

# SCOTTSDALE AIRPORT ADVISORY COMMISSION MEETING NOTICE AND AGENDA



Wednesday, February 11, 2015  
5:00 p.m.  
Scottsdale Airport Terminal Lobby  
15000 N. Airport Drive, Scottsdale, AZ



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## AIRPORT ADVISORY COMMISSION

Steve Ziomek, Chair  
Ken Casey, Vice Chair  
John Celigoy  
Bob Hobbi

Brad Berry  
Michael Goode  
William Schuckert

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### Call to Order

### Roll Call

### Pledge of Allegiance

### Aviation Director's Report

The public body may not propose, discuss, deliberate or take legal action on any matter in the summary unless the specific matter is properly noticed for legal action.

### Approval of Minutes

Regular Meeting: January 14, 2015

### Public Comment

Citizens may address the members of the Airport Advisory Commission during Public Comment. This "Public Comment" time is reserved for citizen comments regarding non-agendized items. However, Arizona State law prohibits the Airport Advisory Commission from discussing or taking action on an item that is not on the prepared agenda.

 Persons with a disability may request a reasonable accommodation by contacting Airport Administration (480-312-2321). Requests should be made 24 hours in advance or as early as possible to allow time to arrange accommodation. For TTY Users, the Arizona Relay Service (1-800-367-8939) may contact the Aviation Department (480-312-2321).

## REGULAR AGENDA

## ITEMS 1-9

**How the Regular Agenda Works:** The Commission takes a separate action on each item on the Regular Agenda. If you wish to address the Commission regarding any or all of the items on the Regular Agenda, please complete a Comment Card for each topic you wish to address and submit it to Aviation Staff. Speakers will be given three minutes to speak per item. Additional time **may** be granted to speakers representing two or more persons. Cards for designated speakers and the persons they represent must be submitted together. **Comment cards must be submitted before public testimony has begun on any Regular Agenda or Public Hearing item.**

1. Discussion and Possible Action Regarding Application for Airpark Aeronautical Business for Building D, LLC to conduct Hangar/Shade Leasing Services  
Staff contact: Shannon Johnson, Airport Mgmt. Analyst, 480-312-8475, [shjohnson@scottsdaleaz.gov](mailto:shjohnson@scottsdaleaz.gov)
2. Discussion and Input Regarding Super Bowl Recap  
Staff contact: Gary P. Mascaro, Aviation Director, 480-312-7735, [gmascaro@scottsdaleaz.gov](mailto:gmascaro@scottsdaleaz.gov)
3. Discussion and Possible Action to Adopt Resolution No. 10032 and authorize Contract 2015-046-COS, a Compliance Agreement with U.S. Customs and Border Protection and the United States Department of Agriculture, to continue handling regulated garbage at Scottsdale Airport  
Staff contact: Shannon Johnson, Airport Mgmt. Analyst, 480-312-8475, [shjohnson@scottsdaleaz.gov](mailto:shjohnson@scottsdaleaz.gov)
4. Discussion and Input Regarding Monthly Operations Report for January 2015  
Staff contact: Chris Read, Airport Operations Manager, 480-312-2674, [cread@scottsdaleaz.gov](mailto:cread@scottsdaleaz.gov)
5. Discussion and Input Regarding Monthly Financial Reports for December 2014  
Staff contact: Shannon Johnson, Airport Mgmt. Analyst, 480-312-8475, [shjohnson@scottsdaleaz.gov](mailto:shjohnson@scottsdaleaz.gov)
6. Discussion and Input Regarding Public Outreach Programs and Planning Projects  
Staff contact: Sarah Ferrara, Aviation Planning & Outreach Coordinator, 480-312-8482, [sferrara@scottsdaleaz.gov](mailto:sferrara@scottsdaleaz.gov)
7. Discussion and Input Regarding Airport and Airpark Aeronautical Business Permit Additions, Cancellations or Revocations  
Staff contact: Shannon Johnson, Airport Mgmt. Analyst, 480-312-8475, [shjohnson@scottsdaleaz.gov](mailto:shjohnson@scottsdaleaz.gov)
8. Discussion and Input Regarding Status of Aviation Items to City Council  
Staff contact: Gary P. Mascaro, Aviation Director, 480-312-7735, [gmascaro@scottsdaleaz.gov](mailto:gmascaro@scottsdaleaz.gov)

9. Discussion and Possible Action to Modify the Airport Advisory Commission Meeting Schedule and Commission Item Calendar  
Staff contact: Gary P. Mascaro, Aviation Director, 480-312-7735, [gmascaro@scottsdaleaz.gov](mailto:gmascaro@scottsdaleaz.gov)

### **Future Agenda Items**

Discussion and possible action to add Commissioner requested item on a future agenda

### **Adjournment**



**Meeting Date:** 02/11/15

**Staff Contact:** Gary P. Mascaro,  
Aviation Director

**Phone:** (480) 312-7735

**ACTION**

Approval of Minutes – Regular Meeting  
January 14, 2015

Attachment(s): 1. Draft minutes of the January 14, 2015 Regular Meeting

Action taken:



**DRAFT**

**SCOTTSDALE AIRPORT ADVISORY COMMISSION  
PUBLIC MEETING  
Scottsdale Airport Terminal Lobby  
15000 N. Airport Drive, Scottsdale, AZ**

**January 14, 2015**

**MINUTES**

**PRESENT:** Steve Ziomek, Chairman  
Ken Casey, Vice Chairman  
Brad Berry  
John Celigoy  
Michael Goode  
Bob Hobbi  
William Schuckert

**STAFF:** Sarah Ferrara, Aviation Planning & Outreach Coordinator  
Shannon Johnson, Management Analyst  
Gary Mascaro, Aviation Director  
Chris Read, Airport Operations Manager

**GUESTS:** Tina Cannon, Phoenix Heli Support  
Sherri Crawford  
John Hoffman  
Kevin Lippert, Alante Air Charter  
John Meyer, Air Commerce Center

**CALL TO ORDER**

Chairman Ziomek called the meeting to order at 5:01 p.m.

**ROLL CALL**

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

## **PLEDGE OF ALLEGIANCE**

Chairman Ziomek led the meeting in the pledge of allegiance.

## **AVIATION DIRECTOR'S REPORT**

Mr. Gary Mascaro, Aviation Director, deferred his report because of the heavy agenda for the meeting.

## **APPROVAL OF MINUTES**

### 1. Approval of Minutes

Regular Meeting: November 12, 2014

Vice-Chairman Casey made a motion to approve the minutes of the November 12, 2014 regular meeting. Commissioner Goode seconded the motion, which carried by a unanimous vote of seven (7) to zero (0).

## **PUBLIC COMMENT**

Because the two comment cards received were concerned with noise, Chairman Ziomek announced that the Commission would first discuss the quarterly noise complaint summary report and that the members of the public could then address the Commission.

## **REGULAR AGENDA            ITEMS 1 - 11**

### 10. Discussion and Input Regarding Quarterly Noise Complaint Summary Report

Planning and Outreach Coordinator Ms. Sarah Ferrara presented the noise complaint summary for the final quarter of 2014. She summarized that complaints were received from 90 individuals, two of whom in grid section G7 made 268 of the 517 complaints. In grid section G5 three individuals made 64 of the complaints. She noted that the presentation contains updated information produced after the packets were circulated, and this update will be posted to the website.

Ms. Ferrara reviewed historical data going back to 1998. In 2014 a total of 1,470 complaints were received from 190 individuals. This is up slightly from 2013.

Chairman Ziomek inquired whether staff has the data on which types of aircraft are generating the complaints and Ms. Ferrara replied that they do not.

Vice Chair Casey commented that the number of complaints received appears to have increased in the past two years. Ms. Ferrara said it seems that in this time frame a few new active complainants have emerged.

Commissioner Hobbi commented that in 2004 to 2006 the Airport received far more noise complaints. Mr. Mascaro explained that during this period the Airport was updating the Part 150 noise compatibility program. It is typical that when new noise exposure maps are published, airports tend to receive many more complaints. He noted the Airport was busier, particularly with training traffic.

At the invitation of Chairman Ziomek, Mr. John Hoffman addressed the Commission. He has lived just west of Kierland for the past 21 years and had researched and observed airport traffic before deciding to buy his home. Noise levels had been acceptable until the end of last summer. The noise levels have risen and he has noticed that the single engine planes are flying at much lower altitudes than ever before. He has met with Ms. Ferrara and contacted the FAA at her suggestion. Mr. Hoffman surveyed air traffic for a week and provided the data to Ms. Ferrara. He told the meeting that the results could be replicated for every week since then. The problem appears to be single engine training planes flying in circles. The flight patterns have changed so that these are now overflying his neighborhood. The noise levels are now disruptive, not just background noise. Mr. Hoffman said he has talked to various people at the FAA, both locally and in Washington, DC. At this point he said he does not know whom to address, other than approaching the flight school owners on an individual basis. He asked the Commission if the flight paths for training flights could be returned to higher, less noisy altitudes.

Commissioner Celigoy asked at what point in the flight the most noise is generated. Mr. Hoffman said departures are the noisiest. He cannot tell whether they are flying in a traffic pattern, however they seem to fly over his neighborhood at five-minute intervals.

Chairman Ziomek said there is some latitude within the FAA guidelines. Speaking as a private pilot he said student pilots tend to keep within gliding distance of the airport as a precaution. He added that he has noticed that aircraft come in to land at a 90-degree angle to the runway and then turn north to land on runway 2-1. That is generally driven by traffic already in the pattern or IFR jets coming in where the tower needs to maintain separation. Perhaps they could discuss this with the tower.

Mr. Hoffman said that whatever was working for the 20 years before August 2014 should be restored. Chairman Ziomek said nothing regulatory has changed. Mr. Hoffman said he sees the same few aircraft that he can identify so he surmises that these are flight schools. Chairman Ziomek said it is the Commission's prerogative to recommend to all the flight schools that they maintain published altitudes. Mr. Hoffman said planes are frequently flying below 1,000 feet.

Commissioner Goode said nothing has changed in terms of traffic patterns in the last ten years. He did not know why any students would be flying at low altitudes. He said he was baffled by Mr. Hoffman's information.

Chairman Ziomek suggested that perhaps these are training flights out of Deer Valley Airport.

Ms. Sherri Crawford lives in the North Ranch neighborhood like Mr. Hoffman. They both noticed the changes about the same time. She has lived in her current home for 24 years and had lived near the Airport previously. However before this fall she never had any noise issues. She has seen blue and white planes flying due west over her house. There is a decided increase in smaller planes flying at low altitudes immediately over their neighborhood. She

expressed safety concerns. She is at home during the day and can hear the planes indoors, which was not the case before.

Commissioner Celigoy said he flies regularly out of both Scottsdale Airport and Deer Valley and noted that a lot of foreign pilots are being trained at Deer Valley. He speculated that possibly there is a language barrier and that some of the instructors are speaking English as a second language. Possibly the school's operating procedures have changed or there is a misinterpretation of the local FARs.

Commissioner Hobbi thanked Ms. Crawford and Mr. Hoffman for coming to the Commission. Community issues are very important to the Commission.

Vice-Chairman Casey asked about the timing of the problematic flights. Ms. Crawford said it is predominantly during the daytime.

Chairman Ziomek asked if the Commission could send a flyer to the Deer Valley flight schools to ask them to follow established procedures. Mr. Mascaro confirmed that would be an action item.

Chairman Ziomek made a motion to draft a letter and send it to all the flight schools in the Valley, and certainly Scottsdale and Deer Valley asking them to follow established procedures, maintain altitude and keep in close patterns. Commissioner Berry seconded the motion, which carried by a unanimous vote of seven (7) to zero (0).

Commissioner Schuckert asked staff if any changes at Sky Harbor might be affecting Scottsdale. Mr. Mascaro said he has not heard anything specific. There has been testing of the new approach that is to be used during Super Bowl. However that would not necessarily affect the local community.

Mr. Hoffman asked whether changes to commercial flight paths would affect general aviation and cause the problems in his neighborhood. Chairman Ziomek said this would not affect general aviation because of the altitude. He thanked Mr. Hoffman and Ms. Crawford for coming. Mr. Hoffman said he is willing to go to meetings at other airports if necessary.

#### 1. Election of Officers

Mr. Mascaro noted that an election shall be held at the first meeting of each calendar year to appoint a Chairman and Vice-Chairman for a one-year term. No officer shall succeed him or herself more than once.

Chairman Ziomek made a motion to continue the current board. Commissioner Goode seconded the motion, which carried by a unanimous vote of seven (7) to zero (0).

#### 2. Discussion and Possible Action Regarding Airport Advisory Commission By-Laws

Mr. Mascaro stated that each year the Commission has the capability to review and amend the by-laws. He noted that the by-laws specify that Commission meetings are to begin at 6:00 p.m., so if the Commission wants to change that on a permanent basis the by-laws would have to be

amended. In response to Chairman Ziomek's inquiry he clarified that the Commission has the authority to change the by-laws and City Council does not have to approve the changes.

Vice-Chairman Casey made a motion to change the start time of Airport Advisory Commission regular meetings to 5:00 p.m. Commissioner Goode seconded the motion, which carried by a unanimous vote of seven (7) to zero (0).

