

# Airport Commission Regular Meeting

June 8, 2022 | 6:30 p.m.  
Immediately following the Study Session

Chandler City Hall  
2nd Floor Training Rooms A & B  
175 S. Arizona Ave., Chandler, AZ  
or Webex: <https://signin.webex.com/join>  
Meeting #: 2593 303 4451  
Passcode: vURPACaA683



## Commission Members

David Sperling  
Christopher Hawley  
Charles McCorkle  
Robert Bozelli  
Chad Wakefield  
Leo Jurgens

Pursuant to Resolution No. 4464 of the City of Chandler and to A.R.S. § 38-431.02, notice is hereby given to the members of the Airport Commission and to the general public that the Airport Commission will hold a REGULAR MEETING open to the public on Wednesday, June 8, 2022, at 6:30 p.m., at Chandler City Hall, 2nd Floor, Training Rooms A & B, 175 S. Arizona Ave., Chandler, AZ or by Webex. One or more Commissioners may be attending by telephone.

Persons with disabilities may request a reasonable modification or communication aids and services by contacting the City Clerk's office at (480) 782-2181 (711 via AZRS). Please make requests in advance as it affords the City time to accommodate the request.

Agendas are available in the Office of the City Clerk, 175 S. Arizona Avenue.

# **Airport Commission**

## **Regular Meeting Agenda - June 8, 2022**

### Call to Order/Roll Call

### Scheduled/Unscheduled Public Appearances

Members of the audience may address any item not on the agenda. State Statute prohibits the Board or Commission from discussing an item that is not on the agenda, but the Board or Commission does listen to your concerns and has staff follow up on any questions you raise.

### Action Agenda

1. **May 2022 Study Session Meeting Minutes**  
Move Airport Commission to approve the Study Session Minutes of May 11, 2022.
2. **May 2022 Regular Meeting Minutes**  
Move Airport Commission to approve the Regular Meeting Minutes of May 11, 2022.
3. **Adopt Bylaws**  
Move Airport Commission to approve bylaws.

### Briefing

4. Monthly Noise Report
5. Monthly Operations Report
6. Monthly Origins & Destinations Report
7. Monthly Airport Construction Report

### Calendar

8. Next Meeting will be on July 13, 2022 at 6:30 P.M.

### Information Items

9. Airport Manager's Report

Member Comments/Announcements

Adjourn



**Airport Commission      Airport Memo No.**

**Date:** 06/08/2022  
**To:** Airport Commission  
**From:** Ryan Reeves, Airport Manager  
**Subject:** **May 2022 Study Session Meeting Minutes**

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**Proposed Motion:**

Move Airport Commission to approve the Study Session Minutes of May 11, 2022.

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**Attachments**

May 2022 Study Session Minutes

# Meeting Minutes

## Airport Commission

### Study Session

May 11, 2022, | 6:30 p.m.  
Chandler Airport Terminal  
2380 S. Stinson Way, Chandler, AZ



## Call to Order

The meeting was called to order by Chairman Hawley at 6:30 p.m.

## Roll Call

### Commission Attendance

Chairman Christopher Hawley  
Vice Chairman Charles McCorkle  
Commissioner David Sperling  
Commissioner Robert Bozelli  
Commissioner Chad Wakefield

### Staff Attendance

Ryan Reeves, Airport Manager  
Chris Andres, Airport Planner  
Diana Alonzo, Management Assistant

### Absent

Commissioner Leo Jurgens

### Others in Attendance

Rosemary Rosales, Sr. Assistant City Attorney  
Steven Smith, Chandler Air Service

## Scheduled and Unscheduled Public Appearances

CHAIRMAN HAWLEY asked if there were any members of the public that would like to address the committee on any items not on the agenda.

None.

## Discussion

1. Discuss and Review Airport Commission Bylaws

**A. Grants** – *The Commission will review and provide a recommendation for all grants pertaining to the Airport. Specifically, the Commission will:*

*i. Vote on all Airport grants before being submitted to the Council. The exception will be if grant acceptance and Council action is required sooner than the Commission can meet.*

CHAIRMAN HAWLEY stated that in the three years that he did not remember ever being asked to approve a grant. They do receive grant updates as part of the construction report each month. He stated that they might need to start living by this grant- review language. He would like some clarification from Legal: does this apply to grants that the airport or city council is granting to others or if it applied to grants the airport are receiving from the FAA, state, etc.

MS. ROSALES responded that in general as attorneys they like the opportunity to review documents and make sure that they conform to the City code. The last time this was revised was back in 2016, but was unsure if it had gone through legal review. They have been asking all the Commissions to turn their Bylaws to Rules of Procedure because that is what they are and would be consistent with what the code says. The Rules of Procedure would allow the Commission to add anything to allow to proceed and operate.

MS. ROSALES stated that if you look at Section 3 Duties, B. Grants, and compare it to the City code, which is the law that you have to follow, they are not completely consistent. The language is different, and she recommending either striking the section as it is not necessary for the Commission's Rules and Procedures because of the City code, or using the Code language in this section of the Rules and Procedure. MS. ROSALES recommends using "Rules & Procedures" rather than "Bylaws." "Bylaws" is a term that was used when the Boards and Commissions were created based on Robert's Rules of Order. "Bylaws" for attorneys have a distinct meaning, typically seen with corporations. Law is encouraging all the Boards and Commissions to change the nomenclature. When the Airport Commission was created, there was also a provision in the code, that any changes had to be approved by Council. The new Commissions have it in place for the Boards to create their own rules and procedures and do not have to go back to Council to be changed. The changes can be done administratively. The idea is to operate separate from Council as an advisory capacity.

MS. ROSALES stated that there is no problem in receiving reports from staff about the grants being received from the state or FAA. Most of the grants received by the Airport are for maintenance and minimal for operations. These grants typically come quickly, legal receives them for review and it is even difficult for law to review them quickly. If this change is added firmly, it will be very difficult the Commission to comply and will also be hard for staff to provide the information to the

Commission. MS. ROSALES recommends striking section 3 altogether and making it more consistent with the City code.

CHAIRMAN HAWLEY stated that "shall advice City Council" (Ordinance 4983) would imply that they would need reports on everything on a regular basis

MS. ROSALES stated that she believed minutes are provided to the City Council and the Rules and Procedures list that out. That is how communication is provided to the Council, what is being discussed and being advised. The Airport Master Plan is part of the land-use policies and will not be renewed again for another 10 years. That is the current general plan for the Airport.

CHAIRMAN HAWLEY stated that MS. ROSALES recommended to rename the Bylaws to Rules and Procedures, but the code actually calls them Bylaws.

MS. ROSALES stated that was part of what they could do; they can go to Council with these changes and can also go to Council with a code revision to make both consistent.

COMMISSIONER SPERLING stated that this would not be the only ordinance he would ask to go to Council with.

MS. ROSALES stated that changes are made as they come through due to resources. Any time there is an organizational change in the City or problems arise, Law reviews the code to make changes.

CHAIRMAN HAWLEY asked MS. ROSALES if she is recommending striking section 3 and asked if she is recommending replacing it with the language in the code.

MS. ROSALES responded that it is not necessary since it is in the code already and the Commission have its direction from Council and such an amendment would be repetitive. It is not typical in Rules and Procedure to have your powers and duties, as they come from the code. That is why she recommended striking Section 3.

VICE CHAIRMAN MCCORKLE stated that he agrees with what is being said, but as a Commission, there are people that are not familiar with the City Code and attempt to search ordinances to figure out how things are done. The purpose of this is for the Commission to assess what they need to know as Commissioners.

COMMISSIONER BOZELLI asked where Rules of Procedure was coming from.

MS. ROSALES stated that it was her recommendation to make a change from Bylaws to Rules of Procedure.



COMMISSIONER BOZELLI stated that he would recommend for that change not to happen. Under Section 3 Duties of the Bylaws, take direction from the Duties in 2-22.52 and replicate them in the Bylaws. No one would be confused, and it would be consistent.

COMMISSIONER SPERLING stated that it would only be consistent until someone makes a change to one or the other, and it will not be consistent forever. A way to make it consistent forever would be by incorporating it by reference and it will remain consistent with the ordinance every time someone looks it up. You can add a hyperlink that can take people to the ordinance. Hyperlinks can also become inactive if the websites are updated.

CHAIRMAN HAWLEY stated that it would be a good idea to just cite the actual code.

VICE CHAIRMAN MCCORKLE stated that according to the City Code, the Airport Commission “shall advise the City Council regarding these things” but it does not limit them from adding things. He asked if besides these things is there anything else that the Commissioners would want to include.

MS. ROSALES stated not for the City Code. The Council at some point gave the Commission authority to review grants, assuming that these Bylaws went before the Council. “As such other matters as City Council may direct” does not allow the Commission to create new responsibilities, it allows the Council to create new responsibilities for the Commission.

VICE CHAIRMAN MCCORKLE stated that this is saying “shall advise the City Council regarding: A. – I.” it does not say that the Commission is restricted to those things.

CHAIRMAN HAWLEY stated that “A. The maintenance and operation of the airport and its environs.” is very broad and he interprets it as the Commissioners ability to weigh in on matters apart from matters that are mentioned.

VICE CHAIRMAN MCCORKLE asked if there was anything else to consider that is not listed.

COMMISSIONER BOZELLI stated that he would not add anything that is not listed in the code.

