



**SCOTTSDALE AIRPORT ADVISORY COMMISSION  
PUBLIC MEETING**

**Scottsdale Airport Aviation Business Center  
Stearman/Thunderbird Meeting Room  
15000 N. Airport Drive  
Scottsdale, Arizona Wednesday,  
January 18, 2023**

**MINUTES**

**PRESENT:** Charles McDermott, Chair  
Peter Mier, Vice Chair  
Larry Bernosky (telephonic)  
Ken Casey  
Michael Goode  
David Reid

**ABSENT:** John Spalj

**STAFF:** Gary Mascaro, Aviation Director  
Carmen Williams, Aviation Finance & Administration Manager  
Sarah Ferrara, Aviation Planning & Outreach Coordinator  
Chris Read, Assistant Aviation Director-Operations

**GUESTS:** Gabe Lakatosh, The Evans Business Complex, LLC  
Tim Vallowe, General Manager of Jet Aviation

**CALL TO ORDER**

The meeting was called to order at 5:02 p.m.

**ROLL CALL**

A formal roll call confirmed the presence of Commissioners as noted above.

## **AVIATION DIRECTOR'S REPORT**

Gary Mascaro, Aviation Director, deferred his report.

## **APPROVAL OF MINUTES**

Regular Meeting: November 16, 2022

COMMISSIONER CASEY MADE A MOTION TO APPROVE THE REGULAR MEETING MINUTES OF NOVEMBER 16, 2022, AS PRESENTED. CHAIR MCDERMOTT SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR MCDERMOTT, VICE CHAIR MIER, AND COMMISSIONERS BERNOSKY, CASEY, GOODE, AND REID VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

## **PUBLIC COMMENT**

There were no public comments.

## **REGULAR AGENDA            ITEMS 1-14**

1. Discussion and possible action regarding application for Airpark Aeronautical Business Permit for The Evans Business Complex, LLC to conduct hangar/shade services at the Scottsdale Airpark

Carmen Williams, Aviation Finance & Administration Manager, stated the company's office and hangar complex is located on the southwest side of the airport, behind Gate 2 with direct access to taxiway 2, which is behind the Jet Aviation area. They have met the requirements of the permit. Company owner Gabe Lakatos was present to answer any questions.

In response to questions from the Commission, Mr. Lakatos said the goal is to offer shaded, clean, and airplane friendly space in his 6,000 square foot hangars.

Commissioner Casey asked for an updated map of the airport. Mr. Mascaro said he could provide that and zoom in on specific areas.

COMMISSIONER CASEY MADE A MOTION TO APPROVE THE APPLICATION FOR AN AIRPARK AERONAUTICAL BUSINESS PERMIT FOR THE EVANS BUSINESS COMPLEX, LLC TO OFFER HANGAR / SHADE SERVICES AT SCOTTSDALE AIRPORT. CHAIR MCDERMOTT SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR MCDERMOTT, VICE CHAIR MIER, AND COMMISSIONERS BERNOSKY, CASEY, GOODE, AND REID VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

2. Election of Officers

Mr. Mascaro explained to the commission the process of electing a new chair and vice-chair, which occurs every January in accordance with the by-laws.

VICE CHAIR MIER NOMINATED CHAIR MCDERMOTT TO SERVE AS CHAIR. COMMISSIONER CASEY SECONDED THE NOMINATION, WHICH CARRIED 6/0 WITH CHAIR MCDERMOTT, VICE CHAIR MIER, AND COMMISSIONERS BERNOSKY, CASEY, GOODE, AND REID VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

CHAIR MCDERMOTT NOMINATED VICE CHAIR MIER TO SERVE AS VICE CHAIR. COMMISSIONER CASEY SECONDED THE NOMINATION, WHICH CARRIED 6/0 WITH CHAIR MCDERMOTT, VICE CHAIR MIER, AND COMMISSIONERS BERNOSKY, CASEY, GOODE, AND REID VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES

3. Discussion and possible action regarding Airport Advisory Commission By-Laws

Mr. Mascaro explained the Airport Advisory Commission by-laws, which are the governing documents, in addition to the City Council's adopted ordinance. These must be reviewed annually, which is an opportunity to adjust and/or change.

In response to a question from Commissioner Casey, Mr. Mascaro confirmed the study session is different than the meeting, but still a public session, and would be held at 4:00 p.m.

