

DRAFT



MINUTES

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

1. CALL TO ORDER

2. ROLL CALL

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

Absent: Commissioner Terry Aramian

Also Present: Carl Newman, Airport Administrator
Roxanne Alexander, Management Assistant
Dan Cleavenger, Interim Transportation Director
John Padilla, Luke Air Force Base Representative

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 August 25, 2021.

Motion by Commissioner Topliff, second by Commissioner Zomok, to approve the August 25, 2021, Aviation Advisory Commission meeting minutes as written. The motion carried 6 – 0.

Motioned by Commissioner Tim Topliff, seconded by Commissioner Bud Zomok

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

5. AIRPORT BUSINESS

Chair and Vice Chair Recommendations.

Mr. Newman announced that the Commissioners needed to recommend a Chair and Vice Chair of the Commission for the upcoming year. He stated that he would send the recommendations to the Government Services Committee (GSC), which would consider the recommendations at its meeting on the first Tuesday in November. He stated that City Council would then consider the GSC-approved recommendations at an executive session in December 2021. He relayed those appointments would be made at a Council meeting in January 2022.

Commissioner Topliff nominated Chair Rovey and Vice Chair Tolby to remain as Chair and Vice Chair for the upcoming year. No opposition or other nominations were voiced. Chair Rovey and Vice Chair Tolby accepted the nomination.

Motioned by Commissioner Tim Topliff, seconded by Commissioner Michael Portik to recommend Commissioner Larry Rovey as Chair of the Aviation Advisory Commission for a one-year term beginning February 1, 2022. The motion carried 6 – 0

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

Motioned by Commissioner Bud Zomok, seconded by Commissioner Bill Eikost to recommend Commissioner Quentin Tolby as Vice Chair of the Aviation Advisory Commission for a one-year term beginning February 1, 2022. The motion carried 6 – 0

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

Other: Commissioner Terry Aramian (ABSENT)

Passed

6. STAFF REPORTS

a. Airport Staff Report for October 2021

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

AIRPORT FINANCIAL UPDATE – 25% OF FISCAL YEAR 2022 THROUGH SEPTEMBER 2021

- Airport projected Annual Revenue - \$1,067,592
 - Revenue YTD – \$194,889, which is 18.3% of budget
- Airport projected Annual Revenue less donations, vendor surcharge revenue, and City of Glendale budget transfers - \$672,101
 - Revenue YTD - \$158,128, which is 23.5% of budget
- Airport Approved Operating Budget - \$1,067,592
 - Expenses YTD - \$234,923, which is 22% of budget

Commissioner Portik asked to see the expense budget on actual basis instead of in twelve-month equal amounts. Mr. Newman agreed to the request and stated that he would bring the Supplemental Budget to the next meeting.

AIRCRAFT OPERATIONS UPDATE

- September 2021 Aircraft Operations: 5,023
 - Approximately 18% below September 2020, which was 6,141
- Aircraft Operations for the CY2021 are 61,721 compared to 65,531 for CY2020, which represents an approximate 5.8% decrease.

GENERAL AIRPORT UPDATES

- Airport Projects and Outreach
 - Construction is underway on the Taxiway Alpha Reconstruction project. Combs Construction began work on September 20th and is expected to complete the project on October 24th. There have been no significant problems thus far. The FAA funded 100% of the project with no local match required. The total grant amount is \$1,700,933. Chair Rovey inquired about the scope of the project. Mr. Newman stated that the project was a complete mill and overlay of all 7,100 feet of taxiway. Mr. Newman stated that the project will include stabilized shoulders from the millings of the work, which makes a big difference to the Airport in terms of safety and aesthetics.
 - The low bidder on the Automated Weather Observation System (AWOS) was Rural Electric. The City of Glendale Building Department approved plans for the project this afternoon, October 20th. The project kick-off meeting is scheduled for November 2nd and the start date will be determined at this meeting. The FAA funded 100% of the project with no local match required. The total grant amount is \$351,300. Chair Rovey inquired about the process for requesting funding for FAA projects. Mr. Newman stated that there was a large set aside by Congress for FAA awards due to COVID. Mr. Newman stated that he would present the 5-Year CIP at the next Commission meeting.
 - The Airport Administrator presented the Airport Strategic Plan at the Glendale City Council Workshop Session on October 28, 2021. The Mayor and Council were very supportive of the Airport and its importance to Glendale. The Glendale City Manager indicated the timing was good to reinvest in the Airport over the next

