

**MINUTES
AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N GLEN HARBOR BLVD - SUITE 201
GLENDALE, ARIZONA 85307
AIRPORT CONFERENCE ROOM
NOVEMBER 9, 2011
7:00 P.M.**

I. CALL TO ORDER

The meeting was called to order by Chair Ron Cohoe with the following Commissioners present: Vice-Chair Carl Duggins, Bill Kelly, Victoria Rogen, Leslie Sheeler, Joe Cable and Robert Irons.

Also present were Walter Fix, Interim Airport Manager; Jamsheed Mehta, City of Glendale Executive Director of Transportation Services; Bill Gillies, Luke Air Force Base; Basil Allen, Air Traffic Control Tower; Clare Pryke, Valley Aviation Services; Tito Suazo, Aerosim Aviation

II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Irons motioned to approve the October 12, 2011 meeting minutes as written. Commissioner Kelly made the second. The motion passed 7 - 0.

III. REQUEST FOR CONTINUANCE OR WITHDRAWAL OF ITEMS

None.

IV. AIRPORT BUSINESS

The following items were addressed.

1. Airport Restaurant

Mr. Fix stated that the proposed Airport Restaurant Lease Agreement with Left Seat West at Glendale will be presented to Mayor and Council on November 22, 2011.

Mr. Fix explained that the previous airport restaurant proprietor vacated the building in January 2011 and an RFP was issued soon afterward for a replacement. Mr. Fix stated that only one response was received and subsequently reviewed and approved by the Transportation Department and Airport Staff. This was the proposal from Left Seat West at Glendale. Mr. Fix commented that there is also a Left Seat at Phoenix Sky Harbor which has been

serving customers for the past seven years and thus the proprietor has experience in the airport restaurant arena.

Mr. Fix read the terms of the lease with the Glendale Municipal Airport as follows:

- The lease will be for five years, with an additional nine years, renewable in three-year increments.
- The rent for the first month will be 1% of the gross receipts increasing by 1% each month until the fifth month.
- Thereafter, the rent will be \$800 per month or 6% of the gross receipts, whichever is greater until the completion of the first year of the lease.
- For the second year, the rent will be \$1,000 per month or 6% of the gross receipts, whichever is greater.
- For the third through fifth year of the lease, the rent will be \$1,200 per month or 6% of the gross receipts, whichever is greater.
- Left Seat West will be responsible for all utility services provided to Suite 104 and the patio seating.
- Specific maintenance and warranty agreements are included in the lease as well.

Chair Cohoe wondered if Left Seat would use the same décor for the Glendale location as is used in the Sky Harbor location. Mr. Fix was not aware of the plans for décor at this time. Mr. Fix noted that the owners might bring some furniture over for use at the Glendale location.

Chair Cohoe inquired about signage off of Glendale Avenue and suggested that it be large enough to drive business to the restaurant. Mr. Fix stated that the City Planning Department has sign regulations which need to be followed. Mr. Fix added that the old restaurant did have a placard sign near the Airport entryway monument to advertise for business.

Commissioner Rogen inquired as to the estimated opening of the restaurant. Mr. Fix stated that the restaurant owners would like to open in December. Mr. Fix stated that the Health Department would be out to the location during this week. Mr. Fix announced that the planned hours during the week are 6:00 a.m. to 2:00 p.m. with breakfast and lunch available at all times.

Commissioner Sheeler suggested an announcement be placed in the District Newsletters. Mr. Fix will follow through with the suggestion.

Commissioner Rogen asked if the restaurant proprietor had an inventory list of the current furniture available. Mr. Fix replied in the positive and added that the proprietor may bring in some of his own furniture as well. Mr. Fix will ensure that there is an accounting of all City furniture.

Chair Cohoe commented that Left Seat is well-established and has a good reputation at Sky Harbor.

Mr. Gillies stressed the importance of quick service at the restaurant, especially for a lunch hour.

Commissioner Duggins motioned to recommend Council approval of the Airport Restaurant Lease with Left Seat West at Glendale. Commissioner Rogen made the second. The motion passed 7 - 0.

