



**SCOTTSDALE AIRPORT ADVISORY COMMISSION
PUBLIC MEETING**

**Scottsdale Airport Aviation Business Center
Stearman/Thunderbird Meeting Room
15000 N. Airport Drive
Scottsdale, Arizona
Wednesday, November 15, 2023**

MINUTES

PRESENT: Charles McDermott, Chair
Peter Mier, Vice Chair
April Beauboeuf
Ken Casey
Michael Goode
David Reid
John Spalj

STAFF: Gary Mascaro, Aviation Director
Kelli Kuester, Aviation Planning and Outreach Coordinator
Chris Read, Assistant Aviation Director-Operations

CALL TO ORDER

The meeting was called to order at 5:00 p.m.

ROLL CALL

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

AVIATION DIRECTOR'S REPORT

Gary Mascaro, Aviation Director, welcomed new Commissioner, April Beauboeuf. He spoke about the NBAA event in Las Vegas, Nevada, stating that the event was a success with many attendees. He also shared that Scottsdale Airport participated as an exhibitor and collected several contacts from potential airport customers.

1. Regular Meeting: September 20, 2023

VICE CHAIR MIER MADE A MOTION TO APPROVE THE REGULAR MEETING MINUTES OF SEPTEMBER 20, 2023 AS PRESENTED. COMMISSIONER CASEY SECONDED THE MOTION, WHICH CARRIED 7/0 WITH CHAIR MCDERMOTT, VICE CHAIR MIER AND COMMISSIONERS BEAUBOEUF, CASEY, GOODE, REID AND SPALJ VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

PUBLIC COMMENT

There were no public comments.

REGULAR AGENDA ITEMS 1-9

1. Recommend to City Council adoption of Resolution No. 12991

Chris Read, Assistant Aviation Director-Operations, reviewed the requested actions for adoption, including:

Recommend to City Council Adoption of Resolution No. 12991 authorizing the award of contract No. IFB – 072023-104 with Legacy Wireless Services, Inc. in the amount of \$262,270 to construct Main Apron Lighting Upgrades; and authorize two budget adjustments to Aviation Capital Improvement Project (AJ01): 1) a FY 2023/24 Aviation Funds Capital Contingency Budget Appropriation transfer of up to \$45,000 to be funded by the Aviation fund; 2) a FY 2023/24 Aviation Future Grants Capital Contingency Budget Appropriation transfer of up to \$267,484 (\$254,968 Federal and \$12,516 State) to be funded by the respective grant funds.

Mr. Read provided a review of the work to be performed and the purpose and need for the budget adjustments.

COMMISSIONER REID MADE A MOTION TO RECOMMEND TO CITY COUNCIL ADOPTION OF RESOLUTION NO. 12991 AUTHORIZING CONSTRUCTION CONTRACT NO. IFB-072023-104 WITH LEGACY WIRELESS SOLUTIONS, INC. COMMISSIONER SPALJ SECONDED THE MOTION, WHICH CARRIED 7/0 WITH CHAIR MCDERMOTT, VICE CHAIR MIER AND COMMISSIONERS BEAUBOEUF, CASEY, GOODE, REID AND SPALJ VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

2. Discussion and input regarding Airport and Airpark Aeronautical Business Permit additions, revocations and cancellations

Kelli Kuester, Aviation Outreach & Planning Coordinator, reviewed the report. Recent cancellations have been received from ASI Charter, Inc., CB Aviation, Inc. and Lookout Peak, LLC.

3. Discussion and input regarding Monthly Financial Report for August and September

Ms. Kuester stated that the approved budget for revenues for August was \$1.05 million with actuals totaling \$1.55 million. Expenses were budgeted at \$557,000 with actuals totaling \$533,000. Compared to last year, revenues were increased by \$22,000 and expenses lower by

\$96,000. The Aviation Cash Balance was at \$11 million as of August 31st. For the month of July, FBO fuel sales accounted for 65.3 percent of total fuel. AVGAS was 4.0 percent and Airpark operators were at 30.7 percent. Total gallons pumped were 905,000 gallons, down 8.6 percent over last July. For the fiscal year comparison to last year, totals are down slightly at 3.4 percent.

In response to Commissioner Casey's question, Ms. Kuester stated that the fiscal year runs from July through June, and she would be happy to add this detail in the report.

Commissioner Beauboeuf inquired about the reason for the increase in projected revenues. Mr. Mascaro stated that the major metric for revenue is fuel flowage. During COVID, fuel flowage increased significantly from corporate traffic, while other traffic levels decreased. Last year, the airport experienced a plateau. The jet gas levels are approximately even, however, AGVAS, used in small piston engine aircraft, volumes are up significantly. This is predominantly in response to the increased volume of activity from flight schools.

Ms. Kuester addressed the September budget. The approved budget for revenues was \$1.8 million with actuals totaling \$2.1 million. Expenses were budgeted at \$946,000 with actuals totaling \$1 million. This is as a result of a second Customs quarterly invoice. Compared to last year, revenues were on track and expenses lower by \$250,000, as a result of the Customs invoice payment as well as having two new retirees, which affects personnel costs. The Aviation Cash Balance was at \$11.1 million as of September 30th. For the month of September, FBO fuel sales accounted for 68.7 percent of total fuel. AVGAS was 3.8 percent and Airpark operators were at 27.6 percent. Total gallons pumped were just over 1 million gallons, up 0.7 percent over last September.

