



Minutes
City of Flagstaff
AIRPORT COMMISSION
12:00 P.M. - Thursday, August 8, 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.

CALL TO ORDER

Chair Marxen called the meeting to order at 3:07 P.M.

COMMISSION MEMBERS:

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

CITY STAFF:

Barney Helmick, Airport Director
Paul Dingwell, Operations/ARFF Manger
Amanda Shankland, Administrative Specialist

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.)

2. ANNOUNCEMENTS

(Reconsiderations, Changes to the Agenda, and other Preliminary Announcements)

3. APPROVAL OF MINUTES
 - a. Regular Meeting of June 13, 2013

RECOMMENDED ACTION: Approve the minutes of June 13, 2013 as submitted.

MOTION:

Commissioner Gavin moved to approve the minutes of June 13, 2013. Commissioner Brace seconded the motion; the motion passed unanimously.

II. STAFF REPORTS

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

Mr. Helmick reviewed the following for the Commission:

Commercial Enplanements: Total enplanements are down over last month. Enplanements are down due to poor weather conditions, high winds and poor overall economic issues resulting in cancellations. Commissioner Brace inquired about if there is correlation between enplanements and tourism numbers.

Total Operations: Overall operations have been consistent due to general aviation, and military use. Commercial operations had few cancellations, resulting in minimum loss to operations.

Fuel sales: Fuel sales are up as of last month. Weather has been a major contributing factor to the decline of fuel sales.

Westplex Construction Design Update (*Barney Helmick*)

The Westplex project has been moved to the spring 2014

III. DISCUSSION ITEMS

1. Airport RFP Update (*Barney Helmick, Stacey Button*)
2. ARFF Training Requirements 2013 (*Paul Dingwell*)

Mr. Dingwell informed the commission on specialized training and cost associated with ARFF training. The annual training includes an eight hour live burn and recertification. He also spoke about the 139 Airport compliances, the different indexes and the different topics to remain compliant.

3. Airport Holiday Travel (*Barney Helmick*)

Mr. Helmick advised the Commission on the Airlines plans of bringing a CRJ 900 once a day (In addition to current flights) to accommodate the increased volume of passengers over the holiday season.

4. ILS and In-Pavement Lighting (*Barney Helmick*)

Mr. Helmick shared plans for two new FAA funded projects. The first is a replacement Glide Slope; this is a tremendous benefit to the Airport. The second is the In-Pavement lighting that will improve operations in inclement weather.

IV. ACTION ITEMS

None

V. FIXED BASE OPERATOR REPORT

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

VI. NEXT MEETING DATE/TIME AND AGENDA ITEMS FOR NEXT MEETING

1. Next meeting date – **September 12 , 2013**
Agenda Items
 - ASIP Update
 - City Re-Branding and Tourism
 - Blue Angles

VII. INFORMATION ITEMS

1. Chairperson
Commissioner Marxen wanted to advise the Commission that Avenues of the World appreciates the Airports efforts working towards securing a second airlines.

2. Commissioners and Staff

VIII. ADJOURNMENT OF REGULAR MEETING

The meeting adjourned at 3:50 p.m. by unanimous consent.