



## Approved Minutes

City of Flagstaff

### AIRPORT COMMISSION

12:00 P.M. –1:30 P.M. February 9, 2017

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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** 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, [present](#)  
Stuart McDaniel, [present](#)  
Chris Shields, [present](#)  
Allen Turner, [absent](#)

**CITY STAFF:**

Barney Helmick, Airport Director, [absent](#)  
Tim Skinner, ARFF/Ops Manager, [present](#)  
Creag Znetko, Recording Secretary, [present](#)

- I. **PRELIMINARY GENERAL BUSINESS**

1. PUBLIC COMMENT

[NONE](#)

**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.)*

2. ANNOUNCEMENTS  
(Reconsiderations, Changes to the Agenda, and other Preliminary Announcements)  
NONE

3. APPROVAL OF MINUTES

a. Regular Meeting of November 10, 2016.

**RECOMMENDED ACTION:** Approve the minutes of September 8, 2016, as submitted.

**MOTION:** Vice Chair McDaniel motioned to approve the minutes as submitted. Commissioner Hagan seconded the motion. The motion passed unanimously.

## II. STAFF REPORTS

1. Commercial enplanements, aviation activity and sale of fuel (*Barney Helmick*)  
Enplanements were up for the month of January compared to the last two years. Operations were down, possibly due to weather and the reduction of the schedule from the airline. There were only 3 flights scheduled daily as opposed to 5 that had been previously. Heidi Hansen spoke to the commission about the new advertising campaign.

## II. DISCUSSION ITEMS

1. Snow Plan Update (*Tim Skinner*)

Mr. Skinner spoke about the storm that had dropped a significant amount of snow this past month. Snow removal worked well with the resources currently utilized, although there were deficiencies that were brought to light. Equipment repairs played a large roll and staff was praised for adapting and improvising. Staff met with other departments on how to better prepare for incidents such as this and a plan moving forward for the next snow season has been formulated. This includes having a pool of temporary workers available for multiple divisions and sending the Public Works Section Head with our Snow Captain to a symposium to gain more knowledge. Hangar safety and improvements were discussed as well. There was discussion only.

2. Parking Update (*Creag Znetko*)

Mr. Znetko updated the commission about the current parking situations, stating that some of the vehicle have received warnings and tickets for not being in a designated space. He also asked the commission for feedback regarding the implementation of a charge for parking program. Vice Chair McDaniel and Chair Shankland expressed opinions for the urgency of paid parking. Commission and staff discussed a gate arm system that would be easy to implement.

**MOTION:** Vice Chair McDaniel motioned to have staff present three viable options for a charge for parking program at the next meeting. Commissioner Shields seconded the motion. The motion was amended to have the presentation by the April meeting. Commissioner Shields seconded the motion; the motion passed unanimously.

3. Runway Mill & Overlay Project Update (*Tim Skinner/Creag Znetko*)

Mr. Skinner relayed to the commission that Mr. Helmick was absent due to his attendance in Phoenix regarding the funding for this project. There have been some nighttime closures for core sampling that will continue until the shutdown of the runway. The goal is to have the runway closed for seven days.

American Airlines has been made aware of the shutdown. Staff is working on how to inform the hangar tenants in an electronic manner. Ms. Hansen informed the commission that staff has been diligent in speaking with the FAA regarding these type of projects. There was discussion only.

Ms. Hansen updated the commission on the ongoing efforts for securing a second airline at the airport. This included how the air service development conferences are set up, seasonal routes would help, and business and tourism impacts.

**IV. ACTION ITEMS**

None

**V. FIXED BASE OPERATOR REPORT**

1. General aviation issues, fuel sales and business report. (*Orville Wiseman*)  
Mr. Wiseman was unavailable to attend the meeting. A representative was not sent to give an update for the FBO.

**VII. INFORMATION ITEMS**

1. Chairperson
2. Commissioners

Vice Chair McDaniel asked if the Emergency Vehicle was back from repair. Mr. Skinner stated that it has returned.

Janet Dean and Brian Wallace from APS updated the commission on the substation located near the airport. Project was just finished that had been started years ago to address concerns for more capacity at the airpark. A coordinated effort between APS, the county, and the city. Several power poles have been replaced, more cable and conduit has been run underground as well. Feedback for the substation has been positive noting that it blends in with the landscape very well. Vice Chair McDaniel asked if this will be able to support commercial growth. Mr. Wallace stated it will be able to help with minimal cost if extensions are needed. The commission thanked APS for their continued relationship.

Vice Chair McDaniel asked if there was an update to the Greentree project. Ms. Hansen stated that the City has given them the ultimatum to have their best and final by this Friday, but could not elaborate with details.

Commissioner Wheless informed the commission of some happenings for the Civil Air Patrol. There will be a conference the first weekend of June. This local CAP also received the highest rating for inspection in the last five years.

Mr. Skinner updated the commission on the new gate openers that made the old openers obsolete, this will help with traceability of key fobs. In the process of adopting the new fire code as well.

Ms. Hansen spoke about the new visitor guides for 2017 and the dual campaign for the Grand Canyon. Mr. Helmick has been working with the marketing firm for the airport on some new ad spots located in the terminal, including charging stations and window film.

**VIII. ADJOURNMENT OF REGULAR MEETING**

Chair Shankland adjourned the meeting at 1:12 pm by unanimous consent.