



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

1:00 to 2:30 P.M. Nov 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 Ketter called the meeting to order at 1:07 PM.

COMMISSION MEMBERS:

Brian Ketter, Chair, *present*
Cal McLoy, *present*
Vacant,
Amanda Shankland, *present*
Susan Shields, *absent*
Miranda Sweet, *present*
T. Paul Thomas, Vice-Chair, *present – 1:01PM*

CITY STAFF:

Regina Salas, Council Member, *present*
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.)

2. ANNOUNCEMENTS

Barney confirmed that moving forward the meeting will continue at 1PM. There was confusion with the calendar appointment because of daylight savings.

3. APPROVAL OF MINUTES

- a. Regular Meeting of Sept 12, 2019.

RECOMMENDED ACTION: Approve the minutes of Sept 12, 2019, as submitted.

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

III. **STAFF REPORTS**

1. Commercial enplanements, aviation activity and sale of fuel (*Barney Helmick*)

October was the busiest month this year with 13,799 enplanements. This moved us to over 102,000 enplanements so far this year. Total flight count was up a bit from September although it has been slower than previous years. We believe this is because we are seeing fewer General Aviation and corporate flights. It was a good month for fuel flow. For the first time we are over 1 million gallons of fuel for the year.

Open for questions: NONE

IV. **DISCUSSION ITEMS**

1. Parking Lot Update (*Barney Helmick*)

Staff has been working on a short term parking solution to get through the winter months. This involved resurfacing and striping a previously unimproved parking area. The resulting temporary parking lot will accommodate rental car and employee parking. It will also serve as overflow parking if necessary. Temporary fencing will be installed around the main parking area to keep people from parking outside designated spots. There will also be a temporary parking aide to answer questions and direct vehicles to park only in designated parking spaces.

A local engineering firm is working on plans for the final parking lot design. This will help give us more accurate costs so the our finance team can get a loan to build the lot.

Open for questions:

Heidi Hansen: Wanted to give a shout out to City Manager Greg Clifton. He wanted to join us today but had an unexpected meeting come up. He was invaluable in making the short term parking solution happen along with our Community Development and Public Works departments. Adam Miele and Scott Overton among others deserve a huge thank you for prioritizing the airport project.

Chair Ketter: Is the temporary lot online?

Barney Helmick: Yes, we are waiting for the fence install and temporary staff to deploy fully.

Heidi Hansen: Airport patrons should fill the main lot first. They should park in the overflow lot ONLY if directed by airport staff to do so. Ideally, everyone should try to be dropped off and picked up.

Barney Helmick: There are a total of approximately 220 new parking spots in the temporary lot. The growth at the airport is causing stress on other systems, not just parking. We have heard concern about congestion at the curb in front of the terminal. We are likely to see 5% growth this coming year even if we don't get new routes.

2. Airport Capital Improvement Program Update (*Barney Helmick*)

Staff gave brief overview of the capital improvements program. There are several grant funded items. A Class 4 ARFF vehicle is being built for delivery before March.

Chair Ketter: What is ARFF?

Airport Rescue and Firefighting. The airport was given an award for 3 pieces of snow equipment and a snow equipment storage building. Those items will go before City Council on Tuesday for approval.

Items we would like to accomplish include a drainage study, moving taxi lane Whiskey to gain more commercial ramp space, and improving the emergency response road around the perimeter of the airport. Staff would like to get a concept for terminal expansion.

Commissioner Shankland: Jetbridges are a great idea for passenger safety. We now have TSA precheck which is great for business travelers. Larger or improved restrooms in the terminal would be helpful.

Open for questions: NONE

V. **ACTION ITEMS**

1. None

VI. FIXED BASE OPERATOR REPORT

1. General aviation issues, fuel sales and business report. (*Orville Wiseman*)
Wiseman Aviation is on track to do 1.3 million gallons in fuel this year, and 1.6 million next year. Orville met at the state capitol to discuss fuel availability issues.

The commercial ramp is very crowded and difficult for fuelers. Has there been any discussion regarding adding a wing to the airport?

Barney Helmick: A concept design would help give us direction.

Orville Wiseman: Jet bridges would really help with congestion on the ramp.

Open for Questions: NONE

VII. INFORMATION ITEMS

1. Airline Schedule Update (*Barney Helmick*)

January, February and March tend to be the lowest passenger count months of the year. Because of this, the airlines typically drop flights. This is temporary and these flights will be reinstated in April. There will be 1 DFW flight and 3 PHX flights daily. There are no updates on added routes at this time.

2. Student Parking Solution (*Brian Ketter*)

The middle school Lego Robotics team from the homeschool cooperative Cornerstone Christian Academy chose our airport parking as their project. They came to present their solution. They proposed creating an app, Joyride, to encourage the public to carpool. They determined the cost to develop the app would be about \$100,000. They did a survey and out of 78 people, 71 said they would consider using a carpooling app. They will be presenting at the Lego Robotics competition Dec 7th at Coconino High School.

3. Commissioners

VIII. ADJOURNMENT OF REGULAR MEETING

MOTION: Chair Ketter moved to adjourn the meeting. Commissioner McLoy seconded the motion; the motion passed unanimously. Chair Ketter adjourned the meeting at 1:54 PM.