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# CALL TO ORDER

**COMMISSION MEMBERS:**

Gail Jackson , Vice Chair  
 Carol Curtis  
 Robert Hanovich  
 David Steiner  
 Thomas Waddell  
 Kolby White

**CITY STAFF:**


Deborah Harris, Council Member  
 Heidi Hansen, Economic Vitality Director  
 Brian Gall, Airport Director  
 Adam Miele, Airport Programs Manager  
 Claire Harper, Airport Communications Manager/Commission Liason  
 Tim Skinner, ARFF/Ops Manager  
 Miciela Sahner, Administrative Specialist/Recording Secretary




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## Chair Elections



- The chair is the presiding officer in all commission proceedings.
  - Leads Airport Commission meetings – no responsibilities outside monthly Commission meetings
  - Follows Roberts Rules of Order (resources provided)
  - During the absence of the chair, the vice-chair acts as chair

Commissions elect their own chair and vice-chair by having a member make a motion to select another member as chair. If seconded by another member, the nomination is voted on by the commission. This process can then be repeated for the vice-chair position.

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# GENERAL BUSINESS

1. Public Comment
2. Announcements
3. Approval of Minutes
4. City Council Updates



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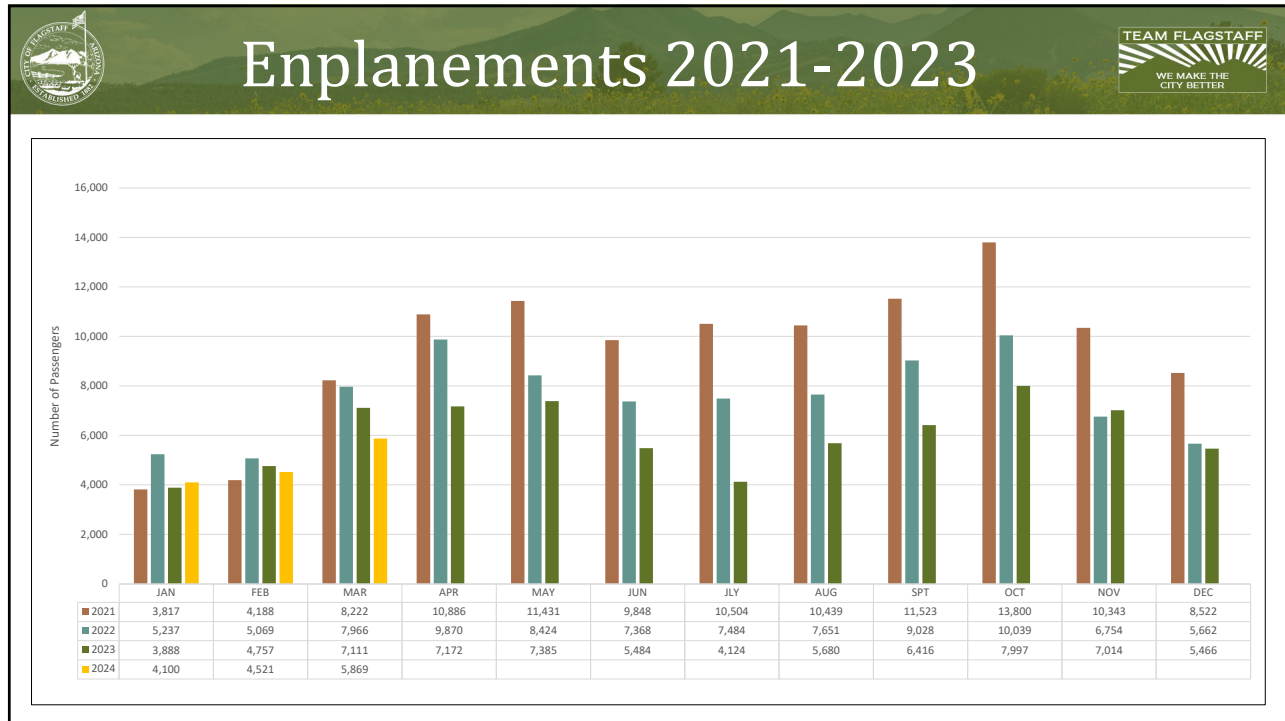


