

Meeting Minutes

Airport Commission

Regular Meeting

January 10, 2024, | 5:00 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 Chad Wakefield
Commissioner Cecil Orozco
Commissioner Mark Mount
Commissioner Robert Ehlbeck
Commissioner Mark Riesterer

Staff Attendance

Ryan Reeves, Airport Manager
Scott Rinkenberger, Airport Ops Manager
Chris Andres, Airport Planning Program Mngr.
Diana Alonzo, Management Assistant

Absent

Others in Attendance

Rosemary Rosales, Deputy City Attorney
Frank Setzler, Chandler Aviation
PJ Harrington, Chandler Aviation
Andy Schaeffer, Chandler Aviation
Chuck Hines, Chandler Aviation
Roy Morales, Civil Air Patrol
Richard Metcalf, Chandler Airport Tenant

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.

MR. RICHARD METCALF, an airport tenant, who owns two hangars, spoke regarding landing safety concerns with his helicopter.

Approval of Minutes and Discussion

1. December 2023, Study Session Meeting Minutes
Move to approve the Study Session Meeting Minutes of December 13, 2023.
2. December 2023 Regular Meeting Minutes
Move to approve the Regular Meeting Minutes of December 13, 2023.

Consent Agenda Motion and Vote

It was moved by COMMISSIONER WAKEFIELD and seconded by COMMISSIONER EHLBECK to approve the Regular Meeting Minutes of the December 13, 2023.

Motion carried unanimously (7-0).

It was moved by COMMISSIONER MOUNT and seconded by COMMISSIONER MCCORKLE to approve the Regular Meeting Minutes of the December 13, 2023. Motion was approved with correction made to the minutes on page 2.

Motion carried unanimously (7-0).

Action Agenda

3. VICE CHAIRMAN MCCORKLE motioned to move to recommend City Council Approve Amendment to lease No. 017 with Chandler Aviation Services, Inc. Motion was seconded by COMMISSIONER WAKEFIELD.

Motion Carried unanimously (7-0)

MR. FRANK SETZLER spoke to the Airport Commission regarding his time operating Chandler Aviation and his upcoming retirement, as well as the transfer of the lease to the new owners.

MR. HINES spoke to the Airport Commission on how he made the decision to buy the business along with several other partners.

MR. REEVES stated that the amendment being made to lease No. 017 is Exhibit D. The current form of Exhibit D does not include specific provisions required by SBA and must be amended to allow the new owners to use this financing opportunity.

COMMISSIONER WAKEFIELD asked if there would be a need for approval if they chose to sublet in the future.

MR. REEVES stated that the procedure remains the same.

CHAIRMAN HAWLEY asked if the only part of the lease being changed is the right to sublease.

MR. REEVES responded that the lease required an updated to current terminology, specifically financial language required by the SBA.

CHAIRMAN HAWLEY asked about the amendment in the second to last page is new.

MR. REEVES responded that it was new and that it is the page that the Mayor and MR. SETZLER will sign when this is approved.

VICE CHAIRMAN MCCORKLE asked if the lease prevents manufacturing.

MR. REEVES responded that he believes it does prevent it, but he would have to confirm.

VICE CHAIRMAN MCCORKLE asked if the lease allowed the manufacturing of drones.

MR. REEVES responded that if it were a registered aircraft, it would need to follow all FAA rules and operate within Delta airspace. He also stated that there is currently no SASO permit that would allow for such manufacturing operation on the field. At the very least, the Rules and Regulations would need to be amended.

VICE CHAIRMAN MCCORKLE asked if this is something that can be addressed in a future meeting.

MR. REEVES responded that it would be addressed in the coming fiscal year, as there is a Decision Package already submitted for a Rules and Regulations update.

COMMISSIONER EHLBECK asked if the right to sublease is a new right within a lease, also asked if number 7 was added as part of this change.

MR. REEVES responded no, number 7 was there before, but it has been revised with updated language.

Briefing

4. Monthly Operations Report

MR. REEVES presented the Monthly Operations Report for December 2023.

5. Monthly Noise Report

MR. RINKENBERGER gave an overview of the monthly noise report for November 2023.

In December 2023, five (5) households made nine (9) reports regarding aircraft activity. One (1) household made one (1) noise report. One (1) report of low-flying aircraft. Three (3) households

reported seven (7) concerns over aircraft traffic activity. Three (3) of the five (5) households are repeat complainants.

COMMISSIONER EHLBECK asked MR. RINKENBERGER if the helicopters that fly at 500 ft and no one complaints about them, are they recorded, and if staff knows how often this happens.

MR. RINKENBERGER responded that the National Guard Blackhawks are usually at much higher altitude, at or above the ceiling for the Class Delta airspace.

VICE CHAIRMAN MCCORKLE asked if most noise complaints are to the south of the airport.

MR. RINKENBERGER responded yes, that is correct.

VICE CHAIRMAN MCCORKLE asked if staff had an idea of how many complaints are made to the south of the airport.

