

**MINUTES
AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD - SUITE 201
GLENDALE, ARIZONA 85307
AIRPORT CONFERENCE ROOM
OCTOBER 9, 2013
7:00 P.M.**

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Chair Cohoe with the following Commissioners present: Walt Chaney, Victoria Rogen, Quentin Tolby, Marc Terrill and Robert Irons.

Also present were Basil Allen, Glendale Airport Tower; Clare Pryke, Glendale Airport Hangars; Walter Fix, Airport Administrator; Jim Gruber, Assistant City Attorney

II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Rogen motioned to approve the September 11, 2013 meeting minutes with the following corrections on Page 3, Under Section 2:

- **First sentence:** change “...which he and Commissioner Irons attended...” to “...which he, Chair Cohoe and Commissioner Irons attended...”
- **“At the meeting”** to be removed from the beginning of the fifth, sixth and seventh bullets points. Make capitalization adjustments as appropriate for the new sentence beginning.
- **Sixth bullet point:** change “...presentation was given...” to “...A presentation was given...”
- **Fifth bullet point:** remove the word “still” from the last sentence.
- **Seventh bullet point:** change “The last crash at...” to “It was noted that the last crash at...”

Commissioner Terrill made the second. The motion carried 6 – 0.

III. REQUEST FOR CONTINUANCE OR WITHDRAWAL OF ITEMS.

None.

IV. AIRPORT BUSINESS

The following business was discussed:

1. Glendale Citizen Corps:

Ms. Evans distributed various pamphlets published by the Federal Emergency Management Association, FEMA, and played a short video clip regarding natural disasters.

Ms. Evans gave a presentation which included the following information on Glendale Citizen Corps (GCC)

- GCC was created to help coordinate volunteer activities that will make communities safer, stronger and better prepared to respond to any emergency situation.

- GCC provides opportunities for people to participate in a range of measures to make their families, their homes and their communities safer from the threats of crime, terrorism, and disasters of all kinds.
- The mission of the Corps is to coordinate and support effective collaboration and partnerships between government, non-profit agencies, faith-based organizations and the Glendale citizens in order to build a disaster resistant community prepared for tomorrow.
- A whole community approach is utilized:
 - Understand community complexities
 - Recognize community capabilities and needs – Develop plans
 - Foster relationships with community leaders – Meet people where they are
 - Build and maintain partnerships – Build trust through participation
 - Create space at the table with first responders and decision makers
 - Empower local action – Let public participation lead
 - Leverage and strengthen social infrastructure, networks and assets
- Support functions include:
 - Survey the community to assess increased awareness and participation.
 - Identify ways in which community volunteer resources can help meet the needs of our public safety organizations.
 - Spearhead efforts to offer citizens new and existing volunteer opportunities, educational information, and training to address crime, terrorism, public health issues, and natural disaster risks.
 - Promote volunteer opportunities that engage citizens.
 - Recognize all activities that promote prevention, preparedness and response training to encourage new endeavors.
 - Work with existing neighborhood leaders, businesses, school and rental communities to create a neighborhood leadership structure to design a systematic approach to educating the public throughout the community.
 - Encourage community-level volunteerism.
 - Create an action plan to involve our community in prevention, preparedness, response, and recovery activities and to mobilize the community in large-scale events.
 - Organize special projects and community events to promote Citizen Corps activities and recruit volunteers.
 - Foster mutual support by working with Citizen Corps Councils in contiguous or regional communities and jurisdictions to be able to share resources in times of need.
- Various ways exist whereby residents can volunteer in affiliated programs or by unaffiliated participation.
- Disasters can include biochemical, floods, major hazmat, terrorist, severe weather, and pandemic incidents.
- Develop a Household Preparedness Plan:
 - Be Informed
 - Make a Plan
 - Assemble a Disaster Supplies Kit
 - Get Involved
 - Get Trained
- More information can be found at www.Ready.gov and www.glendalecitizencorps.org.

Ms. Evans anticipated that the Glendale Citizen Corps would offer volunteer training in the spring of 2014. Ms. Evans explained that it is necessary for emergency volunteers to be trained and certified, especially in the areas of mass care, volunteer coordination and CPR. Ms. Evans encouraged residents to get involved and stay connected.

Ms. Evans invited all Commissioners to a Glendale Citizen Corps Meet and Greet on October 25th from 6:00 to 8:00 p.m. at the Glendale Regional Public Safety Training Facility. Ms. Evans noted that at this event honoring community leaders, attendees will meet representatives from the Glendale Emergency Management Team and the Citizen Corps Affiliated Program Coordinators.

Ms. Evans distributed a Readiness Assessment Survey to the Commission and staff which were completed and returned to Ms. Evans.

Chair Cohoe thanked Ms. Evans for an excellent presentation

2. Aviation Advisory Commission: Change Starting Time

Commissioner Chaney motioned to change the start time for the Aviation Advisory Commission from 7:00 p.m. to 6:00 p.m. beginning with the November 2013 meeting. Commissioner Irons made the second. The motion carried 6 – 0.

