

DRAFT



MINUTES

**AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD.
GLENDALE, ARIZONA 85307
AIRPORT CONFERENCE ROOM
DECEMBER 15, 2021
6:00 P.M.**

1. CALL TO ORDER

The meeting was called to order at 6:03 p.m.

2. ROLL CALL

Present: Chair Larry Rovey -telephonically
Vice Chair Quentin Tolby
Commissioner Terry Aramian
Commissioner Michael Portik

Absent: Commissioner Bill Eikost
Commissioner Tim Topliff
Commissioner Bud Zomok

Also Present: Carl Newman, Airport Administrator
Roxanne Alexander, Management Assistant
Dan Cleavenger, Interim Transportation Director
Joe Husband, Transportation Department employee

Attendees: John Padilla, Luke Air Force Base Representative
Mary Ortega-Itsell, Genesis Consulting Group, LLC

3. CITIZEN COMMENTS

No citizens present. No comments.

4. APPROVAL OF THE MINUTES

- a. Aviation Advisory Commission Minutes of October 20, 2021.

Motioned by Commissioner Terry Aramian, seconded by Commissioner Michael Portik to approve the October 20, 2021, Aviation Advisory Commission meeting minutes as written.

AYE: Chair Larry Rovey -telephonically

Vice Chair Quentin Tolby

Commissioner Terry Aramian

Commissioner Michael Portik

Other: Commissioner Bill Eikost (ABSENT)

Commissioner Tim Topliff (ABSENT)

Commissioner Bud Zomok (ABSENT)

Passed

5. AIRPORT BUSINESS

a. FBO Hangar Land Lease

Mr. Newman presented the following information on the FBO Hangar Land Lease:

- Purpose and Recommended Action
 - This is a request for the Aviation Advisory Commission to recommend the Glendale City Council adopt an ordinance authorizing the City Manager to enter into a land lease agreement with Glendale Aero Services, Inc. for vacant ramp space east of the Glendale Aero Services FBO Building.
- Background
 - On June 17, 2021, the City of Glendale published Request for Proposals (RFP) 22-01 for the development of a hangar facility on vacant ramp space at Glendale Municipal Airport.
 - On June 23, 2021, a Pre-Proposal Meeting was held for prospective proposers.
 - On July 1, 2021, a single proposal was received from Glendale Aero Services, Inc.
- Leased Premises
 - The development site is a 48,600-square foot parcel. A sealed survey and legal description for the leasehold has been completed and submitted by Entellus, a registered land surveyor.
- Proposed Facility
 - The proposal from Glendale Aero Services, Inc. is to develop a 100' by 100' hangar facility large enough to house multiple, larger corporate jet aircraft. The facility will be designed and erected using construction methods and aesthetically blend with the current Glendale Aero FBO facility. Additional space of approximately 38,600 square feet is needed for operational space, maneuvering, and locating aircraft in and out of the hangar.
- Lease Term
 - The Construction Term of this Lease shall be for a maximum period of 24 months from the Effective Date, or when the Certificate of Occupancy is issued, whichever comes first. The original term of this Lease shall be for a period of 20 years commencing on the date a Certificate of Occupancy is issued or upon the expiration of the Construction Term, whichever comes first, and expiring on the same date 20 years later, unless terminated soon pursuant to the provisions contained in this Agreement.
 - Depending on the appraised value of the improvements constructed on the Property, Lessee may renew this Lease according to the terms of only one of the

following three paragraphs:

- Provided that Lessee, and/or its Assigns, plans and constructs an aeronautical improvement(s) on the Property with a minimum added value of Two Hundred Thousand Dollars (\$200,000) and receives a Certificate of Occupancy for the improvement(s) within one (1) year of the Effective Date, the City grants to Lessee an option to renew this Lease for one five (5) year period.
 - Provided that Lessee, and/or its Assigns, plans and constructs an aeronautical improvement(s) on the Property with a minimum added value of Three Hundred Fifty Thousand Dollars (\$350,000) and receives a Certificate of Occupancy for the improvement(s) within two (2) years of the Effective Date, the City grants to Lessee an option to renew this Lease for one ten (10) year period.
 - Provided that Lessee, and/or its Assigns, plans and constructs an aeronautical improvement(s) on the Property with a minimum added value of Five Hundred Thousand Dollars (\$500,000) and receives a Certificate of Occupancy for the improvement(s) within three (3) years of the Effective Date, the City grants to Lessee an option to renew this Lease for two successive ten (10) year periods.
- Rent
 - Glendale Aero Services propose an annual rental rate of \$0.52 per square foot. The rent will be calculated at \$0.52 per square foot for 48,600 square feet. The total annual rent will be \$25,272.00 beginning at occupancy and a reduced rent of \$12,636.00 during construction.

Commissioner Aramian requested clarification of the lease renewal terms, which Mr. Newman reiterated. Commissioner Aramian inquired about the market comparison for the rent rate. Mr. Newman stated the rent compares well to the rest of the market.

Vice Chair Tolby inquired about an inflation escalation. Mr. Newman stated that the inflation escalation was based on the CPI and would be reviewed every three years.

Chair Rovey requested clarification of the location, which Mr. Newman provided.

Motioned by Commissioner Terry Aramian, seconded by Commissioner Michael Portik to recommend that the Glendale City Council adopt an ordinance authorizing the City Manager to enter into a land lease agreement with Glendale Aero Services, Inc. for vacant ramp space east of the Glendale Aero Services FBO Building.

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

Passed

b. Eastside Development Consultant contract

Mr. Newman presented the following information on the Eastside Development Consultant Contract:

- Purpose and Recommended Action
 - This is a request for the Aviation Advisory Commission to recommend the Glendale City Council authorize the City Manager to enter a contract with Coffman Associates in an amount not to exceed \$230,734 to provide professional airport planning services to the Glendale Municipal Airport.

- Background
 - The City of Glendale will conduct a study to examine the potential development of approximately 122 acres of land at the Glendale Municipal Airport.
 - The land is situated east of Runway 1-19, south of Glendale Avenue and west of the New River Channel. The purpose of this study is to identify a specific recommended development plan for the development of the east side of the Airport. The study will consider alternatives that detail aircraft access from the airfield system, various hangar development layouts, variable parcel sizes, existing and ultimate infrastructure needs, vehicle access, and a phased development approach to achieve the ultimate buildout of the area.
 - The evaluation of this site will consider taxiway/taxilane connections to the airfield system, airside and landside access, and utility needs. The plan will also consider potential non-aviation development on the east side of the Airport given physical land constraints and other factors to be further analyzed during the study. The final report will include an estimated cost of construction and a recommended schedule (phasing) for the identified site improvements. An evaluation of federal (Federal Aviation Administration [FAA]) and state (Arizona Department of Transportation–Aeronautics Group [ADOT]) grant funding eligibility will also be conducted for the proposed development plan.

- Analysis
 - Services were procured through the City’s Engineering Department using the Request for Qualifications process. The FAA requires professional service contracts to be procured using a qualifications-based process to be eligible for grant reimbursement. Staff issued the Request for Qualifications Number 202171 July 1, 2021. Statements of Qualifications were due July 21, 2021. The City received 3 responses to the RFQ. The three respondents were Armstrong Consulting, Dibble, and Coffman Associates. The responses were reviewed by a six-member panel. The panel interviewed all 3 firms September 13, 2021. The panel unanimously selected Coffman Associates to provide the services.
 - The term of the contract will be 1 year with a one-1 year extension at the option of the City of Glendale. The contract will be for a not to exceed amount of \$230,734. The contract services are eligible for FAA and ADOT grant reimbursement of 90% and 5%, respectively. The City of Glendale will seek reimbursement when funding becomes available from the organizations.
- Funding
 - Funding for the project is available in the Airport CIP accounts and Transportation Department CIP O&M account.
 - Airport Staff request the Aviation Advisory Commission recommend approval of the contract to the Glendale City Council.

