



**MINUTES**  
**Airport Advisory**  
**Commission**  
**Wednesday, November 18, 2020**  
**3:00PM – 5:00PM**  
**(Via Teleconference)**  
**Teams Meeting**

**VOTING**

**COMMISSIONERS PRESENT:**

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

**NON-VOTING**  
**MEMBERS PRESENT:**

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

**NON-VOTING**  
**MEMBERS ABSENT:**

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 (via Teams)  
Tiffany Henry – Paralegal (via Teams)  
Ivette Rentas – Customer Relations Coordinator (via Teams)  
Brett Miller – Assistant Director of Aviation (via Teams)  
Kevin Keith – Aviation Planner (via Teams)  
Steven Gaeta – Design & Construction Manager (via Teams)  
Joe Nevill – Air Service Development Manager (via Teams)  
Dana Schield – Communications Specialist II (via Teams)  
Christina Bonewell – Financial Analyst II (via Teams)

**GUESTS PRESENT:**

Brian Potts – PPACG (JLUS) (via Teams)  
Amy Kelley – US Air Force Academy (via Teams)  
Mike Shafer – Peterson Air Force Base (joined later via Teams)  
Other attendees via phone were unknown

**I. MEETING CALLED TO ORDER at 3:02PM NOVEMBER 18, 2020 by CHAIRMAN MAIER**

**II. APPROVAL OF THE OCTOBER 28, 2020 MEETING MINUTES**

Vice Chairman Nichols made a motion to approve the October 28, 2020 meeting minutes. Commissioner Myers seconded.

Discussion: Vice Chairman Nichols made a motion to amend the October 28, 2020 meeting minutes by correcting (item V, section B) Airport Business Development Report, fourth bullet point to read, 90,000 sq. ft.

Vice Chairman Nichols made a motion to approve the October 28, 2020 meeting minutes as amended. Commissioner Myers seconded.

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

**III. COMMUNICATIONS**

- None

**IV. PUBLIC COMMENT**

- None

**V. NEW BUSINESS AND REPORT ITEMS**

**A. Land Use Review – Kevin Keith**

Kevin Keith presented eight (8) Land Use Items.

Alternate Commissioner Volcheff shared his concerns of recommending approval when voting on land use zoning. Chairman Maier responded the Commission is currently authorized to recommend approval/disapproval of land use rezoning items presented to the AAC.

Chairman Maier made a motion to recommend approval of Land Use Items #1, #2, #3, #4, #5, #6, #7, and #8 based upon airport staff recommendations and conditions of approval as stated in the Land Use Items. Vice Chairman Nichols seconded.

Discussion: None

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

Discussion/Recommendations – Final Draft Jviation ALUCP

Kevin Keith presented the Jviation’s ALUCP Chapter 5 draft final.

- Chairman Maier expressed his satisfaction of the overall changes made to Chapter 5 and pleased with the return of the Airport Overlay (AO) to the previous area. In addition, the Area of Influence has been included and slightly expanded to conform to the FAA Part 77.
- Alternate Commissioner Mientka commented on the changes to APZ-2 and how the language reads can be conflicting.
- Vice Chairman Nichols extended compliments to the Chairman and Kevin Keith for the labor that was required in achieving results.
- Vice Chairman Nichols acknowledged airport staff and Jviation for their devoted effort in creating the ALUCP.

Chairman Maier made a motion that the Airport Advisory Commission support dissemination of the final draft of the Airport Land Use Compatibility Plan as written to the public for further comment and feedback. Commissioner Myers seconded.

Discussion: None

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

Chairman Maier recognized former Chairman Andi Biancur, Airport Staff, and the Director of Aviation for their contribution to the 3.5-year effort which brought the final Draft ALUCP to fruition.

## **B. Director's Airport Business Report**

- Project Status Report – Steven Gaeta
  - Installation of the airline and car rental counters is expected to begin on November 20.
  - Crack-filling portion of the parking lot rehabilitation work is complete. Avery Asphalt has been directed to stop work until spring 2021 when the airport's economic outlook can be further assessed.
  - Construction contract for Rehabilitation Runway 17R/35L has been executed with Kiewit. A partial Notice to Proceed (NTP) has been issued. A full NTP is expected for issue prior to April 2021.
  - Art C Klein has been selected as the successful bidder for the COS Airport IT Room Remodel and Server Environment Installation.
  - Bids for the IT Phone Switch have been received. The airport will revisit bids in Q4, 2020.
- Traffic Trend Report – Joe Nevill
  - During the month of October, COS had 36,000 enplanements, down 55% and 48,000 seats down 49% year-to-year. Resulting in a 75.3% load factor bringing it down 10 points year-to-year.
  - Air service is showing a slight increase for October monthly load factors compared to September.
  - The airport is on track of reaching its goal of 361,000 enplanements by the end of the year.
  - Overall operations for Air Carriers are down 44%, Air Taxi/General Aviation is up 6.5%, and Military Aviation is down 18.6%.
  - During the months of August, September, and October Air Service has remained stable at 41% to 45%.
- COS Financial Report – Christina Bonewell
  - Finances remain steady for the month of October.
  - Prior to year-end, the airport is awaiting a reimbursement of \$186,000 from Urban Frontier for Peak Innovation Park irrigation in the Business Park.
  - The airport has received all of the Cares Act Funding that has been requested year-to-date. The request for an additional \$2M will be submitted in November 2020.
- Airport Business Development Report – Greg Phillips
  - Greg Phillips expressed sympathy and condolences to Troy Stover and his family, for the passing of Troy's father-in-law.
  - Development of a 20,000 sq. ft. hangar for COS Owners is complete.
  - Discussions with Sierra Nevada Corp. (SNC) on their Lean-to project continues.
  - The 30,000 sq. ft. hangar for SNC is complete and a Temporary Certificate of Occupancy has been issued.
  - Project Rodeo is moving forward and on schedule to open the summer of 2021.
  - Construction on Powers Blvd. and Grinnell Blvd. is moving forward. Commuting traffic can now turn right onto Powers Blvd. from Grinnell Blvd.
  - The new roundabout on Peak Innovation Parkway is expected to be completed in January 2021.
  - Development of retail pads near Milton E. Proby are close to completion.

