



Approved Minutes

City of Flagstaff

AIRPORT COMMISSION

1:00 PM to 2:30 P.M. July 8th, 2021

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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.

Announcements on changes due to meeting held virtually: No video/camera usage during meeting, microphones should be muted unless called to comment or ask/answer questions. Virtual meeting will be recorded.

I. CALL TO ORDER

Meeting called to order by Vice Chair Caldwell at 1:04 PM

COMMISSION MEMBERS:

Christina Caldwell, Vice Chair, **present**
Jose Alvarado, **present**
Carol Curtis, **not present**
Gail Jackson, **not present**
Michael McGivern, **present**
Cal McLoy, **present**
David Steiner, **present**

CITY STAFF:

Regina Salas, Council Member, **not present**
Heidi Hansen, Economic Vitality Director, **present**
Barney Helmick, Airport Director, **present**
Brian Gall, Airport Programs Manager, **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)

a. Upcoming Commission Elections (*Miciela Sahner*)

We have an opening for our Airport Commission Chair position that will be open to all commission members including our current Vice Chair; if Vice Chair Caldwell moves to become Chair, we will then elect a new Vice Chair.

One of our newest members commissioner Alvarado introduced himself. He is the director of sales and marketing for Ascend Capital Management and is involved heavily in the tourism industry within our community.

b. Commission Meeting Update (*Miciela Sahner*)

We are planning on returning to in-person meetings for our monthly commission meeting beginning in September. Location is still to be determined but we expect to have them here at the Airport terminal in our conference room.

1. APPROVAL OF MINUTES

a. Regular Meeting of June 10th, 2021.

RECOMMENDED ACTION: Approve the minutes as submitted.

MOTION:

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

2. CITY COUNCIL UPDATES (*Regina Salas*)

Council Member Regina Salas is not available for today's meeting and will bring any updates for July to August's meeting.

III. **STAFF REPORTS** (*Barney Helmick*)

Commercial enplanements, aviation activity and sale of fuel

Our numbers for enplanements are looking good but we are still below 2019 and are currently seeing around 7,000 empty seats between all our flights. We are now up to 3 flights to Denver, 3 to Dallas, and 4 to Phoenix.

We are between 2019-2020's numbers this year with 4,089 operations; we are seeing large numbers of corporate and military traffic.

Wiseman had a good month for fuel, probably one of the best June's we have had. A lot of that is due to the increased number of commercial flights as well as the increase in larger jets coming in on corporate flights.

Vice Chair Caldwell brought forth a conversation on the reason for the number of empty seats we are seeing. Part of it is due to the increased number of flights a day we have added in the last month and while we are working to increasing our marketing for the additional flights much of the public may not be aware. Most of our travel is still local, we still have not seen a big return on international travel.

IV. CARES ACT GRANT UPDATE (Brian Gall)

City Staff is working on a prioritization of the CARES Act Grant funding. Currently, we are looking at 43% for personnel and operating costs, 20% for operating contractals and commodities, and 37% for operating equipment and maintenance. It is anticipated that approx. \$6.7M will be available for maintenance-type projects; the initial projects are hangar maintenance and airfield maintenance. We will keep sharing details as we continue to work on the prioritization of the planned projects. We have 2.5 years left on this grant to complete our projects and get reimbursed.

V. FIXED BASE OPERATOR REPORT (Wiseman Aviation)

General aviation issues, fuel sales and business report.

Orville is out traveling and unavailable for today's meeting. Director Barney Helmick pointed out that he has been busy with corporate traffic and working with the Experimental Aircraft Association in support of the Thunder Over Flagstaff event that will be held in August.

VI. INFORMATIONAL ITEMS

1. JOC Updates (Brian Gall)

There are 6 Job Order Contracts (JOCs) that we retain that are available to respond quickly to any projects we might have. The idea is they already have a contract in place with us so we can easily set up a task order with a scope and fee. Staff has met with 5 of the 6 JOC contractors in the past few weeks to determine what their availability is and what type of projects might fit best with each of their skill sets. The scope for the first two JOC projects are being assembled and the JOCs will be asked to provide pricing and schedules in the coming weeks.

- Vertical JOC project: Hangar and Aircraft Parking Shade Maintenance.
- Horizontal JOC project: Runway and Taxiway A pavement maintenance and pavement markings per FAA Certification Inspection comments.

2. Parking Lot Update (Brian Gall)

The contractor is placing forms and aggregate base course in preparation for pouring the curb and gutter. The electrical subcontractor is installing the light pole bases. We should start to see the lot take shape now that most earthworks such as the grading have been complete. Staff met with a Parking Access and Revenue Control System supplier last week. We will be sending them a layout of the parking lots and working to develop a scope and fee for the paid parking system. Director Barney Helmick added that we will be bringing back fee rates to the commission for discussion before we take the rates to City Council for approval. We expect the lot itself to be completed before the end of September although the payment system may be on a different timeline.

3. Annual FAA Airport Certification Inspection Outcome (Tim Skinner)

We recently completed our annual FAA Airport Certification Inspection this past June 21st and 22nd, although these inspections are completed annually the FAA can complete surprise inspections at any time as well. The function of these inspections is to make sure we are keeping the airport in a safe and efficient manner. They are mainly looking at 15-20 subcategories most of which include records such as staff training records, our FBO records, our paint and pavement maintenance, our wildlife and control plans, etc. Once the inspection is completed, we receive a report and a timeline to work on any discrepancies and recommendations.

Overall, we, the Flagstaff Pulliam Airport, did good there were a few items given to us to work on including:

- Faded paint markings on the runway and taxiway, unfortunately with the high altitude, direct sun and our snow season, we are in a constant cycle of painting and re-painting.
- Accumulation of rubber on the runway from the landing and departure of aircrafts.
- Faded markings on fuel tanks for Wiseman Aviation and chipped signage.
- Outdated Certification Manual that needs to be updated.

VII. ADJOURNMENT OF REGULAR MEETING

A request by Vice Chair Caldwell was made for a tour during the next in-person meeting.

MOTION:

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