CHAIRMAN HAWLEY asked MS. ROSALES is she had any other recommendations.

MS. ROSALES stated that on page 5 K. Procedures – Unless otherwise inconsistent with these bylaws, the conduct of all Commission meetings shall be governed by the rules contained in the latest revised version of *Robert's Rules of Orders* unless such rules are suspended by majority vote of the Commission. She wanted to clarify that it should say “should be governed by Open Meeting Law.” Robert's Rules are simply guidelines to assist the Commission in parliament procedures.

CHAIRMAN HAWLEY stated that the great thing of adding Robert's Rules of Order is that gives them guidelines on how to run the meetings.

MS. ROSALES stated that it can be added as a second sentence.

CHAIRMAN HAWLEY stated if it is added as a second sentence as parliament guidelines and procedures to follow, the Commission meeting itself still has to be governed by Open Meeting Law.

CHAIRMAN HAWLEY asked MS. ROSALES if she is proposing two sentences one that says, "the conduct of all Commissions should be governed by Open Meeting Law in the state of Arizona" and "meetings shall be ran according to Robert's Rules of Order."

VICE CHAIRMAN MCCORKLE stated that Open Meeting Law would always prevail.

CHAIRMAN HAWLEY stated that on Page 2 of 6 B. Staff – *The Airport Administrator ("Administrator"), or the Administrator's designee...* COMMISSIONER SPERLING stated that the Airport Administrator is no longer the correct title, it should be Airport Manager.

CHAIRMAN HAWLEY stated that on Page 3 of 6 Section 2 Study Session Meetings *Public testimony is barred*. VICE CHAIRMAN MCCORKLE stated that it needed to be clarified and add a sentence: Agenda will not include a public comment section. COMMISSIONER SPERLING also stated that it needs clarification.

VICE CHAIRMAN MCCORKLE stated that he interpreted as in the agenda there could be no public comment. There needs to be clarification on if public testimony is barred, if someone wants to get up and schedule/unscheduled and address an agenda item or something other than agenda item, would it be allowed.

MS. ROSALES stated that from a legal perspective, you do not ever have to allow public testimony. From a policy perspective, Chandler encourages public comment. Tonight's Study Session is not in compliance with this Bylaw because it says that public testimony is barred, but they have allowed for scheduled and unscheduled appearances. In the future when you do a Study Session you would not include the scheduled and unscheduled appearances or take out the be barred section. The idea of a Study Session is to work, get things done. Then during Regular Meeting, you can have the public speak to the agenda items. It can be left out, but if you want to be open to the public, the section should be taken out. This section can also be reworded to be more respectful.

COMMISSIONER SPERLING stated that the Commission is there to work on a specific issue. If someone wants to speak on something else, then it should happen during the Regular Meeting.

MS. ROSALES stated it can happen during the Regular Meeting. This is quite consistent with what Council does for Work Sessions.

COMMISSIONER SPERLING asked if the public is allowed to speak on things that the Commission is talking about.

MS. ROSALES stated that if you leave the language in, then the agenda needs to be changed and not allow people to speak.

COMMISSIONER BOZELLI suggested adding "unless invited by the Commission" public testimony is not allowed.

MS. ROSALES added that it would have to state, "unless added to the agenda."

COMMISSIONER SPERLING stated that if someone from the public wants to speak on the issue that is being discussed by the Commission, it should be allowed.

MS. ROSALES stated that it can only be done if it is on the agenda, and you cannot have "public testimony is barred."

COMMISSIONER SPERLING stated that the stipulation in Open Meeting Law is that the Commission cannot discuss things that are not on the agenda. The Open Meeting Law does not prevent the public from discussing things that are not on the agenda.

MS. ROSALES stated that the Commission does not have to allow for public comment. In the rules the Commission has specifically said that they will not allow public comment.

COMMISSIONER SPERLING stated that he would like for the public to be able to comment and help the Commission work through some issues.

COMMISSIONER BOZELLI stated that he would revise to "if invited by the Commission."

VICE CHAIR MCCORKLE stated that "scheduled/unscheduled public appearances, audience may address any item not on the agenda" should be stricken and adding the statement "only public comments concerning agenda items will be allowed."

MS. ROSALES stated that typically in the Study Session you only have one item.

COMMISSIONER SPERLING stated that there are times when there is more than one conflict evaluation.

MS. ROSALES stated that for unscheduled public appearances you can speak about anything that is not on the agenda.

CHAIRMAN HAWLEY asked MS. ROSALES apart from the special agenda item in which people can bring up anything they want, once the Commission enters a topic on the agenda, should the Commission turn to the audience and asked an interested party to weigh in on the topic.

CHAIRMAN HAWLEY stated that everyone is in favor of removing *public testimony is barred* from the language.

MS. ROSALES stated that most of the other Commissions do not have strict language instances where a Commission has an item that they want on Study Session, but do not want public opinion.

COMMISSIONER SPERLING asked if it is not listed and the agenda only has the discussion listed, is the Commission allowed to engage with the public if it is allowed.

MS. ROSALES responded that she encourages some clarity for the public. Without explaining the process for the public to speak, they will not know. If the language is completely removed, the public may not know that they have the option to speak.

COMMISSIONER BOZELLI stated that the Commission should be allowed to be invited to speak on a relevant topic and not just anyone that wants to speak.

MS. ROSALES responded that you have to be careful with this because you cannot pick and choose. When you open the Commission to the public you get to hear everyone from the public.

COMMISSIONER SPERLING stated that it would have to be on-point and on-topic.

MS. ROSALES stated that if it is on-topic, the Commission can state that there is no unscheduled. It would be on-topic if it is on the agenda.

VICE CHAIRMAN MCCORKLE stated that he suggests changing what is on Section 2 *Public Testimony may address only items listed on the agenda*.

CHAIRMAN HAWLEY stated that would work.

VICE CHAIRMAN MCCORKLE stated that he would remove *scheduled/unscheduled public appearances* from the agenda and change to *public comment*. This would allow the Chair to state that section for public testimony only for the items that are on the agenda.

COMMISSIONER SPERLING stated that as they work through the issues, that is the time to hear from the public.

MS. ROSALES stated that she will have to think about everything that was discussed and give MR. REEVES some comments and a draft on the proposed language. Discussions can occur as long as the topics are on the agenda.

CHAIRMAN HAWLEY stated that for Section 4 Quorum *If meetings are conducted by telephonic or electronic means no actions may be taken if a quorum cannot be maintained. Discussion/presentation concerning action item will be suspended until communications channels are re-established.*

VICE CHAIRMAN MCCORKLE stated if meetings are conducted by telephone or electronic means no actions may be taken if a quorum cannot be maintained. Discussion/presentation concerning action item will be suspended until communications channels are re-established.

MS. ROSALES responded that they could change the language to be more consistent with current technology, but you may still want to make it very general, phone, audio, visual, computer and livestream.

CHAIRMAN HAWLEY asked if there are four people attending the meeting and one person loses connection, would the meeting need to be stopped until the person gains connection again.

MS. ROSALES responded, yes absolutely. There needs to be quorum at all times during the meeting.

CHAIRMAN HAWLEY asked if this was already part of the quorum guidelines or if there needed to be some clarity.

MS. ROSALES responded that you shouldn't need to make changes since the law indicates that you need to have a quorum.

VICE CHAIRMAN MCCORKLE stated that his point was more to clarify the language for incoming Commissioners to have this as a guidance.

MS. ROSALES stated that all that was part of Open Meeting Law Training, not necessarily included in your Rules and Procedures or Bylaws. Staff is expected to advise the Commission when this happens as to why a meeting has to be stopped because there is no quorum.

CHAIRMAN HAWLEY stated that it might be helpful to put it in writing for new members.

MS. ROSALES stated that if you don't have quorum then you do not have a meeting.

CHAIRMAN HAWLEY stated that maybe it should be further down in the rules, if a quorum cannot be maintained, either in person or electronic connection the meeting must be adjourned.

COMMISSIONER BOZELLI stated that around September 2020, he received Open Law Meeting Training, and it was critical. Maybe adding that there is going to be Open Meeting Law Training should be written annually, or bi-annually.

MS. ROSALES stated that when each person becomes a Commissioner, the City Clerk's Office provides a packet with information that has a timeline to receive Open Meeting Law Training within the first year. The Clerk's office is currently working on a schedule for everyone to receive Open Meeting Law Training within their first 6 months.

COMMISSIONER BOZELLI asked what happens if one of the Commissioners is not knowledgeable on Open Meeting Law, do they have to take a course.

MS. ROSALES responded that the Clerk's Office will have to advise on which Commissioners have taken the course and they will go around to make sure everyone takes the training. The idea is to eventually have training every other month for anyone that has not taken the training to have an opportunity to. They currently go to each Commission to train them; they want to move to provide training in one specific place every other month.

COMMISSIONER SPERLING suggested that maybe it should be recorded.

MS. ROSALES stated that it was one of the ideas that has been suggested and they are looking into it. The problem is that many questions arise during training, and it would be hard to respond if it is a recording.

VICE CHAIRMAN MCCORKLE stated that in the past, the Commission has requested to have an annual review of Open Meeting Law for the Commission.

