

# Meeting Minutes

## Airport Commission

### Regular Meeting

June 12, 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 5:00 p.m.

### Roll Call

#### Commission Attendance

Chairman Christopher Hawley  
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.

#### Absent

Vice Chairman Charles McCorkle  
Commissioner Damian Nichols

\*\*Vice Chairman McCorkle arrived after Roll Call. \*\*

#### Others in Attendance

Rosemary Rosales, Deputy City Attorney  
Dana DeLong, City Clerk

### 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. May 2024 Regular Meeting Minutes  
Move to approve the Regular Meeting Minutes of May 8, 2024.

## Consent Agenda Motion and Vote

It was moved by COMMISSIONER MOUNT and seconded by CHAIRMAN HAWLEY to approve the Regular Meeting Minutes of the May 8, 2024.

Motion carried unanimously (5-0).

### Discussion

#### 2. Open Meeting Law, Deputy City Attorney Rosemary Rosales

Rosemary Rosales, Assistant City Attorney, and Dana DeLong, City Clerk, presented the requirements for Open Meeting Law and Public Records Law.

Rosemary Rosales stated that the purpose of open meeting law is to ensure activities of public bodies are transparent. Under ARS 38-4431.09, the public's business must be done in public with a properly noticed meeting and a properly posted agenda. Additionally, a quorum must be present for a meeting to be held and the actual notice must be posted 24 hours prior, except in the case of an emergency. Public meetings do not include internal staff meetings are not public meetings and do not have to follow open meeting law.

Rosemary Rosales stated that a meeting occurs any time a quorum of the public body discusses, proposes, or takes legal action. The meeting can be a traditional, in-person meeting or an electronic one. Commissioners need to be aware that electronic communications among members can turn into a meeting and cause a violation of open meeting law. The concepts are called serial meetings or splitting the quorum. To minimize this risk, email responses should not be "reply to all."

Dana DeLong stated that a legal meeting must be posted at least 24 hours in advance of the meeting. The notice must contain the date and time of the meeting, the address of the location, and the descriptions of the matters under consideration. The agenda may include unscheduled public appearances and a report on current events from chair members and staff person in charge. The agenda cannot include items such as future matters or ask matters because items must be specific.

Rosemary Rosales stated that unscheduled public appearances are not required to be on the agenda, but the Council and many commissions include these items. Typically, the chair has control over how long a person can speak which is customarily 3 to 5 minutes. Anyone from the public can speak to anything that is not on the agenda. Occasionally commenters will

speak to items that are irrelevant to the specific board or commissions charge, but if someone wants to speak on a specific-airport related item, the Commission cannot engage in a conversation with the speaker. The Commission can say that staff will investigate the issue later, and it can be considered as a future agenda item. If someone is verbally attacking the members of the public body, the law allows commissioners some limited opportunity to defend themselves, but it is in the form of following up later.

Rosemary Rosales stated that the Airport Commission is an advisory body and that exceptions to public meetings are generally reserved to policy-making and decision-making bodies such as the City Council. These are for employment discipline, resignation, employment related issues to obtain legal advice, contract negotiations or litigation, discussions regarding security and critical infrastructure, negotiations for purchase or sale of real property. Certain records are exempt from public inspection such as minutes of Council executive sessions and because no decision making is made, the minutes are all discussion, advice, information, and negotiation. The actual action must be taken from the dais in a regular public meeting.

Dana DeLong stated that the minutes of the public body is the official record of the meeting. And draft minutes of the results must be available within 3 working days of the meeting. The minutes must include the date, time, and place; members present or absent; the names of persons making statements or presenting to the public body; and, a description of matters discussed, all legal actions proposed, discussed, or taken, including members who propose each motion and the vote of each member. The final minutes are brought back to the body at the next available meeting for approval. The minutes are posted on the city's website within three days to comply with the law and to provide transparency.

Rosemary Rosales stated that the city has a public-facing, online portal for residents to access public records.

Dana DeLong stated that Council decisions since 1920 are text-searchable online. The database includes Council minutes, Council agendas, boards and commissions, minutes and agendas, election results. The database will include more documents including contracts to reduce the number of public record requests the City Attorney and City Clerk must respond to.

