

# MEETING CANCELED

Meeting canceled due to a lack of quorum.

## NOTICE AND AGENDA

AIRPORT COMMISSION  
THURSDAY  
APRIL 9, 2026

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  
NICHOLAS BARRAZA  
ROBERT CARPENTER

ROBERT HANOVICH  
ANDREW SHOUSE  
CHRIS SPELKE  
KOLBY WHITE

City Staff: Lori Matthews, 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

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. Airport Requirements for Cranes and Other Structures

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 \_\_\_\_\_, at \_\_\_\_\_ a.m./p.m in accordance with the statement filed by the Airport Commission with the City Clerk.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
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:** 04/09/2026

**SUBJECT:** Approval of Minutes

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**STAFF RECOMMENDED ACTION:**

Approve the minutes as submitted.

**Executive Summary:**

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**Attachments**

February 2026 Draft Minutes--9-----

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# DRAFT

## MINUTES

AIRPORT COMMISSION  
THURSDAY  
FEBRUARY 12, 2026

FLAGSTAFF AIRPORT  
6200 S. PULLIAM DRIVE  
VIRTUAL ONLY

To participate in the meeting click the following link

[Join the Meeting Online](#)

### 1. CALL TO ORDER

Meeting called to order by Chair Waddell at 1:05 PM

### 2. ROLL CALL

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

THOMAS WADDELL, CHAIR, Present  
NICHOLAS BARRAZA, Not Present  
ROBERT CARPENTER, Not Present

ROBERT HANOVICH, Present  
ANDREW SHOUSE, Present; Late at 1:13 PM  
CHRIS SPELKE, Present  
KOLBY WHITE, Present

City Staff: Lori Matthews, 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.*

None

#### B. Announcements

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

None

#### C. Approval of Minutes

Staff recommends approval of the minutes as submitted.

Minutes were approved as submitted.

**Moved by** Chris Spelke, **seconded by** Robert Hanovich

**Vote:** 5 - 0 - Unanimously

#### D. City Council Updates

Council Member Lori Mattews presented that the City is moving forward with plans for a healing center that will provide medically assisted detoxification and continued care services. The goal is to help reduce overcrowding in emergency rooms and ease the burden on law enforcement related to individuals experiencing homelessness.

Two related bills are currently progressing through the Senate and the House. The Senate committee has already approved the legislation, and it is now awaiting action in the House. If approved, the City hopes to have a temporary facility in place by the end of the year.

### 4. STAFF REPORTS

#### A. Airport Operation Updates

Updates will cover December 2025 and January 2026 numbers since we did not hold a meeting last month.

**Enplanements:** January enplanements totaled just over 5,000 passengers, representing a strong start to the year with a 12% increase over January 2025. Notably, this growth occurred despite a reduction in scheduled flights and is leading American Airlines to adjust its schedule to improve load factors. Calendar year 2025 concluded with 81,378 total enplanements, a 5% increase over 2024 and the airport's fourth-highest year on record. Importantly, 2025 marked the busiest year achieved by a single commercial carrier, with only three prior years surpassing this total during the period when both American and United provided service from 2019-2022, excluding the COVID-19 impacted year.

**Total Operations:** January's aircraft operations increased 15.8% compared to January 2025, reaching just under 3,000 operations for the month. 2025's total operations exceeded 44,000, reflecting nearly a 12% increase over 2024 and marking the highest year of operations since 2018. Although, historical data has shown over 50,000 annual operations in the early 2000s, recent performance places 2025 among the strongest years in the past decade.

**Parking Revenue:** Airport parking revenue increased 2.4% in January, aligning with the upward trend in passenger activity. For 2025, total parking revenue reached \$572,668, representing a 10.8% increase over 2024. Notably, the increase in parking revenue was higher than the growth rate of enplanements. This variance may reflect operational improvements to the parking system that have reduced equipment malfunctions and revenue leakage, thereby improving overall efficiency of the system.

**Fuel Flow:** Fuel flow was down 1.9% in January compared to 2025. Wiseman finished 2025 with an increase of 18.2% over 2024 for fuel flow, indicating a strong year. Generally, annual fuel sales correspond with our total aircraft operations, as many arriving and departing aircrafts purchase fuel on site.

#### B. FBO Updates

Wiseman's FBO highlights:

- Wiseman reported that 2025 was a record year for hosted events; however, the volume of events had an impact on daily operations. Management is currently evaluating event requests and

anticipates limiting participation to approximately one event per quarter, prioritizing community-focused and apolitical activities.

