



## Approved Minutes

City of Flagstaff

### AIRPORT COMMISSION

1:00 to 2:30 P.M. May 9, 2019

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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** Vice-Chair Ketter called the meeting to order at 1:03 PM.

**COMMISSION MEMBERS:**

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

**CITY STAFF:**

Heidi Hansen, Economic Vitality Director, *present*  
Barney Helmick, Airport Director, *present*  
Tim Skinner, ARFF/Ops Manager, *present*  
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

Staff announced the resignation of Chair McDaniel. Vice-Chair Ketter is stepping in to lead the meeting.

3. APPROVAL OF MINUTES

a. Regular Meeting of March 14, 2019.

**RECOMMENDED ACTION:** Approve the minutes of March 14, 2019, as submitted.

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

III. **STAFF REPORTS**

1. Commercial enplanements, aviation activity and sale of fuel (*Barney Helmick*)  
Staff reported on operations numbers. Operations count was just under last year for the month of April. Fuel flow numbers are way up. Enplanements numbers have not been reported yet and reports will be emailed. Available to the public upon request. Estimating 9,000 enplanements for American Airlines and 1700 for United Airlines. There has been no decrease in enplanements since the new air services started. United is looking in to bringing a larger aircraft in to deal with density altitude issues this summer.

Open for Questions:

Commissioner Shields: What is the largest plane we can handle?

Staff: The next largest aircraft we can expect is the ERJ 190 which seats 90 people. We would expect to see additional flights before seeing this sized aircraft at our airport.

Vice-Chair Ketter: How are the logistics on the ramp with two air services?

Staff: Everything is going smoother than expected. We have 3 flights departing at the same time every morning. This means TSA has 195 people to screen and they have been doing a tremendous job. American Airlines does not have push back equipment yet and this has been causing a few challenges.

Vice-Chair Ketter: Can they use Wiseman Aviation's tugs?

Orville Wiseman: Skywest took some time to approve Wiseman to move the aircraft. Approval has been given.

Staff: American Airlines is getting a piece of temporary equipment and a permanent piece of equipment will be coming soon. They will need to train their employees. It will likely be mid-July before this is completely resolved.

IV. **DISCUSSION ITEMS**

1. Parking lot plans and progress update (*Barney Helmick*)  
We now have money budgeted to improve parking and are exploring multiple options including private partnership. We are projecting 12 to 18 months to completion.

Open for questions:

Vice-Chair Ketter: What is the Airport's current policy on ticketing and towing?

Staff: In front of the terminal there is a Federal regulation stating that you cannot leave your vehicle unmanned. In the parking lot itself, we are looking the other way for the time being.

Vice-Chair Ketter: What is the planned capacity of the second lot?

Staff: 400 parking spaces

Commissioner Shields: Will the new lot be within walking distance?

Staff: Yes it will.

Commissioner Thomas: Have we considered any low-tech options such as parking aides charging people at the entrance.

Staff: The concern with that temporary option is that it doesn't address the long-term needs and may keep us from pushing for a permanent solution.

2. Restroom and Lav Dumping Station project updates (*Barney Helmick*)

Contractors have built temporary walls for the hold area restrooms. There will be two unisex restrooms with baby changing stations. The only customer complaint so far is that because of the construction, there are no water fountains in the hold area. Staff are looking into temporary solutions. The Air Café is working on a coffee cart for the hold area. Once construction is finished our hold area will have every amenity.

Our Lavatory Dumping Station is progressing along. Everything is ready and waiting for the delivery of the grinder. This is a specialty piece of equipment that will help minimize our impact on the sewer system.

Open for Questions:

Vice-Chair Ketter: The city provides the facility, who provides the service?

Staff: The airlines or Wiseman Aviation provide lavatory dumping service as well as dealing with potable water.

3. Overview of the Airport's move to Index B (*Tim Skinner*)

With the increase in airline service, the airport moved from Index A to B. This changes the requirements for what type of agent we are using, the number of trucks available for response, and the number of staff on duty. We have moved from 6 staff members to 9. We just recently filled the last vacancy and will be focusing on training. The airport is remaining open longer each day to accommodate the additional flights. This has added to the ARFF team's workload. Each team member must be a certified EMT, have their Fire Fighter I and II certification, be certified hazardous material first response, attend an Aircraft firefighting and rescue course, and attend yearly live fire training.

Open for Questions: NONE

**V. ACTION ITEMS**

1. Fill Chairmanship vacancy

**RECOMMENDED ACTION:** Vote

Commissioner Thomas moved for Vice-Chair Ketter to assume Chairmanship.  
Commissioner Shields seconded the motion; the motion passed unanimously.

Commissioner Shields moved for Commissioner Thomas to assume Vice-Chairmanship. Commissioner Ketter seconded the motion; the motion passed unanimously.

Staff requested the commissioners spread the word about the vacant position. Heidi Hansen mentioned that the commissioners are not a part of the appointment process. They can suggest that people put an application in, it is up to City Council to appoint commissioners. The council likes to see diversity on each commission.

**VI. FIXED BASE OPERATOR REPORT**

1. General aviation issues, fuel sales and business report. (*Orville Wiseman*)  
There have been some challenges getting enough fuel delivered from Phoenix. Wiseman will be adding another 5,000 gal tank to their fleet bringing them up to 30,000 gal of storage. They are also looking in to adding a 20,000 tank and/or leasing a tank from Peabody. United Airlines generally take 1,000 gal per day. American Airlines has been a little harder to predict. The maintenance department has been growing due to increased demand. They are hiring a fourth employee and are on call while the airport is open. Wiseman has been doing training with their fuel drivers. A “no backing” policy has been put in place. Most fuel truck related incidents on the ramp involve backing the trucks up. This policy will help mitigate that issue and ensure safety on the ramp. Fuel sales were excellent this month. More fuel was sold in April than the first quarter of the year combined. This is due to the increase in airline activity. But also due to increased military operations and GA traffic.

Open for Questions: NONE

**VII. INFORMATION ITEMS**

1. Chairperson
2. Commissioners

Commissioner Shields: There has been positive feedback regarding the new flight services.

**VIII. ADJOURNMENT OF REGULAR MEETING**

**MOTION:** Vice-Chair Ketter moved to adjourn the meeting. Commissioner Thomas seconded the motion; the motion passed unanimously. Vice-Chair Ketter adjourned the meeting at 2:10 PM.