# STAFF REPORTS

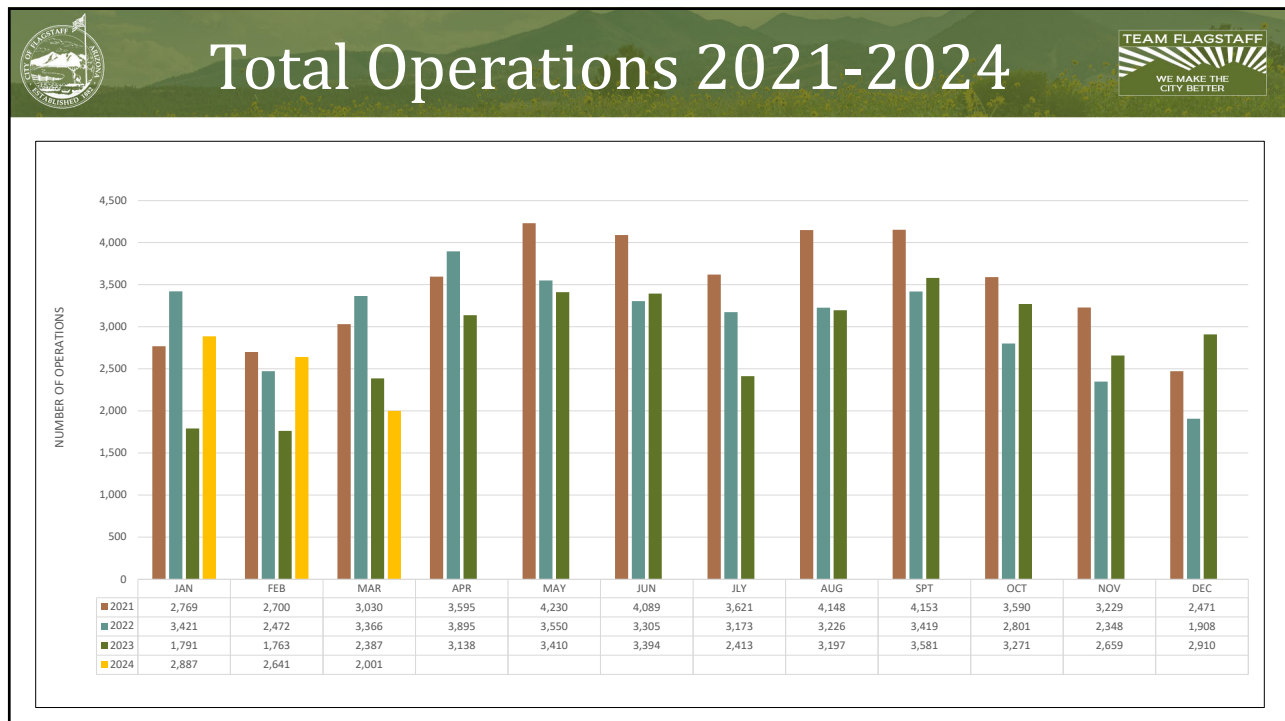
1. Enplanements
2. Total Operations
3. Parking Revenue



