

**MINUTES
AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD - SUITE 201
GLENDALE, ARIZONA 85307
AIRPORT CONFERENCE ROOM
DECEMBER 10, 2014
6:00 P.M.**

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Chair Quentin Tolby with the following Commissioners present: Walt Chaney, Leonard Escudero, and Joe Mascaro.

Also present were Walter Fix, Airport Administrator; Jack Friedline, Public Works Director; James Gruber, Assistant City Attorney; Claire Pryke, Glendale Airport Hangars; Linda Yeager, Civil Air Patrol; Mike Allen, Glendale Air Traffic Control Tower

II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Mascaro motioned to approve the November 12, 2014 meeting minutes as written. Commissioner Escudero made the second. The motion carried 4 – 0.

III. REQUEST FOR CONTINUANCE OR WITHDRAWAL OF ITEMS.

None.

IV. AIRPORT BUSINESS

Mr. Fix provided updates on the following:

1. Renewal of Commissioner & Loyalty Oath: Commissioner Escudero signed the Oath.
2. Aviation Advisory Commission Goals for 2015

Chair Tolby felt that over the past 20 years, the Glendale Airport has been troubled with many problems. Chair Tolby believes that most of the problems could have been prevented if the Commission had served the purpose as intended. Chair Tolby stated that Commission must define its purpose, then set goals and then establish an action plan to accomplish the goals.

Chair Tolby's vision for the Commission was shared as follows:

- Act as a Watchdog for the Airport to Ensure Checks and Balances
- Protecting the Airport
- Promoting the Airport
- Communicating with Users
- Independent Users Access Commission with Concerns
- Ensuring Financial Viability for the City
- Ensuring Financial Viability for the Airport leaseholders

Chair Tolby stressed communication with the public and the Councilmembers regarding Airport issues.

Chair Tolby commented on how the Commission should proceed forward this year:

- Commissioner Commitment
- Maintain a Good, Transparent Relationship with City Staff
- Maintain a Good Relationship with Council
- Fill Open Seats with Quality People – Contact Councilmembers (Councilmember Sherwood, Mayor Weirs and Councilmember Chavira) Regarding the Three Open Commission Seats – Business-Minded, Pilots, Hangar Owners.
- Conduct Bi-Monthly Discussion Workshop on the 4th Wednesdays of the Month at Noon –Possibly Re-Write the Commission Ordinance and Bylaws

Linda Yeager introduced herself. Ms. Yeager announced that she did submit for Councilmember Sherwood's open Commissioner seat today. Ms. Yeager noted that Mayor Weiers is a supporter of the Civil Air Patrol and will be attending the next CAP meeting.

Chair Tolby asked for Commissioner comments regarding his plan.

Commissioner Chaney agreed with many of the Chair's points. Commissioner Chaney stressed the importance of greater Commissioner knowledge of the Airport rules. Commissioner Chaney felt that the Commissioners should have a pass to allow them on the Airport grounds. With Airport access, the Commissioners can be on site to keep an eye on the Airport and be available to communicate with users. Commissioner Chaney added that Airport promotion is important.

Commissioner Mascaro felt that the Commission does not have any power as decisions are made by City Council without review or recommendation by the Commission. Chair Mascaro noted that the Scottsdale Airport Commission reviews restaurant proposals and makes recommendations to Council. Commissioner Mascaro agreed that promotion of the Airport is needed for growth.

Commissioner Escudero agreed that it is important to determine the Commission's purpose and goals. Commissioner Escudero noted that the purpose of the Airport needs to be honed in regards to customer base and primary function. Commissioner Escudero suggested discussions with the tribal representatives for the new casino regarding potential cross-promotion. Commissioner Escudero commented that the Airport could be promoted more to tourists.

Commissioner Chaney stated that a Workshop with Mr. Fix would be beneficial because the Commissioners can better understand staff's role at the Airport. Commissioner Chaney added that if the Commission is to advise Council and staff, the Commissioners must better understand the Airport workings.

Chair Tolby commented that a new model for the Commission should be developed and passed down to future Commissioners. Chair Tolby stated that sub-committees could be utilized so that Commissioners can be specialists on specific subjects.

Chair Tolby inquired if the Commissioners would be interested in a monthly Workshop. Chair Tolby noted that the Workshop would have to be publicly posted in the event of a quorum. Mr. Fix confirmed that minutes would need to be taken and posted. Chair Tolby suggested a lunch Workshop at which more in-depth work could be done on the Commission plan and promotional ideas. The Commissioners agreed to set a date for a future lunch Workshop at the next Commission meeting.

3. Valley Aviation Services – Amendment to Lease Agreement

Mr. Fix shared the background of the Valley Aviation Services lease. Mr. Fix stated that about one year ago, the partners of VAS approached the City with a lease extension and to condominiumize their Airport hangars for sale. Over a six-month period, City representatives, Mr. Fix and VAS met to discuss a lease extension. The City could not provide a 20-year extension, but only a 5-year extension which was enough to move forward with a condominiumization project. The hangars can now be marketed with a 20-year lease to a buyer, instead of a 17-year lease. The extension went to Council on September 9, 2014 for approval. As part of the extension, VAS will be doing upgrades to the electrical in the hangars and will also make other improvements for the sale of the hangars such as seal coating the hangar floors. Once the hangars are ready for sale to the public, a website will go live advertising the sale. The Airport agreed to take over pavement maintenance between the hangars, which will be done via grant money. A copy of the Amendment to the Lease Agreement was provided to the Commissioners.