MS. ROSALES asked to go back to page 3, Section 2 Study Session Meetings, she wanted to make a recommendation on the last sentence *The Secretary shall cause a recording to be made of each Study Session, which shall include at a minimum such information as is required by law, and shall keep and maintain the recording as part of the Commission's records.* This should say that minutes are going to be taken, instead of there will be a recording to take minutes. The minutes will be published and provided to the Clerk's office. The recordings are no longer kept forever.

CHAIRMAN HAWLEY asked how long the recordings are kept since the creation of the recording creates a public record.

MS. ROSALES stated that a retention schedule is followed for tape recording once the minutes are transcribed and published and asked MS. ALONZO for the current retention for recordings.

MS. ALONZO responded that before the recordings were kept for about 5 years, now the Clerk's office is removing that since everything is being uploaded. Once the minutes are sent to them there is no need to keep the recordings.

MS. ROSALES stated the Clerk's office goes through a process with the state following a retention schedule. Once the general use of the recording is used to transcribe the minutes, the recording can be removed. If the recording is kept, then it must be released if there is a public records request. Once the minutes are transcribed, they are trying to get rid of the recordings. The updated language will be very specific to Public Records.

CHAIRMAN HAWLEY stated that in Section 6 Conduct of Meetings – *Commissioners may attend a meeting by telephone if they are physically unavailable to attend in person. Commissioners will provide the Secretary with a minimum of three (3) hours prior notice of their intent to attend a meeting by telephone. In no event shall more than three (3) Commissioners attend a meeting by telephone. When a Commissioner attends a meeting by telephone, the Chair shall state for the record the Commissioner who is attending the meeting by telephone.* He suggested updating language to *may attend a meeting by audio- or video-conferencing* and also removing *only 3 people (Commissioners) being able to attend virtually.*

COMMISSIONER SPERLING stated that it should be updated to virtual attendance

MS. ROSALES stated that not a lot of the Commissions have updated their procedures or have detailed rules in this regard. They mostly follow Open Meeting Law or Robert's Rule of Order, but the language can be updated.

VICE CHAIRMAN MCCORKLE asked what the reason for this rule was.

MR. ANDRES responded that the reason for this was that telecommunication was not as advanced and the chronic historical problem with attendance. There were many times in which quorum was barely met. When the Mayor and Council declared an emergency during Covid-19, they enacted emergency rules, and that is why the Airport Commission was able to go virtual.

CHAIRMAN HAWLEY asked if there is any guidance on what type kind of real time conferencing is acceptable. For instance, text messaging, should the Commission prefer to see faces.

MS. ROSALES responded that telephonic is acceptable, but text messaging is only allowed when a commissioner would need to communicate with staff about any technical issues during the meeting. You do not want the public or any appearance to be perceived that texting about business is happening.

CHAIRMAN HAWLEY suggested changing the language to *Commissioners may attend the meeting by audio or video conferencing if they are physically unable to attend in person. Commissioners will provide to the Secretary with a minimum of 3 hours prior notice with their attempt to attend a meeting by these methods. Strike In no event shall more than three (3) Commissioners attend a meeting by telephone.* Update the last sentence to *When a Commissioner attends a meeting by telephone, the Chair shall state for the record the Commissioner who is attending the meeting by these means.*

CHAIRMAN HAWLEY Section 6 Conduct of Meetings, D. Agenda Order *the order of the agenda is at the discretion of the Chair who may consider the request of any Commissioner for a change.*

VICE CHAIRMAN MCCORKLE asked if this had changed and if the City made any changes that mandates the order or if it is still at Chair's discretion.

MS. ROSALES stated that it is still at the discretion of the Chair. It is common for things to be taken out of order as long as the public is aware of the order.

COMMISSIONER SPERLING stated that he was not allowed to change the agenda, and that it came from City Clerk's Office.

MS. ROSALES stated that the agenda comes from staff and the Commission.

COMMISSIONER SPERLING stated that is the way the agenda is supposed to work, but he was not allowed input on the agenda for a long time.

MR. ANDRES stated that he could confirm that he was told that there is a standard format and wording that cannot be modified.

VICE CHAIRMAN MCCORKLE asked if this was a type of Open Law Meeting consideration for the public.

MR. ANDRES stated that it was a way to standardize across the Commissions.

MS. ROSALES stated the Clerk's office would like for the agendas to look the same now there is an electronic agenda format. The new electronic agendas have sections to pick from and the language comes up, but the specific language comes from the Commission.

COMMISSIONER SPERLING stated that quite frankly the entire agenda belongs to the Commission and the order in which it is presented is at the Chair's discretion. The Chair should be working with the Recording Secretary of this body to establish that and that in his four years started happening towards the end.



MS. ROSALES stated that legally they have an obligation to make sure that the agenda is clear to the public as notice. You have to have a clear agenda to allow the public to understand what is in the agenda.

COMMISSIONER SPERLING stated that he wants to be clear on this document who has control of the agenda, and it is his opinion that is the Chair of this body who has control over the agenda.

CHAIRMAN HAWLEY stated that there is a section about this. There are two issues, who has control over the agenda and what goes on in the agenda.

*A. Preparation – An agenda shall be prepared by the Secretary with the concurrence of the Chair for each Commission meeting. The agenda shall comply with applicable laws regarding open meeting notice requirements.*

CHAIRMAN HAWLEY asked if the documentation comes from the Chair and if the other Commissioners have to provide the documents to the Chair to relay to the Secretary.

*B. Agenda Items – All items for action and discussion shall be submitted to the Secretary with documentation eight (8) calendar days in advance of the meeting, to be considered for action on an agenda.*

MS. ROSALES responded that her understanding with most Commissions, the Commissioners decide what they would like to cover on the following meeting as a board. In the meanwhile, staff may speak with the Chair about additional items that need to come before the board, like grants, zoning, land use or noise complaints, then these items are added. The eight calendar days in advance is a reasonable amount of time that the board decided on for staff to complete these.

CHAIRMAN HAWLEY stated that his understanding of that section is that through the Chair the Commissioners have control over the agenda.

MS. ROSALES responded, yes.

COMMISSIONER SPERLING stated that this how it was supposed to be and was not being administered that way, not due to the Airport staff. This was coming from above the Airport staff. Also stated that he just wanted to be on the record about this.

MS. ROSALES stated that this Commission has given the Chair this authority and some Commissions do not want to give their Chair this authority for that part of the process. The format of the agenda because it is electronic, the Clerk's Office may have limitations as to how it

will look like. The content as far as what the Commission wants to discuss can certainly be part of the agenda.

COMMISSIONER SPERLING stated that he was specifically told that he was not able to reorganize the order of the agenda. Then he took the Chairman's prerogative and reorganized the order of the agenda. Before the agenda is published, the Chair should be able to organize the agenda in the fashion that they want to run the meeting.

MS. ROSALES stated that as long as there is good intention behind the organizing of the agenda there is no problem.

CHAIRMAN HAWLEY proposed to leave in D. Agenda Order – *The order of the agenda is at the discretion of the Chair who may consider the request of any Commissioner for a change.*

VICE CHAIRMAN MCCORKLE proposed a permanent change to the agenda, making Members Comments and Announcements to be the last item on the agenda in case the member would like to make a comment after everything has been discussed.

CHAIRMAN HAWLEY stated that he as Chair and MR. REEVES as the secretary can agree to make that change now. Going forward, the Commissioners will have the last word.

MR. REEVES responded that it will not be a problem to make that change.

CHAIRMAN HAWLEY stated that COMMISSIONER SPERLING referenced E. Consent Motion and that Commission needs to be changed to the Chair.

E. Consent Motion – *The Commission, by a single consent motion, may take action on any number of matters where the Commission, staff, or general public with interest in such matters do not desire to address any of these items. If after a call and invitation by the Chair for discussion of any item(s) on the proposed consent agenda, should any Commissioner or member of the public request to address any such matter, the Commission shall withdraw the matter from the consent agenda for the purpose of conducting a full discussion and receiving of public comments prior to taking action on the matter.*

COMMISSIONER SPERLING stated that he is not suggesting that, but asking if it the Commission shall withdraw it, or the Chair shall withdraw it.

MS. ROSALES stated that typically you have a consent agenda, the Chair would call a vote on the consent agenda, and somebody would say *I'd like to discuss item 1*. The Chair would then remove that item from the consent agenda and if there is a motion for the remaining items on the agenda. It is very rare for advisory bodies to have a consent agenda because these bodies are mostly for talking and discussing your items because you are advisory. The Chair can certainly handle that as long as the Chair is capable.

CHAIRMAN HAWLEY asked if the alternative would be for the Chair to ask for a motion to remove it from the consent agenda and a second and a vote.

COMMISSIONER BOZELLI stated that with all the education that he has received, he had no idea what all of this was telling him, and he thinks this should just be cleaned up.

CHAIRMAN HAWLEY stated that since he has been part of the Commission, there has only been one Consent Agenda item.

COMMISSIONER SPERLING responded yes, but he thinks it was due mostly due to the lack of awareness of the tools available. The Commission has been part of these meetings several times in which multiple sets of minutes were going through and this is when this comes up. There are Study Session meeting minutes, Regular Session meeting minutes, but there are also previous minutes and turns into four different motions that have to be made one for each set of minutes. He would like to be able to make just one consent motion.

COMMISSIONER SPERLING asked what City Council's rules for Consent Agendas were.

MS. ROSALES responded that they have language for Consent Agendas that can be added.

CHAIRMAN HAWLEY asked if they agreed to keep calling them Bylaws.

