



## APPROVED MINUTES

City of Flagstaff

### AIRPORT COMMISSION

12:00 P.M. –1:30 P.M. August 11, 2016

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Pulliam Airport Terminal Conference Room, 6200 S. Pulliam Drive



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- I. **CALL TO ORDER** Acting Chair McDaniel called the meeting to order at 1:04 pm.

**COMMISSION MEMBERS:**

Paul Shankland, *absent*  
Mary Lou Hagan, *present*  
Beth Applebee, *present*  
Jeff Wheless, *present*  
Stuart McDaniel, *present*  
Chris Shields, *present*  
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 asked acting Chair McDaniel to start with discussion items before giving staff reports.

3. APPROVAL OF MINUTES

- a. Regular Meeting of July 14, 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 reported to commission and stated that August is not typically a high volume month, but usually plateau and stay steady. Staff stated that July was a low volume month as well, reporting that there were a lot of restrictions to the flights due to the heat and weight requirements. The airline is expecting to have more capacity carriers starting in the fall to alleviate some of these issues. Staff also informed the commission about a survey pertaining to the airport and asked that all participate. A new marketing video is in the works to help draw attention to the airport.

II. **DISCUSSION ITEMS**

1. Regional Transportation Plan Update (*David Wessel*)  
Mr. Wessel gave updates to the commission on the Regional Transportation Plan (RTP), a brief synopsis of what the Flagstaff Metropolitan Planning Organization (FMPO) is responsible for, a history of traffic concerns in Flagstaff, a glimpse at what future traffic may look like, and IGA's between the city, county, and NAIPTA. There was discussion only.
2. Terminal Updates (*Barney Helmick*)  
Staff updated commission on what upgrades have been done to the terminal, including the new carpet, new faucets, new large ceiling fans, charging stations, and replacing filters on each faucet for the sustainability master plan with reduction type filters. Currently in the process of getting a quote for LED lights that will be used in the hangars. There was discussion only.
3. Master Plan Kickoff (*Barney Helmick*)  
Staff updated commission on the schedule for the meetings that pertain to the updates and some of the challenges being faced that the master plan will help address. There was discussion only.

IV. **ACTION ITEMS**

None

**V. FIXED BASE OPERATOR REPORT**

1. General aviation issues, fuel sales and business report. (*Orville Wiseman*)  
Grant Wiseman reported to the commission on fuel sales stating August is normally a slow month; though anticipating some more activity in the upcoming fall months.

**VII. INFORMATION ITEMS**

1. Chairperson
2. Commissioners  
Staff reminded the commission about the "Thunder Over Flagstaff" event happening on 8-27-2016.

**VIII. ADJOURNMENT OF REGULAR MEETING**

Acting Chair McDaniel adjourned the meeting at 1:14 by unanimous consent.