3. Air Traffic “Touch and Go” Operations Curfew

Mr. Fix stated that in reviewing the Airport Rules and Regulations, Mr. Garcia of the FAA noticed the current Touch and Go prohibition during 10:00 p.m. to 7:00 a.m. and felt that this could be challenged by Airport users. Mr. Garcia suggested the use of the word “discouraged” instead.

Mr. Fix commented that Touch and Go’s are an essential part of flight operations and training. Mr. Fix explained the curfew was put in place due to complaints from some nearby residents about Touch and Go’s by pilots from other airports about 10 years ago. The complaints resulted in a curfew that was put in place at the Glendale Airport. Mr. Fix noted that Stop and Go’s are not prohibited, which can create even more noise than a Touch and Go. Mr. Allen agreed with the recommendation that the prohibition be rescinded.

Mr. Fix stated that the draft Rules and Regulations, which include the Touch and Go prohibition, are still with the City Manager and City Council members to be approved. Mr. Fix estimated that the Rules and Regulations may not be approved by the Council for some time due to a very full Council agenda. Chair Cohoe asked if the Touch and Go prohibition could be removed from the Airport Facilities Directive (AFD), until such time as it could be removed from the Airport Rules and Regulations. Mr. Fix agreed. Mr. Fix stated that he would first perform outreach to those who initially complained about the Touch and Go’s.

Commissioner Chaney felt it was very important for the Airport to do all it can to be friendly to the pilots. Commissioner Terrill agreed but stressed that it was important to be a good neighbor as well by communicating with residents and also the flight schools.

Mr. Fix will keep the Commission updated on the status of this issue.

V. SUMMARY OF CURRENT EVENTS

Mr. Fix discussed the following:

1. Construction Projects/Grants
 - a. 5-Year ACIP: Due November 1st to ADOT and will be shared with the Commission when completed.
 - b. Runway Slurry/Seal Project: The project date has been delayed from October 2013 to spring 2014 due to the lack of ADOT project management capability at this time.
 - c. Apron Rehab/Lighting Project: The pre-submittal meeting for engineering firms will be held tomorrow. October 18th is the deadline for bid submittal and then the selection process will begin.
 - d. New Sweeper: The grant has been approved, the sweeper has been purchased and delivery is expected on November 1st.
2. Budget/Expenses/Revenues
 - a. The City of Glendale CIP planning coincides with the ACIP planning.
 - b. City of Glendale employees did not receive cost of living raises for the past four years and so the City has recently approved an additional 28 hours of paid furlough time during the week of Christmas for administrative employees. Paid furlough for other departments, such as police, fire and maintenance will be scheduled for use by the end of June 2014.
3. Economic Development
 - a. Many winter tenants are returning.
 - b. The Glendale Flyers Flight School has unfortunately closed.
 - c. The Special Use Agreement for the Airport Museum was sent to the proprietor's attorney. This agreement is necessary because the museum aircraft must be towed through the Airport fence to the museum.
 - d. On October 26th, the Civil Air Patrol will hold a Drug Demand Reduction Program all-day event at the Airport. Approximately 100 Civil Air Patrol cadets and families will participate.
4. Land Use Planning/Airspace
 - a. The City of Glendale and City of Phoenix are still in discussions regarding the neighboring Camelback Ranch proposed residential parcel.
5. FAA Grant Assurance Compliance
 - a. Annual hangar inspections will begin in a few weeks.
 - b. There is no update on a date for the FAA close-out letter. If not received soon, the City legal team will reach out to the FAA.
6. Super Bowl XLIX
 - a. The Glendale Planning Committee met today and will continue to meet on the second Wednesday of each month. The largest expenses for the City will include parking, shuttles, police, fire and barricades. The Super Bowl Experience will be held in downtown Phoenix. Mr. Fix met with Mr. Allen and the FBO manager to discuss room at the Airport for up to 125 jets during the Super Bowl. It is estimated that 800 to 1,000 corporate jets will be in the valley during the Super Bowl week.
7. Air Traffic Operations/Based Aircraft – Quarterly
 - a. Mr. Allen reported that there were almost 900 more operations in September 2013 compared to August 2013. Mr. Allen attributed the increase to good weather. Also, operations were up by 450 this September compared to September 2012.

VI. CALL TO THE PUBLIC

Chair Cohoe made a call to the public. No comments were made.

VII. NEW BUSINESS REQUESTS (Future Agenda Items)

The following items were proposed:

- Updated on Community Outreach for the “Touch and Go” Operations Curfew
- Hangar Inspection Update
- Open Meeting Law Review
- Invite Mayor Weiers and/or the Councilperson Representing the Airport District to an Upcoming Commission Meeting
- Arizona National Guard Armory Relocation Update
- Aircraft Museum Status
- Super Bowl Committee Updates
- Proposed City of Phoenix Beazer Homes Update

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, November 13, 2013.

IX. COMMISSION COMMENTS AND SUGGESTIONS

None made.

X. ADJOURNMENT

The meeting adjourned at 8:20 p.m. by consensus.