

MINUTES

**AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD - SUITE 201
GLENDALE, ARIZONA 85307
AIRPORT CONFERENCE ROOM
AUGUST 10, 2016
6:00 P.M.**

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Chair Dagostino with the following Commissioners present: Vice Chair Rovey, Quentin Tolby, Terry Aramian, Tim Topliff, Randal Kruger, and Leonard Escudero.

Also present were Kenn Potts, Airport Administrator; John Padilla, Luke Air Force Base; Kurt Christianson, Assistant City Attorney

II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Aramian motioned to approve the July 8, 2016 meeting minutes as written. Commissioner Topliff made the second. The motion carried 5 – 0. [Commissioner Escudero and Vice Chair Rovey were not yet present.]

III. REQUEST FOR CONTINUANCE OR WITHDRAWAL OF ITEMS.

None.

IV. AIRPORT BUSINESS

[Commissioner Escudero entered the meeting.]

1. Aviation Advisory Commission Vision Statement

Chair Dagostino facilitated a discussion on the Commission Vision Statement.

Commissioner Aramian stated that when the Airport Advisory Commission was conceived, there must have been a specific reason and a specific mandate. Commissioner Tolby stated that he was the Mayor at that time and the original Commission ordinance defined the intent and purpose, however, the ordinance has not been changed since then. Commissioner Tolby felt that if the Commission had been more active and observant over the years, some of the Airport problems might have been avoided. Commissioner Tolby stated that he had concerns with the previous Airport manager in that the previous manager did not readily share budget information and nor allow more interaction between the Commissioners and the public/Airport users. Commissioner Tolby stressed the need for more dialogue between the Airport users and the Commissioners, but acknowledged that with legal issues and lawsuits, it is a challenge. Commissioner Tolby felt that the Commission should be an independent body and work as a liaison between the Airport/City staff and the Airport users.

Commissioner Kruger commented that the vision statement should define the role of the Commission. Commissioner Kruger stated that the Airport website does not readily reach out to corporate users and users flying in from other states. Commissioner Kruger felt that those potential users cannot gain much from the website. Commissioner Kruger added that the FAQ's on the website do not provide much detail either. Commissioner Topliff agreed.

Commissioner Tolby stated that on the City website, there is no contact information for the Airport Commission members and that he has tried for quite some time to have this information made available. Commissioner Tolby felt that it was very important for the Airport users to be able to express opinions to the Commissioners without having to go directly through staff. Commissioner Tolby stated that his request was rejected by the City. Commissioner Tolby added that prior to Mr. Potts' arrival, he felt resistance and a general feeling of keeping the Commission at a distance.

[Vice Chair Rovey entered the meeting.]

Commissioner Tolby added that he had suggested having an Executive Session so that staff could apprise the Commission of legal matters. Commissioner Tolby commented that it would be his desire that the Commission was more stand alone and set its own agenda for meetings.

Commissioner Kruger noted that the Commission is limited to being an advisory body without authority. Commissioner Tolby wondered why the City attorney was at the Commission meetings if the Commission was only advisory with no authority and if he was present at other City Commissions. Mr. Christenson stated that because of the Open Meeting Law, counsel is present to ensure compliance and be present for any legal questions. Mr. Christenson noted that he does attend meetings for other City Commissions.

Mr. Potts displayed the City ordinance for the Commission, which was enacted in November 1992 and last updated in 1995.

Commissioner Escudero explained that the vision statement he submitted was done so because of a recent article in the Arizona Republic comparing the Scottsdale Airport to the Glendale Municipal Airport. The author indicated that there are no mission or vision statements for the Airport. Commissioner Escudero suggested posting the Commission meeting dates and other Commission information in the "General Aviation News".

Commissioner Kruger stressed that it is important to find out why more jets use the Goodyear Airport instead of the Glendale Airport for stadium events. Commissioner Kruger commented that at the last meeting, a comment was made that the Airport had been referred to as the "Airport by the dump" and stressed that this image needs to be changed. Commissioner Kruger stated that the image of the Airport should be one of an airport next to the most advanced football stadium. Chair Dagostino suggested a tagline of "The Airport by the football stadium".

Commissioner Kruger distributed his suggestions for a vision statement and items to be included on the Airport websites, such as the following:

- What we offer
- Economical suggestions
- Nearby entertainment
- Ground transportation
- Runway
- Emergency Services
- Parking
- Emergency aircraft repairs

Commissioner Kruger stated that during a major event, there should be some sort of emergency services available. Commissioner Kruger commented that during the 2008 Superbowl, the Airport had an aircraft land gear up which stopped all aircraft movement for several hours. Commissioner Kruger noted that this

was unacceptable at a single runway Airport and that some sort of aircraft removal service should be on standby. Commissioner Kruger acknowledged that this would be a cost to the Airport, but would be very beneficial and attractive to users. Mr. Potts stated that Fox Aviation Services is on site to handle smaller scale issues, but the suggestion is well taken.

