

## NOTICE AND AGENDA

AIRPORT COMMISSION  
THURSDAY  
October 10, 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  
ROBERT CARPENTER  
ROBERT HANOVICH

ANDREW SHOUSE  
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

a. New Commission Member Introduction & Commission Guidelines

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: September 12, 2024

Staff Recommendation: Review and 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. FLG Air Traffic Control Tower

b. Airport Budget Overview

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 on \_\_\_\_\_, 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:** 10/10/2024

**SUBJECT:** Approval of Minutes: September 12, 2024

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**STAFF RECOMMENDED ACTION:**

Staff Recommendation: Review and approve the minutes as submitted.

**Executive Summary:**

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**Attachments**

September 2024 Minutes

September 2024 Presentation

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MINUTES

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 t he 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, 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.*

Airport Commission has one open seat and a second opening in October. We will be going to council later this month to get those seats appointed and are hopeful to have a full commission for our next meeting.

C. **APPROVAL OF MINUTES**

Recommended action: Review and approve minutes as submitted.

**Moved by Kolby White, seconded by David Steiner**

**Vote: 4 - 0 - Unanimously**

D. **CITY COUNCIL UPDATES**

Council member Harris was unavailable for this meeting and did not provide any updates.

#### 4. STAFF REPORTS

##### A. Airport Operation Updates

Enplanement numbers are starting to increase once more. Last year, at this time, the air carriers were having scheduling and staffing problems and had begun to reduce the number of flights. We will be seeing a greater increase in the coming months as America Airlines is increasing their number of daily flights to both Phoenix and Dallas-Fort Worth along with the new seasonal, weekly flight to LAX.

June and July had a major increase, the largest increase was in private or private charter aircraft on the ramp. Numbers normalized in August but expect another increase in September as it becomes friendlier to fly in terms of density altitude.

We finally have some comparisons to present to the commission, July unfortunately, is hard to compare as we only began collecting revenue about halfway through the month in 2023. But we can see August is still at roughly the same amount, which matches closely to our enplanements. We will be discussing rates in the near future as part of a larger discussion on airport revenue.

##### B. FBO Updates

Wiseman Aviation was unavailable for the meeting and did not provide any updates.

##### C. Project and Grant Updates

All of our CARES funding was spent! Throughout the last 4 years we identified key projects that met the grant requirements as well as using a large amount of the funding towards our operational expenses at the airport. Projects completed ranged from indoor upgrades to the terminal building, including vestibule door replacement and upgrades to our wayfinding signs, to outdoor items such as re-striping on the airfield and repairs to our hangars. One of our larger projects was our Fire Sprinkler Replacement Projects which is the first nitrogen-based system in any City facility. Completing these projects has helped us identify other items that need attention and as we move into the next budget cycle, we can hopefully start to tackle some of these one at a time.

Currently, we are working on big upgrades to our cafe space; the airport went out to bid twice on the space but unfortunately was not able to move forward with any of the bids. The hours of operations were a large concern for anyone operating in that space. Due to this, we have shifted gears and will be working with the CBV on turning that space into a visitor center with a storefront and a micro-market that will be available during all operational hours.

We are continuing our work on the Snow Removal Equipment Building (SREB) which will sit between the ARFF Station and Tower will be approximately 25, 000 square feet. It will have a maintenance bay for our equipment as well as house all the snow removal equipment which is currently stored in various areas around the airport.

##### D. Communication and Business Updates

Communications Manager, Claire Harper, is out at a conference this week, we will be bringing some updates on air service attraction next month. Claire has been working hard on putting together advertising for our new LAX route. We are currently running those advertisements both in local publications along with Mountain Lion buses, and we are working with our partners at American Airlines to make sure that that route is successful. Right now that flight is scheduled to be seasonal from October through March on Saturdays, but the more successful we can make it, the more likely we are to see it back.

## 5. INFORMATIONAL ITEMS

### A. BBB Renewal

Director of the CVB, Trace Ward, presented on the BBB Tax Renewal. The BBB is a 2% tax that is paid at every hotel/motel, campground, short-term rentals, and restaurant/bar in this city. Funds collected are currently allocated between P.R.O.S.E. 33%, tourism & visitor services 30%, Beautification 20%; Economic Development 9.5% and Arts and Science 7.55%. In an effort to approve the BBB tax renewal an info series was created that helps the public learn about the benefits of the BBB and you can find more information at [bbbrenewalflagstaff.com](http://bbbrenewalflagstaff.com).

