

**REVISED MINUTES
AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD - SUITE 201
GLENDALE, ARIZONA 85307
AIRPORT CONFERENCE ROOM
JUNE 11, 2014
6:00 P.M.**

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Chair Terrill with the following Commissioners present: Walt Chaney, Victoria Rogen, Scott Hadley, Leonard Escudero, and Joe Mascaro.

Also present were Walter Fix, Airport Administrator; James Gruber, Assistant City Attorney; Bill Gillies, Luke Air Force Base, Carl Brandenburg, Glendale Aero Services; Clare Pryke, Glendale Airport Hangars

II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Hadley motioned to approve the May 10, 2014 meeting minutes as written. Commissioner Chaney made the second. The motion carried 6 – 0.

III. REQUEST FOR CONTINUANCE OR WITHDRAWAL OF ITEMS.

None.

IV. AIRPORT BUSINESS

1. Glendale Aero Services Presentation

Mr. Brandenburg gave a presentation on the FBO business and operations at the Airport, which included the following highlights:

- Mr. Brandenburg gave a brief background of himself and a history of the business. There have been many changes in the FBO and aviation industry over the years.
- Gas sales at the FBO are comprised of 70% jet fuel sales and 30% AV gas.
- General aviation is a very specialized business. Less than 1% of the U.S. population are licensed pilots.
- The best marketing for the FBO and the Airport is to market the City of Glendale and its offerings.
- The FBO will be participating in the National Business Aircraft Association Conference in Las Vegas this summer.
- Oil prices have increased over the years which have impacted the price of fuel at the FBO. AV gas is currently sold at the FBO for \$6.10/gallon which is one of the best prices in the valley.
- International flight training is increasing while domestic training demands have decreased.
- The Airport and the FBO are often compared to other valley airports where the fuel concession is operated on a break-even basis by the local government, such as Casa Grande. However, the Glendale Airport does not operate in that manner.

- The next step to attract more business for the Airport should be to improve infrastructure. More hangar space for based turbine aircraft is also needed.
- The main sources of the FBO's revenue are fuel sales, small aircraft maintenance, support/line maintenance on turbine aircraft, a concierge service and subleases in the FBO building.
- The FBO building is now 100% occupied. Tenants include: Angel Aviation, Falcon Jet, HALO 151, Valley Air Photos, Franks Westside Interiors and more.
- Marketing of the FBO is primarily done via word of mouth and on the internet.
- The FBO wants to support the Airport in all of its business forms.
- The FBO is growing slow but steady.
- Mr. Brandenburg knows 7 out of 10 customers by name and strives to keep his business on a personal level.

Commissioner Rogen asked Mr. Brandenburg if he solicited customer feedback via comment cards. Mr. Brandenburg agreed that comment cards were a good idea but he likes to personally ask clients for their feedback while on site. Mr. Brandenburg wants to hear comments, positive and negative, right away and works to resolve negative issues immediately. Mr. Brandenburg noted that many pilots post comments on www.airnav.com, which is a good site for feedback on the aviation industry. Mr. Brandenburg stated that there are seventeen other places within a thirty nautical mile radius for pilots to obtain fuel, so he takes his job very seriously.

Commissioner Escudero commented on the evolving demographics of "baby boomers". Mr. Brandenburg agreed and added that there are other negative impacts to the aviation business. Mr. Brandenburg stated that there are some new light sport aircraft which can be flown with only a driver's license used as a self-certified health status. Mr. Brandenburg also commented on the rising cost of fuel and the lack of a suitable, economical replacement for the current aircraft fuel.

Commissioner Escudero wondered if the newly proposed west valley casino would increase Airport business. Mr. Brandenburg felt that the casino could not hurt business and might help. Mr. Brandenburg stated that spikes from sports events are a great way to introduce the Airport to new users but steady users throughout the year are needed.

Mr. Brandenburg stressed that the FBO and Airport work in compatibility with LAFB as well. Mr. Brandenburg was pleased that the LAFB airspace has never been a hindrance to the Airport and new growth. Mr. Brandenburg noted that there is an education factor for pilots flying into the Airport in regards to LAFB but it has never been a problem.

Commissioner Rogen inquired about the owners of the FBO. Mr. Brandenburg stated that as a manager of the business, he works closely with the owners and the owners are very invested in the Airport and Glendale.

Mr. Gillies asked if the Master Plan meets the FBO needs for Airport expansion. Mr. Fix stated that the current Master Plan includes room for expansion at the south end in particular. Mr. Brandenburg stated that the Airport did not open until the 80's and felt that the current Master Plan still holds up.

Commissioner Hadley wondered if the FBO had a staff member responsible for outreach to businesses. Mr. Brandenburg replied in the positive and added that it is difficult to "cold call" businesses that do not have a reason to be in the west valley, so the marketing focus is specialized.

Commissioner Escudero asked how the Commissioners could assist the FBO. Mr. Brandenburg stated that a recent obstacle regarding subleases has been resolved. Mr. Brandenburg commented that it would be helpful for the Commissioners to voice support of the Airport and Airport staff to the City Council and residents. Mr. Brandenburg stressed that the Airport is a fantastic resource for the City.

Commissioner Escudero inquired about the possibility of a bio-fuel being developed. Mr. Brandenburg stated that he has worked with Shell on a bio-fuel test program. The bio-fuel works great, however it was not cost effective at \$70 to \$100 per gallon.