Commissioner Aramian motioned to approve the Commission Vision Statement as drafted by Commissioner Escudero and to recommend Council approval of the Vision Statement.

- **The Vision for the Glendale Municipal Airport is:**
 - **To be the aviation destination of choice for accessing the West Valley's entertainment, sporting, and business venues.**
 - **To provide a friendly, positive environment for aviation enthusiasts with safe, secure, and affordable facilities where aircraft may be stationed with confidence.**
 - **To provide premier services to the private and commercial flying community with the goal of exceeding expectations when interacting with the Airport.**
 - **To promote the Airport itself, recognizing the benefits the Airport brings to Glendale and the surrounding environs.**

Commissioner Topliff made the second. The motion carried 7 – 0.

[Chair Dagostino excused himself from the meeting.]

2. FAA Hangar Policy

This is a standing agenda item. No update at this time.

3. ADOT Grant E6S3K

Mr. Potts presented information on the ADOT grant E6S3K in the amount of \$1.35 million for the Conair Land Acquisition. Mr. Potts displayed the ADOT grant offer agreement letter as well as an aerial diagram. Mr. Potts explained that the original grant was for \$2.0 million which was unfortunately swept. The Airport grants manager contacted ADOT and was able to get the grant restored at \$1.35 million for this year. Mr. Potts explained that the City already purchased the Conair property and this is an ADOT grant for reimbursement for the property acquisition cost. This will be a 6-year grant, spreading out the total cost reimbursement over six years.

Commissioner Aramian motioned to recommend that City Council adopt a resolution authorizing the City Manager to enter into a grant agreement E6S3K with the Arizona Department of Transportation (ADOT) in the amount of \$1.35 million for the Conair Land Acquisition Phase I of 6 at the Glendale Municipal Airport. The motion carried 6 – 0. [Chair Dagostino was no longer present.]

4. Master Lease - Specialized Aviation Service Operator (SASO)

Mr. Potts presented a Specialized Aviation Service Operator master lease. The SASO agreement will be immediately used for Flying Cacti, LC, Sonoran Aeroplane Company, and KBM Aviation. Mr. Potts used an aerial diagram to indicate the hangar locations. Mr. Potts announced that Mr. Christenson has been working on the latest draft, version 5, of the SASO master lease. Mr. Potts explained that use of the SASO master lease will expedite the process of getting a tenant in place to one or two months instead of four to five months.

Vice Chair Rovey inquired as to the process of lease approval, the role of the Commission, and potential time sensitivity. Mr. Potts explained that once he meets with the potential lessee, the potential lease will be brought before the Commission for review and then on to the City Manager for signature. Mr. Potts noted that specific time constraints will be handled on an individual basis.

Commissioner Aramian motioned to recommend City Council approval of a Master Specialized Aviation Service Operator (SASO) agreement and to authorize the City Manager or designee to enter into new SASO and renewal agreements on behalf of the Glendale Municipal Airport without individual Council action. Commissioner Topliff made the second. The motion carried 6 – 0. [Chair Dagostino was no longer present.]

5. Land Lease - Hangar Construction and Land Rental

Mr. Potts presented information on a land lease for A Shade Above (#8) and AEK Property 6 LLC (#11) for the construction of a corporate hangar and also for KBM Aviation for aircraft parking. Discussion was held. Mr. Potts indicated that the land leases needed to be modified due to new federal requirements. Mr. Potts showed an aerial diagram to highlight the hangar locations and commented on the intended uses by the lessees.

Commissioner Tolby inquired about additional space on the Airport for growth so that good, long-term businesses could state on site if they expand. Vice Chair Rovey also wondered if there was an expansion plan. Mr. Potts replied in the positive, but noted that expansion is not in the near future. However, if there was an interested party with expanding needs, the Economic Development would be tapped for funding possibilities.

Commissioner Aramian motioned to recommend City Council to authorize the City Manager to enter into the land leases as presented to the Aviation Advisory Commission on August 10, 2016 with the following:

- **Butler Aviation Investments, LLC for pad #8 to construct a box hangar.**
- **AEK Property 6 LLC for pad #11 to construct a box hangar.**
- **Angel Aviation Maintenance, LLC (KBM Aviation) for pad #13.**

Commissioner Tolby made the second. The motion carried 6 – 0. [Chair Dagostino was no longer present.]

