

**MINUTES
AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD.
GLENDALE AVIATION CONFERENCE ROOM
GLENDALE, AZ 85307
JANUARY 12, 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, Robert Irons, Victoria Rogen and Bill Kelly.

Also present were Judy Skeen, Airport Administrator; Bill Gillis, LAFB; Paul Alexander, Past Commissioner; R.L. Brown, Glendale Airport Pilots Assn.; Richard Brown, Glendale Tower; Sarah Hood, LAFB; Clare Pryke, Glendale Airport Hangars; Tito Suazo, Aerosim Aviation; Bill Tresky, Gold Coast Helicopters; Stephanie Tresky, Gold Coast Helicopters and Roger Whittier, Glendale Airport Pilots Assn.

II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Kelly motioned to approve the December 8, 2010 meeting minutes as written. Vice Chair Duggins made the second. The motion passed 5 - 0.

III. REQUEST FOR CONTINUANCE OR WITHDRAWL OF ITEMS

None.

IV. AIRPORT BUSINESS

1. 2011 Goals for Commission (tabled from previous meeting):

Mission is to become more educated about the airport business in the surrounding area.

- A. Visit another Valley airport as a Commission. Chair Cohoe inquired whether Ms. Skeen has any contacts with other Airport Commissions and Associations; Ms. Skeen offered to research schedules of pertinent meetings and present a selection of choices to the Commission.
- B. Commissioner Irons requested to add a tour of West-MEC as a Commission to the goals, once it is completed.
- C. Attend a GAPA Meeting. Attendee Mr. Whittier, GAPA, was asked whether the organization's Administrative or Board meetings would be most useful for the Commission to attend. Mr. Whittier replied that

both would be useful and in addition, the General Member Meeting held annually in the spring would also be of interest to the Commission. Ms. Skeen agreed to coordinate with the Pilots Association to get schedules of these meetings.

- D. Commissioner to participate in upcoming events or programs. It was decided that a sub-committee will be formulated. They will be tasked with investigating pertinent upcoming events to present to the Commission.
- E. Commissioner participates in an RFQ/RFP process. The goal is for each Commissioner to participate in at least one of these processes related to airport projects in the coming year. Ms. Skeen will let the Commission know about any upcoming RFP/RFQ's and Members can choose which projects to participate in.

2. Aviation Advisory Commission Sub-Committees (tabled from previous meeting):

Chair Cohoe clarified expectations of sub-committee members: one Commissioner will take the lead, one will be second in command, and other sub-committee members will be participants.

- A. Rules and Regulations Sub-Committee will continue, led by Chair Cohoe and joined by Commissioner Irons.
- B. Events Sub-Committee: Commissioner Rogen is interested in participating in this newly-formed sub-committee.
- C. Security/Safety Sub-Committee will continue: Main concerns are regarding fences and readers. Vice Chair Duggins will continue to chair this sub-committee, with continued participation by Commissioner Kelly.
- D. Future Business & Development Sub-Committee: Mission will be to look into what surrounding airports and the city are doing to attract business and to investigate potential RFQ's. Ms. Skeen suggested coordinating with Economic Development to get their thoughts about upcoming events to coordinate with the Airport.
- E. Commissioner Outings Sub-Committee: Chair Cohoe suggested visiting other Airport Commission meetings. Commissioner Irons volunteered to participate in this committee.

3. Status of FBO:

It was reported that all bids have been received and the documents are now in the review process. Ms. Skeen stated that a decision should be forthcoming.

4. Airport Restaurant:

The Flying Skillet Café closed on January 2, 2011. Airport staff has conducted an inventory and found the restaurant to be in good condition. Various inquiries have been made expressing interest in the restaurant and an RFP will be issued on

Friday, January 14, 2011. Commissioner Kelly would like to participate in this RFP.

V. SUMMARY OF CURRENT EVENTS

1. Former Control Tower Manager Richard Brown was in attendance and was presented with a special plaque for his years of service at the Glendale Airport as Control Tower Manager. Mr. Brown is now back at the airport as a Control Tower Operator,
2. The two Bowl Games at the University of Phoenix Stadium in January were successful. The airport was able to accommodate a high volume of operations and coordinate successfully with LAFB. During the Fiesta Bowl, there were three jets on the runway; for the BCS there were 52 jets and 17-20 prop planes. There were 100 arrivals and departures per day during the BCS, with 50 take-offs after the game, and no one experienced more than an hour delay. The control tower remained open until midnight, at which point LAFB took over. Mr. Gillis reported that the new automatic release procedure worked out the best that they have seen and it was a great example of the system working together successfully. Ms. Skeen commented that customer feedback has been positive.
3. Commissioner Kelly asked whether regulations are now requiring small aircrafts to have shoulder harnesses instead of seatbelts. Ms. Skeen replied that many new aircrafts are being outfitted with shoulder harnesses but that it is not a requirement.
4. The recent crash of an experimental aircraft at the Glendale Airport was discussed. Ms. Skeen reported that the aircraft veered sharply and landed nose down. The pilot was taken to the hospital but there were no major injuries. The emergency response was extremely efficient.
5. The 2010 Airport Operations figures were presented, and Ms. Skeen noted that they are down from previous years. 2011 numbers should reflect a bit of an increase due to the Bowl Games. The numbers reported were:
2010: 82,198
2009: 104,063
2008: 136,289
2007: 146,236
2006: 150,777
6. The blast fence relocation received only one RFP. Ms. Skeen reported that this company was awarded the contract.
7. The Civil Air Patrol lease was signed January 12, 2011. It has been fast-tracked to the Council meeting on January 25th, or February 8th at the latest.

8. Approval of the new Master Lease for the Terminal Building is on the City Council agenda for January 25th, 2011. This lease incorporates the changes in insurance and FAA requirements.
9. The FAA grant application for the Conair project has been submitted to the City Manager's office for signature. This will include the reimbursement for the EA, survey, and appraisal. The FAA has acknowledged approval, and an ADOT application will be submitted to contribute 2.5% once the FAA grant is approved.
10. The ADOT portion of the Blast Fence grant is pending the receipt of offer documents. Mr. Gillis inquired whether ADOT was up to date on their funding, and Ms. Skeen confirmed that they have paid all that is owed.
11. Chair Cohoe asked about the location of the West-MEC entrance once construction was complete. Ms. Skeen provided a description of the route of the permanent entrance. Chair Cohoe asked whether construction is still on schedule and Ms. Skeen verified that it is. Commission agreed that it would be good to take a tour upon completion.

VI. CALL TO THE PUBLIC

No business from the floor was presented.

VII. NEW BUSINESS REQUESTS

1. Chair Cohoe suggested inviting the Hangar Associations to future Commission meetings. The Commission agreed that this is a good idea, and they will be added to a future agenda. Ms. Skeen offered to have her office issue the invitations.
2. The February meeting will include a discussion of the upcoming Luke AFB Air Show. Guests to the meeting will include a representative from LAFB and RAPCON. They will field questions and discuss the event.
3. Commissioner Kelly requested a report of projected costs to taxpayers this fiscal year, and Ms. Skeen agreed to research that information.
4. Installation of City Council Members occurred January 11, 2011. They will be appointing new Commissioners to the two vacant seats.

VIII. NEXT MEETING TIME

The next Commission meeting will be held at 7:00 p.m., Wednesday, February 9th, 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

None

X. ADJOURNMENT

**Chair Cohoe motioned to adjourn the meeting at 7:40 p.m.
Commissioner Kelly made the second. The motion passed 5 - 0.**