The BBB is generally funded by visitors to the city and this funding goes towards a variety of programs including the building and maintenance of city parks; city events including the 4th of July and New Year's Eve programming, messaging, and decorations; economic growth for local businesses; efforts in natural environment conservation; and education of the community's culture and heritage. On average, the BBB saves the local citizens an approximate \$1,300 every year as the program supplements the local tax base.

### B. Airport Triennial Exercise Report

The airport recently held our mandatory full scale emergency response exercise. These exercises are required every three years for commercial service airports as part of FAA certification process. This particular one was the largest exercise that we're aware of in history of the Flagstaff Airport thanks to the CARES funding we received. We had 26 different participating organizations, including various fire departments, Northern Arizona Healthcare and Guardian Air Rescue, the Department of Public Safety and various non-governmental organizations, like Mountain Lion and the Southern Baptist Convention which practice mobilizing some of their disaster relief resources.

This exercise simulated an engine fire with at least 40 passengers being victims of the incident. The goal was to create a safe evacuation zone for the passengers and simulate the responses of the aid agencies that would respond to a call of this nature and allow us to experience the response in real time. This is the first time we've actually gone all the way through taking some passengers to the hospital to simulate how the hospital would deal with an influx of patients.

The airport successfully managed to stay open. Our goal was not to disrupt our tenants or passengers in their normal business. There will still be a follow-up with the various organizations so that we can discuss the event and analyze the positives and identify any items that we will need to correct in case of a real emergency of this nature. Following the reports, the airport can use this data to update our airport emergency plan, which is a comprehensive document that talks about all types of incidents that could impact the airport.

## 6. TO-FROM AIRPORT COMMISSION MEMBERS

A few topics of discussion were brought up by both our commissioners as well as staff, these include:

- A look at the airports budget for the next FY 2026
- A discussion on density altitude and the way it affects the aircrafts that are used in our commercial service
- Air traffic control tower is under new management, an introduction to who they are and what they do

7. **ADJOURNMENT**

**Moved by Kolby White; Seconded by David Steiner**  
**Vote: 4-0 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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**GENERAL BUSINESS**

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



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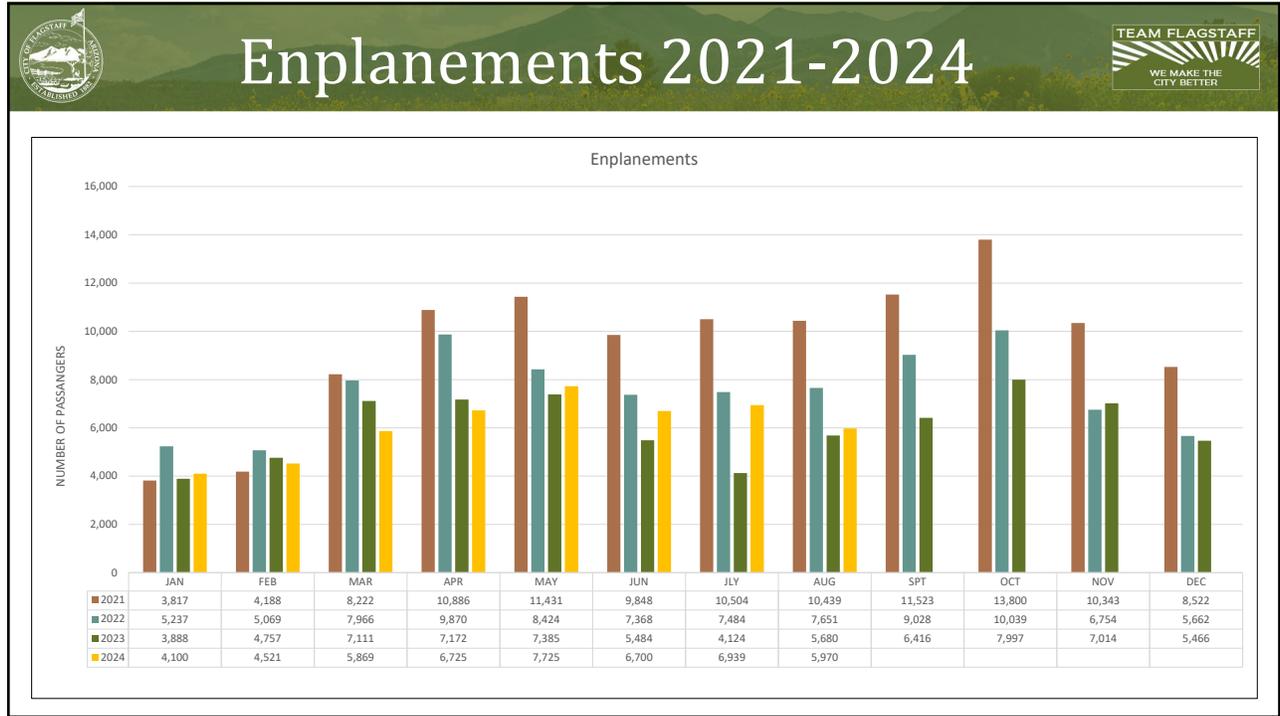


