

# DRAFT



## MINUTES

**AVIATION ADVISORY COMMISSION  
GLENDALE MUNICIPAL AIRPORT  
6801 N. GLEN HARBOR BLVD.  
GLENDALE, ARIZONA 85307  
AIRPORT CONFERENCE ROOM  
MARCH 17, 2021  
6:00 P.M.**

**1. Call to Order**

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

**2. Roll Call**

Present: Chair Larry Rovey  
Commissioner Terry Aramian  
Commissioner Bill Eikost  
Commissioner Michael Portik  
Commissioner Bud Zomok

Absent: Vice Chair Quentin Tolby  
Commissioner Tim Topliff

Attendees: Carl Newman, Airport Administrator  
Roxanne Alexander, Management Assistant  
Jim Gruber, Assistant City Attorney  
Trevor Ebersole, Transportation Director  
John Padilla, Luke Air Force Base

**3. Citizen Comments**

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

**4. Approval of Minutes**

- a.** Aviation Advisory Commission Minutes of January 20, 2021.  
Motion by Commissioner Eikost, second by Commissioner Zomok, to approve the January 20, 2021 Aviation Advisory Commission meeting minutes as written. The motion carried 4 – 0. [Commissioner Aramian was not yet present.]

AYE: Chair Larry Rovey  
Commissioner Bill Eikost  
Commissioner Michael Portik  
Commissioner Bud Zomok  
Other: Vice Chair Quentin Tolby (ABSENT)  
Commissioner Tim Topliff (ABSENT)  
Passed

## 5. Airport Business

### a. Airport Restaurant [Mr. Ebersole joined the meeting during the agenda item.]

Mr. Newman reported that a number of different individuals have expressed interest in operating the Airport restaurant, however, for one reason or another, have dropped out.

Mr. Gruber recalled that the Commission asked him to research the City's procurement requirements. Mr. Gruber reported on his findings.

- The City has a Procurement Division.
- Rules for procurement correspond to the dollar amount of the purchase being made.
- For a leasing broker, for example, if a commission to be paid was between \$0.00 and \$4,999.00, City staff must perform due diligence in determining the vendor to be selected.
- If the amount was between \$5,000.00 and \$9,999.00, City staff must obtain a minimum of three written or verbal quotes. The verbal quotes must be documented.
- If the amount was greater than \$10,000.00, City staff must obtain a minimum of three written quotes and enter into a more formal RFQ process.
- The Procurement Division stood ready to assist as needed.

Commissioner Zomok inquired as to the estimated amount of commission for leasing the restaurant. Mr. Newman relayed in his past experience, though not at Glendale, the commission was approximately 6%. Mr. Newman clarified the commission would typically be over the life of the agreement.

Chair Rovey inquired as to how prior restaurant lease agreements had been handled. Mr. Newman recalled if a person came forward expressing interest, the City issued an RFP and a selection was made.

Commissioner Eikost inquired as to the last time a restaurant was at the Airport. Mr. Newman estimated it had at least been a year and a half. Commissioner Eikost recalled that it could have been late 2018 when the last café operator was last actively serving food.

Commissioner Zomok suggested advertising and holding an open house for the restaurant space to encourage interest.

Mr. Newman stated that the restaurant would be a focus as part of the Airport Strategic Plan, as well as marketing the Airport.

The agenda item was concluded.

## 6. **Staff Report**

[Commissioner Aramian joined the meeting during the agenda item.]

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

### **AIRPORT FINANCIAL UPDATE:**

- Airport Financial Update – 67% of Fiscal Year through January 2021
- Projected Annual Revenue - \$972,322
  - Revenue YTD – \$497,529 or 51% of budget
- Annual Operating Budget - \$972,322
  - Expenses YTD - \$657,570 or 68% of budget

### **AIRCRAFT OPERATIONS UPDATE**

- January 2021 Aircraft Operations: 6,552
  - Approximately 31% below January 2020
- February 2021 Aircraft Operations: 7,089
  - Approximately 21% below February 2020
- Aircraft Operations for the 2021 Calendar Year are 13,641 compared to 17,993 for CY2020, which represents an approximate 24% decrease.

