

**MINUTES  
AVIATION ADVISORY COMMISSION  
GLENDALE MUNICIPAL AIRPORT  
6801 N. GLEN HARBOR BLVD - SUITE 201  
GLENDALE, ARIZONA 85307  
AIRPORT CONFERENCE ROOM  
NOVEMBER 13, 2013  
6:00 P.M.**

**I. CALL TO ORDER**

The meeting was called to order at 6:00 p.m. by Chair Cohoe with the following Commissioners present: Walt Chaney, Victoria Rogen, Quentin Tolby, Michael Hernandez and Robert Irons.

Also present were Basil Allen, Glendale Airport Tower; Cathy Colbath, Interim Executive Director for Transportation Services; Walter Fix, Airport Administrator; Jim Gruber, Assistant City Attorney

**II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

Commissioner Chaney motioned to approve the October 9, 2013 meeting minutes with the following changes:

- Page 3, second paragraph under item 3: Change the second sentence to “Mr. Fix explained the curfew was put in place due to complaints about Touch and Go’s.”
- Page 4: Change “CIP” to “Capital Improvement Plan” and “ACIP” to “Airport Capital Improvement Plan”.
- Page 5: Change “Updated...” to “Update...”

Commissioner Tolby made the second. The motion carried 5 – 0. [Commissioner Hernandez was not yet present.]

**III. REQUEST FOR CONTINUANCE OR WITHDRAWAL OF ITEMS.**

None.

**IV. AIRPORT BUSINESS**

The following was discussed:

1. Aviation Advisory Commission Changes
  - Vice Chair Chaney was re-appointed for another term, signed his Loyalty Oath and was presented with a Certificate of Recognition for his service as Vice Chair from 12/11/12 through 11/24/13.
  - Chair Cohoe announced this meeting was the end of Commissioner Irons’ term. Commissioner Irons was presented with a plaque in recognition of his five years of service on the Commission.
  - Chair Cohoe was presented with a Certificate of Recognition for his service as Chair from 11/28/10 through 11/24/13 and a plaque in recognition of his five years of service on the Commission. Tonight is Chair Cohoe’s last meeting as well.

2. Closure of Left Seat West Restaurant

Mr. Fix reported that the proprietors of the Left Seat Restaurant had to close the business during the last week of October due to financial difficulties and low restaurant patronage. The City will pause to re-evaluate the next steps for pursuing a restaurant at the location. A new proprietor will be selected very carefully.

Commissioner Rogen wondered if the location would be better suited for a proprietor who has an established catering business which would help to bring in additional revenue besides patronage in-house.

3. Super Bowl XLIX Update

Mr. Fix stated that the Super Bowl Committee met this morning and the following issues were discussed:

- City Departments are preparing needs assessments for the event
- City budget will be used for police, fire and traffic as well as other determined needs.
- Mr. Fix submitted Airport needs, including some overtime for an additional staff person before and after the Super Bowl for customer service, safety and security.
- The possibility of relocating aircraft to Valley Aviation Services covered tie-downs will be pursued. This would provide more room for corporate jets. Mr. Fix estimated the cost at \$2,000.00 but will confirm with Ms. Clare Pryke.
- It is expected that there would be an additional 30,000 to 40,000 gallons of additional fuel sold to jets during the Super Bowl. Therefore, the increased amount of fueling fee revenue generated to the City would offset the cost of additional Airport staffing needs.

**V. SUMMARY OF CURRENT EVENTS**

[Commissioner Hernandez entered the meeting.]

Mr. Fix discussed the following:

1. Construction Projects/Grants

- C&S Engineers was selected as the contractor for the design of the apron and lighting projects. Contract approval will be brought before Council in December. This is an ADOT grant project.
- Runway Crack Seal/Slurry Project: This ADOT project has been delayed until spring. The new Airport street sweeper has been received. The sweeper is currently being outfitted and decals are being put on the sweeper. The sweeper should be on site at the Airport in a few weeks.

2. Budget/Expenses/Revenues

- There has been a change with the Conair property acquisition. The FAA will no longer be involved with grant funding for this project. However, ADOT will be involved. This change in grant status requires readjustment of Airport capital budgeting figures due to the new increased match amount.
- An audit is being conducted on the Transportation Department GO Funds and is near completion.

3. Economic Development

- The Airport Business Plan is undergoing final draft revision and will be presented to the Commission in December.

4. Land Use Planning/Airspace

- It is almost certain that Beazer Homes has withdrawn escrow for the proposed residential development 1,500 feet from the Airport runway.
  - Next Tuesday, the Transportation staff will tentatively hold a Council informational workshop regarding the Camelback Ranch area.
  - Next Wednesday, there will be a land lease auction for the 134-acre parcel on the east side of the Airport. Mr. Fix will meet with the attorneys involved prior to the auction date. The last two scheduled auctions on this land lease were cancelled due to non-activity.
5. FAA Grant Assurance Compliance
- There has been no word on the status of the compliance close out letter from the FAA. Our contract attorneys have been trying to get in touch with the Compliance Manager at FAA headquarters regarding the letter.
  - Annual hangar inspections have begun. Of the hangars recently inspected, there are fewer instances of non-compliance. The City court hearing has been postponed until December regarding the two non-compliance citation recipients from the last round of hangar inspections.
  - The Airport Rules and Regulations have not been approved by Council as of yet. The issue with the Touch and Go curfew must still be changed. Staff will initiate contact with the public regarding the fact that Touch and Go's from 10 PM until 7 AM will now be permitted, but discouraged, at the Airport. Mr. Fix stressed the importance of public outreach and education regarding the issue.
6. Air Traffic Operations/Based Aircraft – Quarterly
- Mr. Fix reported 278 based aircraft currently at the Airport. The average for the year so far is 283 compared to 284 for last year. Mr. Allen announced that October 2013 saw 1,500 more operations than September 2013 and 1,000 more over October 2012. Mr. Allen stated that this November is not trending as well so far as November 2012.
  - Mr. Allen announced that in January, FAA security inspectors will be at the Airport for a security inspection of the facility and areas surrounding the Airport. Mr. Allen is the contact for the inspections.
  - Funding for the contract control tower is still being received and the future of the funding is dependent on the federal budget.
  - A new departure procedure for Runway 19 is scheduled for mid-2014.

## **VI. CALL TO THE PUBLIC**

No comments.

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

The following items were proposed:

- Update on search for new Airport restaurant proprietor
- Update and/or presentation from FBO regarding business activity
- Discussion of how to generate more business at the Airport and increase sustainability
- Debrief of Airport control tower security inspection
- Continued updates on hangar inspections
- Aircraft Museum status
- Beazer Homes and Camelback Ranch 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, December 11, 2013.

**IX. COMMISSION COMMENTS AND SUGGESTIONS**

None made.

**X. ADJOURNMENT**

The meeting adjourned at 7:05 p.m. by consensus.