

DRAFT



MINUTES

**AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD.
GLENDALE, ARIZONA 85307
AIRPORT CONFERENCE ROOM
APRIL 20, 2022
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
Vice Chair Quentin Tolby
Commissioner Terry Aramian
Commissioner Bill Eikost
Commissioner Mike Portik
Commissioner Bud Zomok

Absent:

None

Staff present:

Joe Husband, Transportation Department

Others present:

Carmen Rose, Dibble Engineering
Sandy Kukla, DWL Architects

Mr. Husband announced Commissioner Tim Topliff resigned from the Commission as he has moved out of Glendale. Mr. Husband read aloud the resignation email from Commissioner Topliff expressing appreciation for the opportunity to serve on the Commission.

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

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

- a. Aviation Advisory Commission Minutes of 16 February 2022

Motion by Commissioner Aramian, second by Commissioner Zomok, to approve the February 16, 2022, Aviation Advisory Commission meeting minutes as written. The motion carried 6 – 0.

5. AIRPORT BUSINESS

- a. Glendale Municipal Airport Design Standards

Mr. Husband announced that a Design Standards document for infrastructure and improvement has been developed. He said once it was finished, approved, and accepted, it will govern the development on the Airport property for all new construction and renovation of existing facilities. He relayed the draft document was nearly complete and the goal of the document was to set standards for consistency and to provide a blue print to follow.

Mr. Husband introduced Ms. Carmen Rose of Dibble Engineering and Ms. Sandy Kukla of DWL Architects, who have been part of the team working on the standards.

Ms. Rose explained the process of drafting the Design Standards, which included the following:

- Field Observations, Review Existing Conditions, Kick-Off Meeting, Information Gathering of other Valley Airports
- Stakeholder Meetings: Two held and one more planned
- Development of Standards
- Review Meeting
- Improvements to Standards Made and Draft Standards Prepared

Chair Rovey asked who was on the stakeholder group. Ms. Rose replied the group consisted of Mr. Carl Newman, Airport Administrator, Mr. Eddie Garcia and Mr. Edward Virgil, both City of Glendale architects. Mr Garcia is with the Engineering Department and Mr. Virgil is with the Development Services Department.

Commissioner Aramian asked if architectural was part of the study. Ms. Rose replied in the positive and indicated the team included DWL Architects and a landscape architect firm, Logan Simpson.

Ms. Rose presented the visioning goals, such as attracting a new group of tenants.

Chair Rovey commented that a small stakeholder group limits creativity and he would have expected someone from the Arizona Cardinals, a significant community member, or member of the Commission to be included.

Commissioner Zomok asked if the group was looking at a style design that was modern, but cautioned that could become dated in a while. Ms. Rose relayed the term 'timeless' was part of the consideration.

Mr. Husband said the standards provide guidance on creating a sense of arrival and presence and create consistency.

Ms. Rose commented on items addressed in the standards such as hangar style, signage, and elements such as grading and drainage, fencing, and landscaping. She noted that specific materials were recommended as well as color palettes. Photo examples were displayed.

Mr. Husband assured all in the draft document tied back to FAA and TSA standards.

Ms. Kukla provided background on aviation projects done by DWL Architects. She gave a presentation on the Design Supplement, which is a supplement to the Design Standards document. She displayed the color palette developed for the standards and the inspiration for design options. She relayed draft standards for site fencing, such as no chain link fence, but rather use of a curved picket security fence or masonry fence which would be an alternative modification. Photos were displayed.

Commissioner Zomok asked if the team worked with the Arts Commission for potential art that could be included. Mr. Husband replied in the negative. Ms. Kukla clarified that the developers would be constructing these walls and confirmed they were not perimeter walls. She said these walls could be implemented in Airport beautification projects as well.

Ms. Kukla presented the options in the standards for screened walls, such as for vehicles or trash enclosures. Ms. Kukla presented the options for tenant or developer monument signage and landscape design. Mr. Husband stressed consistency in the landscape and creation of a sense of arrival and wayfinding.

Chair Rovey inquired about Airport signage standards. Ms. Kukla explained the options shown today were for the developers. She said part of the Airport beautification project could include Airport signage.

Commissioner Aramian recalled the bigger picture for the Airport to be a requested destination, such as by the Cardinals, and said everything done should have that focus.

Ms. Rose said that most of the standards would be implemented when the east side was being developed.