Rosemary Rosales mentioned clarified pitfalls to the open meetings. Discussions among the members of the public body outside of a public meeting can result in an illicit quorum. A quorum can be triggered when several members of a public body attend another public body's

meeting and discussed an item amongst the attendees. There is case law that sanctioned the members of the body that inadvertently discussed the item outside of a public meeting. If members attend social gatherings, avoid discussing future business and agenda items.

Rosemary Rosales stated that serial meetings can be created through the "reply-to all" email function and that this must be avoided.

Rosemary Rosales stated that public agendas must be sufficiently detailed so that the public is aware of the item and can make an informed decisions as to attending the meeting.

Rosemary Rosales further stated that the Commission cannot discuss or act on items not listed on the agenda. This can happen in open areas such as the Airport Manager's report and can also include a discussion about the means and methods of a report can result in an agenda item that does not exist.

Rosemary Rosales stated that social media accounts are another risk for violating the open meeting and public records laws. If a member of the public body uses their personal social media account and promotes a public issue, the courts have stated unequivocally that a personal account becomes a public forum, and all comments must be retained. The City has social media policies to address this issue.

Dana DeLong stated the risk of email use and "splintering the quorum." An e-mail becomes a record if it includes information about the public business. The best practice is to avoid this issue is to email directly and solely to the staff liaison. If a member sends an e-mail to a staff liaison and the liaison replies, then the information is stored on the city server. If a member sends information among other members, the information is stored on the member's computers and is subject to a public records request.

Chairman Hawley asked if this included group chats.

Rosemary Rosales responded that this issue includes group chats and stated that boards and commissions should not have group chats. Additionally, group text messages are problematic because a personal device can be subject to public records disclosure requirements, court orders, and subpoena.

Rosemary Rosales stated that violations of the open meeting law cause several issues. First, any actions that were taken are null and void, so you wasted your time. The Attorney General



may investigate a public official and that official can be removed from office and incur a civil fine of up to \$500 plus the costs of enforcement. Additionally, public monies cannot be used for legal counsel.

Chairman Hawley stated that if a member is accused of violating the open meeting law that the city would not defend them.

Rosemary Rosales stated that, by law, the city cannot defend the commission because the city cannot use public resources or funds. If the city gets a complaint from the Attorney General or the Ombudsman, the city will usually take steps to rectify the matter that can include a public declaration, explanation, and apology.

Rosemary Rosales stated that she rarely sees a body doing this on purpose and, while negligent, it is usually accidental and unintentional.

Dana DeLong stated that the investigation will look at the intent of the board or commission member and usually an unintentional violation can be remedied. If the violation was intentional, the member is responsible for their own defense.

Rosemary Rosales stated that the investigation occurs first. If the city must hire external legal counsel and the interests are not those of the city, then the board or commission member will need separate legal counsel.

Rosemary Rosales presented on conflicts of interest. She stated that the Airport Commission is an advisory body to the City Council. The Commission does not make financial decisions and gives policy advice and provides a public forum for all parties interested in the airport's planning and operations. A conflict of interest occurs when a member has a substantial pecuniary interest. In this case, members should recuse themselves if there is a financial benefit to the action.

Vice Chairman McCorkle asked if a member had an airplane here and the Commission is voting on tie down fees, would that be a form of conflict.

Rosemary Rosales responded that it is an interest, but a remote interest because there is a larger class of people involved. If a member is less than 10 percent of the voting group, there should be no issue. Additionally, the Commission is solely advisory and has no decision-making authority on the final decision. She stated that Commissioners that have aircraft at the airport is probably why they are on the Commission and that it is common for boards or commissions to have members with related interests.

Commissioner Ehlbeck asked if recusing yourself change what's required for forum?

Dana DeLong responded that it would because, of seven commissioners, there are only six members that could vote and could change the form of the vote.

Commissioner Ehlbeck asked if there a percentage that is required for quorum and that it was stated earlier that it is either five or seven.

Dana DeLong stated that if there is seven, it must be half plus one, or four. If you have four commissioners show up and one recuses themselves, you cannot have a vote.

Dana DeLong stated that, in case of a conflict of interest, commissioners should contact the staff liaison and to contact the City Attorney's Office. The city has a disclosure form which, upon completion, can be filed with the City Clerk that makes the conflict known. The member of the public body cannot discuss the item and appearance of influence should be avoided. Occasionally a member will step out of the room when the item comes up so that it does not appear that any influence is exerted.

