

NOTICE AND AGENDA

AIRPORT COMMISSION
THURSDAY
9/12/2024

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**

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**

- A. BBB Renewal
- B. Airport Triennial Exercise Report

6. **TO-FROM AIRPORT COMMISSION MEMBERS**

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 in accordance with the statement filed by the Airport 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: 09/12/2024

SUBJECT: APPROVAL OF MINUTES

STAFF RECOMMENDED ACTION:

Recommended action: Review and approve minutes as submitted.

Executive Summary:

Attachments

June 2024 Minutes

June 2024 Presentation

DRAFT
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 t he Meeting Online](#)

1. **Call to Order: Meeting Called to order at 1:06 P.M.**

2. **Roll Call**

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

THOMAS WADDELL, CHAIR; Not Present
GAIL JACKSON, VICE CHAIR; Present
CAROL CURTIS; Not Present

ROBERT HANOVICH; Present
DAVID STEINER; Present
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, Adminstrative 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.

None

B. **ANNOUNCEMENTS**

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

None

C. **APPROVAL OF MINUTES**

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

Recommended action: Review and approve minutes as submitted.

Moved by Robert Hanovich, seconded by Kolby White

Vote: 5 - 0 - Unanimously

D. **CITY COUNCIL UPDATES**

None; Council Woman Harris was unavailable for this months meeting.

4. STAFF REPORTS

A. Airport Operation Updates

Our enplanements for May are starting to head in an upwards trend with 1,000 more than last month, as well higher than where we were last year.

Operations are also on an upward trend. We have seen favorable weather lately, which has likely contributed to the higher numbers.

Revenue was a little lower this month, but we believe that was due to the parking closure of the airport's terminal lot for maintenance work. During this time, the economy lot was the only one available and is \$2.00 cheaper than our terminal lot. If you calculate that about half the people would have likely parked in the terminal lot if it had been open, you can calculate that we would have been closer to a \$43,000 a month, making it one of the strongest months this year.

B. FBO Updates

- May fuel flow was down from 2023, so far Jan and February have been our strongest months.
- Military traffic has been light but consistent
- General aviation is heavier on the weekends with steady traffic from the flight schools down in the valley
- Wiseman Aviation received a visit from Keanu Reeves last month
- Wildland Forest Service and Fire Contractor personnel were stationed out at the airport
- The second WAI aircraft for Wiseman aviation was just brought back from the paint shop, the King Air is currently getting worked on
- Amelia, the shop cat, had 2 kittens!
- Airbus Helicopter is using Wiseman's facility for a "fly-off" event against Bell Helicopter July 13th-15th
- Sippin' with the Symphony will be held on August 31st
- Taste of Flagstaff for Victim Witness will be on September 21st
- Business is staffed and Wiseman is working on procurement and storage of fuel for use during fire season
- New aircraft parking layout has been implemented and seems to be working well.

C. Project and Grant Updates

- CARES funding projects have been wrapped up with a handful of punch list items that are still needed to be completed.
 - Perimeter Fence Maintenance Project was issued a substantial completion to the contractor (Fann Contracting). The project consisted of repairing damaged chain link fencing and barbed wire, retying the complete fence perimeter fabric (27,100 feet or 5.12 miles) to existing posts, repairing/replacing top rail, repair the latches on all gates, furnish and install gate signage, remove, replace damaged corrugated metal pipe (drainage) and blue gate replacement and removal. The blue gate was repaired and is operational.
 - Substantial completion has been issued to the contractor (Fann Contracting) for the Terminal Parking Lot Maintenance Projects Phases I and II. The terminal (southern portion), rental ready-line, and managers parking lots received strategic concrete replacement, asphalt patching, crack fill, seal coating and restriping along with perimeter fence tree incursion remediation. Final cleanup and closeout procedures have begun.
 - The contractor (Loven Contracting) has received formal notification of substantial

completion for the Fire Sprinkler Projects Phases I, II, and III. Final cleanup and closeout procedures has begun. The project consisted of replacing the existing fire suppression system, repairs to drywall (patching), fresh coating of paint, updated wayfinding signage, flooring maintenance in the cafe space and painting refresh.

