



**SCOTTSDALE AIRPORT ADVISORY COMMISSION
PUBLIC MEETING
Scottsdale Airport Terminal Lobby
15000 N. Airport Drive, Scottsdale, AZ
May 17, 2017**

MINUTES

PRESENT: John Celigoy, Chair
Bob Hobbi, Vice Chair
Brad Berry
John Berry
Cory Little
Kevin Maxwell
Steve Ziomek

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

GUEST: Steve Bisbee

CALL TO ORDER

Chair Celigoy called the meeting to order at 5:59 p.m.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

Chair Celigoy led the meeting in the pledge of allegiance.

AVIATION DIRECTOR'S REPORT

Gary Mascaro, Aviation Director, commended Sarah Ferrara for being a panelist at the American Association of Airport Executives (AAAE) Annual Conference in Long Beach.

APPROVAL OF MINUTES

1. Regular Meeting: April 19, 2017

Commissioner Maxwell made a motion to approve the regular meeting minutes of April 19, 2017 as presented. Commissioner Little seconded the motion, which carried by a unanimous vote of seven (7) to zero (0).

PUBLIC COMMENT

Mr. Steve Bisbee stated that he is a life-long resident of Arizona, having watched the Airport grow over the years, but never having attended an Airport Advisory Commission meeting. He expressed appreciation for the Commission's work.

REGULAR AGENDA ITEMS 1 - 10

1. Discussion and Possible Action Regarding the Application for Airpark Aeronautical Business Permit for ICIC Commercial Investments, LLC to Conduct Hangar/Shade Leasing Services

Carmen Williams, Management Analyst said that ICIC Commercial Investments, LLC is seeking ratification of an Airpark Hangar Shade leasing services business permit. They have a hangar office complex just outside of Gate 2 on the west side of the Airport. ICIC was unable to attend tonight's meeting but have offered to appear at the June 19th meeting.

Chair Celigoy recommended that the Commission remain consistent with policy and defer consideration of the permit until the June meeting. There were no objections.

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

Ms. Williams reported that the only potential change to the listing is the addition of ICIC Commercial Investments, LLC.

3. Discussion and Possible Action to Change Airport Rules and Regulations, Article 2, Section 2.7(b),(3) Correcting Misprint

Chris Read, Airport Operations Manager, explained that this is a very simple rule correction. One of the rules included the term, "Non spark producing tools," and was not meant to include the word, "non."

Commissioner Maxwell made a motion to approve the wording correction to Article 2, Section 2.7 of the Airport Rules and Regulations. Commissioner Ziomek seconded the motion, which carried by a unanimous vote of seven (7) to zero (0).

4. Airport Advisory Commission Considers recommending that the City Council ADOPT Resolution No. 10811 Authorizing Construction Bid Award No. 17PB027 in the Amount of \$1,157,177.70 to Nesbitt Contracting Co., Inc. for the Construction of the Airport Transient Apron Reconstruction Project if a Grant is Offered by the Federal Aviation Administration

Mr. Read stated that the transient apron is currently constructed to handle light aircraft only. The new pavement will allow heavier aircraft that will be based in the new hangars. He reviewed key considerations:

- The transient apron is currently constructed to handle light aircraft only.
- The new pavement will allow the heavier aircraft that will be based in the new hangars to operate there.
- The reconstruction will address grade issues that need to be changed prior to constructing the new hangars.
- It will take approximately 70 days to complete the project.
- The project will be completed during daytime hours.
- There will be no runway or taxiway closures associated with this project.
- The project is included in the Aviation Department's Capital Improvement Program which was approved by the Airport Commission and City Council during the FY 2017/18 budget process.
- The project will be paid for by a 91.06 percent (\$1,053,671.37) grant from the Federal Aviation Administration and a 4.47 percent (\$51,723.16) grant from ADOT Aeronautics Division. The Aviation Enterprise Fund will pay for the remaining 4.47 percent (\$51,723.16).
- If the FAA does not offer the grant, the project will not be awarded.

