

DRAFT



MINUTES

**AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD.
GLENDALE, ARIZONA 85307
AIRPORT CONFERENCE ROOM
DECEMBER 21, 2022
6:00 P.M.**

1. CALL TO ORDER

The meeting was called to order at 6:04 p.m.

2. ROLL CALL

Present: Chair Bud Zomok
Chair Larry Rovey
Vice Chair Terry Aramian
Commissioner James Carneal
Commissioner Michael Portik

Absent: Commissioner Bill Eikost
Commissioner Quentin Tolby

Also Present: Julie Patterson, Management Assistant
Matt Smith, Airport Administrator

Attendees: Scott Dalgliesh, Glendale Hangars Management

3. CITIZEN COMMENTS

There were no comments.

4. APPROVAL OF THE MINUTES

**Aviation Advisory Commission Minutes of October 19, 2022
Motion by Commissioner Zomok, second by Commissioner Portik, to approve the
October 19, 2022, Aviation Advisory Commission meeting minutes as written. The
motion carried 4 – 0. [Commissioner Aramian was not yet present.]**

- a. Aviation Advisory Commission Minutes of October 19, 2022.

5. AIRPORT BUSINESS

There are no matters to present or vote upon.

6. STAFF REPORTS

Mr. Smith said, as the new Airport Administrator, he has been meeting the Airport tenants and he shared a background of his experience. He gave a report, which included information on the following:

- Current Projects
 - The terminal building was painted.
- Upcoming Projects
 - The entryway monument will be painted.
 - The tower will be painted to match the terminal building.
 - The north apron will be crack-filled and seal coated.
 - The Planning Study for the east side of the Airport should be finished in the September – December 2023 timeframe.
- Staffing and Space Needs
 - The Airport restaurant is closed and is currently being occupied by the City's Engineering Inspectors temporarily, while their permanent office space is being developed. The Airport staff offices also require a revamp for better efficiencies.
- Super Bowl Planning
 - More air traffic controllers are needed for the Super Bowl and concern has been expressed to Serco and the FAA. Efforts are being made to resolve this issue. If Serco does not have new hires, a resolution may be to hire a temporary team.
 - Challenges regarding runway traffic and an area for helicopters only are being addressed and researched.
- Online Payment Portal/Airport Software
 - Staff is working on setting up an online portal for any payments to the Airport.
 - Staff is trying to acquire a lease management software to streamline the process and eliminate duplication of effort and human error.
- Airport Security Issues
 - Lack of Badge Control: Badges could be enhanced with more information, such as photographs or color coding. The intent is of the effort is for increased security and the protection of the Airport, the tenants, the customers and all assets on site.
 - Tailgating: There are still some issues with people tailgating others to enter the Airport gates.
- Airport Documents Needed to Need to be Updated
 - GA Airport Security Plan: This is not required by the TSA, but it is highly recommended. Mr. Smith will work on a plan and will present it to the Commission when completed.
 - Airport Emergency Plan: Mr. Smith will prepare a first draft.
 - Minimum Standards and Rules and Regulations: Mr. Smith would like to assemble a working group for review and potential update to the documents. He would also like input from the Commission.
- Based Aircraft Reporting
 - Part of the ADOT grant assurances require that based aircraft is tracked. If an aircraft is in the state 90 days or more, it must be registered with the Arizona MVD. Staff will work on this reporting.

Chair Rovey asked if Mr. Smith had to handle aircraft parking during Super Bowl. Mr. Smith relayed this was the FBO's responsibility, which does have experience with large events.

Chair Rovey stated that there was a previous Rules and Regulations working group. Mr.

Dalgiesh commented that he was on the working group and would share his notes with Mr. Smith.

[Commissioner Aramian entered the meeting.]

7. LUKE AIR FORCE BASE OPERATIONS

No report, as the LAFB representative was not present.

8. COMMISSION COMMENTS AND SUGGESTIONS

Commissioner Zomok inquired about noise complaints. Mr. Smith recalled a few complaints, but said they were not substantial.

9. FUTURE AGENDA ITEMS

No additional agenda topics were suggested.

Mr. Dalgiesh commented that he wanted to make the new Airport Administrator and Commissioners aware of the Economic Development Department's role within the Airport. He asked if a monthly report could be obtained from the Economic Development Department on business related to the Airport.

10. NEXT MEETING

The next regular meeting of the Aviation Advisory Commission will be held on January 18, 2023 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 6:54 p.m.

The Aviation Advisory Commission Meeting minutes of December 21, 2022 were submitted and approved this ___ day of _____, 2023.

Recording Secretary