



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

1:00 PM to 2:30 P.M. September 10, 2020

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I. **CALL TO ORDER** Meeting called to order by Chair Ketter

COMMISSION MEMBERS:

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

CITY STAFF:

Regina Salas, Council Member, [present](#)
Heidi Hansen, Economic Vitality Director, [present](#)
Barney Helmick, Airport Director, [present](#)
Tim Skinner, ARFF/Ops Manager, [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.

a. Guest presentation (*Heidi Hansen*)

Economic Vitality Director, Heidi Hansen presented on the history of Flagstaff Pulliam Airport. Flagstaff Airport was established on July 30, 1948 and renamed to Flagstaff Pulliam Airport in 1963. The airport is adding new signs at the airport, with bigger writing but continuing with the same theme and design of previous signs that have been added. Our logos are designed as a branding tool tying us in with the Grand Canyon and calling for tourists allowing us to market to airlines and attract services to us as a destination.

3. APPROVAL OF MINUTES

a. Regular Meeting of August 13th, 2020

RECOMMENDED ACTION: Approve the minutes of August 13th, 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*)

Airport enplanements are on a continual rise. We are 4% ahead of the national average at this time. A majority of our enplanement numbers come from American Airlines who is back to running most days a week with 5 flights a day. United has not seen the same growth and thoughts of why may be due to their mid-day flight which doesn't connect well we are hoping to have them bring back the morning flight which should improve numbers for them.

Fuel flow is also on a slow rise, most of that may be due to American who even though are not flying at capacity are using fuel for all of the flights they have brought back. Operations are seeing continual growth but are still down from last year's numbers. In August we had an increase in military operations that helped our numbers.

Question from Commissioner Peterson: What can we expect in the next couple of months now that federal funding for the airlines is coming to an end?

Answered by Airport Director Barney Helmick: We are looking forward to 3 main target dates. The first being end of September when federal funding is due to expire for the airlines. The funding was for employee payment and retention, there are airlines already working and re-negotiating with unions in order to determine furlough options, worst case we may see anywhere from 15,000-45,000 layoffs just between America and United Airlines. The second date will be January 1st after the holidays. We typically see an increase in traffic but with January and February being our flattest months we will have to see if United stays with us.

Comments by Economic Vitality Director Heidi Hansen: We have had questions from the airlines about possibly extending the rent abatement due to slow recovery. Will be looking at bringing those conversations to the commission and City Council in the near future.

IV. DISCUSSION ITEMS

1. Airport Marketing (*Lori Papas*)

Presentation conducted by Lori Papas, Marketing Team with Discover Flagstaff.

Marketing strategies pivot depending on who we are marketing to. Tourism is down across the board, ADR and occupancy is down from last year, but we are optimistic that with the city opening back up we will start to see a positive shift in numbers. We are working on responsible messaging and marketing mask-wearing and social distancing both locally as well as for tourism. We are working on various strategies and tactics including digital, niche print publication, social media, email campaigns, and relevant website content. According to analytics, we can see a positive result of our marketing campaigns, advertising the outdoors and the 8 national parks and monuments around us and the ease of which to travel here.

V. ACTION ITEMS

1. None

RECOMMENDED ACTION: NONE

VI. FIXED BASE OPERATOR REPORT

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

No Report – Wiseman unavailable for commission meeting

VII. INFORMATION ITEMS

1. Upcoming elections for commission officers (*Barney Helmick*)

Chair Brian Ketter and Vice Chair T Paul Thomas will be stepping down from their position on the airport commission. Next month we will start the meeting with Director Barney Helmick as acting chair to begin the commission member elections for the chair and vice-chair positions.

2. Parking Lot Update (*Barney Helmick*)

Last week we received conceptual design prints from Peaks Engineering for what the fencing will look like for the new airport parking lot. We will have a retention wall to block headlights from going into traffic and we are also working with Arts and Beautification to possibly work on some artwork for that wall. We are still working on the completed design, still adding additional elements such as determining the best location to add in a bus stop, charging stations for electric cars, and adding a bike cabinet system.

Question from Commissioner Peterson: Will the existing lot going to get resurfaced during this process?

The current lot will not get resurfaced during this time; it will get the new equipment installed for the paid parking system. We hope that we can use the funds from the first year toward repaving and even looking at design ideas to add up to 100 parking spots in the current lot.

3. Drainage Study (*Barney Helmick*)

We have an update on our drainage study, the request for qualifications will be ending here shortly and we will be working on the selection process for a contender for the project. We are working on getting this in place as soon as possible so that we can guide the drainage for J.W. Powell and not the other way around.

VIII. ADJOURNMENT OF REGULAR MEETING

MOTION:

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