



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

12:00 to 1:00 P.M. November 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** Chair McDaniel called the meeting to order at 12:10 pm.

COMMISSION MEMBERS:

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

CITY STAFF:

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

Others in Attendance: Heidi Hansen

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)
3. APPROVAL OF MINUTES
 - a. Regular Meeting of October 11, 2018.

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

MOTION: Commissioner Hagan moved to approve the minutes as submitted. Commissioner Shields seconded the motion; the motion passed unanimously.

III. STAFF REPORTS

1. Commercial enplanements, aviation activity and sale of fuel (*Barney Helmick*)
Staff informed the commission that the only numbers reported at this time were the operations, which were typical during the past month. Fuel flowage and enplanement numbers don't get reported until the 10th of the month and the meeting was held on the 8th. Staff spoke with Mr. Wiseman and he informed them that the fuel numbers seemed good. Enplanements were anticipated to be down due to less flights during the month this year compared to last year.

IV. DISCUSSION ITEMS

1. Rules and Regulations Review (*Barney Helmick*)
Airport Director gave a brief explanation of the documents that are utilized by the airport, business permits, storage permits, etc. The rules and regulations themselves are in need of updating and there are two interns that will help with research on current standards to ensure all information is captured. There was discussion only.
2. New Air Service Updates (*Barney Helmick*)
Staff briefed the commission about United Airlines coming into the airport as another air carrier service. This discussion included parking for passengers and employees, new signage, the paid parking program, all the marketing efforts, and the proposed bathroom project in the secure hold area. There was discussion only.
3. Winter Weather Snow Plan (*Barney Helmick*)
Airport Director updated the commission on the plan in place for this coming winter. Airport staff does not know at this time what the weather will be like, but is preparing anyways. There will be temporary employees for plowing and shoveling. There was discussion only.

V. ACTION ITEMS

1. Future Commission Meetings

RECOMMENDED ACTION: Discuss and decide new meeting time/day.
Staff was asked to present to the commission that all new meetings be held in the Council Chambers at City Hall. Staff presented all available options and meeting times. The Commission discussed pros and cons to each meeting time and decided

to keep the same meeting day as the second Thursday of each month.

MOTION: Vice Chair Ketter moved to hold the meetings on the second Thursday of each month at 2:30 in City Hall. Commissioner Hagan seconded the motion; the motion passed unanimously.

VI. FIXED BASE OPERATOR REPORT

1. General aviation issues, fuel sales and business report. (*Orville Wiseman*)
There was not a representative from Wiseman Aviation to report to the commission.

VII. INFORMATION ITEMS

1. Chairperson
2. Commissioners
Commissioner Shields announced the holiday lights at Little America will be open next week.

VIII. ADJOURNMENT OF REGULAR MEETING

MOTION: Commissioner Hagan moved to adjourn the meeting. Chair McDaniel seconded the motion; the motion passed unanimously. Chair McDaniel adjourned the meeting at 1:02 pm.