

NOTICE AND AGENDA

AIRPORT COMMISSION
THURSDAY
JULY 9, 2026

FLAGSTAFF AIRPORT
6200 S. PULLIAM DRIVE
VIRTUAL ONLY
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.** Pocket Fire Airport Operations Update

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: 07/09/2026

SUBJECT: Approval of Minutes

STAFF RECOMMENDED ACTION:

Approve the minutes as submitted.

Executive Summary:

Attachments

May Minutes

DRAFT

Minutes

AIRPORT COMMISSION
THURSDAY
MAY 14, 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

Meeting called to order at 13:01 by Chair Waddell.

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, Present

ROBERT HANOVICH, Not Present
ANDREW SHOUSE, Present
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

Approve the minutes as submitted.

Moved by Andrew Shouse, **seconded by** Kolby White

Vote: 5 - 0 - Unanimously

D. City Council Updates

Council member Matthews reported on a recent trip to Washington, D.C. with City officials to discuss federal funding opportunities, including support for the City's Snow Removal Building and airport projects. Discussions also included efforts to attract additional airline service to Flagstaff.

Council member Matthews encouraged residents to participate in the upcoming election on the Flagstaff Regional Plan and noted that informational resources are available to help residents understand the proposal.

She provided an update on the Public Safety Citizen Committee, which is expected to present recommendations to Council in the coming weeks. Potential funding options under consideration include a sales tax increase and property tax adjustments to support current and future public safety needs, including police, fire, airport operations, and planned infrastructure projects such as a new fire station. Any proposed tax or bond measures would need Council approval for placement on the November ballot.

Chair Waddell asked if airport funds come from the General Fund

Council member Matthews explained that the airport operates as an enterprise fund but currently receives General Fund support to offset budgetary deficits. Airport staff continue to pursue opportunities to increase airport revenue through expansion projects and additional commercial air service.

Commissioner Spelke asked whether the ballot submission deadline applied to both mailed ballots and drop boxes.

Council member Matthews stated that while she was not certain, her understanding was that drop boxes would remain available through Election Day.

Commissioner Shouse asked whether recent increases in property tax assessments were being considered in discussions regarding additional funding measures.

Council member Matthews explained that the City has not increased its property tax rate in approximately ten years and noted that a proposal under consideration would shift existing tax capacity without increasing the overall tax burden. Shouse shared concerns regarding significant increases in assessed property values reported by residents. Matthews indicated that assessment increases may be related to County assessment practices rather than City tax rates and stated she would look into the matter further.

4. STAFF REPORTS

A. Airport Operation Updates

Airport Director Brian Gall provided an update on airport activity and performance metrics.

Enplanements continue to show strong growth, April 2026 enplanements increased 8% compared to April 2025, totaling 8,145 enplanements. First quarter enplanements were up 3.6% over the same period in 2025 despite a slight reduction in available airline seats resulting from schedule adjustments by American Airlines. Gall noted that the increase demonstrates continued strong passenger demand.

Aircraft operations, which count all takeoffs and landings, decreased 21.8% in April compared to the previous year which seems to be the trend as February and March also experienced similar declines. Gall noted that factors such as fuel prices and weather conditions may be contributing to the reduction in general aviation activity, although spring weather conditions were generally

favorable outside of higher wind that can cause issues for general aviation.

Parking revenue for the terminal and economy lots increased 9.9% in April and was up 3.4% during the first quarter compared to 2025. Gall reported that the increase was primarily driven by higher passenger traffic, as we can see both enplanements and parking revenue tracking similarly, although some new fees such as our Lost Ticket fee may also contribute to that. Council did approve a parking rate increase as well, although that has not yet taken effect.

Fuel sales also showed significant growth despite lower operations numbers. April fuel flow increased 11.5% over April 2025, while first-quarter fuel flow was up 11.1% compared to the same period last year. Gall stated that the increase in fuel sales may reflect a shift toward larger aircrafts that consume greater volumes of fuel.

B. FBO Updates

Wiseman Aviation provided an update on airport operations, business activity, and ongoing projects.

Wiseman reported expectations for a wetter weather pattern, including improved monsoon activity and winter snowfall conditions, which could benefit regional wildfire conditions. The Winslow tanker base opened early due to dry conditions and increased fire preparedness.