MS. ROSALES responded yes, it was decided to keep them as Bylaws and so you don't have to change the code.

CHAIRMAN HAWLEY asked MR. REEVES if a second draft can be prepared with all the notes from tonight's meeting to vote on during the next meeting.

COMMISSIONER SPERLING asked if they could have a redline version.

MR. REEVES RESPONDED yes.

CHAIRMAN HAWLEY asked if they felt confident enough with the second draft to be ready for a vote or if they should have a second Study Session to review the changes.

VICE CHAIRMAN MCCORKLE stated that it would not be a bad idea to review the draft.

COMMISSIONER BOZELLI stated that it would not be a bad idea to do both, if there are no problems, then they can vote on it.

CHAIRMAN HAWLEY stated that if they do that, then they will have to a Study Session before the next meeting and vote during the Regular Meeting.

COMMISSIONER SPERLING stated that they do not have to vote on it if they do not work it out during the Study Session, they are not committed to voting on it.

CHAIRMAN HAWLEY stated that there will be a Study Session next meeting and the item will be on the Regular Agenda for a vote. He also asked if more edits arise that need to be addressed during the Study Session, what will happen then.

COMMISSIONER SPERLING responded that then they would not vote on it or resolve the issues during the Study Session and vote on it after.

CHAIRMAN HAWLEY stated that there will be a Study Session before the next Regular Meeting scheduled for June 8, 2022 and add to the agenda a vote on the changes made to the Bylaws.

## **Calendar**

The next Regular Airport Commission Meeting will be held immediately after the Study Session, in the Chandler Airport Terminal, 2380 S. Stinson Way.

## **Adjourn**

The meeting was adjourned at 7:55 p.m.

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Ryan Reeves, Secretary

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Christopher Hawley, Chairman



**Airport Commission      Airport Memo No.**

**Date:** 06/08/2022  
**To:** Airport Commission  
**From:** Ryan Reeves, Airport Manager  
**Subject:** **May 2022 Regular Meeting Minutes**

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**Proposed Motion:**

Move Airport Commission to approve the Regular Meeting Minutes of May 11, 2022.

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**Attachments**

May 2022 Regular Meeting Minutes

# Meeting Minutes

## Airport Commission

### Regular Meeting

May 11, 2022, | 6:30 p.m.  
Chandler Airport Terminal  
2380 S. Stinson Way, Chandler, AZ



### Call to Order

The meeting was called to order by Chairman Hawley at 7:55 p.m.

### Roll Call

#### Commission Attendance

Chairman Christopher Hawley  
Vice Chairman Charles McCorkle  
Commissioner David Sperling  
Commissioner Robert Bozelli  
Commissioner Chad Wakefield

#### Staff Attendance

Ryan Reeves, Airport Manager  
Chris Andres, Airport Planning Administrator  
Diana Alonzo, Management Assistant

#### Absent

Commissioner Leo Jurgens

#### Others in Attendance

### Scheduled and Unscheduled Public Appearances

CHAIRMAN HAWLEY asked if there were any members of the public that would like to address the committee on any items not on the agenda.

None.

### Approval of Minutes and Discussion

1. April 13, 2022, Minutes  
Move Airport Commission to approve the Regular Meeting Minutes of Wednesday, April 13, 2022.

## **Consent Agenda Motion and Vote**

COMMISSIONER SPERLING moved to approve the Regular Meeting Minutes of the April 13, 2022, Seconded by VICE CHAIRMAN MCCORKLE.

Motion carried unanimously (5-0).

CHAIRMAN HAWLEY stated that the minutes should not be under Consent Agenda for a single item and should be adjusted going forward. He also asked if this was the default setting from the electronic agenda.

MR. REEVES responded yes.

## **Action Agenda Item No. 2 Election of Officers**

2. CHAIRMAN HAWLEY introduced item No. 2 Election of Officers

## **Action Agenda Item No. 2 Motion and Vote**

COMMISSIONER SPERLING asked the Commission to entertain a motion to re-elect CHAIRMAN HAWLEY as Chair of the Commission. CHAIRMAN HAWLEY accepted the nomination. The MOTION CARRIED UNANIMOUSLY.

Motion carried unanimously (4-0).

COMMISSIONER SPERLING asked the Commission to entertain a motion to re-elect VICE CHAIRMAN MCCORKLE as VICE CHAIRMAN of the Commission. VICE CHAIRMAN MCCORKLE accepted the nomination. The MOTION CARRIED UNANIMOUSLY.

Motion carried unanimously (4-0).

## **Briefing**

### **3. Monthly Noise Report**

MR. REEVES gave an overview of the monthly noise report for April 2022.

In April 2022, eight (8) households made eight (8) reports. Five (5) households reported noise in the traffic pattern. Two (2) households reported low-flying aircraft. One (1) household reported

aircraft in the traffic pattern. Three (3) of the complaints did not specify the type of fixed wing aircraft and are categorized as unknown regarding the type of propulsion. Staff suspected that this may have been one (1) of several high-performance aerobatic national performers that are based at the airport. Staff confirmed aircraft reported were at or above normal approach and departure altitudes as verified through flight tracking software and air traffic control. Six (6) households were a first-time contact.

COMMISSIONER SPERLING asked if the tenant has a high-performance aerobatic plane that is loud and has a certain pitch to it, are they abiding to fly friendly procedures that the airport has to keep the noise complaints down.

MR. REEVES responded that he researched their flight profiles across the available tracking platforms. MR. REEVES was able to see that not only is he keeping the settings where they should be based upon on their airspeed, but he is staircasing his climb out to deconflict with traffic and he is doing it per direct ATC. He is well above the required altitude. The aggressive descent to landing, which is normal for the aircraft type, caused at least two of the reports. Staff explained to the residents that it is the aircraft's flight profile, and the pilot is staying close to the runway because his descent rate is higher than a standard aircraft.

COMMISSIONER SPERLING asked if staff has mentioned to the tenant that there have been noise complaints.

MR. REEVES responded yes that he has mentioned this directly to the tenant and he confirmed that he is doing all he can.

VICE CHAIRMAN MCCORKLE stated that he believes that he has seen an additional high-performance biplane several times and it always looks like he at a much higher altitude on the traffic pattern. There are a couple of other aircraft that he has seen also at a much higher altitude.

MR. REEVES responded that he cannot attest to the other aircraft, but the aircraft in question is based at Pegasus Airpark. That aircraft does come over to utilize Chandler's runway for his touch and goes. MR. REEVES has also spoken to that gentleman.

COMMISSIONER BOZELLI asked who takes the initial information of the noise complaints.

MR. REEVES responded that there is a web portal where residents can access through the website to make a noise, low-flying, increased traffic, or other reports. This is called Lucity and tenants can also use it to make maintenance requests for hangars. Once the report is submitted, it is sent to multiple Airport staff members. The majority of the time, Mr. Reeves is the person that reaches out to the resident. The resident can request a call back, email or they simply make a report. Even if they do not request a call back, staff will reach out on most reports. The Airport also has a noise



hotline in which the resident can leave a message, this line is checked every morning. The resident can also call the main line or directly call MR. REEVES.

COMMISSIONER BOZELLI asked MR. REEVES if he does all the responses exclusively.

MR. REEVES responded not exclusively. If he is not available, MR. ANDRES has helped out in the past, as well as operational staff.

#### **4. Monthly Operations Report**

MR. REEVES gave an overview of the Monthly Operations Report for the month of April 2022 with 16,353 operations for the month and stated that operations are down by 1,000 this month as compared to last year. This is a trend that he cannot explain and will need more data to understand. The reduced number of operations is across the board. There were no runway closures in April to affect these numbers, but there will be a 7-day runway closure in May that will affect these numbers. A 180-foot crane will be going up and will be approximately 40 ft from the extended centerline at 3,000 ft beyond the approach threshold 22R. April 2021 had a total of 19,885 operations. CHD is currently ranked as 44<sup>th</sup> in the nation and 14<sup>th</sup> in the GA rankings. The total 12-month operations for April 2021 were 216,064 while for April 2022, the total number of operations are 214,224.

The local standings have not changed a great deal, but staff continues to monitor how training is going. Numbers are spiking at Goodyear Airport; they have promised to put a lot of cycles around the valley. CHD has seen a slight increase in the past couple of weeks.

COMMISSIONER SPERLING asked if it was Aviate Academy.

MR. REEVES responded yes.

COMMISSIONER SPERLING stated that he spoke to the director of Aviate and she stated that they intaking approximately 30 students a month. They will be increasing to 50 new students per month.

MR. REEVES stated that you can expect Goodyear Airport to climb in operations.

COMMISSIONER SPERLING stated that they made a major investment, and they are here to stay.

MR. REEVES stated that Aviate is being pushed as an international program.

VICE CHAIRMAN MCCORKLE asked MR. REEVES if he believes fuel price is impacting the number of operations.

MR. REEVES responded yes, not only fuel price, but also availability. He received a couple of calls from other airports about fuel supply concerns. CHD is not currently experiencing any, but everyone is keeping it in mind. MR. REEVES shared that he will be having a meeting with Procurement the following day to secure the self-serve fuel pedestal. This should be obtained and installed in about 6-8 weeks after the order is placed. Staff is aware of how drastically the Avgas market has changed with drastic price increases and decreases. Undoubtedly, this is affecting traffic in the area, but as to what degree staff is unsure due to so much of the GA traffic in the valley being made up of industrial flight training. Fuel pricing and availability may affect cycle counts.

