



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

1:00 PM to 2:30 P.M. April 8th, 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 1:06 PM

COMMISSION MEMBERS:

Eric Peterson, Chair, [present](#)
Christina Caldwell, Vice Chair, [present](#)
Carol Curtis, [present](#)
Michael McGivern, [present](#)
Cal McLoy, [present](#)
David Steiner, [not 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.)

[None](#)

2. ANNOUNCEMENTS

(Reconsiderations, Changes to the Agenda, and other Preliminary Announcements)

None

3. APPROVAL OF MINUTES

- a. Regular Meeting of March 11th, 2021.

RECOMMENDED ACTION: Approve the minutes as submitted.

MOTION:

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

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

Council recently approved the letter requesting our concretional delegation to include a \$46.9 Million authorization for the Lone Tree corridor in the Service Transportation Bill that is currently being developed in Congress. In addition, there is an upcoming discussion on the calendar for Council on carbon sequestration and offset and Council is scheduled to approve the draft Carbon Neutrality Plan.

IV. **STAFF REPORTS**

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

The airport had a substantial increase in enplanements for March when comparing them to January and February's numbers. A lot of that is due to getting a few flights back and having our full 8 flights a day as we had pre-COVID as well as having spring break which is a busy time for travel. We did have the highest enplanements for any March ever this year. Fuel flow is up for March as well. Our operations are up from January and February and from March last year. Our tower manager has been looking for a replacement so he can cut back his hours, we did have an individual come in from the Texas traffic control center, but they did not stay for more than 29 days and they are back on the search.

IV. **DISCUSSION ITEMS**

1. None

V. **ACTION ITEMS**

1. None

RECOMMENDED ACTION: NONE

VI. **FIXED BASE OPERATOR REPORT**

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

For Wiseman, this was the best March they have had in 22 years. They are glad to have United back to a full flight schedule. There has been a bit of military traffic including a few C130's and there is a lot of corporate traffic through the airport

VII. INFORMATION ITEMS

1. Sustainability Presentation (*Ramon Alatorre*)

This presentation is a follow-up from the presentation made last November to the commission; it is to update the commission and public of the draft Carbon Neutrality Plan that has been created. This plan was drafted in response to community requests for a climate emergency to be declared. The plan highlights ways the City and its citizens can reduce community emissions and balance remain emissions with projects that remove carbon dioxide from the atmosphere to achieve Carbon Neutrality. Some of these items include switching to electric vehicles and overall encouraging a decrease in dependency on cars, adding solar systems in the community including commercial and industrial buildings, and retrofitting existing homes to reduce energy usage and electrify homes. More information can be found at www.flagstaff.az.gov/climate.

2. Parking Lot Update (*Barney Helmick*)

Construction on the economy lot has started as of 4/6/2021 and we are anticipating a 160-180 day schedule for paving and infrastructure. We are working with architects to put together a scope of work for the paid parking system for both lots. With the approval by City Council of six job order contracts, we will start getting bids to make the temporary lot compliant with City Planning, start repaving the rental car ready line lot and perform upgrades to our existing lot that will become the premium lot.

3. Airport Program Manager Position (*Barney Helmick*)

We are in the process of hiring for the new position at the airport: Airport Program Manager. We had a total of 34 candidates apply and 5 scored high enough to be offered an interview; out of those 5, 2 accepted. The interview panel consisted of 4 members – Director, Barney Helmick; Business Attraction Manager, Jack Fitchett; Administrative Specialist, Miciela Sahner; and Vice Chair for the Airport Commission, Christina Caldwell. The panel unanimously recommended a candidate for the position, at this moment the candidate did accept but there are still several steps to take including background checks and HR equity, etc. We do anticipate being able to introduce our newest team member at next month's meeting. A couple of items the new position will oversee are managing the paid parking program, assisting with eligible CARES Act Grant projects, assist with Master Plan, work on short, medium, and long-term airport projects.

VIII. ADJOURNMENT OF REGULAR MEETING

MOTION:

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