3. Discussion and Possible Action to Approve Airport Advisory Commission Annual Report

Mr. Mascaro noted that City Council requires an annual report from each board and commission. The draft report is in the packet.

Chairman Ziomek mentioned the formation of a nonprofit organization to commemorate the establishment of Thunderbird Field II by building a monument comprising a Stearman airplane. He inquired whether the report could indicate whether the Commission supports this initiative. Mr. Mascaro said the report could mention this as an upcoming possibility. However it would be premature for the Commission to make a recommendation at this time.

Commissioner Schuckert pointed out that the lease amendment for Ciao Baby Catering which the Commission approved was not approved by City Council. Chairman Ziomek concurred that the wording of the report should be changed since Council did not accept the Commission's recommendation. Commission minutes in this regard are very clear that Councilwoman Milhaven was the only member of Council to vote for their recommendation. Commissioner Schuckert argued that the report should be carefully worded to reflect what happened.

Chairman Ziomek made a motion to change the draft annual report to reflect that the amendment to the Ciao Baby Catering lease was not what City Council ultimately adopted. Vice-Chairman Casey seconded the motion, which carried by a unanimous vote of seven (7) to zero (0).

Vice-Chairman Casey made a motion to agendize a discussion about the Thunderbird Field II monument. Commissioner Goode seconded the motion, which carried by a unanimous vote of seven (7) to zero (0).

Vice-Chairman Casey moved the approval of the Airport Advisory Commission annual report as modified. Commissioner Celigoy seconded the motion, which carried by a unanimous vote of seven (7) to zero (0).

Mr. Mascaro undertook to forward the finalized report to the Commissioners when it is submitted for Council consideration.

4. Discussion and Possible Action Regarding Application for Airport Aeronautical Business for Alante Air Charter, LLC to Conduct Aircraft Charter and Management Services

Ms. Shannon Johnson, Management Analyst, presented the application. Alante Air Charter, LLC is seeking ratification of their permit to conduct aircraft charter and management services at the Airport.

At the invitation of Chairman Ziomek, Mr. Kevin Lippert of Alante Air Charter stated that they operate twin engine jets.

Vice-Chairman Casey moved the approval of the Airport aeronautical business permit for Alante Air Charter, LLC to conduct aircraft charter and management services at Scottsdale Airport. Commissioner Celigoy seconded the motion, which carried by a unanimous vote of seven (7) to zero (0).

5. Discussion and Possible Action Regarding Application for Airpark Aeronautical Business Permit for Phoenix Heli Support, LLC to Conduct Helicopter Maintenance and Repair, Aircraft Sales, and Hangar and Shade Leasing Services

Ms. Johnson presented the application. Phoenix Heli Support is seeking ratification of their permit. They conduct helicopter maintenance and repairs, aircraft sales and hangar and shade services.

Ms. Tina Cannon of Phoenix Heli Support explained that the company purchased the assets of Vertical Aviation and took over their current lease at the Airpark. An affiliated company has been operating for 12 years in Mesa. They plan to continue operating as Vertical Aviation has operated at Scottsdale.

Chairman Ziomek commented that they will be conducting test flights. Ms. Cannon confirmed this and clarified that they will not do any charter flights from Scottsdale. For the time being the operations in Mesa will continue. The Papillon Grand Canyon craft will be based at Scottsdale during the Super Bowl.

Vice-Chairman Casey moved to approve the Airpark aeronautical business permit for Phoenix Heli Support, LLC to conduct helicopter maintenance and repair, aircraft sales, and hangar and shade leasing services. The motion was seconded by Commissioner Goode and carried by a unanimous vote of seven (7) to zero (0).

6. Discussion and Possible Action Regarding Application for Airport Aeronautical Business Permit for Legacy Flight Training, LLC to Conduct Flight Training Services

Ms. Johnson presented the application. Legacy Flight Training, LLC is seeking ratification of a permit to conduct flight training services. They plan to begin operations in February. Mr. John Meyer of the Air Commerce Center was in attendance. He noted that Legacy Flight Training will operate out of the Air Commerce Center and appears to be a first class operation. They will use Piper aircraft exclusively.

Vice-Chairman Casey made a motion to approve the Airport aeronautical business permit for Legacy Flight Training, LLC. Commissioner Schuckert seconded the motion, which carried by a unanimous vote of seven (7) to zero (0).

#### 7. Discussion and Input Regarding Super Bowl 2015

Mr. Mascaro reported that they have done extensive outreach to encourage visitors to use Scottsdale Airport. They have been working directly with the Arizona Host Committee. Staff has done public outreach to tenants so they understand what to expect. He and Mr. Read have met with security. The tower will remain open overnight following the game. Approximately 150 departure reservations are already in the PPR system. He reminded the Commission that only two arrivals per hour will be permitted. This means that at least 140 aircraft will be on the Airport waiting to leave on Sunday night or Monday. The big influx of reservations will come once the teams are announced next Monday.

Mr. Mascaro said he remains in touch with other Valley airports. A major selling point for Scottsdale Airport is that the PPR will be in effect from half-time on the Sunday, whereas the other airports are putting PPR into effect on the Thursday before the game.

Mr. Mascaro reported that the fractional companies are requesting flexibility during the PPR program. However, Airport staff, the FBOs and the FAA are standing firm on the policy regarding arrivals. Arrivals have to be limited to two per hour during PPR. This is critical to the success of the program. No incoming flight without a reservation will be allowed into the airspace. This system has been successfully implemented at other Super Bowl events. Air traffic as far away as Las Vegas and Albuquerque will be affected. There will be one departure route each for Scottsdale and Deer Valley. The Luke AFB RAPCON will be in operation for this Super Bowl for the first time, which will assist with Deer Valley. The FAA is completely on board and has committed to doing everything to ensure planes can depart as rapidly as humanly possible. The district office staff has had several meetings with Airport staff and the FBOs.

The FBOs are staffed up and ready to go. Both companies are bringing in event specialists to help. Their preparation involve bringing in extra equipment, arranging for food trucks, golf carts for ferrying baggage and a myriad of other details. Car rental companies are bringing in vehicles from out of state. Scottsdale police and the TSA are involved in security. The FBOs both volunteered to shut down all vehicle operations on the apron starting Thursday. Mr. Mascaro added that Airport Operations staff will be dedicated to each of the FBOs to facilitate clearing aircraft for flight.

The NFL staff has been briefed on the Airport's plans. A final meeting is scheduled for Friday to review the details so all parties are on the same page. The temporary flight restrictions (TFR) to be in effect during the game will not affect Scottsdale.

Chairman Ziomek inquired if they plan to notify neighbors that with the tower open overnight there could be more noise than usual. Mr. Mascaro said they have done some outreach with the community and the media in this regard. Sunday night and especially Monday will be busy.

Commissioner Hobbi asked how many PPRs are available. Mr. Mascaro said it will continue for as long as necessary, so there is no limit. Each FBO has 15 departures per hour. The scheduling has to be rigid for the system to function. Pilots must be at the Airport no later than

45 minutes before departure time and passengers no later than 30 minutes prior. If everyone is not there at that time, Airport staff will make executive decisions to bump the aircraft so others who are ready will take that departure slot. This is the only way to make the process work.

Commissioner Hobbi commented that inevitably some flights will be bumped and asked if staff is ready to deal with upset passengers. This will be a tense environment with demanding people who will pressure staff.

Mr. Mascaro replied that staff is ready. Also most of the operators have experience with these types of situations. They can accept delays of up to 40 minutes as normal. The Airport staff has agreed to notify each and every pilot of any delays longer than that. Every customer is required to provide a text capable cell phone number or equivalent for updates. Delays above 40 minutes will be notified automatically. If travelers show up late, the FBOs are responsible for advising them that their flight has been bumped. Each FBO will be able to make adjustments to their own reservations. He confirmed that any changes will be made before aircraft start taxiing.

Commissioner Hobbi urged that the FBOs practice being ready for demanding travelers by role playing ahead of time. Commissioner Goode said the pilots are aware of the system and these kinds of situations arise frequently in other venues.

Commissioner Hobbi commented that in light of recent events there is serious concern about security. He shared that earlier that day he had succeeded in getting into Landmark unescorted and could have easily reached the ramp. No one spoke to him or challenged him. He hoped that the level of security will be heightened. Mr. Read said the door to the ramp is locked and has to be activated. Commissioner Hobbi replied that people were coming and going through the door and he could have easily passed through it. He argued that someone should be stationed at the door at busy times. Commissioner Berry said on Sunday he had asked to go out on the ramp and Landmark personnel asked who he was and which plane he was going to. Commissioner Goode said he spends plenty of time at the two FBOs and is always challenged despite being familiar.

Commissioner Goode inquired what contingency plans are in place for bad weather. Mr. Mascaro said the FAA is ready to handle IFR conditions. The 32 total flights per hour is realistic under IFR conditions. The flight schools are all standing down. Further discussion about departure authorization procedures ensued and Mr. Mascaro clarified that the City of Scottsdale will control checking that all passengers are present before departure.

8. Discussion and Possible Actions to Recommend Adoption of Resolution No. 10009 Approving and Authorizing a One-month Rental Credit to all City-owned Hangars, Shades and Tie-Downs due to Super Bowl 2015 Impacts

Ms. Johnson asked the Commission to consider recommending to City Council a one-month rental credit for all City-owned hangars, shades and tie-downs. In order to accommodate the transient aircraft, all tie-downs and helicopter circles of based aircraft will be cleared. The aircraft will be moved to other locations on the Airport. Aircraft parked on kilo, delta, the terminal ramp and Landmark North are affected. Staff will start moving them on Thursday, January 29 and they will be returned on February 3. Tenants of hangars and shades will also be affected. The approximate cost of one month's rent abatement is \$5,500, based on about 62

tie-downs and helicopter circles being rented as of January 8, and that 31 City-managed hangars and shades are expected to be blocked.

Vice-Chairman Casey asked if any of the tenants are fighting this. Ms. Johnson said they have not received negative feedback and the tenants understand that if they need to use their aircraft they will need to move them to another airport.

Ms. Johnson clarified that if the resolution is accepted by the Commission, it will be presented to City Council for approval in February. Staff was unable to get this onto an earlier Council agenda.

Vice-Chairman Casey made a motion to recommend that City Council approve Resolution No. 10009 to approve and authorize a one-month rental credit for tenants of all City-owned hangars, shades and tie-downs. Commissioner Schuckert seconded the motion, which carried by a unanimous vote of seven (7) to zero (0).

9. Discussion and Input Regarding Aeronautical Business Permit Applicants to Attend a Commission Meeting Prior to Ratification of Their Permit

Vice-Chairman Casey said he personally believes that applicants should attend a Commission meeting before they receive a permit. He understands that sometimes out of state applicants may need to send a representative, as Mr. Meyer had represented Legacy Flight Training this evening.

Mr. Mascaro noted that this is not an action item on tonight's agenda. He explained that the regulation is clear that the permit application must be ratified by the Commission. The Commission currently has three choices, to ratify an application, deny it or table it. The Commission could if it chooses make a strong recommendation to City Council that applications will not be ratified if applicants do not attend a Commission meeting. The impact on applicants is that there would be no flexibility. When staff issues a conditional permit, the applicant can immediately start operating. However if the Commission does not ratify the permit, operations are suspended. If the Commission tables the application the applicant can continue operating.

Commissioner Celigoy said the Commission must be reasonable, use its discretion and not set hard policies that would create barriers for small businesses. Vice-Chairman Casey said he feels that an applicant should be prepared to take a little time to appear before the Commission.

Mr. Mascaro said this was agendaized as an information item because an action would involve changing the Code. If the Commissioners agree that they want stronger verbiage in the letter that staff sends to applicants, that change can be made without amending the Code.

Ms. Johnson suggested the language could be "Please attend the next Commission meeting" and later in the letter add a caution that if the applicant does not attend the Commission may choose to table or even deny the application. There was general consensus that this would be acceptable.

11. Discussion and Input Regarding Monthly Operations Reports for November and December 2014

Airport Operations Manager Mr. Chris Reed reviewed the reports. Total operations were up by approximately 10,000 over 2013. U.S. Customs Service hours will remain unchanged during the Super Bowl.

12. Discussion and Input Regarding Monthly Financial Reports for October and November 2014

Ms. Johnson presented the reports.

Commissioner Celigoy inquired about the drop in oil prices and Ms. Johnson pointed out that the flowage numbers for November do not reflect that drop.

13. Discussion and Input Regarding Public Outreach Programs and Planning Projects

Ms. Ferrara announced that the winner of the Barrett-Jackson prize package from the NBAA show is the Executive Vice-President of Air Com Corporation. This gentleman has already visited the Airport once since the convention and they plan to welcome him personally when he comes to collect his prize.

Ms. Ferrara said staff are continuing all efforts to promote the Airport for Super Season 2015. They intend to meet and greet people arriving for Super Bowl. She is fielding media inquiries about Super Bowl. Staff continues to use social media actively.

Mr. Matt Johnson hosted a tour by visiting Boy Scouts. They also did an interview with an aspiring Eagle Scout.

In December there was a meeting for the Airport Master Plan. Commissioners attended the Planning Advisory Committee meeting. The final public information workshop took place.

