

# DRAFT



## MINUTES

**AVIATION ADVISORY COMMISSION  
GLENDALE MUNICIPAL AIRPORT  
6801 N. GLEN HARBOR BLVD.  
GLENDALE, ARIZONA 85307  
AIRPORT CONFERENCE ROOM  
AUGUST 17, 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  
Commissioner Terry Aramian  
Commissioner Michael Portik  
Commissioner Bud Zomok

Absent: Vice Chair Quentin Tolby  
Commissioner Bill Eikost

Also Present: Joe Husband, Airport Administrator  
Julie Patterson, Management Assistant

Attendees: Bill Gilies, Luke Air Force Base

**3. CITIZEN COMMENTS**

Mr. Husband introduced Mr. James Carneal, a member of the public. There were no comments.

**4. APPROVAL OF THE MINUTES**

Motion by Commissioner Zomok, second by Commissioner Portik, to approve the May 18, 2022, Aviation Advisory Commission meeting minutes as written. The motion carried 4 – 0.

- a. Aviation Advisory Commission Minutes of May 18, 2022.

## 5. AIRPORT BUSINESS

None.

## 6. STAFF REPORTS

Mr. Husband provided the staff report. Highlights included the following:  
Airport Financial Update – 100% Of Fiscal Year 2022 Through June 2022

- Airport projected Annual Revenue – \$1,067,592
- Revenue YTD – \$823,560.26, which is 77% of budget
- Airport projected Annual Revenue less Glendale Budget Transfers, Vendor Surcharge, and Donations – \$913,545, 90% Year-to-Date
- Airport Approved Operating Budget – \$1,067,592
- Expenses YTD – \$1,089,639.48, which is 102% of budget

### Aircraft Operations Update

- FY2022 – July 2021 to June 2022: 87,151
- Approximately 9% above FY2021, which was 79,985.
- FY2021 Aircraft Operations was 79,985, compared to 87,063 for FY2020, which represents an approximate 8% decrease.
- Circo has hired a permanent Air Traffic Manager, to replace Mr. Dan Moss, the Acting Air Traffic Manager. The new Air Traffic Manager is expected to be on board in the September/October timeframe.

### Airport Projects

#### Construction Projects

- Taxiway A Phase II: Construction is proposed to begin on September 25, 2022, or October 2, 2022. A preconstruction meeting will be held with Combs Construction. The project will take no more than sixty days and all work will be done at night, except for the final paving of the entire project.
- AWOS and Wind Cone Replacement: Project completed.
- South Apron Rehabilitation Phases I and II: Design is underway.
- Glen Harbor Boulevard Slurry Seal and Restripe: Completed.
- Terminal and FBO Pavement Rehabilitation and Restripe / ADA Upgrades: Completed.

#### Planning Projects:

- Airport Business Plan: Completed, except for the rate and fee study.
- Airport Design Standards: Nearly complete. The final review was done. The final draft should be presented to the Commission at a meeting in the near future for review and then onto City Council for formal adoption.
- Disadvantaged Business Enterprise (DBE) Program Update: Mr. Husband provided a brief update.
- East Side Development Study: Coffman Associates will be conducting the study and a kick-off meeting will be held as soon as practical after the new Airport Administrator is on board.

Surplus Fund - End of Year Projects Completed – Details of the following projects were relayed:

- Runway crack repair
- Office Upgrades
- Expanded weed control program
- Tower repairs and replacements
- Gate Access Control System Upgrades

- Replace ramp lighted sign

FAA and ADOT Grants and Actions: Details were provided on the following:

- Taxiway A Phase I: Completed and closed
- Taxiway A Phase II: Awarded, open, and underway
- AWOS and Wind Cone: Completed and will be closed in September 2022
- South Apron Rehabilitation Phase I: Awarded, open, and underway
- South Apron Rehabilitation Phase II: Awaiting award, likely in December 2022
- ADOT Grant Match Recovery from 2019
- Joint Planning Meeting

Commissioner Aramian inquired about the new Airport Administrator position. Mr. Husband stated that the posting for the Airport Administrator opened on June 9th and there were seventeen applicants. He relayed that the finalist accepted a conditional offer, is highly qualified, and is expected to start on September 26th. Mr. Husband will remain at the Airport for a month after the new Administrator is on board to assist with the transition. Mr. Gillies asked if the finalist has experience working with the military. Mr. Husband replied in the positive.

Commissioner Zomok inquired about City staff moving to the cafeteria in the terminal building. Mr. Husband explained that the Field Inspection staff from the Engineering Department will temporarily relocate to the cafeteria space at the end of the year during the City Hall renovation. Mr. Husband stated that there will be approximately \$65,000 to \$100,000 in improvements made to the space for items such as fixtures, furnishings, and equipment to accommodate the relocated staff. Commissioner Zomok asked if the improvements would remain in place after the staff left. Mr. Husband stated that improvements such as new lighting and access control will remain; however, the furniture may not.

Mr. Husband continued with the staff report. Highlights included the following:

#### Airport Staffing

- Ms. Julie Patterson came on the new Administrative Assistant.
- There were thirteen applicants for the Airport Service Worker position. Final interviews will be conducted next week.

#### Airport Noise Complaints

- No complaints in May, June, or July 2022

#### Airport Development Interest

- South Hangar Development
  - Over five interested parties. Two RFPs will likely be issued within the next six months.
  - There is soft interest in the East Side.
  - Flight School Facility Development: The land survey is complete and there will be a RFP issued within the next few months.

Commissioner Portik inquired about the status of planning for the Super Bowl. Mr. Husband relayed the following:

- Staff is working with the Economic Development Department on activities for the arrival and departure experience.
- Three planning meetings have been held with the valley wide airspace working group, with participation from valley airports.

- A city level airport working group will meet tomorrow for ongoing planning efforts in Glendale.
- Staff is working with the FBO on aircraft parking, the reservation system, and more.
- Documents, processes, and information from the last Super Bowl will be reviewed in regard to what worked and what did not.
- A ground transportation plan is being developed.

Chair Rovey asked who was in charge of parking aircraft for the Super Bowl. Mr. Husband said the FBO was in charge and understands high volume operations. Mr. Husband said additional tower hours were requested for the night of the Super Bowl as well as additional air traffic controllers for the busy times on that day.

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

Mr. Gillies reported that the regional optimization of the special use airspace continues in preparation of the draft of the Air Force's environmental airspace study. Mr. Husband asked about public comments. Mr. Gillies reported that there has been a fair share of comments.

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

None.

## **9. FUTURE AGENDA ITEMS**

No additional agenda topics were suggested.

## **10. NEXT MEETING**

The next regular meeting of the Aviation Advisory Commission will be held on September 21, 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**

Chair Rovey adjourned the meeting at 7:21 p.m.

The Aviation Advisory Commission Meeting minutes of August 17, 2022 were submitted and approved this 19th day of October, 2022.

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Recording Secretary