

DRAFT



MINUTES

**AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD.
GLENDALE, ARIZONA 85307
AIRPORT CONFERENCE ROOM
JANUARY 20, 2021
6:00 P.M.**

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

2. ROLL CALL

All Commissioners were present.

Present: Chair Larry Rovey
Vice Chair Quentin Tolby
Commissioner Terry Aramian
Commissioner Bill Eikost
Commissioner Michael Portik
Commissioner Tim Topliff
Commissioner Bud Zomok

Also Present: Carl Newman, Airport Administrator
Roxanne Alexander, Management Assistant
Jim Gruber, Assistant City Attorney
John Padilla, Luke Air Force Base Representative

3. CITIZEN COMMENTS

No citizens were present on the Zoom call and no emails or voice messages from the public were received.

4. APPROVAL OF THE MINUTES

- a.** Aviation Advisory Commission Minutes of November 18, 2020.

Motioned by Commissioner Bud Zomok, seconded by Commissioner Terry Aramian to approve the November 18, 2020 Commission meeting minutes as written.

AYE: Chair Larry Rovey
Vice Chair Quentin Tolby
Commissioner Terry Aramian
Commissioner Bill Eikost
Commissioner Michael Portik
Commissioner Tim Topliff
Commissioner Bud Zomok

Passed

5. AIRPORT BUSINESS

a. Airport Restaurant

Mr. Newman gave an update on the Airport Restaurant topic, which included the following:

- Last year, there were three different inquiries on the restaurant space.
- Due to COVID, there has been no entity willing to take on the risk at this time.
- A downtown Glendale restaurant expressed interest, however, has since slowed down and it has been a month since the entity has contacted staff.

Vice Chair Tolby stated that an RFP has been used in the past unsuccessfully and it does not particularly work for this situation. Vice Chair Tolby suggested putting the matter into the hands of a professional real estate agent and to think outside of the box. Vice Chair Tolby stressed that a professional in the industry is needed to find specific tenants for the space. Vice Chair Tolby added that signage for the restaurant on Glendale Avenue is needed.

Commissioner Aramian inquired as to the name of the real estate agent that gave a presentation to the Commission in the past. Vice Chair Tolby replied that it was John Crow.

Motioned by Commissioner Terry Aramian, seconded by Commissioner Tim Topliff to begin a conversation with Mr. John Crow, real estate agent, to discover how to best employ his services to obtain a successful lessee in the Airport restaurant space.

AYE: Chair Larry Rovey
Vice Chair Quentin Tolby
Commissioner Terry Aramian
Commissioner Bill Eikost
Commissioner Michael Portik
Commissioner Tim Topliff
Commissioner Bud Zomok

Passed

Commissioner Zomok suggested ensuring the space was marketable. Commissioner Aramian replied that Mr. Crow's specialty is commercial real estate.

Vice Chair Tolby commented that the City may not allow a contract with one real estate agent directly and perhaps an RFP would need to be issued to hire a real estate agent.

Mr. Newman relayed that as staff is working through the Airport Strategic Plan, there has been a lot of interest in the Airport restaurant from tenants, the Mayor, and Council.

Mr. Gruber stated that the City's procurement rules may allow a person to be directly selected, however, he will have to confirm this through further research.

Motioned by Commissioner Terry Aramian, seconded by Vice Chair Quentin Tolby to direct staff to research the legal ability or RFP process to hire a real estate agent to market the Airport restaurant. Motion carried 7 – 0.

AYE: Chair Larry Rovey
Vice Chair Quentin Tolby
Commissioner Terry Aramian
Commissioner Bill Eikost
Commissioner Michael Portik
Commissioner Tim Topliff
Commissioner Bud Zomok

Passed

b. Goal Setting and Topics of Discussion for the Upcoming Year.

Mr. Newman displayed the draft 2021 Goals/Topics for Discussion as follows:

- Airport Restaurant and Marketing
- Glen Harbor Boulevard Connection to Ball Park Rd.
- Airport Design Standards
- Eastside Development Planning
- Airport Strategic Plan

Mr. Newman requested Commission comments, feedback, proposed changes, and/or adoption of the draft.

Chair Rovey stated that the Glen Harbor Boulevard Connection to Ball Park Road is an important connection that is part of and will assist with achieving the other items on the list.

Commissioner Aramian stated that the goals should speak to making the Airport a destination facility. Mr. Newman explained that this was the essence of the Strategic Plan. Commissioner Aramian noted that if all of the items on the list were achieved, the Airport will be a destination.

Commissioner Topliff commented that the Eastside Development Planning goal should be geared toward private jets, as the parking for private jets at Scottsdale Airpark and Deer Valley Airport is completely full.

Motioned by Commissioner Terry Aramian, seconded by Commissioner Tim Topliff to approve the draft of the Aviation Advisory Commission Goals/Topics of Discussion as presented and to send the document to Council.