**Airport Operation Updates**

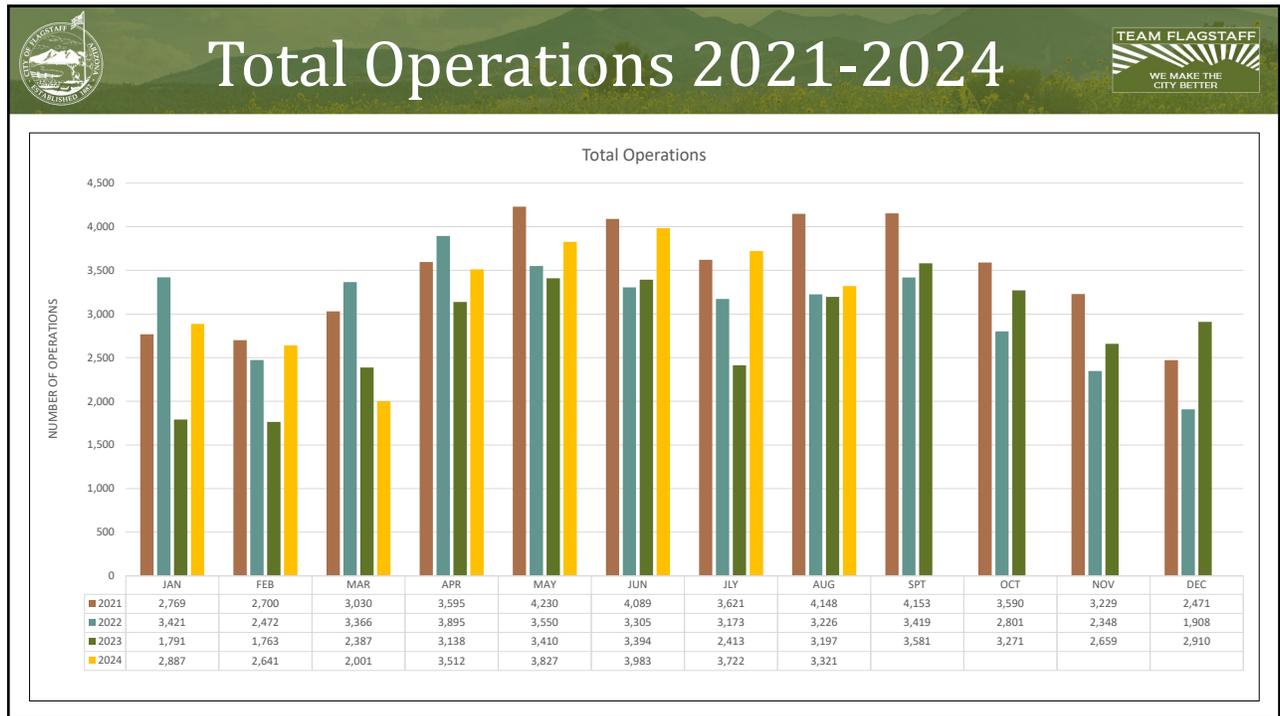
1. Enplanements
2. Total Operations
3. Parking Revenue



