



**SCOTTSDALE AIRPORT ADVISORY COMMISSION  
PUBLIC MEETING  
Scottsdale Airport Terminal Lobby  
15000 N. Airport Drive, Scottsdale, AZ  
September 9, 2015**

**MINUTES**

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

**ABSENT:** Bob Hobbi

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

**GUESTS:** Josh Allen, Hobo Jet, LLC.  
Chris Dobkins, Sunstate Helicopters, LLC  
Rachel Pearson, Scottsdale Convention and Visitors Bureau  
Ralph Rina, Memley Aviation, Inc.  
Rick Wielebski, Landmark Aviation

**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 Commissioners as noted above with Commissioner Hobbi absent.

## **PLEDGE OF ALLEGIANCE**

Chairman Ziomek led the meeting in the pledge of allegiance.

## **AVIATION DIRECTOR'S REPORT**

Aviation Director Mr. Gary Mascaro deferred his report to Rick Wielebski, the new general manager of Landmark Aviation, who briefly introduced himself.

## **APPROVAL OF MINUTES**

### 1. Approval of Minutes

Regular Meeting: May 13, 2015

Vice Chairman Casey identified a typographical correction to the minutes.

Vice Chairman Casey made a motion to approve the minutes of the May 13, 2015 regular meeting as corrected. Commissioner Goode seconded the motion, which carried by a vote of six (6) to zero (0). Commissioner Hobbi was absent.

## **PUBLIC COMMENT**

No members of the public wished to address the Commission.

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

### 1. Annual Update from the Scottsdale Convention and Visitors Bureau

Ms. Rachel Pearson, Vice President of Community & Government Affairs for the Scottsdale Convention and Visitors Bureau provided an annual update on tourism. Highlights included:

- Growth pace is well ahead of the previous year, due mainly to Super Bowl activity.
- Scottsdale Airport staff received accolades around the Valley for excellent service.
- The night before the Super Bowl, Scottsdale had the second highest occupancy in its history at 97.5 percent.
- Fan Fest Scottsdale featured over 70 events with approximately 100,000 people attending and ESPN broadcasting from the location for over 140 hours of live coverage.
- During periods where the national media is broadcasting locally, the Scottsdale Convention and Visitors Bureau takes advantage of the coverage by being in feeder markets, such as Canada, Chicago and New York to promote the City.
- Advertising approaches include carousel wraps at airports and train stations and complete advertising packages at locations such as Union Station.
- Warm weather campaigns are followed by marketing for spring training with a targeted focus on San Francisco and Denver.

- Partnership efforts with the Airport include supporting the Airport's efforts with the National Business Aviation Association Conference and providing the Airport with images and destination information for Airport promotions.
  - The tourism department maintains constant contact with travel agents and tour operators all over the world. In addition to tourism information, these organizations are provided with the Airport's custom services and weight limits for international flights.
  - The coming year will include seasonal marketing campaigns, with a focus on Canada and group business.
  - There has been an expanded outreach effort to travel bloggers in addition to traditional media.
  - A comprehensive marketing process of rebranding takes place every 10 to 12 years and is currently underway. Thus far, agency selection has been completed, followed by a brand audit and interviews with approximately 300 local stakeholders, visitor focus groups, visitor online surveys from 2,000 visitors and the creation of new brand positioning. The next phase is the creative production of new assets, including television commercials, ads and other marketing avenues.
  - Return on investment to the community has increased year over year by approximately 13 percent. For every dollar invested in the Bureau, 34 dollars are returned to the community.
2. Discussion and Possible Action Regarding Application for Airport Aeronautical Business Permit for Memley Aviation, Inc., to Conduct Aircraft Charter and Management Services

Management Analyst Ms. Shannon Johnson stated that Memley Aviation seeks ratification of its permit. The company conducts aircraft charter and management services at the Airport and has met all requirements.

Chief pilot and main captain for the Scottsdale location Mr. Ralph Rina stated that the company operates a fleet of Eclipse and Citation jets. The company's other locations include southern California and Fresno. Mr. Rina has worked for Great Western Air in the past, which also operated out of the Scottsdale Airport. In response to a question from Chairman Ziomek, Mr. Rina confirmed that Memley is housed in Signature.