COMMISSIONER CASEY MADE A MOTION TO APPROVE THE AIRPORT ADVISORY COMMISSION'S BY-LAWS AS WRITTEN. VICE CHAIR MIER SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR MCDERMOTT, VICE CHAIR MIER, AND COMMISSIONERS BERNOSKY, CASEY, GOODE, AND REID VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES

4. Discussion and possible action to approve Airport Advisory Commission Annual Report

Mr. Mascaro provided an overview of the 2022 Annual Report that is requested by City Council for their February meeting.

Vice Chair Mier noted the Super Bowl plans should be included in the report under major topics of discussion, suggesting it read, "Reviewed and approved extensive Super Bowl planning". Mr. Mascaro said he would incorporate similar language to that into the report.

Commissioner Reid suggested appointing new commissioners 30 days prior to their first meeting to allow scheduling adjustments to be made. Mr. Mascaro noted the suggestion and explained the unusually quick process when Commissioner Reid was appointed.

Chair McDermott inquired about any significant projects or initiatives that will be occurring in the next 12 months. Mr. Mascaro said the biggest project is the Super Bowl. Ten acres of land adjacent to the airport has been privately purchased to develop an Aviation Training Complex, which would affect airport operations. Due to this land acquisition conversations have begun to request the Federal Government to move the master plan. Commissioner Casey noted the Airport had budgeted to purchase that land. Mr. Mascaro said that was a long time ago and somebody purchased it out from underneath them.

VICE CHAIR MIER MADE A MOTION TO APPROVE THE 2022 ANNUAL REPORT AS AMENDED. CHAIR MCDERMOTT SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR MCDERMOTT, VICE CHAIR MIER, AND COMMISSIONERS BERNOSKY, CASEY, GOODE, AND REID VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

5. Discussion and possible action to modify the various sections of the Airport Rules and Regulations

For the benefit of new Commissioners, Mr. Mascaro provided an overview of the Airport/Airpark's primary guiding documents, which are allowed by adopted reference with the City Codes. This allows the Commission authority to create the Airport Rules and Regulations and minimum operating standards as well as make changes as needed in changing times.

Key considerations include:

- The added verbiage to the definition of "abandon" applies to vehicles parked on Airport property with the same meaning as set forth in Scottsdale Revised Code, Section 17-108. The Airport now has the authority to tow a vehicle immediately by contacting the Police Department.
- Modification of the Non-Operational Aircraft section 2-8(c). With the approval of the Commission, the Airport would have the authority to move aircraft using a tie-down that never flies to free up the tie-down for people utilizing Scottsdale Airport.
- The added verbiage to Disabled Aircraft, section 3-6, "... any Fixed Based Operator that provides assistance...". This clearly states indemnification if an airplane has to be towed off the runway and it causes more damage.

In response to a question from Commissioner Reid, Mr. Mascaro said the light tie downs are leased via a permit in accordance with the minimum standards and rules and regulations on a month-to-month basis. The lease can be revoked or cancelled at any time.

In response to a question from Vice Chair Mier, Mr. Mascaro said the 90-day period is consistent with other airports and reasonable. The process to revoke a permit starts with having the FBO relocate the abandoned aircraft to the corner, contact State of Arizona to start their abandonment process including contact the Police Department to label the aircraft as abandoned and seized, then the plane is auctioned and removed from the premises.

In response to questions from Commissioner Casey, Mr. Mascaro said they have approximately 20-30 tie-down spots. He opined that there is no reason to increase the monthly fee, which would be a burden on small operators. He is confident that the updated process will be effective. A discussion ensued pertaining to the monthly fee. Private hangars can utilize airspace and must follow rules and regulations related to ancillary items. The Airpark is not monitored.

In response to questions from Chair McDermott, Mr. Mascaro said this is his recommendation and if there are any changes based on comments or the redlines, they can be discussed now. If there are any changes above and beyond, it would be best to talk about them offline and bring back any proposed changes. This is a dynamic document that can be discussed monthly if need be.

VICE CHAIR MIER MADE A MOTION TO APPROVE THE CHANGES AS RECOMMENDED BY STAFF. COMMISSIONER CASEY SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR MCDERMOTT, VICE CHAIR MIER AND COMMISSIONERS BERNOSKY, CASEY, GOODE, AND REID VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

6. Discussion and input regarding Airport and Airpark Aeronautical Business Permit Additions, Cancellations and Renovations

Ms. Williams reviewed the ABP list, noting the one from this evening is in green on the Airpark side. Cancellations received were from Keystone Aviation and AlaskaZona.

