

**MINUTES
RETREAT
AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD - SUITE 201
GLENDALE, ARIZONA 85307
AIRPORT CONFERENCE ROOM
MAY 10, 2014
9:30 A.M.**

I. CALL TO ORDER

The meeting was called to order at 9:33 a.m. by Chair Terrill with the following Commissioners present: Walt Chaney, Victoria Rogen, Quentin Tolby, and Leonard Escudero.

Also present were Walter Fix, Airport Administrator and James Gruber, Assistant City Attorney

II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Rogen motioned to approve the April 9, 2014 meeting minutes as written. Commissioner Chaney made the second. The motion carried 5 – 0.

III. REQUEST FOR CONTINUANCE OR WITHDRAWAL OF ITEMS.

None.

IV. AIRPORT BUSINESS

1. Welcome to Annual “Retreat” of the Aviation Advisory Commission

i. Purpose and Overview of the Meeting

Chair Terrill stated that during the meeting the role of the Commission and Airport issues will be discussed.

ii. Introductions of the Commissioners

The Commissioners and Mr. Fix gave a brief background of themselves.

iii. Welcome and Loyalty Oath of New Commissioner

Commissioner Escudero signed the Loyalty Oath.

2. Memorandum from the Government Services Committee

Chair Terrill distributed a letter to the Commissioners from the City Council Government Services Committee stressing the importance of a quorum at meetings and the need for calling in an absence prior to a meeting. This letter was sent to all Glendale Boards/Commissions/Committees.

3. Current State of General Aviation: Mr. Fix presented on the following:

i. Glendale Airport’s Continuing Vital Role as a Reliever for Phoenix Sky Harbor

Mr. Fix displayed an aerial view of the Airport via the AZChopperCam website. Mr. Fix stated that the Airport has one runway which is 7,150 feet long and 100 feet wide. Mr. Fix noted that the call letters for the Airport are GEU and Serco N.A. manages the contract air traffic control tower. Mr. Fix explained that since the late 1970’s, commercial aviation took off due to deregulation. . At Sky Harbor Airport, in the early 1980’s there were over

500 general aviation aircraft. The FAA created, promoted and funded opportunities for general aviation airports, i.e. reliever airports to alleviate congestion at larger airports in the nation. Mr. Fix explained that when small planes use larger airports, air carrier operations are slowed down, which cost time and money.

Mr. Fix displayed operations statistics regarding the six reliever airports in the valley, which are, according to number of operations from most to least: Deer Valley Airport (DVT), Falcon Field Airport (FFZ), Chandler Airport (CHD), Scottsdale Airport (SDL), Goodyear Airport (GYR), and Glendale Municipal Airport (GEU). Mr. Fix announced that during 2000-2013, approximately 18 million airport operations were handled by these six reliever airports. Mr. Fix commented that in 2004 and 2005, the Airport was fifth in operations due to the large flight schools using the Airport at time. After the loss of the flight schools, the Airport dropped to sixth in number of operations.

ii. What Glendale Airport has to offer the Aviation Community

Mr. Fix stressed that the Glendale Airport provides a safe, well-maintained, convenient, inexpensive facility for reliever flight operations. Mr. Fix stated that the Airport offers an inexpensive rate for flight schools. The schools are billed for office space and \$50 a month for each aircraft used for training purposes.

iii. Airport Business Plan Review and Update on the SWOT Analysis

Mr. Fix noted that several months ago, the recently updated draft Airport Business Plan was distributed to the Commissioners. Mr. Fix stressed that the Business Plan is a dynamic document which is to be updated as the needs and opportunities of the Airport change.

Mr. Fix read aloud the purpose of the Plan from the document as follows: The purpose of the Glendale Municipal Airport Business Plan is to develop an understandable assessment of the objectives and activities required to fulfill our mission and meet our immediate goals. The plan summarizes the Airport's inventory, briefly describes short-term and long-term visions, identifies business factors that may affect the Airport, and lists goals, strategies, and tasks for achieving our mission. The Business Plan will be used as a working document, and the goals and tasks will be updated as needed.

Mr. Fix read aloud the Airport Mission Statement from the Plan which is to operate, maintain, and develop the Glendale Municipal Airport safely and efficiently, while providing exceptional service to our customers and the community.

