

**MINUTES
AVIATION ADVISORY COMMISSION
MEETING AND RETREAT
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD.
GLENDALE AVIATION CONFERENCE ROOM
GLENDALE, AZ 85307
MAY 14, 2011
9:00 A.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, Robert Irons, Leslie Sheeler and Victoria Rogen. Commissioner Joe Cable was absent.

Also present were Judy Skeen, Airport Administrator; Jamsheed Mehta, City of Glendale, Executive Director, Transportation Services; Kristen Krey, City of Glendale, Council Services Administrator; Michael Patten, HALO Base Supervisor; Mike Allen, Serco-Control Tower Manager; Bill Gillis, Luke Air Force Base

II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Kelly motioned to approve the April 13, 2011 meeting minutes as written. Commissioner Irons made the second. The motion passed 5 – 0 [Commissioner Rogen was not yet present].

III. REQUEST FOR CONTINUANCE OR WITHDRAWL OF ITEMS

None.

IV. PRESENTATION: OVERVIEW OF TRANSPORTATION FUNDING SOURCES

Mr. Jamsheed Mehta, the City of Glendale Executive Director of Transportation Services, gave a power-point presentation titled “Organization and Budget Overview: Glendale, Transportation Services, and the Airport”. Highlights included the following:

- City Organization flow chart, beginning with the Mayor, Appointees, and various levels of staff.
- Transportation Group flow chart, including: Planning & Programs Division, Traffic Engineering Division, and the Glendale Airport all fall under the Director & Administration.

- City of Glendale’s 2011 Budget: \$676 million, broken down into Operating \$339.5 million, Contingencies \$57.5 million, Debt Service \$84.8 million, Capital \$194.2 million.
- City of Glendale’s Financial Organization Chart: The airport falls under the Capital Improvement Budget’s “Other Grants” category. Grant amounts are determined once FAA funding and federal grants are secured.
- City of Glendale’s 2011 Staffing and Operating Budget: The Glendale Airport has five Full Time Equivalent employees and a budget of \$538,916.
- Glendale’s Capital Improvement Program breakdown of funds for FY 2011 was displayed.

Question and Answer:

- Mr. Gillis asked if budget cuts were affecting the airport. Ms. Skeen replied in the negative and noted that the airport is still receiving federal grants. Furthermore, the airport is on the schedule for pavement maintenance and repairs in 2013.
- Commissioner Kelly asked about the total cost of running the airport. Ms. Skeen explained that the airport numbers are a bit over budget, but each year the airport is decreasing the operating deficit by cutting costs.
- Chair Cohoe queried if more revenue generated by the airport would go back into the airport fund or into the general fund. Ms. Skeen explained that excess funds are returned into a fund specific to the airport. The money that the airport generates benefits the airport directly and would decrease subsidies from the general fund.

V. BOARDS AND COMMISSIONS REFRESHER

Ms. Kristen Krey, City of Glendale Council Services Administrator, presented on Open Meeting Law, leadership training, and the Code of Ethics for City of Glendale Boards and Commissions. Highlights included the following:

- Many boards in the City are not experiencing as much business and activity as previous years. In order to use time efficiently and wisely, it is appropriate for boards to vacate meetings when there is no business to discuss.
- Rules pertaining to sub-committees were discussed. Ms. Skeen will seek advice from airport legal council to regarding quorum and sub-committees and if sub-committee meetings need to be formalized.
- Ms. Krey gave an overview of the basic tenants of Open Meeting Law.
- Ms. Krey advised that there is interactive leadership training available to Board Chairs, Vice Chairs, and any others interested in leadership on a Board or Commission.
- The City of Glendale Code of Ethics handout was presented and Ms. Krey recommended that members review the document at least annually.

