



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

12:00 P.M. –1:30 P.M. June 9, 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

COMMISSION MEMBERS:

Paul Shankland, *present*
Mary Lou Hagan, *present*
Beth Applebee, *present*
Jeff Wheless, *present*
Stuart McDaniel, *present*
Vacant
Vacant

CITY STAFF:

Tim Skinner, ARFF Operations Manager, *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)

Mr. Znetko stated that Vice Chair Evans has officially resigned his role and two new appointments will be made by City Council on July 5, 2016. Chair Shankland stated that elections would be in order since the vice chair has resigned.

3. APPROVAL OF MINUTES

- a. Regular Meeting of April 14, 2016.

RECOMMENDED ACTION: Approve the minutes of April 14, 2016, as submitted.

MOTION: Commissioner Hagan moved to approve the draft minutes for April 14, 2016, as submitted. Commissioner Applebee seconded the motion; the motion passed unanimously.

II. STAFF REPORTS

Commercial enplanements, aviation activity and sale of fuel (*Creag Znetko*)
Staff stated that enplanements are on track with number from 2014 and are looking like we are going to have a record year with 70,000 enplanements by the end of the year. Staff also stated that the increase seems to be driven from a local ad campaign by the Economic Vitality team. Mr. Wiseman gave updates to the fuel flow numbers for the month of May.

III. DISCUSSION ITEMS

1. TSA Pre-Check Information (*Creag Znetko*)

Staff stated that a local company in Flagstaff has offered the TSA Pre-Check and people can pay to have this service. This may not affect travelers in Flagstaff as much as it could at larger airports.

2. FAA Inspection (*Tim Skinner*)

Mr. Skinner updated the commission on the FAA inspection that took place from 5-4-2016 to 5-6-2016. Mr. Skinner stated that the airport had two letters of corrections; the first was the conductivity measurement on the foam used for fire suppression on one of the crash trucks and there is bleed through of paint from the old ILS hold bar.

3. Quarterly Meetings with Tenants (*Creag Znetko*)

Staff stated that quarterly meetings will be taking place with the tenants that reside in the terminal (car rental, airline, TSA, etc.). This will help with communication and discuss the needs of the tenants as well as address safety and security concerns.

4. Street Paving (*Creag Znetko*)

Staff stated the mill and overlay project for Pulliam Dr. has started and will be completed within the next two weeks.

5. Vetting Parking-Multiple Options (*Creag Znetko*)

Staff started discussion regarding parking changes at the airport. Due to FAA grant funding, charging for parking can't take place at this time. Multiple options were brought up and discussed including having a gate with a ticket, priority parking, what the charge could be, electronic meters, vouchers, time concerns for passengers, what would happen if a second airline came in, and safety and security for travelers.

IV. ACTION ITEMS

None

V. FIXED BASE OPERATOR REPORT

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

Mr. Wiseman updated the commission on having Suddenlink lay 20 megabyte fiber down Shamrell Blvd. to the FBO to upgrade the WiFi and implement a VOIP phone system. He also stated that he is available for the first flight of the day for fueling American Airlines. Mr. Wiseman updated the commission on the "Go Rental" business that is subleasing from him. He has upgraded and remodeled the hangar as well. Mr. Wiseman asked if we could have some representation from the EAA to update the commission on the event in August. He is ready to build a bigger hangar and expand his business.

VII. INFORMATION ITEMS

1. Chairperson

NONE

2. Commissioners

Commissioner Wheless asked if we could have an update on the Airport Master Plan. City staff asked the commission if the time of the meeting works for everyone and the commission would like to keep the current time. Mr. Wiseman stated he would like to see a representative from the commercial flying population to be on the commission, as there are vacancies that need to be filled.

VIII. ADJOURNMENT OF REGULAR MEETING

MOTION: Commissioner Applebee moved to adjourn the meeting. Commissioner McDaniel seconded the motion; the motion passed unanimously.