

# DRAFT



## MINUTES

**AVIATION ADVISORY COMMISSION  
GLENDALE MUNICIPAL AIRPORT  
6801 N. GLEN HARBOR BLVD.  
GLENDALE, ARIZONA 85307  
AIRPORT CONFERENCE ROOM  
OCTOBER 19, 2022  
6:00 P.M.**

**1. CALL TO ORDER**

The meeting was called to order at 6:01 p.m.

**2. ROLL CALL**

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

Also Present: Joe Husband, Airport Administrator  
Julie Patterson, Management Assistant  
Shahid Abbas, Director Transportation

Attendees: John Padilla, Luke Air Force Base  
Mary Ortega, Genesis Consulting Group  
Richard Crosman, Genesis Consulting Group  
Sandra Kukla, DWL Architects  
Carmen Rose, Dibble Engineering  
Jerry Moar, Logan Simpson Design  
Scott Dalgliesh, Glendale Hangars Management

**3. CITIZEN COMMENTS**

There were no citizen comments.

**4. APPROVAL OF THE MINUTES**

- a. Aviation Advisory Commission Minutes of August 17, 2022. Motion by Vice Chair Tolby, second by Commissioner Aramian, to approve the August 17, 2022, Aviation Advisory Commission meeting minutes as written. The motion carried 6 – 0. [Commissioner Eikost was not yet present.]

5. AIRPORT BUSINESS

**a. Presentation and Acceptance of Glendale Municipal Airport Guidance and Regulatory Policies**

Airport Design Standards: Ms. Rose gave presentation on the background, site design, and the civil design. Ms. Kukla presented information on the building design. Mr. Moar presented the landscape design.

Mr. Abbas shared comments on the report, including the following:

- The design standards should be ADA compliant.
- The state is in a Stage 2 drought level and all landscaping should be drought tolerant. Council is reviewing the drought report next month and all landscape design standards should be in line with the drought report.
- All design standards should be in line with transportation standards and should not be in conflict with the FAA.

The design standards will be shared with the East Side Development Team.

Chair Rovey asked if there would be a taxiway to the East Side Development. Mr. Husband replied in the positive; however, noted that the details were unknown at this time.

Commissioner Zomok asked about current buildings in relation to the new design standards. Mr. Husband explained that all leases include clauses requiring airport approval for tenant improvements and as new things are built, staff will work with the others to meet the new design standards.

Commissioner Zomok asked if the current zoning was sufficient for the new standards. Mr. Husband explained that the Airport has its own Airport Development Zone.

Commissioner Zomok asked about public art and if the Airport would work with the Arts Commission. Mr. Husband stated that public art is typically purchased for a City project and the design standards are for private development on the Airport, so it is not available for the public art program.

Airport Business Plan: Mr. Crosman gave a detailed presentation on the final Airport Business Plan.

Chair Rovey asked what differentiated the Airport from its competitors. Mr. Crosman said there will always be competition; however, the Glendale Airport has space and land, and thus the opportunity for development especially on the east side. Mr. Husband noted that Glendale's sports and entertainment district and the developments along the 303 corridor also work to drive demand at the Airport.

Vice Chair Tolby inquired about the future of general aviation. Mr. Crosman said that COVID changed many things; however, the future of general aviation was still pretty bright. He said the FAA statistics show that general aviation was still growing. He said corporate aviation was a type of general aviation. He noted that the use of electric planes was increasing and may become part of the changing face of general aviation. Mr. Husband commented on the demand for pilots, thus the constant need for flight training.

Commissioner Zomok commented that the Business Plan was the key piece to the taking the Airport into the future and being a destination.

Airport Rates and Fees Study: Mr. Crosman presented the Rates and Fees Study in detail.

Mr. Husband requested that the Commission consider recommending the acceptance of the Rates and Fees Study by City Council. He said staff would evaluate the recommendations in the analysis and prepare a future report for Council consideration.

Vice Chair Tolby inquired about the impact of a restaurant at the Airport and if it should be subsidized. Mr. Crosman relayed that a restaurant at an airport was a big draw for pilots.

Commissioner Portik asked if there was any area in the report in which the Airport was way off the competition. Mr. Crosman replied in the negative. He said the rate structure was fine; however, needed to be reviewed annually. Mr. Husband noted that the study was very comprehensive and included all offerings at all the airports included in the comparisons.

Mr. Husband thanked all the presenters for the information provided.

Motion by Vice Chair Tolby, second by Commissioner Aramian, to recommend Council acceptance of the Airport Rates and Fees Study and adoption of the Airport Design Standards and the Airport Business Plan.