- The contractor (Loven Contracting) has received formal notification of substantial completion for the Terminal Lighting Project. Final cleanup and closeout procedures has begun. Replacement of the large wall hanging lights were replaced with smaller, lighter and more efficient LED fixtures. Additionally, the large tube lighting fixtures and up lights were retrofitted with a LED fixtures.
- Terminal Maintenance Project was issued a substantial completion to the contractor (FCI). Final cleanup and closeout procedures has begun. This project consisted of maintenance of the three segments of flat roof segments, maintenance of the American and United office space, replacement of the four sets of entry doors (8 total) into the terminal, replaced heater and AC in the rental car offices, incorporation of a water bottle filling station on the concourse and complete exterior painting of the terminal.
- The contractor (Banicki Construction) has received formal notification of substantial completion for Airfield Maintenance Phase IV. Final cleanup and closeout procedures has begun. This project consisted of pavement marking refresh on both the commercial and GA aprons, replacement of the lights in the employee parking lot with Dark Sky approved fixtures, regrading, asphaltic stabilizer sealant and restriping of the employee lot.
- We are looking for funding sources for various other projects that were not able to be completed with CARES funds including: Terminal Flooring Repair/Replacement and the Hangar and ARFF Roof Repairs
- SREB Received five (5) statements of qualification for a CMAR, Construction Manager at risk, and is moving forward with negotiations with the highest scored organization.

D. Communication and Business Updates

Brian Gall and Claire Harper attended the 2024 Jumpstart Air Service Attraction Conference at the end of May and were able to sit down and meet with 6 airlines; Delta, American Airlines, United Airlines, Alaskan Airlines, Breeze, Southwest Airlines. The airport team put together an informational video to present to the airlines and got a lot of great feed back from the airlines, including some possible destinations including Southern California, Salt Lake City and Denver.

Some exciting news from American Airlines: they will be adding a seasonal service on Saturdays from October 2024 -- March 2025 to LAX!

Reminder to commissioners, attendance response is requested by noon the Tuesday prior to the meeting day and the hybrid option will only be available if we have 2 or more commissioners attending in person, otherwise the meeting will be moved to online.

5. INFORMATIONAL ITEMS/TO-FROM AIRPORT COMMISSION MEMBERS

Director Hansen requested that we add a time to discuss the BBB Tax Renewal.

6. ADJOURNMENT

MOTION: Commissioner Hanovich moved to adjourn the meeting. Commissioner White seconded the motion; the motion passed unanimously.



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CALL TO ORDER

COMMISSION MEMBERS:

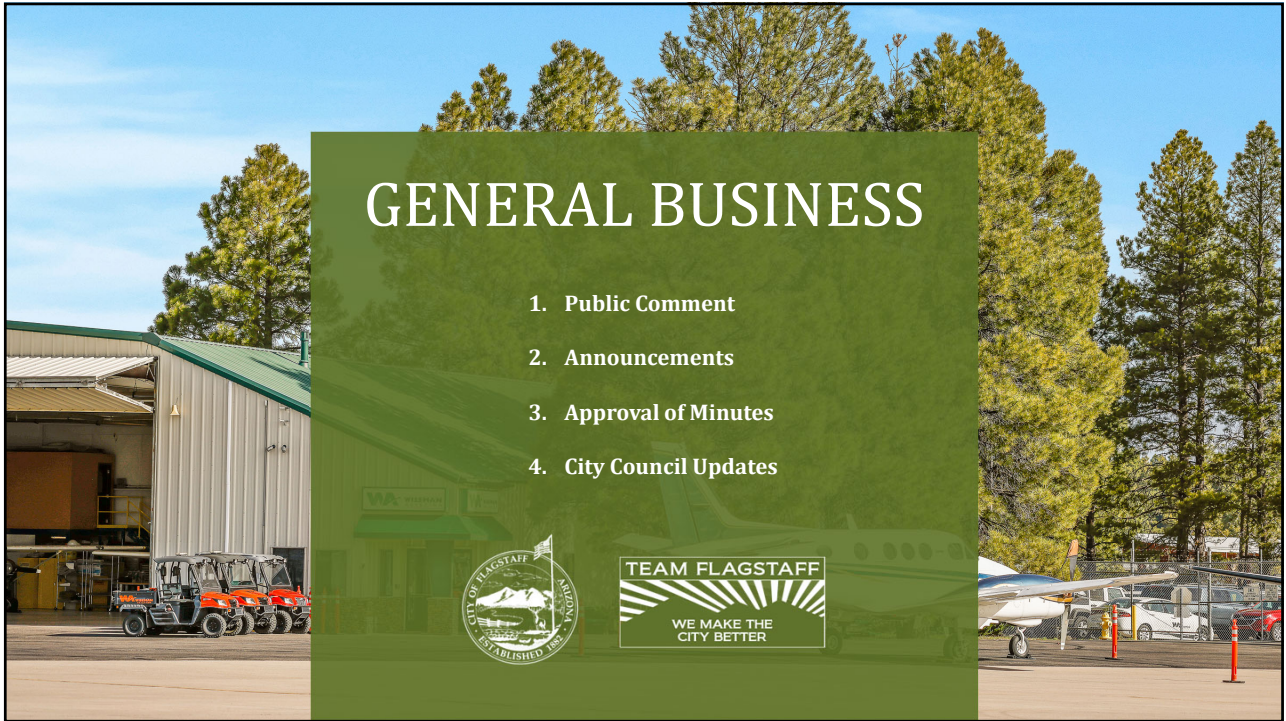
Thomas Waddell, Chair
 Gail Jackson , Vice Chair
 Carol Curtis
 Robert Hanovich
 David Steiner
 Kolby White

CITY STAFF:

Deborah Harris, Council Member
 Heidi Hansen, Economic Vitality Director
 Brian Gall, Airport Director
 Adam Miele, 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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A slide for a 'GENERAL BUSINESS' meeting. The background is a photograph of an airport hangar with several orange and white utility vehicles parked in front. A green semi-transparent box is centered over the image, containing the title and an agenda. At the bottom of the green box are the City of Flagstaff seal and the 'TEAM FLAGSTAFF' logo.

GENERAL BUSINESS

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



TEAM FLAGSTAFF
WE MAKE THE CITY BETTER

3



A slide for 'STAFF REPORTS'. The background is a photograph of an airport terminal building with mountains in the distance. A green semi-transparent box is centered over the image, containing the title and an agenda. At the bottom of the green box are the City of Flagstaff seal and the 'TEAM FLAGSTAFF' logo.