The FBO continues to receive requests for community events at its hangar facility but has limited additional events due to operational demands during the busy summer season and potential wildfire response activities. However, Coconino High School successfully held its third prom at the hangar without incident this year.

Staff recently implemented new aircraft tracking software to improve operational data collection, including aircraft movements, parking activity, and their durations, along with tracking refuelers.

Wiseman also reported that the FBO is transitioning to a new point-of-sale software system after being notified that its current provider will discontinue support later this year. They have about two (2) months to find a new vendor and convert their data into a new program.

Business activity remains strong despite declines in overall airport operations. Wiseman reported increased military activity, such as military exercises based outside Camp Navajo and a C130 visiting from Kentucky, along with business aviation traffic including the McCain Institute's Sedona Forum.

Fuel sales have remained strong throughout 2026, with monthly activity ranging from 5% to 30% above the previous year. Jet fuel prices increased significantly during the spring but recently experienced a substantial decrease. Wiseman noted that the airport continues to see a shift toward larger turbine-powered aircraft, resulting in higher fuel volumes.

Wiseman recently underwent fuel and maintenance audits by American Airlines in preparation for their Airbus 319 services starting next week, along with training for staff on the new aircraft.

Wiseman participated in the Pima Community College Aviation Technology and Aerospace Career Fair in Tucson which has allowed them to meet with potential new hires for their maintenance department as there is a continued demand for aviation maintenance professionals.

The "Pine Cone" call sign has unintentionally turned into a brand recognition and marketing sensation that started off with stickers and is progressing into more swag items.

Chair Waddell asked whether aviation training programs are experiencing increased enrollment and whether the industry job market remains strong.

Orville stated that while attendance at a recent aviation career fair appeared slightly lower than

previous years, the candidates attending were highly qualified. He emphasized that demand for aircraft maintenance technicians remains strong.

Commissioner Spelke asked whether Wiseman Aviation uses artificial intelligence or other tools to forecast future jet fuel prices.

Orville stated that he does not attempt to predict future fuel prices due to the volatility of the fuel market. He noted that unexpected events, such as refinery disruptions, can significantly impact pricing and make reliable forecasting difficult.

C. Project and Grant Updates

Airfield Maintenance Phase 7 – Commercial Apron Markings and Security Boundary Updates

Staff completed modifications to the commercial apron in preparation for American Airlines' introduction of Airbus A319 service. The project included reconfiguring aircraft lead-in lines, removing outdated markings, and installing new apron markings to accommodate the larger aircraft.

As part of the project, staff reviewed and adjusted the Airport Security Identification Display Area (SIDA) boundary to better encompass airline equipment and operational areas. The boundary was shifted approximately 93 feet north, and the change has been coordinated with the Transportation Security Administration (TSA) for inclusion in the Airport Security Plan.

The project was completed on schedule despite a couple of weather challenges and in advance of the Airbus A319 launch.

Airfield Marking Warranty Project

Along side the apron marking corrective work associated with warranty items from the 2023 runway and taxiway seal coat project. The original project experienced paint failures and blistering in several locations throughout the airfield.

The contractor returned to address the remaining deficiencies, including repainting hold bars, taxiway markings, instrument landing system (ILS) markings, and edge and centerline stripes. All identified warranty items have now been completed.

Staff noted the importance of completing the work prior to the upcoming FAA Part 139 inspection and thanked airport personnel, consultants, air traffic control staff, and contractors for their coordination throughout the process.

Orville Wiseman asked whether separate secured areas could be established elsewhere on the airfield if operationally necessary.

Staff explained that the airport already maintains separate secured areas and noted that the recent SIDA boundary adjustments further improved the overall configuration and security coverage.

Terminal Hold Room Seating Improvements

In preparation for Airbus A319 operations, staff also evaluated passenger seating capacity within the terminal hold room. A review determined that the existing seating capacity would be insufficient to accommodate projected passenger loads.

Staff reconfigured the hold room layout and relocated seating from other terminal areas, increasing available seating from 111 to 142 seats. Feedback from passengers and TSA personnel has been positive, with reports that the revised layout improves passenger flow and functionality. Additional lounge furniture has been ordered for other terminal areas to replace the relocated seating and staff will continue monitoring capacity needs as Airbus service begins.

