

## NOTICE AND AGENDA

AIRPORT COMMISSION  
THURSDAY  
5/9/24

FLAGSTAFF AIRPORT  
6200 S. PULLIAM DRIVE  
AIRPORT CONFERENCE ROOM  
1:00 P.M.

To participate in the meeting click the following link

[Join the Meeting Online](#)

1. **Call to Order**

2. **Roll Call**

*NOTE: One or more Commission Members may be in attendance telephonically or by other technological means.*

THOMAS WADDELL, CHAIR  
GAIL JACKSON, VICE CHAIR  
CAROL CURTIS

ROBERT HANOVICH  
DAVID STEINER  
KOLBY WHITE

City Staff:

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

3. **PRELIMINARY BUSINESS**

A. **PUBLIC COMMENT/PARTICIPATION/INPUT**

Items presented during the Public Participation/Input portion of the agenda cannot be acted upon by the Commission. Individual members of the Commission may ask questions of the public but are prohibited by the Open Meeting Law from discussion or considering the item among themselves until the item has been officially placed on the agenda.

B. **ANNOUNCEMENTS**

Reconsiderations, changes to the agenda, and other preliminary announcements.

C. **APPROVAL OF MINUTES**

RECOMMENDED ACTION: Approve the minutes as submitted.

D. **CITY COUNCIL UPDATES**

4. **STAFF REPORTS**

A. **Airport Operation Updates**

B. **FBO Updates**

C. **Project and Grant Updates**

D. Communication and Business Updates

5. INFORMATIONAL ITEMS

A. Water Rate Study

6. TO/FROM COMMISSIONERS

7. ADJOURNMENT

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m in accordance with the statement filed by the Water Commission with the City Clerk.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Miciela A. Sahner, Administrative Specialist

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Miciela Sahner at 928-213-2930 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.



**Airport Commission**

3. C.

**From:** Miciela Sahner, Administrative Specialist

**DATE:** 05/09/2024

**SUBJECT:** APPROVAL OF MINUTES

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**STAFF RECOMMENDED ACTION:**

RECOMMENDED ACTION: Approve the minutes as submitted.

**Executive Summary:**

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**Attachments**

April 2024 Minutes

April 2024 Presentation

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**Draft Minutes**  
**City of Flagstaff**  
**AIRPORT COMMISSION**

**1:00 PM to 2:30 P.M. April 11, 2024**

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**Meetings are HYBRID. You are welcome to join us in person in the airport conference room in the airport terminal, second floor or virtually by clicking the following link:**

**[Join Team Meeting](#)**



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Miciela Sahner at 928-213-2930 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

**No video/camera usage during meeting, microphones should be muted unless called to comment or ask/answer questions.**  
**Virtual meeting will be recorded.**

**I. CALL TO ORDER:**

**Meeting called to order on April 11th at 1:11 PM.**

**COMMISSION MEMBERS:**

Gail Jackson, Vice Chair, **present**

Carol Curtis, **not present**

Robert Hanovich, **present**

David Steiner, **not present**

Thomas Waddell, **present**

Kolby White, **present**

**CITY STAFF:**

Deb Harris, Council Member, **present**

Heidi Hansen, Economic Vitality Director, **present**

Brian Gall, Airport Director, **present**

Adam Miele, Airport Programs Manager, **present**

Claire Harper, Airport Comm. Manager & Commission Liaison, **present**

Tim Skinner, ARFF/Ops Manager, **not present**

Miciela Sahner, Admin. Specialist & Recording Secretary, **present**

**II. CHAIR ELECTIONS**

**Information on the Chairs role were presented to the commission; a vote was called.**

**MOTION:** Vice Chair Jackson nominated Commissioner Waddell for Chair; Commissioner White seconded the motion; the motion passed unanimously.

**MOTION:** Chair Waddell nominated Vice Chair Jackson to continue her role; Commissioner Hanovich seconded the motion; the motion passed unanimously.



### III. PRELIMINARY GENERAL BUSINESS

#### 1. PUBLIC COMMENT/PARTICIPATION/INPUT

*Items presented during the Public Participation/Input portion of the agenda cannot be acted upon by the Commission. Individual members of the Commission may ask questions of the public but are prohibited by the Open Meeting Law from discussion or considering the item among themselves until the item has been officially placed on the agenda.*

None

#### 2. ANNOUNCEMENTS

*Reconsiderations, Changes to the Agenda, and other Preliminary Announcements.*

None

#### 3. APPROVAL OF MINUTES: Regular Meeting of February 8th, 2023.

*RECOMMENDED ACTION: Approve the minutes as submitted.*

**MOTION:** Commissioner Hanovich moved to approve the minutes as submitted. Vice Chair Jackson seconded the motion; the motion passed unanimously.