Mr. Fix called attention to the SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis in the Plan and noted that, among other opportunities, there is an increasing demand for commercial pilot flight training. Mr. Fix noted, however, that the Airport is restricted in its marketing to large flight schools, which makes it difficult to capitalize on the opportunity. Mr. Fix noted that this issue would be discussed later in the meeting. Mr. Fix stated that the small flight schools at the Airport are doing well.

Mr. Fix commented that in 2006, ADOT conducted an economic impact study of the Airport which showed a \$36 million impact to the City of Glendale which is most likely higher now.

Mr. Fix noted that in the Business Plan, four current primary goals are outlined, which are:

1. Promote a high level of community and customer support
2. Ensure continuation of federal and state Airport grants
3. Improve financial operating results to make the Airport self-sustaining
4. Maintain our infrastructure and encourage new development

Mr. Fix commented that the specific strategies and tasks to achieve the primary goals are included in the Business Plan. Mr. Fix stated that the Airport Business Plan will be sent to all Commissioners who do not have the document.

Mr. Fix stated that the official Airport Layout Plan (ALP) that is approved with the FAA is from 1998, but there is a draft ALP from 2009 which still needs to be formally approved. Mr. Fix noted that the 1998 ALP is still accepted for FAA grant assurances.

Mr. Fix announced that the existing Airport sign will be repainted and the conduit for lighting the sign will be repaired at a cost of \$6,000. Mr. Fix hoped that eventually, there would be funds in the budget for a new sign.

Commissioner Rogen wondered if another economic impact study would be completed. Mr. Fix was unsure explaining that there would need to be funds in the ADOT budget for such a study.

Commissioner Tolby felt that advertising of the tenants at the Airport should be a high priority. Mr. Fix agreed and explained that currently, the City Planning Department is in the process of revising signage laws which will hopefully allow for better tenant advertising at the Airport entrance sign. Commissioner Rogen agreed that the roadway signage should be improved.

Commissioner Escudero felt that more statistical information would be beneficial for the Commissioners to review, such as various segments of the Airport operational budget and the potential impact of the casino to be built in the area. Mr. Fix stated that this could be topics for future meetings.

[A five minute break was taken at 10:30 a.m. The meeting was resumed at 10:35 a.m.]

4. FAA and Other Regulatory Oversight: Mr. Fix presented on the following:

i. Grants and Grant Assurances – Glendale’s Status with the FAA

Mr. Fix stated that next week he should receive the Corrective Action Plan “closeout” letter from the FAA. Mr. Fix explained that since May of 2011, the Airport has been non-compliant with certain grant assurances as deemed by the FAA. The Airport believes it is now in compliance and once the closeout letter is received, the Airport will then be out of jeopardy in regards to FAA grants and the Airport insurance costs should decrease significantly. Mr. Fix stated that the Airport’s insurance rates have increased dramatically during the last few years of non-compliance.

Mr. Fix stated that when received, the tenants will be notified that the Airport is back in compliance via email. Commissioner Escudero asked if the Commissioners could be added to the email list. Mr. Fix replied in the positive.

- ii. Status of Revised Airport Rules and Regulations/Touch and Go Landings
Mr. Fix announced that the Airport Rules and Regulations are still under City of Glendale staff review. Mr. Fix explained that main issue with the Rules and Regulations are the Touch and Go Landings, which are currently prohibited at the Airport from 10:00 p.m. to 7:00 a.m. Mr. Fix stated that the FAA states that the Airport cannot prohibit Touch and Go Landings but could instead discourage the practice. Therefore, this needs to be changed in the Rules and Regulations and also the Airport Facility Directory. Mr. Fix explained that this curfew was put into place approximately ten years ago due to noise complaints, which were mainly caused by helicopters.
- iii. 1994 FAR Part 150 Study and Flight Training Solicitation
Mr. Fix noted that in 1994, an FAR Part 150 Study was completed, which includes an Airport Noise Compatibility Plan. The plan was developed based on a 20-year planning period. Mr. Fix noted that the FAR Part 150 Study is not required by the FAA but is a good business practice for Airports. Mr. Fix stated that an update to the Plan is now needed and the project is included in the 5-Year ACIP. Mr. Fix distributed a copy of the plan to the Commissioners.