Chairman Hawley asked if a member could declare a conflict at the moment that wouldn't require a form.

Dana DeLong responded that the declaration will be put in the minutes, so it is affirmative.

Dana DeLong stated that the conflict of interest cannot be used to avoid a vote. An abstention is considered a "yes" vote.

Rosemary Rosales stated that typically the City Council will notify the City Clerk ahead of time and the notification is a public record.

Dana DeLong stated that occasionally a member will discover shortly before a meeting that a relative has a conflict of interest. At that time, the member should state the conflict.

Chairman Hawley asked about the difference between abstaining and recusing from a vote.

Dana DeLong responded that a member who abstains is asked for clarification. If the member abstains again, then the vote is considered a "yes vote". For a conflict of interest, the member can declare a conflict, recuse themselves, and leave the room.

Rosemary Rosales stated that conflict of interest laws is taken very seriously. Civil suits may be filed by the Attorney General's office and the Court may award attorney's fees. Additionally, a criminal prosecution can ensure if the conflict was intentional or knowingly, which is a class 6 felony as opposed to a class 1 misdemeanor that was done recklessly or negligently. Members may be asked to forfeit their office. Every city contract has a provision stating that,

if there is a conflict of interest that occurs regarding that contract, the contract can be canceled. This can be very expensive and disruptive.

Dana DeLong stated that members should make the conflicts known to the Clerk's Office and the best starting point is to ask the City Attorney's Office.

### 3. Public Records Law, City Clerk Dana DeLong

Dana DeLong stated that a record is evidence of all the organization's decisions, procedures, functions, and operations. Any evidence in the conduct of the public business is a public record and it must be made or received by any governmental agency. Anything coming in or going out, including informational or historical data, and it could be any medium or format. Records include, without limitation, paper, emails, pictures, and audio.

Dana DeLong stated that a record does not include library or museum material just for reference or exhibit. It also includes extra copies for convenience or reference such as a physical or electronic copy of the agenda packets. Because an extra copy is provided for convenience, it does not have to be retained because the city retains the official copy.

Dana DeLong stated that the City Council, all the boards and commissions, including subcommittees, and city employees must comply with public records laws. The city manages those records for the Commission. The only time that it isn't managed is emailing or texting on personal devices, which is why this must be avoided.

Rosemary Rosales stated that notes are transitory and not considered part of the official public record.

Dana DeLong stated that the type of Commission records includes applications to serve on the board, the anti-bullying declaration, agendas, commission packages, minutes, video recordings, speaker comment cards, and e-mails. She reiterated that clarified e-mails depend on the context. For example, an email regarding going to lunch is not a public record.

Rosemary Rosales stated that personal emails under the can be redacted, and the city will redact this information. However, someone can ask the Court to review all emails and the city discourages the use of City email for personal use. Commissioners must be aware of this possibility.

Vice Chairman McCorkle asked how would it be handled when a member or a person wants to submit a report for the record that is not related to an agenda item?

Dana DeLong responded that if the person would come to the meeting and present it to the Chair or the staff liaison under the unscheduled public appearances, and it becomes part of the minutes and the permanent record.

Rosemary Rosales stated that the official record will go to the staff liaison and the Commission will receive it as part of the minutes.

Rosemary Rosales clarified that if Commissioner's keep their notes, those notes can be subject to subpoena and legal disclosure. Notes are meant to be transitory and should be treated as such.

Dana DeLong discussed the types of public meetings. Regular meetings are a scheduled time and held every month at a consistent time and place. Study sessions are discussing an item with no action taken and the public does not have to be provided an opportunity to speak at them. The regular meeting is the one where a vote is taken unless there is a special meeting which also can include an action item. A work session is similar to a study session where the body can focus on a single item and bring in outside speakers. The executive session applies to confidential matters.

Dana DeLong stated that subcommittees are subject to all the same open meeting laws. In the case of the Airport Commission, no more than 3 members on a subcommittee, otherwise a quorum is triggered. This includes attendance by another Commissioner who is not on the subcommittee.

Vice Chairman McCorkle asked what the difference between a study session and a work session is. Dana DeLong responded that there often isn't much difference and is often related to timeframe. The meetings allow for flexibility and a work session may be for a complicated, long-term issue, whereas a study session may be for a specific, short-term item.