#### 4. CITY COUNCIL UPDATES (Deb Harris)

Councilmember Harris reminded the commission that meetings are still being held on the City's water rates. This discussion is not only important to the community members but to businesses as well like the airport. She encourages everyone to listen in on the Council Meetings and to have Water Services present to the commission in the upcoming months.

Genterra's proposal got accepted by council and they will begin the process of building a research park out near the airport. Director Hansen added that the park is planned to be named the Northern Arizona Technology Park. They are currently working on brochures which they will be releasing soon for more information. We will plan to have them on the Commission at a future date.

### IV. STAFF REPORTS (Brian Gall)

The airport has had several employees over the past decade working on collecting data on our airport numbers and unfortunately, they have not all had the same directive; because of this our numbers in the past have not been completely accurate but current staff has gone through updating our reports and because of this you may see a few changes from historical reports to our current one's going forward.

For this year, 2024 in March, we had 5,869 in payments, which is down a fair bit from some of the previous years. Back in 2021 and 2022 we had two carriers and looking back we had six daily flights back in 2023 whereas we currently are running about four flights a day. Despite this our flight numbers are trending up this year, so we expect to see those numbers get closer to previous years in next few months.

Total operations again are a lower number of operations this year compared to last. This is partly due to lower number of commercial flights as well as our winter weather. As you can see in the graph in 2023 we saw very low numbers in February while this year was much higher and we are seeing the inverse of this for March.

We have added a new slide to our staff reports in order to track our parking revenue. Last year we moved to a paid parking system in the middle of July. The daily rate of the terminal lot is \$8.00 a day with one free day per week and the economy lot is set to \$6 .00 a day and also with that one free day per week. The primary focus of that

revenue in the near term is to pay back the construction costs of the economy lot and the implementation of the paid system which totaled in close to \$5 million. This graph will be showing our progress in the repayment process. We do not have a full year worth of data yet but we expect to see this graph track closely with our enplanement chart.

#### V. FBO REPORT (Wiseman Representative)

- The airport received about 106 inches of snow this year throughout a series of small storms while last year we saw about 170 inches. This is the first time since 1984 that we have had 100+ record years back-to-back. Wiseman purchased a deicer which came in handy several days this winter.

- Wiseman hosted a celebration of life for someone he knew, there were about 150 people in attendance at the event.

Four members of Wisemans team, including Orville's son Grant is working at the airport for the Masters in Augusta. This is a great training opportunity for his team.

- Orville is still working on upgrades to the FBO the most recent being a remodel of the bathrooms.
- Wisemans Winslow tanker base opens up May 30<sup>th</sup>.
- McCain Institute Sedona forum is May 3<sup>rd</sup> through the 5<sup>th</sup> we haven't seen a lot of current reservations, but we generally get really busy during that time.
- Wisemant is hosting Coconino High School for they prom on May 4<sup>th</sup>.
- Councilwoman Harris asked what the impact of not hosting Thunder Over Flagstaff this year would be. Airport Director Brian Gall responded. Thunder Over Flagstaff is an annual open house that is held at the airport but is hosted by the Experimental Aircraft Association, which is an industry and aviation community group across the country that hosts events like ours around the country. They are an all-volunteer effort unfortunately on their end were unable to find the staff to pull the heavy lifting of putting the event together. They are looking into some options that maybe some smaller events where they can still get some kids involved in some of the programs they have and hopefully bringing it back next year.

#### VI. AIRPORT UPDATES

##### 1. Project and Grant Update (Adam Miele)

Currently the airport is pushing to wrap up several projects before our time runs out to use the CARES Grants funding, we were awarded. As it stands, we are looking at wrapping up several airport maintenance projects including work around the terminal, the airport perimeter fencing and the terminal parking lot.

- Airfield Maintenance Phase IV is a combination of both work on the air side as well as land side, including refresh all of the pavement markings on both commercial and GA aprons and removing the portable light plants in our employee parking lot and installing permanent ones that are dark sky compliant.
- Our Fence Repair Maintenance Project is approximately 98% complete. This project was to repair the fence of the airport, around the runways, taxiways and perimeter areas including retying all of the fabric onto the poles, making sure they were secure, replacing damaged sections as needed and making sure all of that was in compliance.
- Terminal Maintenance Phase I is a lot of behind-the-scenes type work, we redid all of our flat roofs with a new membrane and repairing a lot of roof leaks and replacing the eight entry doors to the terminal. We are currently winding down on this project as well.

