



**SCOTTSDALE AIRPORT ADVISORY COMMISSION  
PUBLIC MEETING  
Scottsdale Airport Terminal Lobby  
15000 N. Airport Drive, Scottsdale, AZ  
March 11, 2015**

**MINUTES**

**PRESENT:** Steve Ziomek, Chairman  
Brad Berry  
John Celigoy  
Michael Goode  
Bob Hobbi (telephonic)

**ABSENT:** Ken Casey, Vice Chairman  
William Schuckert

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

**GUESTS:** Greg Gibson, Signature Flight Support  
Scott Van Gompel, Mead & Hunt

**CALL TO ORDER**

Chairman Ziomek called the meeting to order at 6:00 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**

Aviation Director Mr. Gary Mascaro reported that Mr. George Sant is the new FAA Air Traffic Manager at the tower. He will be invited to the next Commission meeting to be introduced.

## **APPROVAL OF MINUTES**

### 1. Approval of Minutes

Regular Meeting: February 11, 2015

Commissioner Goode made a motion to approve the minutes of the February 11, 2015 regular meeting. Chairman Ziomek seconded the motion, which carried by a vote of five (5) to zero (0). Vice Chairman Casey and Commissioner Schuckert were absent.

## **PUBLIC COMMENT**

No members of the public wished to address the Commission.

## **REGULAR AGENDA            ITEMS 1 - 9**

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

Mr. Mascaro noted that this was on the agenda to consider permanently changing the start time of the Commission meetings from 5:00 p.m. to 6:00 p.m.

Commissioner Goode made a motion to amend the Airport Advisory Commission by-laws to change the meeting time to 6:00 p.m. Commissioner Celigoy seconded the motion, which carried by a vote of five (5) to zero (0). Vice Chairman Casey and Commissioner Schuckert were absent.

### 2. Discussion and Possible Action to Recommend that City Council Adopt Resolution 10055 Authorizing Approval of Engineering/Architectural Service Contract No. 2015-059-COS with Mead & Hunt, Inc.

Airport Operations Manager Mr. Chris Read said this is a contract for engineering and architectural services for five projects planned for the Airport. These include replacing aircraft parking apron pull boxes; installing erosion/wildlife mitigation in the roaming safety area; Delta parking apron rehabilitation; taxiway Alpha rehabilitation; and terminal area building redevelopment.

Three firms submitted qualifications. The selection committee included two Airport staff, a member of the capital project management staff and a retired airport manager. Using a point-based system the committee selected Mead & Hunt as the most qualified firm. The hourly rates they quoted have been evaluated by an independent fee estimate company and are commensurate with other companies operating in Arizona.

Mr. Read noted that Mr. Scott Van Gompel, Project Manager from Mead & Hunt, was in attendance. Mr. Van Gompel introduced himself and described the firm's expertise and services.

Commissioner Goode inquired about the scope of services covered in the contract. Mr. Read explained that Mead & Hunt will do the design work and assist with construction administration. It is a five-year contract which has to be renewed each year.

Commissioner Goode made a motion to recommend that City Council adopt Resolution 10055 and approve Contract No. 2015-059-COS with Mead & Hunt. Commissioner Berry seconded the motion, which carried by a vote of five (5) to zero (0). Vice Chairman Casey and Commissioner Schuckert were absent.

### 3. Discussion and Possible Action to Accept the Proposed Aviation Enterprise Fund Five-Year Financial Plan

Management Analyst Ms. Shannon Johnson outlined the proposed Aviation Enterprise Fund five-year plan. She noted that conservative estimates were used in the forecasting. The deciding factor for the possible redevelopment of the terminal building will be whether the lease revenue for the new building will be sufficient to cover the debt service on the MPC bonds. At this time existing rates and fees are sufficient to cover forecasted revenue requirements for their operational needs. She noted that no rate or fee changes are proposed for FY 2015/2016. Staff forecasts revenue growth of two percent annually and modest increases to the operating budget.

Commissioner Goode recalled that the goal with regard to the customs service was to break even. He asked whether they would consider lowering the fees if a profit was being realized in this area. Mr. Mascaro said they could consider reducing fees for FY 2016/2017 once they have a full year of daily service with their two agents.

Ms. Johnson discussed the reserve funds: the 60 to 90-day operating reserve; a fluctuating repair and replacement reserve; a fleet replacement reserve; and a fully funded grant match contingency fund of \$250,000. This is needed to ensure that the Airport can take advantage of any grants that become available mid-year. The forecasting is done every year.

Chairman Ziomek inquired how the recent drop in oil prices will affect the budget. Mr. Mascaro replied that the fuel revenue is based on the number of gallons pumped so will not decline.

