

DRAFT



MINUTES

**AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD.
GLENDALE, ARIZONA 85307
AIRPORT CONFERENCE ROOM
AUGUST 16, 2023
6:00 P.M.**

1. CALL TO ORDER

The meeting was called to order at 6:03 p.m.

2. ROLL CALL

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

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

Attendees: John Padilla, Luke Air Force Base

3. CITIZEN COMMENTS

There were no comments.

4. APPROVAL OF THE MINUTES

Aviation Advisory Commission Minutes of June 21, 2023

Motion by Commissioner Rovey, second by Commissioner Eikost, to approve the June 21, 2023, Aviation Advisory Commission meeting minutes as written. The motion carried 6 – 0.

- a. Aviation Advisory Commission Minutes of June 21, 2023.

5. AIRPORT BUSINESS

- Action to replace late member, Terry Aramian.

Mr. Smith will follow up on a Commission appointment by Council member Bart Turner, Barrel District, regarding a replacement for former Commissioner Terry Aramian, who passed away.

6. STAFF REPORTS

Presented by Matt Smith, Airport Administrator

- Capital Projects
 - East Side Development: This is still in progress. A meeting will be held next week with Mr. Smith, Mr. Abbas, and the consultant. Basic design should be available for presentation to the Commission at the next meeting.
 - Current: South Apron Phase 1 (ADOT Funded): This project will begin right after Labor Day.
 - Current: South Apron Phase 2A (FAA Funded): The grant is in the acceptance phase and should commence after Phase 1. Combs Construction will handle both phases.
 - Tower Equipment Replacement: Mr. Smith explained the failures with the voice switches in the Tower. The expense estimate is \$465,000. He said the new system would be built with the old system still running and will run parallel.
- Operations
 - Operational Data
 - June: 9,339 operations
 - Year to Date: 61,705 operations
 - FY2023 Revenue and Expenses: Information was provided.
 - FY2024 Budget: Information was provided.
- Property Bid Updates
 - Lot 7, 13, and 15: CV Air won the bid for these lots. A protest is expected. The height restrictions on the lots were explained in regard to line-of-sight issues.
 - 6805 N. Glen Harbor: This is the apron adjacent to the terminal. Mr. Smith met with the appraisers today, who will provide fair market value for the land. It will have to go out to bid and although ATP Flight School pitched the idea, ATP will have to bid along with everyone else. The lease highlights were relayed.
 - Southwest Apron
- Human Resources
 - Open Positions:
 - The hiring process is underway for a permanent Service Worker.
 - A temporary employee has been identified and will be hired as an Administrative Services Assistant. He will be on board through June 30, 2024, with a possible extension or to be possibly hired permanently.
 - The Airport summer intern will be returning to school, but has been converted to a part-time service worker for approximately 16 to 20 hours a week.
 - Tenant Meeting: Mr. Smith held a tenant meeting last month regarding the security and badge updates to the facility. He explained the security updates to the tenants. He said it was a productive and friendly meeting. It was agreed the badge renewal would be done every three years. The tenants have requested quarterly updates, which Mr. Smith will schedule.
 - Airport First Amendment Auditors: Mr. Smith provided information on Airport First Amendment Auditors.
 - Security Upgrades: There have been five different parties claim they are the user of a particular hangar, and none of them are the owner. A party came forward and said they were the owner who would provide documentation. This is the type of situation which is

the reason the security upgrade project is necessary.

Chair Rovey inquired about the amount of the City's subsidy to the Airport last year for the budget. Mr. Smith will follow up with the exact amount. He said at this time, the Airport was not yet self-sustaining.

7. LUKE AIR FORCE BASE OPERATIONS

Mr. Padilla said the F45s are still coming into LAFB.

Chair Zomok asked if LAFB would have an air show again. Mr. Padilla replied in the positive and estimated it would be held in March 2024.

8. COMMISSION COMMENTS AND SUGGESTIONS

No comments.

9. FUTURE AGENDA ITEMS

Mr. Smith suggested a possible tour of the upcoming construction, prior to a meeting.

Chair Zomok suggested a tour of the Airport property.

10. NEXT MEETING

The next regular meeting of the Aviation Advisory Commission will be held on September 20, 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

Motion by Commissioner Rovey, second by Chair Zomok, to adjourn the meeting at 7:11 p.m. The motion carried 6 – 0.

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

Recording Secretary