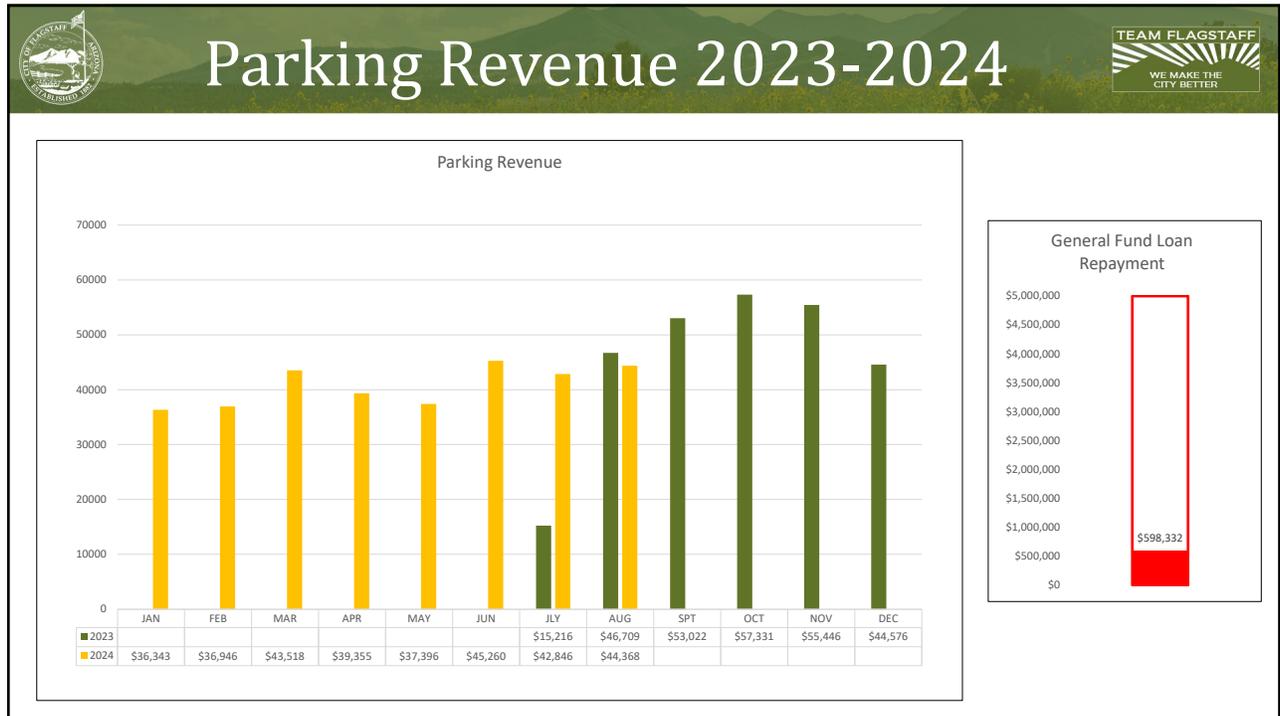
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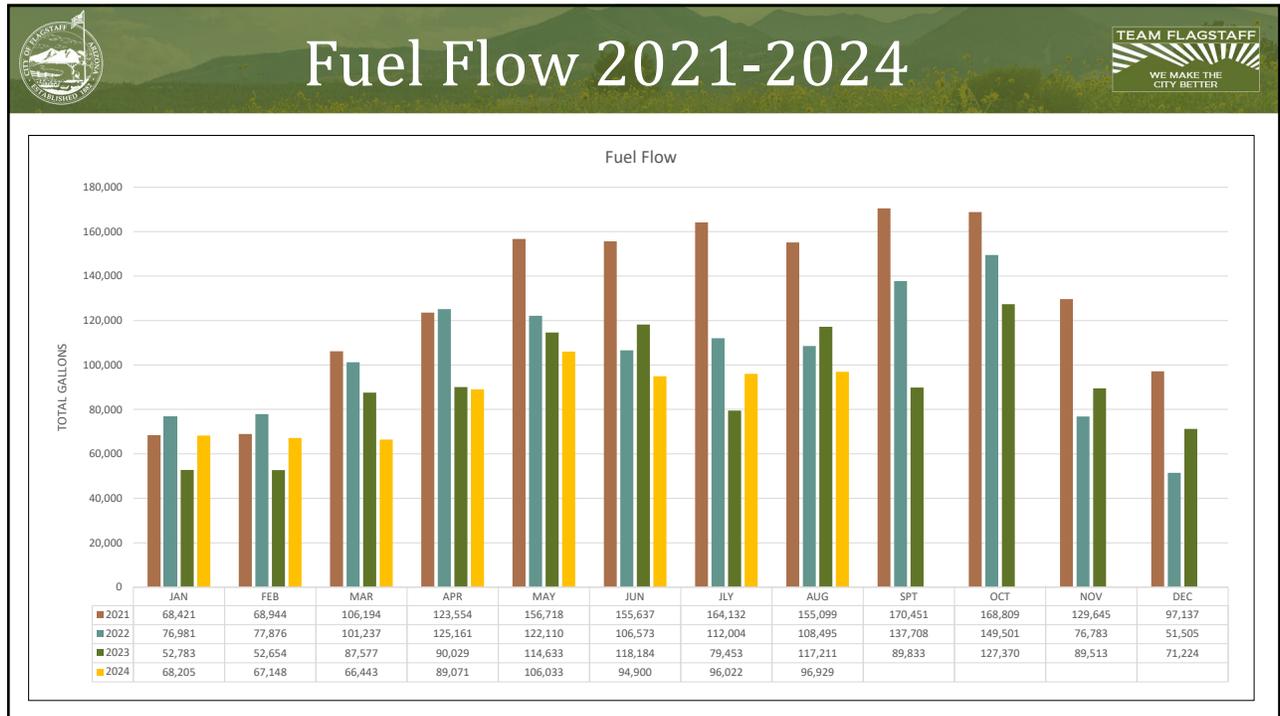


