

## MINUTES

AVIATION ADVISORY COMMISSION  
GLENDALE MUNICIPAL AIRPORT  
6801 N. GLEN HARBOR BLVD - SUITE 201  
GLENDALE, ARIZONA 85307  
AIRPORT CONFERENCE ROOM  
MAY 11, 2016  
6:00 P.M.

### **I. CALL TO ORDER**

The meeting was called to order at 6:00 p.m. by Vice Chair Larry Rovey with the following Commissioners present: Quentin Tolby, Paul Dagostino, and Leonard Escudero.

Also present were Kenn Potts, Airport Administrator; James Gruber, Assistant City Attorney; John Padilla, Luke Air Force Base

### **II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

Commissioner Dagostino motioned to approve the April 14, 2016 meeting minutes as written. Commissioner Escudero made the second. The motion carried 4 – 0.

### **III. REQUEST FOR CONTINUANCE OR WITHDRAWAL OF ITEMS.**

None.

### **IV. AIRPORT BUSINESS**

#### **1. Aviation Advisory Commission Goals**

Vice Chair Rovey facilitated a discussion on a draft recommendation from Commissioner Escudero regarding the new Commissioner skill sets.

Vice Chair Rovey commented that there are three new Commissioners who will be appointed on May 24<sup>th</sup> after which there will no longer be any vacancies on the Commission. Vice Chair Rovey stated that at this junction, since the new Commissioners are already appointed, the list of skill sets would need to be suggested for future Commissioners. Commissioner Tolby agreed.

Vice Chair Rovey felt that a two-year Commissioner term was not long enough to become experienced with specific knowledge of aviation and the Airport, especially if new Commissioners were not already familiar with the aviation industry. Vice Chair Rovey would like to see a longer term for Aviation Advisory Commission members due to the specific niche of the Commission and Airport. Commissioner Tolby suggested that Council choose Commissioners approximately six months prior to their term starting so that they can attend a few Commission meetings and read up on meeting minutes.

Commissioner Escudero commented that the tour of the Airport was very important in learning the layout, operations and becoming familiar with the hangars and types of tenants. Commissioner Escudero added that the Airport Layout Plan should be provided to all new Commissioners as it provides detailed information on the Airport. Commissioner Escudero stated that many of the hangar owners and tenants view the Airport as a community or family, not just to provide for their aviation needs.

Commissioner Dagostino stated that it would be very beneficial to have a presentation on how the Airport fits into the City's General Plan.

**Motion by Commissioner Escudero, second by Commissioner Tolby, to request that the Government Services Committee consider either longer terms for the Aviation Advisory Commissioners or no term limits. Motion carried 4 – 0.**

2. Discuss Open House

Mr. Potts provided an update on the plans for the Open House scheduled for November 5, 2016. Highlights include the following:

- Mr. Potts contacted Mr. Greg Yost from Run the Runway. A time schedule for running events was presented. It was agreed with Mr. Yost that the run will be kept on the Airport grounds to avoid extra Police Department expense.
- Display/exhibit tents will be less than 20x20 square foot so that a Fire Marshall inspection is not needed.
- A planning meeting with Airport tenants and the Airport café will be held next Tuesday from 1:00 to 3:00 p.m.

Vice Chair Rovey inquired if any City departments were attending the planning meeting next Tuesday. Mr. Potts replied that at this time, only the Airport tenants are meeting, but in the future, meetings with other City departments such as Special Events, Police, and Fire will be held.

Commissioner Dagostino asked if any aviation businesses could offer aircraft rides. Mr. Potts replied in the positive.

Commissioner Tolby suggested contacting remote control aircraft clubs to inquire if they would like to demonstrate their remote control aircraft. Commissioner Tolby noted that an event in Carefree with model aircraft was very popular. Mr. Potts stated that he has seen a similar remote control aircraft show at the Buckeye Air Fair.

Commissioner Escudero inquired on a possibility of participation by Luke Air Force Base. Mr. Padilla stated that he contacted the LAFB Public Affairs department. Mr. Padilla stated that the Color Guard could be scheduled; however, a request needs to be made directly. Mr. Padilla added that there was a remote control airshow at the LAFB Air Show called “The 1/8<sup>th</sup> Airforce”. Mr. Padilla suggested contact Mr. Jacob Hansen at the FSDO (Flight Standards District Office) and will send Mr. Potts the contact information.

Commissioner Escudero commented that there is still a chance for an Apache static display at the Open House as well.

Commissioner Escudero thanked Mr. Potts for the hard work on moving forward with the planning of the Open House.

3. Discuss Airport Tour with Commission Member Quentin Tolby

Commissioner Tolby provided a briefing on the Kid’s tour at the Airport event held on April 23, 2016. Highlights included the following:

- Most of the children in attendance are from group or foster homes.
- The goal of the event was to expose the children to the Airport operations and various career opportunities.
- The children visited West-MEC for information on the school, Aerosim for use of the simulators and a pilot presentation, Airwest for a plane/helicopter tour, the Tower for a tour and Civil Air Patrol for a presentation.

- The children were very well-behaved, very excited and interested in all segments of the tour.
- Four of the kids expressed interest in enrolling in the West-MEC program.

Commissioner Tolby was very pleased with the day and hoped to continue the Kids' tour event in the future. Mr. Potts thanked Commissioner Tolby for his hard work on the event.

