

SHOW LOW AVIATION ADVISORY COMMITTEE

Special Meeting – Wednesday, February 18, 2009

PURSUANT to A.R.S. Section 38-431.02, notice is hereby given to the Show Low Aviation Advisory Committee and to the general public, that a **Special Meeting** of the Show Low Aviation Advisory Committee will be held on Wednesday, February 18, 2009 at 5:30 p.m. **in the City Council Chambers on the second floor of the Show Low Library, 180 N. 9th Street**, Show Low, Navajo County, Arizona. The agenda for this meeting is as follows:

1. Call to Order – Robert Adams, Chairman
Robert Adams called the meeting to order at 5:30 p.m.

2. Roll Call
Gene Kelly was not present
Kenny Patterson present
Dennis Wiss
Cari Bilbie
Robert Adams present
Ole Alcumbrac was not present – was excused
Robert Newton
Tom Kingsbury
Chuck Moore
Stephan Aeschlimann
Sonja Armstrong

Guests:
Zola Hamm

3. Old Business
 - A. Review of Minimum Standards
(Starting at Section 1.7.8, Aircraft Sales)

B.1.A– Aircraft sales. Dennis stated the committee was following up on some of the other items. Under B. Ground Space Improvements – this goes back to what was said before. Section on sufficient lease area to accommodate aircraft movement and parking was added. Chuck assumed this was going to be a subparagraph like the other sections. Robert Newton thought we eliminated hangar and left building and eliminated the square footage and specified the need for enough space to handle operations. Robert Adams thought they added 100 square feet for office space, a counter, something to look more professional. Chuck asked if the standards should look at a minimum space for a counter or sales station. Robert Adams would like to see something more professional than someone doing business out of the back of their car. Stephen said he would like to see a larger room requirement of 2500 feet if individual builds a hanger. Committee agreed upon the terminology of: **Option of a minimum 100 square feet of counter space, if they elect to build a hanger the minimum would be 2500 square feet for office space.** This terminology applies to Aircraft Rental and Aircraft Sales sections of the Minimum Standards.

B.2.A: No discussion

– change title from Fight Training to Flight Training.

B.1.A – Flight Training – Ground Space and Improvements. Dennis asked if the committee wanted to copy terminology from 1.7.9 A – General. Committee agreed to use terminology from 1.7.9 A – General. Chuck stated that the terminology in 1.7.9 B1.A – is different from 1.7.8 B1.A. Chuck recommended

changing the terminology to read as it does in Section 1.7.8B.1.A in regards to restrooms and public telephone use. The committee is concerned with public phone access if the terminology is changed to match that under the Aircraft Sales and Aircraft Rental sections with regards to public access. The committee agreed to make the terminology the same as the Aircraft Sales and Aircraft Rental sections with regards to the public restroom and other facilities.

1.7.9 2A – Dennis stated the only change was to include: “all copies of aircraft lease agreements must be provided to the City”. The purpose was to make sure the person in the space was authorized to use the space and/or service.

Kenny Patterson asked about the situation with a flight instructor who was training a pilot with his own aircraft. He would not have to lease an aircraft or space but could still give lessons. Kenny is worried that if it is stated that the trainer has to own his own aircraft. Robert Newton stated that he felt this section was pertaining only to a flight instruction facility. Chuck stated his understanding, was that the flight instruction facility would own the aircraft and have the insurance so if someone comes in asks for training in their own aircraft not the flight instruction facility’s aircraft it should not be a problem.

Kenny asked if the committee should add the statement that if you are going to provide training you should have your own aircraft. They cannot set up and just train pilots in their own aircraft. Chuck stated he believed that was how the section read. A flight instruction facility was required to have their own aircraft. The committee felt that this was correct however it would not limit the instruction facility from providing training using the pilot’s aircraft just that the facility would also need to have their own aircraft. Stephen asked if this meant that if someone did not have a facility would it restrict them from providing training. Kenny stated that it would not because they would not be based at the airport.

1.7.10 – The only change as noted by Dennis was that the Section reference was changed to reflection the correct reference of Section 1.7.14.

1A – Only change was to include “Operator shall provide or lease an aircraft apron within the leased area to accommodate aircraft movement and parking.” Dennis asked if it should include the terminology as stated in the Aircraft Sales and Aircraft Rental Sections. Robert Newton felt it should not as they may not even need an office as a Commercial Flying Club. Chuck said he has seen it operate both ways with only a couch and area to check in and also fully functional office areas depending on the size of the operation. Robert Adams stated at a minimum the business would need at least a 100 foot counter space to set up a terminal or area to reserve aircraft, keep your books, etc. for the flight club. Stephan suggested holding the commercial to the same standards as the Aircraft Sales and Aircraft Rentals.

1.7.10 B – Chuck questions the use of words in the paragraph. Change should be “Operator shall have available for use **it’s** service.

B1A – changed Operators to Operations.

