



## Approved Minutes

City of Flagstaff

### AIRPORT COMMISSION

12:00 P.M. –1:30 P.M. March, 10 2016

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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 Creag Znetko 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.

#### I. CALL TO ORDER

Acting Chair, Jeff Wheless called the meeting to order at 12:09 pm.

#### COMMISSION MEMBERS:

Paul Shankland, *absent*  
Matt Evans, *absent*  
Roger Brace, *absent*  
Mary Lou Hagan, *present*  
Beth Applebee, *present*  
Jeff Wheless, *present*  
Stuart McDaniel, *present*

#### CITY STAFF:

Barney Helmick, Airport Director, *present*  
Creag Znetko, Recording Secretary, *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)

Staff announced gratitude for Amanda Shankland and her service with the city; specifically Flagstaff Pulliam Airport. She will be missed but has been asked to be the CEO of the Sedona Airport. Staff also announced that Creag Znetko will be the new Admin Specialist for Flagstaff Pulliam Airport.

3. APPROVAL OF MINUTES

- a. Regular Meeting of September 10, 2015.

**RECOMMENDED ACTION:** Approve the minutes of November 12, 2015 as submitted.

**MOTION:**

Commissioner McDaniel moved to approve the minutes as submitted. Commissioner Hagan seconded the motion; the motion passed unanimously.

**II. STAFF REPORTS**

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

Enplanements: January and February are up from 2015, but down from 2014. January 2016 lost about 5 days due to inclement weather. 2014 was the highest enplanement rate for Flagstaff. There is need for different planes to be able to handle the weather patterns in Flagstaff.

Operations: Slow increase in the last couple of years, corporate traffic has helped. About 7 days where GA pilots did not fly at all in January due to bad weather.

Fuel: Staff presented data. 2015 showed increase over 2014, like mentioned before, corporate traffic has helped. These numbers are more normal than have been and hope to see continuation of this pattern. Commissioner McDaniel asked if the numbers included the military as well, staff stated they do.

**III. DISCUSSION ITEMS**

1. Airport Business Park RFP (*Barney Helmick*)

RFP has been released to the public as a lease with the option to buy 32 acres. FAA has not approved the sale yet, that is why there is a lease with option to buy. Looking for another RFP for "through the fence operations" to develop hangars near Peabody Coal. All bids must be reviewed by FAA, need to find out where we are with sale vs. lease.

2. FAA Navigation Aid (*Barney Helmick*)

New PAPI system installed by the FAA, first fully LED in the country. Not all installed quite yet, but we are in queue to be finished. It is FAA equipment but will add value to the Airport.

In the process of changing out gates. Will all be "chop" gates soon.

3. Airport Open House (*Barney Helmick*)

Open house is scheduled for August 27. Family oriented event. FBO will be involved, but do not anticipate any military participation. May have a practice session, but not formal military exercises. Last year had around 5,000 people attend. More information to come in the next few months.

4. Commission Authorities (*Stuart McDaniel*)

Commissioner McDaniel wanted to discuss attendance requirements and stress the importance of the responsibilities that each commissioner takes on as part of their duties. Discussion ensued regarding appropriate time missed from the meetings, how we can monitor attendance in the next coming months, this being a volunteer position, and how the consistency of the meeting itself falls on the second Thursday of each month. Other options for city representatives could be explored as well to ensure the meetings are taking place when the airport director is out on business. Staff announced that all commissioners will be involved with the amendment and implementation of the Airport Master Plan.

**IV. ACTION ITEMS**

None

**V. FIXED BASE OPERATOR REPORT**

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

Mr. Wiseman was unable to attend the meeting, but provided the fuel numbers and is excited for a great business year.

**VII. INFORMATION ITEMS**

1. Chairperson

NONE

2. Commissioners

Commissioner McDaniel asked about the progress on the second airline. Staff stated that he and the EV Director will be attending a Mead & Hunt Conference at the end of March and will have more public information soon. Looking at three primary destinations: Los Angeles, Dallas and Denver. These are all hub cities. Security levels will change with a bigger airplane/second airline along with ARFF requirements. FAA grant is on its last extension and will expire next January. Staff can't state which airline, but did state there are interested parties.

**VIII. ADJOURNMENT OF REGULAR MEETING**

**MOTION:**

Commissioner Hagan moved to adjourn the meeting. Commissioner McDaniel seconded the motion; the motion passed unanimously. Acting Chair Wheless adjourned the meeting at 12:42 pm.