Chair Terrill thanked Mr. Brandenburg for his presentation.

2. Compliance Closeout Letter from FAA

Mr. Fix announced the following:

- The Closeout Letter from the FAA has been received and was previously emailed to all Commissioners.
- On June 24th, the Rules and Regulations and the Minimum Operating Standards will go before the Council for approval.
- The Airport is now back in compliance and grants are no longer in jeopardy.
- Gratitude was expressed to all Commissioners, participants in the stakeholder group and former Chair Cohoe for their diligence and assistance with the documents.

3. City of Glendale Boards and Commissions Training

Mr. Fix briefed the Commission on the recent training session he attended regarding Boards and Commissions Training. Mr. Fix commented on the following:

- City staff of departments with Boards and Commissions attended the training.
- Information was presented on meeting protocol, procedures, expectations and outcomes.
- A survey was completed by attendees to review consistencies and inconsistencies among Commissions in regards to issues such as meeting schedules and items provided to Commissioners.
- The training was very beneficial.

4. Aviation Advisory Commission Sub-Committees

Mr. Fix announced two future sub-committees and asked for Commission volunteers.

- Rates and Charges sub-committee
- Land Use Zoning sub-committee

Chair Terrill asked the Commissioners to consider volunteering on a sub-committee and to advise Mr. Fix via email.

Commissioner Escudero suggested the Airport work more with City staff regarding the City website having more links to the Airport and its amenities. Mr. Brandenburg stressed obtaining a variance to the zoning for the Airport signage. Mr. Fix is currently working on the signage issue.

V. SUMMARY OF CURRENT EVENTS

Mr. Fix reported on current airport activities:

1. Construction Projects/Grants

- Entrance Sign: The entrance sign is currently being repainted and should be completed within seven days. Commissioner Rogen suggested taken a picture of the sign when completed and posting it on the Airport, City and/or FBO website.
 - Apron Rehab Project: The project is near 100% design. Mr. Fix is working to get the project in the FAA fiscal year budget, which ends September 30th. The project will be on the August 12th Council agenda for approval to accept the FAA grant.
 - Asphalt Slurry/Seal Project: The project will begin on August 4th and should take approximately one month. A pre-construction meeting will be held at the end of July. The taxiway centerline will be painted by a City crew.
 - Con Air Land Acquisition: Still in progress.
 - Annual Planning Meeting with ADOT and FAA: The meeting will be held on June 24th at 2:00 p.m. at which time the 5-Year Plan will be discussed. All Commissioners are invited.
2. Budget/Expenses/Revenue
 - The Airport budget is up approximately 7% from last year primarily due to the cost of insurance, which was approximately \$132,000 annually out of a \$674,000 budget, due to FAA non-compliance. Excluding this, the operating portion of the budget increased approximately \$6,000 due to planned additional purchases. Mr. Fix anticipated the insurance cost should decrease next year that the FAA Closeout Letter was received.
 3. Economic Development
 - Lease negotiations are underway with one of the Airport tenants.
 4. Land Use Planning/Airspace
 - Mr. Fix was invited to Arizona Chamber of Commerce and Industry monthly meetings regarding how to protect statewide airports from residential encroachment. Other partners, such as the U.S. military and Boeing, are involved in the effort as well.
 5. FAA Grant Assurance Compliance
 - Previously discussed.
 6. Super Bowl XLIX Planning
 - Mr. Fix is on four Committees regarding the Super Bowl.
 - The FAA has held several meetings and Mr. Fix praised the local FAA representatives for their planning and discussions, including Temporary Flight Restrictions, Prior Permission Routing and game day capacity.
 - The FAA will set up four Airport tenant meetings in a row at every airport in the valley. The NFL Super Bowl representative will also be preparing Power Point presentations for use at the airport tenant meetings.
 - Next week, Mr. Fix will meet with the Public Safety Resource Group to discuss safety and security at the Airport.
 - The City of Glendale Super Bowl Committee met today and discussed planning and shared information.
 7. Air Traffic Operations/Based Aircraft
 - There were 6,925 tower operations in May, which was 17% above May 2013. However, on an annual basis, 2014 is lower than 2013.
 - The American Association of Airport Executives contract tower funding has been funding through federal fiscal year 2015, which means there will be no change in the Airport tower staffing for the upcoming fiscal year.

Commissioner Rogen inquired about the status of the Airport restaurant. Mr. Fix stated that the RFP is in the hands of City staff and at this time the Airport staff is ensuring that the restaurant is rental-ready.

VI. CALL TO THE PUBLIC

No comments were made.

VII. NEW BUSINESS REQUESTS (Future Agenda Items)

The following items were proposed:

- Diversified business ideas for the Airport
- Status of an Airport restaurant operator
- Status of the Aviation Commission Bylaws
- Information on the role and responsibilities of the Commissioners including: scope, accountability, authority, oversight and depth
- Update on the Lauridsen Air Museum

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, August 13, 2014.

IX. COMMISSION COMMENTS AND SUGGESTIONS

Mr. Gillies commented on the importance of keeping Luke Air Force Base in consideration when plans for the Airport growth are proposed. Mr. Gillies stated that the Airport and LAFB have always worked well together in the past and Mr. Gillies looks forward to a partnership of open communication in the future.

X. ADJOURNMENT

The meeting adjourned at 7:44 p.m. by consensus.