

MINUTES

**AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD - SUITE 201
GLENDALE, ARIZONA 85307
AIRPORT CONFERENCE ROOM
JANUARY 14, 2016
6:00 P.M.**

I. CALL TO ORDER

The meeting was called to order at 6:10 p.m. by Chair Linda Yeager with the following Commissioners present: Vice Chair Larry Rovey, Paul Dagostino, and Leonard Escudero.

Also present were Kenn Potts, Airport Administrator; John Padilla, Luke Air Force Base; Basil Allen, Glendale Airport Tower; Walter Chaney, citizen

II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Escudero motioned to approve the December 10, 2015 meeting minutes as written. Commissioner Dagostino made the second. The motion carried 4 – 0.

III. REQUEST FOR CONTINUANCE OR WITHDRAWAL OF ITEMS.

Mr. Potts requested that the following agenda item be withdrawn: IV. Airport Business – 6. Discuss Proposed Terminal Office Lease. Mr. Potts explained that the lease has not been formalized yet. The item will be put on a future agenda once formalized. All were in agreement with the withdrawal.

IV. AIRPORT BUSINESS

1. Meeting with Government Services Committee

Chair Yaeger presented a summary of her attendance at the Government Services Committee meeting of January 5, 2016. Highlights include the following:

- Meeting attendees included Mr. Potts, Ms. Yaeger, Mr. Gruber, Councilmember Aldama, Councilmember Tolmachoff, and one city staff member.
- Discussion was held regarding revision of the qualifications for an Aviation Commissioner. Chair Yaeger stressed to the Committee the need for candidates with specific expertise due to the nature of the Commission. Chair Yaeger also suggested the possibility of allowing a non-Glendale resident as a Commissioner as long as other qualifications are fulfilled. The Committee members asked for a suggested list of qualifications for new Commissioners.
- The Committee will share comments from the meeting with City Council.
- It was confirmed that the Aviation Advisory Commission has the power to change the date of its regular monthly meetings.
- It was also confirmed that the Aviation Advisory Commission can hold workshops as long as the workshop is posted and meeting minutes are taken. All Open Meeting Laws must be followed for workshops.

- In regards to the term extension and then cancellation of the term extension for former Commissioner Chaney, the Committee stated that this was an administrative error and an extension should not have been issued originally.
- The Committee stressed that Commissioners must meet the requirement of attending the mandatory training sessions for Board/Commission members.
- Issues with obtaining quorum due to the lack of appointed Commissioners was stressed by Chair Yaeger and Mr. Potts. The Committee-members indicated that a new Commissioner will be appointed for the February meeting, which would leave only one vacancy.
- Chair Yaeger and Mr. Potts felt the meeting with the Committee was very beneficial.

2. Aviation Advisory Commission Goals

Chair Yaeger opened discussion on Commission goals and commented that internal and external communication appeared to be a priority goal for the year. Discussion was held regarding the revised date for the monthly Commission meetings.

Commissioner Escudero motioned to that the Aviation Advisory Commission meeting be held on the second Thursday of the month through March 2016 and at that time, a permanent meeting date will be determined. Chair Yaeger made the second. The motion carried 4 – 0.

Chair Yaeger motioned that the Mr. Potts will conduct a tour of the Airport for the Commissioners prior to the February 2016 meeting, on Friday date to be determined. Commissioner Dagostino made the second. The motion carried 4 – 0.

Chair Yaeger motioned that suggestions for specific Aviation Advisory Commission Commissioner qualifications will be sent to Mr. Potts by current Commissioners which will then be compiled and sent to the Government Services Committee for review and recommendation. Commissioner Escudero made the second. The motion carried 4 – 0.

3. Civil Air Patrol Presentation

Chair Yaeger gave a presentation on the Civil Air Patrol of which she is Commander of the 388th Composite Squadron, located at Hangar 14. Chair Yaeger shared pictures of aircraft and information regarding the Civil Air Patrol including:

- History
- Organization
- Emergency services
- Cadet programs
- Aerospace education

The mission of the Civil Air Patrol

- Supporting America's communities with emergency response, diverse aviation and ground services, youth development, and promotion of air, space, and cyber power.

