



## Approved Minutes

City of Flagstaff

### AIRPORT COMMISSION

1:00 PM to 3:00 P.M. Feb 13, 2020

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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 Barney Helmick 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

##### COMMISSION MEMBERS:

Brian Ketter, Chair, [absent-excused](#)  
Cal McLoy, [present](#)  
Vacant  
Vacant  
Susan Shields, [present](#)  
Miranda Sweet, [present](#)  
T. Paul Thomas, Vice Chair, [present](#)

##### CITY STAFF:

Barney Helmick, Airport Director, [present](#)  
Tim Skinner, ARFF/Ops Manager, [present](#)  
Carrie Nelson, 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.)*

2. ANNOUNCEMENTS  
(Reconsiderations, Changes to the Agenda, and other Preliminary Announcements)
3. APPROVAL OF MINUTES
  - a. Regular Meeting of Jan 9, 2019.

**RECOMMENDED ACTION:** Approve the minutes of Jan 9, 2019, as submitted.

**MOTION:**

Commissioner McCoy approved the minutes of the January 9, 2020 meeting Commissioner Shields seconded the motion; the motion was approved unanimously.

**III. STAFF REPORTS**

1. Commercial enplanements, aviation activity and sale of fuel (*Barney Helmick*)
  - Enplanements 8,626 combined from both airlines. More than any month last year. Up 64% from January 2019
  - Deplanements 8,850 a ~~decrease~~increased over last year of 53%, more people flying in than flying out.
  - Operations: 3,262 over a year ago. A good month considering weather.
  - Fuel Flow: 105,399 gallons for January. If this continues it will be a fantastic year for Wiseman Aviation.

**Questions:**

Commissioner Thomas: What is the feedback from airlines, are they happy, exceeding? Mr. Helmick answered that United has exceeded expectations. American Airlines would like to see more on their Dallas run-. Both airlines are looking at future options.

Commissioner Shields asked why isn't American Airlines doing as well as United? Mr. Helmick explained that they ~~published~~advertised a lot on United and not as much on American Airlines. American has also added a flight to Phoenix which is not where our public wishes to make their first stop.

**IV. DISCUSSION ITEMS**

1. Airport Budget (*Barney Helmick and Heidi Hansen*)

Mr. Helmick explained that the Airport Budget IFR's were submitted to the Budget Review Team and review request at the end of the month and will bring it back to March's meeting. The Council Retreat was held this month and these were the discussion items brought forward:

- Temporary Parking Lot
- Additional permanent parking
- Airport 32-acre parcel
- Other Airport Plans
- Airport Sustainability Plans

#### Additional Parking spaces (staff/public)

- 130 traditional spaces
- 7 ADA parking spaces
- Additional Parking spaces for rental cars

#### New Parking Lot

- Staff attended a pre-application meeting to review basic concept design
- Staff and design consultant (Peak engineering) will meet to go over concepts, then present to the City Council on April 7, 2020 with a recommendation to go forward.
- Looking at revenue streams for the 32-acre parcel. Will come up with a plan.

#### Questions:

Commissioner Thomas asked is the last retreat still available online? Yes, it is on the City's Website.

Commissioner Thomas asked if these items were discussed at the January meeting? In January the commissioners were asked to recommend approval of the IFR's. Staff will come back in March to give an update on the IFR's.

#### 2. Sustainability Update (*Barney Helmick*)

Mr. Helmick presented the Sustainability Master Plan completed in 2016. The Airport has achieved 48% completion of the items highlighted.

- Commissioner Thomas asked if this plan is online and suggested possibly posting results to show the public that the Airport is in compliance. Yes, it is on the City's website or on the sustainability Group.
- Councilmember Salas agreed with Commissioner Thomas and to post the figures and cost of savings. Mrs. Hansen agreed to bring both ideas to council.
- Commissioner Sweet asked if this was brought to Council. Ms. Hansen answered yes.
- Commissioner Shields commented If other businesses are questioning the Sustainability issue, then businesses should adopt the same practices. Ms. Hansen will share with Dave [MacIntyre-Mcintire](#) and John Saltonstall.

#### V. **ACTION ITEMS**

None

**RECOMMENDED ACTION: NONE**

#### VI. **FIXED BASE OPERATOR REPORT**

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

No Report. The information from Wiseman will be sent to commissioners.

**VII. INFORMATION ITEMS**

1. NONE

Ms. Hansen mentioned the Flagstaff Local Campaign and how to sign up and use the program. When people shop here, it creates economic impact.

Mr. Helmick mentioned City Manager Awards were given for Team Work to the Airport and CVB Staff to work on United Airlines on Tuesday before the City Council meeting.

**VIII. ADJOURNMENT OF REGULAR MEETING**

The meeting adjourned at 1:50 p.m.