



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

2:30 to 4:00 P.M. March 14, 2019

Council Chambers at City Hall, 211 W Aspen Ave



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Carrie Elsass 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 2:33 PM.

COMMISSION MEMBERS:

Brian Ketter, Vice-Chair, *absent*
Cal McLoy, *present*
Stuart McDaniel, Chair, *present*
Amanda Shankland, *present*
Susan Shields, *absent*
Miranda Sweet, *present*
T. Paul Thomas, *present*

CITY STAFF:

Barney Helmick, Airport Director, *present*
Tim Skinner, ARFF/Ops Manager, *absent*
Carrie Elsass, 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)
3. APPROVAL OF MINUTES
 - a. Regular Meeting of November 8, 2018.

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

MOTION: Chair McDaniel moved to approve the minutes as submitted. Commissioner McLoy seconded the motion; the motion passed unanimously.

III. STAFF REPORTS

1. Commercial enplanements, aviation activity and sale of fuel (*Barney Helmick*)
Staff explained the different charts used to report enplanements, fuel flow, and tower operations at the airport. Enplanement numbers were strong for January and February while fuel flow and total flights were down. Winter weather negatively impacted all travel causing lower fuel flow and flight numbers. Commissioner Shankland asked if the tower operations chart reports all general aviation arrivals as well as commercial. Staff answered that yes it shows all landings at the airport.

2:44 PM Commissioner Thomas joined the meeting.

IV. DISCUSSION ITEMS

1. Airport Capital Improvement Program (*Barney Helmick*)
Airport Director gave a brief overview of the Capital Improvement plan for the Airport.
2. New Air Service Updates (*Barney Helmick*)
3. Staff briefed Commission regarding the new flight services that will begin the end of March. United will begin non-stop service to Denver on March 31st. American Airlines will start non-stop service to Dallas on April 2nd. These new services will offer two flights per day, seven days a week and will give the airport 70 thousand more seats to fill than last year. Commissioner Thomas asked if American Airlines expects a change in enplanement numbers during the first week of United Airlines service. Commissioner Shankland answered that American Airlines is seeing an increase in enplanements and expects that trend to continue. Commissioner Thomas asked about advertisement plans for the new airline services suggesting billboard adds between Flagstaff and Phoenix. Discussion followed with staff mentioning several ways we are advertising in both Denver and Dallas, targeting business travelers as well as tourism.
4. Budget FY2020 (*Barney Helmick*)
Airport Director updated the Commission on the progress of the budget for FY2020 which is in development and should be finalised mid-May.

V. **ACTION ITEMS**

1. Future Commission Meetings

RECOMMENDED ACTION: Discuss and decide new meeting time/day.

Airport Director opened the discussion by making a case for having the commission meetings at the airport. One of the biggest reasons is accessibility for the staff members to join the meetings. Commissioner Shankland agreed and added her concern for safety saying that having all airport administration away from the airport at one time would be a concern. Commissioner Thomas brought up the possibility of holding meetings at Wiseman. Possible other airport locations were mentioned and the idea of moving the meeting around now and then to introduce the public and the commission to more of the airport business partners. Commissioner Sweet said her preference for City Hall because of location. A decision was made to hold off on voting. There was discussion only.

VI. **FIXED BASE OPERATOR REPORT**

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

Mr Wiseman closed out last year's numbers. It was the strongest year the FBO has had to date. In November everything started to slow down and has remained slow through early March. Looking at historical averages this winter has been on par. The FBO is planning to sell at least 2,000 gals more fuel per day with the addition of the new flight services to Denver and Dallas. They are projected to double their annual fuel flow. The challenge they face is in fuel supply as there is only one supplier in Phoenix. There is currently at least a three-day lead time for all orders. They are looking into getting a larger tank in the future to expand on sight inventory. They have already added a truck to increase rolling inventory. Wiseman will also be providing back up deicing services for United Airlines flights as well as on-call maintenance services. A new mechanic has been added to their shop to assist with any additional workload.

VII. **INFORMATION ITEMS**

1. Chairperson
2. Commissioners

NONE

VIII. **ADJOURNMENT OF REGULAR MEETING**

MOTION: Commissioner Shankland moved to adjourn the meeting. Chair McDaniel seconded the motion; the motion passed unanimously. Chair McDaniel adjourned the meeting at 3:30 PM.