Chair Celigoy asked for a review on how grants and the contractor are selected. Mr. Read said that the bids and specifications were put together by the City's purchasing staff. Four to five bids were received and Nesbitt provided the lowest bid. Nesbitt has performed work in the Airport in the past, including overlaying the runway in 1999, wiring the runway in 2000 and were the original builder of Bravo Taxiway in 2001.

Chair Celigoy asked about the grant award cycle. Mr. Read said that it runs on an annual cycle. Mr. Read reiterated that if the Airport does not receive the grant, the project will not proceed.

Commissioner Ziomek inquired as to the placement of the jog. Mr. Read said the jog relates to the need to change grades in terms of the hangars, which must remain level.

Vice Chair Hobbi made a motion to recommend that City Council Adopt Resolution No. 10811 Authorizing Construction Bid Award No. 17PB027, in the amount of \$1,157,177.70 to Nesbitt Contracting Co., Inc. for the construction of the Airport Transient Apron Reconstruction Project if a grant is offered by the Federal Aviation Administration. Commissioner John Berry seconded the motion, which carried by a unanimous vote of seven (7) to zero (0).

5. Discussion and Input Regarding the Monthly Construction Report

Mr. Read stated that the power vault and rotating beacon is 99 percent complete with final installation of electrical components in April. Anticipated work for May includes punch list items

and project completion. The Transient Apron Reconstruction Project is in the award phase. The status has not changed for the Taxiway A Reconstruction Project.

Commissioner Ziomek asked about the height of the light. Mr. Read said that it ended up being approximately the same height, as it was moved 1,000 to 2,000 feet up the hill at the north end of the runway. Before the relocation, an airspace study was filed with the FAA.

Chair Celigoy asked whether the RFP stage has begun for Taxiway A project. Mr. Read said the process has not yet begun, but that purchasing will begin to put the information together in the event that FAA identifies funding.

6. Discussion and Input Regarding Monthly Operations Reports for April

Mr. Read reported two alert 2s and four incidents for April. Enforcement actions were light for the period. The U.S. Customs revenue to date is \$525,675 with total uses 111, total uses fiscal year to date 910, and U.S. visits for the month at 24. Revenues are up from the same period last year, which totaled \$423,5000. Uses are also up from the same period last year, which totaled 82. Total 75,000 pounds plus PPR was 13 for calendar year 2017.

Mr. Read addressed fuel spills, stating that he has meet with both line managers of the FBOs. Discussions included causes of spills and what can be done to correct the problems. Causes and mitigation solutions include:

- Cause: The culture that recognizes that fuel spills are unacceptable may not have not been fully established by the FBO management.
Mitigation: Add a provision to include leak occurrences as a component on an employee's performance review.
- Cause: Expansion and venting due to fueling during cooler hours with the aircraft not leaving until later, when the temperature is hot.
Mitigation: Refrain from fueling the airplane until closer to departure.
- Cause: Fuelers overfilling the wing tanks.
Mitigation: Train fuelers to stay focused on the task at hand, avoid distractions, slow down the fuel rate as they approach the top of the tank.
- Cause: Transfer valves in certain aircraft put in the wrong position by flight crews.
Mitigation: Communicate with flight crews to ensure transfer switches have been returned to non-transfer position.
- Cause: Failure of fueller to scan aircraft for leaks or venting while single point fueling.
Mitigation: Watch truck to see how many gallons are going in the aircraft, scan the bottom of the aircraft for venting at the bottom of the wings.
- Cause: No buckets available on fuel trucks to minimize the amount of fuel spilled or leaked.
Mitigation: Have buckets available on all fuel trucks; take extra precautions for known leakers; FBOs are aware that certain airplanes leak every time they come in; keep a list of known leakers and prepare buckets in advance.
- Cause: Over the wing nozzles not being fully emptied before capping or lowering towards the ground.
Mitigation: Simply cap the nozzle before lowering.

Chair Celigoy referred to the large spill Harrier incident and asked how soon spill mitigation was present. Mr. Read said that the spill was approximately 10 by 20 feet before the absorbent

could be applied. The craft had a particular and unusual mechanical problem and actually leaked a second time, after it was believed the problem was resolved.

