



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

1:30 PM to 3:00 P.M. June 11, 2020

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I. **CALL TO ORDER** Chair Ketter called the meeting to order at 1:32 PM

COMMISSION MEMBERS:

Brian Ketter, Chair, [present](#)
T Paul Thomas, Vice-Chair, [present](#)
Miranda Drabik, [present](#)
Michael McGivern, [present](#)
Carol Curtis, [present](#)
Christina Caldwell, [present](#)
Eric Peterson, [present](#)

CITY STAFF:

Barney Helmick, Airport Director, [present](#)
Tim Skinner, ARFF/Ops Manager, [present](#)
Miciela Sahner, Recording Secretary, [present](#)
Regina Salas, City Council Representative, [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)

Announcements on changes due to meeting held virtually. No video/camera usage, microphones should be muted unless called to comment or ask/answer questions and the meeting will be recorded.

3. APPROVAL OF MINUTES

a. Regular Meeting of February 13, 2020

RECOMMENDED ACTION: Approve the minutes of February 13, 2020 as submitted.

MOTION:

Chair Ketter moved to approve the minutes as submitted. Commissioner Peterson seconded the motion. Commissioners called to vote – approved unanimously.

III. STAFF REPORTS

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

Staff reported on enplanements, fuel flow, and operation numbers. Enplanements had a significant drop after February of this year due to COVID-19. March saw a decrease and in April we seem to have bottomed out and are now seeing a slight return in May. By July we should see a couple of flights coming back if something else doesn't change. For fuel flow we again saw a drop off starting in March bottom out in April with a slight increase in May. Operations numbers generally stay flat although we went from 8 to 3 commercial flights a day. Most of our traffic is general aviation and corporate traffic.

QUESTION:

Commissioner Peterson: Does the fuel flow numbers include all sales or just commercial? Answered by Mr. Helmick; numbers include all sales.

IV. DISCUSSION ITEMS

1. Future dates and times for commission meeting

Discussion lead by Chair Ketter; Recognize that we have new members on our commission and allowing a discussion to consider other dates and times for commission meeting. Commission members Caldwell and McGivern confirm that Thursday afternoons work for them, no other input from new or previous members. Additional comment that once we move back to in-person meetings time may vary due to booking Council Chambers – staff member Stacy Fobar reminding everyone that meetings no longer need to be streamed so we can meet at any publicly accessible location.

V. ACTION ITEMS

1. Airport Grant Projects

Action item presented by Stacy Brechler-Knaggs. Presentation was an over-view of \$18.1 million CARES grant recommendations. The CARES act grant agreement was taken to Council on May 19th. In accordance with FAA terms, the recommendation is the use of grant money for personnel, operations including contractals, commodities and debt services along with operating equipment and maintenance. This grant will be used to offset the decline in revenues seen during COVID-19. The PowerPoint presented the funding plan over a 4-year period that will be taken to Council at the end of the month.

QUESTIONS:

How are we addressing funds to debt services; how much will be going towards it and what is remaining? Hangar debt final payment is 2025 the current payment plan is approximately \$900,000 leaving \$230,000.

As to the deferred maintenance, does this funding bring the airport up to date on current deferred maintenance? Overall the airport is in pretty good shape, the planned investments will not cover 100% of deferred maintenance but we are looking at the most critical items and this grant will allow us to get to routine maintenance that we have not had the funds for previously.

Why is the grant is covering free rent to aircraft storage leases; why not use the funds towards other items projects? The airport went to City Council proposing rent abatement for all tenants and leaseholders. The main reason to give rent abatement across the board is due to public comment sent to Council on all factors that make a well-run airport and noting that the tenant's revenue does matter and some tenants utilize their aircraft for business. Everyone has been hit differently and instead of picking and choosing, everyone who contributes to revenues for the airport gets relief. We are working on a list of projects that will be worked on to justify where the money will go.

Further explanation on rent abatement, length of time the cost of the loss of revenue. Rental abatement is a 6-month period that counts for a \$620,000 loss in revenue. Companies and tenants do not pay the 6 months period that will be backtracked to April and continuing through to September. Those who have paid will receive a credit to their accounts once we have the amendment to their permit signed and sent back. Tenants can decline the rental abatement if they wish. The airlines, car rentals, etc. do not see any of the money from the grant.

Why will we not be getting any money from the General Fund? All new revenue over the next 4 years can now be used for new projects and the airport is still able to receive money through the Entitlement Fund and Discretionary Dollars and airport funding through the Airport Capital Improvement Program. The plan was always to move the airport away from the general fund and become self-sustaining; this grant allowed this process to happen quicker than planned.

MOTION:

Chair motions that the commission recommends the plan as set forth. Seconded by Commissioner Caldwell. Commissioners called to vote – approved unanimously.

2. Rates and charges

Rates and charges are in reference to the airport's aircraft storage units. Rate increase chart reflects set in 2004 reflects a rental increase to go into effect on July 1, 2020. Due to the rental abatement, we ask to move the rental increase out 12 months to July 1, 2021 and either including a postponing of the 2023 rental increase for 12 months as well or leaving the second increase as is for 2023. Comment made to also discuss the future rental increases past 2023 and what our commission members would need to make a knowledgeable suggestion.

MOTION:

Chair motions a 12-month extension of the 2020 rental increase to 2021 leaving the remaining dates as is. Motion seconded by Commissioner Caldwell. Commissioners called to vote – approved unanimously.

RECOMMENDED ACTION: Staff recommends approving.

VI. FIXED BASE OPERATOR REPORT

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

No report presented

VII. INFORMATION ITEMS

1. Parking Lot Update

Concept A was approved by Council and direction to proceed quickly, finance is looking at possible bond or loan to fund the project. There is a slight delay, the environmental documents have been submitted to the FAA but it is missing the archaeological survey of the area, we are looking for those records but if they are not found we will need to hire an engineering firm to do that study. The airport is also working with BPAC looking to part of the project to add art and beautification to our design.

VIII. ADJOURNMENT OF REGULAR MEETING

Minutes will reflect that Commissioner Peterson has left early.

MOTION:

Chair Ketter motions to adjourn, motion seconded by Commissioner Curtis. Commissioners called to vote – approved unanimously.