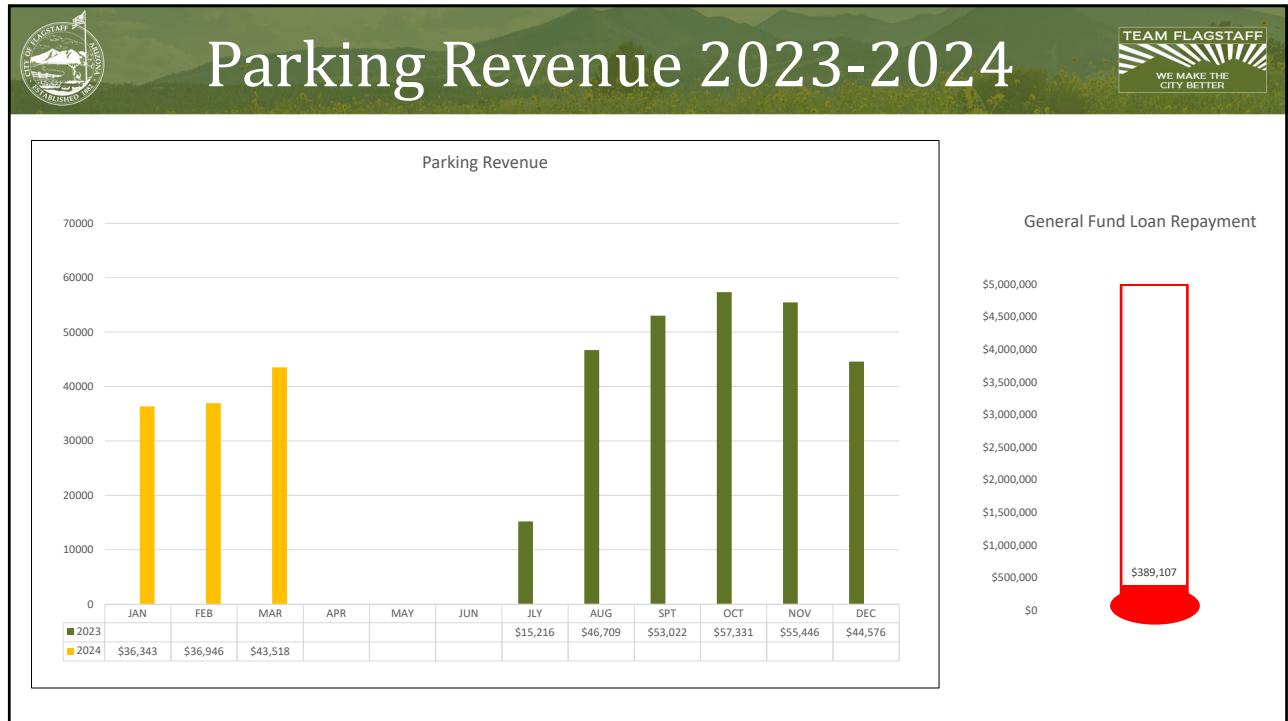
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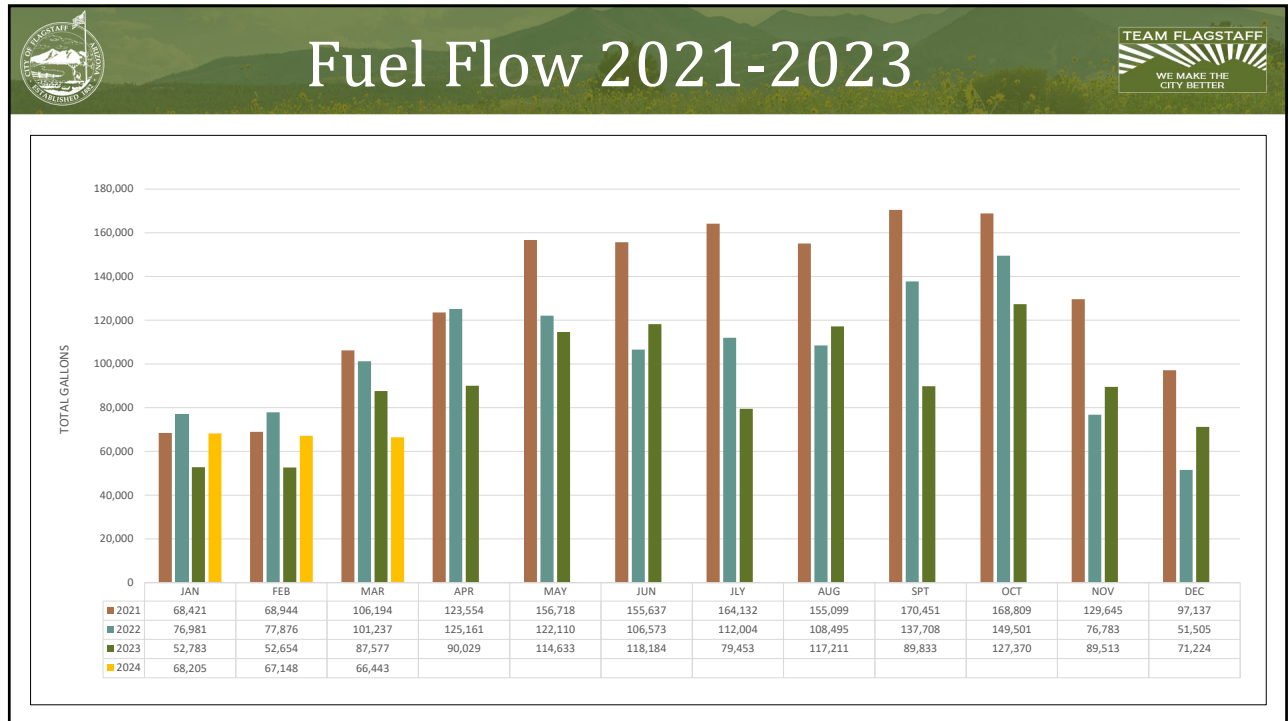
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# Fixed Base Operator Report