V. SUMMARY OF CURRENT EVENTS

Mr. Potts reported on current airport activities:

1. Construction Projects/Grants Status
 - There was a three week delay in bids for the North Apron Project. However, on Monday, a pre-bid meeting was held and bids will be opened on August 15th.
 - Mr. Potts is reviewing all drawings for the final ALP Draft Report and will meet with City officials and Economic Development soon.
 - Blue staking by Cox Communications was recently done and tie-ins to hangars will be completed soon as well. Further update will be provided at the next meeting.
 - The FAA approved a new building for the Conair property, which is an 800,000 sq. ft. building to be used as warehouse distribution for internet sales.
 - The contract to replace the windsock has been completed. The contractor will be on site tomorrow to take pictures to start the project.
2. Operating Budget/Expenses/Revenues – graphs
 - Mr. Potts presented detailed budget information for the month of July.
 - There were 80 applications for the vacant Service Worker II position, which have been reviewed and narrowed down to 13. Interviews will begin in the near future.
3. Airport Business Activity/Lease Updates

- Mr. Rick Rademaker has moved from the Terminal Building to the Airwest. Skywest is interested in taking over the area vacated by Mr. Rademaker.
 - Cafeteria news:
 - The Airport cafeteria is developing a social media marketing campaign.
 - A story time for kids will be held on Wednesdays from 10:00 a.m. to 11:00 a.m. beginning August 29th.
 - A new menu with lower prices has been established. New offerings include pre-made sandwiches and local products for sale.
 - The cafeteria will be open on Labor Day.
 - The proprietor is looking at obtaining a designation as an unlicensed liquor location for special, corporate, and private events.
 - A new promotional flyer for the cafeteria was displayed. Commissioner Aramian suggested posting the flyer to the Airport website.
 - Commissioner Escudero suggested more Airport business promotion on the Airport website and use of Youtube and Channel 11 promotional videos. Mr. Potts displayed the Airport website, showing the various links and also played a Youtube video promoting the opening of the cafeteria. Mr. Potts agreed that the use of these platforms is important and other ideas for social media and website postings are always welcome.
 - The Government Services Committee announced that the Airport Commissioners can now be appointed for a third term with recommendation from their appointing Council member. Commissioner Escudero commented that his term expires in a few months and his Council member, who is on the Government Services Committee, had not mentioned this to him when recently speaking to him about replacements. Vice Chair Rovey asked if the Government Services Committee has determined if the Commission could include members who are not Glendale residents. Mr. Potts replied that the issue is still under review, as this request is being considered for all Commissions as well.
 - Mr. Potts followed up on Commissioner t-shirts as brought up at a previous meeting by Commissioner Escudero. Mr. Potts stated that t-shirts were provided in 2013; however, they are no longer available due to budget constraints. The shirts costs \$31.00 at the time.
 - The runway at Deer Valley Airport will be closed August 18th through August 28th. Mr. Potts was informed by Transpac Academy that they would try to avoid using the Airport, but if needed, it would be four aircraft a few times a day. If noise complaints are received during this time period, Mr. Potts will explain that the increased traffic is only temporary.
4. Land Use Planning/Zoning/Development
 - No issues to report at this time.
 5. 2017 NCAA Final Four National Championship
 - Today's meeting was canceled.
 6. Air Traffic Operations/Airspace/Community Relations
 - Flight operations were down 38% for the month of July 2016 compared to July 2015.
 - Noise complaints remain steady with most complaints from the same individual. Complaints were filed via the Airport website noise complaint link.
 - There is a new air traffic controller in the Tower.
 7. Open House Update
 - A planning meeting was held on August 4th.
 - The police department has recommended no parking on the airstrip.
 - Glendale Hangars has signed on as a sponsor.
 - The casino has been contacted regarding shuttle service.
 - The Convention & Visitors Bureau has committed three electronic bulletin boards.
 - All Council members will include Open House information in their district newsletters.

- Mr. Potts is talking with the new sightseeing company at the Airport regarding aircraft rides. The company proprietor owns a YAK and will also contact Wings for Flight and the Warbirds to inquire if they would participate also.
 - Mayor Weiers will be contacted to regarding his availability for starting the Wings and Sneakers Airstrip Run.
 - The LAFB Canine Team and/or Bomb Squad may be available for the event.
 - Public Works, police, and fire will have booths. The 99's would also like to have a booth or tent.
 - There will be participation by Lighthouse Legacy.
 - The Army Aviation Heritage Association will conduct a flyover with a Huey Cobra and offer paid rides to the public.
 - Additional planning continues.
 - Commissioner Escudero inquired if any progress was made in obtaining an Apache for the event. Mr. Potts replied that he will follow up on the request. Vice Chair Rovey inquired if F35's from LAFB could be made available and Mr. Padilla replied in the negative.
8. Luke Air Force Base Operations: Mr. Padilla announced that the third F35 squadron will stand up next week, the 2nd squadron is still trickling in, and up to three F35's are coming arriving monthly at LAFB.

VI. CALL TO THE PUBLIC

No comments made.

VII. NEW BUSINESS REQUESTS (Future Agenda Items)

Commissioner Escudero suggested a discussion on the possibility of the extension of Glen Harbor Blvd. south of the Airport. Mr. Potts stated that this is currently under study.

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 Wednesday, September 14, 2016.

IX. COMMISSION COMMENTS AND SUGGESTIONS

Commissioner Escudero hoped that his Commission term would be extended.

X. ADJOURNMENT

The meeting was adjourned by consensus at 7:36 p.m.

The Aviation Advisory Commission Meeting Minutes of August 10, 2016 were approved at the Commission Meeting of October 19, 2016.

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