

DRAFT



MINUTES

**AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD.
GLENDALE, ARIZONA 85307
AIRPORT CONFERENCE ROOM
AUGUST 25, 2021
6:00 P.M.**

1. CALL TO ORDER

Vice Chair Tolby called the meeting to order at 6:00 p.m., Chair Larry Rovey participated telephonically.

2. ROLL CALL

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

Absent: Commissioner Tim Topliff

Also Present: Carl Newman, Airport Administrator
Roxanne Alexander, Management Assistant
John Padilla, Luke Air Force Base Representative
Dan Cleavenger, Transportation Director
Mary Ortega-Itsel, Genesis Consultant President
Nancy Wiley, Wright Word Consulting

3. CITIZEN COMMENTS

If citizens wish to speak on a matter concerning the Glendale Aviation Advisory Commission that is not on the printed agenda, please complete a Citizen Comments Card and provide it to the designated staff person prior to the beginning of the meeting. Once your name is called by the Chairperson, please proceed to the podium and state your name and address for the record. Please limit your comments to a period of three minutes or less.

4. APPROVAL OF THE MINUTES

- a. Aviation Advisory Commission Minutes of May 19, 2021.

Motioned by Commissioner Terry Aramian, seconded by Commissioner Bill Eikost

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

Passed

5. AIRPORT BUSINESS

Airport Strategic Plan

The Airport Strategic Plan was provided to the Commissioners.

Mr. Newman expressed appreciation to Commissioners Aramian and Portik for their fine work and assistance on the Airport Strategic Plan. Mr. Newman gave an update on the Strategic Plan, which included the following information:

- Presentation of the Plan to Council was originally scheduled for June 8, 2021. Due to the amount of business on Council's agenda, the presentation was rescheduled for August and again rescheduled for the September 28, 2021, Council Workshop.
- Mr. Newman visited with the City Manager and Assistant City Manager and reported that they are in full support of the Strategic Plan. Therefore, staff is beginning to implement specific portions of the Plan.
- Mr. Newman acknowledged the fine work of Ms. Ortega-Itsell, of Genesis Consulting, in regard to preparation of the Strategic Plan.

Commissioner Zomok complimented the visual look of the Strategic Plan brochure as well as the depth of the Plan.

6. STAFF REPORT

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

AIRPORT FINANCIAL UPDATE – 100% OF FISCAL YEAR 2021 THROUGH JUNE 2021

- Airport projected Annual Revenue - \$972,322
 - Revenue YTD – \$782,745, which is 80.5% of budget
- Airport projected Annual Revenue less donations, vendor surcharge revenue, and City of Glendale budget transfers - \$569,831
 - Revenue YTD - \$633,629, which is 110% of budget
- Airport Approved Operating Budget - \$972,322
 - Expenses YTD - \$972,657, which is 100% of budget
 - \$335.00 over budget

AIRPORT FINANCIAL UPDATE – 8.3% OF FISCAL YEAR 2022 THROUGH JULY 2021

- Airport projected Annual Revenue - \$1,067,592
 - Revenue YTD – \$49,875, which is 4.7% of budget
- Airport projected Annual Revenue less donations, vendor surcharge revenue, and City of Glendale budget transfers - \$672,101
 - Revenue YTD - \$49,875, which is 7.4% of budget
- Airport Approved Operating Budget - \$1,067,592
 - Expenses YTD - \$58,126, which is 5.4% of budget

AIRCRAFT OPERATIONS UPDATE

- July 2021 Aircraft Operations: 7,181
 - Approximately 33% above July 2020, which was 5,380
- Aircraft Operations for the CY2021 are 49,274 compared to 53,820 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. City Council approved the contract with Combs on August 10, 2021. The FAA funded 100% of the project with no local match required. The total grant amount is \$1,700,933.
 - 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 City has received an FAA grant for the project. The FAA will fund 100% of the project with no local match required. Glendale City Council approved the contract with Rural Electric on August 24, 2021. The total grant amount is \$351,300.
 - The Airport Strategic Plan presentation to City Council was moved to September 28, 2021. The Plan will be presented at Council Workshop.
 - Mr. Mike Laver, the FBO owner, has requested land to construct a 10,000 square foot storage hangar east of the FBO Building. Staff has issued RFPs for the project and the only proposal was from Mr. Laver. Staff is working through the details. Mr. Newman expects to present the item to the Commission at the September or October meeting.
 - The City has issued RFQs for a firm to assist the Airport in planning the Eastside Development. Three firms responded to the RFQ on July 21st: Armstrong Consulting, Coffman Associates, and Dibble Engineering. An evaluation committee evaluated the proposals on August 3rd and found all three firms responsive. Interviews are scheduled for September 13, 2021, with the three firms. After the interviews, the firms will be ranked, and the Airport Administrator will begin negotiations with the highest ranked firm. If negotiations with the highest ranked firm are unsuccessful, the Administrator will move to the next highest ranked firm. Once a firm is selected and negotiations complete, the recommended firm, scope, and fees will be presented to the Commission.
 - Staff is working on the scope of work for the Airport Business Plan and the Airport Design Standards. The Airport Administrator anticipates completing the Airport Business Plan by the end of February 2022 and completing the Airport Design Standards by the middle of April 2022.
 - The Terminal Ramp will be crack sealed, and seal coated beginning November 1, 2021.
- FAA and ADOT Grants and Actions
 - The Glendale Municipal Airport received an Airport Rescue Grant in the amount of \$59,000.00 from the FAA on August 8, 2021 and has four years to expend the funds. The funds can be used to support the operations of the Airport.
- Airport Issues and Events
 - There were three noise complaints received in May from the same person. There were no complaints in June and one in July.
 - Scottsdale Airport closed on July 6th for approximately 45 days and re-opened on August 14th.
- Airport Metrics: Mr. Newman displayed charts and graphs regarding Airport metrics. Mr. Newman noted that there were no hangar vacancies, and the terminal building was

at 100% occupancy as well.

7. LUKE AIR FORCE BASE AIRSPACE AND OPERATIONS

Mr. Padilla reported that Luke Air Force Base Air Show is scheduled to be held March 2022. He will provide specific dates at the next Commission meeting. He announced that LAFB has nearly 110 F35s and the number is increasing monthly.

8. COMMISSION COMMENTS AND SUGGESTIONS

Commissioner Zomok announced that Mr. Newman received a service award recently and distributed a copy of a news article regarding the award. Mr. Newman was congratulated on the award, which is the American Association of Airport Executive's Distinguished Serve Award and is one of AAAE's highest levels of recognition.

9. FUTURE AGENDA ITEMS

No future agenda items suggested.

10. NEXT MEETING

The next meeting of the Aviation Advisory Commission is scheduled to be held on September 15, 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 6:39 p.m.

The Aviation Advisory Commission Meeting minutes of August 25, 2021 were submitted and approved this 20th day of October, 2021.

Airport Manager