



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

12:00 P.M. –1:30 P.M. APRIL 14, 2016

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

Commissioner Shankland called the meeting to order at 12:05 pm.

COMMISSION MEMBERS:

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

City Staff announced that the meetings are still being recorded and will be uploaded to the City's website. City Staff also announced the resignation of Roger Brace from the commission.

3. APPROVAL OF MINUTES
 - a. Regular Meeting of March 10, 2016.

RECOMMENDED ACTION: Approve the minutes of March 10, 2016, as submitted.

Motion: Commissioner Hagan moved to approve the minutes as submitted. Commissioner Applebee seconded the motion; the motion passed unanimously.

II. STAFF REPORTS

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

Staff presented data for the last 12 months and stated that March 2016 was a record month for enplanements. Total operations showed we were down the previous two years for the month of March. Staff stated he did not receive fuel numbers in time for the meeting.

III. DISCUSSION ITEMS

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

Closed the RFP and are in discussion with certain businesses.

2. Airport Master Plan (*Barney Helmick*)

Staff stated that the item will go in front of City Council the following Tuesday for approval of the contract with Coffman and Associates. The Master Plan will have a steering committee of 20-25 people to help with implementation, input, and projects.

3. AzAA Conference-Flagstaff (*Barney Helmick*)

AzAA holds an annual conference and will be held at the High Country Conference Center. Statewide executives from airports will be speaking, including Barney and Heidi Hansen to represent Economic Vitality from Flagstaff. Commissioners are more than welcome to attend.

4. Airline Update (*Barney Helmick*)

Barney Helmick and Heidi Hansen, Economic Vitality Director, updated the commission on how the process works to present to airlines to gain interest for the Flagstaff market. The annual report was given to each commissioner and an explanation of what the graphics represent. Barney and Heidi presented the same power point that is used to give information to airlines as they are representing Flagstaff. Information included top employers, current routes, future routes needed, the demographics of Flagstaff, weather conditions that impact flights, and how a business person can't get to the East coast in the same day to make an afternoon meeting if they fly out of Flagstaff.

Commissioner Hagan left the meeting at 12:45 pm.

5. Terminal Updates (*Creag Znetko*)

Staff updated the commission on savings and stated the carpet will be replaced, new conference room furniture, paint the railings and light fixtures in the terminal, and restrain the eaves on the North side of the terminal.

IV. ACTION ITEMS

None

V. FIXED BASE OPERATOR REPORT

1. General aviation issues, fuel sales and business report. (*Orville Wiseman*)
Mr. Wiseman was not in attendance to address the FBO report.

VII. INFORMATION ITEMS

1. Chairperson

Chair Shankland announced that the commission has seen folks come and go in the natural course of events and is encouraging the other commissioners to have folks interested in the industry, particularly Flagstaff Airport, to apply for a commissioner position.

2. Commissioners

City staff announced that Gail Jackson, Business Attraction Manager, will be a guest speaker next month. Tim Skinner, ARFF Operations Manager, announced the hiring of one employee to fill one of two vacancies on the ARFF crew. Commissioner McDaniel stated his pleasure with the growth and direction of the airport and community in general.

VIII. ADJOURNMENT OF REGULAR MEETING

Chair Shankland adjourned the meeting at 1:15 pm by unanimous consent.