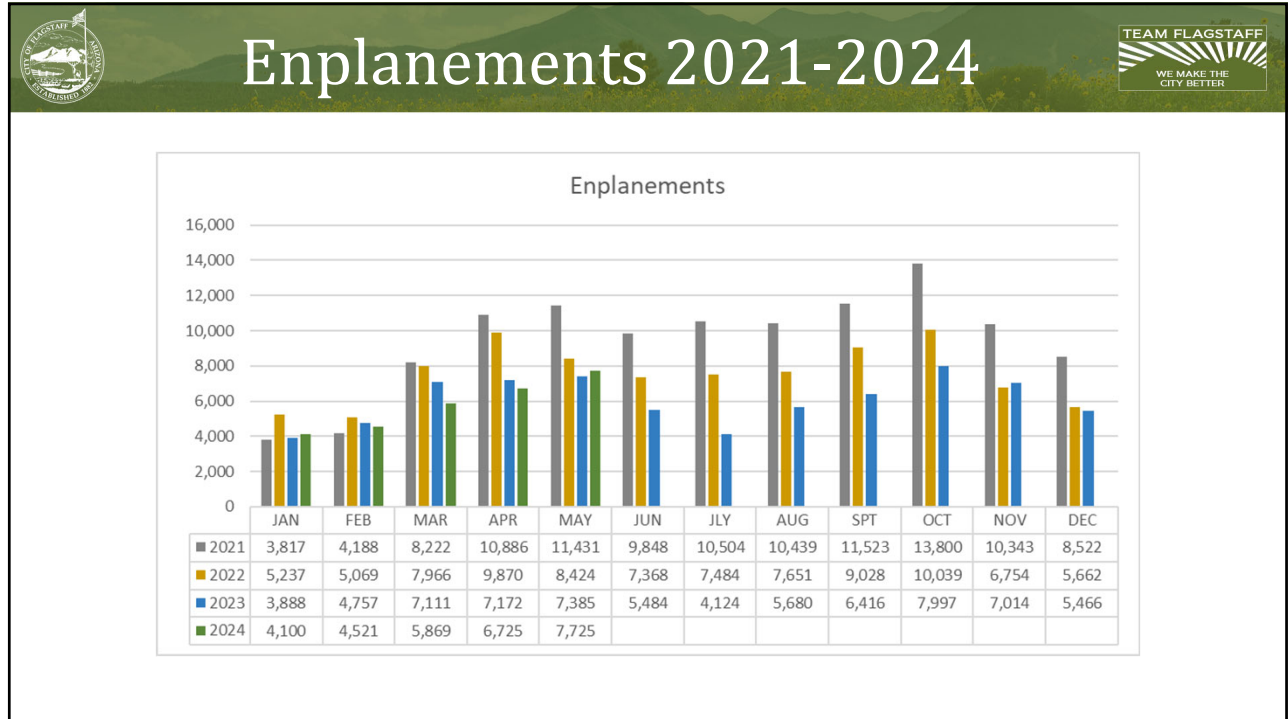
STAFF REPORTS

1. Enplanements
2. Total Operations
3. Parking Revenue

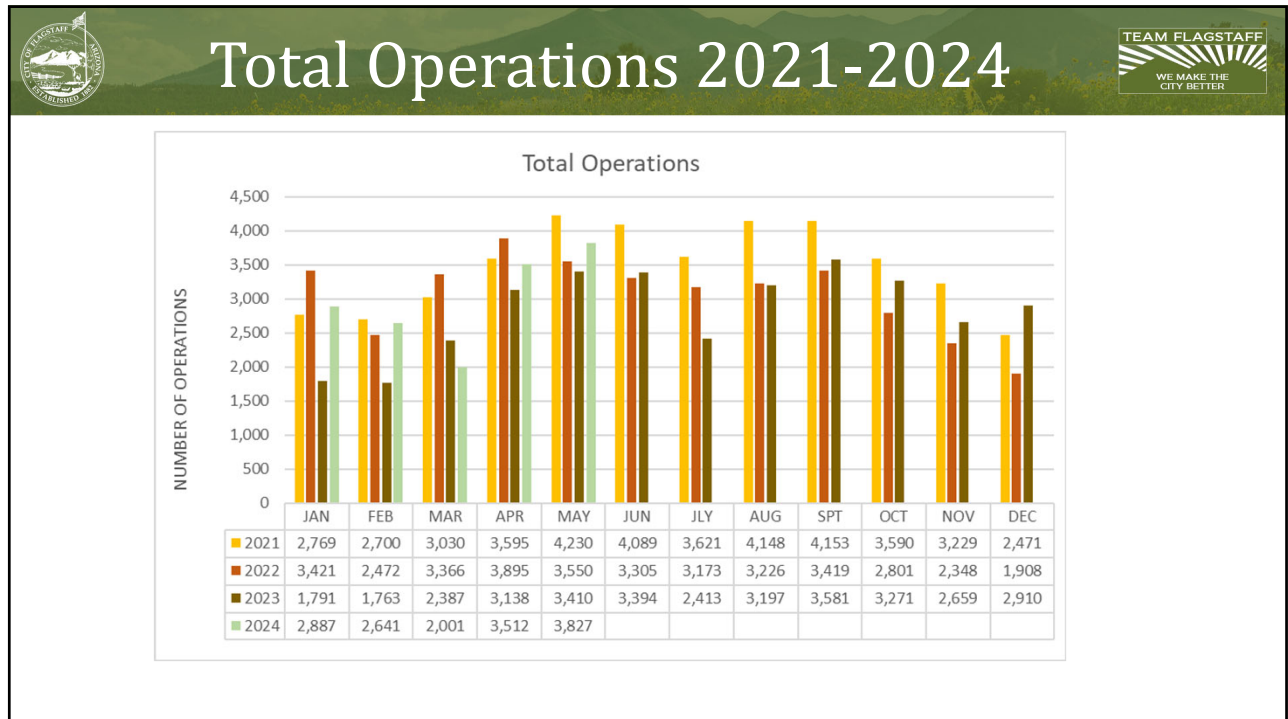


TEAM FLAGSTAFF