- It was also noted that Allegiant has acquired Sun Country, both of which have previously supported charter operations at the Airport. Staff is monitoring the merger for potential impacts to aircraft types and charter logistics, particularly in anticipation of an active football charter season with the expanded Big Sky conference schedule.
- Wiseman participated in the Canyon Cooler Runnings for a third year. Providing an epic wipeout in front of everybody, thankfully with no one getting hurt and winning Best Looking Sled.
- Recent operational enhancements include the acquisition of several key pieces of ground support equipment: a 5,000-gallon refueler, a 400 MHz AC/DC start cart, a remote light tower, and an industrial 10x20 screening tent. These additions improve efficiency and safety during charter operations, particularly during inclement weather and high-traffic events.
- Fuel prices experienced increases in December and January but have since begun trending downward. Fuel supply in Arizona remains a concern due to California refinery closures. However, suppliers are exploring an expanded pipeline access from the Gulf Coast region to improve long-term availability and pricing stability.
- Military traffic continues to provide steady activity, including a variety of aircrafts such as C-17, KC-130, Ospreys, Blackhawks, and a Chinook, among other military aircraft operations. Camp Navajo contacted Wiseman about an upcoming exercise requiring fuel support for potential high-altitude helicopter testing. We are waiting for further details. Wiseman also participated in a memorial procession by providing and hoisting the ceremonial flag at the overpass for the death of a DPS pilot.
- While overall January activity felt slower on the ramp, general aviation activity remains consistent for the season with lighter volume than the peak summer months.

Chair Waddell asked whether fuel supply could become a concern.

Orville responded that fuel supply is currently stable, though operations are not yet in peak season. During the summer, fuel usage can rise significantly, sometimes requiring two to three truckloads per day between the two airports. Fuel must be transported by truck from California, which increases costs. Supply logistics can also be complicated by fluctuating fire-related flight activity, which affects fuel storage needs. Wiseman typically orders fuel three or more days in advance and aims to maintain a three-day reserve. There are plans to install additional fuel tanks to strengthen supply reliability.

## C. Project and Grant Updates

### **TSA Storefront Project:**

The TSA Screening Storefront project was completed ahead of schedule, with construction finalized in approximately two and a half weeks versus the anticipated one-month duration. The new storefront system is now fully operational with minor punch list items remaining. Infrastructure was installed to accommodate badge readers at both doors; however, the initial quote for full installation exceeded the available budget. Staff has requested a revised proposal from the contractor for the badge reader installation currently for just the man-door, consistent with the Airport's goal of transitioning away from keyed access in favor of badge-controlled entry to enhance security and accountability. Feedback from TSA personnel has been very positive regarding the upgraded space.

### **Snow Removal Equipment Building (SREB) Project:**

The FAA is currently reviewing the Airport's application for discretionary funding for the SREB project, with a determination anticipated by the end of March. Feedback from the Airport District Office (ADO) has been favorable.

As previously discussed, the project underwent "right-sizing" to reduce square footage and associated earthwork costs to better align with funding opportunities. Due to the scope reduction, the design team was required to substantially revise prior work and return the plans to a true 60% design package. A negotiated change order--approved by the City's Change Order Committee--includes redesign services, construction phase services, and a contract extension of 1,876 days to cover completion of design and construction administration. The extension is necessary as the original 2020 contract has

reached its allowable amendments. We plan to bring revised design changes and construction phase services to Council tentatively on March 17<sup>th</sup>. FAA representatives have expressed strong support of this change order. Associated costs are expected to be covered through the anticipated discretionary grant funding.

Staff continue to hold regular coordination meetings and are advancing the project toward completion of the 60% plans, with the goal of proceeding to grading and construction upon funding confirmation.

#### D. Communication and Business Updates

Airport Director Gall reported that, following ongoing discussions with American Airlines, the airline will upgrade its seasonal Dallas service from a 65-seat regional jet to a 128-seat Airbus A319 beginning May 21, 2026, through October 31, 2026. This marks the first time a mainline aircraft will serve Flagstaff, effectively doubling summer seat capacity on the Dallas route. The larger aircraft will also allow for improved scheduling flexibility, addressing historical operational limitations caused by high density altitude during summer months. A coordinated public announcement and marketing campaign is being prepared in partnership with American Airlines to promote the seasonal service and encourage strong passenger demand, with the goal of supporting its return in future years.

Commissioner Spelke inquired whether the introduction of a larger mainline aircraft could encourage other airlines to consider similar service to Flagstaff.

