



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

1:00 PM to 2:30 P.M. July 9, 2020

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I. CALL TO ORDER

COMMISSION MEMBERS:

Brian Ketter, Chair, [present](#)
T Paul Thomas, Vice-Chair, [present](#)
Miranda Drabik, [not present](#)
Michael McGovern, [present](#)
Carol Curtis, [not present](#)
Christina Caldwell, [present](#)
Eric Peterson, [present](#)

CITY STAFF:

Barney Helmick, Airport Director, [present](#)
Tim Skinner, ARFF/Ops Manager, [present](#)
Creag Znetko, 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
(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 June 11, 2020.

RECOMMENDED ACTION: Approve the minutes of June 11, 2020, as submitted.

MOTION:

Chair Ketter moved to approve the minutes as submitted. Commissioner Caldwell 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 are slowly starting to grow. COVID being a major impact causing a decrease in flights available from April – June. Airlines are starting to bring back more flights and are seeing a 30-40% load factor which is slightly above the national average. Fuel has been impacted by the reduced number of flights. Operations are still lower than in previous years but there is no unusual trend.

IV. DISCUSSION ITEMS

1. Rates and Charges (*Barney Helmick*)

The Airport Director has reached out to 4 different airports around the state but has not received any information back. Currently, there is nothing to discuss since most people are working from home and do not have access to all data and information. We are looking to gather information in regard to where we place in the state for hangar rental costs and see how other airports determine their rates and increases.

V. ACTION ITEMS

1. None

RECOMMENDED ACTION: NONE

No action items.

VI. FIXED BASE OPERATOR REPORT

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

Activity is low since late March through May. There have been no layoffs and no hours were cut down below 32 hrs./week although all employees are now back to pre-pandemic schedules. Hours for the facility have been cut back and are now 6 am to 8 pm. Both recreational and commercial business are slowly increasing again. Wiseman still has their crew cars parked due to COVID and to lessen possible contamination. Fuel cost is still rising despite demand being low. Wiseman jet fuel tank has been brought up to code and is currently operational. There will be a full-time aviation medical examiner on sight for flight physicals. Current flight school is cut back until things settle down. Wiseman is now staffed with new mechanics on site.

VII. INFORMATION ITEMS

1. Parking Lot (*Barney Helmick*)
2. Airport Grant Projects (*Barney Helmick*)
3. Priority Based Budgeting (*Barney Helmick*)

We are still missing the environmental document for the FAA; our archeological study is outdated. We will be holding in-house team meetings to discuss the financial plan. BPAC to add to our project with 3 different options for artwork; 1. Adding art in the cement through etching or inlay, 2. Adding laser cut steel panels over low-level wall or 3. Possible landscaping that is not wildlife attractant.

Airport Grant Project was approved by city council. Project manager Adam Miele is requesting job order contracts to have contractors in place for a 3-5-year period in order to expedite the work on various projects such as hangar repairs, roofing, paint striping, etc.

We are switching from a line item budget to a priority-based budget for the whole city. Barney is asking for the City Manager's Office to present to the airport commission members of how this budget will work since we will need input from a public source to guide the money.

QUESTION:

Commissioner Peterson – Requests to get a copy of the current airport budget to understand how budgeting is currently divided and see where it is going and how it flows.

Budget will be sent out to Commission Members via email.

VIII. ADJOURNMENT OF REGULAR MEETING

MOTION:

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