**WA WISEMAN AVIATION**  
FLYWISE.COM | FLAGSTAFF | WINSLOW | GALLUP | COTTONWOOD

**TEAM FLAGSTAFF**  
WE MAKE THE CITY BETTER


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# Airport Current Projects



	Scoping/Contract Development	Design/Construction Started	Design/Construction Mid-Point	Design/Construction Completed
<b>Airfield maintenance – Phase 4</b>	✓	✓	✓	
<b>Fence Repair, Maintenance and Animal Protection</b>	✓	✓	✓	98%
Terminal Maintenance – Phase 1	✓	✓	✓	86%
<b>Terminal Parking Lots Maintenance</b>				
Phase 1 - Terminal parking lot	✓	April 15th		
Phase 2 - Rental car ready-line parking lot and City employee parking lot	✓	April 15th		
Snow Removal Equipment Building (SREB)	✓	✓	✓	
<b>Terminal Fire Sprinkler Replacement</b>				
Phase 1 (Sprinkler line replacement)	✓	✓	✓	65%
Phase 2 (Terminal facility assessment)	✓	✓	✓	✓ 100% Complete
Phase 3 (Drywall repairs, Painting and beam conditioning)	✓	✓	✓	50%
<b>Terminal Lighting (indoor) repairs</b>	✓	Material Ordered		
<b>Terminal Flooring repairs</b>	✓	Hold		
<b>Hanger and ARFF roof repairs</b>		Hold		

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## PROPOSED AIR CARRIER INCENTIVE POLICY

- Benefits of Air Carrier Incentive Policy
- Federal Aviation Administration (FAA) revised policy guidance December 2023
- Tiered incentives based on service frequency
- Incumbent vs new entrant carrier

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## INCENTIVES FOR DAILY NEW ENTRANT CARRIERS

### Year 1:

- Landing fees, office, ticket counter, and gate rent waived
- Marketing assistance funds of up to \$50,000

### Year 2:

- Landing fees, office, ticket counter, and gate rent waived
- Marketing assistance funds of up to \$25,000



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## INCENTIVES FOR LESS THAN DAILY NEW ENTRANT CARRIERS

Frequency of Service per Week	Percent of Landing Fees Waived	Percent Off Office, Ticket Counter, Gate Rent	Marketing Assistance Funds
Service once per week	25%	25%	Year 1 - up to \$15,000
			Year 2 - up to \$7,500
Service twice per week	50%	50%	Year 1 - up to \$25,000
			Year 2 - up to \$12,500
Service three times per week	75%	75%	Year 1 - up to \$37,500
			Year 2 - up to \$18,750
Service more than four times per week	100%	100%	Year 1 - up to \$50,000
			Year 2 - up to \$25,000