- Terminal Parking Lot Maintenance is kicking off. This project includes asphalt patching and sealcoat and restriping to the terminal parking lot as well as the rental car lot next to the terminal.
- We are also going to be doing work to the Blue gate which has been down for a long time now. We will be replacing the gate actuator, controllers and replacing the concrete with the embedded loops. The Fire Sprinkler Replacement Project is replacing the old original fire suppression system we had at the terminal, this is a major and much needed project. The system that we are installing should last another 40 to 50 years.
- We are completing a lighting assessment and are working with a design consultant on the current system asking for recommendations for future projects and so far we are going ahead and moving forward with ordering replacements for several of the light fixtures within the terminal.
- **The airport has also installed a new water bottle refill station outside the bathrooms in the airport terminal downstairs (outside the hold room).**

## 2. Communication and Business Update (Claire Harper)

- Airport Communications Manager, Claire Harper, presented to the commission on the Air Carrier Incentive Policy. This policy will be going to council on May 7<sup>th</sup> for approval. Air Carrier Incentive Policies are very common in the industry as most airports have them these policies make it so that an airline will be more attracted to signing with an airport. Airlines are looking for what can be the lowest cost and being able to offer incentives makes it more attractive for a new airline to come in and helps them put their money forward, to come into the market. Our policy was revised based on guidance that came out from the FAA in December 2020. This policy would also apply to a current carrier who would be increasing pre-existing service frequency.
- Commissioner White, asked about the capability of the airport to land larger jets and if have looked into the costs and needs to accommodate them. Director Gall responded by letting the commission know that our biggest obstacle to accommodating larger aircrafts is more landside as our hold room and TSA checkpoint are at capacity for the current aircrafts.
- Lastly, attendance reminder to our commissioners. We need four people for a quorum, so we need to be respectful of everyone we ask that you respond to my email and you let me know if you are attending. We encourage everyone to attend in person, but hybrid is also an option if you are unable to make a meeting. If we have two absences or we don't hear from you twice, we will move forward to Council and request that your position be vacated and filled with someone else.

## VII. INFORMATIONAL ITEMS

### 1. Airport budget overview and fee introduction (Brian Gall)

The airport is working on a series of future discussions on fees that we will be bringing to the commission and eventually will be taking to Council. Since the Airport is an enterprise fund in the city, meaning we generate revenue that is then put back into this facility, our goal for is to be self-sustaining but to do so we need to look at ways of increasing our revenue sources. Unfortunately, a majority of our funding is insistent or insufficient.

Some of the revenue sources we will be discussing will be things like the leases for the hangers and shades, airline tenants and other businesses that operate at the airport including things like fees such as badging and landing fees. Over the next few months, we will bring you various proposals for revenue

that would go toward covering fund repayments, operational expenses, projects that are not covered under available grant funding and more.

Some of the major project that we need to find sourcing for include: the terminal expansion, employee and rental car parking lot improvements, terminal accessibility, ramp drainage improvements, staff training and additional facility and vehicle maintenance.

VIII. ADJOURNMENT OF REGULAR MEETING

**MOTION:** Vice Chair Jackson moved to adjourn the meeting. Commissioner White seconded the motion; the motion passed unanimously.



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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