Chair Yaeger displayed various aerial pictures taken while on recent Civil Air Patrol missions. Chair Yaeger noted that each month, a training class is held for the Squadron and others, including County Sheriff's Department, Red Cross, Tribal Communities and more. Chair Yaeger stressed the importance of the Cadet program for developing future leaders in aviation.

4. Commission Monthly Workshops

Discussion was held on scheduling monthly workshops. It was agreed the Commissioner Airport tour prior to the February meeting would serve as the first workshop and others will be scheduled as necessary.

5. Airport Capital Improvement Plan

Mr. Potts displayed the Five-Year Airport Capital Improvement Plan. Mr. Potts displayed the list of projects on the ACIP and a map detailing the location of the projects. Mr. Potts explained the ACIP process.

6. Discuss Proposed Terminal Office Lease
Agenda item previously withdrawn.

V. **SUMMARY OF CURRENT EVENTS**

Mr. Potts reported on current airport activities:

1. Construction Projects/Grants Status
 - North Apron Project: The RFP went out for the design services for this project and five submittals were received. The submittals are being reviewed by Mr. Potts and others.
 - Construction still continues on the Butler box hangar. A renter has been identified – EC Source.
2. Operating Budget/Expenses/Revenues/Rates & Charges
 - Mr. Potts presented detailed budget information for the month of December and year-to-date for revenues and expenses. Comparisons to prior year were also shown.
 - There is no increase in the Airport budget for the upcoming fiscal year.
3. Airport Business Activity/Lease Updates
 - Negotiations continue on the proposed Flying Cacti lease.
4. Land Use Planning/Zoning/Development
 - A developer is researching possibilities for changing the zoning at 107th Avenue and Camelback from single family to multi family. The Airport would oppose any development of this type in this area. Mr. Potts is networking with City of Phoenix regarding any information on this situation.
5. College Football Championship Game Planning/2016 College Football National Playoff - National Championship
 - Mr. Potts displayed pictures of game day aircraft and the Airport for Fiesta Bowl and CFP.
 - Statistics were shared: Fiesta Bowl - 18 game day arrivals, 2 no-shows, 14 turbine, 4 piston, 3,899 gallons of Jet A fuel sold, 206 gallons of 100LL fuel sold, 70 reservations for CFP, 20 on wait list
 - Mr. Potts stated that Airport operations ran very smoothly during game days.
 - Mr. Allen reported that the FBO worked very hard during the game day rush for arrivals and departures. Mr. Potts praised Mr. Allen and Tower operations for the fantastic job during the games and the FBO.
6. Air Traffic Operations/Airspace/Community Relations
 - Mr. Allen reported that operations have been up this year over the prior year and the trend is expected to continue. Year-to-date December 2015 was 81,639 operations, approximately 13,000 over year-to-date December 2014. The month of December 2015 was a little slow due to bad weather.
7. Luke Air Force Base Operations – No report.

VI. **CALL TO THE PUBLIC**

None.

VII. **NEW BUSINESS REQUESTS** (Future Agenda Items)

1. Proposed Terminal Office Lease for Flying Cacti

VIII. **NEXT MEETING TIME**

The next meeting will be held at 6:00 p.m. on the second floor Conference Room of the Airport terminal building on Thursday, February 11, 2016.

IX. **COMMISSION COMMENTS AND SUGGESTIONS**

Commissioners were offered the opportunity for additional comments at this time. None made.

X. **ADJOURNMENT**

The meeting was adjourned by consensus at 8:19 p.m.

The Aviation Advisory Commission Meeting Minutes of January 14, 2016 were approved at the Commission Meeting of February 11, 2016.



Kenneth Potts, A.A.E., MBA
Airport Administrator
623-930-2188