



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

12:00 P.M. –1:30 P.M. January 11, 2018

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 928-213-2930 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

I. CALL TO ORDER Chair McDaniel called the meeting to order at 12:05 pm.

COMMISSION MEMBERS:

Mary Lou Hagan, *present*
Beth Applebee, *present*
Jeff Wheless, *present*
Stuart McDaniel, Chair, *present*
Susan Shields, *absent*
T. Paul Thomas, *present*
Brian Ketter, Vice-Chair, *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)

NONE

3. APPROVAL OF MINUTES

- a. Regular Meeting of December 14, 2017.

RECOMMENDED ACTION: Approve the minutes of December 14, 2017, as submitted.

MOTION: Commissioner Thomas asked that the minutes reflect that Mr. Znetko was absent at the last meeting, otherwise approve as submitted. Commissioner Applebee moved to approve the minutes with the aforementioned correction. Vice Chair Ketter seconded the motion; the motion passed unanimously.

III. STAFF REPORTS

1. Commercial enplanements, aviation activity and sale of fuel (*Barney Helmick*)
Fuel Flowage: Just about the same as December last year.
Operations: Up from last year, direct correlation to the good weather and military aircraft.
Enplanements: Record number for the year and record number for 8 months during the year, even with the runway shut down for the mill and overlay project. There were roughly 40 flights lost due to various factors throughout the year and still broke the record. These numbers will only increase, especially with the new routes this coming summer.

IV. DISCUSSION ITEMS

1. Parking Update (*Barney Helmick*)
Staff presented to commission about the potential paid parking program that is being developed for the airport. A consulting firm provided some of the data as well as reaching out to other airports similar in size to the Flagstaff Airport. Staff had visited the Sedona Airport to look at some of the pros and cons of what was done for their parking program. Staff presented on the three different phases for implementation. There was discussion only.
2. Aircraft Storage Permitting Process (*Creag Znetko*)
Staff presented on the process for obtaining a storage permit at the airport. There was a conversation about what can be stored in a hangar that would be acceptable that is not aviation related. There was discussion only.

V. ACTION ITEMS

None

VI. FIXED BASE OPERATOR REPORT

1. General aviation issues, fuel sales and business report. (*Orville Wiseman*)
Mr. Wiseman updated the commission on what has been happening at the FBO. Fuel flow was down about 3% for the year that is attributed to the night closures during the runway mill and overlay project. But November and December were better/comparable to last year. Being open 24 hours has been positive for the business. Some aircraft manufacturers are seeking to use the airport for high altitude testing. Expanding the

FBO is an option, but need to crunch the numbers to see if it's worth doing. Aviation activity as a whole is increasing. The FBO will also help with lavatory service for the new routes to Los Angeles and Dallas while the service dump station is constructed.

VII. INFORMATION ITEMS

1. Chairperson
2. Commissioners

NONE

VIII. ADJOURNMENT OF REGULAR MEETING

Commissioner Hagan moved to adjourn the meeting. Commissioner Applebee seconded the motion; Chair McDaniel adjourned the meeting at 1:19 pm, by unanimous consent.