

**NOTICE AND AGENDA**

AIRPORT COMMISSION  
THURSDAY  
June 13, 2024

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 Sahner, Administrative Specialist/Recording Secretary

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

A. Approval of minutes from May 9th, 2024.

Recommended action: Review and approve 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/TO-FROM AIRPORT COMMISSION MEMBERS

6. 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 - June 13, 2024**

3. C. A.

**From:** Miciela Sahner, Administrative Specialist

**DATE:** 06/13/2024

**SUBJECT:** Approval of minutes from May 9th, 2024.

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**STAFF RECOMMENDED ACTION:**

Recommended action: Review and approve minutes as submitted.

**Executive Summary:**

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**Attachments**

May 2024 Minutes

May 2024 Minutes

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**MINUTES**

**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 t he Meeting Online](#)

**1. Call to Order**

Meeting called to order by Chair Waddell at 1:01 P.M.

**2. Roll Call**

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

THOMAS WADDELL, CHAIR; Present  
GAIL JACKSON, VICE CHAIR; Present  
CAROL CURTIS; Present

ROBERT HANOVICH; Present  
DAVID STEINER; Present, late at 1:12PM  
KOLBY WHITE; Present

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 Sahner, Administrative Specialist/Recording

**3. PRELIMINARY BUSINESS**

None

**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.

None

**B. ANNOUNCEMENTS**

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

None

- C. APPROVAL OF MINUTES: Regular Meeting of April 11th, 2023.  
RECOMMENDED ACTION: Approve the minutes as submitted.

**Moved by Kolby White, seconded by Robert Hanovich**  
**Vote: 6 - 0 - Unanimously**

D. CITY COUNCIL UPDATES

Reminder, May 18th Water Rate drop in event at Aquaplex.

4. **STAFF REPORTS**

A. Airport Operation Updates

April had an uptick in enplanements from what we saw in March. Last month we mentioned American was adding one additional flight on the Phoenix route, as well as adjusting the time of their Dallas flying to a part of the day that works a little bit better for our departures. This puts us closer to being on par with where we were this time YTD last year, especially considering we seem to be in an opposite position of last year, where in 2023 we plateaued before starting to see a decrease in flights as American started adjusting to the market conditions and the lack of air crews. We expect to see our numbers keep steady and possibly increase as we get into the summer months.

Total operations have similarly jumped from March to April with a little over 2,000 operations in March and over 3,500 in April. We have had some favorable flying weather, and this actually puts us ahead of where we were last year. Overall, the winds have been a little bit challenging, but I do expect to see some similar operations numbers for next month as well.

As mentioned before, we do not currently have a lot of data so far in regard to our parking revenue as we haven't had a full year of running the system yet. Our revenue for April is slightly lower, and we believe this is due to some construction we have going on right now. Our terminal lot is closed at the moment for some work, so all the parking is going in the economy lot right now, which has a slightly lower parking rate. As our enplanements start to go up, I expect to see our revenue numbers rise similar to what we saw in the fall of last year.

B. FBO Updates

April's fuel flow is down slightly from 2023, but year to date we are over all up as we had a strong January and February. As with everything else we should see an uptick as traffic generally increases after winter. Additional FBO

- Turbine traffic's been pretty consistent, as well as military traffic. General aviation has been quieter and typically busier on weekends and lighter during the week. With United buying two flight schools down in Phoenix we are seeing more consistent traffic from out in the Valley.
- McCain Institute Sedona Forum was last weekend and included a visit from the U.S. Secretary of State.
- Coconino High School Prom was held at the Peabody Hangar. The event was well executed and managed by the school staff and volunteers.
- Wiseman is working on keeping staffing up, interviewing and hiring for the seasonal demand.
- Aircraft parking will need to be addressed sooner than later as we are reaching the capacities of what we currently have available.
- Fuel procurement and supply are an ongoing issue as we struggle to bring it from Phoenix and typically have it come out from Long Beach.

### C. Project and Grant Updates

The airport is in the final month of wrapping up several projects before our CARES Grants funding runs out. As it stands, we are looking at a 70 to 98% completion rate for most items including work around the terminal, the airport perimeter fencing and our parking lots. Most projects only have a handful of punch list items to complete at this point and we are on schedule to complete the work on time.

### D. Communication and Business Updates

Email Save the Dates went out for the Airport Art Celebration Event later this month. This event will be a stroll along the Coconino Scroll with Arizona's Historian Marshall Shore.