## **5. Monthly Construction Report**

Mr. Andres gave an overview of the Construction Report.

### **Design Projects:**

**The Wildlife Hazard Perimeter Fence:** Staff spent the first half of the day today with the engineers going around the entire perimeter of the airport. They looked into specific areas where the fence needs to be changed, modified, or replaced. The plan is for the project to go out for bid in November. This project has 100% funding from ADOT.

**Arizona Pavement Management System:** There will be a pre-bid visit on June 13<sup>th</sup>. That will be handled by ADOT Procurement and staff will provide escorted tours for any interested vendors after the meeting. This project is funded by ADOT with a City contribution of 10% of project cost. The design, the construction and the construction management will be covered by ADOT. This will cover the north runway, taxiways A and B, a portion of the taxi lane extending from 4L end into the hangar complex.

### **Construction Projects:**

**Terminal Plumbing Renovation:** The start date is May 9<sup>th</sup>. The blue staking has been completed. The construction manager expects this project to be concluded within 2 to 2 and a half months. The completion date is still estimated to conclude by the end of June or early July. This is a City funded project.

**Heliport Lighting Replacement:** Staff is waiting on a kick-off meeting date. This will change the light poles to ground mounted lighting, as well as upgrade the wiring. This is a City funded project.

MR. ANDRES shared that they are currently procuring air traffic control equipment, radios, and transceivers. Those orders have been placed and will be installed once they arrive.

## 6. Monthly Origins and Destinations Report

The data provided the "Top 20" filed IFR Flightplans for commercial operators into and from the Chandler Municipal Airport in **April 2022**. These flights represent business travel utilizing CHD; 218 such flights took place in April 2022. There were two repositioning flights of note, representing 1,353 gallons of fuel. All flights represent 34,723 gallons of fuel burn enroute.

## Calendar

7. The next regular Airport Commission meeting will be held on Wednesday, May 11, 2022, at 6:30 p.m., in the Chandler Airport Terminal, 2380 S. Stinson Way.

## Member Comments/Announcements

CHAIRMAN HAWLEY thanked everyone for their patience as he runs the meeting virtually. He also shared that he has attended two conferences in the past couple of weeks. One was the Association of Unmanned System International, the biggest drone show in the world. The conference that he is currently attending is the Vertical Flights Society's Annual Forum (VFS). One of the biggest trends and sources of intense interest is in all the forms of navigation, including celestial and magnetic navigation. All the backup methods to traditional navigation are being explored. The 5G interference problem that has affected CHD and other airports as well as Ukraine are two components driving this. There is a lot of discussion on what to do about these things. The biggest trends at VFS are the certification of new types of aircraft, with a record number of very unusual aircraft designs moving through FAA certification. According to media reports, about 48 hours ago, the FAA decided to raise the standards quite dramatically about how they are going to certify these aircraft and approve pilots to fly them. There is a lot of discussion on how these companies are going to certify their aircraft. Eventually, it will have implications for airports like CHD in terms of attracting business and training opportunities.

COMMISSIONER BOZELLI stated that it has been over 7 months since the mid-air collision, and he has been trying to find something other than the initial report from the FAA in the way of information. He presumes that CHD has a contract control tower, which means that there is contract with the City of Chandler, but would like to know who the other end of that contract is.

MR. REEVES responded that it is with the FAA.

COMMISSIONER BOZELLI stated that as Commissioners they are involved and seeing what is going on, he would like to know what is going on and where they are at with the investigation. He is a controller by background and does not like how the entire thing looks. He would like to know what has been done concerning that controller(s), if they are still on duty and if any wrongdoing was found. He believes that 7 months is enough time to figure that incident out. He would also like to

know more about the contract between the control tower and the City of Chandler. He believes this information falls under the Bylaws that were discussed earlier during the Study Session on advising the City Council on the operating of the airport. He would like to add this as an agenda item to be briefed on.

CHAIRMAN HAWLEY stated that it usually takes at least a year for the FAA to have a full report. He would like to have something scheduled when the report is completed. He does not want to get ahead of the NTSB.

COMMISSIONER BOZELLI stated that he is aware of the preliminary report that has been published by the FAA.

CHAIRMAN HAWLEY stated that maybe inviting the FAA to attest on the incident could be something that they can do, but they might get turned down. Asked MR. REEVES his thoughts on this.

MR. REEVES responded that this is an active NTSB investigation, there is not a great deal that he can disclose for several reasons. He can confirm that it takes 12 months minimum to publish the final report, but can take between 18 to 24 months. They look into every single piece of an incident. This is all that he can say at this time.

VICE CHAIRMAN MCCORKLE stated that taking the comments at the end for Commissioners from his understanding, they are only supposed to allow the comment. Any discussion amongst the Commissioners and Airport staff violates the code. For his comment, he seconds COMMISSIONER BOZELLI'S observation. In the past, the Tower Control manager would attend the Airport Commission and brief the Commissioners every so often. This is something he has not seen in the past year.

CHAIRMAN HAWLEY stated that he liked the idea and will get with MR. REEVES about it. There is also an understanding that they may not be able to speak on certain topics, but can brief the Commission on any trends.

COMMISSIONER SPERLING shared that he will not be at the next Airport Commission Meeting, he will be at the conference in Seattle. He just attended the Arizona Airport Association Conference the previous week and MR. ANDRES was elected as an Executive Director.

## **Adjourn**

The meeting was adjourned at 8:39 p.m.

Ryan Reeves, Secretary

Christopher Hawley, Chairman



**Airport Commission      City Clerk's Office      Memo No.**

**Date:** 06/08/2022  
**To:** Airport Commission  
**From:** Regina Guisto, Senior Admin Assistant  
**Subject:** **Adopt Bylaws**

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**Proposed Motion:**

Move Airport Commission to approve bylaws.

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**Attachments**

Bylaws

**CHANDLER AIRPORT COMMISSION  
BYLAWS  
(Revision Date – June 2022)**

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**ARTICLE I      AUTHORITY**

These Bylaws for the Chandler Airport Commission ("Commission") are adopted under the authority of Section 2-22.5 of the Chandler City Code ("Code") as amended.

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**ARTICLE II      PURPOSE, FUNCTION AND DUTIES**

**Section 1 Purpose** – The Commission shall provide policy advice to the City of Chandler Mayor and Council ("Mayor and Council") on the planning and operation of the Chandler Municipal Airport ("Airport"); and provide a public forum for all parties interested in the Airport's planning and operations.

**Section 2 Function** – The Commission shall serve as an advisory body to the Mayor and Council.

**Section 3 Powers and duties –**

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The Airport Commission shall advise the City Council regarding:

- A. The maintenance and operation of the airport and its environs.
- B. Rules, regulations, and minimum operating standards under this chapter.
- C. Proposals for development at the airport and the airpark.
- D. Fees imposed by the City in connection with the airport and the airpark.
- E. Leases of City property at the airport which require Council approval.
- F. Land use policies at and surrounding the airport.
- G. The future role of the airport as part of the State-wide air transportation system.
- H. Safety matters under the jurisdiction of the airport.
- I. Such other matters as the City Council may direct and shall perform such other duties as imposed by this chapter.

Deleted: The Commission shall have the following duties:¶  
**Responsibilities** – Advise the Council in the development of the Airport in a manner that reflects the needs of the community and demonstrates its essential worth to overall community development, both economically and aesthetically. Within the parameters prescribed by Section 8-2.2 of the Code, the recommendations of the Commission should provide advice regarding:¶  
The physical growth and development of the Airport for the benefit of the entire community;¶  
Harmonious and efficient allocation of surrounding land use;¶  
Basic aviation-related services, and;¶  
Efficient and effective Airport operations.

i.

### ARTICLE III ORGANIZATION

**Section 1 Commission Members** – The Commission shall consist of seven (7) members ("Commissioners") as defined in Section 2-22.5 of the Code.

**Section 2 Commission Attendance** – Commissioners are expected to attend all Commission meetings, unless otherwise excused. Forfeiture of office and removal are subject to the provisions set forth in Section 2-6 of the Code.

#### Section 3 Officers and Staff

A. Officers – The Commission shall elect a Chairperson ("Chair") and Vice-Chairperson ("Vice-Chair") at the first meeting following the first day of May each year as defined by Section 2-22.5 of the Code.

i. The Chair and Vice-Chair will serve one-year terms. Any Commissioner serving as the Chair or the Vice-Chair shall be eligible for reelection.

ii. In the event the Chair cannot complete the full term in that position, the Vice-Chair shall assume the duties of Chair. Should the Vice-Chair be unable to complete the full term in that position, another Commissioner will be elected by the Commissioners at the meeting immediately following notice of the Vice-Chair's inability to complete the term.

iii. The Chair or the Vice-Chair may be removed from office at any time by a majority plus one (1) vote of all of the Commissioners. Upon action to remove an officer, the Commission shall in the same meeting, elect a new Commissioner to that position. The newly elected officer will serve in that position until the next regularly scheduled election of officers.

B. Staff – The Airport Manager ("Manager"), or the Manager's designee, shall serve as staff liaison and Secretary to the Commission ("Secretary"). The City's Airport staff, under direction of the Secretary, shall furnish professional and technical advice to the Commission. Other City staff may furnish professional and technical advice as requested by the Commission or the Secretary.