- Development and Construction of a Multi-Story building on a 10-acre parcel in Peak Innovation Park is anticipated to begin in 2021.
- Development of a 22-acre office space in Peak Innovation Park is under lease.
- US Forest Service has twelve (12) months to complete construction of their firefighting facility and they anticipate construction will begin in spring 2021.
- Discussions regarding construction of a 35-acre distribution facility within the Business Park are moving forward. Construction is scheduled to begin late November 2020.
- Greg Phillips shared that the Colorado Springs Airport was honored with the Economic Development Partnership award from the Economic Development Council of Colorado.
  - Vice Chairman Nichols extended his congratulations to all airport staff.
  - Commissioner Myers echoed Vice Chairmen's comments.
  - Councilor Andy Pico congratulated airport staff and shared his enjoyment in watching the airport's growth throughout the years.
  - Alternate Commissioner Mientka commented about the synergies created between development in the Business Park and the local development community. He congratulated the airport staff on such an impressive achievement.
  - Chairman Maier expressed his appreciation to Troy Stover and his entire team for their tireless work in bringing multiple Business Park Development Projects to fruition.

**C. General Business/COVID 19 Update – Greg Phillips**

- Greg Phillips shared that Jeremy Owings is the new Airport Operations Manager and Chris Padilla is the new Airport Senior Analyst for finance.
- In March, Southwest Airlines is expected to bring approximately 2,000 additional seats daily to the Airport.
- Due to the increase in positive results for COVID, the City has returned to Safer at home, orange level. Therefore, unless absolutely necessary all meetings will be held via Teams until further notice. The work from home program has been extended and all non-essential personnel come into the airport only when absolutely necessary.
- State Infrastructure Bank Loan (SIB) – Greg Phillips

Greg Phillips briefed the Commission on the State Infrastructure Bank Loan that will be presented to the City Council Budget Committee meeting on November 24.

Vice Chairman Nichols moved that the Airport Advisory Commission support the airport's staff request on getting an SIB Loan for development of infrastructure in Peak Innovation Park. Chairman Maier seconded.

Discussion: None

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

**D. Legal Opinion – Permissible Commission Recommendations – Chairman Maier**

- Michael Gendill was not able to attend the November 18 AAC meeting. Therefore, Chairman Maier shared an email provided by Michael Gendill regarding Permissible Commission Recommendations. Chairman Maier will meet with Michael Gendill for further discussion and return with a recommendation at the December 16, 2020 AAC meeting.

**E. Chairman's Report**

- None

## VI. **OTHER BUSINESS**

- Colorado Aeronautical Board Update – Commissioner Myers
  - Commissioner Myers shared the three (3) new additional members that joined the Colorado Aeronautics Board (CAB). George Merritt, Airport Management, Mark Van Tine, Aviation Interest-at-Large, and Trinbi Szabo, Pilot Organizations.
- Westside Operators Meeting Discussion – Commissioner Wood
  - A west side general aviation stakeholders meeting is scheduled for November 19 at 1:00PM.
  - Commissioner Wood extended his appreciation to Greg Phillips and airport staff for their support.
- Proposed Change to Commission’s Rules and Procedures
  - Due to Michael Gendill absence, further discussions will be held at a later date.
- AAC Meeting Schedule 2021 – Chairman Maier

Chairman Maier made a motion to accept the 2021 AAC Meeting Schedule as submitted by the Commission. Vice Chairman Nichols seconded.

Discussion: None

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

## VII. **COMMISSION MEMBERS’ COMMENTS**

- Vice Chairman Nichols asked for recent updates pertaining to Federal Aviation Administration (FAA) staffing. Brett Miller responded that no updated information has been made available.
- Brett Miller shared that the FAA has quickly responded to the CAT II approach for 35L project and technicians are expected to begin working late November 2020.
- Commissioner Ellis shared his views on the importance for the airport to take a proactive approach when pertaining to the Air Traffic Control (ATC) closures. Airport staff will follow-up and return with a response.

## VIII. **CHAIRMAN’S COMMENTS**

- Chairman Maier extended congratulations to County Commissioner VanderWerf for his reelection to County Commission and Councilor Pico for his election to represent the 16<sup>th</sup> Colorado House District in the Colorado House of Representatives.

## IX. **ADJOURNMENT**

The meeting was adjourned at 5:05 PM.

The next meeting date is **Wednesday, January 27, 2021**