

DRAFT



MINUTES

**AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD.
GLENDALE, AZ 85307
CONFERENCE ROOM
MAY 19, 2021
6:00 P.M.**

1. CALL TO ORDER

Vice Chair Tolby called the meeting to order at 6:02 p.m.

2. ROLL CALL

Present: Chair Larry Rovey
Vice Chair Quentin Tolby
Commissioner Terry Aramian
Commissioner Tim Topliff
Commissioner Bud Zomok

Absent: Commissioner Bill Eikost
Commissioner Michael Portik

Also Present: Carl Newman, Airport Administrator
Roxanne Alexander, Management Assistant
Bill Gillies, Luke Air Force Base Representative

3. CITIZEN COMMENTS

No citizens were present at the meeting.

4. APPROVAL OF THE MINUTES

a. Aviation Advisory Commission Minutes of April 21, 2021.

AYE: Vice Chair Quentin Tolby
Commissioner Tim Topliff
Commissioner Bud Zomok
NAY: Commissioner Terry Aramian

Other: Chair Larry Rovey (ABSENT)
Commissioner Bill Eikost (ABSENT)
Commissioner Michael Portik (ABSENT)

Passed

The following statement was made later in the meeting after Mr. Newman concluded the Business agenda item and before the members voted on the Airport Business item.

Commissioner Aramian stated that he had opposed the motion on the minutes earlier in the meeting as he had a correction to be made. A motion by Commissioner Aramian, second by Vice Chair Tolby, to amend the minutes of the April 21, 2021, Aviation Advisory Commission to change the meeting title to "Virtual Zoom Meeting" instead of "6801 N. Glen Harbor Blvd. Glendale, Arizona 85307". The motion carried 5 – 0.

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

Passed

5. AIRPORT BUSINESS

- a. Airport Strategic Plan.
[Chair Rovey entered the meeting during the agenda item.]

Mr. Newman gave an update on the Strategic Plan, which included the following:

- Last month, Genesis Consulting presented the Airport Strategic Plan to the Commission. A Strategic Plan Working Group was established to guide the process, which included Commissioners Aramian and Portik, Mr. Trevor Ebersole, Transportation Director, Mr. Purab Adabala, Transportation Planning Administrator, Mr. Jim Gum, Airport Operations Supervisor, Ms. Roxanne Alexander, Management Assistant, and Mr. Newman.
- Genesis interviewed eighteen people in three different categories: Internal Municipal Airport Stakeholders, External Arizona and National Airport Stakeholders, and City of Glendale and City of Peoria officials.
- As a result of the interviews, five strategic initiatives were developed and decided upon: Financial Sustainability, Infrastructure Improvements, Safety, Marketing and Business Development, and Customer Satisfaction.
- In terms of the future role of the Glendale Municipal Airport, Glendale will continue its current role, while enhancing and developing corporate aviation, heavy maintenance, and support services on or near the Airport.
- The Working Group developed mission, vision, and value statements.
- The mission is: Glendale Airport connects Glendale to the region, state, and world by

- providing exemplary aviation services.
- The vision is: Glendale Municipal Airport aims to be Arizona's premier general aviation airport.
 - In terms of values: Our foundation is built on the commitment to integrity, fairness, collaboration, and continuous improvement.
 - The Working Group initially developed seven critical goals, which included Developing an Airport Overlay District. During the last Commission meeting, Mr. Newman mentioned that the Overlay District in the Plan might be problematic and might be deleted. The Commissioners decided to wait to approve the Plan until the Overlay District inclusion was determined. On April 26th, Mr. Newman met with Mr. Ebersole, Mr. Jack Friedline, Assistant City Manager, and Mr. Jamsheed Mehta, Director of Development Services, to discuss the Overlay District. While the Overlay District has merit and should be pursued, it would delay the rest of the Plan, and staff decided to remove it. Development of an Overlay District will be pursued separately.
 - The final six critical goals of the Airport Strategic Plan are:
 - Develop an Airport Business Plan
 - Develop an Airport Marketing Plan
 - Develop a Comprehensive Eastside Development Plan
 - Assess the Organization
 - Develop Infrastructure Design Standards
 - Create and Implement Facility Aesthetic Upgrades

Mr. Gillies commented that the Airport Strategic Plan should include reference to Luke Air Force Base, as it co-exists with the Airport. Mr. Newman stated that one of the eighteen people interviewed for the Strategic Plan was Mr. John Padilla of LAFB and his input was included in the Plan. Mr. Newman assured the importance of LAFB was included in the Plan.

Mr. Newman announced the Commissioners received the draft of the Airport Strategic Plan last month and has since received the finalized Plan for review.

Commissioner Zomok requested clarification of the 122 acres referenced in the Plan. Mr. Newman explained that the City owns 122 acres on the east side of the Airport and a previous study and consultants to be engaged will help determine what should be developed in the location. Mr. Newman relayed that there are development needs on the parcel, such as road, water, sewer, electric, layout, and dirt fill. Mr. Newman has already drafted an RFQ and is working with an engineer to get the RFQ published.