### ARTICLE IV MEETINGS

#### Section 1 Regular Meetings

A. Date and Time of Meetings – The Commission generally meets monthly on the second Wednesday of each month, excluding legal City holidays ("Regular Meeting"). The Commission's annual Regular Meeting schedule shall be approved

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Deleted: <#>Grants – The Commission will review and provide a recommendation for all grants pertaining to the Airport. Specifically, the Commission will:¶  
<#>Vote on all Airport grants before being submitted to the Council. The exception will be if grant acceptance and Council action is required sooner than the Commission can meet.¶  
<#>Make special arrangements, if necessary, to meet and discuss grants if the Commission's schedule is insufficient to timely forward grants to Council.¶  
Not hinder the flow of grants to Council if the Commission is unable to meet.¶

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by motion and majority vote of the Commission at the first Regular Meeting following the first day of October. The Chair, or Vice-Chair acting in the Chair's capacity, may set the time of the Regular Meeting.

B. Cancellation – If there are no action agenda items to be heard, a Regular Meeting may be cancelled by the Chair, or Vice-Chair acting in the Chair's capacity, no later than seven (7) days prior to the scheduled meeting date. In no case shall the Chair, or Vice-Chair acting in the Chair's capacity, cancel more than two consecutive Regular Meetings under this Article IV.1.B.

C. Location – Regular Meetings of the Commission shall be held in the Airport Terminal Building Conference Room, unless noticed or advertised differently.

**Section 2 Study Session Meetings** – A Study Session Meeting may be called by the Chair, the Vice-Chair acting in the Chair's capacity, or at the request of two (2) Commissioners. Study Session Meetings may generally be held before Regular Meetings. All Study Session Meetings shall be limited to the receipt of reports and information from the Manager and from other City staff, where applicable. Such reports and information shall concern matters listed in the agenda for the Study Session. Public testimony is barred. The Secretary shall cause a recording to be made of each Study Session, which shall include at a minimum such information as is required by law, and shall keep and maintain the recording as part of the Commission's records.

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**Section 3 Special Meetings** – A Special Meeting may be called by the Chair, or the Vice-Chair acting in the Chair's capacity, or at the request of two (2) Commissioners.

**Section 4 Quorum** – Four (4) Commissioners shall constitute a quorum for the conduct of business at any Commission meeting. No action shall be taken at any meeting in the absence of a quorum, except to adjourn the meeting to a subsequent date.

## **Section 5 Agenda**

A. Preparation – An agenda shall be prepared by the Secretary with the concurrence of the Chair for each Commission meeting. The agenda shall comply with applicable laws regarding open meeting notice requirements.

B. Agenda Items – All items for action and discussion shall be submitted to the Secretary with documentation eight (8) calendar days in advance of the meeting, to be considered for action on an agenda.

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## Section 6 Conduct of Meetings

A. Presiding Officer – The Chair shall preside at the meeting. In the Chair's absence, the Vice-Chair shall conduct the meeting. If neither the Chair nor Vice-Chair is in attendance, then the meeting will be conducted by the Commissioner with the highest seniority. If there is more than one (1) Commissioner with the highest seniority, then these Commissioners may select the Presiding Officer between themselves. If no decision is reached within ten (10) minutes of the meeting start time, then the Secretary shall facilitate the selection using a fair and equitable method, of which the outcome will be binding.

B. Chair Authority – The Chair shall have the right to vote on all matters before the Commission and to make or second a motion.

C. Attendance Electronically – Commissioners may attend a meeting electronically if they are physically unavailable to attend in person. Commissioners will provide the Secretary with a minimum of three (3) hours prior notice of their intent to attend a meeting electronically and by which means, i.e. phone, zoom, etc. When a Commissioner attends a meeting electronically, the Chair shall state for the record the Commissioner who is attending the meeting electronically. If a quorum is not present in person or electronically the meeting must be adjourned.

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D. Agenda Order – The order of the agenda is at the discretion of the Chair whom may consider the request of any Commissioner for a change.

E. Consent Motion – The Chair, by a single consent motion, may take action on any number of matters where the Commission, staff, or general public with interest in such matters do not desire to address any of these items. If after a call and invitation by the Chair for discussion of any item(s) on the proposed consent agenda, should any Commissioner or member of the public request to address any such matter, the Commission shall withdraw the matter from the consent agenda for the purpose of conducting a full discussion and receiving of public comments prior to taking action on the matter.

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F. Staff Recommendations – A motion to adopt or approve staff recommendations or simply to approve the action under consideration shall, unless otherwise particularly specified, be deemed to include adoption of all proposed findings and as stated in the staff report on file in the matter.

G. Public Comment – For any matter under consideration, any person may submit written comments and if attending in person, may speak to the issue upon being recognized by the Chair and stating his or her name and whether they reside in Chandler, and the names of any person on whose behalf the speaker is appearing. To

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expedite the conduct of the provision of comments, the Chair may limit the amount of time that any person(s) may use in addressing the Commission. The Chair will announce the time limit prior to any public address on the subject and will apply the limit equally to all speakers on the matter.

H. New Items – All items submitted from the floor or presented as an adjunct to the agenda will be deferred to the next Regular Meeting of the Commission

I. Voting

i. After the conclusion of any input on a matter to be considered by the Commission, the Commission shall discuss, deliberate or otherwise take action on the matter.

ii. Each Commissioner attending shall be entitled to one (1) vote. Voting on all matters before the Commission shall be by voice vote unless otherwise directed by the Chair. In all cases where a vote is taken, the yeas, nays and abstentions shall be separately recorded, with the exception of a unanimous vote, which shall be recorded as such.

iii. Commissioners shall disqualify themselves and abstain from voting whenever they have, or may have, a conflict of interest in the case under consideration, as described and provided by the Arizona Revised Statutes (A.R.S. §38-501, et. seq.).

J. Recommendation to City Council – The Secretary shall forward in writing the recommendations and findings of the Commission to the Council through approved minutes or subsequent requests for Council action on a particular matter.

K. Procedure – Unless otherwise inconsistent with these bylaws, the conduct of all Commission meetings shall be governed by open meeting law pursuant to ARS § 38-431.

Deleted: the rules contained in the latest revised version of *Robert's Rules of Orders* unless such rules are suspended by majority vote of the Commission....

**Section 7 Records** – Minutes of each Commission meeting shall be compiled by the Secretary, signed by the Chair, and distributed to each Commissioner before or at the next Regular Meeting. Minutes may be amended by vote of the Commission at the next Regular Meeting. Minutes shall be maintained in a form accessible to the public in the principal offices of the Manager.

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**Section 8 Retention of Files**

A. Files – The official records of the Commission shall include the bylaws, minutes of all meetings, staff reports presented to the Commission, written recommendations and findings of the Commission as prepared by and forwarded to the Council by the

Secretary, and any proposed resolutions or ordinances related to a matter presented to the Commission, and any written materials submitted to the Manager by any member of the public concerning a matter considered by the Commission.

B. Retention – The Secretary shall keep and maintain all such official records on file in the office of the Manager. Minutes of all Commission meetings shall also be maintained on file with the Chandler City Clerk. All such official records shall constitute public records and be available for public inspection during customary office hours. Original Commission documents shall be retained for not less than five (5) years. Thereafter, such matters may be microfilmed or scanned for electronic filing, along with other special matters as the Secretary deems essential, for permanent recording.

#### Section 9 Notice of Meetings

A. Notice – Notice of the date, time and place of any Commission meeting, and a general explanation of each matter to be considered at such meeting, and including a general description of the area affected, shall be given to the Commissioners and to the general public in accordance with Arizona's open meeting law requirements, and such other requirements as may exist under applicable federal, state or local law, including, without limitation, any requirements for notice by publication.

B. Public Access – All meetings of the Commission shall be open to the public. The Secretary shall keep minutes of the proceedings, showing in all cases where a vote is taken, the yeas, nays and abstentions being separately recorded, with the exception of a unanimous vote, which may be recorded as such.

#### ARTICLE V RESERVED

#### ARTICLE VI AMENDMENTS

These Bylaws may be amended by majority vote at any meeting of the Commission provided that notice of the proposed amendment is given to each Commissioner in writing at least five (5) days prior to the Regular Meeting. Such amendment shall be subject to ratification by the Council and, if so approved, shall become effective at the next Regular Meeting.

