

**MINUTES
AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD - SUITE 201
GLENDALE, ARIZONA 85307
AIRPORT CONFERENCE ROOM
AUGUST 13, 2014
6:00 P.M.**

I. CALL TO ORDER

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

Also present were Walter Fix, Airport Administrator; James Gruber, Assistant City Attorney; and Basil Allen, Glendale Airport Tower

II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Mascaro motioned to approve the June 11, 2014 meeting minutes as written. Commissioner Escudero made the second. The motion carried 5 - 0

III. REQUEST FOR CONTINUANCE OR WITHDRAWAL OF ITEMS.

None.

IV. AIRPORT BUSINESS

1. Loyalty Oaths: Chair Rogen and Vice Chair Tolby signed their Loyalty Oaths. Chair Rogen announced that the Commission lost former Chair Terrill due to his sudden passing.

2. Airport Restaurant Update: Mr. Fix stated that an RFP was issued for the Airport restaurant last month. On August 5th, a pre-proposal conference was held at which there was one attendee. An offer was received from the attendee today and all offers are due by August 18th. At that time, the City Contract Analyst will open all of the offers and the evaluation period will begin. Mr. Fix, Ms. Cathy Colbath, the Contract Analyst and the Assistant City Attorney will all be part of the evaluation team. Mr. Fix noted that the RFP was for a five year lease with options, however, this can be negotiated.

Chair Rogen asked if the restaurant was move-in ready. Mr. Fix responded in the positive.

3. Proposed Aviation Advisory Commission Sub-Committees:

Rates and Charges: Mr. Fix stated that the September agenda will include, for public comment, the rates and charges that were presented at the Commission retreat. Mr. Fix will also recommend new rates and charges. Mr. Fix explained that he has performed this review at other Airports and has considerable experience in this area. Mr. Fix noted that he understood the impact of changes to rates and charges on an Airport and that there is a balance that must be achieved when making changes. Mr. Fix was working toward approval of the rates and charges at the December 23rd Council meeting with the new rates to be in effect on January 1, 2015.

Planning and Zoning: Mr. Fix recommended that work on this sub-committee be held off until the work on and implementation of the new rates and charges sub-committee are completed.

4. FAA Request for Comments: Policy on the Non-Aeronautical Use of Aircraft Hangars: Mr. Fix briefed the Commissioners on the FAA Policy, which was previously emailed and also distributed to the Commissioners at the meeting. Mr. Fix stated that the FAA is requesting comments from the public regarding the policy, which mirrors what the FAA has enforced at the Airport. Mr. Fix noted that Glendale city officials and staff will be making comments and encouraged the Commissioners and the public to make comments as well. Mr. Fix announced that as of yesterday, there were nearly 600 comments posted on the public website. Mr. Fix has read through nearly 100 comments and will continue to read through more of them. Mr. Fix noted that the issue that he has seen the most comments on so far is in regards to the home-built and kit-built aircraft. Mr. Fix stated that the deadline to submit comments is September 5th.

V. SUMMARY OF CURRENT EVENTS

Mr. Fix reported on current airport activities:

1. Construction Projects/Grants

The runway is currently closed from August 10th through August 19th. The contractor, Cactus Asphalt, has been working twelve to fourteen hours a day to complete the project. Great progress has been made, but there was no work done today due to yesterday's storm. However, despite the delay, they anticipate to be done on time. All runway markings have been obliterated. The contractor uses machinery to rout out cracks and clear out all debris. Then the crack seal machine is utilized for the next phase. After that, two different coats of slurry seal will be applied. Next Monday or Tuesday, the essential re-striping will be redone for the reopening of the runway. Later in September, PMI, the paint contractor, will return for two days to finish all of the re-striping. The centerline of taxiway Alpha will also be included in the project at a minimal cost due to a request by Mr. Fix. The runway is expected to reopen on August 19th.

Commissioner Tolby asked if the ramps were a separate project. Mr. Fix replied in the positive and stated that six companies attended the pre-bid meeting and the bids will be opened on Friday. C&S Engineering has already been awarded the contract administration and engineering portion of the project. Both contracts will go to the

Council for approval on October 28th. Mr. Fix stated that there may not be enough time to complete the project prior to Super Bowl and so it might be beneficial to begin the project afterward. Mr. Fix stated that the contractors were aware of this during the bid process and the bids are good for six months. Mr. Fix noted that there is a possibility of completing the lighting first; however, there is a long lead time for ordering new light poles. Council approved the grant/project at last night's meeting. Approximately \$3 million will be received from the FAA for the project.

Mr. Fix will be providing to ADOT the proposed ACIP projects for the next five years. Mr. Fix will share this information with the Commission at the September meeting.