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## Fixed Base Operator Report

FLYWISE.COM    FLAGSTAFF ↔ WINSLOW ↔ GALLUP ↔ COTTONWOOD

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# Airport CARES Projects



- **Perimeter Fence Repair / Maintenance:**
- **Terminal parking lot maintenance phases 1 and 2:**
- **Terminal fire sprinkler project:**
- **Terminal indoor lighting:**
- **Terminal Maintenance project:**
- **Airfield Maintenance Phase 4:**

Conclusion:

- All of the \$18.1M CARES funding was expended!

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# Airport CARES Projects









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# Airport Projects



- **Café update:**
- **Snow Removal Equipment Building:**

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## Communication & Business Updates



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# Communication and Business Updates






## FLY NONSTOP TO LAX

LOS ANGELES INTERNATIONAL AIRPORT

WEEKLY SEASONAL SERVICE ON SATURDAYS  
OCTOBER 2024 - MARCH 2025

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# BBB Renewal




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# Airport Triennial Exercise



**Full-Scale Emergency Response Exercise:**

- Held every 3 years, usually in September
- Largest exercise in FLG history
- Planning consultant, EM Partners
- 26 participating organizations




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# Airport Triennial Exercise



## Next Steps:

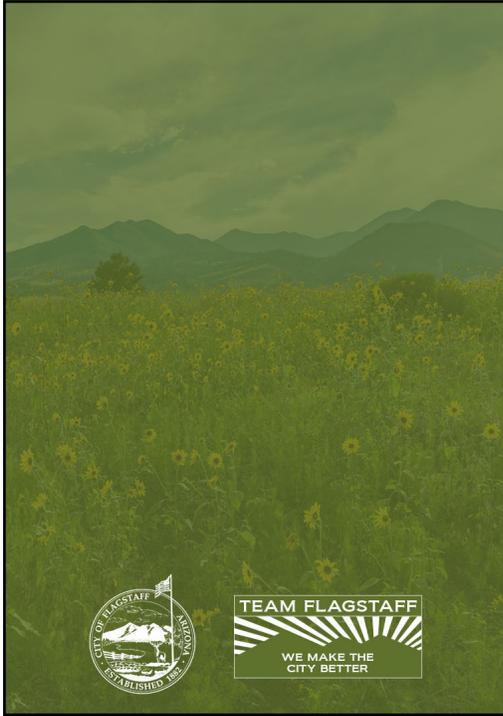
- Controller/Evaluator Debrief
- After-Action Report
- Airport Emergency Plan Update
- Changes to Policies/Procedures



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Our next meeting will be

**October 10<sup>th</sup>, 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!**