



## Approved Minutes

City of Flagstaff

### AIRPORT COMMISSION

1:00 PM to 2:30 P.M. October 8, 2020

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I. **CALL TO ORDER** Meeting called to order by Director Barney Helmick

**COMMISSION MEMBERS:**

Miranda Sweet, [present](#)  
Michael McGivern, [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, [not present](#)  
Miciela Sahner, Recording Secretary, [present](#)

**First Order of Business: Chair and Vice Chair Elections**

Director Barney Helmick opened the floor for recommendations or nominations for the Chair and Vice Chair positions for the Airport Commission. Commissioner Eric Peterson commented interest in taking the Chair position for the commission and was nominated by commissioner Miranda Sweet, Carol Curtis seconded nomination.

Nomination called to vote – approved unanimously.

Eric Peterson took over Airport Commission meeting. Opened the floor to Vice Chair elections. Due to interest in Vice Chair position by commission member Christina Caldwell, whose term is currently expired, election will be postponed until commission member reappointment is confirmed. Vice Chair election is tabled until November 2020 meeting.

## **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 September 10th, 2020.

**RECOMMENDED ACTION:** Approve the minutes of September 2020, as submitted.

#### **MOTION:**

Commissioner Caldwell moved to approve the minutes as submitted. Commissioner Sweet 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 for September have been the best since March. Numbers are higher than 2018 but substantially lower than they were in 2019. We are at a 58% load factor, our goal is to be at 75% or higher although we are at about 20% above the national average. We had a good month for fuel, will let Orville Wiseman speak more to that later on. Operations for the year are 20,689 which is down from where we have been at previous years, we may even fall below 40,000 total for the year. This may affect where we fall for FAA grants. Grant funding is determined for us by a combination of operations and enplanement numbers.

## **IV. DISCUSSION ITEMS**

### **1. Hangar rates and waitlist (*Barney Helmick*)**

Discussion item was brought to the commissioner's attention over the summer but with COVID there was a lack of information and the topic had been tabled. We have been able to attain information from various airports including Deer Valley, Lake Havasu and Prescott. Rate information presented is for hangars, shades and tiedowns comparable to the ones at our airport. We will need to start looking at rate increases over the next year since our current chart runs through 2023. Main goal for today is to present this information and ask for commission input on what information would be needed to make this decision. Chair Peterson asked for a larger background of information including differed maintained, anticipated maintenance, and capitol remaining.

2. Priority Based Budget

Priority Based Budget (PBB) chart presented to commissioners during meeting listed budget line items to be used in the new PBB system. Goal for the commissioners is to see the critical areas that have been listed for our facility; we want commissioners to give feedback on things we may be missing and how we match/differ to council goals. Slide document along with additional resources on airport budget will be provided to our commissioners in order to prepare for a continuing discussion of the PBB in November's commission meeting along with the airports ultimate goal to be self-sufficient and move away from need of the general fund.

**V. ACTION ITEMS**

1. None

**RECOMMENDED ACTION: NONE**

**VI. FIXED BASE OPERATOR REPORT**

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

Wiseman presented to the airport commission this month. There has been an increase in military traffic including various C130's and Marine helicopters and more; this increase in air traffic leads to an increase in other areas due to them staying in Flagstaff, staying hotels in town and eating locally allowing for many to benefit. Work at Wiseman is complete including new piping, pumps and meters and modifications to the conference room. The old Peabody hanger has been repurposed once more for use by the special forces creating a gym with commercial grade equipment. Unfortunately, 3 employees had tested positive for COVID-19 around the time of NAU starting back up, there was continual testing done for all staff and Wiseman is currently COVID free with all positive staff making a recovery. Lastly, Orville suggested planning a tour at some point for our commission members so that they can come out and see everything that the airport does and get familiar with us.

**VII. INFORMATION ITEMS**

1. Rent abatement extension (*Barney Helmick*)

The airport provided a 6-month rent abatement that started in April and continued through September 2020. During the month of September, the airlines and rental companies requested an extension to the abatement due to still struggling with low business numbers. Due to the timeline this issue was rushed to city council where they agreed to extend the abatement for an additional 3 months to all tenants including our GA tenants. A few members of the meeting including Orville Wiseman mentioned the possibility of separating rent abatement for only certain tenants if a secondary extension is requested, wanting to make sure it is given to tenants who need it most; especially since the airport is losing money doing this and the CARES Act being used to supplement this lack of income was received largely in part because of the services the airlines provide the Flagstaff airport.

**VIII. ADJOURNMENT OF REGULAR MEETING**

Additional Notes: Director Barney Helmick added that next month we will be having a presentation by the Sustainability department in regard to the city's climate action plan as well as some of the changes we are making out at the airport including changing lights to become more dark sky compliant. We are also planning on starting discussion on fuel flowage rates before going to council.

**MOTION:**

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