Two projects fell within the Airport influence area and seven voluntary curfew letters were sent out.

14. Discussion and Input Regarding Airport and Airpark Aeronautical Business Permit Additions, Cancellations or Revocations.

Ms. Johnson presented the list. At the Airport, Alante and Legacy have been added. Turbo National was listed as a cancellation. At the Airpark, Phoenix Heli Support and Building D were added. Vertical Aviation cancelled their helicopter maintenance and hangar shade leasing, but have retained their charter management and sales. CSA16-ICP cancelled their hangar shade leasing.

15. Discussion and Input Regarding Status of Aviation Items to City Council

Mr. Mascaro reported that the items on the list all rolled over from 2014.

16. Discussion and Possible Action to Modify the Airport Advisory Commission Meeting schedule and Commission Item Calendar

Mr. Mascaro noted the permanent change to start meetings at 5:00 p.m.

**FUTURE AGENDA ITEMS**

None noted.

**ADJOURNMENT**

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 6:52 p.m.

***Recorded and Transcribed by AVTronics Inc., d/b/a AVTranz Transcription and Reporting Services***



## COMMISSION ACTION REPORT

Ratification of Airpark Aeronautical Business Permit for Building D, LLC

**Agenda Item No.:** 1

**Meeting Date:** 02/11/15

**Staff Contact:** Shannon Johnson,  
Management Analyst

**Phone:** (480) 312-8475

### **ACTION**

Ratification of Airpark Aeronautical Business Permit for Building D, LLC to conduct hangar/shade leasing services in the Scottsdale Airpark.

### **PURPOSE**

Pursuant to Scottsdale Revised Code, Chapter 5, Article 3, commercial aeronautical activity conducted in the Airpark requires a valid Airpark Aeronautical Business Permit. In addition, the Airpark Minimum Operating Standards outlines the process for obtaining such a permit. Building D, LLC has requested an Airpark Aeronautical Business Permit to conduct hangar/shade leasing services in the Scottsdale Airpark.

### **APPLICANT(S)**

Building D, LLC  
Scott Lyon  
15035 N. 73<sup>rd</sup> St, Suite D  
Scottsdale, AZ 85260

### **KEY CONSIDERATIONS**

Building D, LLC has provided the appropriate documentation as required in the Airpark Minimum Operating Standards.

Attachment(s): 1. Completed Airpark Aeronautical Business Permit  
2. Vicinity Map

Action taken:

AP 18



# SCOTTSDALE AIRPORT AERONAUTICAL BUSINESS PERMIT - AIRPARK



*(Required to conduct commercial aeronautical activity in the airpark)  
Fields in RED are required.*

**Business or activity to be conducted (check all that apply):**

- Aircraft Sales Services
  - Aircraft Charter Services
  - Aircraft Management Services
  - Hangar/ Shade Leasing Services
  - Helicopter Leasing or Rental Services
  - Helicopter Flight Training Services
  - Helicopter Maintenance and Repair Services
- Other: (List Service):

These activities are limited by City ordinance and the Airpark Minimum Operating Standards. Please refer to each document for further information and standards for each type of business.

Applicant (Business Name): Building 'D' LLC

Authorized Representative, title: Scott Lyon Email Address: slyon@westroc.net

Work Phone: +1 (480) 367-6200 Cell Phone: +1 (480) 225-3723 Fax:

Mailing Address: 15035 N. 73rd. Street - Suite 'D'

City: Scottsdale State: Arizona Zip Code: 85260

Billing Address: 15035 N. 73rd. Street - Suite 'D'

City: Scottsdale State: Arizona Zip Code: 85260

Billing Phone: 4803676200 Billing Email: slyon@westroc.net

The Applicant hereby requests the above action(s), and in consideration of this request being granted, agrees to the following:

1. FEE PAYMENT: The Applicant agrees to pay all applicable fees on time, and all required fees including late fees, interest and penalties without deduction of any kind.
2. PERMIT LIMITATIONS: This permit may not be assigned or transferred, and is limited to the approved business activity listed above

3. INFORMATION CHANGES: The Applicant shall notify Airport Administration, in writing within fifteen (15) days, of any change to the information provided.

4. The City assumes no liability for damage or loss to personal property while operating at Scottsdale Airport.

INDEMNIFICATION: The Applicant and Invitees shall indemnify the City pursuant to Chapter 5 of the Scottsdale Revised Code.

5. COMPLIANCE WITH THE LAW: The Applicant shall comply with all applicable laws, ordinances, rules and regulations. To view regulations, go to <http://www.scottsdaleaz.gov/airport/regulatorydocs>

The undersigned representative certifies he/she is authorized to sign for the business and acknowledges receipt of a copy of this permit.

Applicant Signature (print name):  GLETT VLOZ Date: 11.7.14

By checking this box, I affirm that the information entered above is accurate and that the name typed above represents my official signature.

Please check the box for each item attached and submitted with the application:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Lease/License Agreement | <input checked="" type="checkbox"/> Certificates of Insurance       |
| <input type="checkbox"/> Sublease Agreement                 | <input type="checkbox"/> FAA Certificates                           |
| <input type="checkbox"/> Airport Driver/Vehicle Permit      | <input checked="" type="checkbox"/> Business/ Privilege Tax License |

Please save the form to your documents, then submit the form with an electronic signature to [shjohnson@scottsdaleaz.gov](mailto:shjohnson@scottsdaleaz.gov)  
OR print, sign and return to: 15000 N. Airport Drive, Suite 200, Scottsdale, AZ 85260

Staff Use Only

Application, permits and insurance reviewed by: \_\_\_\_\_

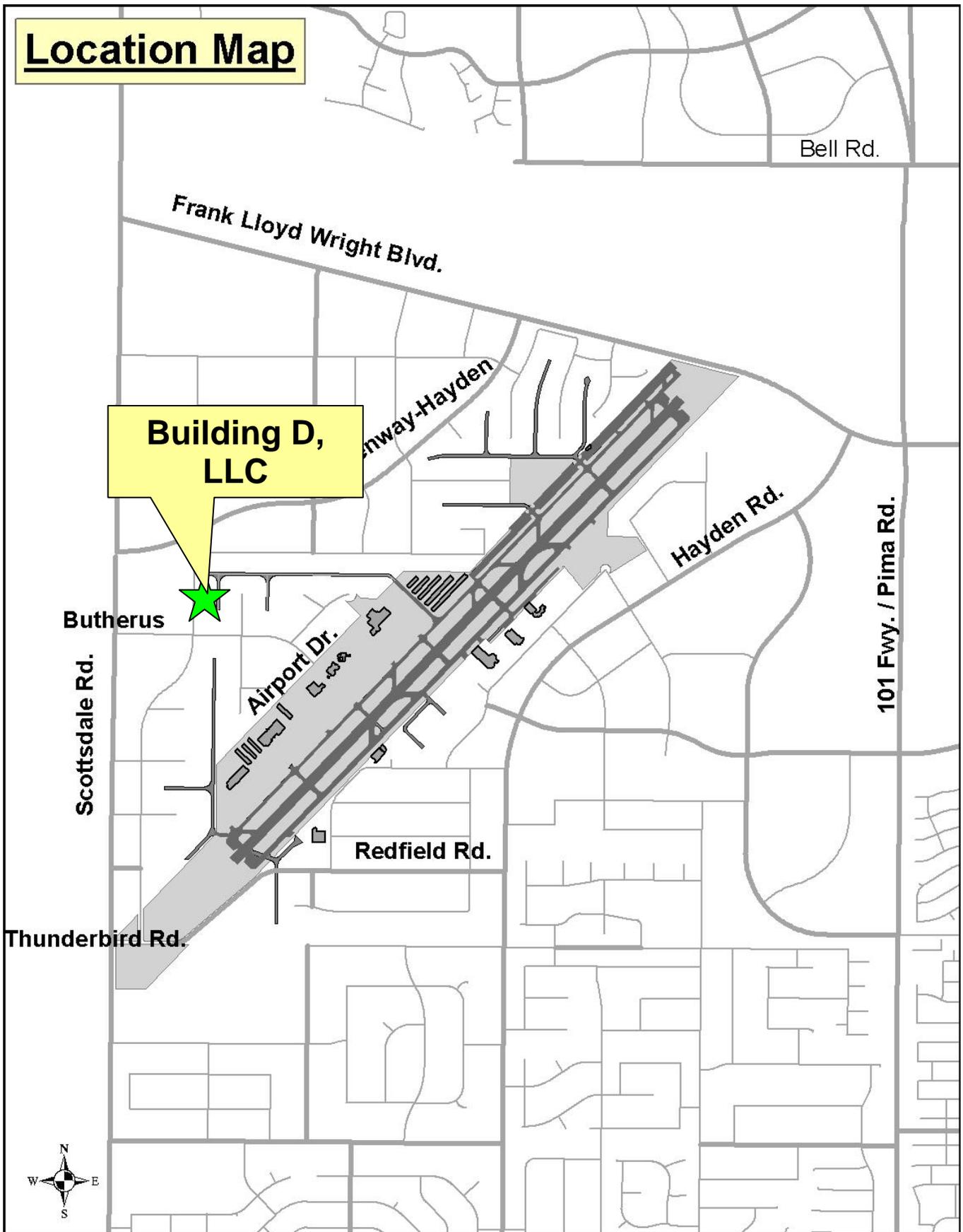
Aviation Director's Comments/ Stipulations:

Approved by Aviation Director or designee:

 11/19/14

Date Ratified by the Airport Advisory Commission: \_\_\_\_\_

# Location Map





## COMMISSION INFORMATION REPORT

Discussion and Input Regarding Super Bowl Recap

**Agenda Item No.:** 2

**Meeting Date:** 02/11/15

**Staff Contact:** Gary P. Mascaro,  
Aviation Director

**Phone:** (480) 312-7735

### INFORMATION

The Aviation Director shall provide a recap on the Super Bowl event.



## COMMISSION ACTION REPORT

Discussion and Possible Action to Adopt Resolution No. 10032 and authorize Contract No. 2015-046-COS, a Compliance Agreement with U.S. Customs and Border Protection and the United States Department of Agriculture

**Agenda Item No.:** 3

**Meeting Date:** 02/11/15

**Staff Contact:** Shannon Johnson,  
Management Analyst

**Phone:** (480) 312-8475

### ACTION

Airport Advisory Commission considers recommending to City Council, ADOPTION of Resolution No. 10032, a Compliance Agreement with U. S. Customs and Border Protection (CBP) and the United States Department of Agriculture (USDA) to handle regulated garbage at Scottsdale Airport.

### BACKGROUND

Currently there is a compliance agreement in place with the United States Department of Agriculture for regulated garbage collection at Scottsdale Airport, but it needs to be updated. In July 2014 the USDA completed revisions to their agreement and requires agreements to be updated any time there are revisions to the agreement or if there are any changes to the information contained in the airport's standard operating procedures. Also, the User Fee Memorandum of Agreement in place for CBP requires the airport to handle collection and removal of regulated garbage from aircraft arriving from out of the country to Scottsdale Airport.

The Airport has complied with all of the necessary steps to obtain approval, budgeted funding for regulated garbage disposal, and has an approved regulated garbage handling company (Stericycle). The cost for the regulated garbage handling is approximately \$22,000 annually.

### KEY CONSIDERATIONS

The Airport is required to continue handling regulated garbage originating from flights arriving from out of the country in order to continue as a U.S. Customs User Fee Airport. This is standard practice for all CBP User Fee Airports in the United States.

Attachment(s): 1. Contract No. 2015-046-COS  
2. Resolution No. 10032

Action Taken:

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control numbers for this information collection are 0579-0054, 0088, 0129, 0198, 0238, 0257, 0306, 0310. The time required to complete this information collection is estimated to average 1.25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

FORM APPROVED  
OMB NUMBER 0579-0054/0088/0129/0198/0238/0257/0306/0310

<p align="center"><b>UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE</b></p>	<p align="center"><b>COMPLIANCE AGREEMENT</b></p>
<p><b>1. NAME AND MAILING ADDRESS OF PERSON OR FIRM</b> Mr. City of Scottsdale, Scottsdale Airport. 15000 N. Airport Drive, Suite 200 Scottsdale, AZ. 85260 Tel(480)312-2321;312-8475;Fax(480)312-8480 Email:</p>	<p><b>2. LOCATION</b> "Same"</p>

**3. REGULATED ARTICLE(S)**  
Foreign regulated garbage as defined in Title 9 Code of Federal Regulations §94.5 and Title 7 Code of Federal Regulations §330.400 - §330.403.

**4. APPLICABLE FEDERAL QUARANTINE(S) OR REGULATIONS**  
Title 9 Code of Federal Regulations §94.5 and Title 7 Code of Federal Regulations §330.400 - §330.403

**5. I / WE AGREE TO THE FOLLOWING:**

"See attached Compliance Agreement and Addenda to Compliance Agreement (19 pages)."  
Standard Operating Procedures, Regulated Garbage Log, Regulated Garbage Incident Log, Regulated Garbage Training Record, Regulated Garbage Cleaning & Disinfection Materials & Equipment.  
"This Compliance Agreement supersedes Compliance Agreement # 2013-136-COS dated 10/25/2013".