Director Brian Gall and our Communications Manager Claire Harper will be heading out to DC for the annual Jumpstart conference where we'll have 20 minutes to meet with Alaska, American, Breeze, Southwest, Delta and United. This is a speed-dating style meet up where we will show off Flagstaff and everything we have to offer.

Our Air Carrier Incentive Policy was presented last month to Council and they didn't have any changes to it. We have modified the policy a little bit to be clearer and easier to understand and are currently working with legal to finalize the language.

## 5. INFORMATIONAL ITEMS

### A. Water Rate Study

City of Flagstaff Water Services presented to the commission on the Water Rate Study Outreach that they have been working on, which focuses specifically on water, wastewater and reclaimed water. Water Services operate and maintain four treatment plants for drinking water and two for reclaimed water, over 16 storage facilities for storm water, and 30 drinking water wells; they also maintain over close to 750 miles of underground infrastructure including both water distribution and sewer collection lines, almost 3,500 fire hydrants, and 5 standpipes.

The main focus of Water Services is water sustainability and conservation and although they are an enterprise fund, the focus is on unfailing service rather than profit. Unfortunately, as with any other business, there are numerous amounts of costs which include equipment, service parts, labor, materials such as oil, gas and chemicals, and personnel staff. Operational costs continue to increase and as funds begin to be insufficient there is a need to re-prioritize items, which leads to a deferment of improvements and maintenance in order to adjust for the funding immediate needs and repairs. Doing this can only work so long as it begins chipping away at the things that build resiliency and robustness in operations.

Water Services has conducted rate studies and is working on their Capitol Improvement Plan (CIP) in order to maintain and improve current operations and make sure they have the capacity to meet the needs of the Community now and in the future. The current approved CIP provides an annual revenue of \$13.1 million for water, \$8.7 million for wastewater and \$0.5 million for reclaimed water, while current projections of annual costs sit at \$20.8 million for water, \$12.5 million for wastewater and \$6.9 million for reclaimed water.

Water services began discussions with City Council in September 2023. Currently, public hearings are scheduled for June 18th and July 2nd where Council will be asked to approve the rate increases, which are set as a 10% yearly increase over a 5-year period with the first increase going into effect on September 1st of 2024. There is a drop by event for the public being held on May 18th at the Aquaplex as well. This rate increase affects both individuals in residential properties as well as commercial properties equally. For more information please go to <https://www.flagstaff.az.gov/1580/About-Your-Water-Rates>

6. TO/FROM COMMISSIONERS

7. ADJOURNMENT

**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




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# GENERAL BUSINESS

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



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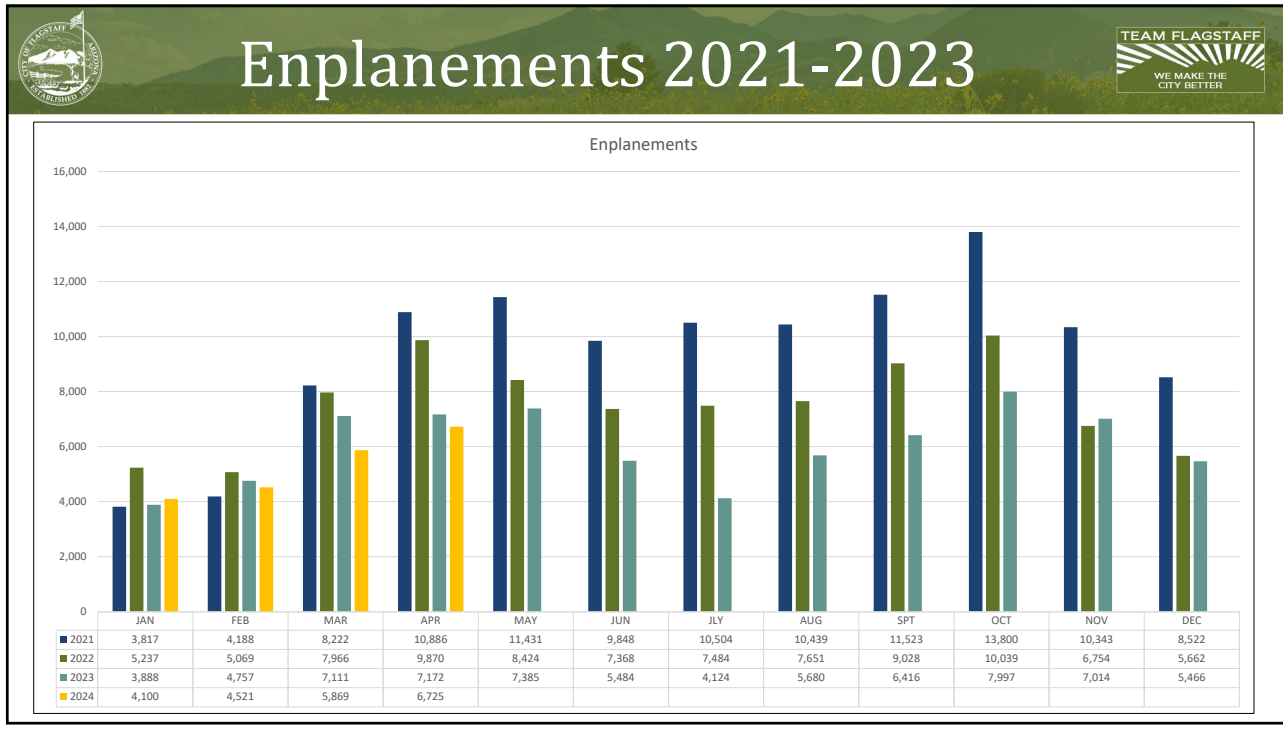