WE MAKE THE CITY BETTER

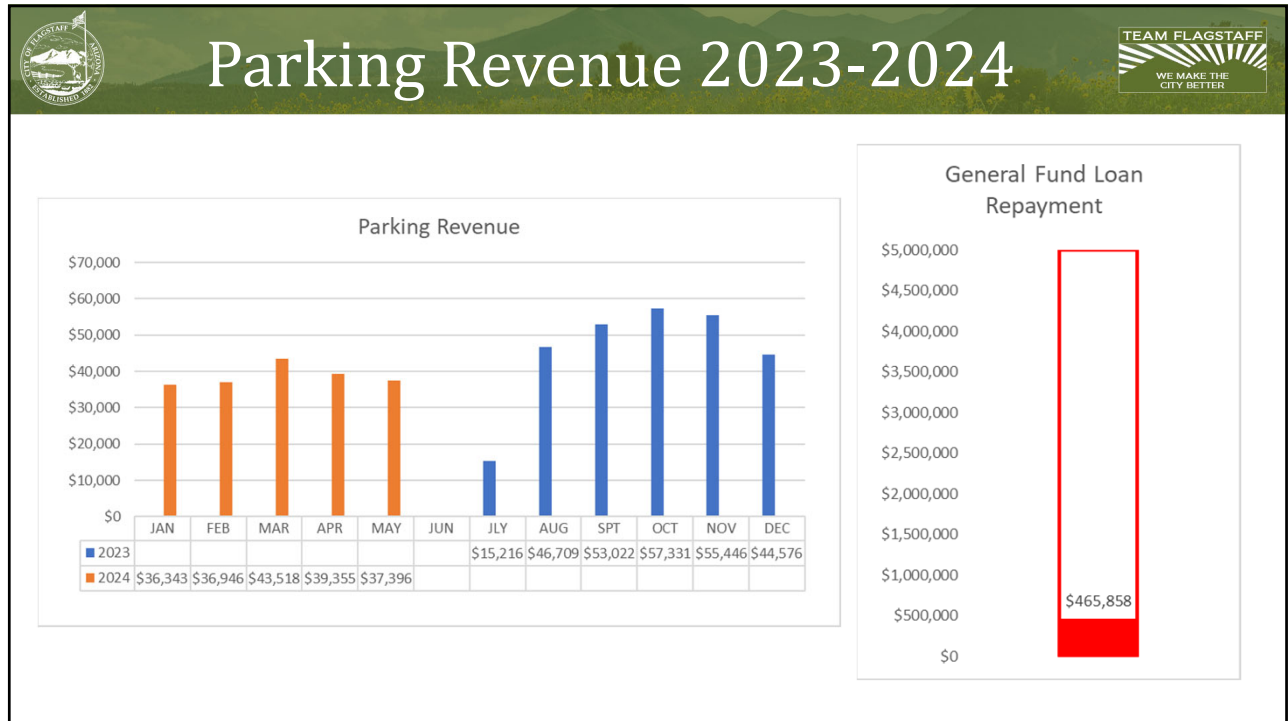
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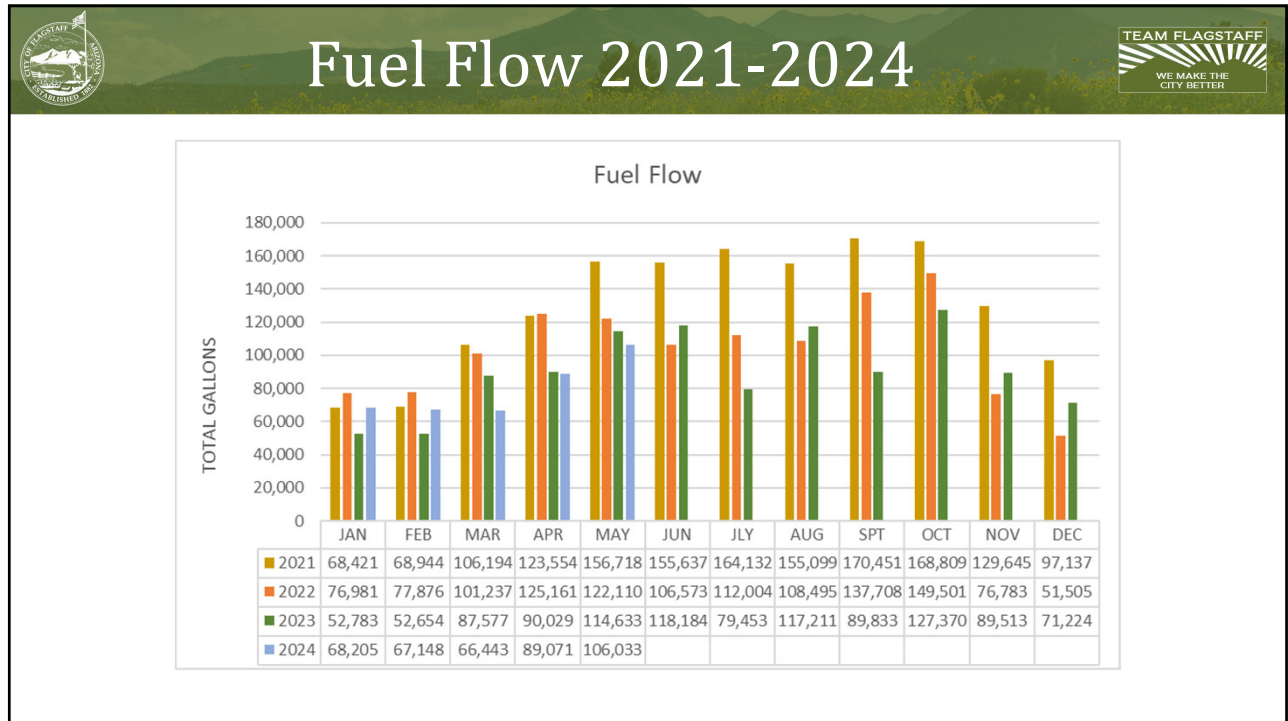


