

**MINUTES
AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD.
GLENDALE AVIATION CONFERENCE ROOM
GLENDALE, AZ 85307
AUGUST 11, 2010
7:00 PM**

I. CALL TO ORDER

II. ROLL CALL

Present:	Commissioner Chairman	Carl Dietzman
	Commissioner Vice Chairman	Bill Scott
	Commissioner	Carl Duggins
	Commissioner	Bill Kelly
	Commissioner	Robert Irons
	Commissioner	Ron Cohoe
	Commissioner	Victoria Rogen

Attendees:	Airport Administrator	Judy Skeen
	Operations Staff	Jim Gum
	Airport Tower Manager	Basil Allen (Mike)
	City Council Office	Kriss Carnel
	Luke Air Force Base	Bill Gillies

III. APPROVAL OF THE MINUTES

Vice Chair Scott motioned to approve the May 8, 2010 Retreat meeting minutes as written. Commissioner Kelly made the second. The motion passed 7 - 0.

IV. BUSINESS FROM THE FLOOR

None.

V. AIRPORT BUSINESS

1. New Commissioner & Loyalty Oath:

Commissioner Rogen signed the Loyalty Oath as presented by Ms. Skeen.

2. Open Meeting Law Booklet:

Commissioner Rogen was provided with an Open Meeting Law Booklet.

3. Ordinance No. 1741, New Series, Article III. Aviation Advisory Commission:

Ms. Skeen updated the Commissioners on the status of the Bylaws. Ms. Skeen presented the Commissioners with a copy of the revised Bylaws as recommended from the Glendale Legal Department. Ms. Skeen explained that although the Bylaws were approved by the Commission earlier the Legal Department has since reviewed the document and made some changes. Therefore, the revised document is now being presented to the Commission for review. Commissioner Cohoe asked clarifying questions which were answered by Ms. Skeen.

Commissioner Scott motioned to approve and accept the Glendale Municipal Airport Aviation Advisory Commission Bylaws as recommended by the Legal Department. Commissioner Kelly made the second. The motion passed 7 - 0.

Ms. Skeen explained that the Bylaws will be presented to the Government Services Department Committee on September 7, 2010 then forwarded to Council for final adoption.

4. Civil Air Patrol Lease:

Ms. Skeen updated the Commissioners on the status of the lease. Commissioner Cohoe asked for clarification of the wording in the lease regarding construction having to be completed within six months of the execution of the lease. Ms. Skeen stated that six months is sufficient to build a hangar. Ms. Skeen showed an aerial picture of the location. Ms. Skeen stated that there was no line of sight issue and the peak of the hangar will be no higher than 18 feet. Vice Chair Scott thanked the Civil Air Patrol and Ms. Skeen for their work on the partnership and added that the lease will greatly benefit the City of Glendale and the Glendale Airport.

Vice Chair Scott motioned to approve and accept the Civil Air Patrol Lease as presented. Commissioner Irons made the second. The motion passed 7 - 0.

5. New Master Terminal Lease:

Ms. Skeen stated that Page 10, section 5 of the lease, has been changed from "...an A.M. Best Rating of at least A." to "...an A.M. Best Financial Rating of at least "A"." Ms. Skeen explained that the initial lease had incorrect insurance requirements and an addendum was necessary to correcting the insurance errors. However, the new Master Terminal Lease presented this evening incorporates the correct insurance requirements eliminating the need for an addendum.

Vice Chair Scott motioned to approve and accept the new Master Terminal Lease as presented and with the changes noted by Ms. Skeen. Commissioner Duggins made the second. The motion passed 7 - 0.

