Phillips**

- Greg Phillips presented the Commission with an overview of the Airport 2021 Budget.
  - The airport received \$24.3M of CARES Act funding. \$9.5M have been allocated for 2020 and the remaining \$14.8M are on reserve for use in 2021 and 2022, as needed.
  - Conversations have initiated to identify the Airport's Financial Operational needs. Budget cuts are scheduled to go into effect on January 1, 2021.
  - Airport staff has taken measures to identify between \$2.1M and \$2.5M of anticipated budget cuts for 2021.
  - In order to keep the Passenger Facility Charge down, the airport lowered the facility rental rate from \$69 sq. ft. to approximately \$35 sq. ft.
  - A \$17.2M grant for the rehabilitation of runway 17R/35L from the Federal Aviation Administration (FAA) has been received. Construction is scheduled to begin in April 2021.
  - Landing fees can be adjusted for financial restrictions if needed.
  - Troy Stover mentioned that in the past, the airlines and airport agreed on a 50/50 profit sharing model. Profit sharing has been suspended for 2020 and suspension for 2021 is in discussion.

**C. Director's Airport Business Report**

- Project Status Report – Steven Gaeta
  - Commissioners were given an opportunity to review the Project Status Report prior to the meeting. No additional comments.
- Traffic Trend Report – Greg Phillips
  - Commissioner Myers shared that General Aviation (GA) and Air Taxi has increase significantly.

- Commissioner Wood mentioned that the Colorado Jet Center has seen continued increase of air travel in the past four (4) months.
- Greg Phillips commented that Eagle County Regional Airport also reported an escalation in GA.
- All air carriers have resumed service except for three (3) flights: Delta Airlines to Atlanta, United Airlines to LAX, and American Airlines to Phoenix.
- COS Financial Report – Christina Bonewell
  - Revenues are showing an increase, as airport expenses remain low.
  - Monthly revenues are down by approximately \$900 thousand and monthly expenses are down by approximately \$242 thousand.
  - To date, the airport has received \$4.7M in CARES Act funding and the request for an additional \$2M will be submitted in October 2020.
  - Currently, the airport has 431 days of cash reserve.
- Airport Business Development Report – Troy Stover
  - COS Owners Hangar development is moving forward.
  - Due to Storm Water, the Sierra Nevada Corp. (SNC) Lean-to project has been held up.
  - The new SNC hangar has received their temporary Certificate of Occupancy and moving forward.
  - The airport signed a ground lease for 22-acre multi-single story office development in Peak Innovation Park.
  - Aerospace began construction on an additional 16-acre land leased.
  - The multi 10-acre lease has been signed. Rapid response is expected to take place in October 2020.
  - Discussions of a 21-acre ground lease in Peak Innovation Park is moving forward.
  - Overlot grading has begun for the development of a retail/gas station in 2021.
  - Project Rodeo construction is moving forward.
  - Grinnell Blvd. is under construction up to Integration loop. Integration Loop has been paved on its first lift and Peak Innovation Parkway has been shut down for the construction of a roundabout.
  - Project Jungle is moving forward.
  - Meeting for a distribution rapid response project is moving forward.
  - Project Paradise and the 35-acre distribution site has been placed on hold.
  - Construction of the US Forest Service permanent base is expected to commence in the next 30 to 60 days.
  - All leases have a payment requirement that initiate on a Certificate of Occupancy or depending on the market, 18 to 24 months from the date the lease is signed.
  - Peak Metropolitan District is expected to oversee the maintenance of Peak Innovation in 2021.
  - Discussions for the construction of two (2) hotels is moving forward.

**D. REVIEW Updated Draft – ALUCP**

- Morgan Einspahr, Jviation provided the Commission with an in-depth overview of amendments made to the Chapter 5.
  - Chairman Maier requested Jviation take a look at item 53 and item 58, check if they meet Department of Defense (DOD) Directives.
  - Troy Stover suggested a revised draft with verbiage that will allow land use item evaluated, while keeping in mind the long-term operational efficiency and safety of the airport and still permit development.
  - Airport staff will collaborate with Jviation to incorporate the suggested changes from the Commission. A revised draft will be available for review at the October AAC meeting.

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

- Greg Phillips was pleased to announce that there no additional airport employees that have tested positive for COVID-19.

**F. Chairman's Report – Chairman Maier**

- Loss of Special Cat II authority due to equipment/cable damage.
  - Brett Miller submitted a summary to Air Traffic Control (ATC) Tech Ops Manager and the ATC Manager regarding loss of Special Cat II. During the week of October 5 an engineering company is expected to examine the conduit and make a determination if the existing conduit can be worked on, restored, and the west runway reopened.

**VIII. OTHER BUSINESS**

- Colorado Aeronautical Board Update – Commissioner Myers
  - No updates at this time.
- West Side GA Update – Commissioner Wood
  - West Side General Aviation mediations are moving forward. Additional information will be discussed at the October 28 AAC meeting.
  - Commissioner Wood will collaborate with Greg Phillips and Brett Miller regarding West Side GA meetings.

**IX. COMMISSION MEMBERS' COMMENTS**

- None

**X. CHAIRMAN'S COMMENTS**

- Election of Chair and Vice-Chair will be held at the October 28, 2020 Airport Advisory Meeting. Paper ballots will be used to cast votes.

**XI. ADJOURNMENT**

The meeting was adjourned at 5:00 PM.

The next meeting date is Wednesday, November 18, 2020