several years. Commissioner Aramian attended the Workshop for support, which was appreciated very much. Mr. Newman expressed appreciation to all of the Commissioners for their participation and support of the plan. Mr. Cleavenger reported that Mr. Newman did an outstanding job on the presentation at the Workshop, there was a lot of support from Council and the City Manager, and a lot of praise was given to Mr. Newman at the 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 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 November or December meeting.
- The City has issued RFQs for a firm to assist the Airport in planning the Eastside Development, which is one of the components of the Strategic Plan. 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 with the firms took place on September 13, 2021. Coffman Associates was ranked the highest and the Airport Administrator has begun negotiations with the firm. If negotiations with Coffman Associates are unsuccessful, the Administrator will move to the next highest ranked firm, Dibble Engineering. Once a firm is selected and negotiations complete, the recommended firm, scope, and fees will be presented to the Commission.
- Work is underway on the Airport Business Plan and the Airport Design Standards, which are also components of the Strategic Plan. Genesis is working with staff on the Business Plan development and DWL Architects is working on the 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

- There are no new updates on grants this month.

- Airport Issues and Events

- There were three noise complaints received in September from the same person.
- Young Eagles is a program created by the U.S. Experimental Aircraft Association. It is designed to give children aged 8 to 17 an opportunity to experience flight in a general aviation airplane while educating them about aviation. The program is free of charge with the costs covered by volunteers. The local program was inactive during COVID; however, it will begin again on November 13th. The organization will use the Terminal Building and the Terminal Ramp to host the event.

- 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.

Mr. Newman reported that the Airport receives nine cents a gallon for each gallon of fuel pumped at the FBO. Chair Rovey inquired as to how often the rate was set. Mr. Newman stated that the rate does not change often and City Council approves the rate. Mr. Newman relayed that the Commission could weigh in on the rates. Commissioner Zomok asked if the Glendale rate was competitive with others in the valley. Mr. Newman replied in the positive. Mr. Newman relayed that the FBO was working to obtain contract fuel for its supply.

7. LUKE AIR FORCE BASE OPERATIONS

Mr. Padilla reported that LAFB was still receiving more F35s, with the ultimate goal of 144 estimated to be reached in 2025. He announced that the Luke Air Force Base Air Show will be held in March 2022.

8. COMMISSION COMMENTS AND SUGGESTIONS

Vice Chair Tolby stated that when he was on City Council when the Airport was built, the original Airport building design was 30% larger than it currently is today. He stated that Council requested decreasing the size of the original plan because the bid was higher than expected; however, the smaller size design came back higher than the first bid. He indicated that the Council at that time expected the Airport to be self-sufficient by the third year of operation and at twenty years out, the Airport is still not self-sufficient.

Chair Rovey asked if there were any airports that were totally self-sufficient. Mr. Newman stated that all commercial airports are self-sufficient. He said that there are many general aviation airports that are self-sufficient; however, there are many that are not. He indicated that there was no reason that the Airport could not become self-sufficient, especially with the eastside development, and staff was working toward that goal.

9. FUTURE AGENDA ITEMS

Commissioner Zomok recalled items suggested during the meeting as the Airport 5-Year CIP and monthly expense budget figures on an actual basis.

10. NEXT MEETING

The next regular meeting of the Aviation Advisory Commission will be held on November 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 6:55 p.m.

The Aviation Advisory Commission Meeting minutes of October 20, 2021 were submitted and approved this 17th day of November, 2021.

Airport Administrator