Vice Chairman Casey made a motion to ratify the Airpark aeronautical business permit for Memley Aviation, Inc. to conduct aircraft charter and management services. Commissioner Goode seconded the motion, which carried by a vote of six (6) to zero (0). Commissioner Hobbi was absent.

3. Discussion and Possible Action Regarding Application for Airport Aeronautical Business Permit for Hobo Jet, LLC to Conduct Charter Brokerage Services

Ms. Johnson stated that Hobo Jet, LLC, seeks ratification of its permit to conduct charter brokerage services at the Airport and has met all requirements.

Company representative Mr. Josh Allen explained that Hobo Jet is an operation of Tempus Jets and includes a website and app that markets empty legs. In response to a question from Chairman Ziomek, Mr. Allen confirmed that Memley's offices are located in Signature.

Chairman Ziomek commented that marketing empty legs is a cost-effective approach for consumers.

Vice Chairman Casey made a motion to ratify the Airpark aeronautical business permit for Hobo Jet, LLC, to conduct charter brokerage services. Commissioner Goode seconded the motion, which carried by a vote of six (6) to zero (0). Commissioner Hobbi was absent.

4. Discussion and Possible Action Regarding Application for Airpark Aeronautical Business Permit for Sunstate Helicopters, LLC to Conduct Helicopter Specialized Commercial Flying Services and Helicopter Flight Training

Ms. Johnson stated that Sunstate Helicopters seeks ratification of its permit to conduct helicopter specialized commercial flying services as well as helicopter flight training services at the Airpark and has met all requirements. Company representative Mr. Chris Dobkins discussed business operations, including helicopter tours of Scottsdale and surrounding areas as well as private flight training services.

In response to a question from Commissioner Goode, Mr. Dobkins described the two aircraft currently in service, including an R44 Raven II helicopter and a 2007 Robinson R22.

Vice Chairman Casey made a motion to ratify the Airpark aeronautical business permit for Sunstate Helicopters, LLC to conduct helicopter specialized commercial flying services and helicopter flight training services. Commissioner Schuckert seconded the motion, which carried by a vote of six (6) to zero (0). Commissioner Hobbi was absent.

5. Discussion and Possible Action Regarding Application for Airpark Aeronautical Business Permit for Delta Private Jets to Conduct Aircraft Charter and Management Services.

Ms. Johnson stated that Delta Private Jets seeks ratification of its permit to conduct charter and management services in the Airpark and has met all requirements. A company representative was not present.

Vice Chairman Casey stated that according to guidelines, he recommended tabling approval until the next meeting.

In response to a question from Vice Chairman Casey, Ms. Johnson replied that she did not know how long Delta Private Jets had been conducting business at the Airport, however the company had paid fees for prior months, based upon aircraft being present on the company's charter certificate.

Vice Chairman Casey made a motion to table this item till the next meeting when the applicant can be present. Commissioner Berry seconded the motion, which carried by a vote of six (6) to zero (0). Commissioner Hobbi was absent.

6. Discussion and Possible Action Regarding Application for Airpark Aeronautical Business Permit for Avalon One, LLC to Conduct Hangar/Shade leasing services.

Ms. Johnson stated that Avalon One, LLC seeks ratification of its permit to provide hangar shade leasing services in the Airpark.

Company representative Mr. Samir Kanuga explained that the hangar is privately owned and the owner has allowed a friend to park his Cirrus inside the hangar. In response to a question from Chairman Ziomek, Mr. Kanuga stated that Avalon One, LLC's owner was not leasing the hanger, but only doing a favor for a friend. He added that the company has completed the procedure for establishing a fair market rent with the taxes being paid.

Vice Chairman Casey made a motion to ratify the Airpark aeronautical business permit for Avalon One, LLC to Conduct Hangar/Shade leasing services. Commissioner Berry seconded the motion, which carried by a vote of six (6) to zero (0). Commissioner Hobbi was absent.