Commissioner Mascaro noted that the Commission was not asked to review the lease extension prior to Council approval. Mr. Fix agreed and explained that due to legal issues, the City legal department advised that the lease extension go directly to Council. Mr. Fix stated that this was an anomaly.

Chair Tolby suggested that it could be a good idea to have a Fly-In to introduce the availability of the hangars to many pilots at one time.

V. SUMMARY OF CURRENT EVENTS

Mr. Fix reported on current airport activities:

1. Construction Projects/Grants

- Runway Slurry Seal Project: The project has been completed and the final report has been received. Even with the change order for the additional striping, a \$6,500 refund to the City is pending due to a lowered project cost.
- Apron and Lighting Project: Mr. Fix meets next Tuesday with the contractor at the engineering firm and the City Engineer for a brief meeting.
- ACIP: The Airport Layout Plan Narrative Project will go forth. ADOT will offer a grant to have the study done this fiscal year. Mr. Fix will have to issue an RFP for consulting firms to complete the project. Mr. Fix explained the Airport Layout Plan briefly per Chair Tolby's request and a history of the current ALP. Mr. Fix offered to go into greater detail at a Commission Workshop. Six to eight months of consultant work will be done on the Narrative and then the FAA will most likely take a year to approve the new ALP.

2. Budget/Expenses/Revenues

- Mr. Fix stated that the current fiscal year operating budget is on track. As of today, 63% of the actual operating budget is available. Mr. Fix reported large upcoming expenses, such as natural gas sub-meter for the restaurant for \$6,000.
- The first donation check of \$9,300 from the John F. Long Group was received. The next donation will be in between \$20,000 to \$24,000. The funds must be used for Airport operations expenses. Use of these funds will be carefully tracked.

3. Airport Business Activity/Lease Update

- The Flying Cacti business proposal: The proprietor is developing architectural drawings to submit to the City in addition to the business plan.
- Mr. Fix has received two more requests for hangars: EC Source wants to build another box hangar and a private party wants to build a hangar next to Gold Coast Helicopters.
- The second oldest hangar association, Desert Hangars, is coming up on the halfway point of its lease term in December 2015. They are now allowed to request their first 10-year option.

This must be requested in writing to the Assistant City Attorney. Desert Hangars has been compliant with their lease and with the last four years of hangar inspections.

4. Land Use Planning/Zoning

- o Last night, a public meeting was held at Pendergast School regarding the proposed residential development of an undeveloped 64-acre parcel of Camelback Ranch near the Airport. Mr. Fix will obtain details on what occurred at the meeting. The City of Phoenix is well-aware that the Airport and the City of Glendale are opposed to this residential encroachment. Chair Tolby offered to speak at another public meeting.

5. Super Bowl XLIX Planning

- o The Phoenix Aviation IT department rolled out a reservation system that the Airport will utilize. This is a real-time system in which Air Traffic Control at all levels will be able to access departure information. The Airport FBO will also use the system, which will help the flow of aircraft during the Super Bowl. Mr. Fix clarified that the system is not to be used by the pilots, but rather the FBO, Airports and the FAA. Valley Aviation Services will allow their two rows of shades to be utilized by currently based open tie-down Aircraft. In a few weeks, open-tie down users will be informed of their reassignments.

6. Air Traffic Operations - Airport and new National Data

- o Mr. Allen reported an 18% increase in operations over the same time last year. Mr. Allen did not have the actual figures at hand. The Airport was ranked 136 in operations a few years ago, but is now ranked 258. On November 13th, the Airport received the IFR departures for Runway 19. Mr. Fix distributed a handout regarding FAA Operations Figures for FY 2013-14. Mr. Fix noted that the Goodyear Airport operations dropped by 40% due to the loss of Oxford Flight Academy. Mr. Fix noted that Glendale Airport dropped by 9% which can be attributed to the loss of TransPac Aviation. Mr. Fix stated that Falcon Field dropped 5% as one of the runways was closed for a few months. Mr. Fix explained that some of the Falcon Field traffic then went over to Phoenix-Mesa-Gateway.

VI. CALL TO THE PUBLIC

No comments.

VII. NEW BUSINESS REQUESTS (Future Agenda Items)

None made.

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, January 14, 2015.

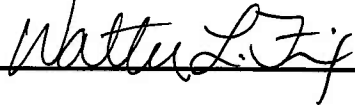
IX. COMMISSION COMMENTS AND SUGGESTIONS

Commissioner Chaney felt that the Commission is heading in a good direction. Commissioner Mascaro and Escudero agreed.

X. ADJOURNMENT

Meeting adjourned by consensus at 7:52 p.m.

The Aviation Advisory Commission Meeting Minutes of January 8, 2014 were approved at the Commission Meeting of February 12, 2014.



Walter L. Fix, A.A.E.
Airport Administrator
623-930-2188