



## APPROVED MINUTES

City of Flagstaff

### AIRPORT COMMISSION

12:00 P.M. –1:30 P.M. October 12, 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** Vice Chair McDaniel called the meeting to order at 12:04 pm

**COMMISSION MEMBERS:**

Mary Lou Hagan, *present*  
Beth Applebee, *absent*  
Jeff Wheless, *present*  
Stuart McDaniel, *present*  
Allen Turner, *present*  
Vacant (Brian Ketter), *present*  
Vacant (T. Paul Thomas), *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.)*

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

Airport Director had the two new commissioners introduce themselves. Commissioners Ketter and Thomas gave a brief description of why they wanted to join the commission.

3. APPROVAL OF MINUTES

- a. Regular Meeting of June 8, 2017.

**RECOMMENDED ACTION:** Approve the minutes of June 8, 2017, as submitted.

**Motion:** Commissioner Hagan motioned to accept the minutes as submitted. Commissioner Turner seconded the motion; the motion passed unanimously.

### III. STAFF REPORTS

1. Commercial enplanements, aviation activity and sale of fuel (*Barney Helmick*)  
Enplanements: Up from a year ago, last September was a smaller plane. Having a more aggressive ad campaign has helped as well. We should see 70k enplanements this year, which would be a record. Still courting a second airline.  
Aviation Activity: Operations are down from last year, nothing in particular, when the fall arrives, operations tend to plateau.  
Fuel Flowage: Down from last year as well, again, the fall season can affect the fuel sales as this is the beginning of the slower season.

### IV. DISCUSSION ITEMS

1. Mill & Overlay Runway Project (*Barney Helmick*)  
The majority of the work was completed in June with final striping done in September. All punch lists are complete, the grant should be closed within the next thirty days and the runway should be good for the next 15 years.
2. Airport Capital Improvement Project List (*Tim Skinner*)  
Number one on the capital list is a new ARFF vehicle. ARFF manager is working with the grants manager to secure funding for this project. The airport has been asked to participate in a regional training effort to get more of the structure fire responders educated on aviation fire operations. ARFF manager is thankful to Wiseman Aviation for their help in providing planes for training purposes. David Greenwalt was introduced as the newest ARFF/Operations crew. FAA part 139 inspection is complete with letters of correction taken care of. The airport is updating the Master Plan and some of the capital projects need to be vetted through this plan. New drain weirs are needed for water flow as the potential for J.W. Powell Blvd. to be built with access to Pulliam Dr. is part of this plan.
3. Air Carrier Update (*Barney Helmick*)  
Airport and City Staff attended the jump start air service development conference in June and met with potential airlines. Have had ongoing conversations with United and Alaska. Would like to see Denver as a daily destination.

No timeline yet, but are hoping for spring or summer of 2018. These are discussions that have been happening for the last couple of years. Positive feedback from the airlines and still asking American to add routes. American is stating that they may go to bigger planes that would be modified slightly to accommodate more first class. Security clearances are changing with the bigger planes.

4. Airpark Construction Updates (*Barney Helmick*)

One of the projects is a gas station on the corner of JW Powell and Shamrell Blvd. This is in design review right now. The 32 acre parcel on the North West corner of JW Powell and Pulliam Dr has been sold to Greentree Properties. This is a two phase project, the first being the transaction of the land. There will be a regional corporate conference center, training with NAU school of hotel management, and are currently working on the design.

V. **ACTION ITEMS**

1. Nominate and vote for vacant offices.

**Motion:** Commissioner Hagan nominated Vice Chair McDaniel for Chairperson. Commissioner Allen seconded the motion; the motion passed unanimously.

**Motion:** Commissioner Allen nominated Commissioner Ketter for Vice Chair. Chair McDaniel seconded the motion; the motion passed unanimously.

VI. **FIXED BASE OPERATOR REPORT**

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

Grant Wiseman presented to the commission and updated them on the advertising and promotion that Wiseman Aviation is doing. They are now open 24 hours a day and have hired 5 more staff members to handle the hours. They had attended a trade show in Las Vegas and purchased more equipment to more efficiently handle the operations. This should boost business as they are the only 24 hour operation in the region. The airport open house was good for them and they donated fuel for the young eagle's flights. They have undergone Part 139 training as well. NAU charters flights for their football season and Wiseman handles these for them. More snow removal equipment was also purchased to help this winter.

VII. **INFORMATION ITEMS**

1. Chairperson None

2. Commissioners

Vice Chair Ketter would like an overview of the relationship of the FBO and the City of Flagstaff for a better understanding of the operations as a future agenda discussion item.

VIII. **ADJOURNMENT OF REGULAR MEETING**

**Motion:** Commissioner Hagan moved to adjourn the meeting. Vice Chair Ketter seconded the motion; the motion passed unanimously. Chair McDaniel adjourned the meeting at 12:59 pm.