<b>6. SIGNATURE</b>	<b>7. TITLE</b>	<b>8. DATE SIGNED</b>
---------------------	-----------------	-----------------------

<p>The affixing of the signatures below will validate this agreement which shall remain in effect until cancelled, but may be revised as necessary or revoked for noncompliance</p>	<p><b>9. AGREEMENT NO.</b> PHX-CA-0012</p>
	<p><b>10. DATE OF AGREEMENT</b></p>

<p><b>11. PPQ/CBP OFFICIAL (NAME AND TITLE)</b> Robert Milbourn, CBP-AS Compliance Officer.</p>	<p><b>12. ADDRESS</b> CBP-Phoenix International Airport. 3002 E. Old Tower Road, Suite 400 Phoenix, AZ. 85034 Tel(602)392-4440 Ext. 4</p>
<p><b>13. SIGNATURE</b></p>	

<p><b>14. U.S. GOVERNMENT/STATE AGENCY OFFICIAL (NAME AND TITLE)</b> Jerald L. Levitt State Plant Health Director- Arizona &amp; NM.</p>	<p><b>15. ADDRESS</b> USDA,APHIS,PPQ 3640 E. Wier Avenue. Phoenix, AZ. 85040</p>
<p><b>16. SIGNATURE</b></p>	

Attachment to PPQ Form 519, Uniform Standards for Compliance Agreements for  
Regulated Garbage – ~~Fixed Base Operators (FBO)~~

Airport Operator

Attachment to PPQ Form 519, Uniform Standards for Compliance  
Agreements for Regulated Garbage – ~~Fixed Base Operators (FBO)~~  
Airport Operator

The United States Department of Agriculture, Animal and Plant Health Inspection Service (USDA APHIS), Plant Protection and Quarantine provides oversight for agricultural issues including APHIS regulated garbage. USDA is granted authority to take such action in the Plant Protection Act (PPA) (7 U.S.C. §§ 7701 et. seq.) and the Animal Health Protection Act (AHPA) (7 U.S.C. §§ 8301 et. seq.).

Any person who knowingly violates the PPA (7 U.S.C. §§ 7701 et. seq.) and/or the AHPA (7 U.S.C. §§ 8301 et. seq.) may be criminally prosecuted and found guilty of a misdemeanor which can result in monetary penalties, a one-year prison term, or both. Additionally, any person violating the PPA and/or the AHPA may be assessed civil penalties of up to \$300,000 per violation or twice the gross gain or gross loss for any violation that results in the person deriving pecuniary gain or causing pecuniary loss to another, whichever is greater.

Any individual, corporation, company, association, firm, partnership, society, or joint stock company, hereafter known as the establishment, engaged in the business of handling or disposing of garbage in accordance with the regulations (Title 7 Code of Federal Regulations §330.400-§330.403 and Title 9 Code of Federal Regulations §94.5) must first enter into a Compliance Agreement with APHIS. A Compliance Agreement authorizing the handling of regulated garbage is a legally binding contract between the United States Government and an establishment which has been approved by APHIS to handle regulated garbage. The establishment, **City of Scottsdale Airport**, by entering into this Compliance Agreement (which includes all Addenda), agrees to operate in accordance with APHIS regulations and policies when handling regulated garbage. USDA animal health and plant health regulations are enforced by APHIS and the Department of Homeland Security, United States Customs and Border Protection (CBP).

All employees or agents of **City of Scottsdale Airport** must comply with the regulations pertaining to regulated garbage and all conditions and Addenda included in this Compliance Agreement, as deemed by the Administrator to be necessary to prevent the introduction and dissemination into or within the United States of plant pests and livestock or poultry diseases.

**Trash** is refuse that neither contains nor is visually contaminated with regulated garbage. Trash is not regulated by APHIS and is therefore **unrestricted**. For example, trash that solely contains empty soda cans would be unrestricted. Newspapers and magazines in the passenger cabin would also be unrestricted. An empty cardboard milk carton, sandwich, or fruit found in the passenger cabin, however, would be considered as regulated garbage as opposed to trash and would be restricted.

**Garbage** is all waste material that is derived in whole or in part from fruits, vegetables, meats, or other plant or animal (including poultry) material, and other refuse of any character whatsoever that has been associated with any such material. Garbage is regulated by APHIS when the garbage is on or removed from a means of conveyance, if the means of conveyance has been in any port outside the United States and Canada within the previous two-year period or to any port in Hawaii or any United States territory

1 Date \_\_\_\_\_ Company Representative Initials \_\_\_\_\_

or possession in the last one-year period. Garbage regulated by APHIS is hereafter known as regulated garbage.

Garbage, trash or other material not regulated by APHIS that is or has been commingled with regulated garbage is also regulated garbage.

Regulated garbage includes but is not limited to food scraps, table refuse, galley refuse, food wrappers or packaging materials and other waste material from stores, food preparation areas, passengers' or crews' quarters, dining rooms or any other areas on means of conveyance. Regulated garbage also means meals and other foods that were available for consumption by passengers or crew on an aircraft but were not consumed.

Other materials that may be handled as regulated garbage include but are not limited to rejected cargo (consisting of plant or animal origin materials), illegally imported agriculture commodities found in commerce, and quarantine materials seized during inspection.

The establishment covered by this Compliance Agreement, and all areas where regulated garbage handling occurs, are subject to unannounced inspections by APHIS or CBP personnel. APHIS/CBP officials must be allowed access to all areas where regulated garbage handling occurs. APHIS/CBP officials must be allowed to observe, without restriction, all regulated garbage handling activities performed by all employees and subcontractors. All records required by this Agreement must be made available to APHIS/CBP officials upon request. Any problems in conducting regulated garbage handling procedures as outlined in this Compliance Agreement must be immediately reported to the APHIS/CBP office at **(602)392-4440 Ext 4**.

Compliance Agreements are valid from the date of agreement (PPQ Form 519, Block 10), and must be reviewed at least annually by APHIS/CBP officials with the establishment. That review must be documented per current APHIS policy.

Regulated garbage handling activities covered by this Compliance Agreement may be suspended and/or this Compliance Agreement may be immediately canceled for noncompliance. **This Compliance Agreement is non-transferable.**

The establishment under this Compliance Agreement must immediately notify the local APHIS/CBP office at **(602)431-3200 / (602)392-4440 Ext 4** of any management changes, including but not limited to name, ownership, location, equipment, and procedures. The establishment may also be required to notify APHIS Headquarters at (301) 851-2312 or by email at **ppq.vrs.regulated.garbage@aphis.usda.gov** of the above changes. Such changes may invalidate this Compliance Agreement and require a new approval.

Revisions to this Compliance Agreement must be made if there are any changes that would invalidate this Agreement but do not require a new approval, including but not limited to changes in procedures (minor), local management or USDA regulations and requirements. The required revisions must be made as soon as the changes occur if they do not invalidate the Compliance Agreement in a manner that requires a new approval to be granted.

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By signing this Compliance Agreement, the signatory acknowledges that information concerning his/her establishment, including but not limited to the name of the establishment, location of establishment, and contact information with phone numbers, will be included on lists of APHIS-approved regulated garbage handlers that are available to the public. In addition, the signatory acknowledges that if the establishment Compliance Agreement is cancelled or the establishment and/or its personnel are prohibited from handling regulated garbage the information will be listed on the APHIS website. Finally, the signatory acknowledges that if the regulated garbage handling activities authorized by the Compliance Agreement have been suspended, information regarding the suspension will also be listed on the APHIS website.

This Compliance Agreement only covers compliance with APHIS regulations and requirements. Therefore, this Compliance Agreement does not reduce or eliminate the Compliance Agreement holder of his/her legal duty and responsibility to comply with all other applicable Federal, State, and local regulatory requirements. By signing this Agreement, the signatory certifies that his/her establishment has met or will meet the requirements of all applicable environmental protection laws prior to handling garbage regulated by APHIS under the authority of USDA.

The establishment is responsible for all regulated garbage including food waste, loose trays of food, and unused meals, and will **not** allow its unauthorized diversion, removal, use, or consumption.

Once received by the establishment, regulated garbage must not remain in the establishment's possession for more than 72 hours (i.e., regulated garbage must be processed or hauled within this timeframe) without prior approval in writing from the APHIS Administrator.

## I. Regulated Garbage Handling Procedures

- A. ~~Fixed Base Operators (FBO)~~ **Airport Operator** provides many services. Attach the appropriate Addendum(s) for service(s) not covered by this Compliance Agreement

1. Regulated Garbage Handling Activity (*check all that apply*)

Off-load regulated garbage

Decater and/or cater food

Remove and wash reusable dishware, glassware, utensils and/or trays

Clean aircraft

Other \_\_\_\_\_

2. Location of processing equipment:

**Stericycle, Inc. 1251 S. Nelson Drive. Chandler, AZ. 85226 (602)437-5624**  
(Name, Address, Phone Number)

3. APHIS-Approved Regulated Garbage Hauler to be used if regulated garbage

3 Date \_\_\_\_\_ Company Representative Initials \_\_\_\_\_

is transported off establishment's premises for processing:

**Stericycle, Inc. 1251 S. Nelson Drive. Chandler, AZ. 85226 (602)437-5624**  
(Name, Address, Phone Number)

B. Segregation of regulated garbage (*check one*):

- Regulated garbage will be separated from all garbage not regulated by APHIS, as specified in the attached Standard Operating Procedures (SOP).
- All garbage will be handled as APHIS regulated garbage.

Recycling is authorized only after incineration or if the separation of recyclable material takes place onboard the conveyance (i.e. maritime vessel, aircraft, etc.) and the recyclable material is kept separate from food waste or other regulated garbage.

C. Operating procedures

1. The establishment must have an APHIS-approved written SOP for regulated garbage handling. The SOP must cover all aspects of regulated garbage handling procedures used by the establishment, and must include all requirements covered in this CA. The SOP must be written in English and other appropriate languages. The English version of the SOP must be attached to this Compliance Agreement and the procedures described therein are considered as stipulations of the Compliance Agreement and must be followed.
2. The establishment must conspicuously post the SOP or make the SOP available to employees in all work areas.
3. Garbage on aircraft arriving from foreign countries other than Canada, from non-predeparture locations in Hawaii or Puerto Rico, and from all other U.S. territories and possessions is regulated by APHIS. Establishment personnel will meet aircraft originating from these locations to meet the aircraft to off-load regulated garbage according to their contractual agreements with the private aircraft or airlines. Establishment personnel must be planeside within **10** minutes of arrival.
4. The establishment is responsible for ensuring appropriate communications with the private aircraft or airlines for which it provides services so that establishment personnel are kept up to date on an aircraft's estimated time of arrival in order to meet the aircraft.
5. The establishment will immediately notify the local CBP office at **(602)392-4440 Ext 4** if unable to meet the flight within the required time frame in which case the establishment will provide control over regulated garbage through assigned **FBO Airport Operator** personnel in a manner acceptable to CBP as described in the approved SOP. If **FBO Airport Operator** personnel cannot meet the aircraft, the **FBO Airport Operator** will initiate the services of the backup entity as described in the Emergency Backup System section of this Compliance Agreement.

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6. All regulated garbage must be contained in tight, covered, leak-proof containers or bagged during transportation.
7. Regulated garbage must be uniquely identifiable from other garbage and trash unless all garbage is handled as APHIS regulated garbage. If the ~~FBO~~ **Airport Operator** handles both APHIS regulated garbage and non-regulated garbage unless all garbage is handled as APHIS regulated garbage, the following conditions must be met:
  - a) The ~~FBO~~ **Airport Operator** must segregate garbage on foreign flights and on flights from other locations from which the garbage is regulated, immediately upon removal from the aircraft, to prevent its association with domestic non-regulated garbage in the transport vehicle and at the ~~FBO~~ **Airport Operator** facility.
  - b) The method of unique identification and segregation of regulated garbage on foreign flights and on flights from other locations from which the garbage is regulated from domestic non regulated garbage must be described in the attached establishment SOP.
8. All rigid containers must be identified with the words "REGULATED GARBAGE" or a similar acceptable phrase in English and any appropriate foreign language. Lettering on containers should be large enough so that they could be legible from a distance of at least 10 feet.
9. Containers used for regulated garbage shall **not** be used for any material not regulated by APHIS, unless the container's markings have been removed and the container is cleaned and disinfected under the direct supervision of APHIS or CBP personnel. The container to be used for a purpose other than storage or hauling regulated garbage must have markings obliterated and be disinfected with APHIS-approved disinfectant under the direct supervision of APHIS or CBP personnel prior to such use. Containers moved off the establishment's property to be repaired must first be cleaned and disinfected prior to movement. Containers that are removed from service (i.e. decommissioned) must be cleaned and disinfected under direct APHIS or CBP supervision.
10. Any plastic bags used in the handling, transportation or storage of regulated garbage must be at least three (3) mil (0.003-inch) thick and must be intact. Plastic bags used by the establishment for regulated garbage handling, transportation or storage must be uniquely identified by color, tag (attached to the bag) or label (printed on the bag) as indicated in the attached SOP.
11. Plastic bags used for storage of regulated garbage must be securely closed and leak-proof and the bags must be stored inside a closed building or in a tight, covered, leak-proof, rigid container. The container or other confined area where regulated garbage is to be stored must be secured to prevent tampering and must be capable of being cleaned and disinfected. The regulated garbage must be inaccessible to birds, rodents, and other vermin.
12. If the establishment will be storing garbage, describe the area in the facility where regulated garbage will be stored. Storage sheds should be properly

5 Date \_\_\_\_\_ Company Representative Initials \_\_\_\_\_

marked with the words "Regulated Garbage" or other appropriate terms. Lettering on containers should be large enough so that they could be legible from a distance of at least 10 feet.