Mr. Dalglish, a member of the public, commented that the Glendale Hangars was in support of the standards and reports presented and concurred with the Commission's recommendation.

Chair Rovey called for the vote. The motion carried 7 – 0.

#### **b. Aviation Advisory Commission Chair and Vice Chair Recommendations**

Mr. Husband relayed the process for recommending a Commission Chair and Vice Chair.

Chair Rovey volunteered to serve as Chair again. Commissioner Zomok also volunteered.

Motion by Commissioner Aramian, second by Vice Chair Tolby, to recommend approval of Commissioner Bud Zomok for Chair of the Aviation Advisory Commission for a one-year term beginning February 1, 2023. The motion carried 7 – 0.

Commissioner Aramian volunteered to serve as Vice Chair.

Motion by Commissioner Portik, second by Commissioner Eikost, to recommend approval of Commissioner Aramian for Vice Chair of the Aviation Advisory Commission for a one-year term beginning February 1, 2023. The motion carried 7 – 0.

## **6. STAFF REPORTS**

Mr. Husband welcomed new Commissioner James Carneal. He announced the Commission was now fully seated with seven members. He thanked the Commissioners for being very engaged and noted the commitment of the Commissioners as there have not been challenges with quorum.

Mr. Husband provided a follow-up to Commissioner Aramian's question at a previous meeting regarding the budget transfer line item. He relayed that this fiscal year, the budget transfer line item is \$198,444, versus last year's amount of approximately \$147,000. He

explained that the line item is the contribution from the General Fund established in the budget at the start of the fiscal year. Any difference between the amount budgeted at the beginning of the fiscal year and the amount needed at the end of the fiscal year is contributed during the fiscal year close out process.

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

- Airport Financial Update – 25% Of Fiscal Year 2023 Through September 2022
- Airport projected Annual Revenue – \$1,029,496
- Revenue YTD – \$212,447.59, which is 20.64% of budget
- Airport projected Annual Revenue less Glendale Budget Transfers, Vendor Surcharge, and Donations – \$805,449, 21.19% Year-to-Date
- Airport Approved Operating Budget – \$999,496
- Expenses YTD – \$298,645.73, which is 29.88% of budget
- Aircraft Operations Update
- FY2022 – July 2022 to August 2022: 14,742
- Approximately 1% above July/August 2021, which was 14,605.
- FY2022 Aircraft Operations were 87,151

### **Airport Events**

- On December 1, 2022, the Citizens Transportation Oversight Commission (CTOC) meeting will be held at the Airport and a tour of the Airport will be conducted for the CTOC.
- Mr. Husband requested a presentation to the Commission by Assistant City Attorney James Gruber regarding Open Meeting Law.
- On November 19, 2022, the Experimental Aircraft Association will hold a Young Eagles event at the Airport. Approximately forty to sixty kids will participate.

### **Airport Projects**

- Taxiway A Phase II: Construction is underway and is moving along quite well. There are nightly closures during the project.
- FAA and ADOT Grants and Actions: Details were provided on the following:
- Taxiway A Phase II: Completed
- AWOS and Wind Cone: Completed
- South Apron Rehabilitation Phase I: Awarded, open, and underway
- South Apron Rehabilitation Phase II: Awaiting award, likely in Spring 2022

### **Airport Noise Complaints**

- Two noise complaints in September, both regarding Army exercises.
- No complaints in October.

### **Airport Staffing**

- The Airport is fully staffed.
- Mr. Isaiah Acosta has been hired as an Airport Service Worker.
- Mr. Husband submitted a request for a half-time Administrative Assistant to take on some of the additional administrative workload. If approved, the position would be open to be filled in July 2023.
- The new Airport Manager was to start work at the end of September, however, declined the position due to challenges securing housing. The hiring process resumed. Mr. Matt Smith was hired and will be the new Airport Manager. Mr. Smith is currently the Manager of the Grand Canyon National Park Airport. Mr. Husband shared a brief background of Mr. Smith, who will start in the new position on October 31st.

a.

**7. LUKE AIR FORCE BASE OPERATIONS**

Mr. Padilla reported that there are still F-35s coming into Luke Air Force Base (LAFB) and flying is increasing.

**8. COMMISSION COMMENTS AND SUGGESTIONS**

None.

**9. FUTURE AGENDA ITEMS**

No future agenda topics were suggested.

**10. NEXT MEETING**

The next regular meeting of the Aviation Advisory Commission will be held on November 16, 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 8:17 p.m.

The Aviation Advisory Commission Meeting minutes of October 19, 2022 were submitted and approved this \_\_\_ day of \_\_\_\_\_, 2022.

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Matthew Smith, Recording Secretary