APPROVED AS TO FORM

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Date

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**Airport Commission      Airport Memo No.**

**Date:** 06/08/2022  
**To:** Airport Commission  
**From:** Ryan Reeves, Airport Manager  
**Subject:** Monthly Noise Report

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### **Attachments**

May 2022 Noise Report



# Chandler Municipal Airport Noise Report

Meeting Date:  
June 8, 2022

AIRCRAFT TYPE		CALL LOCATION			May 2022			May 2021	
May 2022					Households	Contacts		Households	Contacts
Propeller	3	Chandler	4	Noise	4	5		6	7
Helicopter	2	Gilbert	1	Low Flying	1	1		3	3
Jet	0	Sun Lakes	0	Traffic	1	1		1	1
Other	2	Other	2	Other	0	0		0	0

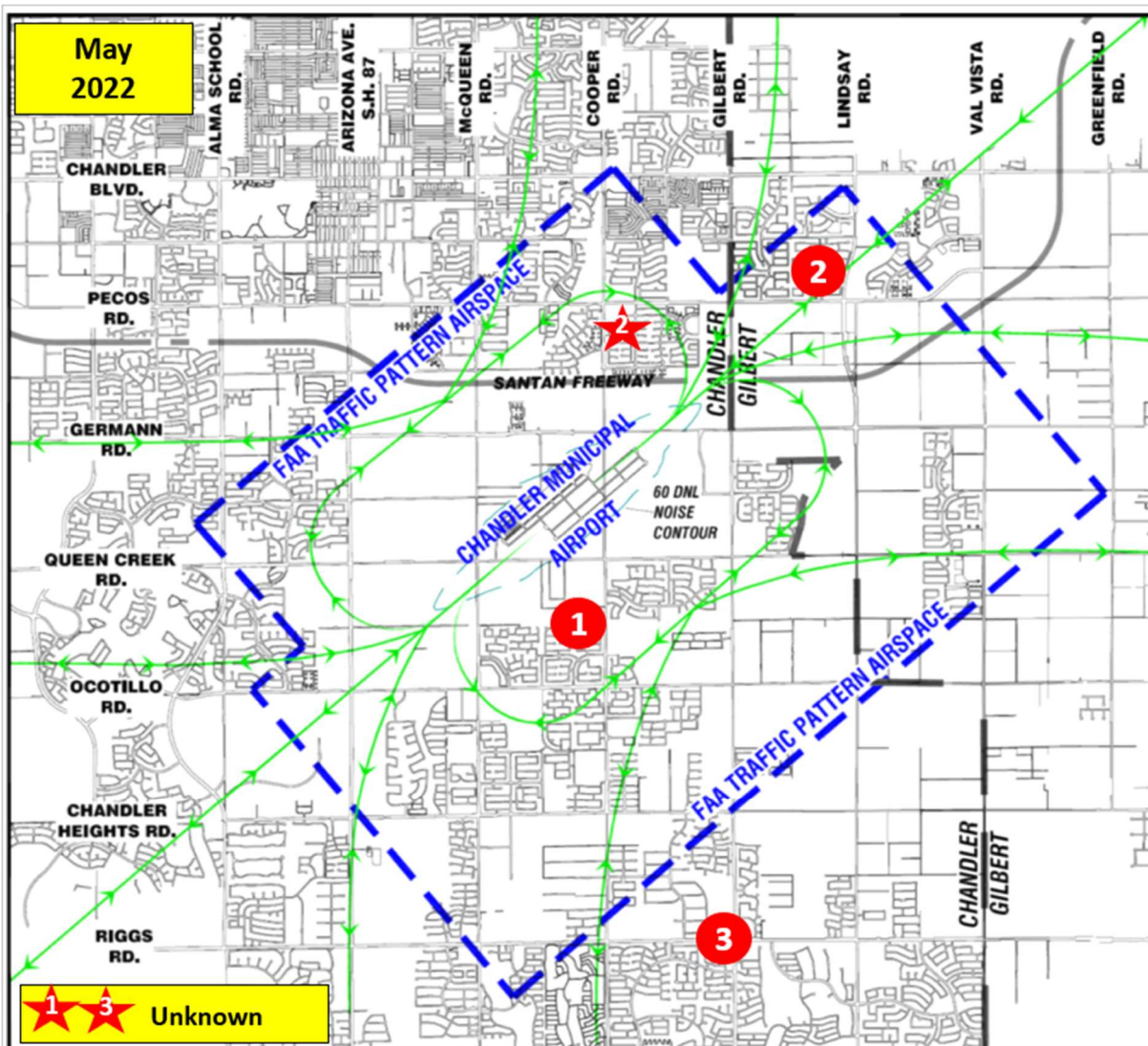
In May 2022, six (6) households made seven (7) reports. Four (4) households reported noise in the traffic pattern. One (1) household reported low-flying aircraft. One (1) household reported aircraft in the traffic pattern. Two (2) of the complaints did not specify the type of fixed wing aircraft and are categorized as unknown regarding the type of propulsion. Staff confirmed aircraft reported were at or above normal approach and departure altitudes as verified through flight tracking software and air traffic control. Two (2) households were a first-time contact.



Previous Caller



New Caller





**Airport Commission      Airport Memo No.**

**Date:** 06/08/2022  
**To:** Airport Commission  
**From:** Ryan Reeves, Airport Manager  
**Subject:** Monthly Operations Report

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### **Attachments**

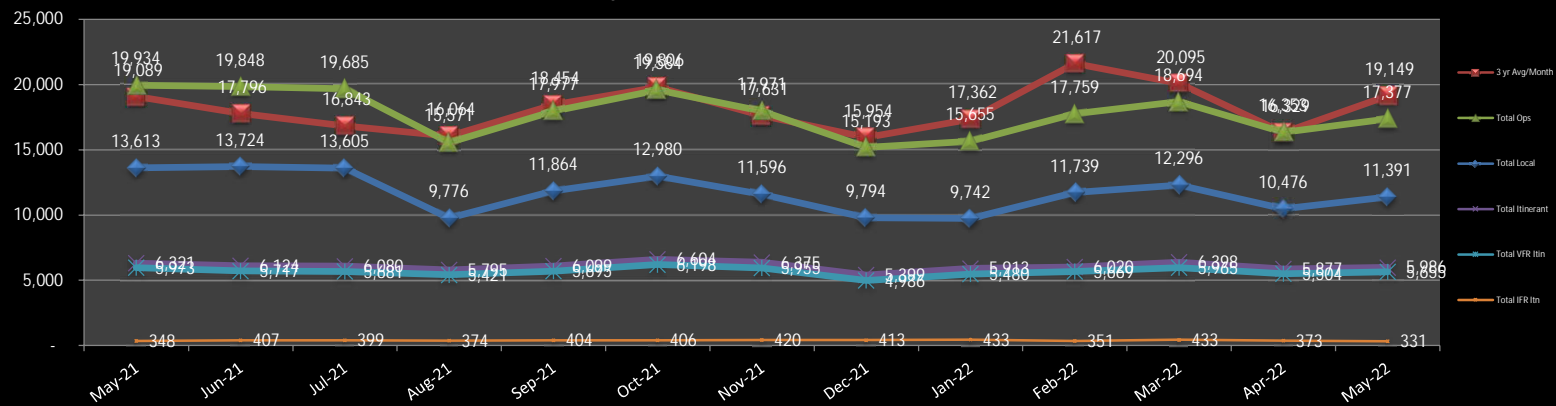
May 2022 Operations Report



# Airport Operations Report May 2022

Meeting Date:  
June 8, 2022

CHD Operations Count for Last 13 Months



	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22
3 yr Avg/Month	19,089	17,796	16,843	16,064	18,454	19,806	17,631	15,954	17,362	21,617	20,095	16,329	19,149
Total Ops	19,934	19,848	19,685	15,571	17,977	19,584	17,971	15,193	15,655	17,759	18,694	16,353	17,377
Total Local	13,613	13,724	13,605	9,776	11,864	12,980	11,596	9,794	9,742	11,739	12,296	10,476	11,391
Total Itinerant	6,321	6,124	6,080	5,795	6,099	6,604	6,375	5,399	5,913	6,020	6,398	5,877	5,986
Total VFR Itin	5,973	5,717	5,681	5,421	5,695	6,198	5,955	4,986	5,480	5,669	5,965	5,504	5,655
Total IFR Itin	348	407	399	374	404	406	420	413	433	351	433	373	331

Total Operations between June-21 and May-22: **211,667**  
 Total Operations between June-20 and May-21: **215,851**

National 12 month ranking as of April 2022: **45 (15 GA)**  
 National 12 month ranking as of April 2021: **28 (12 GA)**

National 12 Month Ranking 4/1/2022			
Airport	Airport Code	US Ranking	GA Ranking
Falcon Field	FFZ	22	3
Deer Valley	DVT	35	10
PhxMesa Gateway	IWA	36	12
Chandler	CHD	45	15
Scottsdale	SDL	79	36
Goodyear	GYR	177	115
Glendale	GEU	209	142





**Airport Commission      Airport Memo No.**

**Date:** 06/08/2022  
**To:** Airport Commission  
**From:** Ryan Reeves, Airport Manager  
**Subject:** Monthly Origins & Destinations Report