VI. HALO

Mr. Michael Patten, the City of Glendale Fire Engineer and Base Supervisor for HALO presented on the organization and its operations. Highlights include:

- HALO stands for Helicopter Air-Evacuation Logistical Operations. It is a fully staffed air-med ambulance servicing the West Valley, and is based at the Glendale Airport.
- HALO staffs two pilots per day in 12-hour shifts and two fire paramedics in 24-hour shifts. They average one call per day.
- HALO operates via an agreement between Air-Evac and the City of Glendale. Glendale has also contracted with Avondale and Surprise, and uses their staff for the helicopter.
- Air-Evac provides HALO with everything except the paramedics: helicopter, pilots, mechanic, fuel, equipment, etc.
- HALO's average response time is now within four minutes of dispatch, even though additional coordination and safety checks are required for helicopter response.
- Air-Evac is a premier company with training requirements above and beyond those of a regular paramedic service. This directly benefits citizens to have an elite team of paramedics at their service.
- HALO employs a unique staffing model that has been used as a model for other air-evac units.
- Air-Evac has its own dispatching system, but HALO is now plugged directly into the Glendale Fire Package, allowing them to be dispatched just like a fire truck.
- HALO is the primary air medical response for Glendale, Avondale, Surprise, Sun City West, El Mirage, Tolleson, Goodyear, and Peoria. HALO also travels outside the Phoenix metro area to rural towns such as Ajo, Palo Verde and Gila River.
- In addition to emergency response, HALO serves as a multi-purpose apparatus for special ops calls and as an elevated command platform for large incidents.
- HALO has been recognized this past year for Exceptional Service and Patient Care.
- HALO provides fire and EMS services to the Glendale Airport employees and tenants.
- Ms. Skeen noted that HALO is a large part of the airport community, and a big hit with tour groups such as schools and Boy Scouts.

VII. IMPROVE SURFACE SAFETY

Mr. Mike Allen, Serco-Control Tower Manager, presented on airport surface safety improvements. Mr. Allen gave a Power-Point presentation used at the most recent Local Runway Safety Action Team Meeting. Highlights included the following:

- Glendale Airport's hotspot designation is the main runway and taxi area.
- Line Up And Wait (LUAW): New FAA regulations dictate that pilots must read back instructions with the aircraft call sign.

- Taxi Instructions: Avoid blocking hotspot, call for taxi prior to moving from parking location, get the ATI's prior to taxi, read back runway assignment with call sign.
- Blast Fence: The FAA determined that it is within the runway safety zone, so certain sections are being removed.
- There are two blind spots at the airport: one at the blast fence and one behind a hangar.
- Building Constructions: Airmen are notified of construction concerns such as large cranes.
- Wind equipment required by the FAA is now on site. The location has been determined and installation will start when funding is secured.

VIII. AIRPORT BUSINESS

Commissioner Rogen and Chair Cohoe reported on the Glendale Airport Pilots Association meeting they recently attended. Discussion points of note:

- The pilots would like to find ways to create more business at the airport and discussed ways to create interest for non-aviation visitors.
- Pilots felt that a new restaurant and airport marketing are needed.
- Main concerns were finding ways to work together to grow airport business.

It was noted that the Commissioners are invited to attend the Scottsdale Aviation Commission meeting on June 9th at 6:00 p.m.

It was announced that summer recess will be July and August and regular Commission meetings will resume in September.

Ms. Skeen reported that there has been interest in the airport restaurant and there are a couple of prospects that the airport is considering. The terms must be approved by the City Council.

Ms. Skeen announced the following upcoming special events at the airport which include:

- National Aviation Day on August 19th
- A promotion for the airport in September
- State Aviation Day in January 2012
- The state bi-centennial in 2012

IX. TOUR OF CONTROL TOWER

Commissioners and presenters were invited on a guided tour of the control tower.

X. VIDEO

The video "Local Airports: Access to America" was shown.

XI. NEW BUSINESS

1. The Commission will attend the Scottsdale Airport June meeting.
2. The next regular meeting date is September 14, 2011 at 7:00 p.m.
3. Chair Cohoe suggested touring the new FBO and HALO after the summer recess.
4. A Commission goal for future meetings will be to determine ways to grow and market airport business.

The meeting and retreat was adjourned by consensus at 1:26 p.m.