



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

1:00 PM to 2:30 P.M. November 12, 2020

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I. **CALL TO ORDER** Meeting called to order by Chair Peterson at 1:00PM

COMMISSION MEMBERS:

Eric Peterson, Chair, [present](#)
Miranda Sweet, [present](#)
Michael McGivern, [present](#)
Carol Curtis, [present](#)
Christina Caldwell, [present](#)
David Steiner, [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](#)

1. Commission Member Appointments

[Congratulations to Christina Caldwell for her reappointment to the commission as well as to David Steiner for his appointment to the airport commission. A 3rd vacancy is still open and will be appointed at the 11/17/2020 City Council meeting. Chair Peterson encourages postponement of Vice Chair election to January's meeting in order to have a full commission present to vote. Commissioner Caldwell agreed with recommendation to postpone, no opposition.](#)

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.

Announcement by Director Barney Helmick that December's Airport Commission meeting will be not be held.

3. APPROVAL OF MINUTES

- a. Regular Meeting of October 8th, 2020.

RECOMMENDED ACTION: Approve the minutes of October 8th, 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*)

October has been a good month for the Airport with current COVID standards. YTD enplanements are at 87% of 2018 and 51.6% of 2019; considering what is going on nationally, we are doing very well.

We had a record month for our fuel numbers for October it is down from last year but higher than 2018.

Operations is up for October than we were the last 2 years. Our overall will be low most likely falling under 40,000 for the first time in about 7-8 year, which is to be expected considering how COVID hit our industry.

IV. DISCUSSION ITEMS

1. Sustainability Efforts (*Ramon DC Alatorre - Climate and Energy Coordinator*)

Sustainability's Climate and Energy Coordinator, Ramon Alatorre, presented on the Climate Emergency Declaration as well as the city's goal toward carbon neutrality. City council unanimously adopted the Climate Emergency Declaration which was brought forth and drafted by the community. Our community and council have recognized climate change and committed to local action to benefit both the local and global community. The commission was presented with the Climate Action and Adaptation Plan (CAAP) which has been revised several times looking at strategies to reach carbon neutrality by 2030. A conversation will need to be had in order to determine where the airport

can help with the overall goal of getting Flagstaff to carbon neutrality. Airport Director Barney Helmick shared with the commission information on the Airport Sustainability Master Plan and the progress we have made so far in completing the tasks listed in the master plan.

2. Priority Based Budget (*Sara Langley - Management Analyst*)

City Management Analyst, Sara Langley, presented on an overview for Priority Based Budgeting (PBB). The PBB program creates data for the city in order to make better informed decisions when it comes to budgeting. Staff Langley went through the 5 steps of the PBB and presented examples of the airport's budget and how the city's priorities influence the PBB. The city is looking to get the public more involved with the PBB scoring process and peer review program scores and help determine how programs are prioritized in the upcoming budget.

Chair Peterson posed a question in reference to how the CARES Act Grant will affect the PBB for the airport. Staff Langley mentioned that normally grant money is not taken into account for the PBB purposes but since the CARES Act was such a large amount that will be given over a long period of time (4 years) we will look at including that funding in the PBB process for the airports budget.

3. CARES Act Funding & Projects (*Barney Helmick*)

Our Director Barney Helmick presented on the CARES Act which is a 4-year opportunity which provides funding to balance operational cost and revenue losses the airport has encountered since COVID. We have gone through procurement to get a job order contract so we can call up our general contractor to work on various projects from roofing to doors on our hangars and even upgrading the existing parking lot once our snow season ends. Chair Peterson requested if it would be possible to do quarterly updates on the progress of these projects.

4. Airport Background & Tours (*Barney Helmick*)

Airport tours and background came up during last month's commission meeting. We are opening up invitation to commission members to join us at the airport individually or groups of 2 for a tour of the airport. Flagstaff Pulliam Airport provides administrative services for the airport facility as well as aircraft rescue firefighting (ARFF) who also do emergency medical response, and HazMat first response, all of which are included as a part of the airport operations in accordance with FAA and TSA regulations and directives. They also provide airfield maintenance, wildlife management, daily inspections, and airfield security. The airport has to commercial services, American Airlines and United Airlines; both provide commercial service daily. American has routes to Phoenix and Dallas Fort-Worth and United provides a route to Denver. With the addition of United Airlines, our passenger enplanement has grown by 72%. The airport also offers 61 airport hangars that can be rented on a monthly basis for storage of personal aircraft. The Airport Business Park has numerous businesses, such as T-Gen North, Joy Cone, and the airport has a partnership with Wiseman Aviation as our fixed based fuel operator.

V. ACTION ITEMS

1. None

RECOMMENDED ACTION: NONE

No Notes

VI. FIXED BASE OPERATOR REPORT

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

Wiseman unavailable to present.

VII. INFORMATION ITEMS

1. December's Airport Commission Meeting (*Barney Helmick*)
2. January's Airport Commission Meeting (*Barney Helmick*)

Reminder that there will be no airport commission meeting for December. We will be completing Vice Chair elections during our January Airport Commission Meeting. We wish everyone Happy Holidays and a joyful New Year.

VIII. ADJOURNMENT OF REGULAR MEETING

MOTION:

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