

# DRAFT



## MINUTES

**AVIATION ADVISORY COMMISSION  
GLENDALE MUNICIPAL AIRPORT  
6801 N. GLEN HARBOR BLVD.  
GLENDALE, ARIZONA 85307  
AIRPORT CONFERENCE ROOM  
FEBRUARY 16, 2022  
6:00 P.M.**

### 1. CALL TO ORDER

The meeting was called to order at 6:05 p.m.

### 2. ROLL CALL

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

Absent: Commissioner Bill Eikost  
Commissioner Tim Topliff

Also Present: Carl Newman, Airport Administrator  
Dan Cleavenger, Interim Transportation Director  
Joe Husband, Transportation Department  
Roxanne Alexander, Management Assistant  
Bill Gillies, Luke Air Force Base

### 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.**

No citizens present. No comments

#### 4. APPROVAL OF THE MINUTES

Aviation Advisory Commission Minutes of December 15, 2021

**Motion by Commissioner Aramian, second by Vice Chair Tolby, to approve the December 15, 2021, Aviation Advisory Commission meeting minutes as written. The motion carried 5 – 0.**

Motioned by Commissioner Terry Aramian, seconded by Vice Chair Quentin Tolby

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

Passed

- a. Aviation Advisory Commission Minutes of December 15, 2021.

#### 5. AIRPORT BUSINESS

Aviation Advisory Commission, 2022 Goals. This item is up for discussion and possible action.

Mr. Newman announced the following possible 2022 goals/topics of discussion:

- Airport Restaurant and Marketing
- Glen Harbor Boulevard Connection to Ball Park Blvd.
- Airport Design Standards
- Eastside Development Planning
- Airport Business Plan

Chair Rovey stated that a connection with Ball Park Boulevard would result in a lot of traffic coming past the Airport, which could help with a restaurant. Commissioner Zomok relayed that Councilmember Clark indicated in her blog that this was one of her goals as well. Vice Chair Tolby also relayed Councilmember Clark's support.

Commissioner Aramian asked if there was anything that should be done now to prepare for the Super Bowl next year.

Mr. Newman assured that the Airport staff will be intimately involved with Super Bowl planning and events. He stated that he had two meetings regarding Super Bowl planning so far. He said that as soon as people arrive at the Airport for Super Bowl, the City wants the visitors to be part of the Super Bowl experience. He said there will be a lot of Glendale branding. He has been working with the FBO already. He indicated that the City intends to elevate what was done in the past. He noted that he will report to the Commission on Super Bowl preparations on a regular basis.

Commissioner Zomok suggested reaching out to the Glendale Ambassadors, who would be happy to greet visitors as well.

Commissioner Zomok inquired about the Business Plan and asked if the East Side

Development Plan was different than in the previous Master Plan. Mr. Newman explained that the verbiage in the Master Plan was a place holder, and a deeper dive will be conducted. Commissioner Zomok asked if the intent was for the Commissioners to work on the goals. Mr. Newman relayed that the Commissioners would work on the goals, however, staff will lead the way.

Motioned by Commissioner Bud Zomok, seconded by Vice Chair Quentin Tolby **Motion to adopt the 2022 Goals for the Airport Advisory Commission**

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

Passed

## 6. STAFF REPORTS

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

### AIRPORT FINANCIAL UPDATE – 58% OF FISCAL YEAR 2022 THROUGH JANUARY 2022

- Airport projected Annual Revenue - \$1,067,592
  - Revenue YTD – \$470,899.00, which is 44.1% of budget
- Airport projected Annual Revenue less donations, vendor surcharge revenue, and City of Glendale budget transfers - \$672,101.00
  - Revenue YTD - \$378,838.00, which is 56.4% of budget
- Airport Approved Operating Budget - \$1,067,592
  - Expenses YTD - \$656,313.00, which is 61.5% of budget

### AIRCRAFT OPERATIONS UPDATE

- January 2022 Aircraft Operations: 8,264
- Approximately 26% above January 2021, which was 6,552
  - Aircraft Operations for the CY2021 were 79,343 compared to 86,332 for CY2020, which represents an approximate 8% decrease.

Chair Rovey asked if there had been any COVID effect on the Airport. Mr. Newman relayed that commercial airports have been struggling; however, there was really no impact on the Glendale Airport. Mr. Newman noted that the Airport held pretty steady and, in some cases, saw an increase in numbers.