**Regulated garbage will be separated and stored as specified in the SOP.**

13. If washing reusable dishware, glassware, silverware and/or trays, the **FBO Airport Operator** must use an automatic dishwasher.
14. Scraped residue and runoff may be ground into an approved sewage system as defined in 7CFR §330.400-§330.403 or 9CFR §94.5 or collected and treated as regulated garbage. All materials associated or in contact with regulated garbage must be treated as regulated garbage.
15. The establishment must maintain records of receipt and processing of regulated garbage that include at a minimum:
  - Date and time regulated garbage was received
  - Entity from whom the regulated garbage was received (cleaning company, flight number, etc.)
  - The amount (weight, volume) of the regulated garbage that is received
  - Date and time garbage was picked up from the establishment for transport by hauler (if applicable)
  - The amount of regulated garbage that was picked up for transport by hauler (if applicable)
  - All other records required by this Compliance Agreement

These records must be maintained for one (1) year from the end of the month the regulated garbage was received. If applicable, the establishment must assure that these records can be used to validate the inventory control system at the point of origin and/or destination.

D. Equipment

1. Equipment (including but not limited to vehicles, containers, dumpsters and compacters) used to transport/store unprocessed regulated garbage must:
  - be completely enclosed, rigid, and leak-proof.
  - not have a canvas top, tarp covering or any other non-rigid covering.
  - be capable of being secured by a seal, lock, or similar device.
  - be capable of being cleaned and disinfected.
  - be identified with the words "REGULATED GARBAGE" or a similar acceptable phrase in English and any appropriate foreign language. Lettering on containers should be large enough so that they could be legible from a distance of at least 10 feet.
  - be maintained to ensure that all of the requirements listed above are met.

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Leaking vehicles, compactors, containers or dumpsters must be removed from service until they are repaired. Areas where leaks occur must be cleaned and disinfected.

## II. Cleaning and Disinfection

The dock area and the area around grinders, sterilizers, incinerators, compactors, and/or dumpsters must be kept clean and free of loose garbage at all times.

All wooden surfaces in garbage handling areas (including storage areas and inside transport vehicles) must be treated so that surfaces are impervious to water and can be cleaned and disinfected.

### A. Articles Requiring Cleaning and Disinfection

Any article, means of conveyance, or other surface, including but not limited to carts, pallets, machinery, handling containers, trucks, or railroad cars, dock or warehouse surface contaminated with regulated garbage, must be cleaned and disinfected with one of the APHIS authorized disinfectants to meet regulatory requirements as outlined in the attached SOP before the items are reused.

Cleaning of portable articles must be performed over a drain leading to an approved sewage system or directly into a containment tank for proper disposal.

### B. Materials and Equipment

The following items must be immediately available for cleaning and disinfection in all work areas and on each conveyance during the handling of regulated garbage:

#### 1. One of the following APHIS-authorized disinfectants:

- a) **Virkon®S** (EPA Reg. No. 71654-6) must be mixed according to the label for a 1% solution. Once mixed, Virkon® S may only be used for seven (7) days from the date of mixing. The name “Virkon-S” and the date the solution was mixed must be written on the container holding the solution.
- b) **Clorox® Bleach (sodium hypochlorite) 5.25%** (EPA Reg. No. 5813-1) commercially labeled for use as a disinfectant.
  - Use as a solution with a concentration of 5000 ppm available chlorine.
  - **Mix** 13 ounces Clorox® Bleach 5.25% bleach to 1 gallon of water **or** 1 part Clorox® Bleach 5.25% to 9 parts water.
  - This solution will disinfect hard non-porous surfaces and decontaminate porous surfaces and materials.
  - The Clorox® Bleach 5.25% bleach (original bottle) may only be used for a maximum of two months. Write the date of purchase on the original bottle. Bleach is best stored out of heat and sun.
  - When bleach is diluted, it may only be used for a 24-hour period post dilution. The words “Bleach Solution”, the date and time of dilution must be written on the container holding the diluted bleach.

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2. A sanitizer approved by the U.S. Environmental Protection Agency (EPA) for use on and around food contact surfaces (as applicable)
3. A source of clean water adequate to achieve proper cleaning and disinfection
4. A detergent
5. A scrub brush
6. Equipment to pick up solid material (such as a shovel or broom and dustpan)
7. Materials to contain and or absorb liquids
8. Plastic leak-proof bags to hold collected materials
9. Copy of all applicable Material Safety Data Sheets (MSDS) and disinfectant labels, if the original containers are not available
10. Appropriate personal protective equipment (such as rubber or latex gloves and safety goggles) and/or other equipment as required by the MSDS, the disinfectant labels and the establishment

C. Cleaning and Disinfection Procedures outlined in the SOP must meet the following conditions:

1. Non Food Handling Areas:

- Prior to applying detergent or disinfectant, regulated garbage (liquid and solid) must be removed from contaminated surfaces. Apply an absorbent material if needed. All collected regulated garbage and materials used in cleaning and disinfection must be disposed of as regulated garbage.
- Clean/scrub the affected area with detergent.
- Flush the affected area with clean water.
- Apply the disinfectant solution per label instructions; wet the entire affected area. Read disinfectant label to determine how long the disinfectant should remain on the surfaces. (Note: Mixed bleach solution (5000 ppm available chlorine) must remain on surface for 10 minutes.).
- Flush area with clean water and air dry per disinfectant label.

2. Food Handling Areas:

Use only sanitizers approved by EPA for use in food handling areas. Ensure the sanitizer is allowed by the location where is being used.

- Prior to applying sanitizer, all regulated garbage (liquid and solid) must be removed from contaminated surfaces. Apply an absorbent material if needed. All collected regulated garbage and materials used in cleaning and sanitizing must be disposed of as regulated garbage.
- Follow the instructions on sanitizer label.

APHIS/CBP will be immediately notified of any spillage outside of the facility at **(602)431-3200 / (602)392-4440 Ext 4**. Cleaning and disinfecting of the area affected by the spill must be accomplished immediately. The establishment must provide trained personnel and equipment for immediate clean up of such spills and the procedures for this cleaning must be specified in the SOP.

The establishment must maintain records of disinfectant and sanitizer used in association with the handling of regulated garbage. This includes disinfectant used

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for both routine cleaning and disinfection and spills. Records must include at a minimum:

- Date of disinfectant or sanitizer use
- Specific location of disinfectant or sanitizer use
- Volume and concentration of disinfectant or sanitizer used

These records must be kept for three (3) years from the date of disinfectant or sanitizer usage.

### III. Emergency Backup System

In the event the establishment is unable to conduct the regulated garbage handling activities as outlined in this Compliance Agreement or the establishment is ordered to suspend its regulated garbage handling activities, the emergency backup system listed below must be implemented. Additionally, if the establishment's primary regulated garbage hauler is unavailable or the establishment's primary processor is inoperable, the emergency backup system listed below must be implemented, to ensure that regulated garbage is not stored at the establishment's facility for longer than 72 hours. The establishment will immediately notify all of its regulated garbage customers affected by the implementation of the emergency backup system. Details of the emergency backup system must be included in the SOP. The local APHIS/CBP office will be immediately advised of the implementation of the approved emergency backup system listed below: *(Must complete processor and hauler information.)*

- APHIS-approved entity to remove regulated garbage from aircraft:  
**Customs and Border Protection 15041 N. Airport Drive Suite # 105  
Scottsdale, AZ. 85260 (480)**  
*(Name, Address, Phone Number)*
- APHIS-approved Processor ( **sterilizer** ) located at:  
**Stericycle, Inc. 2775 E. 26<sup>th</sup> St. Vernon, CA. 90058 (323)362-3000**  
*(Name, Address, Phone Number)*
- APHIS-approved Hauler or cartage firm to transport regulated garbage at this establishment to backup processor:  
**Stericycle, Inc. 2775 E. 26<sup>th</sup> St. Vernon, CA. 90058 (323)362-3000**  
*(Name, Address, Phone Number)*
- Aircraft will not be authorized to land

If the establishment has initiated the emergency backup plan, no regulated garbage will be accepted or processed by the establishment until authorized in writing by CBP. Any processing equipment that has been repaired will be reevaluated and certified in writing by an employee of APHIS.

### IV. Training

The establishment must present a training program on regulated garbage handling to employees before they are permitted to handle or supervise the handling of

9 Date \_\_\_\_\_ Company Representative Initials \_\_\_\_\_

regulated garbage. All previously trained employees shall be provided review training annually; this training may be given in more than one session.

The training program must be approved in writing by the local APHIS State Plant Health Director/CBP Port Director or his/her designee. The English version of the approved training program must be attached to the Compliance Agreement.

The training program must be written in English and any other appropriate languages, and must be presented in all appropriate languages. The training program should be of sufficient duration to provide the required information on regulated garbage handling and may include both formal classroom training and on-the-job training.

At a minimum, the training must include:

- Definition of regulated garbage
- Film, slides, or other training aids on foreign animal and plant diseases and pests
- Explanation and purpose of the regulations
- Review of the establishment's approved SOP including proper regulated garbage handling procedures covering all procedures conducted by the establishment. The SOP must also include protocols for reporting and handling emergency spills, maintaining control of regulated materials and the cleaning and disinfecting of affected areas and equipment
- Review of the Compliance Agreement

Training record keeping requirements:

The establishment must maintain a record of regulated garbage training provided to employees and any subcontractors if applicable. The training records must include:

- The date of the training
- The name (s) of the trainees
- The specific topics covered during the training
- The name of the trainer

These records must be retained for a minimum of one (1) year from the end of the month in which the training occurred.

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RESOLUTION NO. 10032

A RESOLUTION OF THE COUNCIL OF THE CITY OF SCOTTSDALE, MARICOPA COUNTY, ARIZONA, AUTHORIZING AND DIRECTING THE CITY TO ENTER INTO COMPLIANCE AGREEMENT NO. 2015-046-COS WITH THE UNITED STATES DEPARTMENT OF AGRICULTURE.

The Scottsdale Airport receives numerous international flights terminating in the Airport; and

The United States Department of Agriculture requires that the Airport dispose garbage from vegetable and animal matter in a safe and closely controlled manner; and

The City is prepared to enter into this Compliance Agreement to assure that such waste materials will be disposed of in compliance with the Rules and Regulations of the U.S. Department of Agriculture.

BE IT RESOLVED by the Council of the City of Scottsdale as follows:

Section 1. The Mayor of the City of Scottsdale is authorized and directed to execute Compliance Agreement No. 2015-046-COS between the City and the United States Department of Agriculture.

PASSED AND ADOPTED by the Council of the City of Scottsdale this 3<sup>rd</sup> day of March, 2015.

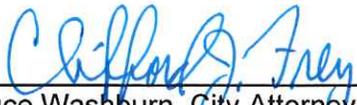
ATTEST:

CITY OF SCOTTSDALE,  
An Arizona municipal corporation

By: \_\_\_\_\_  
Carolyn Jagger, City Clerk

By: \_\_\_\_\_  
W.J. "Jim" Lane, Mayor

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Bruce Washburn, City Attorney  
By: Clifford J. Frey  
Senior Assistant City Attorney



## COMMISSION INFORMATION REPORT

Discussion and Input Regarding Operations Report for January 2015

**Agenda Item No.:** 4

**Meeting Date:** 02/11/15

**Staff Contact:** Chris Read,  
Airport Operations Manager

**Phone:** (480) 312-2674

### INFORMATION

Airport Monthly Operations Update for January 2015.

### PURPOSE

The purpose of this item is to keep the Airport Advisory Commission informed as to the operational status of the Airport.