Dana DeLong stated that agendas have a call-to order, an optional Pledge of Allegiance, roll call, and scheduled versus unscheduled appearances.

Rosemary Rosales reiterated about how the Commission cannot have unscheduled discussions with the public, but speakers can have can come and talk about anything they want to for three to five minutes, depending on the chair's discretion. Occasionally unscheduled appearances can be disruptive because a public complaint can be beyond your control or scope. Rosemary Rosales advised the Commission to avoid putting items on future agendas that have nothing to do with your role as Commission members and that is outside of your jurisdiction.



Dana DeLong stated that unscheduled public appearances can become scheduled public appearances so that a dialogue between the public and the body can be included.

Rosemary Rosales stated that this is not required.

Councilmember Orozco asked what our response to someone that would be wanted to put an item on the agenda, but the Commission did not want to entertain it because it is outside of the Commission's scope.

Dana DeLong responded that the Commission could refuse because the item is beyond the Commission's purview.

Rosemary Rosales stated that the Commission can direct them to staff for follow-up.

Dana DeLong stated that the city recommends that boards avoid scheduled public appearances, but they are an option.

Rosemary Rosales stated that, of the five cities she worked for, Chandler is the only city that has this type of item, and it has been okay so far. The disadvantage is that, once a decision has been made to allow scheduled public appearances, the opportunity cannot be restricted based on content or opinion, which is a free speech issue.

Rosemary Rosales stated that there is no requirement to put issues on the agenda that are outside of the jurisdiction or role of the Commission.

Dana DeLong stated that, subject to a Commission's bylaws, a commissioner can always put an item on the agenda.

Commissioner Ehlbeck asked if a speaker can go longer than 3 to 5 minutes if there's nothing in the bylaws that states a limit and that it seems like there should be a provision included.

Dana DeLong responded that it is up to the chair to set the limit because the chair runs the meeting. There are multiple ways to address this.

Chairman Hawley asked if the appearance is scheduled, is discussion then allowed?

Dana DeLong responded yes.

Dana DeLong stated that the consent agenda exists for multiple items to be approved in one motion. An item can be pulled from the consent agenda to be voted on separately. Additionally, discussion can occur on the consent agenda without limitation.

Rosemary Rosales concurred.

Vice Chairman McCorkle asked if there is an item on the consent agenda that a member will vote no on, how is that handled?

Rosemary Rosales responded that a member could identify the items they will be voting on, and the minutes will reflect that condition.

Dana DeLong stated that the action agenda is for in-depth discussion resulting in a vote.

Dana DeLong presented the difference between briefing and discussion items. A briefing item is a presentation and often a briefing item includes a discussion.

Dana DeLong stated that member announcements should be limited to items with little discussion. Upcoming events or attendance at said events are good examples of member announcements.

Dana DeLong stated that the Commission has a calendar on their agenda and adjournment is also listed. A vote is not required for adjournment and is at the discretion of the chair.

Dana DeLong stated that a meeting can reconvene if the reconvening time in place is announced before adjournment.

Rosemary Rosales stated that you are only allowed to amend a motion once, so no more than one amendment to a main motion is permitted, and the amendment must be voted on first before the main motion. Somebody may ask to amend the original motion, but you can only do that once because you must track the action and this must be clearly stated on the Minutes, so the public knows what actions you are taking.

Rosemary Rosales stated that Robert's Rules of Order are considered guidelines for the Commission's meetings. The Commission does not have to be as formal as Council. Chairman Hawley stated that it has been a long time since the Commission had line editing.

Dana DeLong stated that Commissions are subject to the Mayor and the first thing Commissions need to follow is the Mayor and Council's rules and procedures and Robert's Rules of Order.

Dana DeLong discussed acting on agenda items and other types of motions.

Commissioner Mount asked if there are statutes, ordinances, policies, or procedures for retention or destruction of this information?

Dana DeLong responded that there is a disposition schedule overseen by the City Clerk and the city follows the state records laws.

Commissioner Orozco asked if there is anything that requires a person or entity to be a resident of the city of Chandler to have an unscheduled public appearance?

Rosemary Rosales responded that a person or entity does not have to be a city resident and further stated that there is no requirement to disclose an address or state residency. The city is considering asking for residency clarification because the address will become public record and there may be a privacy issue.