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

Ms. Sarah Ferrara, Aviation Planning & Outreach Coordinator provided the report for April, May and June. A total of 117 complainants submitted complaints for the quarter with the following breakdown: April: 46, May: 40, June: 31, for a total 117 complainants. The total number of complaints was as follows: April: 176, May: 210, June: 153, for a total 539 complaints. She noted that some complaints are reflective of regional interest, coming from outside the Airport influence area. The total number of complaints within the Airport influence area is 387 with regional complaints totaling 152.

Chairman Ziomek referred to the complaint map, noting that three complainants submitted a total of 260 complaints and surmised that these complaints could reflect issues related to flight path. Ms. Ferrara was in agreement, noting that one of the residents responsible for the complaints has been consistent with submissions and that the two others have also increased the frequency of complaints.

Commissioner Goode recalled that in the past, there was a very active complainant in the northern area and that those complaints seem to have fallen off. Ms. Ferrara confirmed that any such activity is not reflected in this quarterly report.

Commissioner Celigoy asked about any increased activity as a result of recent media stories, to which Ms. Ferrara commented that there has been little change in statistics since the last quarterly report. She clarified that data for the quarterly report only includes official complaints through the hotline or website.

Commissioner Schuckert asked how the current regional numbers compare to the same period last year. Ms. Ferrara did not have this information on hand, but she did note that the number had increased. Mr. Gary Mascaro, Aviation Director, stated that staff would provide the comparison to Commissioners via email. Chairman Ziomek noted the dramatic regional increase this year and stated that it would be interesting to see the comparison.

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

Ms. Johnson provided an update on permit additions, cancellations or revocations. Highlights included:

- On Airport, Hobo Jet, LLC and Memley Aviation, Inc. have been added.
- On Airport, Jet Clean 360 canceled its permit for aircraft washing.
- On Airpark, Sunstate Helicopters, LLC, Avalon One, LLC and Delta Private Jets, Inc. have been added.
- On Airpark, Blackcomb Aviation cancelled its permit.

Chairman Ziomek pointed out that Delta was on the list as approved, yet the Commission has not yet recommended approval. Ms. Johnson clarified that applying businesses receive conditional approval as they await final approval from the Commission, and as such, they are added to the list when they are included on the Commission's meeting agenda. Chairman Ziomek asked for clarification on a time frame for conditional approval, as the Commission typically does not meet over the summer. Ms. Johnson confirmed that the companies remain conditionally approved during those months.

#### 9. Discussion and Input Regarding Monthly Construction Report

Mr. Read noted that this was a new report to the agenda. Highlights included:

- Bravo Taxiway rehabilitation is scheduled to go from July 6th through March 20th of 2016. At present, it is approximately 20 percent complete. Demolition for electrical, drainpipes, paving and striping was completed in August. Phase I, which runs from Bravo 16 to Signature Flight Support, is complete. Demolition has begun for Phase II, which also includes electrical boxes, insulation and drain pipe insulation.
- Operational impacts to users include 12 runway closures in August. Taxiway B was closed from Bravo 12 to Bravo 16 at Phase I. In September, there are 15 runway closures, which will be complete by Thursday night. The next taxiway closures will be from Bravo 12 to Bravo 10.

In response to a question from Commissioner Goode, Mr. Read noted that the weight limit on a taxiway is 75,000 pounds. In response to a question from Chairman Ziomek, Mr. Read stated that the PPR would still allow 100,000 pounds aircraft operations.

In response to a question from Chairman Ziomek, Mr. Read clarified that his use of the term pavement refers to blacktop and not cement. Mr. Read added that the material is asphalt and that no cement has been added.

- Once the asphalt was laid, 16 hockey puck sized samples were sent for quality lab testing.
- The airport operations building project is 38 percent complete, with the steelwork being conducted, the HVAC system being installed, and second floor concrete being poured.
- Progress for September includes finalizing steelwork and HVAC, paving the parking lot, beginning glass window work, interior framing and roof installation.
- The scheduled completion date is November 20th, but he acknowledged that there have been delays which will set the date back.

