



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

1:00 PM to 2:30 P.M. January 14, 2021

To participate in the meeting click the following link
[Join Team Meeting](#)



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Miciela Sahner at 928-213-2930 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

I. **CALL TO ORDER** Meeting called to order by Chair Peterson at 1:08 PM

COMMISSION MEMBERS:

Eric Peterson, Chair, [present](#)
Christina Caldwell, [present](#)
Carol Curtis, [present](#)
Michael McGivern, [present](#)
Cal McLoy, [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 – Vice Chair Election

Chair Peterson opened the floor to additional recommendations or nominations for the Vice Chair seat in addition to the previous nomination for Commissioner Christina Caldwell. Commissioner Caldwell was re-nominated by Chair Peterson and Commissioner Steiner seconded nomination.

Nomination called to vote – approved unanimously.

Congratulations to Christina Caldwell for her appointment to the commission as Vice Chair.

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 Recording Secretary, Miciela Sahner, adjustment to Information Items on the agenda, item 3. CARES Act will be discussed before item 2. Parking Lot Update.

3. APPROVAL OF MINUTES

- a. Regular Meeting of November 12th, 2020.

RECOMMENDED ACTION: Approve the minutes as submitted.

MOTION:

Commissioner Caldwell moved to approve the minutes as submitted. Commissioner McLoy seconded the motion. Commissioners called to vote – approved unanimously.

III. STAFF REPORTS

1. Commercial enplanements, aviation activity and sale of fuel (*Barney Helmick*)

Our last two months, November and December 2020, are actually pretty decent numbers for where we are at with COVID. We were on track to have a high traffic year looking at our numbers in January and February but once COVID hit our numbers dropped drastically although you can see us climbing back up every month from April forward. We are hopeful for a better year with 2021.

Numbers for 2020 indicate it was still a strong year for our fuel flow; it was below our totals for 2019 but higher than 2018. We do expect this number to increase next year.

Total Operations are important as well as our enplanements to determine our entitlement levels for our grants while fuel flow helps us see how well we are doing from a business standpoint. Our numbers for the last two months are about average to where we have been the last 2 years.

IV. DISCUSSION ITEMS

1. None

No Notes

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 Aviation was not present for our commission meeting but there was a short announcement by Director Barney Helmick in their place. Orville Wiseman and his family have been experiencing some COVID related issues and he is out of state currently. During this time his staff have been doing a great job.

VII. INFORMATION ITEMS

1. Airport Abatement and Fees (*Barney Helmick*)

Under the CARES Act the City had been able to provide rent abatement for all of our leased business last year from April-December 2020. Abatement is not being offered at this time although we will continue to evaluate business for the remainder of the year. On a positive note, in the last quarter of the year all our businesses have shown an increase in revenue. Despite this Hertz corporate did file for bankruptcy; the Airport Director was in discussion with regional headquarters and they do intend to continue operations here in Flagstaff. From a business standpoint the feedback has been very positive. The airlines were very appreciative especially considering many airports didn't do anything for them or very little. Likewise, the rentals were also very thankful especially being able keep employees on. Most of our General Aviation seemed to be quiet in response to the abatement and we did not get a lot of feedback from them.

2. CARES Act (*Barney Helmick*)

The CARES Act is a reimbursable, 4-year agreement we received through the Department of Transportation via monitoring of the FAA. Our goal for the CARES Act is threefold; we wanted to cover our personnel costs, assist our business partners through rent abatement, and lastly to cover operational costs and equipment. So far our accomplishments include the following:

- During this pandemic all our personnel costs are being reimbursed
- We have abated leases for General Aviation tenants, Airlines, Rental Cars and our Fixed Base Operator
- We are working with Procurement to hire a Job order contractor to handle major construction design and repairs around the airport.

- While in the process to hire a Job order contractor we have been working on equipment such as snow loader, two Aircraft Rescue Fire Fighter vehicles being refurbished
- We also have begun minor work in the terminal such as replacing the Public Address System, broken windows, carpet repairs from water damage and some work in our hangars
- So far, we have completed about 50% replacements on the lights around our storage hangars to be dark sky compliant

3. Parking Update (*Barney Helmick*)

Eagle Mountain has been hired as the general contractor to start construction of the groundwork for the parking lot. We expected to start the prep work for the lot before spring although any asphalt or concrete work will not start until batch plants begin operations. The artist has been selected by the Beautification and Public Art Commission (BPAC) to assist with the artist rendition of fencing and sidewalk work being done around the new parking lot and go through and be incorporated into our circular drive. We are working with APS to add electric vehicle charging stations near the terminal so people can park and charge their car as they drop off or pick up passengers. The type or form for the access control system have not been selected yet; we are working with our engineer to determine what would be the best type of control system for our climate conditions and parking size as it increases from 375 spots to about 800.

4. Airport Operations Snow Equipment (*Tim Skinner*)

In 2016 the FAA came up with new regulations and guidelines on how we combat snow and ice at commercial service airports. Since then we have been trying to play catch up with our snow department fleet. With the help of our partners in the FAA, ADOT and our leadership with the City we have been able to secure funding purchase three new pieces of equipment. We purchased a new Multi-Task Equipment (MTE) with three different attachment including a Displacement Plow (22FT), Rotary Plow (CLASS 5), and Runway Broom (22FT); and two Material Spreaders used for applying anti/de-icing materials to runways and taxiways and are equipped with 18 FT Displacement Plows. We are still in the process of completing training to use all the equipment and purchasing the materials needed. Our next biggest issue is working on the new SRE building in order to house all the equipment since we are at capacity for storage space. This equipment gives us more options for snow and ice removal but will not eliminate the issue all together; there will still be instances where the airport may shut down, we just hope to reduce that length of time with the help of these pieces.

VIII. ADJOURNMENT OF REGULAR MEETING

MOTION:

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