7. Discussion and input regarding Monthly Financial Report for October and November

Ms. Williams provided an overview of the monthly financial report for November, noting actual revenues were \$3.5 million, \$500,000 more than projected and \$23,000 less than last year. The expenses were budgeted at \$1.2 million and are right on track, just \$802 higher than last year. The Aviation Fund balance is \$8 million as of November 30th and accounts receivable aging report shows balances for all City accounts as of December 5th. Fuel consumed in November was 1.4 million gallons, down 11% or 174,000 gallons from last year, but year to date is up 1.6% or 1 million gallons. Any negative number shown in future months represents an advance payment the Airport has received. Things slowed down for November and December but should pick up quickly over the next three to four months.

Commissioner Goode inquired if the 21.6% increase in fuel usage is due to the closure. Ms. Williams said from last July and August closure the numbers were down, but they expect the numbers in March and April will surpass last year.

8. Discussion and input regarding Monthly Operations Report

Chris Read, Assistant Aviation Director-Operations, provided an overview of the monthly operations report, noting the year-to-date operations are up 3.2% and IFR operations are up 8.8%. They had three alerts. U.S. Customs revenue for December 2022 was \$121,700 with 213 uses and 31 U.S. visitor flights. Compared to last FYTD, revenue and uses are up. PPR shows that 112 75,000+ pound aircraft that flew out of Scottsdale Airport, a record number compared to the usual 30-40. The graph for operation numbers over the last 16 months shows the runway closure and the historical dip in December. The FAA Business Jet Report shows the airport fell a couple spots on the Top 10 Airports for Domestic Business Jet hours, but the Super Bowl should bring it back up.

Commissioner Goode asked why no Canadians are listed under nationalities. Mr. Read said many Canadians are using customs, just not through the U.S. Visit program. Mr. Mascaro explained the U.S. Visit program was developed years ago as a secondary screening for those entering the country.

9. Discussion and input regarding Monthly Construction Report

Mr. Read provided an overview and photos of the completed project for Taxiway A North Runup Area project. Upcoming projects include reconstruction of the airport perimeter road and rehabilitation of Airport Drive.

Commissioner Casey asked if the Airport Drive project is ADOT funded. Mr. Read said it is. A discussion ensued pertaining to Commissioner Casey's concern with the Taxiway A project, closure of the Airport, and how future projects will be handled.

In response to questions from Commissioner Reid, Mr. Mascaro said the master plan drives the

projects unless a change demands it, such as the Taxiway A project to address capacity and delays. This was beneficial from an operating standpoint as the Airport is now on the radar with FAA air traffic control. The FBOs provide a list of arrival and departures to FAA and airport staff, an average of 36 planes an hour and 20-minute delays. Back in the 90s ILS was considered, but Scottsdale was not eligible, based on weather and not enough planes. Maximizing the airfield to allow aircraft to operate is part of the reason for pushing the master plan and work with the FAA to develop traffic flow procedures.

In response to a question from Commissioner Casey, Mr. Mascaro explained the decision to close the airport strictly at 9:00 p.m. for construction. It was a tough decision; they want to accommodate customers, but must also maintain the airport.

#### 10. Discussion and input regarding Quarterly Noise Complaint Summary

Sarah Ferrara, Aviation Planning & Outreach Coordinator, provided an overview of complaints received between October and December 2022. Complaints can be made telephonically or online through the website. Complaints are up 43% this quarter with 20 staff responses provided. Compared to the same time in 2021 complaints are down by 457. The Aircraft Noise Complaint Map plots the complainants and the number of complaints for each square mile. The H5 block shows one complainant who made 271 complaints.

Commissioner Reid inquired if most complaints came from residences. Ms. Ferrara said yes, as they rarely get a commercial complaint.

Commissioner Goode inquired if the complaint is from the Ironwood Community. Ms. Ferrara said it is from the condos just north of Ironwood Community.

Commissioner Casey inquired about the method for complaints. Ms. Ferrara said most of the complaints are received online.

In response to questions from Vice Chair Mier, Ms. Ferrara said the complaints are typically for aircraft frequency over the residence and altitude.

In response to questions from Commissioner Reid, Ms. Ferrara said all complaints are tracked based on nuances and operations, if something is out of the ordinary it is investigated in more depth. Primarily this provides an opportunity to educate residents on the nature of aircraft operations. Realtors are very receptive and utilize the information the website as a resource for information to share with clients.

Commissioner Bernosky suggested adding a topographic or Google Earth underlay. Ms. Ferrara said she would discuss that with IT and noted this is a program that is utilized by the City to track other complaints.

Vice Chair Mier suggested using what is learned from the Super Bowl as a marketing opportunity, such as "Big enough to handle large events, small enough to..."

