



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

12:00 P.M. –1:30 P.M. March 9, 2017

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 12:07 pm.

COMMISSION MEMBERS:

Paul Shankland
Mary Lou Hagan
Beth Applebee
Jeff Wheless
Stuart McDaniel
Chris Shields
Allen Turner

CITY STAFF:

Barney Helmick, Airport Director
Tim Skinner, ARFF/Ops Manager
Creag Znetko, Recording Secretary

II. **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.)

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

3. APPROVAL OF MINUTES

a. Regular Meeting of February 9, 2017.

RECOMMENDED ACTION: Approve the minutes of February 9, 2017, as submitted.

Motion: Vice Chair McDaniel moved to approve the minutes. Commissioner Hagan seconded the motion; the motion passed unanimously.

III. STAFF REPORTS

1. Commercial enplanements, aviation activity and sale of fuel (*Barney Helmick*)
Enplanements were up and positive feedback was received regarding the new first class section. Operations are down but not really sure why. Operations numbers are mostly the general aviation pilots. Fuel numbers down a little bit from last year.

IV. DISCUSSION ITEMS

1. Regional Transportation Plan Update (*David Wessel*)
Mr. Wessel updated the commission on the RTP. Plan includes traffic relief, building and repairing infrastructure, public transit, and funding options. Discussion included studies that have been performed on major corridors, options for relieving traffic congestion, environmental impacts and time lines for projects. There was discussion only.
2. Ad Campaign Update (*Heidi Hansen*)
Ms. Hansen presented to the commission with the latest news on the ad campaign and the airport annual report. Information shared included the population growth for NAU, upgrades to the terminal, the Airport Master Plan, community involvement, passenger demand analysis, and tourism metrics. Heidi also stated that the monthly report for the Economic Vitality Division. There was discussion only.
3. Parking Update (*Barney Helmick*)
Mr. Helmick stated that after talking with the budget team, parking project will be done in phases and addressed in the Airport Master Plan. There was discussion only.
4. Air Service Conference Update (*Barney Helmick*)
Mr. Helmick and Ms. Hansen attended the Mead & Hunt Air Service Development Conference and reported back to the commission that Flagstaff is number two on a list for a major airline. Topics of discussion included grant funding, routes and markets, insight provided by the Chamber of Commerce, prices, and mergers of smaller airlines that have affected previous attempts to gain their business. Barney and Heidi will be attending the jump start conference in June. There was discussion only.

V. ACTION ITEMS

None

VI. FIXED BASE OPERATOR REPORT

1. General aviation issues, fuel sales and business report. (*Orville Wiseman*)
Wiseman Aviation updated the commission about the fuel sales being down due to weather, but should be up soon. They felt like travel was affected by the election and should be picking up again in the spring. The terminal upgrades are just about done.

VII. INFORMATION ITEMS

1. Chairperson
NONE
2. Commissioners
NONE
Mr. Helmick reminded the commission that the runway will be closed during the week of June 11th to the 19th, with nightly closures a month before and after. A public meeting will be scheduled to seek community feedback.

VIII. ADJOURNMENT OF REGULAR MEETING

Chair Shankland called for a motion to adjourn the meeting.

Motion: Commissioner Applebee moved to adjourn the meeting. Vice Chair McDaniel seconded the motion; the meeting was adjourned at 1:34 pm by unanimous consent.