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Fixed Base Operator Report

FLYWISE.COM FLAGSTAFF ↔ WINSLOW ↔ GALLUP ↔ COTTONWOOD

8



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	Scoping/Contract Development	Design/Construction Started	Design/Construction Mid-Point	Design/Construction Completed
Airfield maintenance – Phase 4	✓	✓	✓	
Fence Repair, Maintenance and Animal Protection	✓	✓	✓	✓ Punch List
Terminal Maintenance – Phase 1	✓	✓	✓	✓ Punch List
Terminal Parking Lots Maintenance				
Phase 1 - Terminal parking lot	✓	✓		✓ Punch List
Phase 2 - Rental car ready-line parking lot and City employee parking lot	✓	✓		✓ Punch List
Snow Removal Equipment Building (SREB)	✓	✓	✓	Negotiations
Terminal Fire Sprinkler Replacement				
Phase 1 (Sprinkler line replacement)	✓	✓	✓	✓ Punch List
Phase 2 (Terminal facility assessment)	✓	✓	✓	✓ 100% Complete
Phase 3 (Drywall repairs, Painting and beam conditioning)	✓	✓	✓	✓ Punch List
Terminal Lighting (indoor) repairs	✓	✓	✓	✓ Punch List
Terminal Flooring repairs	✓	Hold		Deep Cleaned
Hanger and ARFF roof repairs		Hold		Looking for additional funding
Café - Maintenance	✓	✓	✓	✓ Punch List