#### 11. Discussion and input regarding Public Outreach Programs and Planning Projects

Ms. Ferrara provided an overview of marketing, planning and outreach programs at the Airport. Based on complaints, operators are sent a letter for flying during the voluntary curfew hours of

10:00 p.m. to 6:00 a.m. The letter asks for their cooperation in flying outside of these hours when possible. Four letters were sent in November and three in December. Scottsdale Planning and Zoning reported two development projects near the Airport in November and four in December. E-Newsletters are used to keep everyone informed of closures, advanced registration, operational plans, etc. Staff will be attending the 2023 NBAA Schedulers and Dispatchers conference in Nashville to promote the airport and the happenings in Scottsdale. A video is being developed to showcase how to prepare for an emergency, responses, and procedures. Recently, a presentation was done for a group of 40 retired men who were interested and intrigued to learn more about the Airport.

## 12. Super Bowl 2023 Update

Mr. Mascaro provided an overview of the marketing, operational plan, and reservations for the Super Bowl. Staff has marketed it out, worked with FBO operators, and they are beyond ready to go to make it as successful as it should be. Hopefully there will be no weather and no incidents that could shut the Airport down during this time frame.

- Customers are being directed to the website, [ScottsdaleAirport.com](http://ScottsdaleAirport.com) for information.
- All operators are required to get a reservation to operate in and out between Wednesday and Monday.
- TFR for all aircraft out of the Airport starting Sunday at 5:00 p.m. through Monday
- No transient helicopter operations will be permitted Thursday through Monday, but can operate to the Airpark
- Limited vehicular operations at the Airport and certain Airpark areas, for security reasons.
- Designated parking locations based on market, see the NBAA article
- The Operational Plan educates customers how to operate with the Super Bowl
- FAA will be open Super Bowl night until 2:00 a.m. on Monday and reopen at 6:00 a.m. on Monday, based on current reservations.
- The PPR (Prior Permission Request and Reservation) system is for aircraft operators using the FBOs. This covers the time from Wednesday to Monday for arrivals and departures. Should an operator show up out of the blue, they will not get service and possibly will not have a place to park.
- The reservation system is controlled by the Airport. The FBO provides a confirmation number that includes destination information. Aircraft crews must arrive no less than 45 minutes prior to departure and passengers must arrive 30 minutes prior to departure. Clearance will not be issued until all passengers have arrived. Once clearance is issued by the Airport the FAA tower will issue clearance based on the tail number and spot code for departure. FAA uses a color-coded system for efficiency; every departure has a color code.
- There will be 33 departures and 3 arrivals per hour. Important information for FBOs is the ramp location and destination.
- Notification of changes will be done through text messages to the operators.
- Increased security will be present from TSA, Federal employees, and the Police Department.

In response to questions from Commissioner Casey, Mr. Mascaro said because there are no reservations after 2:00 a.m. the tower will not be open. There will be one arrival per hour for each FBO. Scottsdale Airport does not charge reservation fees, all reservations are handled through

the FBOs. Airport staff has no control over that process. If an aircraft does not show up, they are skipped. Weather will not be a factor for departures, only arrivals.

In response to questions from Commissioner Goode, Mr. Mascaro said Customs and Border Protection will be operating as normal. Reservations are time sensitive to an extent if they are not ready to go at their time slot and a significant amount of time goes by they can get bumped to the end. This decision will be made by Airport staff. FBOs have access to the reservation system, but can see only their allotted time slots and will maintain the system accordingly. Currently, there are 282 reservations.

In response to questions from Vice Chair Mier, Mr. Mascaro said the 282 reservations are mostly departures with some arrivals. The capacity is flexible with the ability for 1584 operations in a 48-hour period, based on 33 departures and 3 arrivals per hour.

13. Administrative report from the Aviation Director, or designee, regarding the status of pending aviation-related items.

Mr. Mascaro provided an overview of the Commission Information Report, noting the Coffman contract was approved by City Council on November 21, 2022. They are cleaning up the list of aviation related items to the Planning Commission with some additional items that popped up. He anticipates the Parque to come before the Commission to review their potential changes that may impact the Airport.

14. Discussion and possible action to modify the Airport Advisory Commission Meeting Schedule and Commission Item Calendar

Mr. Mascaro noted the February meeting has been moved to February 22nd.

Chair McDermott said he would be on vacation.

#### **PUBLIC COMMENT**

There were no public comments.

#### **FUTURE AGENDA ITEMS**

There were no items added.

#### **ADJOURNMENT**

With no further business to discuss, the meeting adjourned at 6:42 p.m.

SUBMITTED BY:

eScribers, LLC