



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

12:00 P.M. –1:30 P.M. July 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** Chair Shankland called the meeting to order at 12:04 pm.

COMMISSION MEMBERS:

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

CITY STAFF:

Barney Helmick, Airport Director, *present*
Tim Skinner, ARFF/Ops 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. Helmick thanked airport staff for representing last meeting while he was absent and announced that Chris Shields has been appointed by City Council to fill one of the two vacancies on the commission. The other vacancy will be filled when council is back from summer break.

3. APPROVAL OF MINUTES

- a. Regular Meeting of June 9, 2016.

RECOMMENDED ACTION: Approve the minutes of June 9, 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**

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

Staff updated the commission on topics and stated that enplanements are still on track to hit 70,000, which would be a record. This number would be higher, but due to weight restrictions in the warmer months, the airline has had to reduce the number of passengers per flight when needed. Staff also explained that the airline is still planning on bringing bigger planes this fall. Operations and fuel flow are up as well.

II. **DISCUSSION ITEMS**

1. Vetting Parking-Multiple Options (*Karl Eberhard-Barney Helmick*)

City staff, Karl Eberhard, updated the commission on the Downtown parking plan and what the City is doing to address some of the issues brought up by residents and business owners in the area. Options include kiosks in strategic locations, meters that are user friendly, a staff that will work with hand held devices and license plate reader software. Staff has taken into account for spill over from NAU, what the ticketing process would look like, initial cost, and potential revenue. Commission expressed some similar concerns for the airport parking issues. There was discussion only.

2. Terminal Updates (*Barney Helmick*)

Staff stated that Pulliam Drive has been repaved and repainted, incumbent bikes that generate electricity to charge electronic devices are ordered, most of the lights in the terminal have been changed to LED bulbs, and new ceiling fans will be installed. There was discussion only.

3. Master Plan Kickoff (*Barney Helmick*)

Staff informed the commission that the update to the Airport Master Plan has been set and Coffman Associates have been hired as consultants. Advisory committee meetings will be scheduled, there will be public outreach, the two commissioners that will be on the committee and updates will be given at future commission meetings.

4. Quarterly Meetings with Tenants (*Creag Znetko*)
Staff gave information about the initial quarterly tenant meetings that have been set up. The meeting was well represented by terminal tenants and discussed parking concerns, a security plan, and how training can be handled in the future.
5. EAA Thunder Over Flagstaff (*Jack Keegan*)
Jack Keegan updated the commission on the new logo used by the EAA for this event, how this is to be concurrent with the airshow and car show, what the fees are and how this benefits the EAA Young Eagles. Jack also stated that the FBO will host the silent auction and private party dinner with a guest speaker. There was discussion only.

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 what has been going on with the FBO. Mr. Wiseman stated that he bought two new crew cars but could probably use a third. Evnetbrite is the company promoting the EAA event. There have been more tour planes than normal. He also updated the ability for faster internet, but has yet to receive cable TV. Go Rentals is going really well. There was discussion only.

VII. INFORMATION ITEMS

1. Chairperson
2. Commissioners
Staff asked that if commissioners will be attending other public meetings for the city, to please ensure that if 4 or more commissioners are in attendance, to communicate with staff to ensure open meeting law requirements are met.

EV Director updated the commission that NAU is interested in sponsoring a play area for the kids at the airport as well as a "Millennial Area" that would target younger folks and have more charging stations and the like. There were updates to how the marketing efforts have been beneficial and how it will look in the future.

VIII. ADJOURNMENT OF REGULAR MEETING

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