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Airport Current Projects

Perimeter Fence Repair / Maintenance: \$ 520,792.30

- Substantial completion has been issued to the contractor (Fann Contracting). The project consisted of repairing damaged chain link fencing and barbed wire, retying the complete fence perimeter fabric (27,100 feet or 5.12 miles) to existing posts, repairing/replacing top rail, repair the latches on all gates, furnish and install gate signage, remove, replace damaged corrugated metal pipe (drainage) and blue gate replacement and removal. The blue gate was repaired and is operational.





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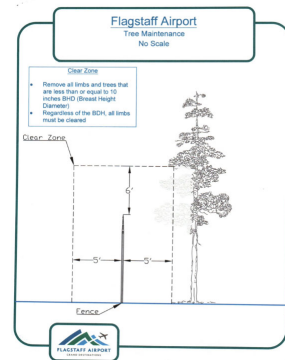


Airport Current Projects



Terminal parking lot maintenance phases 1 and 2: \$1,465,123.83

- Substantial completion has been issued to the contractor (Fann Contracting). The terminal (southern portion), rental ready-line, and managers parking lots received strategic concrete replacement, asphalt patching, crack fill, seal coating and restriping, & Perimeter fence tree incursion remediation. Final cleanup and closeout procedures has begun.



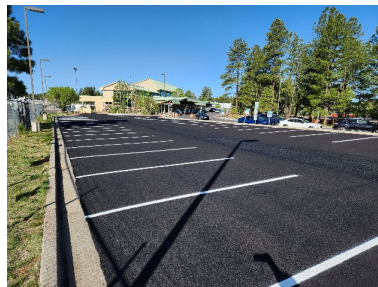
13



Airport Current Projects



Terminal parking lot maintenance phases 1 and 2: Continued



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Airport Current Projects



Terminal fire sprinkler project: \$1,969,425.18

- The contractor (Loven Contracting) has received formal notification of substantial completion. Final cleanup and closeout procedures has begun. The project consisted of replacing the existing fire suppression system, repairs to drywall (patching), fresh coating of paint, updated wayfinding signage, flooring maintenance in the café space and painting refresh.



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Airport Current Projects



Terminal fire sprinkler project: Continued



16



Airport Current Projects



Terminal indoor lighting: \$89,897.44

- The contractor (Loven Contracting) has received formal notification of substantial completion. Final cleanup and closeout procedures has begun. Replacement of the large wall hanging lights were replaced with smaller, lighter and more efficient LED fixtures. Additionally, the large tube lighting fixtures and up lights were retrofitted with a LED fixtures.



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Airport Current Projects



Terminal indoor lighting: Continued



18



Airport Current Projects



Terminal Maintenance project: \$808,502.61

- The contractor (FCI) has received formal notification of substantial completion. Final cleanup and closeout procedures has begun. This project consisted of maintenance of the three segments of flat roof segments, maintenance or the American and United office space, replacement of the four sets of entry doors (8 total) into the terminal, replaced heater and AC in the rental car offices, incorporation of a water bottle filling station on the concourse and complete exterior painting of the terminal.



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Airport Current Projects



Terminal Maintenance project: Continued



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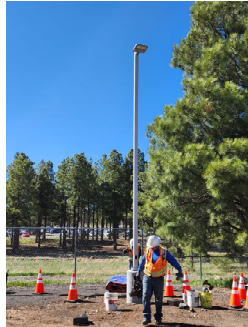


Airport Current Projects



Airfield Maintenance Phase 4: \$492,232.82

- The contractor (Banicki Construction) has received formal notification of substantial completion. Final cleanup and closeout procedures has begun. This project consisted of pavement marking refresh on both the commercial and GA aprons, replacement of the lights in the employee parking lot with Dark Sky approved fixtures, regrading, asphaltic stabilizer sealant and restriping of the employee lot.



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Airport Current Projects



Airfield Maintenance Phase 4: Continued



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Our next meeting will be

July 11th, 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!

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