

MINUTES

AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD - SUITE 201
GLENDALE, ARIZONA 85307
AIRPORT CONFERENCE ROOM
OCTOBER 14, 2015
6:00 P.M.

I. CALL TO ORDER

The meeting was called to order at 6:03 p.m. by Chair Quentin Tolby with the following Commissioners present: Vice Chair Walt Chaney, Paul Dagostino, Larry Rovey and Linda Yeager.

Also present were Kenn Potts, Airport Administrator; James Gruber, Assistant City Attorney; Jack Friedline, Public Works Director; Bill Gillies, Luke Air Force Base; Clare Pryke, Glendale Airport Hangars

II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Rovey motioned to approve the August 12, 2015 meeting minutes with the following change on Page 4, under the LAFB Update: "...21st and 62nd Squadron." changed to "...61st and 62nd Squadron." Commissioner Yaeger made the second. The motion carried 5 – 0.

III. REQUEST FOR CONTINUANCE OR WITHDRAWAL OF ITEMS.

Chair Tolby requested postponing the agenda item on Bylaws to a future meeting.

IV. AIRPORT BUSINESS

Mr. Potts provided an update on the following:

1. Lease Extension – South Box Hangars

Mr. Potts provided information on proposed lease extensions for four South Box hangar tenants. Mr. Potts explained that one leaseholder was given a 9-year extension and the City would like to offer the other four corporate South Box hanger leaseholders the same extension. Mr. Potts explained that this would provide consistent terms and good rental rates. City Risk Management is reviewing the insurance requirements for the proposed extensions at this time.

Chair Tolby asked for further clarification of the benefit to the City. Mr. Friedline explained that the extension in essence terms out the hangars which will need to be remodeled or rebuilt at the end of the lease. The FAA allows up to a 50-year lease and this in essence leases out to the life cycle of the hangar. Chair Tolby asked for additional details. Mr. Potts explained that the current lease was 20 years with two ten-year options. This basically is a 29-year lease option, which brings the potential total years to 49 years, just under the 50-year FAA limit.

Commissioner Dagostino asked if there was a benefit to not offering the extension. Mr. Potts replied in the affirmative, stating that the existing tenants could file a complaint with the FAA claiming discrimination. One lease holder has a better deal than the one next door for the same type of hangar. In response to a question, Mr. Potts added that CPI is built into the rates on the lease.

Chair Tolby wondered why the leaseholder was offered the 9-year extension and why it did not come before the Commission for recommendation. Chair Tolby asked if the extension could be drafted as an option instead of an agreement. Mr. Gruber will research further.

Commissioner Rovey motioned to table the recommendation regarding the lease extensions for four South Box hangars pending additional information. The motion carried 5 – 0.

2. Aviation Advisory Commission Bylaws

Chair Tolby previously requested the item be tabled until next month. All agreed.

3. Peoria Residents Meeting Update

Mr. Potts gave an update on the meeting with Country Meadows residents on August 13th regarding noise complaint issues. Mr. Potts stated that information was provided to the residents regarding flight patterns and various questions were fielded from the attendees. Commissioner Rovey attended the meeting as well. Commissioner Rovey asked if Mr. Potts has received any more noise complaints since the meeting with the residents. Mr. Potts replied in the positive and noted he will continue to work with the residents. After the meeting with the residents, Mr. Potts met with the flight schools at the Airport to share the public's comments. A new procedure with the Tower for noise abatement has been given to the flight schools with the intent to shift away from Country Meadows. Mr. Potts noted that other valley airports are receiving increased noise complaints as well and some of this may be due to the increase in students at the flight school at Deer Valley. Mr. Potts noted that there were flybys over the Stadium during the first week of September due to Marine Week, which could have also spurred some of the recent noise complaints.

4. Aviation Advisory Commission Meeting Date

Commissioner Rovey motioned to re-schedule the November and December 2015 Commission meetings to the second Thursday of the month. The motion carried 5 – 0.