#### BASED AIRCRAFT

	<u>Helicopter</u>	<u>Single Engine</u>	<u>Twin Engine</u>	<u>Jet</u>	<u>Total</u>
Current Month	17	198	47	127	389
January 2014	18	225	51	128	422

#### OPERATIONS

	<u>January 2014</u>	<u>January 2015</u>	<u>% Δ</u>	<u>2014 YTD</u>	<u>2015 YTD</u>	<u>% Δ</u>
Total	13,354	12,090	-9.5	13,354	12,090	-9.5
IFR	4,584	4,743	3.5	4,584	4,743	3.5

#### ALERTS

<u>Date</u>	<u>Type</u>	<u>Description</u>
01/05/15	2	Hawker 800XP, faulty gear indication
01/21/15	1	Agusta Spa A109E, engine problem
01/22/15	2	Cessna Citation 560, smoke in the cabin

**INCIDENTS**

<u>Date</u>	<u>Time</u>	<u>Description</u>
01/05/15	13:19	Small fuel leak, Citation 560
01/06/15	10:15	Oil fill door missing from Cessna 180
01/08/14	15:56	Fuel spill leak, Citation 650, faulty transfer valve
01/12/15	16:30	Eclipse 500, blown main tire upon landing
01/13/15	10:20	Bird carcass found on runway, no strike reported
01/16/15	15:20	Lear 45, windshield broken by use of excessive thrust by another aircraft pilot

**ENFORCEMENT ACTIONS**

<u>Date</u>	<u>Violation</u>	<u>Enforcement Method Used</u>	<u>Comments</u>
01/06/15	Engine maintenance run-up taking place on ramp	Verbal	1 <sup>st</sup> Violation
01/06/15	Failure to display signage on commercial vehicle	Verbal	1 <sup>st</sup> Violation
01/11/15	Airpark vehicle access gate open and unattended	N.O.V.	2 <sup>nd</sup> Violation
01/12/15	Speeding	Verbal	1 <sup>st</sup> Violation
01/13/15	Failure to secure airpark access permit prior to storing aircraft in the airpark	N.O.V.	2 <sup>nd</sup> Violation
01/13/15	Failure to secure aviation business permit prior to conducting commercial aeronautical business activity	Verbal	1 <sup>st</sup> Violation
01/14/15	Aircraft parked in a manner that blocked a taxilane	Verbal	1 <sup>st</sup> Violation
01/15/15	Vehicle/driver drove on Bravo taxiway without clearance from ATC	Civil Citation	1 <sup>st</sup> Violation
01/15/15	Failure to display vehicle permit	Verbal	1 <sup>st</sup> Violation
01/16/15	Speeding	Verbal	1 <sup>st</sup> Violation
01/25/15	Illegal signage posted on airport building	Verbal	1 <sup>st</sup> Violation
01/29/15	Airport security plan violation	Verbal	1 <sup>st</sup> Violation
01/29/15	Speeding	Verbal	1 <sup>st</sup> Violation

**Commission Information Report**  
 Airport Monthly Operations Update for January 2015

**Agenda Item No.: 4**

**CONSTRUCTION UPDATE**

#	Project	Cost/Funding Source	Status
1	Airport Operations Center - New Building	\$3,968,000 - Local	Construction started 1/26/15
2	Taxiway "B" - Rehabilitation - Phase 1	\$4,063,255 - Federal/State/Local	Completing final design
3	Taxiway "A" - Crack seal, overlay	\$220,000 - State/Local	Design phase

**U.S. CUSTOMS UPDATE**

<u>*Revenue (FYTD)</u>	<u>**Anticipated/Actual Expense</u>	<u>Total Uses Month</u>	<u>Total Uses (FYTD)</u>	<u>U.S. Visit Uses (flights) (Month)</u>	<u>Comments</u>
\$236,050	\$150,759	96	424	16	<b>U.S. Visit Summary</b> 54 Mexican, 7 British, 1 Philippine, 1 New Zealander citizens

<u>*Revenue (FYTD)</u>	<u>Total Uses Month</u>	<u>Total Uses (FYTD)</u>
<b>2014</b> (236,050)	<b>2014</b> (96)	<b>2014</b> (424)
<b>2013</b> (158,275)	<b>2013</b> (67)	<b>2013</b> (285)

*\*Revenue = User Fees and Overtime Fees Charged to Users*

*\*\*Anticipated/Actual Expense = Includes Average Monthly Cost for US Customs Agent, Overtime Charges, Agent Training, Technology Equipment Upgrades, Maintenance and Connectivity Charges*

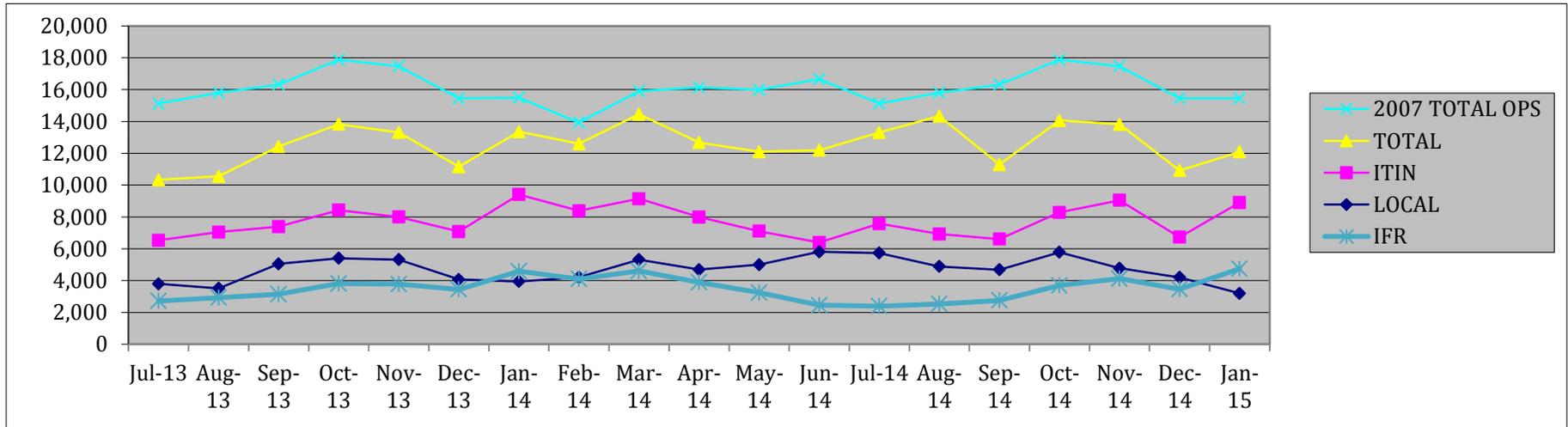
75,000 lbs. + PPR = 2 (calendar year 2015)

Attachment(s): 1. Scottsdale Airport Operations Counts 2013-2014

# SCOTTSDALE AIRPORT OPERATIONS 2013-2015



	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Jan-15
<b>ITIN</b>	6,531	7,042	7,383	8,423	7,999	7,081	9,411	8,388	9,139	7,986	7,100	6,391	7,580	6,921	6,607	8,279	9,046	6,722	8,899
<b>LOCAL</b>	3,792	3,507	5,045	5,404	5,315	4,072	3,943	4,209	5,319	4,687	4,998	5,806	5,724	4,881	4,683	5,781	4,771	4,196	3,191
<b>IFR</b>	2,715	2,929	3,140	3,811	3,773	3,439	4,584	4,098	4,604	3,892	3,240	2,455	2,390	2,531	2,755	3,689	4,122	3,457	4,743
<b>TOTAL</b>	10,323	10,549	12,428	13,827	13,314	11,153	13,354	12,597	14,458	12,673	12,098	12,197	13,304	14,333	11,290	14,060	13,817	10,918	12,090



## PRE-RECESSION COMPARISON

	Jan-07	Jan-15	% change
<b>ITIN</b>	11,927	8,899	-25.4%
<b>LOCAL</b>	3,566	3,191	-10.5%
<b>IFR</b>	5,030	4,743	-5.7%
<b>TOTAL</b>	15,493	12,090	-22.0%



## COMMISSION INFORMATION REPORT

Discussion and Input Regarding Monthly  
Financial Reports for December 2014

**Agenda Item No: 5**

**Meeting Date: 02/11/15**

**Staff Contact:** Shannon Johnson,  
Management Analyst

**Phone:** (480) 312-8475

### AVIATION OPERATING BUDGET FISCAL YEAR 2014/15

	FY 2014/15		FY 2014/15		FY 201/15 Year to Date (through December 2014)			
	Adopted Budget		Approved Budget		Approved Budget	Actual	Dollar Variance	% Variance
Revenue	\$3,528,531		\$3,528,531		\$1,612,310	\$1,773,378	\$161,068	10%
Expenses	\$2,126,575		\$2,155,118		\$1,112,341	\$869,658	-\$242,683	-22%
Net	\$1,401,956		\$1,373,413		\$499,969	\$903,720	\$403,751	81%

### AVIATION FUND CASH BALANCE

	Operating	CIP Funds	Total
As of 12/31/14	\$5,953,554	\$5,128,238	\$11,081,793
As of 11/30/14	\$5,752,155	\$5,128,125	\$10,880,281

### MONTHLY REVENUE AND EXPENDITURE COMPARISON (ACTUALS)

	December 2013	December 2014	Dollar Variance	% Variance
	Revenue	\$325,929	\$423,911	\$97,982
Expenses	\$122,308	\$182,589	\$60,281	49%
Net	\$203,621	\$241,322	\$37,701	19%

### ACCOUNTS RECEIVABLE AGING REPORT

Dec-14

	Current	1-30 Days	31-60 Days	61-90 Days	91-120 Days	>120 Days	Total Amt Due
All Accounts Total	<b>60,641.99</b>	<b>-2,980.39</b>	<b>2,387.45</b>	<b>-217.85</b>	<b>625.54</b>	<b>2,158.00</b>	<b>62,614.74</b>

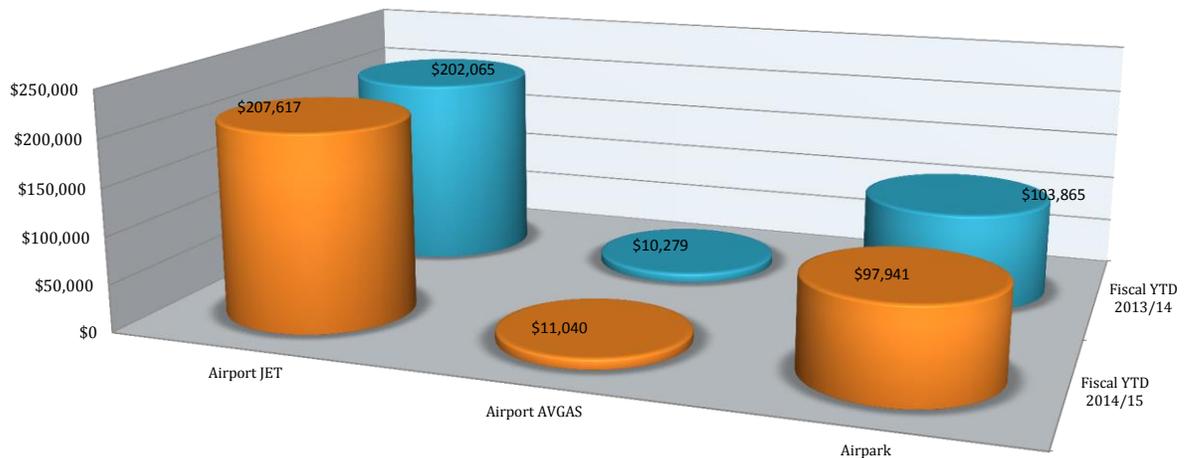
### Fuel Flowage (@ \$0.08 per gallon)

	December 2013			December 2014			% Change From Last Yr
	Revenue	Gallons	% Total	Revenue	Gallons	% Total	
Airport JET	\$41,433	517,914	70.0%	\$40,233	502,913	68.2%	-2.9%
Airport AVGAS	\$1,590	19,875	2.7%	\$1,489	18,617	2.5%	-6.3%
Airpark	\$16,132	201,646	27.3%	\$17,278	215,977	29.3%	7.1%
<b>Total</b>	<b>\$59,155</b>	<b>739,435</b>	<b>100.0%</b>	<b>\$59,001</b>	<b>737,507</b>	<b>100.0%</b>	<b>-0.3%</b>

	Fiscal YTD 2013/14			Fiscal YTD 2014/15			% Change From Last Yr
	Revenue	Gallons	% Total	Revenue	Gallons	% Total	
Airport JET	\$202,065	2,525,813	63.9%	\$207,617	2,595,209	65.6%	2.7%
Airport AVGAS	\$10,279	128,482	3.3%	\$11,040	138,006	3.5%	7.4%
Airpark	\$103,865	1,298,307	32.8%	\$97,941	1,224,268	30.9%	-5.7%
<b>Total</b>	<b>\$316,208</b>	<b>3,952,602</b>	<b>100.0%</b>	<b>\$316,599</b>	<b>3,957,483</b>	<b>100.0%</b>	<b>0.1%</b>

Scottsdale Airport Fuel Flowage (@ \$0.08 per gallon) - Fiscal Year-to-Date





## COMMISSION INFORMATION REPORT

Discussion and Input Regarding  
Public Outreach Programs and Planning Projects

**Agenda Item No:** 6

**Meeting Date:** 02/11/15

**Staff Contact:** Sarah Ferrara,  
Planning & Outreach Coordinator

**Phone:** (480) 312-8482

### INFORMATION

Monthly update of the marketing, community, planning and pilot outreach programs at Scottsdale Airport.

### PURPOSE

The purpose of this item is to keep the Airport Advisory Commission informed of the airport's marketing, outreach and planning projects efforts.