Commissioner Reid surmised that the Airport accrues for the Customs invoicing, resulting in fluctuations based upon actual versus accrued. Mr. Mascaro stated that they do not compare revenues to expenses, as a normal business operation would. Instead, they budget in a 12-period (one-year) schedule. They must anticipate which month the Customs bill will be received.

4. Discussion and input regarding Monthly Operations Report

Mr. Read stated that based aircraft totals are essentially the same as last year. Total operations are up 12.7 percent compared to last year, however year-to-date is even. IFRs are decreased slightly by 3.5 percent with year-to-date totals down 9.3 percent. There were six Alert 1s for the period. U.S. Customs are slightly lower this year, at \$250,075 compared to \$264,475 last year. Total uses last year were 202 compared with 172 this year. Total uses fiscal year to date are 438 compared to 474 last year. PPRs total 118 for calendar year 2023.

Commissioner Casey asked about the procedure for fuel leaks on a ramp. Mr. Read stated that FBOs who experience fuel leaks must report the incident to Airport management to ensure proper cleaning. Spills over five feet in any direction must be reported to the Fire Department and Airport Operations.

In response to a question from Chair McDermott, Mr. Read explained that local operations involve take-offs and landings from the Airport. Itinerant activities are those that involve leaving the Airport or coming into the Airport from another location.

5. Discussion and input regarding Monthly Construction Report

Mr. Read reviewed current construction projects and photographs, including Taxiway A4 rehabilitation and future main apron lighting rehabilitation project. Recently completed projects include Airport perimeter road reconstruction and Airport Drive rehabilitation.

6. Discussion and input regarding Public Outreach Programs and Planning Projects

Ms. Kuester stated that four voluntary curfew letters were issued in September and five in October. In terms of monitoring property development through the Planning Department, one project for September and one for October were within the Airport Influence Area. The Airport remains active on social media, including Instagram posting. Listserv notices were created for the NBAA activities as well as notifications on runway and taxiway closures. In terms of community outreach, presentation and events, there was a recent group tour for a local church on November 3rd. A brief review of NBAA-BACE participation and activities was provided.

In response to a Commissioner question regarding how the Phoenix Terminal Area Projects will affect Scottsdale Airport, Mr. Read stated that the FAA has announced a terminal area procedure evaluation of the entire airspace of the Valley. The first group of technical meetings was held approximately four months ago. Scottsdale was invited to participate. Minutes have been released by the FAA. Potential impacts to the Scottsdale Airport are not yet known, however there is anticipation of some changes to Scottsdale Airport routes.

7. Discussion and input regarding Quarterly Noise Complaint Summary Report

Ms. Kuester stated that there were eight callbacks for the quarter and one email response by staff. There were 21 total complainants, including 12 repeats and 9 new. Total complaints for the quarter were 162 compared with 365 last year. Overall, compared with 2022, the total number of complaints for third quarter of 2023 decreased by 203.

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

Mr. Mascaro reviewed items approved by City Council via consent agenda. Resolution No. 12991, approved by the Commission at this meeting, will go to City Council for approval on December 5th, 2023. For aviation related items to the Planning Commission, Design Review Board or City Council, the Parque project has been approved by City Council.

Commissioner Spalj addressed PFAS (forever chemicals) utilized in fire protection. The City of Scottsdale is participating with the State in a lawsuit against the chemical maker. There is the potential down the road for related mitigation by the Airport. He inquired whether the City of Scottsdale will handle the settlement and whether there will be allocation to the Airport. Mr. Mascaro stated that he could not address the legal aspects. However, this is a national issue and concern. There is potential contamination on the Airport, however, this is not factually confirmed. The Fire Department does use fire protection foam projects that contain these forever chemicals. They are looking to transition to a newly developed foam approved by the FAA which does not include the forever chemicals.

9. Discussion and possible action to modify the Airport Advisory Commission meeting schedule and Commission item calendar

There were no requested changes.

PUBLIC COMMENT

There were no public comments.

FUTURE AGENDA ITEMS

Commissioner Casey addressed the recent occasion where the tower was closed at 4:30 p.m. due to a staffing issue. This represents a major safety concern for the Airport. He requested an agenda item where the tower manager would address contingency plans with the Commission.

COMMISSIONER REID MADE A MOTION TO ADD A FUTURE AGENDA REQUEST FROM THE CITY TO HAVE THE FAA DISCUSS THE RECENT TOWER CLOSING AT THE AIRPORT. COMMISSIONER SPALJ SECONDED THE MOTION, WHICH CARRIED 7/0 WITH CHAIR MCDERMOTT, VICE CHAIR MIER AND COMMISSIONERS BEAUBOEUF, CASEY, GOODE, REID AND SPALJ VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

ADJOURNMENT

With no further business to discuss, the meeting adjourned at 5:47 p.m.

SUBMITTED BY:

eScribers, LLC