# STAFF REPORTS

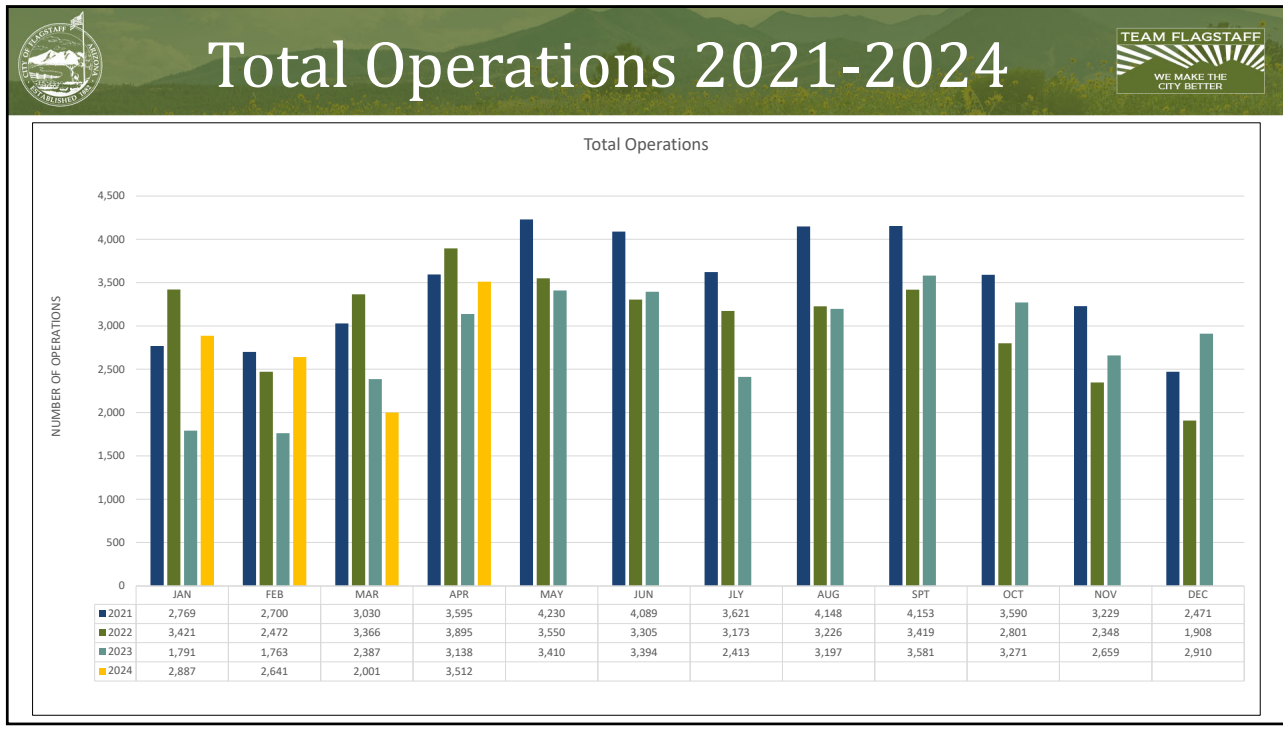
1. Enplanements
2. Total Operations
3. Parking Revenue



