

**APPROVED MINUTES
AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD.
GLENDALE AVIATION CONFERENCE ROOM
GLENDALE, AZ 85307
AUGUST 12, 2009
7:00 P.M.**

I. CALL TO ORDER

II. ROLL CALL

Present:	Commission Chairman	Carl Dietzman
	Commission Vice Chairman	Bill Scott
	Commissioner	Bill Kelly
	Commissioner	Marcio Moreno
	Commissioner	Ron Cohoe
	Commissioner	Bob Irons
	Commissioner	Carl Duggins

Attendees:	Director, City Manager Relations	Cathy Gorham
	Airport Administrator	Judy Skeen
	Airport Crewleader	Dick Klink
	Airport Sr. Secretary	Shary Smith
	Airport Service Worker II	Jim Gum

III. APPROVAL OF MINUTES

Commission Vice Chairman Scott made a motion to accept the minutes from the May 9, 2009 meeting as presented. Commissioner Duggins seconded the motion and the minutes were approved.

IV. BUSINESS FROM THE FLOOR

None

V. AIRPORT BUSINESS

1. Commission and Commissioner Roles

Chairman Dietzman requested that the Commissioners have an opportunity to discuss what their roles are to the City and the airport. The Commissioners received a copy of the Aviation Advisory Commission Enabling Ordinance from the Municipal Code to review in advance of this meeting. Chairman Dietzman read from Article III, from the Aviation Advisory Commission Enabling Ordinance from the Municipal Code.

Vice Chairman Scott noted his concerns about under utilization of the Commission related to airport activities and projects. He would like to hear about projects and activities before they occur so that the Commission can act in its advisory capacity and provide input.

Vice Chairman Scott also noted that the commission should create subcommittees as necessary and make appointments to those subcommittees. Vice Chairman Scott also had questions regarding cancellations of Commission meetings and how the agendas are set. Ms. Gorham answered the Commission's concerns on the procedure of how an agenda is set, and why there could be a cancellation of a Commission meeting. An agenda is drafted a couple of weeks before the next meeting by support staff and staff liaison and sent for direction to Ms. Gorham and Chairman Dietzman for input. The Commissioners may contact Ms. Skeen and ask to have an item added for the next month's agenda under New Business. A Commission meeting might be cancelled if there is not going to be a quorum met, or if there are no items for discussion or action. The Airport Administrator and the Chairman will decide if a cancellation is necessary. If a meeting is to be cancelled, per city requirements, a cancellation notice is sent out the Thursday before the next Commission meeting date and the cancellation notice is posted by the City to the web site.

Vice Chairman Scott mentioned that some computer programs in the 2007 format cannot be opened by all Commissioners and requested airport staff to begin saving documents in the 2003 format.

Commissioner Kelly inquired if the Luke Air Force Base representative, as outlined in the ordinance, still receives an agenda of the Aviation Advisory Commission each month but does not attend the Commission meetings. Ms. Skeen answered that yes they do receive the monthly agenda. Ms. Gorham answered that Luke chooses to not attend the meetings, unless issues are directly related to Luke Air Force Base and the Glendale airport.

Vice Chairman Scott mentioned that he had been at the airport and has talked to pilots at the hangars previously and said that it would be beneficial for other Commissioners to visit the airport and talk with tenants, pilots and others. He said you will meet a lot of nice people and can ask them if they have any issues for the Commission. Ms. Gorham mentioned that this is a wonderful idea for the Commissioners to come to the airport and visit with the stakeholders to get their input and any questions or concerns that they might have that need to be addressed.

Ms. Skeen also mentioned to the Commissioners that they might be interested in attending meetings of the Civil Air Patrol, Young Eagles and the Pilots Association. Ms. Skeen also suggested to the Commissioners

that in November the airport crew leader would be holding an airport safety meeting and they may want to attend.

