

## MINUTES

**AVIATION ADVISORY COMMISSION  
GLENDALE MUNICIPAL AIRPORT  
6801 N. GLEN HARBOR BLVD - SUITE 201  
GLENDALE, ARIZONA 85307  
AIRPORT CONFERENCE ROOM**

**JULY 15, 2015**

**6:00 P.M.**

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

- a. The meeting was called to order at 6:03 p.m. by Chair Quentin Tolby with the following Commissioners present: Vice Chair Walt Chaney, Leonard Escudero, and Linda Yeager.
- b. Also present were Walter Fix, Airport Administrator; Kenn Potts, upcoming Airport Administrator; Debbie Albert, Interim Deputy Public Works Director; James Gruber, Assistant City Attorney; Jack Friedline, Public Works Director; Basil Allen, Glendale Airport Tower; Clare Pryke, Glendale Airport Hangars; Greg Yost, Forever Young Running Series; Teresa Hawthorne, Civic Center Event Coordinator

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

**III. Commissioner Escudero motioned to approve the June 10, 2015 meeting minutes as written. Commissioner Yaeger made the second. The motion carried 4 – 0.**

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

None

### **V. AIRPORT BUSINESS**

#### 1. Airport Administrator Position

Mr. Fix introduced Mr. Kenn Potts, A.A.E., the candidate selected for the Airport Administrator position and explained the upcoming transition period. Mr. Fix announced that Mr. Potts will start on July 27, 2015 and Mr. Fix will remain on staff for some time in order to assist with the transition. Mr. Potts gave a brief background of himself, noting that he was recently employed with ADOT, has been in Airport management for over 25 years and has his private pilot's license. The Commissioners welcomed Mr. Potts.

#### 2. Proposed "Run the Runway" Event

Mr. Yost gave a presentation on a proposed Airport running event for early 2016. Highlights of his presentation included the following:

- A promotional run can bring awareness and exposure to the Airport, while providing a fun activity for valley residents.
- Valley cities in which runs are most popular: Tempe, North Scottsdale and Mesa. However, this could be an opportunity to introduce a run on the west side.
- Name ideas: "Flying High", "Runway Walk-Run", "Running in the Wind"
- Pre-race entertainment such as a Zumba warm-up, static aircraft display from Luke Air Force Base or other partners, roll-on luggage obstacle run, bouncers for kids could be done.

- Post-race events could include: costume contest, home-built aircraft show/display, live music, sponsored expositions, free food and drinks for runners, awards for top finishers and/or photo opportunities with static airplanes.
- Suggested Participant Perks: custom race t-shirt, finisher medal, flyer wing pin, goodie bag.
- Event date: Possibly February 2016. A 6-month planning cycle is optimum.

Chair Tolby suggested a home built aircraft contest with awards. Mr. Yost added that he recently included a motorcycle show with the last run that he coordinated, which was very popular.

Mr. Yost commented on his methods for marketing outreach, especially noting the power of online line partnerships, links and advertising.

Chair Tolby noted that the runway would only be closed for the start of the race but after the beginning, it would be re-opened.

Mr. Fix stated that there are approximately 500-600 on-site parking spaces and wondered if this would pose a challenge. Mr. Yost estimated a total of 600 attendees for the first year and therefore felt that the parking space supply would be ample. Mr. Yost noted that attendance usually doubles for the second year of the event.

Ms. Pryke suggested a fly-in the morning of the event before the run. Chair Tolby agreed and added that a pancake breakfast could be offered.

Mr. Yost explained that he would be responsible for rounding up sponsors and partners for the event. Runners would sign up and pay to participate via an online registration system. Mr. Yost noted that it costs approximately \$25,000 to \$35,000 to put on an event of this type. Mr. Yost stressed the importance of partnerships and networking for sponsors, especially for donations of medals, pins, t-shirts in order to keep the cost down.

Commissioner Yaeger noted that Luke Days will be held in March and it would be important not to compete with that event or any other valley airport event. All agreed. Mr. Yost stressed that it would be important for Luke Air Force Base to be involved in some manner.

**Commissioner Yaeger motioned to instruct staff to proceed with an evaluation of a potential running event at the Airport. Vice Chair Chaney made the second. The motion carried 4 – 0.**

Chair Tolby thanked Mr. Yost for his presentation.

### 3. Commission End of Year Report

Mr. Fix previously sent the Commissioners the framework for the report and noted that the deadline for the report is July 27, 2015. The Commissioners will complete the basic content for the report and Mr. Fix will assist with the report where necessary.

### 4. Aviation Advisory Commission Bylaws

Chair Tolby stated that the Commission Bylaws have not been reviewed for three to four years. Chair Tolby would like the Commissioners to read the Bylaws and provide suggestions for potential changes where necessary in order to conform to the current direction of the Commission. Chair Tolby suggested a working review of the Bylaws at the next Commission meeting.

