

MINUTES OF THE SPECIAL MEETING OF THE SHOW LOW AVIATION ADVISORY COMMITTEE HELD ON WEDNESDAY, MARCH 10, 2010 AT 6:30 P.M. IN THE CITY COUNCIL CHAMBERS, 180 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA

1. Call to Order

Chairman Chuck Moore called the meeting to order at 6:30 p.m.

2. Roll Call

COMMITTEE MEMBERS PRESENT: Bob Adams, Chuck Moore, Lou Booker, Chris Holladay, Stephen Aeschlimann

COMMITTEE MEMBERS ABSENT:

CITY COUNCIL PRESENT: Gene Kelley arrived at 6:30 p.m.

STAFF PRESENT: Ed Muder, City Manager; Jorge O'Leary, Airport Manager; Kenneth A. Patterson, Public Works Operations Manager; Cari Bilbie, Public Works Operations Secretary

GUESTS: Zola Hamn, Brandt Clark

3. Consideration of Approval of Minutes of the Show Low Aviation Advisory Committee Meeting held on September 2, 2009

MR. HOLLADAY MOVED TO APPROVE THE MINUTES OF THE SEPTEMBER 2, 2009 AVIATION ADVISORY COMMITTEE MEETING; SECONDED BY MR. ADAMS; MOTION PASSED UNANIMOUSLY.

4. Consideration of Approval of Minutes of the Show Low Aviation Advisory Committee Meeting held on February 3, 2010

MR. HOLLADAY MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 3, 2010 AVIATION ADVISORY COMMITTEE MEETING; SECONDED BY MR. AESCHLIMANN; MOTION PASSED UNANIMOUSLY

5. Old Business

A. Update on Airport Signage

Mr. O'Leary stated that Mr. Patterson had been working on the signage. Staff received the approval from the FAA and the Public Works staff will install the new signage within the next couple of weeks.

Mr. Adams thanked Zola for her assistance in the signage work.

B. Update on direction for Minimum Standards

Mr. Patterson stated that the prior advisory committee had reviewed the minimum standards. During the last meeting Mr. Patterson asked the committee to wait until the new manager had arrived so that he could review the standards. Mr. Patterson informed the committee that Mr. O'Leary has not had a chance to fully review the Minimum Standards and asked the committee to wait until the next meeting. Mr. Patterson said Mr. O'Leary would be ready with any recommendations and/or changes by the next meeting.

Mr. O'Leary informed the committee that he has read through the Minimum Standards; however he would like to do a more thorough review before making a recommendation. Mr. Patterson asked the committee to be ready to make a recommendation to City Council to adopt the Minimum Standards at the next meeting.

C. Update on FBO RFP

Mr. O'Leary informed the committee that staff had three companies show interest in bidding the RFP. Mrs. Bilbie has posting all questions and answers that were asked during the pre proposal meeting including additional questions asked via e-mail from one of the companies who attended the pre proposal meeting.

Mr. Moore asked if we had a date the RFP was due. Mr. O'Leary gave the dates to the committee. Mr. Patterson said we would have a short list by April and there would be a meeting of the Aviation Advisory Committee on May 5, 2010 to review the winning bidder and to make a recommendation to City Council.

Mr. Patterson noted that if we do not receive a bid that at least allows the Airport to break even, the City will not accept the FBO. Mr. Patterson stated that there is a level of expectation the City has and the winning bidder must meet or exceed those expectations. Mr. Patterson also noted that we may not see any bidders.

D. Update on Master Plan

Mr. O'Leary stated that Wilcox Engineering was working on a revision of the Airport Layout Plan. Mr. O'Leary showed the committee a set of maps and drawings for the Master Plan. Mr. O'Leary gave a brief overview of what the purpose of the master plan was. Mr. O'Leary informed the committee of the importance of this document to the FAA.

Mr. O'Leary informed the committee that staff would be asking for their input in items such as where the airport would be and how it should look in five or ten years.

Mr. Moore asked how this would affect the FBO. Mr. Patterson stated that the ALP would be designed with an FBO and/or growth improvements for the future.

Mr. Patterson said that there are two types of available land at the airport. The first is designated for airport use or aviation use only. The second can be used for other types of business. Both areas will be used for airport related business, however the second piece will not have the aviation restrictions that the first piece of land has per the ALP and the FAA.

Mr. Patterson noted that staff will be asking for input from the committee and as much of the aviation industry as possible as well as the public with regards to the final ALP design.

E. Update on Runway 6/24 Safety Area Improvement Project

Mr. Patterson stated that Phase I and Phase II are complete. Due to weather there is a little clean up that needs to be done and the contractor will do that when they come back to do Phase III in the spring. In Phase III the stripping will be completed as well as the approaches. Phase III will start in June and will be paid off before July.