Consensus was reached by Commissioners that they would like a more active advisory role on airport issues. Commissioner Cohoe said that the Commissioners are here to serve the city and airport and to see that procedures and policies are followed. After much discussion Chairman Dietzman suggested that a motion be made to continue this discussion at the next meeting or a special workshop. The Commissioners agreed to review draft bylaws that were created many years ago before the next meeting.

Vice Chairman Scott made a motion to continue the discussion at a future meeting or workshop. Commissioner Cohoe seconded the motion and it was approved.

2. Dust Abatement Process

The Commissioners were asked to discuss the Dust Abatement Process that the airport has with two grants, FAA and ADOT, for the purposes of dust, weed, and erosion control of the runway and taxiway shoulders. The City has two options for selecting a vendor to perform the work, Cooperative Purchasing or issuing a formal request for bid or proposal.

After much discussion by the Commissioners concerning both options and the products that would be used at the airport, it was decided that the quicker way to proceed and most cost effective process would be the Cooperative Purchasing option.

Vice Chairman Scott made a motion to recommend using the Cooperative Purchasing Agreement for dust control services. Commissioner Duggins seconded the motion and the Cooperative Purchasing method was approved.

3. Airport Rules and Regulations

During the month of June a group of stakeholders, tenants, and interested persons was formed for the purpose of reviewing the airport rules and regulations that were last revised in 2004. Commissioner Cohoe expressed interest in participating on this committee at the May retreat and is representing the Aviation Advisory Commission in the early stages of this initial review. The first meeting was held July 7th, at which time the group decided to review Article 3, Fuel, Flammable Fluids, and Safety, and to bring comments to the next meeting which is scheduled for September 14 at 7:00 p.m. in the airport conference room. It is

recommended that the Commissioners review Article 3 and provide Commissioner Cohoe with comments. Once all of the rules and regulations have been reviewed by the stakeholder Ad Hoc Committee, their recommendations in full will be brought to the Commission for discussion, review, and formulation of a recommendation to City Council on the rules and regulations committee. Commissioner Kelly asked who is enforcing the airport rules and regulations and Ms. Skeen answered that the airport staff enforces the rules and regulations at the airport and when staff is out patrolling the area and should see something that needs to be addressed they will do so. Commissioner Cohoe asked if any of the Commissioners would like to attend the meetings or would they want updates from him at Commission meetings. It was decided they would like updates from Commissioner Cohoe but would provide input to him on a regular basis. Commissioner Cohoe said he would send the Commissioners the link to the draft rules and regulations. Vice Chairman Scott asked about what could and could not be stored in hangars and would this be defined. Commissioner Cohoe replied that this issue would be discussed by the committee which includes Hangar Association Presidents and other tenants that monitor what goes in the hangars.

VI. STAFF REPORTS/UPDATE (Discussion Only)

1. Ms. Skeen informed the Commissioners that tenant Air Safety Flight Academy has given up two office suites in the terminal building, 206C, and 206D. Chairman Dietzman asked if only aviation related business could rent the offices or could non aviation tenants rent. Ms. Skeen answered that it would be aviation tenants.
2. Blast fence issues to be put on future agenda.
3. The Control tower renovation is going well with cabinets and electricity in. The sprinklers will be going in soon.

VII. NEW BUSINESS

1. None

VIII. NEXT MEETING TIME

The next meeting will be held at 7:00 p.m. in the second floor conference room of the airport terminal building on Wednesday, September 9, 2009.

IX. COMMISSION COMMENTS AND SUGGESTIONS

1. Commissioner Cohoe asked the Commission for suggestions to attract new business to the airport.

2. Commissioner Cohoe inquired if the Pilots Association could be asked to attend the Commission meetings once a quarter by a special invite and ask them if they have any concerns or issues that they would like to discuss at the Commission meetings.
3. Commissioners to discuss hangar associations.

X. ADJOURNMENT

Commission Vice Chairman Scott made a motion to adjourn the meeting. Commissioner Moreno seconded the motion and the meeting adjourned at 8:35 p.m.