

MINUTES
AVIATION ADVISORY COMMISSION RETREAT
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD - SUITE 201
GLENDALE, ARIZONA 85307
AIRPORT CONFERENCE ROOM
MAY 11, 2013
9:45 A.M.

I. CALL TO ORDER

The meeting was called to order at 9:54 a.m. by Chair Ron Cohoe with the following Commissioners present: Walt Chaney, Victoria Rogen, Marc Terrill, Michael Hernandez, Quentin Tolby and Robert Irons.

Also present was Walter Fix, Airport Administrator

II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Tolby motioned to approve the April 10, 2013 meeting minutes as written with the correction of “B51” to “P-51” on page 5. Commissioner Terrill made the second. The motion carried 7 – 0.

III. REQUEST FOR CONTINUANCE OR WITHDRAWAL OF ITEMS.

None.

IV. TOUR OF WEST-MEC, GLENDALE AERO SERVICES (FBO) AND THE AIRFIELD

Mr. Fix conducted a tour of Glendale Aero Services (FBO) and the Airfield and Chair Cohoe conducted a tour of West-MEC. The tours began at 10:00 a.m. and concluded at 11:26 a.m.

[A break was taken at 11:26 a.m. and the meeting resumed at 11:35 a.m.]

V. AIRPORT BUSINESS

The following business was discussed:

1. Minimum Operating Standards and Leasing Policy update

Mr. Fix announced that the Acting City Manager, Dick Bowers, has requested to review the Airport Rules and Regulations. The Rules and Regulations were scheduled to go before Mayor and Council in April, but this will now likely occur at a later date.

Mr. Fix reported that the stakeholder group is still working on the Minimum Operating Standards.

Mr. Fix will draft a letter next week to be sent to the FAA. Staff and our attorneys in Washington, DC will review the letter, which contains a status on our Corrective Action Plan and will request the FAA remove the Airport from the non-compliant Airport list.

Mr. Fix and Mrs. Colbath will give an Airport update at the Mayor and Council workshop on June 4, 2013. Mr. Fix stated that the Commissioners and the public can attend the workshop, but cannot comment during the proceedings. The update will be on the following:

- a. The Corrective Action Plan status
- b. Status of the Minimum Operating Standards, the Leasing Policy and the Rules and Regulations
- c. Airport Development and Marketing
- d. Airport Strategic Business Plan

2. Discussion on Goals and Expectations for the Commission for 2013

The Commissioners suggested the following goals:

- a. Support the Airport with Economic Development planning meetings.
- b. Support the completion of the Minimum Operating Standards and the Leasing Policy.
- c. Support Airport Staff at the Mayor and Council Workshop sessions and other meetings.
- d. Research/compare how other similar airports are operating; review other best practices; review other airport businesses.
- e. Attend another valley Airport Commission meeting.
- f. Tour the Sky Harbor Airport and the Control Tower.
- g. Tour the Luke Air Force Base Control Tower.

3. Contract Tower Closure update

Mr. Fix reported that the 149 contract towers will remain fully funded through September 30, 2013, the end of the federal funding year. Mr. Fix will keep the Commissioners apprised of news on this issue as it develops.

V. SUMMARY OF CURRENT EVENTS

Mr. Fix discussed the following:

1. Projects at the Airport
Mr. Fix reported that the Runway Safety Area Project was completed. Mr. Fix stated that the runway crack seal/slurry seal project is upcoming.
2. Fuel Price Comparison – Glendale vs. Valley airports

An airport fuel price comparison spreadsheet was distributed. Scottsdale Airport had the most expensive fuel with Glendale Municipal Airport in second and Phoenix-Deer Valley in third.

3. Airport Occupancy status

Mr. Fix reported the following:

- Total Storage: 542 spaces with 275 occupied
- Open Tie Downs: 163 spaces with 106 occupied
- North Hangars: 156 spaces with 140 occupied
- Valley Aviation Services: 215 spaces with 23 occupied
- South End Box Hangars: 8 spaces with 6 occupied
- Total Occupancy Rate: 50%

Commissioner Hernandez mentioned the Stand Up for Veterans event that will be held at Glendale Community College and will feature replicas of different helicopters and other aircraft.

Chair Cohoe inquired about the possibility of an open house event at the Airport. Mr. Fix replied that the open house is still a potential event; however, there is no budget for the event in 2013-2014. Mr. Fix will keep this suggestion on the table for 2014-2015.

VI. CALL TO THE PUBLIC

Chair Cohoe made the Call to the Public. No comments were made.

VII. NEW BUSINESS REQUESTS (Future Agenda Items)

Report on Stand Up for Veterans Event

VIII. NEXT MEETING TIME

The next meeting will be held at 7:00 p.m. on the second floor Conference Room of the Airport terminal building on Wednesday, June 12, 2013.

The Commission agreed by consensus to vacate the July 2013 meeting.

IX. ADJOURNMENT

The meeting was adjourned at 12:30 p.m. by consensus.