Mr. Booker said he was under the impression 6/24 would be shortened during this project. Mr. Patterson stated that the purpose of the project was to add the safety and was not designed to shorten the runway.

Mr. Adams asked about the time frame to lower the power lines. Mr. Patterson said it had to do with funding and the FAA did not approve the funding for the next budget year. The cost of the project is around \$3 million. The City will be required to match 2.5% of the cost. To lower the power lines is the number one priority in the approved five (5) year plan with the FAA. As soon as they fund the project the City will begin.

Mr. Holladay asked about contacting APS regarding the project and the plan at the Airport. Mr. Patterson said that APS will get the plan when it is approved. Mr. Holladay said that the equipment is there and the trench is open can they do it now rather than having to trench it again later. Mr. Patterson said they will work on the project when the FAA approves it even if it means opening the trench again.

F. Update on Fuel Vendor RFP

Mr. O'Leary stated that the contract with Phillips 66 Accent had expired. Policy states the City will put out a bid. Mr. O'Leary will have a bid packet ready for the next meeting for the committee to review. Staff is happy with Phillips 66 and the service we receive.

Mr. Patterson stated that even though we will put a bid packet together if it looks like the city will get an FBO staff will not advertise the bid as it will become the responsibility of the FBO. Mr. Patterson informed the committee that Phillips 66 has been very good to the City and staff is very happy with them.

Mr. Booker noted that Phillips 66 has offered up to a \$1.00 discount on the price of fuel when pilots use the Phillips 66 card.

Mr. Aeschlimann said we would not be able to sign a contract with a new fuel vendor if we had an FBO. Mr. Patterson said that was correct. The fuel vendor would become the responsibility of the FBO and the bidding and the contract would be done through them.

Mrs. Hamm stated that Phillips 66 gives the pilot that fly's the Young Eagles a discount. She said that she would be happy to check into for the City. Mrs. Hamm thought that the discount was not open to the public just to the pilots that fly in the Young Eagles. Mr. Booker said that the City gave a discount to all pilots that day in addition to the Phillips 66 discount.

6. New Business

- A. Discussion on the direction for the Aviation Advisory Committee for the next year
Mr. Patterson said there were three things: the ALP Master Plan, finalize the Minimum Standards, and make a recommendation to Council regarding an FBO.

Mr. Adams asked Mr. Muder if he would be getting with City Council regarding the direction. Mr. Muder informed the committee that there is joint meeting with the committee and Council in October. However, staff would notify the committee through memos of any items the Council would like the committee to look at and make recommendations on.

Mr. Patterson said until the FBO RFP is complete it is hard to give the committee directions. Mr. Patterson said the Mr. O'Leary could submit a memo to Council regarding the current direction and asking for any direction from them.

- B. Wildlife Hazard Assessment Meeting on March 18, 2010 at 9:00 a.m.
Mr. O'Leary briefly discussed the wildlife hazards as they relate to airports. Due to the wildlife issues at the Airport staff has been awarded a grant. Mr. O'Leary invited the committee to attend the meeting. The purpose of the meeting is to see what options staff has to mitigate the hazards.

Staff needs to post a notice for the committee to attend this meeting.

7. Scheduling of Meetings

Staff asked to meeting on April 21, 2010 at 5:30 p.m. Mr. Patterson stated the next meeting after April will be May 5, 2010 to review the bid for the FBO. If there is no bid, there will be no meeting. The committee asked to set the rest of the required meetings on the third Wednesday in July and September. The dates would be July 21, 2010 and September 15, 2010.

8. Call to the Public. No discussion – The committee invites citizen participation regarding the aviation affairs of the City. Any citizen desiring to speak on a matter

that is not scheduled on this agenda may do so at this time. Pursuant to the Arizona Open Meeting Law, the Committee cannot discuss or act on the items presented at this time; however, the Committee may place an item on an agenda for discussion at a future meeting.

Mrs. Hamn reminded the committee of the Chamber Mixer and noted that the date changed to the April 29, 2010 at 5:30 p.m. at the Airport.

9. Summary of Current Events

- A. Chairman – none
- B. Committee Members – none
- C. Airport Manager –

Mr. O’Leary handed out a summary of stats for the Airport. He noted that fuel sales were down however revenue had a slight increase. He stated that two of the bay areas in the hangar are available. He also informed the committee that the Airport is receiving a GPS WAAS approach for Runway 6/24. The annual Airport inspection is scheduled for April 2010. He also provided a list of tasks that he will be working the Airport Engineer on with regard to the ALP.

10. Adjournment

Meeting was adjourned at 7:41 p.m.

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the **SPECIAL MEETING** of the Show Low Aviation Advisory Committee held on March 10, 2010. I further certify that the meeting was duly called and held and that a quorum was present.

Cari Bilbie, Recording Secretary

Date