Mr. Fix called attention to page 7-6 and 7-7 of the document which delineates Noise Abatement Element #6: Adopt Noise-Sensitive Marketing Policies. Mr. Fix read aloud the following:

- The City of Glendale should establish marketing policies that promote the use of quiet aircraft and avoid large training operations at the airport. The two policies would generally be stated as follows:
 - The City shall encourage corporate jet operators to use Stage 3 aircraft.
 - The City shall avoid marketing Glendale Municipal Airport to operators of large airline pilot training schools.

Mr. Fix stated that these statements were included due to the nearby residential noise complaints at the time. Mr. Fix explained that these statements do not allow for the Airport to market to large training schools. However, if a school contacts the Airport on its own, staff does not have to turn down the school but must make the school aware of previous noise complaints and the Part 150 Study.

Commissioner Tolby inquired if the Airport Noise Compatibility Plan was a legally binding document. Mr. Fix stated that the FAA approved the noise abatement element and therefore expects the Airport to stand by it.

5. Role, Scope and Authority of the COG Aviation Advisory Commission: Mr. Fix presented on the following:

- i. City Charter
Chair Terrill read aloud the role of the Commission as follows: The Commission Advises the City Council on the maintenance and operation of the Glendale Municipal Airport and its role in statewide air transportation. Chair Terrill felt this was a bit vague.
- ii. Comparisons to Other Airports – SDL, CHD, PHX
Chair Terrill stated that last year, he, Commissioner Cohoe and Commissioner Irons attended a Sky Harbor Commission meeting which was very informative. Chair Terrill commented that the Commission was making restaurant recommendations for Sky Harbor

at the meeting. Chair Terrill has reviewed the Bylaws for the Scottsdale Airport Commission and the Chandler Airport Commission.

iii. Stakeholder Committee

Mr. Fix praised the efforts and achievements of the stakeholder committees for the Airport Rules and Regulations and noted that in the future, there are still opportunities for other committees to address important topics.

iv. Proposed Rates & Charges, Land Use Compatibility Committees

Mr. Fix commented that because he does not always have the opportunity to attend the City of Phoenix or City of Glendale Planning Meetings, it would be beneficial if a Commissioner or two would volunteer to attend the meetings and/or track news from the respective departments via their websites. Mr. Fix explained that there may be issues discussed which could impact the Airport.

Mr. Fix announced that he intends to complete a Rates and Charges Study, which will be a challenging project. Mr. Fix displayed a preliminary Rates and Charges Study for the valley airports. Mr. Fix stated that a Committee to assist with a review of the current information and participation in proposed changes would be beneficial. Mr. Fix added that besides input from the Commissioners on this topic, input from the public, tenant, staff and City Council would be utilized.

Commissioner Escudero asked if there would be any issues with a Commissioner attending other City Commissions. Mr. Gruber stated that the Commissioner would be attending as a private citizen and not speaking on behalf of the Aviation Advisory Commission.

Mr. Fix asked the Commissioners to consider volunteering for a Committee and to advise him via email if they would like to participate.

[Lunch break was taken at 11:33 a.m. The meeting was resumed at 11:54 a.m.]

v. What are the Most Effective and Appropriate Means to Receive Information from Users? (Pilots, Tenants, Business Owners, Residents, Etc.)

Chair Terrill stated that it is important to obtain information from Airport users regarding issues at the Airport and that a survey could be utilized for this purpose.

Commissioner Escudero commented that it would be beneficial to look at opportunities for the Airport to be a business driver for the city.

Commissioner Tolby noted that a solution to the south hangar issue is important. Mr. Fix stated that talks are in the works regarding this situation.

Commissioner Tolby stated that targeted marketing should be made to owners of registered planes in the area regarding the Airport. Commissioner Tolby added that not having a restaurant is a negative impact because pilots like to have a place to meet and visit with each other.

Commissioner Chaney stated that he is a pilot and keeps his aircraft at the Deer Valley Airport. Commissioner Chaney acquiesced that the Glendale Airport has less traffic and is easier to fly in and out of. Commissioner Chaney explained that the hangars at Deer Valley are owned by the city, whereas the rentable hangars at Glendale are privately owned. Commissioner Chaney pays \$100 less a month for a much better hangar at Deer Valley Airport, as it has concrete floors and more efficient hangar doors. Commissioner Chaney noted that if the cost of the rentable hangars were lower at Glendale, he would consider moving his aircraft.