Council member Matthews asked how many seats the incoming Airbus A319 will accommodate. The Airbus A319 accommodates 128 seats and the hold room reconfiguration increased available seating by 31 seats, providing the capacity to accommodate the anticipated passenger volumes.

D. Communication and Business Updates

Small Community Air Service Development Grant (SCASD)

Staff reported that the Airport submitted its application for the U.S. Department of Transportation Small Community Air Service Development Grant. The application request was for \$800,000 to support the recruitment and startup costs of a new commercial airline serving Flagstaff.

The application was supported by several letters, including 2 letters of support from two airlines and 2 letters from two airports of new destination airports, along with Congressional Member Crane and Wiseman Aviation. Staff reported that receiving letters of support from both airlines and airports was unusual and viewed favorably by the airport's consultant.

Staff noted that previous grant applications were considered strong but lacked sufficient local financial participation. To strengthen the current application, the Airport secured a 44.8% community cash match, including contributions from the City of Flagstaff, Discover Flagstaff, Wiseman Aviation, local businesses, and regional partners.

Staff explained that grant funding not only offset startup costs for a new airline route but also provided revenue guarantees during the route development period. The goal is to reduce financial risk for a new carrier until the route becomes self-sustaining.

The review process is expected to take approximately five months, although staff indicated the Department of Transportation may announce awards sooner.

Council member Matthews commented on the importance of securing community matching funds to set our application apart.

Staff explained that airlines consistently identify startup incentives as a key factor when evaluating new markets and that the community cash match was specifically identified as an area where prior applications had fallen short.

Orville Wiseman commented on the lack of financial participation from tourism-related organizations and businesses and a commissioner asked if there was outreach to those businesses.

Staff completed extensive outreach to local businesses, organizations, and hospitality partners. While many organizations provided letters of support and in-kind assistance, few were able or willing to provide direct financial contributions within the short application timeline.

Staff provided additional information letting the commission know that the funds from the grant and community match are generally dispersed over a 3-year period in order to give an airline flexibility in establishing and stabilizing a new market. Having this new airline would also help the Airport get to the point where it truly is an Enterprise Fund not only directly with its revenue from terminal leases and landing fees but also increasing the revenue through other impacts such as parking, rental cars, and concessions, while also generating broader economic benefits for the community.

Staff also noted that a new airport economic impact study is currently underway and is expected to provide updated information on the airport's contribution to the regional economy.

Chair Waddell asked whether the upcoming economic impact study is expected to show increased economic benefits compared to previous studies.

Staff believe the airport's overall impact has continued to grow due to changes in aviation activity, medevac operations, and passenger traffic. However, they noted that the departure of

United Airlines may affect the final results and that the completed study will provide a clearer picture.

Council member Matthews asked whether the airport has sufficient parking capacity to accommodate an additional airline.

The airport's parking capacity has more than doubled since United Airlines served Flagstaff. Current parking utilization remains below maximum capacity at about 60%, and staff believe existing facilities can accommodate another carrier without immediate expansion.

American Airlines Airbus A319 Launch

Staff announced that Flagstaff's first mainline commercial aircraft service will begin on May 21 with American Airlines' Airbus A319. An aircraft arrival event and post celebration is planned to mark the occasion; Wiseman has generally offered to host the event in his hangar. Giveaway items including hats and stickers have been ordered for the occasion and huge ticket replicas have been ordered, allowing those attending the event as well as passengers the chance to take photos with them. Advance bookings have exceeded expectations, with both inaugural arrival and departure flights more than 90% booked more than a week prior to launch.

Council member Matthews asked whether ticket prices would decrease with the introduction of the larger aircraft and what the frequency would be of service.

Staff is not aware of any planned fare reductions tied specifically to the aircraft change and noted that airline pricing is primarily driven by market demand and the Airbus A319 will operate once daily through October before returning to regional jet service. Preliminary schedules indicate additional service options may be available later in the year.

Air Service Consulting

Staff reported continued strong air service growth, supported by new data from a consultant that provides year-over-year capacity and performance metrics. Available airline seat capacity increased significantly compared to the industry average of 2%, with growth of 12% in May, 21% in June, and 25% in July.