Mr. Fix stated that the Commission was formed by a City Ordinance which stated that the Bylaws would be formed and approved by Council. Based on research by Mr. Fix, the Aviation Advisory Commission is the only City Commission with this directive. Mr. Fix explained that approximately five years ago, the Commissioners the Airport Administrator at that time revised the Bylaws. Those revised Bylaws were placed on Council agenda, but were pulled from the Council agenda because the Council did not want to set a precedence whereby Council would have to do the same for all other City Commissions. Once again at a later time, the Bylaws were put before Council, but the agenda item was again tabled.

Chair Tolby commented that City Ordinance #1741 states that the Commission shall establish Bylaws and the Commission shall approve them. Chair Tolby felt it was important for this current Commission to review the Bylaws at the next meeting and also set Commission goals for the upcoming fiscal year.

## **VI. SUMMARY OF CURRENT EVENTS**

Mr. Fix reported on current airport activities:

1. Construction Projects/Grants Status
  - Apron and Lighting Project: This project has been completed. The contractor and consultant will be on site tomorrow morning to ensure the lights have been working properly. On August 11<sup>th</sup>, the ADOT matching grant goes to Council for approval.
  - A contract has been signed with Coffman Associates for the environmental Categorical Exclusion for the north apron project which needs to be completed by December 2015. As mentioned, the center apron project was just completed. The next construction phase will be the north apron and lastly the south apron.
  - Airport Capital Improvement Plan (ACIP): Mr. Fix will be meeting with C&S Engineers and Coffman Associates regarding the FY2017-2021 ACIP. The meeting will be held by August 28th.
2. Operating Budget/Expenses/Revenues/Rates & Charges
  - Mr. Fix commented that last month, the Airport was in an override position. However, due to some extra surplus funds found in salary and benefits, it is anticipated that the Airport will meet budget and an override will not be necessary. As of the end of June, Airport revenue is \$504,623.24, which is the first time in five years above \$500,000. The reasons for increased revenue include the John F. Long donation, and utility revenues.
3. Airport Business Activity/Lease Updates
  - Cox Communications has all access agreements signed and will start the coax and fiber project as soon as possible.
  - Staff will have internal discussions regarding the south box hangars. Staff will meet with Valley Aviation Services to discuss their lease and status of the remaining unsold portions of shades and unsold hangars.
4. Land Use Planning/Zoning/Development:
  - Mr. Fix met with the Economic Development Department. A significant aerospace company is interested in land on the Airport. Mr. Fix has provided information on land available to be developed to the interested party. Mr. Fix cautioned the Commissioners that the inquiry was very preliminary and any updates will be provided to the Commission.
5. College Football Championship Game Planning
  - The game is scheduled for January 11, 2016.
  - The planning team met today. The FAA expects approximately 600 corporate jets in the valley versus 1,100 for the Super Bowl. The Prior permission required reservation system will be the protocol for corporate jets.
6. Air Traffic Operations/Airspace/Community Relations

- Mr. Allen reported 7,212 operations for June 2015, which was up over June 2014 operations of 6,167. Mr. Allen attributed the increase to the many flight schools from Deer Valley and Goodyear utilizing the Airport for training purposes. Mr. Allen added that most operations are from 6:00 a.m. to noon due to the heat of the day.
  - Mr. Fix reported that Goodyear Airport will have nighttime runway closures through October which may increase Airport operations.
  - Mr. Fix stated that along with increased operations we have an increase in noise complaints. Mr. Fix will coordinate a meeting with Glendale City staff and the City of Peoria in order to give a presentation regarding Airport activity, routes and noise issues. Mr. Fix noted that there is some misinformation in the public regarding Airport operations and this meeting will dispel some of the inaccuracies. Mr. Fix invited the Commissioners to attend as well and will advise of the date once scheduled.
7. Mr. Fix reported that the waitlists for hangars at Deer Valley and Goodyear are dwindling. Mr. Fix commented that it is predicted that there will be hangar vacancies in the near future at Phoenix Goodyear Airport which is a statement as to what is occurring in the general aviation industry.
  8. Luke Air Force Base Operations
    - No report.

**VII. CALL TO THE PUBLIC**

No comments.

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

None

**IX. 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 12, 2015.

**X. COMMISSION COMMENTS AND SUGGESTIONS**

Vice Chair Chaney commented that the parking lot in front of the terminal building is in bad shape and need of repair. Vice Chair Chaney explained that the terminal building is the first impression of the Airport, especially for businesses, users and prospective tenants. Mr. Fix agreed but noted that at this time, there are no funds in the budget for parking lot repair. Mr. Potts noted that it is possible to obtain a parking lot grant from ADOT; however, this would be low on the priority list versus runway repairs.

**XI. ADJOURNMENT**

**The meeting was adjourned by consensus at 7:10 p.m.**

The Aviation Advisory Commission Meeting Minutes of July 15, 2015 were approved at the Commission Meeting of August 12, 2015.

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