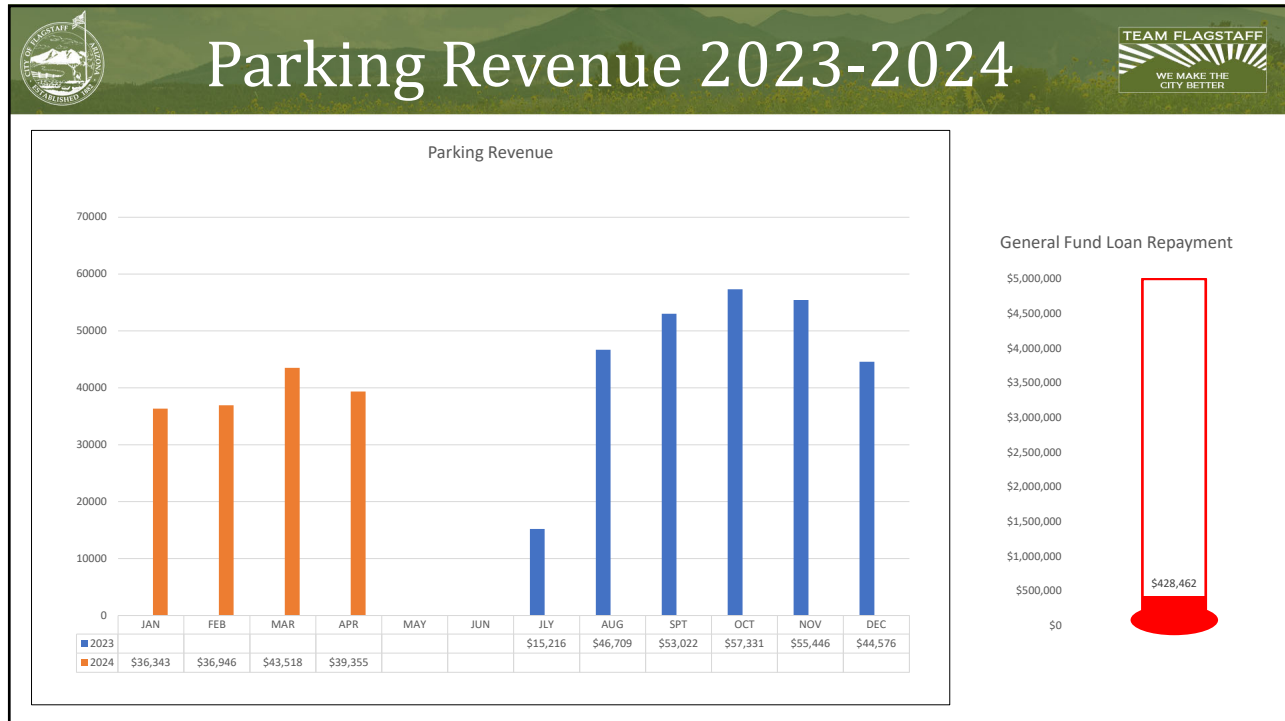
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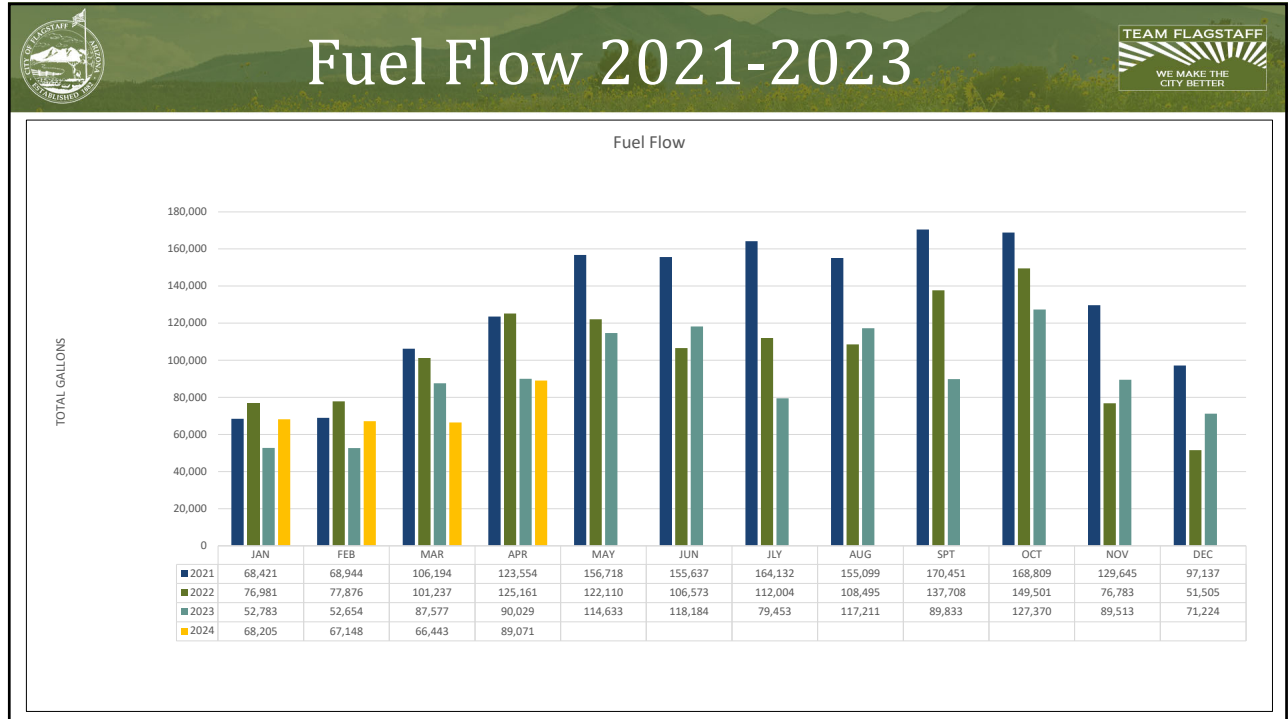
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# Fixed Base Operator Report