### GENERAL AIRPORT UPDATES

- Airport Projects and Outreach
  - Airport staff implemented an herbicide program to mitigate the weeds and other unwanted plant growth on the airfield. One staff member is trained and certified to apply the chemicals necessary for the program. Initial cost of the program is approximately \$12,000 for equipment and supplies. The cost for treatment of the facility by a contractor is approximately \$7,200 per year, so the program will pay for itself in less than two years.

- The low bidder on the Automated Weather Observation System (AWOS) was Rural Electric. Work began on the project on December 6<sup>th</sup> and Rural Electric completed the scheduled work. The South Wind Cone was removed from the original project because the FAA had not completed an environmental assessment of the site. The assessment has since been completed and work can begin on the replacement. A start date has not been established. 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 noise complaint received in December and one noise complaint in January.
- Airport Metrics: Mr. Newman displayed charts and graphs regarding Airport metrics. He noted that all hangars are currently occupied.

Mr. Cleavenger announced that he has been serving as Interim Director of Transportation since July of 2021 and the new Director of Transportation, Mr. Shahid Abbas, was hired and will start in the role on February 22<sup>nd</sup>. Mr. Cleavenger reported that he will stay on until March to transition responsibilities and Mr. Abbas will attend the March Commission meeting.

Mr. Newman announced that he will be on medical leave for approximately three months and Mr. Husband will fill in while he is on leave.

Commissioner Zomok suggested an Airport marketing strategy around the theme of a 'quieter airport.' He asked if any of the COVID-19 funds were allocated to Transportation or the Airport.

Mr. Newman replied in the positive and noted that he had reported a few times that the Airport has received funds for specific issues, of which some has been spent and some funds remain to be spent. He reported that the Airport will receive approximately \$295,000 from the Bipartisan Infrastructure Law and he will be attending an online seminar regarding this tomorrow. Mr. Cleavenger confirmed that Transportation received COVID funds, however, did not have the exact amount at hand.

Commissioner Aramian asked when Mr. Newman's leave was scheduled to begin. Mr. Newman replied that his leave begins on March 4<sup>th</sup> 14<sup>th</sup>. Mr. Husband stated that he was happy to come back to the Airport to assist for a period of time and he appreciated the confidence of Mr. Newman and Mr. Cleavenger.

**a. Airport Staff Report for February 2022**

This report allows the Manager to update the Commission.

1. Airport Financial Update
2. Aircraft Operations Update
3. General Airport Update

## **7. LUKE AIR FORCE BASE OPERATIONS**

Mr. Gillies announced that the Air Force filed a Notice of Intent on an Airspace Action. He explained that the Air Force is proposing to modify existing Military Operations Areas (MOAs), which are located in Arizona and New Mexico. The Air Force is proposing to amend the times that are charted to better reflect actual flight times. He explained that it would not be that the Air Force was flying more, but the charting would be corrected. He relayed that the change really affects those in the air, not on the ground. He stated that three scoping meetings have been held and there were approximately 140 people at the three meetings. He encouraged the public to make comments during the public review and comment period at [www.ArizonaRegionalAirspaceEIS.com](http://www.ArizonaRegionalAirspaceEIS.com) by the deadline of March 4, 2022. He noted that this meeting was not a scoping meeting or public comment meeting and again suggested that the public submit comments on the previously announced website.

Mr. Gillies also announced that the LAFB Air Show was cancelled and he was unsure if it would take place in 2023 or 2024.

## **8. COMMISSION COMMENTS AND SUGGESTIONS**

None

## **9. FUTURE AGENDA ITEMS**

Mr. Zomok suggested inviting one or two Councilmembers to attend a Commission meeting. Mr. Cleavenger agreed that this could be done. Mr. Cleavenger explained that the Transportation departments meet monthly to identify efforts to the City Manager, who then forwards the information on to Council. Mr. Newman stated that staff's Strategic Plan presentation to Council was well received and there were very few questions when staff presented the Airport CIP to Council.

## **10. NEXT MEETING**

The next regular meeting of the Aviation Advisory Commission will be held on March 16 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. (this meeting was vacated and not held as published in the minutes).

## **11. ADJOURNMENT**

**Chair Rovey adjourned the meeting at 7:08 p.m.**

The Aviation Advisory Commission Meeting minutes of \_\_\_\_\_, 2022 were submitted and approved this \_\_\_ day of \_\_\_\_\_, 2022.

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Recording Secretary