



## APPROVED MINUTES

City of Flagstaff

### AIRPORT COMMISSION

12:00 P.M. –1:30 P.M. June 8, 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 12:00 pm.

**COMMISSION MEMBERS:**

Paul Shankland, *present*  
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, *present*  
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.)*

**NONE**

2. ANNOUNCEMENTS

(Reconsiderations, Changes to the Agenda, and other Preliminary Announcements)

Airport Director informed the commission of the resignation of Commissioner Chris Shields.

3. APPROVAL OF MINUTES

a. Regular Meeting of May 11, 2017.

**RECOMMENDED ACTION:** Approve the minutes of May 11, 2017, as submitted.

**MOTION:** Vice Chair McDaniel 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*)

Staff updated commission on enplanements stating that the total count for the month is up and numbers look to be able to keep us at a year to date range similar to last year despite the shutdown happening in June. Plane load factors are at 84% for the month of May. Operations are up. Fuel flow was low due some of the construction projects and night closures of the runway.

IV. **DISCUSSION ITEMS**

1. Jump Start Conference Update (*Barney Helmick*)

Staff presented to the commission that the conference was a good trip. Leadership met with four airlines and were able to update and tailor their presentation specifically for each company. The overall feeling was that Flagstaff seems to be a good market to most of the air carriers, but may not be ready to move until 2019.

2. Mill & Overlay Runway Project (*Barney Helmick*)

Batch plants are up and running, test strips are looking good, weekly contractor meetings are taking place, several plan concepts are ready to go in anticipation of challenges, full funding received, ready to close down on Sunday, June 11, and expect to be open on Sunday, June 18, in the evening.

3. Part 139 Certification Inspection Results (*Tim Skinner*)

The annual inspection was scheduled the week prior to the commission meeting. The inspection went well with two correctable items identified. Staff informed the commission that some of the paint markings need attention, but that will be rectified after the paving is complete. Another concern was the shoulder work due to the construction project, but the inspector was aware that this is temporary and will be assessed after the completion of the project.

4. AzAA Conference Update/SWAAAE Board (*Creag Znetko*)

Staff announced that Barney Helmick, Airport Director, was elected to the SWAAAE Board and briefed the commission on the AzAA Conference.

V. **ACTION ITEMS**

None

**VI. FIXED BASE OPERATOR REPORT**

1. General aviation issues, fuel sales and business report. (*Orville Wiseman*)  
Orville Wiseman updated the commission on some of the business operations going on in the FBO. Operations were down in the month of May due to the construction and runway night time closures. The FBO has purchased equipment to assist with some of the military operations, a CNC machine for the shop, and is working with a new fuel company.

**VII. INFORMATION ITEMS**

1. Chairperson

Chair Shankland reminded the commission about the ongoing discussion regarding parking at the airport and the roles and responsibilities of the commission.

2. Commissioners

NONE

Staff informed the commission of the update given to City Council on May 31, 2017, and stated that can be viewed on the city website.

**VIII. ADJOURNMENT OF REGULAR MEETING**

**MOTION:** Vice Chair McDaniel moved to adjourn the meeting. Commissioner Applebee seconded the motion; the motion passed unanimously. Chair Shankland adjourned the meeting at 1:13 pm.