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

**TEAM FLAGSTAFF**  
WE MAKE THE CITY BETTER

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	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	✓	✓		
Phase 2 - Rental car ready-line parking lot and City employee parking lot	✓	✓		
Snow Removal Equipment Building (SREB)	✓	✓	✓	Solicitation has closed
<b>Terminal Fire Sprinkler Replacement</b>				
Phase 1 (Sprinkler line replacement)	✓	✓	✓	85%
Phase 2 (Terminal facility assessment)	✓	✓	✓	✓ 100% Complete
Phase 3 (Drywall repairs, Painting and beam conditioning)	✓	✓	✓	70%
<b>Terminal Lighting (indoor) repairs</b>	✓	✓	Materials have arrived	
<b>Terminal Flooring repairs</b>	✓	Hold		
<b>Hanger and ARFF roof repairs</b>		Hold		
<b>Café - Maintenance</b>	✓	✓		

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# Communication and Business Updates



## Save the Date

**Friday, May 24, 2024**  
**Airport Art Celebration Event**

Take a historic stroll along *The Coconino Scroll* with Arizona's Hip Historian Marshall Shore and learn about Flagstaff's newest public art installation!



*Transportation Provided*

**8:45 am: Meet at City Hall**  
**9 am: Depart City Hall • Tour Begins**  
**10:15 am: Return to City Hall**






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# Communication and Business Updates



