



APPROVED MINUTES

City of Flagstaff

AIRPORT COMMISSION

12:00 P.M. –1:30 P.M. May 11, 2017

Pulliam Airport Terminal Conference Room, 6200 S. Pulliam Drive



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I. **CALL TO ORDER** Vice Chair, Stuart McDaniel, called the meeting to order at 12:07 pm.

COMMISSION MEMBERS:

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

CITY STAFF:

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

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 March 9, 2017.

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

MOTION: Commissioner Applebee moved to approve the minutes as submitted. Commissioner Hagan seconded the motion; the motion passed unanimously.

III. STAFF REPORTS

1. Commercial enplanements, aviation activity and sale of fuel (*Barney Helmick*)
Airport Director updated the commission on the activities pertaining to the activities of the airport:
Enplanements: Upward trend, record numbers for April. On track for average annual numbers, maybe even better, in spite of the runway shutdown.
Aviation Activity: Operations are flat or even slightly lower, most likely due to the economy. In contrast, military operations and corporate business operations are up.
Sale of Fuel: Fuel sales are at a record number for the past three years and on an upward trend. This is due partly to the increase in military operations.

IV. DISCUSSION ITEMS

1. Wildlife Hazard Management Kickoff (*Barney Helmick*)
The wildlife hazard assessment has begun with a kickoff meeting that was held since the last commission meeting. Cameras and motion detectors have been set up to see what kind of animal activity is going on. SWCA has been tracking the wildlife to see what the concerns are and will report to the airport their findings for mitigation of wildlife strikes.
2. Charter Air Service (*Barney Helmick*)
A charter company is starting up in Prescott. The City had spoken with them about a year ago, but they were not up and running at the time. This is scheduled to be an on call charter service. The business plan may change in the future and we will stay in contact with them to see how this develops and is feasible in Flagstaff.
3. Mill & Overlay Runway Project (*Barney Helmick*)
Night closures have begun for the shoulder work on the runway. The shoulders are being widened to future proof the runway in anticipation of larger aircraft. When the shutdown happens, the shoulders will be part of the repaving. Times and dates are still on schedule. Around 30 days after the initial paving, night closures will continue and grooving and final paint striping will be completed. Helicopter traffic will continue during the shutdown, although fixed wing traffic will not be allowed. There are emergency plans in place if an incident should arise.
4. Ad Campaign Update (*Heidi Hansen*)
Flagstaff Business News is running the ads monthly as well as information buttons for the runway closure.

5. ARFF Training (*Jeremy Vargas*)

Jeremy Vargas, the newest member of the ARFF crew, gave a short bio to the commission about his time with the city. He just finished certification training in Utah and had previously worked with Flag Fire in the CART program.

V. **ACTION ITEMS**

None

VI. **FIXED BASE OPERATOR REPORT**

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

Josh Brunner stated the FBO is on an upward trend as they are gearing up for the busy season. The closures will definitely affect the business of fueling aircraft. They are planning on being open during the runway closure in case there are needs and remain hopeful that there are no delays in reopening.

VII. **INFORMATION ITEMS**

1. Chairperson
2. Commissioners

Welcome back to Commissioner Turner, who had taken a brief sabbatical due to medical reasons. The Civil Air Patrol will be having an event on the first weekend of June. Commissioner Wheless will be attending an air show in Paris in June. The Greentree Hotel project is moving forward and is still in discussions. The next commission meeting is scheduled for June 8th, 2017.

VIII. **ADJOURNMENT OF REGULAR MEETING**

MOTION: Commissioner Applebee moved to adjourn the meeting. Commissioner Hagan seconded the motion; the motion passed unanimously. Vice Chair McDaniel adjourned the meeting at 12:46 pm.