Mr. Fix added that general aviation is on the decrease due to the cost and economy. Commissioner Chaney stated that the industry is also changing toward light sport aircraft which only requires a driver's license for a medical certificate. Commissioner Chaney felt that this could be an upcoming market for the Airport to reach out to.

Commissioner Rogen wondered if it was up to the City of Glendale to market the hangars or the private owners. Commissioner Chaney noted that the City could market the hangars but the private owners have to agree with the plans. Mr. Fix noted that this dialog has begun. Commissioner Chaney stressed that it is important for the Airport to work with the pilots. Mr. Fix did feel that the Airport would grow, but it would be a slow growth. Mr. Fix commented that currently there is only 10% occupancy of the 200 hangars on site.

Commissioner Chaney wondered if there were freelance mechanics at the Airport. Mr. Fix replied that there are three mechanics that are permitted for this service at the Airport. Mr. Fix added that the FBO has a very highly qualified maintenance shop and is kept very busy with aircraft from all over the valley. Chair Terrill suggested that the FBO make a presentation to the Commission at a future meeting.

vi. What is the most Effective Means to Provide Advice to Council and Mayor?
Mr. Fix stated that Mayor and Council do read the meeting minutes. Also, the use of adhoc Committees will be important in the upcoming fiscal year.

vii. Status of Commission Bylaws
Mr. Fix stated that the revised Aviation Commission Bylaws have not been officially approved as of yet.

6. How Can the Commission be the Most Effective in Enhancing and Improving the Use of the Airport by the Aviation Community?
Previously discussed in earlier agenda topics.

V. SUMMARY OF CURRENT EVENTS

Mr. Fix reported on current airport activities:

1. Construction Projects/Grants
 - o Apron Rehab Project: The project is in the design phase. All existing apron light poles will be removed and replaced with high masts and more lighting. The asphalt in the center of the apron will be redone.
 - o Asphalt Slurry/Seal Project: The project will begin on August 4th and should take approximately one month.

- Annual Planning Meeting with ADOT and FAA: The meeting will be held on June 24th at 2:00 p.m. at which the 5-Year ACIP will be discussed. All Commissioners are welcome to attend.
- 2. Budget/Expenses/Revenue
 - The Airport has been on track with the budget and expenses have been kept down. So far, expenses are \$529,256 for the fiscal year and revenues are \$399,285. Insurance expense is \$110,000 annually which was \$28,000 annually prior to the FAA non-compliance issue. Mr. Fix is hopeful that the insurance cost will decrease once the FAA closeout letter is received.
- 3. Economic Development
 - Mr. Fix stated that he toured the new St. Joseph's Westgate Hospital last week. The hospital will have a helicopter pad which will be used for mostly outbound transportation. The hospital is state-of-the art with forty regular rooms and fourteen emergency rooms.
 - At the south end of the Airport, the Civil Air Patrol would like to build classrooms next to their hangar.
 - In the 5-Year ACIP, when the APS solar panels are removed, the south apron can be developed.
 - The Lauridsen Air Museum is still in the planning stages.
 - The issue with the second runway in regards to the John F. Long settlement is still ongoing.
- 4. Land Use Planning/Airspace
 - Mr. Fix distributed a conceptual master plan drawing of how the east side of the Airport could be developed in the future. Mr. Fix stressed the importance of limiting residential encroachment of the Airport, especially in the vacant land adjacent to Camelback Ranch.
- 5. FAA Grant Assurance Compliance
 - Previously discussed.
- 6. Super Bowl XLIX Planning
 - The Commission will be updated throughout the upcoming year.
- 7. Air Traffic Operations/Based Aircraft
 - Mr. Fix reported 6,394 tower operations in April, which were 132 more than in April 2013.

VI. CALL TO THE PUBLIC

No comments were made.

VII. NEW BUSINESS REQUESTS (Future Agenda Items)

The following items were proposed:

- A presentation by the FBO

VIII. NEXT MEETING TIME

The next meeting will be held at 6:00 p.m. on the second floor Conference Room of the Airport terminal building on Wednesday, June 11, 2014.

IX. COMMISSION COMMENTS AND SUGGESTIONS

The floor was opened for Commissioner's comments.

X. ADJOURNMENT

The meeting adjourned at 12:55 p.m. by consensus.