

MINUTES
AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD.
GLENDALE AVIATION CONFERENCE ROOM
GLENDALE, AZ 85307
OCTOBER 14, 2009
7:00 P.M.

I. CALL TO ORDER

II. ROLL CALL

Present:	Commissioner Chairman	Carl Dietzman (Chair)
	Commission Vice Chairman	Bill Scott (Vice Chair)
	Commissioner	Ron Cohoe
	Commissioner	Carl Duggins
	Commissioner	Robert Irons
	Commissioner	Bill Kelly
	Commissioner	Bill Scott

Absent:	Commissioner	Marcio Moreno
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Attendees:	Airport Administrator	Judy Skeen
	Deputy City Manager	Cathy Gorham
	Airport Service Worker II	Jim Gum
	Valley Aviation Services	Clare Pryke
	Citizen	Paul Alexander

III. APPROVAL OF MINUTES

Vice Chair Scott made a motion to accept the minutes without any changes for the September 9, 2009 meeting. Commissioner Kelly made the second. The motion passed 6 - 0.

IV. BUSINESS FROM THE FLOOR

None.

V. AIRPORT BUSINESS

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

Vice Chair Scott made a motion to bring to the table the discussion of Ordinance 1741. Commission Cohoe made the second. The motion passed 6 – 0.

Chair Dietzman explained the item to be a discussion of the bylaws with a recommendation for changes or additions.

Vice Chair Scott noted the differences between the bylaws draft the Commission members received and the bylaws the Chair received. He proposed that the date of the meeting be kept as the 2nd Wednesday of the month (as in the Chair copy) instead of the 4th Wednesday of the month (as in the Commission copy). The second recommendation was made that the Vice Chair be appointed by the City Council instead of the Commission.

Commissioner Cohoe agreed, including that the Chair also be appointed by the City Council instead of the Commission.

Vice Chair Scott went on to suggest that in the formation of sub-committees, any Commission member wanting to be on a sub-committee could join without being appointed by the Commission. However, a clause should be included disallowing persons to join after the sub-committee has already begun meeting, unless the person joining is replacing an existing sub-committee member.

Commissioner Cohoe stated that the wording should be changed to state that Commission members “may serve” on the sub-committee instead of “may be appointed” to a sub-committee.

Ms. Gorham inquired if the committee was keeping the requirement of a formal vote by the Commission to form a sub-committee. Chair Dietzman replied in the positive.

Commissioner Kelly asked if there was a problem with too many people wanting to join a sub-committee. Ms Gorham replied that only three Commission members could join any one sub-committee.

Chair Dietzman inquired if the Commission would use Robert’s Rules of Order. Vice Chair Scott and Commissioner Irons both agreed that Robert’s Rules of Order would serve the Commission’s purpose quite well. Vice Chair Scott added that the City recommends its Boards use Robert’s Rules as they provide structure with some flexibility.

Commissioner Cohoe inquired if the phrase “Rules and Regulations” be changed to “Bylaws” in the Bylaws. Vice Chair Scott agreed. Ms. Skeen said that the changes would be made and then the new Bylaws would be sent out before the next meeting for review. In December, the changes to the Bylaws could be formally adopted.

The acceptance of the changes to the Bylaws as suggested in Ordinance No 1741, New Series, Article III will be tabled until the next meeting.

2. Airport Rules And Regulations Ad Hoc Committee

Commissioner Cohoe made a motion to bring to the table the discussion of the Airport Rules and Regulations. Commission Kelly made the second. The motion passed 6 – 0.

Vice Chair Scott had suggested this be tabled at the previous meeting so that absent Commission members would have the opportunity to state whether they wanted to join. Commissioner Cohoe asked if any Commission members wanted to join the sub-committee. Commissioner Irons wanted to join the sub-committee. Commissioner Kelly, Chair Dietzman, and Vice Chair Scott were interested but had scheduling conflicts.

Commissioner Cohoe gave a brief synopsis of Article III, which was discussed during the Rules and Regulations sub-committee meeting. Commissioner Cohoe explained that Article II would be reviewed next and would require two meetings to discuss. Commissioner Cohoe suggested adding to the agenda a discussion of Article II.

Commissioner Kelly reminded the Commissioners that there was not a meeting scheduled for November due to the holiday. Vice Chair Scott recommended emailing out the summary of the meeting and the Commissioners could individually send comments via email to Commissioner Cohoe for discussion in the subsequent meeting. Ms. Gorham reminded the Commission that replying to all is a violation of open meeting laws so to be sure not to mass email one another about the Rules and Regulations sub-committee. Commissioner Cohoe agreed to email each Commissioner individually.

3. Aviation Advisory Commission Sub-Committees.

Vice Chair Scott made a motion to bring to the table the discussion of the formation of sub-committees. Commissioner Cohoe made the second. The motion passed 6 - 0.

Vice Chair Scott made a motion to remove from the agenda the discussion of the formation of sub-committees since it was previously discussed. Commissioner Cohoe made the second. The motion passed 6 - 0.

4. Draft Hangar Land Lease Agreement

Commissioner Cohoe made a motion to bring to the table the discussion of the Hangar Land Lease. Commissioner Duggins made the second. The motion passed 6 – 0.

Commissioner Cohoe stated that in paragraph 3B the wording should be changed from “the lease shall raise” to “the lease may raise”. Ms. Skeen indicated that the rent would increase, therefore, “shall” is the proper wording.