Vice Chair McCorkle asked if a speaker must disclose if they are representing themselves or someone else.

Rosemary Rosales stated that there is no requirement to compel the disclosure.

Rosemary Rosales further discussed public records requests and staff often requests a formal request. Regardless of the method of request, the city must fill the requests in a timely manner. The new online portal will help manage the workflow. Rosemary Rosales stated that Chandler ranks highly in the promptness of responding to these requests.

Commissioner Ehlbeck asked if English is the standard language for the records and whether the records get translated or otherwise made available.

Dana DeLong responded that the only records that we must do that translation for is election information.

Rosemary Rosales stated that if people may need an accommodation based on sign language or disability, then the city would accommodate.

Dana DeLong stated that if someone came to the meeting and they wanted to be accommodated, in Spanish, then the city would hire someone to do that, but the records do not have to be in any other language.

Commissioner Ehlbeck asked if that accommodation is made even if it's not scheduled.

Rosemary Rosales stated that accommodation must be requested in advance; however, the meetings are recorded and can be made available in other forms.

Chairman Hawley stated that it has been a while since we had sort of lobbying another Commissioner to put together votes on a topic. If one Commissioner were to call another Commissioner and ask for a vote on a specific item, is that permitted?

Dana DeLong responded that you cannot poll the Commission and that it is not allowed to communicate on how someone is going to vote.

Chairman Hawley asked if lobbying triggers a quorum, even if it is just one other commissioner or two.

Dana DeLong responded affirmatively and clarified that if you're only reaching out to two people, that is fine; however, once you reach out, four people must come to this decision, and you have created a meeting.

Rosemary Rosales concurred and added that if two members speak to two other members, you created a quorum.

Chairman Hawley asked to confirm that the Commission's business should be done during an official Commission meeting.

Rosemary Rosales responded affirmatively and stated that Commissioners should be having discussions within the public forum. This allows the public to see what and the why of a recommendation.

Dana DeLong stated that ideas for discussion can come through the Commission chair.

Chairman Hawley stated that we hear news stories all the time about budget deals being worked behind closed doors.

Rosemary Rosales stated that that is why the city discourages those activities.

Commissioner Orozco asked if discussions with the Airport Manager that are outside of the Commission are permissible.

Rosemary Rosales responded that one-on-one discussions are always permissible but no more members. Additionally, the Airport Manager should not be sharing these conversations with other members because a similar problem could be created.

Chairman Hawley asked if a Commissioner resigned, is there a waiting period before the former Commissioner could pursue a contract or opportunity?

Rosemary Rosales responded that it depends on how that information was acquired either through the Commission or the public. If the information is public and the ex-member is in no position to make a recommendation, then there is no conflict.

Chairman Hawley stated that he is concerned about the appearance.

Rosemary Rosales stated that all city contracts are public but acknowledged that appearances can be problematic.



Chairman Hawley stated that the public does not need to identify themselves to speak, and Rosemary Rosales confirmed that it is encouraged but not mandatory. She further stated that City Council likes to follow up with people and this is not possible unless there is a name and contact information.

Chairman Hawley stated that the Commission is encouraging more public events and outreach and asked if the Commissioners can promote those on social media.

Dana DeLong responded affirmatively but cautioned that an opinion should be withheld from the promotion.

Commissioner Ehlbeck asked if a majority of the Commission wanted to meet solely for breakfast would it be considered a meeting?

Dana DeLong stated that it would be a meeting that needs to be posted beforehand. This requires a quorum notice that simply states a majority of members will be at a given location at a given time, but no business will be discussed.

Vice Chairman McCorkle stated this might be a problem because everyone likes to talk about airplanes.

Dana DeLong stated that if no discussions are about matters coming forth to the Commission, there should not be an issue.

Commissioner Orozco asked about if the guests are not required to sign-in, is the Commission in violation for having sign-in sheets?

Dana DeLong responded that it is good practice to continue with sign-in sheets, but it is purely voluntary. The City Clerk will redact personal information such as phone numbers before the document goes to the online portal.

Commissioner Ehlbeck asked to confirm the notice of quorum.

Dana DeLong confirmed the term and Ryan Reeves stated that a notice of quorum was sent out for Airport Day and for Commission appreciation.