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## INCENTIVES FOR INCUMBENT CARRIER INCREASING PREEXISTING SERVICE FREQUENCY



- Landing fees waived for up to six months
- Size of aircraft must not be reduced
- Must be 75% increase in total seat capacity
- Fees waived only on increased service flights

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## INCENTIVES FOR INCUMBENT CARRIER ADDING NEW ROUTE

- Landing fees waived for up to six months for new nonstop service
- \$10,000 in marketing assistance funds to promote the airport and new destination



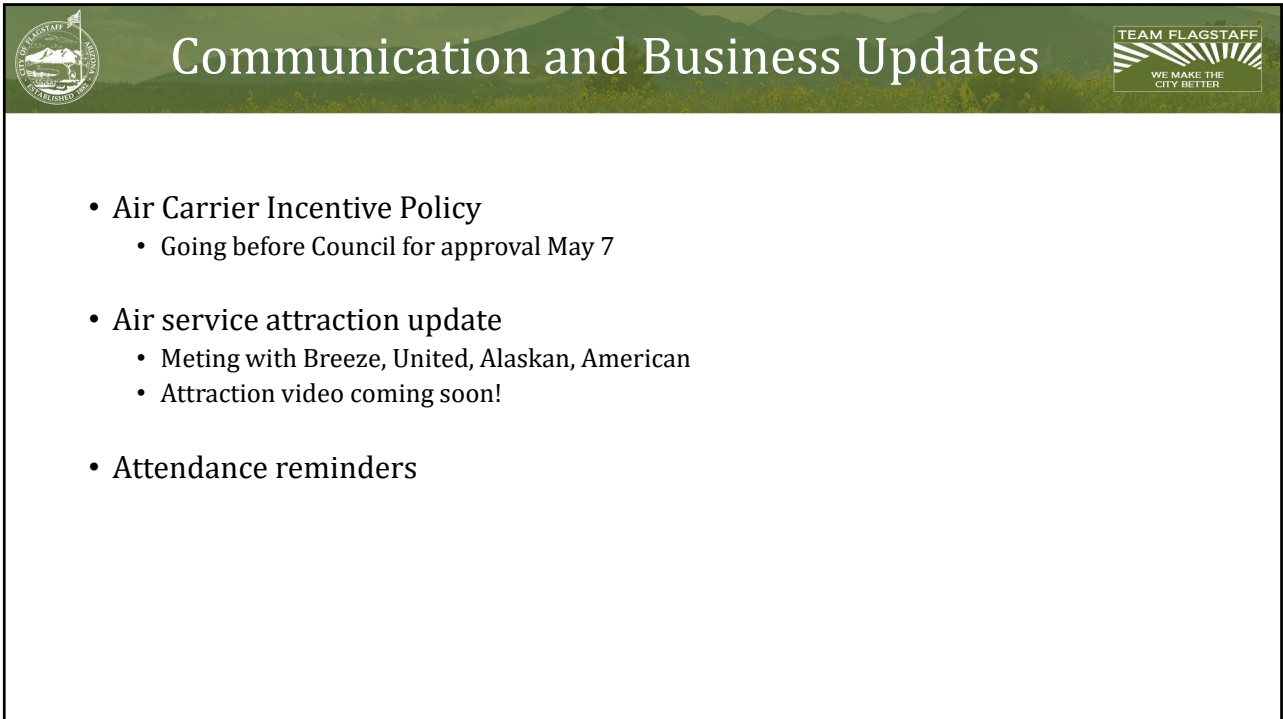
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QUESTIONS?

