



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

12:00 P.M. –1:30 P.M. April 12, 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 12:08 pm.

COMMISSION MEMBERS:

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

CITY STAFF:

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

Others in attendance: Amanda Shankland

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.)

Amanda Shankland introduced herself as the Senior Advisor for Public Policy and Government Affairs at the Greater Flagstaff Chamber of Commerce.

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

3. APPROVAL OF MINUTES

a. Regular Meeting of March 8, 2018.

RECOMMENDED ACTION: Approve the minutes of March 8, 2018, as submitted.

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

III. STAFF REPORTS

1. Commercial enplanements, aviation activity and sale of fuel (*Barney Helmick*)
Enplanements have been down the last two months, but year to date, numbers are ahead of last year by 58 passengers.
Operations are down compared to the last two years although this year reflects more normal operation counts.
Fuel flowage is up due to military operations. There are a few charter flights that will be using the airport and buying fuel in the month of May.

IV. DISCUSSION ITEMS

1. Federal Funding of Airport Grants Update (*Barney Helmick/Tim Skinner*)
The airport is in the process of obtaining a grant for a new ARFF truck as the current trucks are 29 and 14 years old. With the two new routes starting in the spring, it will dictate the need for more reliable equipment. The airport is also looking to build a snow removal equipment building and purchase better snow removal equipment. Federal funding vs. city funding is ~90% federal and the remaining is split between the City of Flagstaff and ADOT Aeronautics Division. The FAA is the authority that would approve any grants the airport applies for. There was discussion only.

2. PFC Application Update (*Barney Helmick*)
A passenger facility charge is a small fee charged to airline passengers as a way for airports to generate revenue for capital projects. Typically less than \$4.50, as that is the most an airport can charge. Every three years, an airport can apply to increase the fees if they are not at the max. There are limitations as to what the money can be used for, like a single lease holder area or an area that is a revenue producer (paid parking). The FAA is the agency in charge of the PFC program. There was discussion only.

3. Airport Budget Status (*Barney Helmick/Creag Znetko*)
All approvals for FY19 are contingent on the monies received from the land sale to Greentree, to include a paid parking program. Vice Chair Ketter asked if there was a way to include the same parking program as the one downtown. Staff stated that the system utilized downtown is different and not conducive to the needs of the airport. Some of the approvals include a paid parking program, a manager for that program, a parking aide, and other improvements within the airport, like remodeling the restrooms, access control system, closed circuit TV, a lavatory dump station and hangar upgrades. 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 was not available and did not send a representative.

VII. INFORMATION ITEMS

1. Chairperson
2. Commissioners

Staff stated that the June Commission Meeting will be used for the presentation of the Airport Master Plan. May 5th will be the inaugural flight from LAX and there will be a celebration. There will be ambassadors handing out goodie bags to the passengers. The same type of celebration will occur on June 9th for the Dallas/Fort Worth route. Sales for both routes are doing well, but Dallas seems to be selling more at this time.

VIII. ADJOURNMENT OF REGULAR MEETING

Motion: *Commissioner Applebee moved to adjourn the meeting. Vice Chair Ketter seconded the motion; the motion passed unanimously. Chair McDaniel adjourned the meeting at 12:57 pm.*