Recent performance data also showed strong passenger demand. The Dallas/Fort Worth route achieved an 89% load factor in February, a 19% increase over the previous year, placing it among the top ten markets within the Dallas/Fort Worth network. The Phoenix route recorded a 69% load factor, up 25% year over year, despite a 28% reduction in available capacity. These results indicate that airline capacity is being effectively aligned with passenger demand. It was noted that while these improvements reflect American Airlines' efforts, other airlines also have access to these performance metrics and monitor the market closely.

Staff will be meeting with several airlines and aviation operators in June, including American Airlines, SkyWest, JSX, United Airlines, and Alaska Airlines, to discuss future service opportunities. Their current recruitment efforts are focused on carriers that would provide broader network connectivity and daily service options for Flagstaff. While Allegiant and Sun Country remain potential future opportunities.

Chair Waddell asked whether the recently announced merger involving Allegiant may create future opportunities for service to Flagstaff.

Staff indicated that the airline is likely focused on integrating operations following the merger and may not prioritize new market expansion in the immediate future. Staff noted that Allegiant remains a logical future candidate but is not currently the primary focus of recruitment efforts.

Council member Matthews asked whether the airport will be able to measure how many travelers choose Flagstaff instead of driving to Phoenix as a result of the expanded service.

Airline origin-and-destination data becomes available several months after travel occurs. The airport expects to evaluate the impact of the Airbus service later in the year as data becomes

available.

Commissioners discussed the potential for additional airline competition to lower fares and staff agreed that increased competition and additional air service options typically place downward pressure on ticket prices and remain one of the primary benefits of recruiting another airline to serve Flagstaff.

5. INFORMATIONAL ITEMS

A. Airport Requirements for Cranes and Other Structures

Airport staff provided a detailed presentation regarding the requirements and processes used to protect the airspace surrounding the airport from potential obstructions such as cranes, buildings, towers, and vegetation. Staff explained that while much of the airport's work focuses on aviation activities, protecting the airspace around the airport is an equally important responsibility that safeguards the substantial investments made by the City, State, and Federal Government in airport infrastructure.

Airports are concerned with structures and other obstructions for three primary reasons. First, maintaining clear airspace supports aviation safety by ensuring that aircraft operating around the airport are not exposed to unexpected obstacles during arrival and departure. Second, airports are responsible for preserving navigable airspace, which functions as a transportation corridor that supports passenger travel, cargo movement, and economic activity. Third, airports must comply with federal regulations and grant obligations that require the protection of airport airspace.

The presentation highlighted two primary regulatory authorities governing airspace protection. The first is Title 14, Code of Federal Regulations (CFR) Part 77, titled "Safe, Efficient Use, and Preservation of Navigable Airspace," which establishes standards for evaluating objects that may affect navigable airspace. The second is the Airport Improvement Program Grand Assurances for Airport Sponsors, which is accepted by airports that receive federal funding, which obligate airports to preserve and protect the airspace surrounding airport facilities.

These requirements often surprise property owners because they apply across a large geographic area extending well beyond airport property boundaries. Using diagrams, staff described the network of "imaginary surfaces" established around airports. These invisible surfaces begin approximately 150 feet above runway elevation and extend outward in all directions, with larger sloping surfaces extending from the ends of runways to protect aircraft approach and departure paths. Because the surfaces are based on runway elevation rather than surrounding terrain, structures located on higher ground are more likely to penetrate protected airspace. At Flagstaff Airport, the protected airspace extends from the Pumphouse Wash area southwest along Interstate 17 to the Downey Park area northeast of the airport, requiring the airport to monitor development activity across a significant portion of the community.

Various agencies and stakeholders are involved in airspace protection, including the Federal Aviation Administration (FAA) who establishes airspace standards and reviews proposed structures through a formal evaluation process, along with the airport and local government, who share responsibility for implementing and enforcing these standards through zoning regulations, development review, and building permit processes. Property owners and developers are responsible for submitting proposed developments and temporary structures for review by both the FAA and local jurisdictions when required.

To address potential airspace impacts, the airport employs a three-part strategy consisting of education, review, and enforcement. Educational efforts include a newly developed airport webpage dedicated to cranes and other structures, which provides guidance on FAA requirements and

includes informational materials and videos explaining the review process. Through the review process, applicants are directed to FAA evaluation tools that allow them to determine whether a proposed structure requires formal review. Following review, the FAA may determine that a proposal presents no hazard, presents a hazard, or may proceed with specific mitigation measures such as lighting, markings, or warning beacons. Enforcement occurs through coordination with City planning, engineering, and building safety teams, allowing the airport to identify and address potential airspace conflicts early in the development process.