FLAGSTAFF AIRPORT  
GRAND DESTINATIONS

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## Communication and Business Updates

- Air Carrier Incentive Policy
  - Going before Council for approval May 7
- Air service attraction update
  - Meeting with Breeze, United, Alaskan, American
  - Attraction video coming soon!
- Attendance reminders


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# Airport Budget Update




- **Color of Money – Enterprise Fund**
  - Ongoing Revenue Sources: leases, license agreements, and fees
  - One-time Revenue Sources: Federal and State grants
  - **Operational Expenses**
    - Staff (Airport, Law Enforcement, Parking)
    - Utilities
    - Maintenance
    - Contracts (Landscaping, Custodial, etc.)
  - **Capital Expenses**
    - Capital (new) and Capital Renewal (heavy maintenance) projects
    - Airport Master Plan: developed every ten years (last updated in 2018)
    - Airport Capital Improvement Plan (ACIP): developed annually with FAA and Arizona Department of Transportation (ADOT)
    - Three primary funding arrangements: Federal, State, local

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# Airport Budget Update




- **Challenges – lack of funding/inconsistent funding**
  - **Critical Capital Projects – no funding identified**
    - Terminal expansion
    - Employee and rental car parking lot improvements
    - Terminal accessibility
    - Ramp drainage improvements
    - Perimeter fence wildlife skirting
  - **Critical Operational Expenses – insufficient funding**
    - Staff training
    - Facility maintenance
    - Vehicle Maintenance

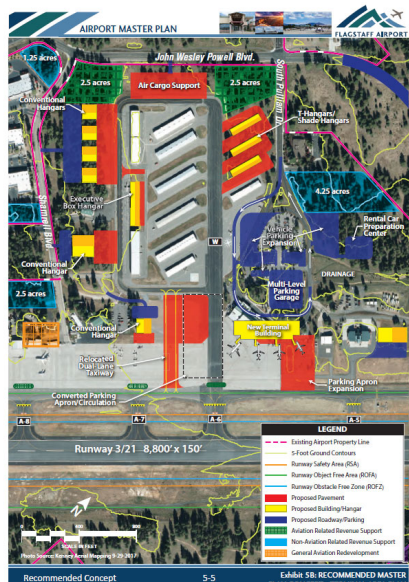
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# Airport Budget Update

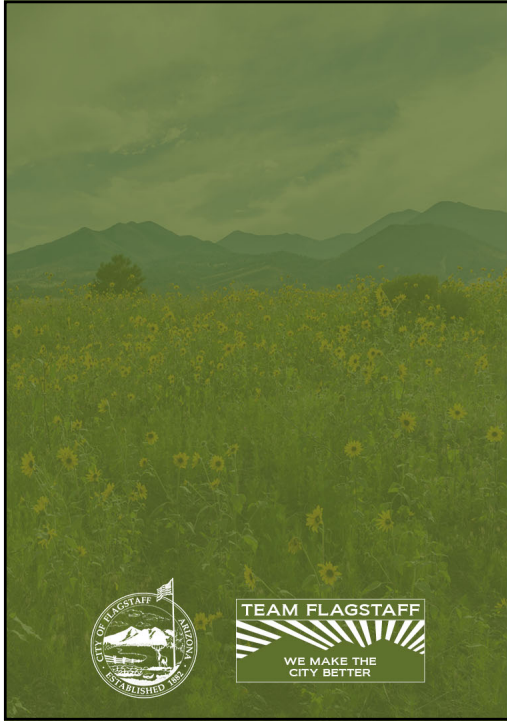


- **Possible Solutions**
  - Landing Fees
  - Parking Permits
  - Badging Fees
  - Hangar Development
  - 31.45 Acre Development
  - Air Carriers
    - Landing Fees
    - Rent
    - Parking
    - Passenger Facility Charges
  - Rate Adjustments



AIRPORT MASTER PLAN  
FLAGSTAFF AIRPORT  
Recommended Concept 5-5  
Exhibit 5B: RECOMMENDED MASTER PLAN CONCEPT - TERMINAL AREA PLAN

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Our next meeting will be

**May 9, 2024**

Please let us know now or by email if you have any topics which you would like us to have in any upcoming meetings.

**THANK YOU!**