In response to a question from Chairman Ziomek, Mr. Read confirmed that most of the second floor will be glass, with the stairwell and elevator shaft constructed of metal. The downstairs will consist of many solid metal panels.

Planned projects include:

- Terminal at Landmark South ramp seal coat project, where 37,000 square yards of asphalt sealer will be applied. The estimated cost is \$23,000 and work is underway to schedule the contractor in the next couple of weeks. This is a four to five-day project.
- Parking apron pull box replacement project. Old concrete-topped fiber optic boxes are being replaced with steel in approximately eight locations. The estimated cost is \$55,000. The contractor is being hired and work is set to begin November 1st. This is a three-week project.

Vice Chairman Casey referred to the new building and asked for clarification on the relocation of the administrative offices. Mr. Read clarified that operations would be moving and main administration would remain in their present location. In response to a question from Chairman Ziomek, Mr. Read confirmed that the new building does house a small conference room.

Vice Chairman Casey asked about the frequency of taxiway rehabilitation. Mr. Read cited an FAA recommendation that pavement be rehabilitated or replaced every 20 years. He added that the taxiway was constructed in 2001, but had some unusual cracking in the area of embedded lights. Vice Chairman Casey commented that extreme temperatures likely cause added stress.

Vice Chairman Casey referred to the 75,000 pound weight limit, inquiring as to why pavement was not installed to support 100,000 pounds without a PPR. Mr. Mascaro replied that the FAA only authorizes them to operate aircraft that is 75,000 pounds certified max take-off weight. With that being said, the agency would not fund anything above that.

10. Discussion and Input Monthly Operations Reports for May, June, July and August 2015

Mr. Read presented the report containing the alerts, incidents and enforcement actions for the time frame indicated. There was an Alert 3 on August 27th, where the nose gear of a Cirrus collapsed on landing, resulting in a one hour closure.

The U.S. Customs revenue fiscal year to date totaled \$35,250. Actual expenses totaled \$41,146. Total uses for the month of August were 36. Total uses fiscal year to date were 65. U.S. visits last month were five, with 16 Mexican and one Austrian citizen. Total customs revenue for Fiscal year 14/15 was \$467,395 with total expenditures at \$331,842.

Commissioner Goode commented that the totals reflected a significant net income. Ms. Johnson acknowledged the amount while clarifying that upgrade requirements often come with little notice and must be funded as part of the contract. Mr. Mascaro confirmed that noncompliance with upgrade requirements can result in cancellation of the contract. The U.S. Customs Department has recently completed an inspection and has submitted a list of items to address. Some items such as camera systems and new office door are currently being negotiated. He added that the revenues may be needed as part of the terminal area remodel.

In response to a question from Commissioner Goode, Mr. Mascaro stated that revenue sources are segregated into different accounts. Chairman Ziomek asked about the inspection. Ms. Johnson indicated that the inspector is sent from Tucson and following this, a letter is received regarding the inspection and the list of action items. Chairman Goode cited the Airport's high customs fees and suggested that perhaps they might be lowered at some point, particularly if revenues continue to increase.

Commissioner Schuckert referred to an incident identified in the report on 6/14/15, where an aircraft gate opener was given for use to the driver of a vehicle. He referred to a second incident where a pedestrian at the Airpark used an aircraft gate opener. Mr. Read stated that a clicker issued to an aircraft must only be used by that aircraft and may not be loaned to service vehicles or other individuals.

11. Discussion and Input Regarding Financial Reports for Fiscal Year 14-15 Year End and July 2015.

Ms. Johnson reviewed the Fiscal Year 14-15 report as follows:

- Revenues were 16 percent above projections.
- The four million dollar mark was reached for the first time.
- Expenses were 12 percent under budget.
- The aviation fund cash balance ended at \$11.44 million, inclusive of both the operating and CIP funds.
- Accounts receivable continues to operate well with minor customer issues.
- For fuel flowage, the ending total was just slightly below the total for the prior year.
- Jet fuel was down slightly over the prior year.
- Avgas was up approximately three percent, likely due to an increase in flight training.