**TEAM FLAGSTAFF**  
WE MAKE THE CITY BETTER


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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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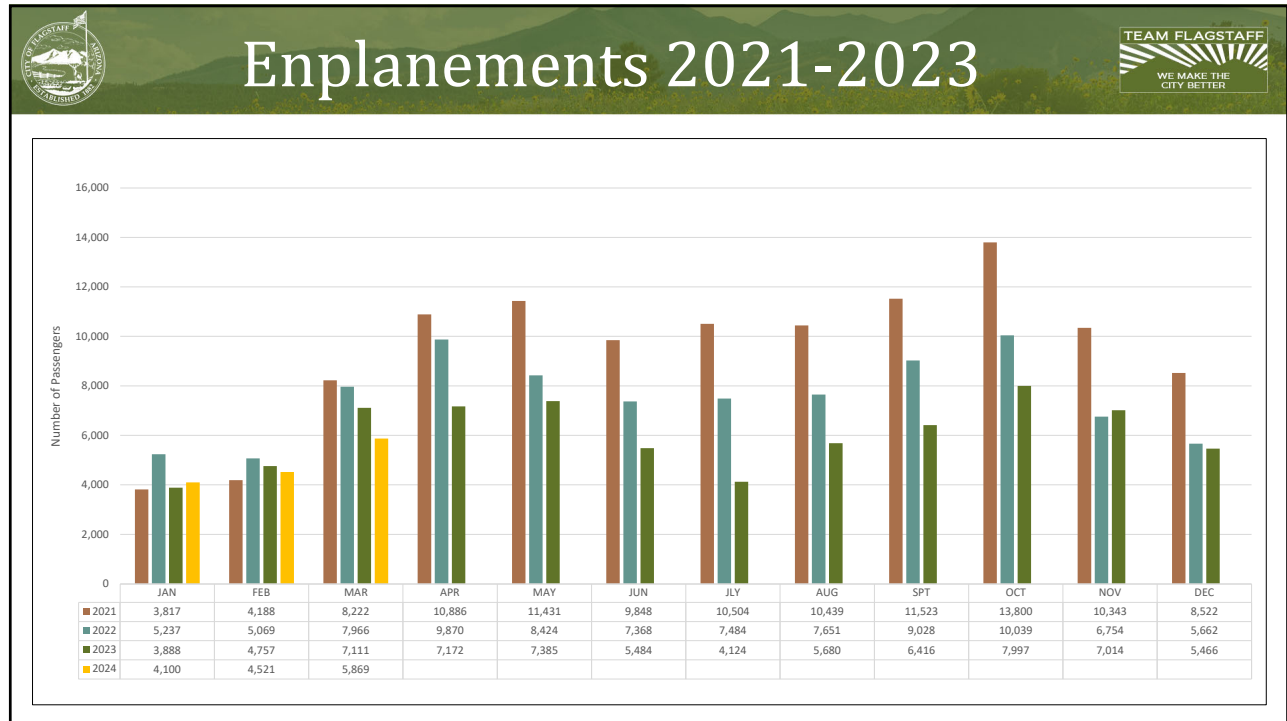