Director Gall agreed that the upgraded service demonstrates strong community demand and sends a positive signal to other carriers. American Airlines' decision reflects confidence in the market and the region's ability to support increased capacity. The A319 represents the largest aircraft size that the current terminal infrastructure can accommodate due to TSA checkpoint and hold room constraints. Staff further noted that fleet availability varies among airlines, with some carriers retiring similar aircraft types and only having larger A320 and A321's. The introduction of mainline service strengthens the airport's position in ongoing air service development discussions, including outreach efforts currently underway at industry conferences.

### 5. INFORMATIONAL ITEMS

#### A. Public Safety Citizen Committee Update

Director Gall provided an overview of the City of Flagstaff's Public Safety Citizen Committee, which was established by City Council to evaluate public safety needs and consider potential funding mechanisms. The committee, comprised of more than 20 community members, will ultimately make recommendations to Council regarding a possible ballot measure. Several city divisions have submitted funding requests, including the Airport's Aircraft Rescue and Firefighting (ARFF), Flagstaff Fire Department, Flagstaff Police Department, Wildland Fire, and Emergency Management. Presentation materials and recorded meetings are publicly available on the City's website.

The Airport's presentation to the committee covered the Airport Budget, including revenue and its operational and maintenance budgets. While current revenues match the airport's operations and maintenance budget, this balance is dependent on General Fund and Tourism Fund contributions. Because General Fund support fluctuates annually based on tax revenues and other economic factors, it is not a guaranteed or stable long-term solution. The Airport's main goal is to transition to a fully self-sustaining enterprise fund and become financially independent of General Fund subsidies.

The Airport is requesting funding to support recent service increases that currently lack a stable funding source. These include transitioning to 24/7 Index B ARFF coverage, adding personnel, and aligning pay scales with the Flagstaff Fire Department. Additional staffing, position reclassifications, and equipment are necessary to meet industry standards and support the long-term goal of integrating ARFF with the Flagstaff Fire Department. This merger would allow the fire department to focus exclusively on aircraft rescue and firefighting responsibilities while the Airport establishes a separate, dedicated airport operations team responsible solely for airfield operational duties. *Currently, the*

*combined responsibilities* of both emergency response and airfield maintenance functions under one team presents operational challenges. Establishing two distinct teams would improve efficiency, ensure consistent 24/7 emergency coverage, and enhance overall operational effectiveness. The total year-one funding request for ARFF is approximately \$1.3 million. While some costs are expected to decrease in future years, an additional \$448,000 would be required to meet the Fire Department's safe staffing standards.

On the law enforcement side, the Airport currently funds 100% of terminal police staffing after the expiration of a former Department of Homeland Security grant. The Airport's request includes ongoing police staffing and the addition of civilian police aides, and upfront costs for vehicles and equipment, totaling approximately \$657,000 in year one, with reduced costs in subsequent years.

The committee will review all departmental requests alongside 10-year financial projections prepared by the City's Finance team before making recommendations to Council regarding potential funding options.

## **6. TO/FROM AIRPORT COMMISSION MEMBERS**

Commissioner White inquired about the Airport's current cost per passenger, and whether that information could be used to justify expansion of the terminal holding area.

Staff explained that the Airport has not traditionally calculated a cost-per-passenger because commercial passengers represent only one segment of total airport users. Airport operating costs also support air cargo, transient aircraft, charter activity, and general aviation, etc., making a direct one-to-one cost allocation challenging. From a revenue perspective, however, passenger activity is closely tied to the Airport's top revenue sources, rental cars and parking, which are directly influenced by commercial enplanements.

Regarding terminal expansion, staff noted that federal funding opportunities for terminal projects are limited, as the FAA prioritizes runway, taxiway, and airfield safety projects. The Airport's annual federal entitlement funding would require multiple years of accumulation to support a terminal expansion, similar to the Snow Removal Equipment Building project, and timelines for banking funds are constrained. Staff also referenced the Arizona Department of Transportation's economic impact study, which demonstrates the Airport's overall positive economic contribution to the community. While a specific cost-per-passenger analysis has not yet been developed, staff indicated willingness to explore that calculation and report back at a future meeting. Additionally, terminal expansion has now been formally included on the Airport's list of unfunded priorities submitted during the City's budget process to elevate awareness with City leadership and Council.

## **7. ADJOURNMENT**

**Moved by** Kolby White, **seconded by** Chris Spelke

**Vote:** 5 - 0 - Unanimously