Ms. Johnson reviewed the July report as follows:

- Fiscal year to day for July reflected a revenue of 12 percent above projections.
- Expenses were well below budget.
- The aviation fund cash balance was approximately \$11.5 million.
- Staff is working on issues with past due balances.
- For fuel flowage, jet fuel accounted for nearly 51 percent, avgas was 5.5 percent and Airpark was 43.7 percent.
- From a revenue standpoint, the totals are approximately equal to the same period of time last fiscal year.

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

Ms. Ferrara provided an update as follows:

- The report contains a new section for the FAA flight path changes.
  - When the FAA adjusted the routes for Sky Harbor, it had ripple effects in Scottsdale.
  - The City of Phoenix has pursued litigation, while the City of Scottsdale has instead chosen to work with the FAA to resolve issues.
  - Several meetings have been held. Staff has shared resident concerns with the FAA and discussions have included procedural changes that might be made to help mitigate some noise impacts. In addition, the Mayor has written to the FAA



- administrator, stressing the importance of evaluating measures, including speed adjustments, throttle up factors and altitudes that might be affecting northern areas.
- A new webpage has been launched outlining actions taken by staff.
  - Regarding the Phoenix Metroplex, Aviation has asked for a seat at the table for the next phase of development for departure and arrival routes, however no response has been received. On July 22nd, Scottsdale Airport joined other Valley airports in sending out a follow-up letter to this request.
  - Letters have been sent to two flight schools based at Deer Valley Airport to share concerns from residents.
  - Media and social presence continues through Twitter.
  - Newsletters are published, which contain construction updates and alerts.
  - Work continues on logistics for the next NBAA annual convention.
  - Staff is working on a video, which will highlight information resulting from the Master Plan study.
  - A press release is planned to address adding the expanded services with U.S. Customs.
  - The Run the Runway community outreach event has occurred for the past three years, benefitting a nonprofit cause. As a result of funds raised, Aviation is sponsoring Yavapai Elementary School, which is one of four Title I schools in Scottsdale. This will include a beautification day and a play day.
  - Repeal of Appendix A continues. Analysis and comparison of the two different ordinances, including Chapter 5 and Appendix A was reviewed thoroughly with the Planning Department and staff is preparing for the next round of open houses.
  - A pilot briefing was held on June 30th with 30 attendees.
  - Seventeen voluntary curfew letters were sent out, based on the receipt of a complaint.

Vice Chairman Casey noted that staff has been effective in sending out emails regarding runway closures and asked about the possibility of doing the same for other alerts, such as airplane landing gear out. Ms. Ferrara agreed it was something to consider, however she noted that during times of alert, circumstances can be chaotic and alerts sent through Twitter can go out immediately. Chairman Ziomek asked about the frequency of such alerts. Mr. Mascaro replied that events such as blown tires may occur every couple months. Vice Chairman Casey suggested a subscription option for notices, if staff were to develop additional email notifications. Typical events only last for about an hour.

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

Ms. Mascaro identified items going to the Council, including the approval of the bid award for taxiway project and the repeal of Appendix A.

Planning Commission items that impact the Airport include a new hangar adjustment at Gate 1 that was approved by the Development Review Board as well as apartments that are in the pre-application stage at this time.

Vice Chairman Casey pointed out that under some of the approvals, there is a notation stating, "Airport Commission date N/A," and asked for clarification. Mr. Mascaro replied that these items would not come before the Commission for a vote and that the only items typically brought for a vote are noise sensitive. Chairman Ziomek sought confirmation that the same would be true for the Optima Center at Kierland, to which Mr. Mascaro confirmed that the Commission would not be voting since the property is located in the City of Phoenix. The issue was brought before them for information purposes, as it is located near the Airport.

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

Chairman Ziomek pointed out that the schedule indicates the Commission meetings are held on the 13th. Vice Chairman Casey commented that there might be confusion with the City Council scheduled meetings.

#### **FUTURE AGENDA ITEMS**

No agenda items were added.

#### **PUBLIC COMMENT**

No members of the public wished to address the Commission

#### **ADJOURNMENT**

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 7:12 p.m.

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