Commissioner Berry asked why the fleet replacement reserve is so high for FY 2016/2017. Ms. Johnson said they anticipate replacing a fire truck.

Commissioner Goode made a motion to accept the proposed Aviation Enterprise Fund five-year financial plan. Commissioner Berry seconded the motion, which carried by a vote of five (5) to zero (0). Vice Chairman Casey and Commissioner Schuckert were absent.

### 4. Discussion and Input Regarding Monthly Operations Report for February 2015

Mr. Read presented the monthly operations report for February.

Construction on the Operations Center is underway and the footings are being dug. The estimated completion date is November 22.

The FAA has approved the design work for taxiway Bravo. Taxiway Alpha is in the design phase.

Customs service revenue year to date is almost \$300,000. They anticipate that the expenses for this fiscal year will total approximately \$178,000.

Mr. Greg Gibson, General Manager of Signature Flight Support reported that above all the Super Bowl was safe. He acknowledged that their numbers were somewhat lower than Landmark's as they capped reservations to be sure they could keep their commitments to their customers.

Chairman Ziomek said he spent time with both the FBOs as well as the Airport Operations teams and was impressed when Mr. Robert Kraft, owner of the Patriots, was airborne within just five minutes of boarding his plane.

#### 5. Discussion and Input Regarding Monthly Financial Reports for January 2015

Ms. Johnson presented the monthly financial report for January 2015. Revenue fiscal year to date is about 12 percent higher than projected. Expenses are currently about 22 percent below projections. Compared to January 2014, revenues were up about 24 percent.

The Aviation Enterprise Fund cash balance is approximately \$11.1 million.

Chairman Ziomek inquired about the changes to the operating funds and the CIP budgets. Ms. Johnson clarified that the funds had been transferred between the funds.

In reply to a question by Commissioner Berry, Ms. Johnson explained how the fuel flowage is reported. Chair Ziomek requested that she bring a detailed report on the Airpark fuel farms to the next meeting.

#### 6. Discussion and Input Regarding Public Outreach Programs and Planning Projects

Aviation Planning and Outreach Coordinator Ms. Sarah Ferrara shared that staff is already starting to plan for the next NBAA show in November.

Staff is working to produce another video highlighting Super Bowl.

Run the Runway is scheduled for Saturday, April 4.

Ms. Ferrara gave presentations to the Pinnacle Real Estate Group and the East Valley Partnership Aviation Alliance subcommittee.

The final draft of the Airport Master Plan is being finalized and will be presented to the Commission on April 8.

Now that Chapter 5 of the Scottsdale Revised Code has been revised, Appendix A is virtually obsolete and must be formally repealed. Staff will host two open houses, at the Airport and downtown, to meet the public outreach requirements.

Ms. Ferrara noted they have just received the initial plans for the Raintree Extension, which will link the Loop 101 with Scottsdale Road. One of the roundabouts will filter onto Airport property, which will require FAA approval. Also the Seventh Day Adventist Church has a deed restriction near the taxiway that will be affected by the project. Staff from either Transportation or Public Works will give detailed presentations to the Commission in due course.

One project was identified in the Airport influence area in February. Three voluntary curfew letters were sent.

Commissioner Goode asked what had precipitated the Arizona Republic article about noise complaints. Ms. Ferrara said a reporter had approached them. She feels that some of the Phoenix residents who have registered noise complaints may have reached out to the paper. Chairman Ziomek said after residents addressed the Commission, he had written to all area flight schools requesting that they voluntarily adhere to established policies and procedures regarding altitudes and flight paths. One reply was received from Universal Helicopters, stating that their school does not fly in the Airport area and strictly follows noise abatement procedures.

7. Discussion and Possible Action Regarding Airport and Airpark Aeronautical Business Permit Additions, Cancellations or Revocations

Ms. Johnson stated that the only changes were to contact names and telephone numbers.

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

Mr. Mascaro reported that City Council approved the resolution regarding regulated garbage from the U.S. Customs Service which the Commission recommended in February. Council will consider the engineering service contract award on April 4. The Airport Master Plan will go to Council on May 12th.

9. Discussion and Possible Actions to Modify the Airport Advisory Commission Meeting Schedule and Commission Item Calendar

No changes were noted, other than the amendment to the by-laws to revert to a starting time of 6:00 p.m.

## **FUTURE AGENDA ITEMS**

Chairman Ziomek noted that a company based in the Airpark has just received multiple high profile media contracts with ABC, NBC, and other companies and it would be interesting to invite representatives to a meeting. Mr. Mascaro undertook to arrange for Skyview Satellite Networks to attend.

## **ADJOURNMENT**

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 6:46 p.m.

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