There are tools used to protect airport airspace, including avigation easements, which are legal agreements through which property owners acknowledge aircraft operations over their property, they may see associated noise and agree not to construct future obstructions that would interfere with navigable airspace. In addition, the City's zoning code includes height limitations that prohibit structures and vegetation from penetrating protected airport surfaces. Certain developments, annexations, subdivisions, and building permits trigger avigation easement requirements, and the airport works closely with City departments to ensure those requirements are applied appropriately.

Airspace protection has become an increasingly important issue across Arizona due to rapid development. At a recent Arizona Airports Association (AZAA) conference, airport representatives discussed challenges associated with construction cranes appearing near airports without proper notification or review. In some cases, airports and air traffic control facilities have had to work with local law enforcement to address unapproved crane installations that posed immediate safety concerns. Staff stated that Flagstaff has not experienced significant issues of this nature but is taking proactive steps to prevent possible future conflicts.

One example of this was with the proposed hospital project. It would have required significant airport review for development due to the building's proposed height and the inclusion of a helipad. Airport staff were actively involved in reviewing maximum allowable heights and potential impacts to airport operations. Although the project ultimately did not proceed, staff indicated that discussions had been ongoing and that they anticipated a workable solution could have been reached had the project moved forward.

The Tech Park development is also another example, but since it is located on City-owned property under a ground lease, the airspace protection requirements were incorporated into the lease agreement. In addition, the airport will have an opportunity to review the project again during the building permit process to ensure compliance with applicable zoning and airspace requirements.

Orville Wisman asked about current structures like the dome and how those are affected by these airspace protection surfaces, and were they grandfathered in when the runway was extended?

While surrounding terrain may fall within the protected airspace area, the airport benefits from being situated at one of the highest elevations in the Flagstaff area, with a runway elevation of approximately 7,014 feet. As a result, most surrounding terrain remains below the protected surfaces and does not create conflicts. Staff indicated that the mountain and surrounding features are generally below the applicable airspace surfaces and therefore have not posed significant issues.

Additionally, Wiseman also asked if these requirements apply only to temporary structures, or do they also apply to permanent structures such as radio towers?

The requirements apply to both temporary and permanent structures. The FAA review process is generally used for both types of proposals, although temporary structures often move through the review process more quickly. Permanent structures may also require additional review through local building and zoning processes. These requirements also apply to trees and vegetation and the FAA periodically uses lidar-based analysis to identify trees that may penetrate or approach protected airspace surfaces. Staff stated that the airport is currently coordinating with the U.S. Forest Service regarding several trees that have been identified as encroaching on FAA-protected surfaces and may require mitigation or removal.

6. TO/FROM AIRPORT COMMISSION MEMBERS

Staff informed the Commission that both the Airport Director, Brian, and our Communications Manager, Claire, will be returning from airline meetings on June 11, which coincides with the next regularly scheduled Commission meeting. Staff presented options to either cancel the June meeting or reschedule it to June 18. Chair Waddell agreed that canceling the June meeting and resuming regular meetings in July would be best for everyone's summer schedule and asked if there were any objections. No objections were raised by the Commission, and consensus was reached to cancel the June meeting.

Claire also asked if commissioners could notify staff if they planned to attend the upcoming airport celebration and barbecue scheduled for June 21 so that appropriate preparations could be made in regard to quorum. Commissioners were encouraged to bring guests as well, noting that activities would take place within the terminal before the arrival, followed by the barbecue portion of the celebration at Wiseman.

Chair Waddell asked where the extension of JD Powell Boulevard was located. Staff acknowledged the topic but as it was not part of the agenda, it could not be addressed at this meeting, and they will bring it up a future topic and noted that airport personnel had been coordinating with the FAA, the City's Capital Improvements and Engineering teams, and other stakeholders to ensure that safety and planning considerations were being addressed.

Orville Wiseman also requested an update on the 32-acre parcel development and asked if a project representative could attend a future meeting to discuss the status of the parcel. Staff responded that airport staff had been monitoring the project but that no public information was currently available for release but once information becomes publicly available, the project team would be invited to provide an update to the Commission.

7. Adjournment

Moved by Andrew Shouse,

Vote: 5 - 0 - Unanimously