

**APPROVED MINUTES
AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD.
GLENDALE AVIATION CONFERENCE ROOM
GLENDALE, AZ 85307
SEPTEMBER 9, 2009
7:00 P.M.**

I. CALL TO ORDER

II. ROLL CALL

Present:	Commission Vice Chairman	Bill Scott
	Commissioner	Bill Kelly
	Commissioner	Ron Cohoe
	Commissioner	Bob Irons
	Commissioner	Carl Duggins
Absent:	Commission Chairman	Carl Dietzman
	Commissioner	Marcio Moreno
Attendees:	Director, City Manager Relations	Cathy Gorham
	Airport Administrator	Judy Skeen
	Airport Sr. Secretary	Shary Smith
	Airport Service Worker II	Jim Gum
	Airport Tower Manager	Basil Allen (Mike)
	Valley Aviation Services	Clare Pryke

III. APPROVAL OF MINUTES

Commissioner Kelly made a motion to accept the minutes from the August 12, 2009 meeting as presented. Commissioner Duggins seconded the motion and the minutes were approved.

IV. BUSINESS FROM THE FLOOR

None

V. AIRPORT BUSINESS

1. Ordinance No. 1741, New Series, Article III. Aviation Advisory Commission

The Commissioners had a small discussion on Ordinance No. 1741, New Series, Article III. Aviation Advisory Commission Draft Bylaws. Commissioner Cohoe had a comment on Section 402, with a change to Copy of Bylaws. Vice Chairman Scott asked to have legal look at any changes that

the Commission would recommend and present. Ms. Gorham mentioned to the Commission that the Aviation Advisory Commission, Planning Commission and Board of Adjustments use Bylaws, but other City Boards and Commissions have Policies and Procedures. Vice Chairman Scott mentioned Item 102, as options to appoint Chair and Vice Chair to the Draft Bylaws and would like to keep it called Bylaws and not change the wording to Aviation Advisory Commission Policies and Procedures. Commissioner Duggins asked if any advantages if having it called Bylaws or Policies and Procedures. Vice Chairman Scott answered Bylaws are stricter and what the City wants. Ms. Gorham said that the Commission could vote on this. The Commission asked to table the discussion until all Commissioners were present.

2. Airport Rules and Regulations, Article 3., Fueling, Flammable Fluids and Safety

The Commissioners had a small discussion on the responsibility of the Commission to appoint members to serve on sub-committees and the possibility of other Commissioners wanting to service on the Ad Hoc Committee reviewing the Airport's existing Rules and Regulations. The Commissioners reviewed and discussed Article 3 of the Rules and Regulations on Fueling, Flammable Fluids and Safety and discussed their suggestions to Commissioner Cohoe who is serving on the Ad Hoc Committee and will present the Commissioner's suggestions at the next Ad Hoc Committee meeting of September 14th. Commissioner Cohoe invited other Aviation Advisory Commissioners to attend the Ad Hoc Committee meeting. Some recommendations discussed for changes are fuel safety, storage of vehicles, motor homes, open flames, oily rags, kerosene, lighter fluid, no more than two fuel cans, aircraft in hangar, enforcement of responsibility of hangar associations with the City's Rules and Regulations, fire regulations, hangars and storage facilities be in compliance with City and Federal. Ms. Gorham mentioned to the Commission that the Ad Hoc Committee is the first time that stakeholders have been asked to be a committee. The Commission asked to table the discussion until all Commissioners were present and whether additional Aviation Advisory Commission members are appointed to the Ad Hoc Committee.

3. Aviation Advisory Commission Sub-Committees

The Commissioners had a small discussion on forming sub-committees for aviation items that they would like to research and provide recommendations on. The Commission asked to table the discussion until all Commissioners were present.

4. Draft Hangar Land Lease Agreement

The Commissioners reviewed and discussed the draft hangar land lease agreement that they had received. Vice Chairman Scott asked if land leases could have wording regarding businesses that are not aviation related and that the hangar associations are to abide by Airport's Rules and Regulations. Changes suggested by the Commission during meetings be included in an updated draft hangar lease and provided to the City Attorney's office for input and review. The document will then be brought back to the Commission for discussion and a vote. The Commission asked to table the discussion until all Commissioners were present.

VI. STAFF REPORTS/UPDATE (Discussion Only)

1. Ms. Skeen informed the Commission of the required FAA 7460 regarding the blast fence and the location as to where it will be put.
2. Ms. Skeen discussed the weed, dust and erosion control cooperative purchasing agreement with the Commission and mentioned that there had been a snag, but the agreement is moving forward.
3. Mr. Allen, Tower Manager, discussed the control tower renovations with the Commission. Mr. Allen said the radio equipment is here and waiting for installation. The older equipment in the tower cab had been taken out and the new equipment is installed and being tested. Vice Chairman Scott asked if the time frame of the renovations is on time. Mr. Allen answered that the time frame is a little over than planned for. Mr. Allen also discussed the wind sensors and that he is trying to get approval of FAA for the wind sensors as dual sensors were in the initial agreement and the wind sensors need to be placed where they can be of the most accurate and current positions for safety as the FAA recommends facilities to have the equipment and where it can be placed. Mr. Allen informed the Commission that the tower is dealing with about ninety percent of students.
4. Ms. Skeen mentioned to the Commission that there are a few suites available for rent in the terminal building and the airport may have two suites rented.
5. Ms. Skeen gave all the Commissioners the Airport Master Plan that had been approved by City Council.

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, October 14, 2009.

IX. COMMISSION COMMENTS AND SUGGESTIONS

X. ADJOURNMENT

Commissioner Cohoe made a motion to adjourn the meeting. Commissioner Kelly seconded the motion and the meeting adjourned at 8:08 p.m.