MR. RINKENBERGER responded that it is random without plugging in a map and separating noise from aircraft activity.

6. Monthly Origins and Destinations Report

MR. REEVES gave a report for December 2023 for “Top 20” filed IFR flight plans for commercial operators into and from the Chandler Municipal Airport. These flights represent business travel utilizing CHD; 244 such flights took place in December 2023. There were no repositioning flights from CHD. Total flights to and from CHD represent 46,903 gallons of fuel burn.

COMMISSIONER WAKEFIELD asked if an increase in flights is expected in February due to the national football league game.

MR. REEVES responded that staff is already working on preparing for the traffic overflow due to the national football game as well as the Final Four. The Final Four event is more concerning because there is no prior permission requirement system setup, as with events like the Superbowl.

7. Monthly Construction Report

MR. ANDRES gave an overview of the Construction Report.

Capital Projects- Design Phase:

Airport Operations Garage: This is a city funded project at \$1 million. The programming and conceptual layout has been completed. The design proposal is due by mid-January.

Airport Fuel Tank Relocation: This is a city funded project at \$610,000. The design for a new above ground tank is underway. The plans are 90% finalized.

Automated Weather Observation System (AWOS) Replacement: The FAA is funding the equipment replacement for \$200,000. The FAA environmental clearance has been received. The project is to go out for bid in January 2024.

Runway End Identifier Light (REIL) Installation Runway 4L-22R- (North Runway)- This is FAA funded for equipment replacement for \$110,000. The construction environmental documentation has been submitted.

Runway 4R-22L Rehabilitation (South Runway)- Awaiting FAA grant for \$350,000 for design approved. 60% of the plans are due by January 2024.

Taxiway B Improvements- Phase 1- ADOT grant for \$2,035,000 has been approved. The survey has been completed.

Old Heliport Redevelopment: Proceeding with design contract for \$30,805 in local funds for new fencing and pavement maintenance and tie-down design.

Capital Projects- Construction Phase:

Tower Internet Connectivity: This is a locally funded project. It is projected to be completed by late January or early February.

Information Items

8. Manager's Report

MR. REEVES shared that CHD has sold over 46,000 gallons of fuel at the self-serve fuel pump in CY2023. Another load of fuel will be delivered on Friday. MR. NYETRAE has been instrumental in monitoring gas prices and remaining competitive.

MR. REEVES also shared that the Community Impact Study has been awarded to C&S Engineers. The Community Impact Study for the runway extension will begin soon.

MR. REEVES also gave an update on the Airport's Business Strategic Plan.

MR. REEVES also shared that he will be giving a presentation on Saturday about the history of aviation in the state of Arizona.

MR. REEVES thanked airport staff for all their hard work in helping complete all the recent airport projects, especially the Tower Internet Connectivity project. The tower will no longer rely on the old system, going from copper telephone lines to fiber optics. If there is ever a problem with a receiver, transmitters, or recorders, they can be fixed in real time remotely.

MR. REEVES also shared that MR. RANDY BROOKS will be joining the operations team on Tuesday, making the airport fully staffed again.

MR. REEVES also shared that MS. ALONZO will most likely not be in attendance and wished her a happy birth of MR. EASTON.

Member Comments/Announcements

CHAIRMAN HAWLEY stated that he wanted to make a public service announcement regarding open meeting rules to help new members. The City usually offers training. A group chat was suggested for meeting times and that is not allowed. He also stated that staff is doing great job in building community events, but Commission members have to be careful about congregating and creating a quorum. The airport is entering a public advocacy phase and Commission members have to be careful due to the extreme public scrutiny and they have to be transparent about everything.

MS. ROSALES stated that she will setup a training with the City Clerk's Office for Open Law Training for the Airport Commission.

VICE CHAIRMAN MCCORKLE asked about public comments that need immediate attention, is there a way to discuss something that is considered an emergency.

MS. ROSALES stated that it cannot be addressed due to open meeting law, the Mayor is the only one that has certain emergency rights. For emergency inquiries, staff should follow up immediately. It can be added to a future agenda.

VICE CHAIRMAN MCCORKLE stated that he understands about having a meeting later, when there is a conflict evaluation, the meeting should be move to the normal time to give the public time to attend.

CHAIRMAN HAWLEY stated that he agrees.

VICE CHAIRMAN MCCORKLE thanked MR. SETZLER for all his time with CHD as a business owner and on a personal matter.

CHAIRMAN HAWLEY shared that the SWOT Analysis survey has been extended. He also stated that everyone should attend Airport Day and State of the City, only cautioning everyone about their interactions as a group.

Calendar

The next regular Airport Commission meeting will be held on Wednesday, February 14, 2024, at 5:00 p.m., in the Chandler Airport Terminal, 2380 S. Stinson Way.

Adjourn

The meeting was adjourned at 5:59 p.m.

Ryan Reeves, Secretary

Christopher Hawley, Chairman