- Air Service Attraction Update





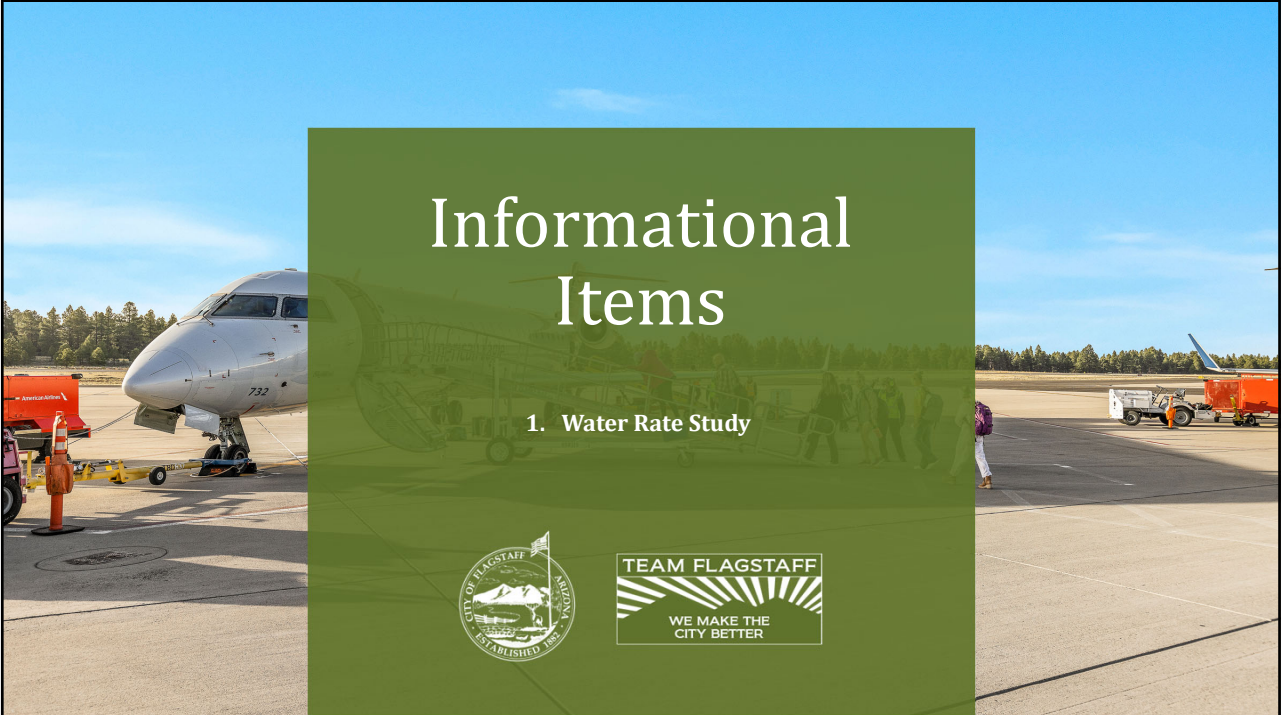










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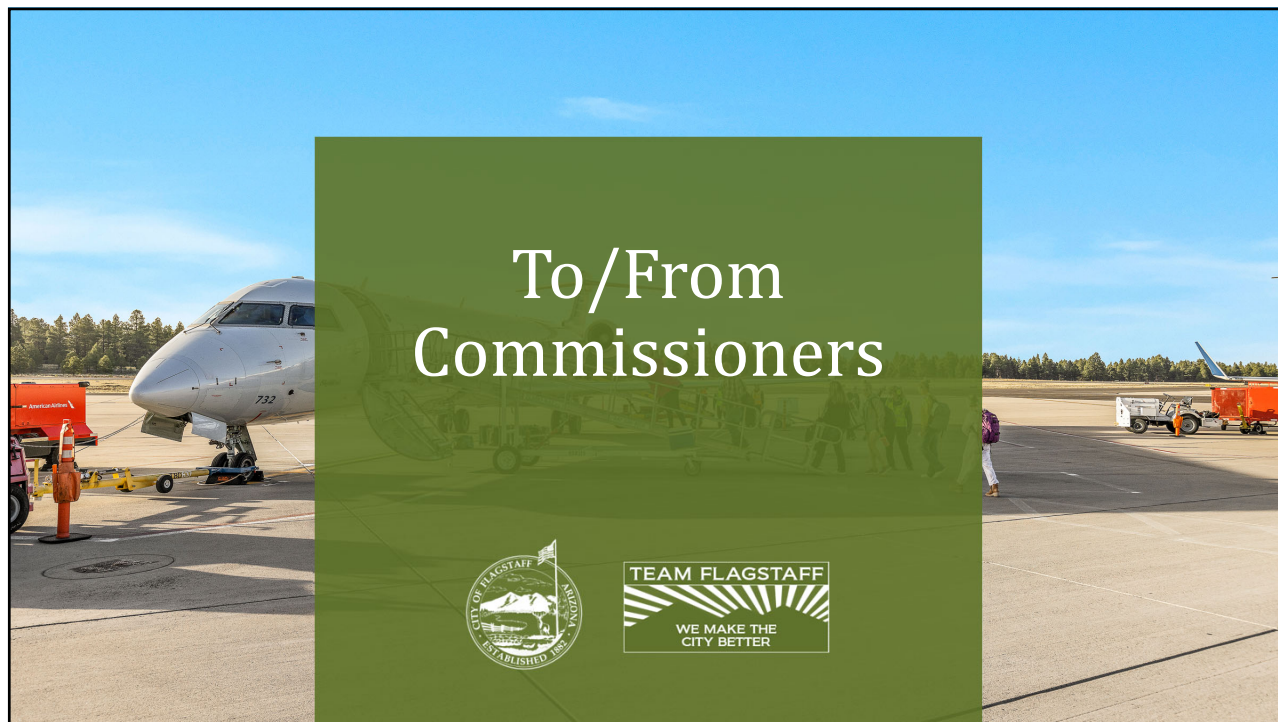
# Informational Items

1. Water Rate Study





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