Commissioner Ehlbeck asked if the same 24-hour notice applies. Dana DeLong responded affirmatively. She referenced the updated Commission handbook and handed out copies to each Commissioner.

## **OPERATIONS REPORT**

Ryan Reeves presented the Monthly Operations Report. Highlights include a 34.7% increase in operations year-to-year due to intensive flight training traffic. CHD is the 15th busiest GA in the country and the 45th busiest airport nationwide.

Commissioner Ehlbeck asked about the May numbers but April rankings. Ryan Reeves responded that is because the FAA doesn't update their ATADS system in time for us to present.

Ryan Reeves stated that the based versus transient aircraft dropped to 20% based and very nearly 80% transient, which is reflective of increased flight traffic valley wide.

Commissioner Ehlbeck asked if we have any idea the percentage of aircraft that are based here that fly regularly versus the ones that do not.

Ryan Reeves responded that he could run a report from our flight tracking system and compare against the based aircraft report.

Chairman Hawley asked Commissioner Ehlbeck if there was a reason for the information request.

Commissioner Ehlbeck replied that with the expansion of new tie downs and hangars, will the numbers change significantly because of more spots?

Ryan Reeves responded that Chandler has a lower percentage of aircraft that do not fly compared to other valley airports. Almost every GA Airport with a sizable population of upwards of 50 based aircraft will have a significant percentage that do not fly or operate but ours is relatively low. Ryan Reeves responded that it would be useful if they could run the reports quickly, but it would be a heavy lift for staff at this point because the based aircraft report does not connect with the flight tracking software.

Commissioner Orozco asked the aircraft here are required to be registered.

Ryan Reeves asked whether the requirement was state or federal.

Commissioner Orozco replied federal.

Ryan Reeves responded that it depends on the situation. Chandler requires aircraft on tie-downs to be airworthy and t-hangars does not have this requirement. A hangar would contain an aircraft under build or repair during inclement weather and would not cause a risk to adjacent aircraft. The length of time for repair and restoration can vary from several months to several years. Airports nationwide are attempting to address this issue and how to regulate

that activity. Our approach is tailored to each instance because of the unique and specific circumstances.

## **NOISE REPORT**

Scott Rinkenberger presented the monthly noise report. In May, 7 households reported with six from propeller aircraft and one from a helicopter. Five of the reports were during daylight hours and two are nighttime reports. Flight tracking revealed that all aircraft that were at or above regulatory altitudes. Complaint #1 came in just after 11:00 PM and was a flight school aircraft doing pattern work in the southern runway. The aircraft was at regulatory altitudes while conducting that pattern work. Scott Rinkenberger reached out to the chief instructor of that flight to advise him of the complaint.

Complaint #3 was a call early in the morning around 6:30 about a helicopter circling for a protracted amount of time that turned out to be a news helicopter circling a law enforcement incident. The aircraft was at regulatory altitude. Scott Rinkenberger did not contact the operator and the complaint was an inquiry.

Complaint #5 reported the same aircraft flying throughout the day, but it was determined that it was multiple Aeroguard flights.

Complaint #7 identified a midnight departure from a based aircraft. The household was new and was unaware of the airport's operating hours. The remaining complaints revealed normal operations at regulatory altitudes.

## **ORIGINS AND DESTINATIONS REPORT**

Ryan Reeves presented the Monthly Origins and Destinations Report and provided characteristics from several flights.

Chairman Hawley asked if the airport has done any outreach to Netjets or WheelsUp to encourage them to come to Chandler. Ryan Reeves responded that we have attended NBAA and he has met with both companies and other fractional and charter providers to promote Chandler. The current FBO owner started to offer contract fuel which has increased traffic tremendously.

## **CONSTRUCTION REPORT**

Chris Andres presented the monthly construction report. Highlights included the design kickoff meeting for the airport operations garage, which will be renamed as the West Airport

Facilities Upgrade. The expanded project includes the adjacent parking lot and an aircraft observation area.

For the airport fuel tank relocation, final edits to plans underway based on city civil and structural plan comments. The project will be delivered via a job order contract.

For the South Runway rehabilitation project, we expect the 100% plans to be submitted to us this month.

For the Taxiway Brave improvements, phase 1, we had our 30% design meeting with ADOT and comments were minimal. They were very pleased with the quality of the plans, and it helps to have a very good engineer.

For the old heliport redevelopment, no change.