2. Update on FAA and the Corrective Action Plan

Mr. Fix stated that Mr. Tony Garcia came out to Glendale October 25th and 26th to review the administrative procedures and the progress of the Corrective Action Plan. Mr. Fix commented that unfortunately Mr. Garcia could not coordinate his trip to coincide with a Commission meeting.

Mr. Fix also reviewed the Airport Layout Plan with Mr. Garcia and took Mr. Garcia on a tour of the taxiway ramps and the entire airport.

Mr. Fix noted on that on the evening of October 25th, Mr. Garcia and Mr. Fix met in the terminal lobby with members of the airport businesses and the tenants. Mr. Fix stated that Mr. Garcia was very helpful and answered many of the questions posed by attendees.

Mr. Fix provided the following update on the Corrective Action Plan:

- The Airport is meeting the FAA milestones.
- The weekly teleconference call with a Washington, DC representative has continued. During the call, timelines and action plans are discussed.

Mr. Fix stated that last month, there was a question from the Chair regarding the hangar count for compliance and non-compliance. Mr. Fix reported that out of 268 hangars, there were 105 Letters of Non-Compliance and the remaining 163 hangars were in overall compliance. Mr. Fix explained that an occupant can receive of Letter of Non-Compliance and have a very simple resolution, such as simply removing a non-aeronautical item. Mr. Fix stated that the occupants do receive a copy of the original inspection sheet.

Mr. Fix explained that a hangar can have minor issues, such as needing a Non-Smoking sign or repair of a stair defect, but still be in overall compliance. Mr. Fix stressed that the majority of non-compliance is due to the storage of non-aeronautical items. Mr. Fix stated that December 1, 2011 is the hard deadline for removal of non-aeronautical items from the non-compliant hangars. Reminder letters will be sent as necessary.

Chair Cohoe wondered if all hangar inspections were completed. Mr. Fix replied that all hangar inspections were completed by the end of October deadline.

Commissioner Irons requested clarification of how the hangar inspections and Corrective Action Plan relate to the lawsuit filed by a hangar occupant. Mr. Mehta explained that there are two separate issues that stemmed from the lawsuit by a hangar occupant:

1. The lawsuit in Civil Court whereby a judgment was made and the complainant was awarded and paid the amount of this judgment by the City of Glendale.
2. The same complainant contacted the FAA which led to the Part 16 whereby the FAA stated that the Airport failed to comply with certain Federal Grant Assurances. The FAA prepared the Corrective Action Plan so that the Airport can correct the issues requiring resolution. The Airport Layout Plan is part of the Corrective Action Plan (ALP), wherein aeronautical and non-aeronautical areas must be clearly detailed.

3. Arizona Airports Association Fall Conference in Gilbert

Mr. Fix noted that he recently attended the Arizona Airports Association Fall Conference in Gilbert at which there were approximately 150 attendees from all over the state. Mr. Fix commented that the Conference was very informative and panel discussions were held on topics such as solar facilities, safety issues and the grants process.

Commissioner Cable inquired as to how often this Conference is held. Mr. Fix explained that the Conference is held twice yearly in the Spring and Fall. Mr. Fix plans on representing the Glendale Airport at the Conference to be held in Tucson in the Spring.

4. Amendment to the 2004 Airport Rules and Regulations

Mr. Fix announced that on October 25th, City Council approved the amendment to the 2004 Airport Rules and Regulations. Mr. Fix stated that the cover page was changed to read “2011 Revised Airport Rules and Regulations” due to the amendment added. Mr. Fix stated that the newly approved Rules and Regulations are posted on the Airport website and will be provided by email to the entire Airport database of contacts such as occupants, tenants and users.

Chair Cohoe commented that a few years ago, the Commission worked on a very large update of the Rules and Regulations and wondered when those updates would be considered for approval as well. Mr. Fix replied that he was in possession of the information and will review the proposed changes. Mr. Fix commented that one of his goals is that by the end of 2012, the Rules and Regulations will be revised in regards to minimum operating standards, which

also would flow with the changes proposed by the Commission. Mr. Fix commented that the FAA has strongly suggested that the Airport devise a leasing policy and this would be an appendix to the minimum operating standards. Mr. Fix is currently working on a timeline for this project for 2012.