Marketing Program			
#	Description	Purpose	Status
1	Tradeshows	NBAA another great show. Main promotion: Super Season 2015 - We're Ready!	Completed
2	Super Season 2015	Welcomed visitors to Scottsdale Airport during Super Bowl weekend with package and personalized cards.	Completed
3	List serves	Send out list serves as needed.	Completed
4	Media and Social Media	Great deal of coverage for Super Bowl weekend.	Completed
Community Outreach			
#	Description	Purpose	Status
1	Brochures, flyers, other print materials	Updated and/or create brochures or other collateral materials as necessary.	Completed
2	Website Updates	Maintain and update the website as needed.	Completed
3	Realtor/ Homeowner Association (HOA) & Community Outreach	Scheduled to present at Coldwell Banker Residential Brokerage firm on Feb. 10 and Pinnacle Real Estate Group March 6.	In progress
Planning Projects			
#	Description	Purpose	Status
1	Airport Master Plan	The draft final Master Plan document is scheduled for presentation at the April Airport Advisory Commission meeting.	In progress
2	Monitor property development	Work with the Planning Department to protect the airspace and development uses near Scottsdale Airport.	On-going

	<b>through the Planning Department</b>		
<b>Pilot Outreach</b>			
<b>#</b>	<b>Description</b>	<b>Purpose</b>	<b>Status</b>
1	<b>Pilot Briefing</b>	Pilot Briefings are typically scheduled annually.	Completed
2	<b>Voluntary Curfew Outreach (10:00 p.m. - 6:00 a.m.)</b>	Communicate with aircraft operators and remind pilots that noise sensitive communities surround Scottsdale Airport. Promote the voluntary curfew of 10:00 p.m. - 6:00 a.m. If noise complaints during the voluntary curfew hours are received, aviation staff will work to make contact with the pilot to remind them of the voluntary curfew procedures.	As needed



## COMMISSION INFORMATION REPORT

Discussion and Input Regarding Airport/Airpark Aeronautical Business Permit Additions, Cancellations, and Revocations

**Agenda Item No.:** 7

**Meeting Date:** 02/11/15

**Staff Contact:** Shannon Johnson,  
Management Analyst

**Phone:** (480) 312-8475

### INFORMATION

Review of Airport and Airpark permittees and major tenant Aeronautical Business Permit additions, cancellations, and revocations.

### PURPOSE

Per the request of the Airport Advisory Commission, a report will be provided as needed indicating additions, cancellations, and revocations of Aeronautical Business Permits.

### KEY CONSIDERATIONS

- Attached are the current lists of Airport and Airpark permittees.
- List provides what type of aeronautical activity the business is conducting and the contact information.
- Any additions, cancellations, suspensions, and revocations will be highlighted on the tenant list.

Attachments(s): 1. Current Airport Permittee List by Category  
2. Current Airpark Permittee List by Category

**Airport Aeronautical Business Permittees & Major Tenants  
February 2015**

**Aircraft Charter /  
Management & Sales**

BUSINESS NAME	ACTIVITY	LOCATED	CONTACT	PHONE	FAX
ALANTE AIR CHARTER	A/C CHARTER / MGMT	LMSC	KEVIN LIPPERT	605-593-8960	605-593-8964
ALL ACCESS MOTORSPORTS DBA ALL ACCESS JETS	A/C CHARTER BROKERAGE	SFS	BRADLEY CRAIG	480-483-7867	480-483-7866
AVIATION WEST CHARTERS	A/C CHARTER / MGMT	SFS	BRANDON KEARNS	480-559-6901	888-941-4823
BUSINESS AIRCRAFT MGMT	A/C SALES, MGMT, CHARTER	SFS	GORDON JOHNSON	480-905-8659	480-905-9365
CRITICAL AIR RESPONSE DBA AIRCARE1	A/C CHARTER	LM	DENISE WAYE	505-242-7760	505-796-8999
EMPIRE AVIATION	A/C SALES	ACC	GARY WRIGHT	480-659-0808	480-659-0363
FALCON EXECUTIVE AVIATION	A/C CHARTER / MGMT	SFS	PAUL LESSAONGANG	800-237-2359	480-830-8688
GLOBALJET NA	A/C CHARTER / MGMT	LMSC		480-788-4538	480-719-8869
J & S AVIATION	A/C MGMT	MOBILE	SEAN FOWLER	480-241-9437	623-780-8484
JET PROS, LLC	A/C CHARTER BROKERAGE, MGMT & CHARTER	MOBILE	MARGARET PIONTEK	480-444-2452	480-575-9920
JOHN HOPKINSON & ASSOCIATES	A/C SALES	SFS	CHRISTINA HOPKINSON	403-637-2250	N/A
PACIFIC AIR CENTER	A/C SALES	LM	RICH MANOR	562-513-5222	562-513-5230
SAWYER CHARTER SERVICE	A/C SALES & CHARTER	LMNC	CHAD & MARY VERDAGLIO	480-922-2723	480-922-5653
SCOTT AIR - ISLAND AIR EXPRESS	A/C CHARTER	LMNC	SCOTT CURRIER	602-274-4370	602-285-9295
SCOTTSDALE FLYERS	A/C CHARTER / MGMT	ACC	KARL GIMBEL	480-922-8681	480-951-4868
SOJOURN AVIATION	A/C SALES	ACC	EDWARD MCDONALD	216-797-8523	216-797-3323
SOLAIRUS AVIATION	A/C MGMT	LMSC	JOHN KING	707-775-2760	N/A
TEMPUS JETS	A/C CHARTER BROKERAGE	SFS	JOSHUA ALLEN	480-304-5093	602-325-4031

**Aircraft Rental / Leasing &  
Flight Training**

AVIATION RESOURCE GROUP (AERODYNE)	FLIGHT TRAINING	ACC	LAWRENCE BARNA	480-359-7979	N/A
ALLIANCE AIRCRAFT SERVICES	A/C RENTAL / TRAINING	ABC	GUY MILANOVITS	480-614-1166	480-048-1230
BONESTEEL, JUNE	GROUND SCHOOL TRAINING	LMSC	JUNE BONESTEEL	602-569-0200	602-569-1296
ELITE FLIGHT TRAINING	FLIGHT TRAINING	LMSC	CHARLES LAPMARDO	480-305-0911	N/A
LEGACY FLIGHT TRAINING	FLIGHT TRAINING	ACC	WILLIAM INGLIS	772-539-0420	N/A
PLUS 5 SPORT AERO	FLIGHT TRAINING	LMNC	BUD DAVISON	602-971-3991	602-971-3896
SAWYER AVIATION, LLC	A/C RENTAL / TRAINING	LMNC	CHAD & MARY VERDAGLIO	480-922-5221	480-922-5653
SDL HOLDINGS	FLIGHT TRAINING	LMSC	JIM KOZIARSKI	904-273-3018	904-273-1511
SOUTHWEST FLIGHT CENTER	A/C RENTAL / TRAINING	ABC	GARY LEWIN	480-991-2880	480-991-2968
UNIVERSAL HELICOPTERS INC.	TRAINING, LEASING/PHOTO	LMSC	GORDON JIROUX	480-951-6283	480-951-6285
VERTICAL WORKS	FLIGHT TRAINING	LMNC	CHARLES CHADWICK	732-865-1610	N/A

Green indicates new permittee

Yellow indicates cancellation

Orange indicates suspension pending revocation

Red indicates revocation

<b>Aircraft Maintenance &amp; Repair</b>					
AERO JET SERVICES LLC	A/C MAINTENANCE	SFS	MIKE AABY	480-922-7441	480-922-8297
CENTERLINE AIRCRAFT	A/C MAINTENANCE	SFS	LARRY AFANA	480-243-9001	N/A
CESSNA AIRCRAFT COMPANY	A/C MAINTENANCE	MOBILE	RANDALL SOUTIERE	480-840-9430	N/A
DUNCAN AVIONICS	AVIONICS REPAIR	SFS	JIM DAVIS	480-922-3575	480-951-9234
EXECUTIVE AIRCRAFT MTC.	A/C MAINTENANCE	SFS	GORDON JOHNSON	480-991-0900	480-991-3067
FRUECHTNICHT, WILLIAM	A/C MAINTENANCE	MOBILE	WILLIAM FRUECHTNICHT	480-227-7796	N/A
HORIZON PAINT REPAIR	SPECIALIZED A/C REPAIR	LMSC	PAUL SUNBURY	480-565-7821	N/A
LONE STAR AOG	A/C MAINTENANCE	LM	PHILLIP LAWRENCE	972-743-1141	N/A
PDR SERVICES	SPECIALIZED A/C REPAIR	SFS	PHILIP CHAPMAN	480-202-2908	N/A
SOUTHWEST FLIGHT CENTER	A/C MAINTENANCE	ACC	GARY LEWIN	480-991-2880	480-991-2968
TIMMY SHINES	SPECIALIZED A/C REPAIR	LMSC	TIM ARMSTEAD	480-789-1683	N/A
<b>Aircraft Washing / Detailing</b>					
AERO PANACHE	AIRCRAFT WASHING	MOBILE	TODD PUCKETT	602-531-5505	N/A
CLASSIC AIR AVIATION	AIRCRAFT WASHING	MOBILE	JON MARPLE	602-574-5376	440-664-3568
JET CLEAN 360	AIRCRAFT WASHING	MOBILE	JIM MATHIASCH	480-599-6310	N/A
THE ALLEN GROUPE	AIRCRAFT WASHING	MOBILE	ROBERT KOPEC	317-525-6091	317-227-2770
TIME FOR SALE	AIRCRAFT WASHING	MOBILE	CAROLYN NELSON	602-295-7181	N/A
WEST COAST WASH STATION	AIRCRAFT WASHING	MOBILE	MIKE ADAMS	480-443-7320	N/A
<b>Auto Rental Services</b>					
ALAMO/NATIONAL CAR RENTAL	RENTAL CARS	TERM	MIKE ROLLINS	480-948-4884	480-948-7444
AVIS RENT A CAR SYSTEMS	RENTAL CARS	APK	PETER SERENA	480-948-4993	602-273-3215
ENTERPRISE RENT A CAR	RENTAL CARS	TERM	ERIC BULLIS	480-315-8051	480-315-1938
GO RENTALS	RENTAL CARS	APK	KAVOUS GITIBIN	480-991-0117	949-222-1909
HERTZ RENT-A-CAR	RENTAL CARS	TERM	SIMON ELLIS	480-609-6657	480-609-4318
<b>Fixed Base Operators</b>					
LANDMARK AVIATION	FIXED BASE OPERATOR (FBO)	LM	MATTHEW WRIGHT	480-948-2400	480-948-3874
SIGNATURE FLIGHT SUPPORT	FIXED BASE OPERATOR (FBO)	SFS	GREG GIBSON	480-951-2525	N/A
<b>Hangar / Shade &amp; Office Leasing Services</b>					
AIR COMMERCE CENTER	OFFICE/HANGAR RENTALS	ACC	JOHN MEYER	480-483-1985	480-483-1726
LANDMARK SOUTH COMPLEX	OFFICE/HANGAR RENTALS	LMSC	MATTHEW WRIGHT	480-948-2400	480-948-3874

Green indicates new permittee

Yellow indicates cancellation

Orange indicates suspension pending revocation

Red indicates revocation

<b>In-Flight Catering Services</b>					
BASHAS' INC. DBA AJ'S FINE FOODS	IN FLIGHT CATERING	MOBILE	MICHAEL BASHA	480-940-6731	480-940-2245
IN-FLIGHT CONCIERGE	IN FLIGHT CATERING	MOBILE	DEBRA EVANS	602-956-8512	480-683-2893
ZULU CAFFE	IN FLIGHT CATERING	TERM	DEE DEE MAZA	480-636-1634	N/A
<b>Other Specialty Services</b>					
<b>U.S. Government</b>					
FAA CONTROL TOWER	SDL AIR TRAFFIC CONTROL	TOWER	JACQUELINE JACOBS	480-609-7585	480-922-4982
US CUSTOMS	US CUSTOMS	ABC	OFFICER KENNEDY	480-312-8483	480-312-8485

- ABC = Aviation Business Center, 15041 N. Airport Drive, Scottsdale, AZ 85260
- ACC = Air Commerce Center, 14605 N. Airport Drive, Scottsdale, AZ 85260
- APK = Various Locations in Airpark
- LM = Landmark Aviation, 14600 N. Airport Drive, Scottsdale, AZ 85260
- LMSC = Landmark South Complex, 14700 N. Airport Drive, Scottsdale, AZ 85260
- SFS = Signature Flight Support, 15290 N. 78<sup>th</sup> Way, Scottsdale, AZ 85260
- LMNC = Landmark North Complex, 15115 N. Airport Drive, Scottsdale, AZ 85260
- TERM = Scottsdale Airport Terminal, 15000 N. Airport Drive, Scottsdale, AZ 85260
- TOWER = FAA Air Traffic Control Tower, 14960 N. 78<sup>th</sup> Way, Scottsdale, AZ 85260