### **GENERAL AIRPORT UPDATES**

- Airport Projects and Outreach
  - Dibble Engineering continues with the 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 2020. Design is complete and the bid process will start by March 18, 2021. The design and construction of the project will be funded mostly by FAA and ADOT grants.
  - The Automated Weather Observation System (AWOS) at the Airport needs to be replaced. Dibble started the design of the system in January 2021. Staff submitted the required environmental documents to the FAA on February 9, 2021, which were approved. Staff expects to bid the project on March 25, 2021 and to open bids on April 28, 2021. The design and construction of the project will be funded mostly by FAA and ADOT grants.
  - 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 four meetings: a kick-off meeting on October 1, 2020 via Zoom, an in-person meeting October 26, 2020 regarding Mission, Vision, and Values, a meeting on February 25, 2021 to conduct a SWOT analysis, and a meeting on March 5, 2021 to begin drafting goals. The consultants conducted interviews with various stakeholders to obtain feedback on the Airport. It is expected the draft Strategic Plan will be presented to the Commission at the April meeting.
- FAA and ADOT Grants and Actions
  - Staff applied for the Airport Coronavirus Response Grant Program (ACRGP) for the Airport in the amount of \$57,162.00. The grant will be used to support the tower and other Airport expenses once awarded.
  - ADOT Land Reimbursement Grant: The Conair grant for \$292,500 has been fully executed and staff expects to draw down on the grant in March.
- Airport Issues and Events
  - On Monday, January 25, 2021 at approximately 1:00 p.m., a storm occurred at the Airport. High winds were associated with the storm and approximately 16 aircraft were damaged. Most of the damage was minor, however, some was

significant. Also, several T-Hangars, mostly in the Alpha and Bravo rows, were damaged. Some hangar doors were blown off and some hangars suffered roof damage.

- On Thursday, January 28, 2021, The City of Glendale issued RFP 21-39 for the lease of Pad 15 at the Airport. Responses were due February 16, 2021. One proposal was received; however, the proposer rescinded the proposal on March 12, 2021. The process has been closed out.
  - There were no noise complaints in January or February.
  - On February 9, 2021, the Glendale City Council approved the City entering an aviation easement and declaration of restrictions with the Villages at Camelback Ranch.
  - 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. The revised, expected substantial completion date is April 1, 2021 although it appears Fox may miss this date.
  - 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.
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- Airport Metrics: Mr. Newman displayed charts and graphs regarding Airport metrics. Mr. Newman announced there was no hangar vacancy at the Airport at this time and there was a hangar waiting list.

Commissioner Eikost asked if operations at other valley airports were down as well. Mr. Newman did not have the numbers at hand, however, expected this would be the case.

[Chair Rovey dropped off of the Zoom call on or about this time.]

Commissioner Aramian inquired as to what happened with the hangars at the end of the lease.

Mr. Newman explained the lease called for the hangars to revert back to the City at the end of the lease. Mr. Newman stated the north hangars expire at the end of 2036. He explained that some people wish to sell their hangars today and they feel they lease expiration of 2036 undermined the value of the hangars. He relayed the first group of leases currently expire in 2036 and the lengthiest group of leases expires in 2044. He stated staff was evaluating the request.

#### **7. Luke Air Force Base Airspace and Operations**

Mr. Padilla reported that the Luke Days Air Show will be postponed again due to COVID concerns and hopefully would be able to be held in March 2022.

#### **8. Commission Comments and Suggestions**

Commissioner Aramian recalled Mr. Newman's comment that the Strategic Plan would be ready for presentation at the April Commission meeting. Commissioner Aramian saw this as optimistic and surmised if the Plan was not ready for April, the presentation date would be adjusted as needed.

#### **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 April 21, 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**

The Aviation Advisory Commission Meeting minutes of March 17, 2021 were submitted and approved this 21st day of April, 2021.

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Airport Manager