



# MINUTES

## City of Flagstaff

### AIRPORT COMMISSION

3:00 P.M. – June 13, 2013

**Pulliam Airport Terminal Conference Room, 6200 S. Pulliam Drive**



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Amanda Shankland at 928-556-1234, ext. 10 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

Roll Call

Chair Keegan called the meeting to order at 3:02 p.m.

COMMISSION MEMBERS:

Jack Keegan, Chair, **present**  
Matt Evans, Vice-Chair, **absent**  
Terry Marxen, **present**  
Roger Brace, **present**  
April Gavin, **present**  
Paul Shankland, **absent**  
James Wallace, **present**

CITY STAFF:

Stacey Button, Economic Vitality Director, **present**  
Barney Helmick, Airport Director, **present**  
Paul Dingwell, Operations/ARFF Manager, **present**  
Carrie Nelson, Administrative Specialist, **present**

#### **I. PRELIMINARY GENERAL BUSINESS**

##### 1. PUBLIC COMMENT

##### **PUBLIC PARTICIPATION/INPUT**

*(Items presented during the Public Participation/Input portion of the agenda cannot be acted upon by the Commission. Individual members of the Commission may ask questions of the public, but are prohibited by the Open Meeting Law from discussion or considering the item among themselves until the item has been officially placed on the agenda.)*

None

##### 2. ANNOUNCEMENTS (Reconsiderations, Changes to the Agenda, and other Preliminary Announcements)

None

3. APPROVAL OF MINUTES
  - a. Regular Meeting of May 9, 2013

**RECOMMENDED ACTION:** Approve the minutes of May 9, 2013 as submitted.

**MOTION:**

Commissioner Wallace made a motion to approve the May 9, 2013 minutes, Commissioner Marxen seconded the motion; the motion was approved unanimously.

**II. STAFF REPORTS**

1. Commercial enplanements, aviation activity and sale of fuel (*Barney Helmick*)

Mr. Helmick gave an update on the Commercial enplanements, Operations, Aviation Activity, and Fuel Sales.

2. Westplex Construction Design Update (*Barney Helmick*)

Mr. Helmick stated they are pushing the project back; they are ready to break ground, and have council approval and contractor approval. They are waiting for the FAA's approval

**III. DISCUSSION ITEMS**

1. Airport Business Park Update (*Jim Zemezouak*)

Mr. Zemezouak, Kentwood Ventures gave a presentation on the Flagstaff Airport Business Center.

2. Atlanta Airline Conference, ACI (*Stacey Button*)

Mr. Helmick and Ms. Stacy Button attended the Atlanta Airline Conference and met with six airlines. They are selling Flagstaff via a Video that was played for Commissioners. The Commissioners were very impressed with the video. The City will issue an RFP soon.

3. Passenger Demand Analysis (*Barney Helmick*)

Commissioners agreed that they would like to get the RFP out and they would help spread the word, show the video, and the passenger demand analysis

**IV. ACTION ITEMS**

None

**V. FIXED BASE OPERATOR REPORT**

1. General aviation issues, fuel sales and business report. (*Orville Wiseman*)

No Report

**VI. NEXT MEETING DATE AND AGENDA ITEMS FOR NEXT MEETING**

1. Next meeting date - **July 12, 2013 at 3:00 pm**
  2. Agenda Items
- Barney to do Research and Response to Passenger Demand Analysis
  - Put Blue Angels Invitation on the agenda on a quarterly basis.

**VII. INFORMATION ITEMS**

1. Chairperson

Blue Angels invitation: Two people came, accommodations were provided by High Country and Commissioner Marxen.

2. Commissioners

Commissioners Gavin, Marxen, Brace, and Wallace – mentioned the great job done on the Video that was presented.

**VIII. ADJOURNMENT OF REGULAR MEETING**

The meeting adjourned at 4:21 p.m. by unanimous consent.