2. Budget/Expenses/Revenues: FY13 Summary

The Commission was provided with budget information from FY06-07 through FY14-15. Mr. Fix noted that the major budget increase over the last few years was the fire and liability insurance, due to litigation and non-compliance with the FAA. Mr. Fix hoped to see the insurance cost decrease for the upcoming years due to receipt of the close-out letter from the FAA. Mr. Fix stated that the Airport operating costs have been fairly steady over the years. The objective of the Airport is to become self-sustaining.

3. Airport Business Activity/Economic Development

Mr. Fix spoke with the owner of the proposed Lauridsen aircraft museum. The owners are waiting for the ground lease next to the Airport to end and then they will work with the City on a pathway to get the aircraft to the museum site.

One tenant has left the Airport: Bratcher Aviation, which provided helicopter training.

Airwest Helicopters has been negotiating with a private company from China regarding a helicopter training program. Airwest expects up to 100 students at the school over the next three years. This would be a program in conjunction with Embry-Riddle Aeronautical University. More details will be provided as the project develops.

4. Land Use Planning/Zoning/Airspace Safety

Another developer is interested in building residential homes on the empty parcel of Camelback Ranch adjacent to the Airport. This is the third developer in three years to propose the project. Mr. Fix stressed that this would be residential encroachment and would place homes 1,500 feet from the runway and 1,000 feet to a helicopter training pattern. There is a meeting in September with all parties concerned regarding the property. Mr. Fix may submit a request in the 5-Year ACIP for the

City to re-purchase the parcel. The City previously purchased the property with an ADOT grant but then sold it and the City had to pay back the grant.

Commissioner Chaney wondered if the parcel could be protected from another re-sale if the City did buy it. Mr. Fix stated that it would be optimum if there was a formal City resolution or policy regarding the parcel if it were to be purchased again.

5. Super Bowl XLIX Planning

Mr. Fix commented that an Airport PowerPoint presentation will be finalized and ready for the September planning meeting. The presentation will include information on arrival and departure procedures, PPR (prior permission require) slots and other pertinent facts. This information is also posted on the Airport website. Pilots will know well advance how to make a reservation for Super Bowl. There is one contact at the Sky Harbor Control Tower who is working with all other Valley airports to coordinate/disseminate information. The south end lease holder is cooperative and will provide space for open tie-downs or corporate jets. The Super Bowl Committee meeting met today and plans are moving forward. Mr. Fix also participates on the Public Safety Resource Working Group Sub-Committee and will apprise the Commission on pertinent information as it is disseminated.

6. Air Traffic Operations/Instrument Flight Procedures Production/Based Aircraft (Quarterly)

Mr. Fix reported 276 based aircraft for July 2014, which is in line with the July average of 282.

The Phoenix Open Space Air Group meets tomorrow and Mr. Fix and Mr. Allen will be in attendance.

Mr. Fix reported that the Instrument Procedures for flight check will be in place for the Super Bowl.

Mr. Allen commented that he would prefer the ramp construction project begin after Super Bowl so as to avoid any problems if there were to be a delay in the project schedule.

VI. CALL TO THE PUBLIC

No comments.

VII. NEW BUSINESS REQUESTS (Future Agenda Items)

The following items were proposed:

- Update on LAFB
- Clarification of roles/responsibilities/goals of the Commission

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, September 10, 2014.

IX. COMMISSION COMMENTS AND SUGGESTIONS

Chair Rogen suggested the following:

- The roles and responsibilities of the Commission be specifically defined.
- Completion of major Airport projects, such as the runway slurry project, should be promoted/announced on the City website and via other methods.
- The Commissioners/City staff should be supportive of pre-game Super Bowl activities and try to obtain positive and negative feedback after the events.

Commissioner Escudero distributed the following obituary for former Chair Terrill: Marc William Terrill, age 59, of Glendale, Arizona, passed away on July 20, 2014. Marc served as Chairman of the City of Glendale Aviation Advisory Commission from October 2012 through June 2014. He had a passion for aviation and found his dream job as a pilot instructor with US Airways/American Airlines, adding his life experience perspective to his tenure on the Aviation Advisory Commission. Among his many noteworthy accomplishments, Marc became the 138th certified paramedic in the State of Arizona in 1977. Marc was a former State and Local Board Member - Arizona Foster Care Review Board. He is survived by his wife, Julie Terrill, 3 sons, David, Jeff and Sam Terrill, 3 daughters, Christie Rae, Lainie and Jackie Barela, parents William and Anne Terrill, brother Doug (Debbie) Terrill, sister Jane (Brian) Moore, mother-in-law Mickey Gulli, in addition to an extended loving family. His passing is a genuine loss to the community he served so well.

All Commissioners expressed their sorrow regarding the passing of the former Chair. Mr. Fix noted the Mr. Terrill served the Commission well, will be missed and stated that Mrs. Terrill will be given a plaque in appreciation of Chair Terrill's service on the Commission.

X. ADJOURNMENT

The meeting adjourned at 7:24 p.m. by consensus.