Commissioner Aramian asked where the reimbursement funds would go, once received. Mr.

Newman replied that since the City was advancing the funds for the contract up front, the reimbursement would go back to the City.

Commissioner Portik requested clarification of the project scope. Mr. Newman explained that the Strategic Plan includes a plan for the Eastside Development which will be used for the project scope, such as layout, where the infrastructure and roads need to be, the amount of dirt needed, and the types of activity approved for the space. Mr. Newman noted that all of this information can be used for a marketing and development plan.

Motioned by Commissioner Terry Aramian, seconded by Commissioner Michael Portik to recommend that the Glendale City Council authorize the City Manager to enter a contract with Coffman Associates in an amount not to exceed \$230,734 to provide professional airport planning services to the Glendale Municipal Airport.

AYE: Chair Larry Rovey -telephonically

Vice Chair Quentin Tolby

Commissioner Terry Aramian

Commissioner Michael Portik

Other: Commissioner Bill Eikost (ABSENT)

Commissioner Tim Topliff (ABSENT)

Commissioner Bud Zomok (ABSENT)

Passed

6. STAFF REPORT

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

AIRPORT FINANCIAL UPDATE – 42% OF FISCAL YEAR 2022 THROUGH NOVEMBER 2021

- Airport projected Annual Revenue - \$1,067,592
 - Revenue YTD – \$318,489.64, which is 29.8% of budget
- Airport projected Annual Revenue less donations, vendor surcharge revenue, and City of Glendale budget transfers - \$672,101
 - Revenue YTD - \$257,220.11, which is 38.3% of budget
- Airport Approved Operating Budget - \$1,067,592
 - Expenses YTD - \$354,334.82, which is 33.2% of budget

AIRCRAFT OPERATIONS UPDATE

- November 2021 Aircraft Operations: 7,123
 - Approximately 1% above November 2020, which was 7,052
- Aircraft Operations for the CY2021 are 73,180 compared to 79,945 for CY2020, which represents an approximate 8% decrease. Mr. Newman noted that the Airport's runway was closed this year for two periods for work around the Airport.

GENERAL AIRPORT UPDATES

- Airport Projects and Outreach
 - Airport staff worked with Sunland Asphalt and Construction Company to crack seal and seal coat the Terminal ramp. The firm completed the work in 8 calendar days. The project cost was \$125,239.

- Construction on the Taxiway Alpha Reconstruction project is complete except for minor punch list items. The FAA funded 100% of the project with no local match required. The total grant amount is \$1,700,933.
- The low bidder on the Automated Weather Observation System (AWOS) was Rural Electric. The project kick-off meeting was held on November 2nd. Work began on the project on December 6th and project completion is anticipated within 14 calendar days. The FAA funded 100% of the project with no local match required. The total grant amount is \$351,300.
- Work on the Airport Business Plan and Airport Design Standards is underway. Genesis Consulting is working with staff on the Business Plan development, while 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.
- FAA and ADOT Grants and Actions
 - There are no updates on new grants this month.
- Airport Issues and Events
 - There was one complaint received in November.
 - 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 began again on November 13th. The organization used the Terminal Building and the Terminal Ramp to host the event.
- Airport Metrics: Mr. Newman displayed charts and graphs regarding Airport metrics.

7. LUKE AIR FORCE BASE OPERATIONS

Mr. Padilla announced that the Luke Air Force Base Air Show will be held on March 19 and 20, 2022, with a practice date of March 18, 2022. More details will be provided to the Commission at upcoming meetings.

8. COMMISSION COMMENTS AND SUGGESTIONS

None.

9. FUTURE AGENDA ITEMS

No new future agenda items were voiced.

10. NEXT MEETING

The next meeting of the Aviation Advisory Commission is scheduled to be held on January 19, 2022, 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 meeting was adjourned at 6:35 p.m.

The Aviation Advisory Commission Meeting minutes of December 15, 2021 were submitted and approved this 16th day of February, 2022.