For construction projects, we received Council approval for the Taxiway Charlie Electrical work. There was approximately a 7-week lead time for material and construction is planned for late July.

For the AOWS project, there is a typo in the report that we were targeting June 24<sup>th</sup>, but the Council is to vote on this item tomorrow on June 13<sup>th</sup>.

Commissioner Orozco asked if maintenance/ties down were for aircraft on the old heliport redevelopment.

Ryan Reeves responded that we are currently reviewing the old heliport redevelopment and have hit pause on the project because it depends on the fuel tank relocation and the west airport facilities project. Once those projects are completed, we will revisit the old heliport. We explored the possibility of putting aircraft anchoring cables much like the configuration by the November loop. This is where we could put non airworthy aircraft and store them there rather than on the main ramp. We are currently at the city management level reviewing the best way to go about this.

## **AIRPORT MANAGER'S REPORT**

Ryan Reeves presented the draft airport Mission and Vision statements. The draft has received support from city management and will be taken to a City Council workshop. The draft includes a commitment to the airport's future, informed by a general aviation legacy, will guide us towards being a celebrated inclusive space for all. This inclusion was very important to the steering committee, and it is important to never lose sight of our GA heritage, that general aviation is at the core of this airport. In developing it forward, there's no big airplanes



without a lot of smaller ones and we must have that as a core value. The draft value statements are presented for you to read them at your leisure. If you would like copies of these, I will gladly provide them to you. We have set our five goals that came out of the 79 goals brainstormed by the steering community. The remaining goals will be incorporated into objectives under the five main goals.

Ryan Reeves provided an update to the Community Impact Study approach, specifically regarding the Runway 4R-22L extension. The city ordinance requires a bond election vote for any runway extension, and the first step will be a three-phase approach, including preparation (data intake and analysis), engagement with stakeholders, and sustaining relationships for overall community support for the airport.

Ryan Reeves stated that Scott Rinkenberger got appointed to the board of the Arizona Airports Association as an executive director.

Ryan Reeves stated that, next Thursday, we are having our annual airport Capital Improvement plan meeting with our staff, FAA, Airports, District Office staff and ADOT Aeronautics. This is our annual meeting that all 67 airports in Arizona are encouraged, but not required, to attend. We present a five-year capital improvement plan for projects that are eligible for federal and state funding.

Vice Chairman McCorkle asked where the meeting will be held.

Ryan Reeves responded that it is a virtual meeting, but he is encouraging FAA and ADOT staff to be here in person.

Ryan Reeves stated that the city budget process is available online and the City Council support for the Airport is strong.

Ryan Reeves provided the latest fuel sales data and stated that last month was the greatest fuel sales month in the city self-serve since December of 2007. This shows that our pricing structure is working, and City Hall is very pleased with the numbers.

Ryan Reeves mentioned that he will be giving a presentation on the Airport's history on July 2<sup>nd</sup>. He also mentioned exhibits at the Chandler Museum highlighting D-Day and the Chandler A-Z exhibit with airport memorabilia.

Ryan Reeves also noted the Berlin Airlift that began on the 26th of June 1948. Ryan's family lost a member during the operation, and it is an important to remember the herculean efforts during that time in history.

## MEMBER COMMENTS/ANNOUNCEMENTS

Vice Chairman McCorkle congratulated Scott Rinkenberger on his appointment to the AzAA Board of Directors and complimented Ryan and the staff for their work on the airport.

Commissioner Orozco asked if there were Airport Days in 2025. Ryan Reeves responded affirmatively, and it is on a bi-annual schedule with smaller events in between. Commissioner Orozco stated that the EAA Chapter will be attending the local Innovation Fair downtown.

Commissioner Mount asked if there were any intentions of FedEx putting in aircraft or facilities. Ryan Reeves responded negatively.

Chairman Hawley stated that the Library has done a great job highlighting the history of aviation. He also attended the new Mario Andretti racing sport nearby and was pleased to see it open as the type of development the Commission is looking for.

Vice Chairman McCorkle added that it is an ideal location for corporate team meetings.

## Calendar

Chairman Hawley announced that the next Commission meeting will be on July 10th, 2024


## Adjourn

The meeting was adjourned at 7:02 pm.



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Ryan Reeves, Secretary



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Christopher Hawley, Chairman