#### 4. Discuss Capital Contribution with Cox Communications

Mr. Potts presented information on the Capital Contribution to Cox Communications for the installation of fiber cable at the Airport. Mr. Potts announced that the total cost of the project is approximately \$221,000, of which the City must contribute \$60,000. Mr. Potts stated that this is one of the most requested improvements by the Airport tenants. Mr. Potts added that with the completion of the project, free guest-access Wi-Fi could be offered in the building for visitors, pilots, users of the conference room and others.

**Motion by Commissioner Tolby, second by Commissioner Escudero, to recommend that City Council authorize the City Manager to enter into an amendment to the Communications Facilities License Agreement with Cox Communications and to expend funds for a capital contribution of \$60,000.00 for the installation of fiber cable at the Glendale Municipal Airport. Motion carried 4 – 0.**

## V. SUMMARY OF CURRENT EVENTS

Mr. Potts reported on current airport activities:

### 1. Construction Projects/Grants Status

- Last week, Mr. Potts met with the FAA and ADOT regarding the Airport Plan group, which is currently B2. Mr. Potts is working toward obtaining a C2 group and will work to resolve deficiencies in the plan to achieve the C2 group status. Mr. Potts clarified the differences in the runway standards for the different groups. Mr. Potts noted that that C2 would require changes or modifications to the standards.
- On May 25<sup>th</sup>, a meeting with the FAA and ADOT will be held regarding the Airport Layout Plan and the Five-Year Plan. No changes are anticipated. The documents will come before the Commission for review and Council recommendation in June.
- Amendment 1 to ADOT Grant E5F3M, which the Commission recommended for Council approval last month, was indeed approved by Council last night.

### 2. Operating Budget/Expenses/Revenues – graphs

- Mr. Potts presented detailed budget information for the month of April and year-to-date fiscal year for revenues and expenses.
- Mr. Potts predicted the fiscal year would end approximately \$7,000 over budget due to vehicle maintenance issues, and salary and retirement expenses such as accrued vacation payouts.

### 3. Airport Business Activity/Lease Updates

- The Butler box hangar has been sold.
- On April 26<sup>th</sup>, the lease for Kelmar Aviation was approved by Council.
- The Gold Coast office lease was approved by Council on April 12<sup>th</sup>.
- Mr. Potts continues working on the new land lease at space #11 of the north hangars. The lease is being revised to meet new federal requirements.
- An airplane crashed at the airport in Surprise. The plane was based out of the Glendale Airport. Mr. Potts met with the FAA, which is conducting an investigation.
- Last week, Mr. Potts attended the Arizona Airport Association Conference in Flagstaff. There were presentations by the FAA, ADOT and other organizations as well as many networking and information sharing opportunities.

### 4. Land Use Planning/Zoning/Development

- No news to report.
- 5. 2017 NCAA Final Four National Championship
  - Planning meetings will begin in June.
- 6. Air Traffic Operations/Airspace/Community Relations/Mayor Video
  - Flight operations were down 25% for the month of April 2016 compared to April 2015.
  - Five noise complaints have been received since the last week.
  - On April 16<sup>th</sup>, the Young Eagles event was held at the Airport, which was well attended.
- 7. Luke Air Force Base Operations – Mr. Padilla provided the report.
  - The Gila Bend runway is now open. The runway was closed since January for improvements.
  - There are currently 35 F35's at the LAFB and one or two will arrive each month until at total of 144 are on site.

**VI. CALL TO THE PUBLIC**

No comments made.

**VII. NEW BUSINESS REQUESTS (Future Agenda Items)**

None.

**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 8, 2016.

**IX. COMMISSION COMMENTS AND SUGGESTIONS**

Vice Chair Rovey commented on a newspaper article regarding the difference between the Glendale Airport and the Scottsdale Airport. Vice Chair Rovey stated that the article notes that there is very little in the Glendale General Plan regarding the Airport compared to the Scottsdale Airport which has great city support and economic activity. Vice Chair Rovey added that the article indicated that the City of Glendale should pay more attention to its Airport and should treat the Glendale Airport as an anchor for economic development. Mr. Potts will send all Commissioners a copy of the article.

Commissioner Dagostino stated that it is difficult to compete with the Scottsdale Airport; however, the City must place more importance on promoting and developing the Glendale Airport. Commissioner Dagostino commented that the Airports lease rates are very competitive and the City needs to draw more businesses to the Airport and surrounding areas.

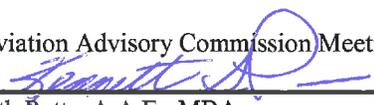
Commissioner Escudero felt that there are opportunities to be developed with the new west side casino in the way of encouraging a partnership for pilots and other visitors to fly into the Airport and then visit the casino.

Commissioner Dagostino stressed that the City needs to focus on a developing clear vision for Airport development over the next five to ten years. Vice Chair Rovey agreed.

**X. ADJOURNMENT**

**The meeting was adjourned by consensus at 7:23 p.m.**

The Aviation Advisory Commission Meeting Minutes of May 11, 2016 were approved at the Commission Meeting of June 8, 2016.

  
 Kenneth Potts, A.A.E., MBA  
 Airport Administrator  
 623-930-2188