



## Approved Minutes

City of Flagstaff

### AIRPORT COMMISSION

1:00 PM to 2:30 P.M. February 11, 2021

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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.

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

**COMMISSION MEMBERS:**

Eric Peterson, Chair, **present**  
Christina Caldwell, Vice Chair, **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**

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.)*

Commissioner Steiner brought a question forward from tenants about how to request hangar maintenance. Director Barney Helmick responded by letting him know tenants can call Airport Operations. The airport is working on two maintenance programs one for hangar roof and the other for preventative maintenance on hangar doors.

2. ANNOUNCEMENTS  
(Reconsiderations, Changes to the Agenda, and other Preliminary Announcements)
3. APPROVAL OF MINUTES
  - a. Regular Meeting of January 14th, 2021.

**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. CITY COUNCIL UPDATES (Regina Salas)**

Council Member Regina Salas updated the commission on the Budget Retreat that took place the previous week. The City saw a 5.7 million decrease in revenue last year due to COVID. In response the City has been working on various items such as implementing justifications of large purchases, eliminated discretionary training and travel, hire freeze except for safety and welfare positions, furloughs for part-time, contract and temporary employees. The City has also cut the budget by 5.7 million and the Budget Team had recommended is to move down one stage in the City's recession plan from significant to moderate. We have seen changes in how businesses run, offering take out/pick-up services along with expanding or even remodeling locations to comply with social distancing and CDC guidelines and ensure safety of their customers.

**IV. STAFF REPORTS**

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

For January's enplanements we had 4,161 which seems like a large drop but when looking at the national average we are ahead; we are at a 50% drop while the nation is at a 58% drop. We also had 2 weeks of a large snowstorm last month where although a lot of flights weren't cancelled passengers may have just decided not to fly during that time.

Fuel flow drop from last years number but when looking at previous years its not as bad as it could be. The snowstorm did affect this since there were not as many flights in and out during that time.

Total Operations is down as well although those numbers again seem to reflect the two-week period where we had the snowstorm.

#### **IV. DISCUSSION ITEMS**

##### **1. Parking Lot Rates (*Barney Helmick*)**

Our goal is to encourage people to be dropped off at the Flagstaff Pulliam Airport rather than having travelers leave their vehicles for an indefinite amount of time. To complete the Parking Lot Project, we are looking at financing a total of \$4M from the general fund which breaks down into \$2.7M for the new economy lot, \$700K for improvements to the current 'premium' lot and \$500K for paid parking equipment. Based on the estimated traffic we have calculated that in order to pay that back and breakeven as well as increase the economic value of the airport we are looking at charging a fee of \$5 per day for the economy lot and \$7.50 per day for the premium lot which is our current existing lot.

Our questions for the commissioners include:

- Do we offer a "drop off rate" where the first 1-3 hours are free or at a lower cost? Will this option be provided in either lot or premium only?
- How do we calculate the 24hr day rate? (When they enter the lot or at midnight?)
- How often should rate increases be discussed or planned?
  - We are planning on collecting data over the first year to determine around how many people are being dropped off and/or just coming in momentarily vs. how many people are staying long term and the length of their stays.

Commissioner's input/questions/comments:

- Glad to see us move to a paid system, adding this as a revenue source
- The \$5 & \$7.50 a day pricing is reasonable
- Question on whether this will be an automated system, or will there be person at the gate?
  - Answer: We are looking at a gated automated system we can track data from and are looking at minimizing staffing
- Positive comments on the 1-3 hours of free parking, allows people time to drop off or pick up & acknowledges that not everyone has the same speed, energy or strength, you might have someone with a disability or children
- An automated system allows 24hr. usage of the lot without staffing
- Question on will there be designated spots for the drop off/pick up parking
  - No answer provided – will discuss next meeting
- Various comments supporting the 24hr day rate should start when the vehicle enters the lot

##### **2. Electric Vehicle Parking (*Barney Helmick*)**

APS approached the Sustainability Division with adding Electronic Vehicle (EV) Parking around the city including the Airport, the Downtown Library and the Aquaplex. This project was approved by City Council and the Airport will be taking the lead on it. The Airports upfront cost for this will be covered by the CARES Act. There is a discussion by City Council whether there should be an upfront charge for those using the EV parking or whether it will be provided for free. Sustainability plans on collecting data over the first year to determine usage as well as ongoing and maintenance costs. Topic was opened for discussion.

Commissioner's input/questions/comments:

- Majority commented that this service should not be free, and we should have a paid system for the EV Parking.
- Comment on how a free service like this would affect traffic in this area; how many people would come out to the airport just to charge their vehicles
- A reoccurring comment that someone who can afford an electric vehicle should be able to afford to pay for the electric charge for it
- Note from Economic Vitality Director Heidi Hansen is that the Airport also does not want to be in competition with the Swift Travel Station which we believe charges for their electric vehicle charging stations.
- Note from Airport Director that we will be in contact with Sustainability more frequently and will work to gather data sooner than the current one-year plan

**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*)

Orville present for the Wiseman FBO Report. First note was to commend the City, more specifically Airport Operation who did a great job during the last snowstorm in working on keeping the runway open as best as possible. We are waiting for confirmation, but we are looking at another flight to hopefully start back up for United Airlines sometime in late March. Fuel prices are going up as well as minimum wage which makes for a larger business costs for operations. New website in the works along with new staff members.

**VII. INFORMATION ITEMS**

1. None

No Notes

**VIII. ADJOURNMENT OF REGULAR MEETING**

**MOTION:**

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