



# MINUTES

## City of Flagstaff

### AIRPORT COMMISSION

#### 3:00 P.M. – September 12, 2013

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#### 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 3:08 p.m.

#### COMMISSION MEMBERS:

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

#### CITY STAFF:

Barney Helmick, Airport Director  
Paul Dingwell, Operations/ARFF Manager  
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 August 8, 2013

**RECOMMENDED ACTION:** Approve the minutes of August 8, 2013 as submitted.

**MOTION:**

Commissioner Gavin moved to approve the minutes of August 8, 2013. Commissioner Shankland 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. The Enplanements are down due to poor weather conditions, high winds and poor overall economic issues resulting in cancellations.

**Total Operations:** Overall operations have been consistent due to general aviation, and military use. Commercial operations had several cancellations, resulting in the loss of operations.

**Fuel sales:** Fuel sales are far below last year at this time. Weather has been a major contributing factor to the decline of fuel sales. However, the next few months historically have been successful.

**III. DISCUSSION ITEMS**

1. ACIP Update (*Barney Helmick*)

Mr. Helmick reported, as of yesterday September 11, 2013 the FAA has approved a Grant for the Airport and we are set to start the project (Westplex Construction) in April 2014.

2. Airport Re-Branding (*Barney Helmick*)

Mr. Helmick shared with the Commission about a corporate image Re-Branding project that has been set into motion. A bid had gone out and awarded to a local graphic designer.

3. Blue Angles 2015 (*Commissioner Shankland and Barney Helmick*)

Commissioner Shankland advised the Commission on the progress and efforts to bring the Blue Angles to Flagstaff in late summer 2015. Commissioner Shankland has been working with Navy Regional and several other project leaders who are confident and willing to support this event. The five state draw, generally brings over 120,000 visitors.

Mr. Helmick also reported that FISDO and Naval Support will be contacted this next week.

**IV. ACTION ITEMS**

None

**V. FIXED BASE OPERATOR REPORT**

1. General aviation issues, fuel sales and business report. (*Orville Wiseman*)  
Mr. Wiseman shared about the FBO's newly acquired fuel truck and the snow plow and de-icing plans for the winter months.

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

1. Next meeting date - **October 10, 2013 at 3:00 pm**
2. Agenda Items
  - CVB Re-Branding
  - Blue Angels 2015
  - Commissioner Appointments

**VII. INFORMATION ITEMS**

1. Chairperson  
Chair Keegan wished to thank Commissioner Shankland on the great work and time on the Blue Angles. He also thanked Mr. Wiseman for his continued efforts in making the FBO top notch.

2. Commissioners  
Commissioner Shankland thanked the City staff for their hospitality and hard work for the community of Flagstaff.

**VIII. ADJOURNMENT OF REGULAR MEETING**

The meeting adjourned at 4:17 p.m. by unanimous consent.

**CERTIFICATION OF POSTING OF NOTICE**

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on September 13, 2013 at 9:00 a.m. in accordance with the statement filed by the Administrative Specialist with the City Clerk. This Commission agenda was posted on the City's web site on September 13, 2013, and can be downloaded at [Flagstaff.az.gov](http://Flagstaff.az.gov).

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**Amanda Shankland, Administrative Specialist**