VI. STAFF REPORTS UPDATE

1. Operations/Staff:
 - a. Ms. Skeen provided an update on the operations of the Airport stating that the flight schools at the Airport have been down a bit due to the economy, but the schools are still doing well.
 - b. Mr. Allen added that, from a Tower perspective, traffic is down and will probably remain down for the rest of the year.
 - c. Ms. Skeen stated that the interview process for the new Crew Leader position is still ongoing and it is expected that a decision will be made within a week or so.
2. Grants:
 - a. Ms. Skeen stated that the Airport received an FAA grant in the amount of \$326,000. Hopefully, matching funds will be received from ADOT and the City of Glendale which will bring the total to \$343,000. Ms. Skeen explained that the funds will be used to relocate and design the blast fence. Part of the project will include the design of new blast pads at the end of the runways and new markings for taxiing into entryways. Ms. Skeen stated that the grant was received on July 27th and the grant would be going before Council on August 31st for approval by resolution. Ms. Skeen explained that the essence of the project is to make the safety area clearer and to make the markings for entry to the taxi-ways easier to see for the aircraft and Control Tower.

Commissioner Kelly inquired about Lux Air. Ms. Skeen stated that Wiseman Aviation, of Flagstaff and Winslow, is handling the operations in the interim at Lux Air. Ms. Skeen added that an RFP/RFQ for the facility will be opened some time in the future. Ms. Skeen noted that the Airport is working with the bank in order to currently operate the facility.

Commissioner Kelly had a question regarding the Airport Rules and Regulations regarding the storing of other vehicles in a hangar when an airplane was stored in the same hangar. Ms. Skeen stated that the FAA has a new Compliance Manual and the Glendale Municipal Airport will again review its Rules and Regulations in order to come into compliance with the FAA Manual.

Commissioner Coho inquired about the status of the Control Tower improvements. Ms. Skeen announced that the Control Tower upgrades have been finished, with the exception of the wind sensors which require resolution by the FAA. Ms. Skeen noted that the project came in \$10,000 under budget at \$460,000. At the next Commission meeting, Ms. Skeen will present a PowerPoint

presentation with before and after pictures to highlight the changes in the Control Tower.

Chair Dietzman inquired about the West-MEC School near the Airport. Ms. Skeen stated that agreements are still to be finalized with John F. Long Trust, the developer, which then has to be approved by Mayor and Council. A specific issue to be finalized is the one-way access gate from the Airport onto the school property. The gate access is necessary for the school to have a plane flown onto the Airport and then routed onto the school property. The plane will then be dismantled by students and put back together. Vice Chair Scott wondered what would happen to the gate if the school were no longer in business. Ms. Skeen replied that if the property was no longer run by West-MEC, the gate would have to be removed. The one-way gate also protects the Airport from competitive use and from commercial access via the West-MEC property. Ms. Skeen stated that the school was expected to be open by August 2011. Commissioner Rogen inquired as to the type of school West-MEC was establishing. Ms. Skeen replied that it was a vocational/technical school in aircraft mechanics and not a flight school.

VII. NEW BUSINESS

Future agenda items suggested were more information on flight schools at the Airport and a presentation on the improvements made in the Tower.

Mr. Bill Gillies provided an update on the F35 Program, which LAFB is hopeful that it would awarded. Mr. Gillies cautioned the Commission that there are still many hurdles to clear in order to be awarded the F35 Program; however, LAFB was noted as the preferred location for the training portion of the F35 Program. Currently, LAFB is undergoing an Environmental Impact Study regarding the F35 Program which should be completed in Spring 2011. Mr. Gillies stated that the Holliman Air Force Base, New Mexico was named as the Training Base for the F16 Program. Mr. Gillies added that there were previously nine squadrons of F16's at LAFB, currently there are six and soon this will be adjusted to five squadrons.

Mr. Gillies announced that the LAFB Air Show, held every two years, is scheduled for March 17-20, 2011. Mr. Gillies stated that closer to the date of the Air Show; LAFB representatives will address the Commission regarding how the event will impact the Glendale Airport.

VIII. NEXT MEETING TIME

The next Commission meeting will be held at 7:00 p.m., Wednesday, September 8, 2010 on the second floor Conference Room of the airport terminal building located at the Glendale Municipal Airport, 6801 N. Glen Harbor Blvd Suite 201, Glendale, AZ.

IX. ADJOURNMENT

**Vice Chair Scott motioned to adjourn the meeting at 7:40 p.m.
Commissioner Kelly made the second. The motion passed 7 - 0.**