In response to a question from Vice Chair Hobbi, Mr. Read said he met with both line managers in order to gain a better understanding of fueling procedures. Vice Chair Hobbi commented on the cultural aspects of the problem, stating that it is an important safety function of the FBO. It is important for the Commission to highlight the issues and ensure corrective action is taken. Commissioner Maxwell commended the FBOs for their commitment to mitigating the problem, especially as it relates to personnel reviews.

7. Discussion and Input Regarding Financial Report for March

Ms. Williams said that year to date revenues through March were slightly more than \$3.1 million, exceeding the budget forecast by 12 percent. Expenses total \$1.5 million, which is well under budget for the year. For the March monthly comparison to last year, revenues are 3 percent higher. Areas of higher revenue include Customs Operation, transient aircraft landings, parking fees, aeronautical business permit fees and tenant rents. Expenses for March were slightly higher compared to 2016 by \$15,000. The aviation fund cash balance is \$8.4 million. For the fuel flowage report for March, Airport jet fuel accounted for 73 percent of the total. AVGAS was 2.7 percent and Airpark fuel was 25 percent. The fuel flowage is higher compared to last March. Overall, year to date fuel flowage is up nearly 15 percent.

Through March 31st, U.S. Customs revenues totaled \$436,000 with expenses at \$235,000. Net revenue through the third quarter totals \$201,505.

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

Sarah Ferrara, Aviation Planning & Outreach Coordinator, said that staff has not heard any news on NexGen and the FAA flight path changes. Marketing program updates include:

- Media and social media: Received good coverage of the Stearman PT-17 arriving into Scottsdale and Airport Operations Center receiving LEED silver certification. Plotted the journey of the aircraft from Arkansas to Scottsdale on Twitter.
- Listservs: Sent listserv notices on: Run the Runway event, LEED certification, runway closures and Stearman arrival.
- Trade shows: Working on new graphics and messaging for the next NBAA in Las Vegas.

For noise outreach, two emails were exchanged with residents on noise issues. In terms of community outreach, the Airport helped to promote the Stearman arrival and held a welcome reception with 100 in attendance. Staff is looking into ways to celebrate the Airport's 75th anniversary (50th Anniversary as Scottsdale Airport).

In terms of property development in the area, staff continues to monitor two developments. A pilot briefing for flight instructors was held and staff is working with the air traffic control tower to schedule the next pilot briefing.

Ms. Ferrara reported that five voluntary curfew letters were sent out in April.

In response to a question from Chair Celigoy, Mr. Mascaro said the terminal area redevelopment project will be completed next year. Chair Celigoy suggested the possibility of a larger open house for that event.

9. Administrative Report from the Aviation Director or Designee Regarding the Status of Pending Aviation-Related Items

Mr. Mascaro said that the only new item going to Council is the pending construction bid award discussed earlier in this meeting. A presentation to Council will be scheduled pursuant to receipt of the grant. He then addressed aviation related items to the Planning Commission, Design Review Board or City Council, noting that all those on the spreadsheet have been in place for quite some time. There were no questions.

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

Chair Celigoy announced that the June Commission meeting will be held on Monday, June 19th at 2 p.m. There is the potential that the July meeting will be postponed and this will be discussed at the June meeting.

Commissioner Ziomek asked for the reasoning behind the timing of the June meeting. Mr. Mascara explained that it was scheduled in regards to the contract big award for Phase I of the terminal area redevelopment before it is taken to City Council. Commissioner Ziomek suggested that the Chairman of the Chamber of Commerce be contacted about the 2 p.m. start time.

PUBLIC COMMENT

There were no public comments.

FUTURE AGENDA ITEMS

Commissioner Ziomek thanked Ms. Ferrara and the Airport staff for their work in regards to the Thunderbird Veteran's Memorial and the Stearman arrival. He thanked Ross Aviation for the warm welcome. He showed attendees the plaque and photographs of the airplane.

Chair Celigoy said there are eight candidates for open slots on the commission. He asked Commissioners to view the website, review the candidates, do a soft reach-out and answer questions, if possible. Chair Celigoy will review the applicant list on June 12 with a special meeting on the 27th at City Hall.

ADJOURNMENT

With no further business to discuss, being duly moved and seconded, the meeting adjourned at approximately 6:43 p.m.

SUBMITTED BY:

eScribers, LLC