Mr. Potts will consult with the Government Services Committee in regards to the process of making a temporary change to the second Thursday of the month.

5. Run the Runway Event

Mr. Potts reported that the FAA must approve any non-aeronautical events at the Airport and the event host must be charged fair market value for use of Airport space. Mr. Potts explained that if the Run was held in conjunction with an Airport event, such as an open house, the host would not have to be charged for use of the runway. Mr. Potts suggested an Airport Open House to be held in November 2016. This would allow for funding within the FY2016-17 budget.

Mr. Potts shared alternatives and pictures of other valley airport events which included the following: static displays, flight school booths, high school bands, car shows, corporate displays, helicopter displays/rides, air race, bouncers and kids area, information booths for various City departments, and model plane displays/flight shows.

Commissioner Dagostino asked if the public would be charged to attend the event. Mr. Potts explained that the host of the Run the Runway Event would charge for participation in the run to cover costs, but general attendance to the Open House would be free.

Chair Tolby commented that the Open House could be a half day event, with the run in the morning.

Commissioner Dagostino inquired as to the costs for such an Open House. Mr. Potts will connect with his contact at the Buckeye Airport regarding costs for their recent Open House. Mr. Potts stated that the costs depend on what will be offered at the Open House.

The Commission endorsed the Airport Open House suggestion and asked Mr. Potts to continue to pursue event to potentially be held November 2016.

6. Aviation Advisory Commission Goals

Mr. Potts distributed a proposed Mission Statement, Strategic Goals and Action Plan for review as follows:

- Mission Statement
 - The Commission serves as the public's and City Council's eyes and ears to ensure the Airport is managed in a safe, efficient, and cost effective way. To monitor all laws and ensure federal regulations are complied with. To monitor and speak out to protect the Airport so it will be able to serve the flying public for decades to come. To be an advocate for our lessees to help ensure their profitability and/or receive a return on their investment.
- Strategic Goal
 - The public's and Council's eyes and ears
 - Protect the Airport
 - Promote the Airport
 - Communicating with users
 - Open independent access for user concerns
 - Ensuring the financial viability for the City
 - Ensuring the financial viability for our leaseholders
- Action Plan
 - Transparency between staff and commission
 - Well informed and educated commission
 - Divide responsibility by forming committee
 - Review all Airport contracts, long-term leases, use permits
 - Search for ways to increase revenue or reduce expenses
 - Promote activities that will promote the Airport

Discussion and possible adoption will be held at the November Commission meeting.

7. Copperstate Fly-In

Chair Tolby will be attending the Copperstate Fly-In in Casa Grande on October 24th and invited other Commissioners to attend the event as well.

8. Vacant Aviation Advisory Commission Seats

Chair Tolby noted that there is one vacancy which is a Mayoral appointee. Chair Tolby announced that Vice Chair Chaney's term has been extended for six more months.

V. SUMMARY OF CURRENT EVENTS

Mr. Potts reported on current airport activities:

1. Construction Projects/Grants Status

- Apron and Lighting Project: The project has been completed. One light pole needed to be reduced in height and was cut. A final change order is needed. Mr. Potts will request a grant amendment to cover the final costs.
 - Airport Capital Improvement Plan (ACIP): The FY2017-2021 ACIP has been submitted and is under review by the ADOT and then it will be sent to the FAA.
 - Airport Layout Plan: On August 21st, a site inventory review was conducted and the Airport use mix has not changed enough to justify an increase in the Airport Design Code.
 - A Cat-X was submitted to the FAA for the north apron and grant funds have been requested. The FAA district office Manager was at the Airport and Mr. Potts gave him a tour of the north apron, with specific focus on cracks on the ramp.
 - Improvements to the Airport terminal parking lot will be made soon. Appreciation was given to Mr. Friedline for his support of the project.
 - Footings have been put down for the Butler box hangars, so construction is progressing.
 - Cox Communications has put on hold the internet installation as there is a snag with construction costs.
 - The City of Glendale is updating the Transportation Plan. A representative from the Transportation Department will be invited to an upcoming meeting to present the Plan to the Commission.
2. Operating Budget/Expenses/Revenues/Rates & Charges - Graphs
- Rates and Charges: The 60-day comment period ended as of September 10th. No comments were received. Approval will be requested at the November 10th Council meeting.
 - Graphs and data were displayed regarding FY 2014-15 revenue and expenses versus budget. It was noted that both revenue and expenses were higher than budget. The John F. Long donation was greatly appreciated and helpful. FY 2015-16 operations expenses for the month of September were displayed.
3. Airport Business Activity/Lease Updates
- The Commissioners are all invited to a Phoenix Coyote's hockey game for the City's Board and Commission Appreciation Event on December 11th. Please RSVP by December 4th.
 - The Airport café has been successful and is now open seven days a week. Offerings include a Sunday brunch and a Friday Fish Fry.
 - A meeting with a hot air balloon company was held regarding space at the Airport. The company is located near the Deer Valley Airport currently but is looking to expand to either Glendale or Buckeye.
 - Mr. Potts and Mr. Fix attended the Arizona Airport Association Conference last week which was very informative.
 - On August 27th, the Airport lost power for approximately 8 hours due to a storm. The Airport ran on a generator back-up. Eight poles were knocked down along Glendale Avenue which caused the outage.
4. Land Use Planning/Zoning/Development:
- On September 4th, Mr. Potts met with the City's Planning Director regarding density planning around LAFB.
5. College Football Championship Game Planning
- A meeting with the FAA was held on September 29th.
 - The game is scheduled for January 11, 2016.
 - 600 to 900 aircraft are anticipated for the whole valley.
6. Air Traffic Operations/Airspace/Community Relations
- Operations for August and September 2015 were displayed, which were up over August and September 2014. The Airport runway was closed for a period in August 2014 due to the runway seal coating.
 - A graph of operations for the year-to-date was displayed.

- A separate section on the Airport website related to noise issues and complaints will be created.
 - Mr. Potts has received at least two reports on spot lights shining on aircraft and one report of a laser. The police have been notified and ramifications are very serious. Over 4,500 laser incidents were reported nationally for 2015 so far. A meeting will be held with Airport and Tower staff, Glendale Police Department, and Peoria Police Department to establish formal protocol regarding laser incidents.
7. Luke Air Force Base Operations
- Mr. Gillies reported that LAFB has seen an increase in laser incidents as well and would like to have a LAFB representative at the laser protocol meeting.
 - LAFB also received noise complaints during Marine Week.
 - The dates for the LAFB Air Show have been changed to April 2nd and 3rd of 2016.
 - The FAA has asked LAFB not to fly during the BCS game which will cause a significant impact.
 - A few F35's are coming in monthly. The 61st and 62nd Squadrons are on site at LAFB now and the 63rd Squadron will be on site in the near future.

Commissioners Yaeger, Rovey and Dagostino signed their Loyalty Oaths.

VI. CALL TO THE PUBLIC
None.

VII. NEW BUSINESS REQUESTS (Future Agenda Items)
None.

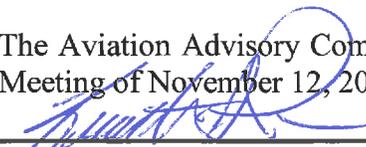
VIII. NEXT MEETING TIME

The next meeting will be held at 6:00 p.m. on the second floor Conference Room of the Airport terminal building on Thursday, November 12, 2015.

IX. COMMISSION COMMENTS AND SUGGESTIONS
None.

X. ADJOURNMENT
The meeting was adjourned by consensus at 7:44 p.m.

The Aviation Advisory Commission Meeting Minutes of October 14, 2015 were approved at the Commission Meeting of November 12, 2015.


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