Commissioner Zomok asked about the members of the Design Committee. Mr. Husband explained this would be the Design Review Committee and the members had not been determined yet. He explained the basic role of the Committee and said it would have Airport staff, a member of Development Services, as well as other members. Commissioner Zomok suggested there should be a representative or two from the Aviation Advisory Commission on the Committee. Mr. Husband agreed.

Mr. Husband thanked Ms. Kukla and Ms. Rose. He said this was an important part of the next stage for the Airport. He announced he would like to move forward with beautification projects at the Airport. He said Mr. Newman did a great job of starting and shepherding the

Design Standards project. He said a final draft of the document should be ready and to the Commission within the next couple of months.

Chair Rovey asked who was on the City's Design Review Board. Mr. Husband did not have that information at hand and will follow up on the question. He surmised Mr. Jamsheed Mehta of Development Services and his team would be involved, but would obtain specifics. Ms. Rose said every project on the Airport would still have to go through the development review process.

The agenda item was concluded.

6. STAFF REPORTS

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

AIRPORT FINANCIAL UPDATE – 75% OF FISCAL YEAR 2022 THROUGH MARCH 2022

- Airport projected Annual Revenue - \$1,067,592
 - Revenue YTD – \$615,425.47, which is 57.0% of budget
 - Expenses YTD - \$828,096.68, which is 70.0% of budget

AIRCRAFT OPERATIONS UPDATE

- February 2022 Aircraft Operations: 8,618
- Approximately 22% above February 2021
 - March 2022 Aircraft Operations: 8,601
 - Approximately level with March 2021

Chair Rovey asked if the Chinese flight schools were still at the Airport. Mr. Husband said AirGo Flight Academy has had terminal space since 2017 however, during the pandemic, they had no students at the Airport. Mr. Husband said AirGo expects to start bringing students back in again.

Commissioner Aramian requested information on the annual revenues projected from the City and what percentage the Airport receives from the revenues. Mr. Husband said at a minimum \$115,000 has been made via budget transfers this fiscal year. He will include the information on the staff report. Chair Rovey noted the City always funded the Airport's annual shortfall. Mr. Husband said about two years ago, the Airport budget was about \$750,000 or \$800,000, went to \$1 million, and now there is a proposed increase for the next fiscal year in the current budget review process. He said the City has always been and continues to be very supportive of the Airport. He will send the Commissioners the Statewide Airport Economic Impact Study, which provides the economic impact for each airport in the state.

GENERAL AIRPORT UPDATES

- Airport Projects and Outreach
 - Taxiway Alpha Phase I renovation is complete and the final close-out phase is underway. Phase II has been bid and staff is waiting for the FAA to issue the construction grant for this phase.

- Work on the Automated Weather Observation System (AWOS) is near completion and the project should be closed out by the end of June 2022.
- The Airport Business Plan is nearly complete. A Rates and Charges Study was added at no additional cost to the City. All of the Airport's rates and fees will be reviewed and compared to other airports in the metropolitan area as well as to cities in other states as appropriate.
- Year End Projects: Crack repair on the runway, minor office upgrades, expansion of weed control program, minor tower repairs and equipment replacement, new controller hardware and software update to all Airport access gates and new computer for the gates. Parking lot rehabilitation design has begun.
- FAA and ADOT Grants and Actions
 - Potential grant from ADOT for south apron rehabilitation, which would be completed in the next fiscal year.
 - ACIP letters have gone out from FAA and ADOT for the annual planning meetings to be held in May or June 2022.
- Airport Issues and Events
 - There were two noise complaints received since the February meeting.
 - Mr. Newman is out on medical leave and Ms. Roxanne Alexander has resigned as she moved to Prescott. Interviews were conducted last Thursday to replace Ms. Alexander's position. Final interviews will be conducted this Friday. There is one vacancy for an Airport Service Worker for which the recruitment had not yet begun.
 - There are still two vacant 60'x60' squares for hangars. Interest has been expressed and therefore another RFP may be published for one or both.

There has been soft interest in the eastside development.

7. LUKE AIR FORCE BASE OPERATIONS

No report.

8. COMMISSION COMMENTS AND SUGGESTIONS

None

9. FUTURE AGENDA ITEMS

10. NEXT MEETING

The next regular meeting of the Aviation Advisory Commission will be held on 18 May 2022 at 6:00 p.m., in the Airport terminal building, 6801 N. Glen Harbor Blvd., Glendale, Arizona, 85307.

11. ADJOURNMENT

Chair Rovey adjourned the meeting at 7:26 p.m.

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

Recording Secretary