Chair Rovey asked if a plan was ever drawn up for the 122 acres. Vice Chair Tolby stated that he was not aware of previous plan for the site, as it was initially to be a second runway, however, a study determined a second runway was not needed. Mr. Newman reported that the last Airport Layout Plan (ALP) mentioned more hangars and tie-downs in that area.

Motion by Vice Chair Tolby, second by Commissioner Zomok, to forward favorable support of the Airport Strategy Plan FY2022-27 to Glendale City Council. The motion carried 5 – 0.

Motioned by Vice Chair Quentin Tolby, seconded by Commissioner Bud Zomok

AYE: Chair Larry Rovey
Commissioner Terry Aramian
Commissioner Tim Topliff

Passed

6. STAFF REPORTS

a. Airport Staff Report for May 2021

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

AIRPORT FINANCIAL UPDATE:

- Airport Financial Update – 83.3% of Fiscal Year through April 2021
- Airport projected Annual Revenue - \$972,322
 - Revenue YTD – \$634,390 or 65.2% of budget
- Airport projected Annual Revenue less donations, vendor surcharge revenue, and City of Glendale budget transfers - \$569,831
 - Revenue YTD - \$509,780 which is 89% of budget
- Airport Approved Operating Budget - \$972,322
 - Expenses YTD - \$788,581 or 81% of budget

AIRCRAFT OPERATIONS UPDATE

- April 2021 Aircraft Operations: 8,046
 - Approximately 19% above April 2020, which was 6,773
- Aircraft Operations for the CY2021 are 30,286 compared to 33,016 for CY2020, which represents an approximate 8% decrease.

GENERAL AIRPORT UPDATES

- Airport Projects and Outreach
 - The Taxiway Alpha design is complete, and the project was advertised for bid on March 18, 2021. Bids were accepted April 21, 2021. The low bidder was Combs Construction. The contract with Combs will not be executed until the City of Glendale receives and accepts an FAA grant for the project. The FAA will fund 100% of the project with no local match required.
 - The Automated Weather Observation System (AWOS) design is complete, and the project was advertised for bid on March 25, 2021. Bids were accepted April 28, 2021. The low bidder was Rural Electric. The contract with Rural Electric will not be executed until the City of Glendale receives and accepts an FAA grant for the project. The FAA will fund 100% of the project with no local match required.
 - The Airport has intermittent problems with three systems on the airfield: the Precision Approach Path Indicator lights (PAPIs), the blast fence lighting, and the Runway End Identifier Lights (REILs). Rural Electric was contacted to replace the wiring from the main electrical vault to the PAPIs and the blast fence. The vendor will also replace the wire nuts on the connections for the REILs. Work began Tuesday, May 18th, and is expected to take eight working days. To complete the work, the runway is required to be closed Tuesday, Wednesday, and Thursday, May 18th through the 20th, from 6:30 a.m. to 2:00 p.m.
 - On May 12, 2021, the Air Traffic Control Tower Manager and Airport staff conducted a Runway Safety Action Team meeting, which the FAA requires to be held annually. There was good participation with fourteen total attendees representing flight schools, hangar tenants, the FBO manager, LAFB, and various FAA team members. The meeting went well and there were no pressing issues identified.
 - Scottsdale Airport will be closed beginning July 6th for approximately 45 days for runway reconstruction. As a result, the Glendale Municipal Airport has been contacted by several flight training schools searching for a temporary home. The Airport has been able to accommodate requests for Airport parking and most

have been able to partner with others on the field for office space. Sierra Charlie Aviation requested the use of the restaurant during the shut-down and staff is processing a short-term lease, less than 90 days, to allow them to set up their operations.

Mr. Gillies requested that Mr. Newman direct the temporary flight school tenants to LAFB for an air traffic briefing.

- FAA and ADOT Grants and Actions
 - Glendale Municipal Airport applied for an Airport Coronavirus Response Grant Program (ACRGP) in the amount of \$57,162.00. The grant will be used to support the tower and other Airport expenses once awarded. The FAA has been slow in awarding the grant, but it will be awarded.
 - ADOT Land Reimbursement Grant: The Conair grant for \$292,500 was fully executed.
- Airport Issues and Events
 - There were two noise complaints received in April.
 - A request was received from the North Hangar Association Presidents to renew the North Hangar leases through 2055. Mr. Newman and senior City staff continue to evaluate the request.
- Airport Metrics: Mr. Newman displayed charts and graphs regarding Airport metrics.

Motioned by Vice Chair Quentin Tolby, seconded by Commissioner Bud Zomok

AYE: Chair Larry Rovey
Commissioner Terry Aramian
Commissioner Tim Topliff

Passed

7. Luke Air Force Base Airspace and Operations

Mr. Gillies reported that LAFB was getting busy and staying busy.

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 June 16, 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 6:50 p.m.

The Aviation Advisory Commission Meeting minutes of May 19, 2021 were submitted and approved this 25th day of September, 2021.

Airport Administrator