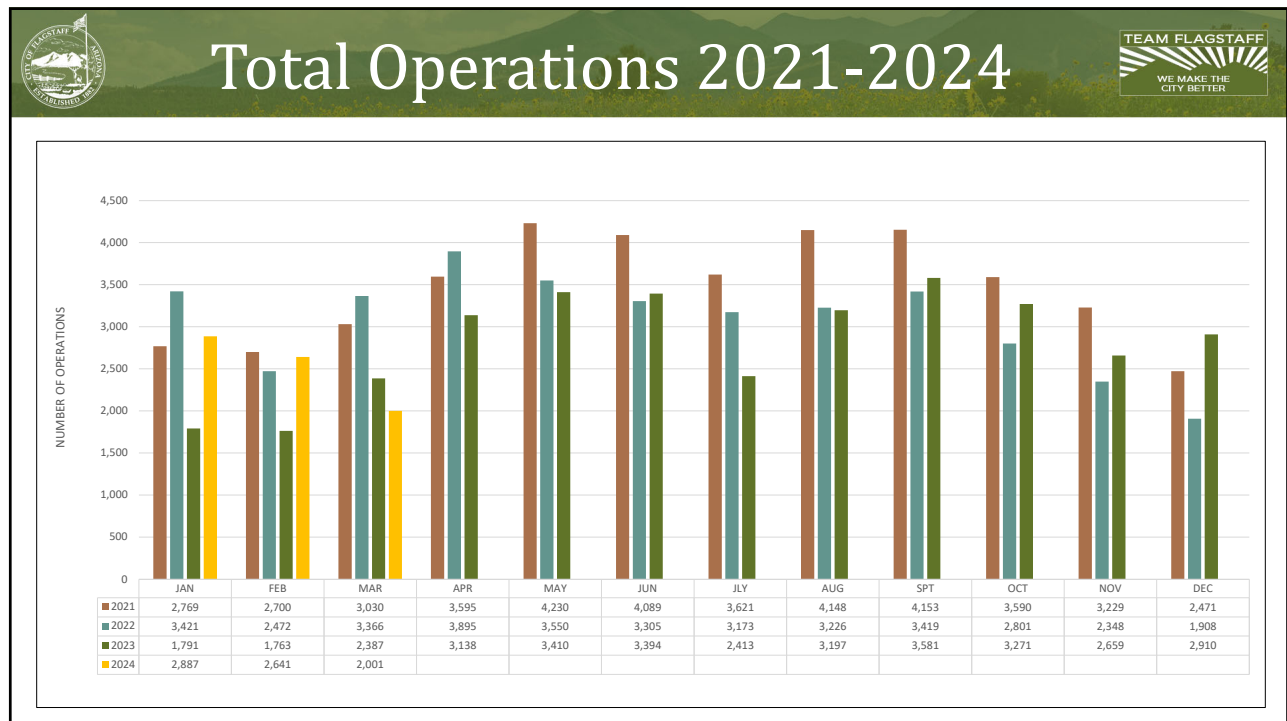
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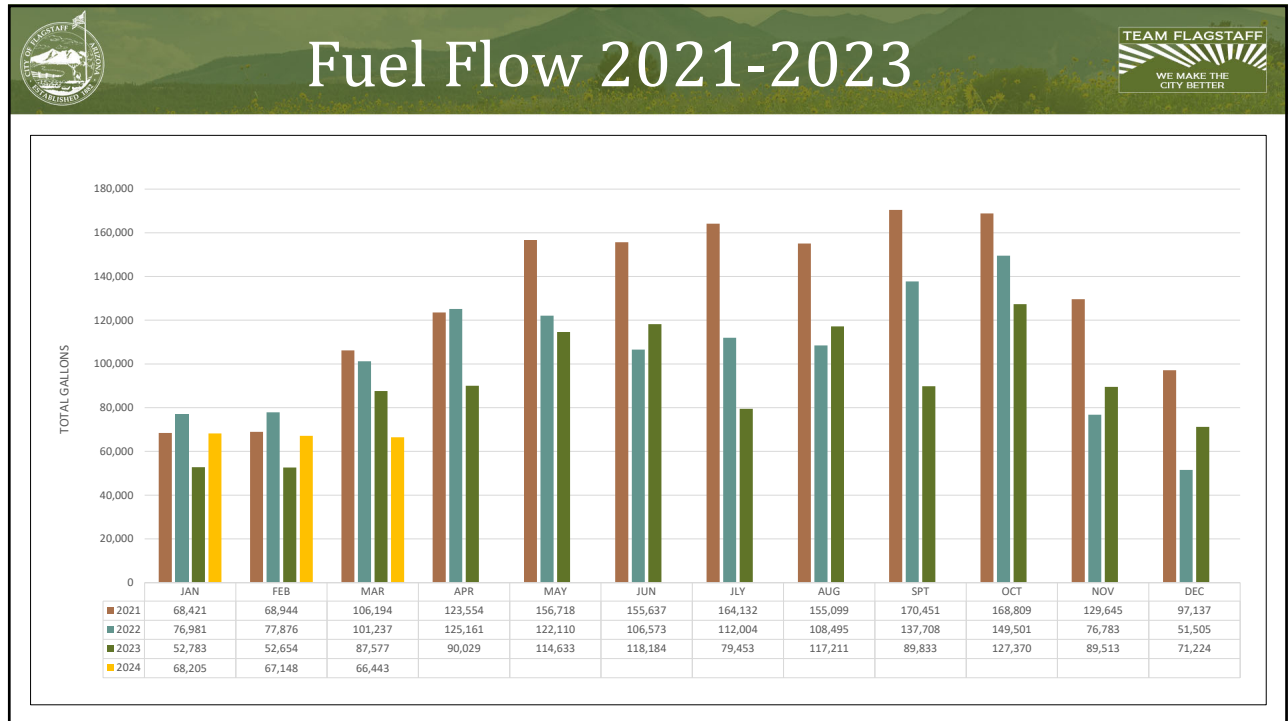




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	Scoping/Contract Development	Design/Construction Started	Design/Construction Mid-Point	Design/Construction Completed
<b>Airfield maintenance – Phase 4</b>	✓	✓	✓	
<b>Fence Repair, Maintenance and Animal Protection</b>	✓	✓	✓	98%
<b>Terminal Maintenance – Phase 1</b>	✓	✓	✓	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?



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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

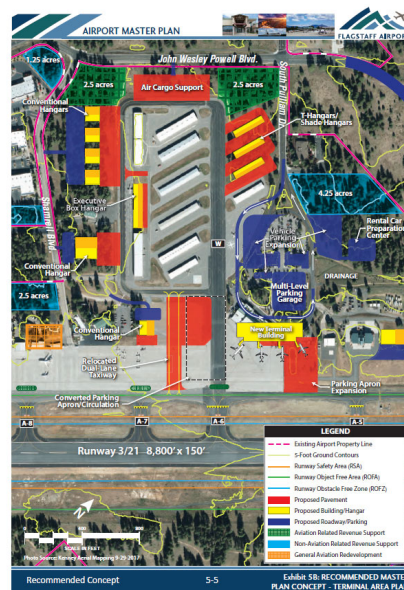
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# Airport Budget Update



- **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



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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!**