Commissioner Cohoe explained that in paragraph 3C, it states that the lessee is to pay 1/12 of the rent due on the first of the month. Commissioner Cohoe inquired if all lessees were all on a month-to-month contract. Ms. Skeen indicated that each lessee is billed monthly. Commissioner Cohoe asked if they could pay more than the 1/12. Ms. Skeen explained that lessees can pay monthly, quarterly, semi-annually or annually based on their needs. However, lessees can pay no less than monthly which is the reason for the wording. Vice Chair Scott indicated that the agreement has no provisions against paying more at one time.

Commissioner Cohoe noted that paragraph 4 states that the lessee has to pay utilities. Commissioner Cohoe asked who was responsible for hooking up the utilities. Ms. Skeen replied that the lessee takes care of it in development. Commissioner Cohoe inquired as to the ramifications of the lessees not paying the utilities and if the utilities could be shut off for non-payment. Ms. Skeen replied that the utility companies handle those issues.

Commissioner Cohoe went on to discuss paragraph 5C regarding improvements to hangars being done in a “good, workman-like manner”. Commissioner Cohoe stated that term was ambiguous and subjective to each party. Vice Chair Scott indicated that it should be done by a professional person in a manner consistent with what a trade contractor would do. Vice Chair Scott added that although the workers do not have to be licensed, bonded, or insured, the workers need to perform up to the city codes and ordinances. Commissioner Cohoe felt it was too subjective and wondered if the agreement should include some type of approval by the city. Chair Dietzman noted that commercial properties in Glendale must be worked on by contractors licensed in the city of Glendale and all work must meet codes, standards, and ordinances. Vice Chair Scott supported the statement adding that permits and inspections are required as well. Which, Chair Dietzman pointed out, brings the work up to city code. The Commission concurred that the wording was fine as it is.

Commissioner Cohoe described in paragraph 7, page 6, paragraph C, sub paragraph 2, the planes were to reduce vibration to eliminate damage to the buildings. He inquired about which vibrations these were. Ms. Skeen explained that when a plane has engine noise and run up it may cause vibrations, which when it is too close to a building can be disruptive.

Commissioner Cohoe pointed out that in paragraph 14, it is not noted as to who enforces the insurance limits. Ms. Skeen stated that certificates of insurance are required to be held, and are subsequently updated by the airport working with risk management to ensure the limits held are acceptable. Ms. Skeen explained that

each certificate has a start and end date and updates are called for as certificates expire.

Chair Dietzman inquired about the provisions for safety inspections. Ms. Skeen replied that the airport performs annual safety inspections with the Fire Department at the beginning of the calendar year. The airport works with the tenants to schedule in blocks since many tenants are not always on site.

Commissioner Cohoe made a motion to accept the Hangar Land Lease Agreement without changes. Vice Chair Scott made the second. The motion passed 6 – 0.

VI. STAFF REPORTS/UPDATE

1. Ms. Skeen indicated that Shari Smith retired from the airport on September 25, 2009. The office is holding a closed recruitment within the city to fill the position. Candidates are being interviewed Monday and a replacement should be hired soon.
2. Ms. Skeen stated that the control tower is in the construction phase. Construction has slowed for the moment, but it is coming along nicely. The control tower should be completed within 60 days. At that time, the Commission will take a tour of the tower. Vice Chair Scott wondered if it would be completed around the first of the year. Ms. Skeen replied that there were a few issues with FAA wind sensor approval and delivery of some equipment that delayed the original date. However, Ms. Skeen did feel that at the beginning of the year the tower would be complete.
3. Ms. Skeen explained that the cracks on the north end of the on-ramp and taxiway would be sealed. The project should start in the next few weeks and would be performed by an outside contractor for \$4,900. Ms. Skeen announced that the grant with Maricopa County for weed and dust control will start in the next few weeks.

VI. NEW BUSINESS

Vice Chair Scott felt that a sub-committee should be formed to discuss what should be added to future agenda items in order to avoid cancelled meetings. Ms. Gorham felt that it was unnecessary as any items the Commission would like on an agenda could be identified during the current meetings under Commission Comments and Suggestions. The item would then be placed on the next month's evening meeting agenda. Ms. Gorham also stated that other Commissions do not meet monthly if there is no business or agenda items. The Arts Commission is considering meeting quarterly and the Library Advisory Board vacated all meetings during the summer.

Chair Dietzman stated that one agenda item for the next few months will be the Rules and Regulations Committee. Commissioner Cohoe suggested inviting the Pilots Association to a meeting to discuss their ideas and concerns quarterly. Ms. Gorham stated that this would be added to the December meeting agenda. Commissioner Cohoe also suggested having a discussion of ideas to attract additional commercial business and future business, to bring in new revenue for the airport.

Ms. Gorham suggested inviting West-Mec to present on the new vocational school planned to teach students about aviation related job opportunities and skills planned for property adjacent to the airport. This will be added to the agenda for the January meeting. Chair Dietzman suggested visiting the Scottsdale Airport and Deer Valley Airport as a retreat to get in touch with their Aviation Advisory Commissioners. Commissioner Cohoe stated that the Commission should invite the other regional Airport managers to a meeting to voice their input to the Commission during a meeting. Vice Chair Scott suggested to visit other airports be added to the February meeting agenda.

VIII. NEXT MEETING TIME

The next meeting will be held at 7:00 p.m., Wednesday, December 9, 2009. It will be held in the Glendale Municipal Airport, 6801 N. Glen Harbor Blvd Suite 201, Glendale, AZ. The November 11, 2009 meeting is cancelled due to Veterans Day.

IX. COMMISSION COMMENTS AND SUGGESTIONS

None

X. ADJOURNMENT

Vice Chair Scott made a motion to adjourn at 8:20 p.m. Commissioner Kelly made the second. The motion passed 6 – 0.