5. Sub-Committee Reports

Chair Cohoe stated that the current Sub-Committees were established at the beginning of 2011. Chair Cohoe commented that as the Commission learned last month, the Sub-Committees are subject to the rules of the Open Meeting Law whereby an agenda must be posted and minutes must be taken and published. Chair Cohoe wondered if the Commissioners would rather disband the use of regular Sub-Committees and as major projects or issues arise, the Commission could either tackle resolution as a whole or establish an ad-hoc Sub-Committee at that time.

The Commission agreed by consensus to disband the permanent Sub-Committees, address and take actions as necessary by the Commission as a whole during regular monthly meetings on previous Sub-Committee issues, and create an ad-hoc Sub-Committee only when necessity dictates.

Commissioner Rogen wondered if the Sub-Committee topics, such as events, Commission Outings and Security, could still be reported on by Mr. Fix. It was agreed that Mr. Fix would include any pertinent or current information on these topics in the Summary of Current Events section of the agenda as necessary.

V. SUMMARY OF CURRENT EVENTS

Mr. Fix provided an update on current projects at or impacting the airport. Highlights include the following:

- ADOT's Airport Capital Improvement Project (ACIP) web-based submittal is up and running after a one-month delay. Mr. Fix just received his password and will submit the Glendale Airport Five-Year CIP submitted on the website by November 21, 2011. Mr. Fix stated that CIP projects include environmental assessments, pavement projects and design projects.
- Mr. Fix, the FAA and a project consultant discussed Project 20 on a recent phone conference. Mr. Fix explained that Project 20 is the design of a blast fence relocation. Mr. Fix noted that one FAA engineer did not want two sections of the blast fence near Glendale Avenue and wanted the blast fences completely removed. During the phone call, it was explained to this engineer that a corporate jet could produce jet blast on Glendale Avenue without the blast fence. It was agreed during the phone call that the blast fence would not be removed, but would be relocated to protect any impact toward Glendale Avenue. The relocation of the blast fence will be done next Spring. Other Project 20 items that will be completed

by the end of 2011 are the ramp markings and the relocation of the wind sock.

- Mr. Fix reported that operations are up and that take offs and landings through September 2011 were 18% above those through September 2010.

Chair Cohoe wondered if the on-site schools were providing any increase in traffic. Mr. Allen replied in the negative, explaining that most traffic is coming from other airports.

Mr. Allen still thinks last year's operation numbers will be surpassed, but not by much. Mr. Allen explained that October and November counts were not as promising. Mr. Gillies inquired about the traffic count. Mr. Allen replied that traffic is at 82,000 for the year so far as of today. Mr. Allen added that the total traffic for 2010 was 86,000.

Mr. Gillies inquired as to the busiest time for the Airport. Mr. Allen explained that the busiest time is Monday through Friday from 8:00 a.m. and 11:00 a.m.

Chair Cohoe distributed a list of local fuel prices to the Commissioners.

Commissioner Irons inquired as to the reasons for different fuel prices at different airports. Chair Cohoe suggested that this would be a good agenda topic for a future meeting.

VI. CALL TO THE PUBLIC

No business from the floor was presented.

VII. NEW BUSINESS REQUESTS

The following future agenda items were suggested:

- Update on preparations and planning for the 2015 Super Bowl
- Presentation by the new Airport restaurant proprietor
- Presentation on fuel prices
- A report from the FBO on the status of operations
- Discussion of opportunities to increase Airport business
- Information on how other Airports have increased business
- Timeline for revisions to the Rules and Regulations
- Possible Airport events and any City restrictions or limitations on the types of events that can be held at the Airport
- Land use restrictions at the Airport

VIII. NEXT MEETING TIME

The next Commission meeting will be held at 7:00 p.m., Wednesday, December 14, 2011 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. COMMISSION COMMENTS AND SUGGESTIONS

Chair Cohoe announced that this evening's meeting was the last meeting for Commissioner Kelly. Chair Cohoe thanked Commissioner Kelly for his five and a half years of service to the Commission. Commissioner Kelly stated that he has enjoyed participating and serving on the Commission has been a very educational experience.

Chair Cohoe noted that next month, there will be a vacant seat on the Commission and a new Commissioner will be appointed soon.

X. ADJOURNMENT

The meeting was adjourned by consensus at 8:09 p.m.