



## APPROVED MINUTES

City of Flagstaff

### AIRPORT COMMISSION

12:00 P.M. –1:30 P.M. February 8, 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:** Vice Chair Ketter called the meeting to order at 12:05 pm.

**COMMISSION MEMBERS:**

Mary Lou Hagan, *present*  
Beth Applebee, *present*  
Jeff Wheless, *present*  
Stuart McDaniel, Chair, *absent*  
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)  
Barney Helmick announced that Chair McDaniel would be absent and Vice Chair Ketter would chair the meeting.

3. APPROVAL OF MINUTES

a. Regular Meeting of January 11, 2018.

**RECOMMENDED ACTION:** Approve the minutes of January 11, 2018, as submitted.

**MOTION:** Vice Chair Ketter 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 reported to the commission that the enplanements and fuel sale numbers were not available. Staff asked the commission if there was different information or data that the commission would like to see. Commissioner Thomas asked if there was data available related to the impact local residents feel concerning the runway shut down in Phoenix. Staff stated this data is not available.

IV. **DISCUSSION ITEMS**

1. Marketing Campaign Update (*Lori Pappas*)  
Lori Pappas updated the commission on the airport's marketing plan, with the ultimate goal of increasing enplanements. Tourism data was presented and discussions included social media marketing, magazine presence, spring training attendance totals, hotel average room stays, and some sweepstake efforts that are happening. Commissioner Thomas suggested meeting with a representative from the Disney company to help sell the new non-stop flight to Los Angeles. There was discussion only.
2. Airpark Update (*Jim Zemezouak*)  
Jim Zemzonak presented on the gas station that will be constructed on the corner of JW Powell and Shamrell Blvd. Part of the process for this project included rezoning of the land this is to be built on and approval from City Council just happened. Preliminary plans were shown to the commission with Mr. Zemzonak stating that site plans are complete with construction documents being worked on right now. The Greentree Hotel project will close on the land in April, site plan approval will be submitted on Feb. 20, and are hoping for approval by April/May. This will be a working hotel with ties to NAU's Hotel and Restaurant Management Program. There was discussion only.

V. **ACTION ITEMS**

None

VI. **FIXED BASE OPERATOR REPORT**

1. General aviation issues, fuel sales and business report. (*Orville Wiseman*)  
A representative from Wiseman Aviation was not available due to attending the NBAA Conference out of state.

**VII. INFORMATION ITEMS**

1. Chairperson
2. Commissioners

Jessica Miner and Gavin Quigley were introduced to the commission as the newest members of the ARFF/Ops Crew.

**VIII. ADJOURNMENT OF REGULAR MEETING**

**MOTION:** Vice Chair Kettle moved to adjourn the meeting at 12:55. Commissioner Hagan seconded the motion; the motion passed unanimously.