**Airpark Aeronautical Business Permittees & Tenants  
February 2015**

**Aircraft Charter / Sales  
& Management**

<b>BUSINESS NAME</b>	<b>ACTIVITY</b>	<b>LOCATED</b>	<b>CONTACT</b>	<b>PHONE</b>	<b>FAX</b>
AERO CARE MEDICAL TRANSPORT	A/C CHARTER	AIRPARK	JOSEPH CECE	630-466-0800	630-466-1336
AERO JET SERVICES	A/C CHARTER/MGMT	AIRPARK	MIKE AABY	480-922-7441	480-922-8297
AXIS AVIATION	A/C MANAGEMENT	AIRPARK	MATTHEW BOSCO	916-391-5000	916-391-5001
EXECUTIVE JET MANAGEMENT	A/C MANAGEMENT	AIRPARK	CHRISTINE LEBER	513-979-6709	N/A
GEMINI AIR GROUP	A/C MANAGEMENT	AIRPARK	TIM CARPAY	480-991-5387	480-991-3373
JET LINX SCOTTSDALE	A/C CHARTER/MGMT	AIRPARK	JON HULBURD	866-538-5469	888-398-3189
PHOENIX HELI SUPPORT	A/C SALES	AIRPARK	TINA CANNON	480-985-7994	480-776-2238
PINNACLE AIR GROUP	A/C CHARTER/MGMT & SALES	AIRPARK	SCOTT GUETTI	480-998-8989	480-998-7993
PRIME JET	A/C CHARTER/MGMT	AIRPARK	CHERYL JANKE	310-486-2088	303-648-4685
PULVER AVIATION	A/C MANAGEMENT	AIRPARK	DAVID PULVER	480-249-4154	480-249-4155
THE COFFMAN COMPANIES	A/C MANAGEMENT	AIRPARK	JEFF COFFMAN	480-393-0770	480-393-7774
VERTICAL AVIATION	H/C CHARTER/MGMT & SALES	AIRPARK	JOHN CASTROGIOVANNI	480-991-6558	480-907-2759

**Aircraft Rental / Leasing &  
Flight Training**

ARIZONA HELICOPTER ADVENTURES	H/C SPEC COMM'L FLYING	AIRPARK	JAKE AUSTIN	480-247-8508	N/A
BLACKCOMB AVIATION	H/C SPEC COMM'L FLYING	AIRPARK	TAMI HUTCHISON	480-478-6633	N/A

**Helicopter Maintenance &  
Repair**

PHOENIX HELI SUPPORT	H/C MAINTENANCE	AIRPARK	TINA CANNON	480-985-7994	480-776-2238
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**Hangar / Shade &  
Office Leasing Services**

AIRE LANE	HANGAR/SHADE LEASING	AIRPARK	MOSHE BAR	480-483-8107	480-483-8172
ALTA VISTA RADIOLOGY	HANGAR/SHADE LEASING	AIRPARK	ROBERT ORTEGA	480-443-9391	N/A
ASTOR AIRPARK HOLDINGS	HANGAR/SHADE LEASING	AIRPARK	REG COOPER	480-483-1999	480-443-7776
BATES FAMILY TRUST	HANGAR/SHADE LEASING	AIRPARK	AUSTIN BATES	480-443-8287	480-443-8385
BCO	HANGAR/SHADE LEASING	AIRPARK	LYNN BABCOCK	480-922-0490	480-922-0839
B & R INVESTMENTS	HANGAR/SHADE LEASING	AIRPARK	BRUCE REDDING	480-483-1985	480-483-1726
BRAINWASH	HANGAR/SHADE LEASING	AIRPARK	MILLS SINCLAIR	480-609-1109	480-609-1159
BRO, KENT & BETSY	HANGAR/SHADE LEASING	AIRPARK	KENT BRO	480-948-8955	480-948-8645
BUILDING D	HANGAR/SHADE LEASING	AIRPARK	SCOTT LYON	480-367-6200	

Green indicates new permittee

Yellow indicates cancellation

Orange indicates suspension/pending revocation

Red indicates revocation

COURTHOUSE COMMERCIAL	HANGAR/SHADE LEASING	AIRPARK	JOSEPH ODDO	480-998-1444	480-951-1392
CWIE MANAGEMENT RESOURCES	HANGAR/SHADE LEASING	AIRPARK	FRANK CADWELL	480-449-7751	480-449-8814
DEVELOPMENT SERVICES	HANGAR/SHADE LEASING	AIRPARK	RICHARD WILSON	480-927-4888	480-927-4889
EDWARD JANKOWSKI	HANGAR/SHADE LEASING	AIRPARK	JOANNE JANKOWSKI	480-575-8185	480-575-8183
GRAYSTAR CORPORATION	HANGAR/SHADE LEASING	AIRPARK	JOHN MEYER	480-483-1985	480-483-1726
GREAT AMERICAN HANGAR	HANGAR/SHADE LEASING	AIRPARK	MARK BOSCO	916-391-5000	916-391-5001
HANGAR THREE	HANGAR/SHADE LEASING	AIRPARK	JIM KEELEY	480-596-9000	480-948-0502
JEST ENTERPRISES	HANGAR/SHADE LEASING	AIRPARK	STEVE MORALES	480-948-9969	N/A
JET LINX SCOTTSDALE	HANGAR/SHADE LEASING	AIRPARK	JON HULBURD	866-538-5469	888-398-3189
JON VESELY REVOCABLE TRUST	HANGAR/SHADE LEASING	AIRPARK	JOHN MEYER	480-483-1985	480-483-1726
LARRY COFFEY	HANGAR/SHADE LEASING	AIRPARK	LARRY COFFEY	480-607-0140	N/A
LEX CAPITAL	HANGAR/SHADELEASING	AIRPARK	WILL SCHUCKERT	480-922-0460	480-483-8409
MOBILE INN ASSOCIATES	HANGAR/SHADE LEASING	AIRPARK	MARTIN DEHAAN	480-483-1985	480-483-1726
NDS	HANGAR/SHADE LEASING	AIRPARK	JOHN MEYER	480-483-1985	480-483-1726
PACIFIC MARINE MANAGEMENT	HANGAR/SHADE LEASING	AIRPARK	AL CHITTENDEN	360-653-4266	360-659-4216
PACIFIC REALTY HOLDINGS	HANGAR/SHADE LEASING	AIRPARK	RICHARD CORNWELL	480-951-1212	480-951-3027
PHOENIX HELI SUPPORT	HANGAR/SHADE LEASING	AIRPARK	TINA CANNON	480-985-7994	480-776-2238
PLO PROPERTIES	HANGAR/SHADE LEASING	AIRPARK	LYN OLIVIER	480-948-3789	480-948-3610
SCOTTSDALE HANGAR ONE	HANGAR/SHADE LEASING	AIRPARK	PATRICK COLCIERI	480-797-1522	480-659-6051
SKY PEAK	HANGAR/SHADE LEASING	AIRPARK	TONYA COLE	480-483-8107	480-483-8172
SOUTHWEST JET CENTER	HANGAR/SHADE LEASING	AIRPARK	JEFF SCHLUETER	480-845-0715	N/A
SUNSTATE AVIATION	HANGAR/SHADE LEASING	AIRPARK	MICHAEL FESSENDEN	602-683-0283	602-683-0321
TC HANGAR 3	HANGAR/SHADE LEASING	AIRPARK	JIM KEELEY	602-254-7457	602-252-8236
TC HANGAR GIANT	HANGAR/SHADE LEASING	AIRPARK	JOHN MEYER	480-483-1985	480-483-1726
WALLACE HOLDINGS	HANGAR/SHADE LEASING	AIRPARK	BOB WALLACE	480-998-8861	480-998-0388
22B AIRPARK /former TBird Properties	HANGAR/SHADE LEASING	AIRPARK	CINDY ADAMS	480-483-1985	480-483-1726
7689, LLC	HANGAR/SHADE LEASING	AIRPARK	JOHN MEYER	480-289-5715	480-751-1559

Green indicates new permittee | Yellow indicates cancellation | Orange indicates suspension/pending revocation | Red indicates revocation



## COMMISSION INFORMATION REPORT

Discussion and Input Regarding Status of Aviation Items to City Council

**Agenda Item No:** 8

**Meeting Date:** 02/11/15

**Staff Contact:** Gary P. Mascaro,  
Aviation Director

**Phone:** (480) 312-7735

### INFORMATION

Discussion and input regarding status of the Airport Advisory Commission's 2015 items to City Council, and aviation-related items approved by Planning Commission, Design Review Board, or City Council.

- Attachment(s):
1. Airport Advisory Commission Items to City Council – 2015
  2. Aviation-related items to Planning Commission , Design Review Board, or City Council - 2015
  3. City Council Meeting Calendar – 2015

**AIRPORT ADVISORY COMMISSION AVIATION ITEMS TO CITY COUNCIL  
2015**

AIRPORT COMMISSION DATE	APPROVED	ITEM DESCRIPTION	CITY COUNCIL DATE	APPROVED
10/08/2014	7-0	<b>Airport Operations Center</b> Discussion and Possible Action to Recommend to City Council Adoption of Resolution No. 9918, Authorizing Construction Bid Award No. 14PB038 to Danson Construction, LLC in the amount of \$3,968,00 for the construction of the Airport Operations Center building increase the Budget Authority for Aviation Capital Improvement Program No. A1201 from \$3,000,000 to \$4,900,000.	11/18/2014	Approved on consent
1/14/2015	7-0	<b>Rental credit for aircraft parking at the Airport</b> Recommend Adoption of Resolution No. 10009 approving and authorizing one month credit to all city-owned hangars, shades and tie downs due to Super Bowl 2015 impacts	2/03/2015	Approved on consent
2/11/2015		<b>Regulated Garbage Compliance Agreement</b> Recommend Adoption of Resolution No. 10032 Authorizing Compliance Agreement No. 2015-046-COS with the United States Department of Agriculture	3/03/2015	
4/08/2015		<b>Airport Master Plan</b> Recommend Adoption of Resolution No.10038 Authorizing the adoption of the Scottsdale Airport Master Plan	5/12/2015	

**AVIATION-RELATED ITEMS TO PLANNING COMMISSION, DESIGN REVIEW BOARD OR CITY COUNCIL**  
**(Projects that may be on airport, have taxi lane access, have height implications, or have sensitive noise uses)**  
**2015**

AIRPORT COMMISSION DATE	APPROVED	ITEM DESCRIPTION	PLANNING, DRB, OR CITY COUNCIL AGENDA DATE	APPROVED
05/14/2014	4-1	<b>21-ZN-2004#2 – Graythorn</b> - Zoning request to modify the existing S-R PCD ESL (Service Residential, Planned Community District, Environmentally Sensitive Lands) site plan approved in case 21-ZN-2004 in 2005 on approximately 4.6+- gross acres, as identified above, to develop a 33-unit, single story residential community with a density of 7.2.	Planning 10/22/2014  City Council 12/02/2014	7-0  Approved
10/08/2014	4-3	<b>6-GP-2014 and 14-ZN-2014 – Bahia Work Live and Play</b> - Request for a Non-Major General Plan amendment from Employment to Mixed-Use Neighborhoods, a Non-Major General Plan Amendment to the Greater Airpark Character Area Plan from Employment to Airpark Mixed Use-Residential (AMU-R) and request approval for a rezone from Industrial Park District, Planned Community District (I-1 PCD) to Planned Commerce Park, Planned Community District (PCP PCD), on a +/- 4.5 acre site.	Planning 11/12/2014  City Council 12/02/2014	5-0  6-1

# 2015 City Council Meeting and Agenda Review Calendar

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**Key**

- Council Meetings
- Optional Additional Mtg and/or Study Session
- General Plan
- Events
- City of Scottsdale Holidays
- Election
- No meetings will be scheduled
- Strategic Planning Workshop - TBD
- Agenda Review Staff Meetings

- Jan: 14-MLK Celebration Dinner  
27-Phoenix Open Opening Party
- Feb: 24-State of the City Address
- Mar: 7-11 NLC
- Apr:
- May: 12-Tentative Budget Adoption
- June: 2-Final Budget Adoption

- Aug: 18-21 League Conference
- Sept:
- Oct:
- Nov: 4-7 NLC
- Dec: 1-3 Major General Plan Amendments and Regular Council Mtgs



## COMMISSION ACTION REPORT

Discussion and Possible Action to Modify the Airport Advisory Commission Meeting Schedule and Commission Item Calendar

**Agenda Item No.:** 9

**Meeting Date:** 02/11/15

**Staff Contact:** Gary P. Mascaro,  
Aviation Director

**Phone:** (480) 312-7735

### ACTION

Review Airport Advisory Commission Meeting Schedule for 2015.

### PURPOSE

Pursuant to By-Laws of the Scottsdale Airport Advisory Commission, Section 202, *"Regular meetings of the Commission shall be held on the second Wednesday of each month immediately following the study session, unless otherwise scheduled by majority vote of its members. In the event the Commission desires not to hold the preceding study session, the regular meeting shall begin at 5:00 p.m., unless otherwise scheduled by majority vote of its members."*

Attachment(s): 1. Airport Advisory Commission Schedule of Meetings/Items – 2015

Action taken:

**AIRPORT ADVISORY COMMISSION SCHEDULE OF MEETINGS - 2015**  
(Including anticipated topics and timeline for discussion)

JANUARY						
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- Election of Officers
- By-Laws Review
- Quarterly Noise Program Update

FEBRUARY						
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MARCH						
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- Aviation Enterprise Fund Five-Year Financial Plan

APRIL						
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- Quarterly Noise Program Update

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- Risk Management Insurance Update

JUNE						
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JULY						
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- Quarterly Noise Program Update

AUGUST						
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- CVB Update

OCTOBER						
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- Quarterly Noise Program Update
- Chamber Update

NOVEMBER						
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- AZ Business Aviation Assn. Update

DECEMBER						
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