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### **Attachments**

May 2022 O & D Report



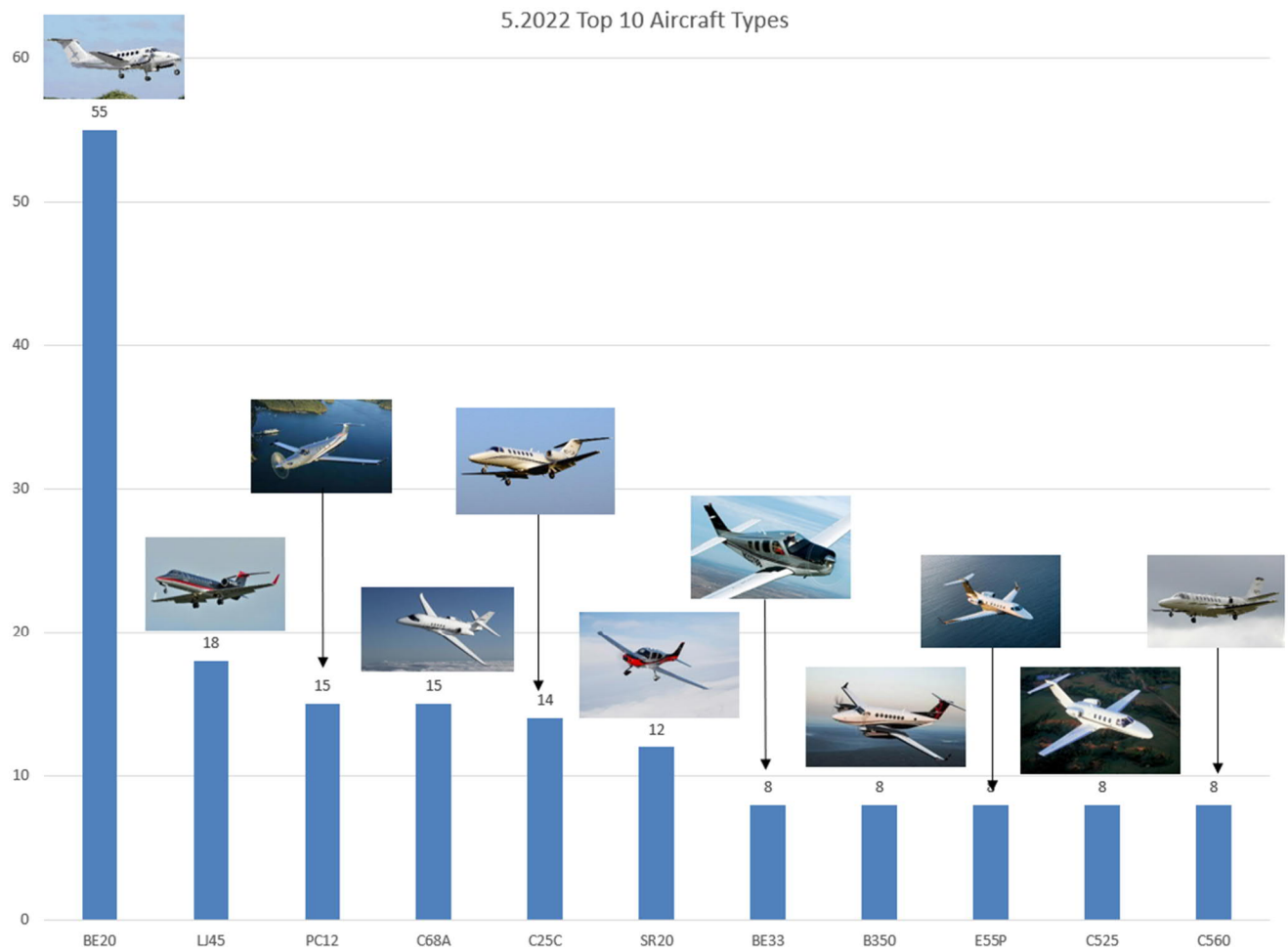
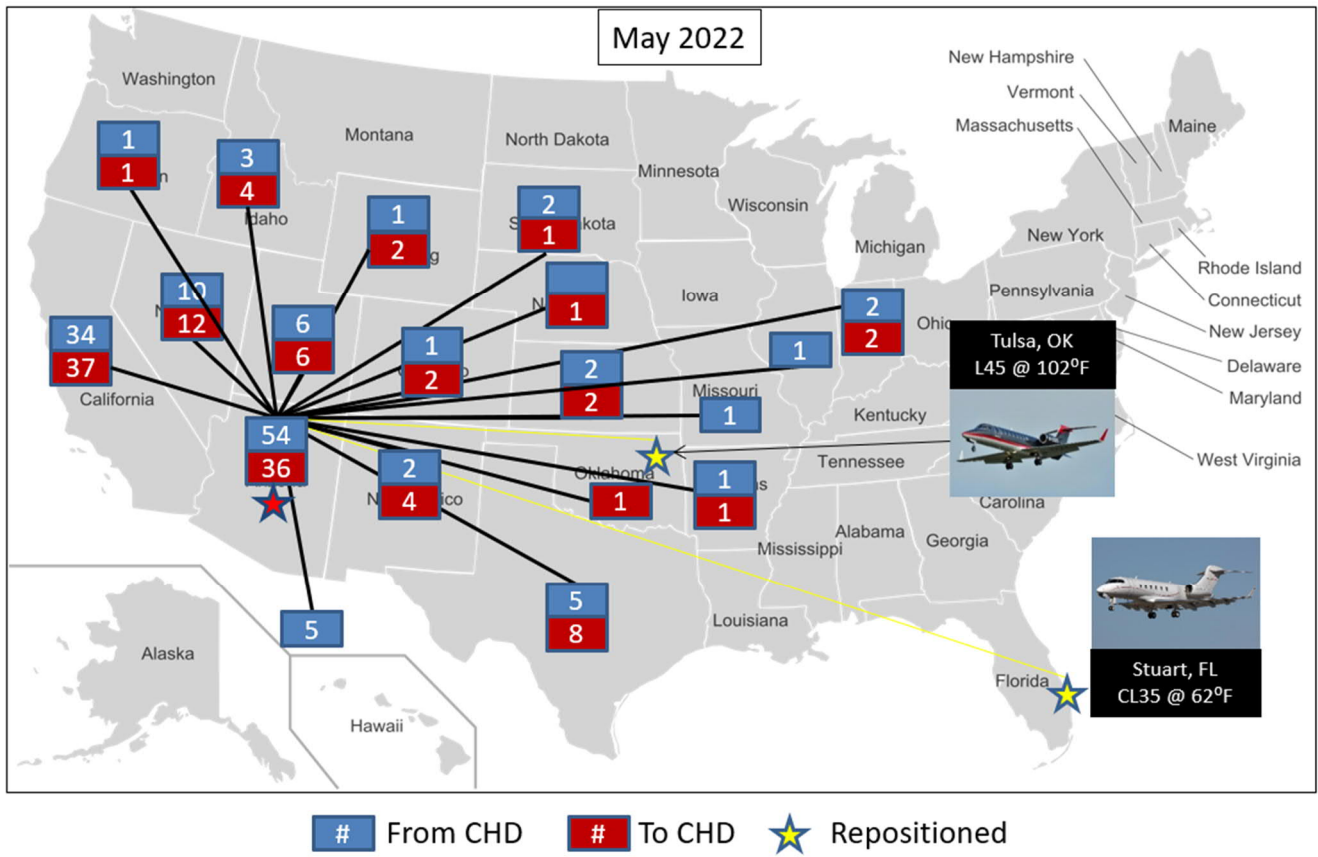
## Chandler Municipal Airport Origins & Destinations Report

Meeting Date:  
June 8, 2022

The data provided below documents the "Top 20" filed IFR Flightplans for corporate operators into and from the Chandler Municipal Airport in May 2022. These flights represent business travel utilizing CHD; 252 such flights took place in May 2022. There were two repositioning flights of note, representing 1,336 gallons of fuel. All flights to and from CHD represent 35,350 gallons of fuel burn enroute.

Included on the following page is the *May 2022 Route Map* and the *May 2022 Top 10 Aircraft Types* chart.

Location	Airport	Distance (nm)	Flights
Scottsdale, AZ	SDL	22	16
Santa Anna, CA	SNA	304	11
Las Vegas, NV	LAS	236	11
Phoenix, AZ	PHX	14	10
Tucson, AZ	TUS	82	8
Sedona, AZ	SEZ	95	8
Carlsbad, CA	CRQ	275	8
Van Nuys, CA	VNY	338	8
Bermuda Dunes, CA	UDD	225	7
Flagstaff, AZ	FLG	113	7
Page, AZ	PGA	220	7
Yuma, AZ	NYL	145	5
San Diego, CA	MYF	269	5
Show Low, AZ	SOW	108	4
Marana, AZ	AVQ	60	4
Las Vegas, NV	HND	231	4
Window Rock, AZ	RQE	197	4
San Diego, CA	SAN	273	3
Silver City, NM	SVC	188	3
Minden-Tahoe, NV	MEV	516	3
Salt Lake City, UT	SLC	451	3
Palm Springs, CA	TRM	219	3
Santa Monica, CA	SMO	335	3
El Paso, TX	ELP	289	3
Ogden, UT	OGD	476	3
Winslow, AZ	INW	118	3
Rapid City, SD	RAP	765	3





**Airport Commission      Airport Memo No.**

**Date:** 06/08/2022  
**To:** Airport Commission  
**From:** Chris Andres, Airport Planning Administrator  
**Subject:** Monthly Airport Construction Report

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### **Attachments**

June 2022 Airport Construction Report



## Chandler Municipal Airport Construction Report

Meeting Date:  
June 8, 2022

### Projects – Design Phase:

- **Wildlife Hazard Perimeter Fence:** Environmental/Design phase underway. Environmental documentation submitted to ADOT. Design underway. 100% ADOT funding at \$1,107,500.
- **Arizona Pavement Management System:** Grant approved by City Council on April 28. Field visit June 13<sup>th</sup>. 90% ADOT funding at \$617,574 with City match of \$61,758. ADOT handling contractor procurement.

### Projects - Construction Phase:

- **Terminal Plumbing Renovation:** Construction underway with mainline work and internal plumbing work. Completion date planned for end of June. City funding at \$115,771 for construction.
- **Helipoint Lighting Replacement:** Kickoff meeting TBD. City funding at \$277,771 for construction.