AYE: Chair Larry Rovey
Vice Chair Quentin Tolby
Commissioner Terry Aramian
Commissioner Bill Eikost
Commissioner Michael Portik
Commissioner Tim Topliff

6. **STAFF REPORT**

Mr. Newman provided the staff report. Highlights included the following:

AIRPORT FINANCIAL UPDATE:

- Airport Financial Update – 50% of Fiscal Year through December 2020
- Projected Annual Revenue - \$972,322
 - Revenue YTD – \$375,299 or 38.6% of budget
- Annual Operating Budget - \$972,322
 - Expenses YTD - \$493,827 or 49.1% of budget

Chair Rovey inquired if the John F. Long Foundation was still making a donation to the Airport. Mr. Newman explained that the Foundation sold the gravel pit next to the Airport, which was their source of funding the donation. Mr. Newman stated, therefore, that the donation was no longer available. Chair Rovey expressed appreciation for the many years the Foundation was able to make a donation to the Airport.

AIRCRAFT OPERATIONS UPDATE

- December 2020 Aircraft Operations: 6,667
- Approximately 6% above December 2019
- 89,931 for Calendar Year 2020, which is flat as compared to CY2019
- Comparison to other local general Aviation Airports was provided on a chart.

GENERAL AIRPORT UPDATES

- Airport Projects and Outreach
 - Dibble Engineering has begun design of the Taxiway Alpha Mill and Overlay project. Geotechnical, archeological, and biological surveys are complete. The Categorical Exclusion was submitted to the FAA for review and processing in July. Mr. Newman submitted the 90% plans to the FAA and ADOT on November 18, 2020. The project is on target for design completion by February 18, 2021 and completion of the bid process by March 25, 2021. The FAA's environmental process has been a little slow lately. If this process is not completed soon, the bid date may be pushed out. The design and construction of the project will be funded mostly by FAA and ADOT grants.
- FAA and ADOT Grants and Actions
 - The Conair Land Grant Reimbursement for \$292,500 has been fully executed and staff expects to draw down on the grant in February.
 - Staff submitted an application to the FAA to replace the Automated Weather Observation System (AWOS) at the Airport. The design Scope of Work has been completed and has been approved by the FAA. Design of the system should begin later this month.
- Airport Issues and Events
 - There were no noise complaints in December.
 - Construction is proceeding on the Fox Hangar. The steel has been erected and the second floor is complete. They are currently applying the siding material and working on the interior.
 - In conjunction with Dibble Engineering and its sub-consultant, Genesis, staff is developing a strategic plan for the Airport. The Working Group, which includes Commissioners Aramian and Portik, has held two meetings: on October 1, 2020 via Zoom and in person on October 26, 2020. Topics included Mission, Vision, and Values. The consultants are conducting interviews with various stakeholders to obtain feedback regarding the Airport. A SWOT analysis will be conducted

once the interviews are completed.

- Staff received a request from the North Hangar Association Presidents to renew North Hangar leases through 2055. Mr. Newman and Senior City staff are evaluating the request and will bring the details before the Commission at a future meeting.
- Long-time Air Traffic Control Manager, Mr. Mike Allen, retired on December 31, 2020. Mr. Allen was well respected and will be missed. Ms. Laini Toten, Mr. Allen's replacement, arrived on January 11th and is already on the job.
- Staff continues to work on the draft Airport Rules and Regulations. Staff has been working closely with the two Hangar Association Presidents and is very close to completion of a document that should be amenable to tenants and the City.

- Airport Metrics: Mr. Newman displayed charts and graphs regarding Airport metrics.

Commissioner Topliff inquired as to how many spots were available for the hangar associations to build upon. Mr. Newman relayed that there were no available spaces on the north end and more space needs to be developed on the south end for the development of box hangars. Mr. Newman stated that this matter will be part of the Strategic Planning Process. Commissioner Topliff inquired about the development of the east side. Mr. Newman explained that the east side has purposely not been developed as of yet pending completion of the Strategic Plan.

7. LUKE AIR FORCE BASE OPERATIONS

Mr. Padilla reported the following:

- The 2020 LAFB Air Show was cancelled due to COVID and this year's show is cancelled for the same reason.
- There are over 102 F35s on base currently and three squadrons. There will be four squadrons in total.

8. COMMISSION COMMENTS AND SUGGESTIONS

None.

9. FUTURE AGENDA ITEMS

No new agenda items suggested.

10. NEXT MEETING

The next regular meeting of the Aviation Advisory Commission will be held on February 17, 2021 at 6:00 p.m., in the conference room on the second floor of the Airport terminal building, 6801 N. Glen Harbor Blvd., Glendale, Arizona, 85307.

11. ADJOURNMENT

Chair Rovey adjourned the meeting at 6:56 p.m.