



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

1:00 PM to 2:30 P.M. August 13, 2020

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I. CALL TO ORDER

COMMISSION MEMBERS:

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

CITY STAFF:

Regina Salas, Council Member, [present](#)
Heidi Hansen, Economic Vitality Director, [present](#)
Barney Helmick, Airport Director, [present](#)
Tim Skinner, ARFF/Ops Manager, [not present](#)
Miciela Sahner, 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 July 9th, 2020.

RECOMMENDED ACTION: Approve the minutes of July 9, 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. For the month of July, we had 3,849 enplanements which is up from the last 3 months but still substantially lower from where we were last year. Currently, the Flagstaff Airport is running at about 32.8% of what we did last year, which, on a good note is ahead of the national average of 28%. We are looking at having a guest speaker for next month's meeting to go over marketing strategies and we are looking to start a soft sell to bring in people and work on filling seats. An article just came out about American Airlines cutting back on smaller routes and we can expect other airlines to start doing the same thing.

Fuel Flow was at 87,547 gallons for the month which is a pretty good month. We are starting to see a comeback on sales due to the airlines adding routes back in. By the end of next month American should have 6 flights back and the morning route to Denver will be back as well.

Total Operations is the ballpark of what we expect. Last year was higher due to a higher amount of commercial and G.A. flights but looking at a 20-year span, we run between 40,000-50,000 total operations and are on course for a good year.

IV. **DISCUSSION ITEMS**

1. Rates and Charges (*Barney Helmick*)

We are currently suspending discussion on rates and charges due to a lack of information from other airports due to most people being unavailable because of COVID.

V. **ACTION ITEMS**

1. None

RECOMMENDED ACTION: NONE

None

VI. **FIXED BASE OPERATOR REPORT**

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

Wiseman was not present, nothing reported.

VII. **INFORMATION ITEMS**

1. Update on CARES Act Grants (*Barney Helmick*)

The CARES Act is a reimbursable agreement, not an open grant. The airport has put together a lengthy list of projects and we have started work on several projects including replacing an HVAC unit on the terminal, repairing end caps on the terminal, replacing Aircraft Storage Unit exterior lights, restriping terminal ramp, remodel ARFF Crew quarters and restroom, and replacing loader vehicle tires. We are looking at starting the ramp restriping at the end of August before the temperatures start to drop and have ordered ahead for the loader tired due to the high demand from the U.S. Department of Defense. This is quite a large list for the airport because for each item staff has to go out to get multiple bids and we weren't able to start on the process until July 1st when our new budget year started. It is great to have these many projects so early on in the year to work on completing as much as possible before the snow season comes in. This list is just the starter items on a list of about 80 items to be addressed over the next 4 years including roof and door repairs to the hangars, parking updates, and more.

2. Airport Capital Grants (*Tim Skinner – presented by Barney Helmick*)

We are working on getting our 10-year drainage study completed, it is currently past date. It is important to get this completed since it could be impacted by J.W. Powell going through to Lake Mary for which plans are currently being looked at by an engineer. Our airport does catch a lot of rain so it is critical to have a study that will show how to we can improve our outflows and how we will impact the neighboring community.

The second project covers our SRE (Snow Removal Equipment) Building. It will be large enough to accommodate the current airport snow removal fleet and meet future growth demands. Current Flagstaff Airport Snow Removal Equipment Fleet is five (5), with three (3) more pieces to be delivered in Fall of 2020. Two (2) additional pieces will be requested in the next 2-5 years bringing the total fleet to ten (10). Supporting equipment such as broom heads, plow attachments, and anti/deicing materials will be stored in the SRE building. Office space and personal support will be included as well.

Lastly, the 3 pieces we are expecting for later this fall include one (1) Multi-Purpose vehicle that has interchangeable runway broom, high-speed plow, and rotary plow (blower) attachments; and two (2) Material Spreaders for use of anti/de-icing chemical treatment of runways and taxiways.

3. Commissioner Term Expirations dates (*Miciela Sahner*)

Informational table applied to presentation to show the term expiration dates of our current commission members; 3 of which expire this upcoming October 2020. For members who are wanting to continue to be on the Airport Commission Board, a new application will still need to be submitted to the City Clerk's office for consideration. For anyone with questions on applying to a City's board and commission they can email me (Miciela Sahner, Administrative Specialist) or call the airport office. There are a few members who are missing the training for City's boards and commissions, but those trainings are currently on hold, we will provide more information on the trainings as we receive it.

Additional note by E.V. Director Heidi Hansen: Current commissioners do not get automatically reappointed if they apply. The new application gets submitted equally to any new applications. Commissioners are always encouraged to apply for multiple/other interested boards and commissions.

VIII. ADJOURNMENT OF REGULAR MEETING

Suggestion by E.V. Director Heidi Hansen to get an update from Adam Miele, the airport engineer, on the Airport Parking Lot Project at next month's commission meeting, agreed upon by Chair Ketter.

MOTION:

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