Changed some minor typos in the paragraph and added “Operators shall not discharge, or allow to be discharged, chemicals or other hazardous materials on the airport grounds. All chemicals or hazardous materials must be reclaimed or diverted into storage tanks”. This was changed in order to comply with ADEQ, EPA.

2 – No discussion.

1.7.12 A – minor changes for typos. Stephan asked to take the word “light” out and just say “air cargo” in 1.7.12 A.

1.7.12B 1A – Added “**shall sublease space in**” in order to not have to require a new terminal be built. Operations can be handled inside the current terminal. Dennis stated you could add “or erect sufficient space if the existing terminal does not have sufficient space. Kenny agreed with Dennis in terms of the long run. Kenny felt it should be open ended. Chuck said to add the following” **Operator shall sublease space in the City Terminal Building and if space is not available, option to lease land and erect sufficient space is available**”.

Added the section “Operator shall provide or lease an aircraft apron within the leased area to accommodate aircraft movement and parking if aircraft are to be based at the airport”. Make this another subsection of 1.7.12.B.

1.7.12 B2A – made minor changes for typos. Under C – section on providing and maintain FAA approved airport screening and alerting system was taken out. This is due to the fact that it is a given. If you are an airline you will have this in place as a requirement.

1.7.13 A – Minor changes for typos. Made correct reference to section 1.7.11. Deleted Commercial Aeronautical Activities and added SASO activities to be consistent.

1.7.14A – changed minor grammatical revisions to make it read cleaner.

Tom Kingsbury asked how often to update the list of club members. Dennis stated it says they shall keep it current. Stephan asked about the statement that says the list will be available by the City or its representative. Stephan suggested making that more specific to state that the list will be available at the Show Low Regional Airport. The remaining committee members felt it was not an issue and suggested leaving it as it.

1.7.15 – Dennis stated that clarification was added to entire section. What was added in 1.7.15 B was that if an individual aircraft owner wanted to service his own airplane and bring in their own fuel, they could if they followed subsections a and b. The catch is that the fuel is for their aircraft only, they cannot use it to fuel other aircraft not owned by the individual under any circumstances.

Dennis felt this was a level of protection, however; he did not feel it would be an issue.

Chuck asked about subsection B – NFPA 407. Should there be an “and” in between NFPA 047, FAA Advisory Circular. Dennis said yes, he will make the change.

Sonja suggested making Show Low Airport to Show Low Regional Airport throughout the document.

– Made changes for minor typos and grammatical errors. Dennis stated this section refers to what is included into different types of leases. Under section M of 1.8 – rather than listing specific section of the airport, it now reads as an all inclusive for the airport. Dennis stated the remark for a review by the attorney was specifically for the purpose of how to handle the situation where a very large organization, such as Boeing, wanted to move to their operations to the airport, the airport would have to ask someone to leave. The question becomes how the airport handles that. Dennis said he will have the

attorney review this specific section prior to the final review of the entire document. Robert asked that Dennis let him know if something were to change after the attorney reviews this section.

Robert Newton asked if the Minimum Standards should be included in the sentence in section N of 1.8 along with the Rules and Regulations. Chuck said he didn't feel it should be added. Dennis stated that there is terminology in the Rules and Regulations with regard to mobile mechanics. Robert Adams asked if the Minimum Standards and the Rules and Regulations were the two main documents, if so the section should be left as is. Tom asked if this was a part of the Rules and Regulations. Dennis stated "no" they are two separate documents. The committee decided to leave the paragraph as is. Sonja asked if it would be important to have it in the definitions as to which document you are referring to. Robert Adams said he did not feel it would matter. Dennis stated that the committee could put it in the definitions if to only state that the document existed. Sonja asked if that was important. Robert Adams and Chuck felt it was important. The committee asked that a definition for the Rules and Regulations was added.

Dennis stated that in paragraph P the clause "or the FAA" was added in order to state that the City must follow the FAA guidelines.

Under Section W 1 – added "to perform a commercial aeronautical activity must be obtained by the Sublessee" meaning that a sub must also be a lessee in order to perform commercial aeronautical activity.

It was noted that Attachment 1 was not included in the document. Dennis stated it would be included in the final review document before it goes to City Council for review.

– minor changes for typos. This section basically states the City does have the right to review proposals in the best interest of the City.

– This should state "See Attachment 2" and should be 1.10 A. Dennis said there will be two separate spreadsheets when the final review document is completed.

2.0 – Need to change from Attachment 2 to Attachment 1. Chuck asked about the section on Worker's Compensation. He suggested deleting everything in subsection 1 after the word "including". Robert Adams asked if the Airport wanted to have higher minimums than the State has. It was suggested to ask the attorney regarding this matter.

Committee is asking for clarification on dollar amounts set forth in Section 2.0 with regards to Worker's Compensation, Casualty Insurance, and Liability Insurance to make sure we have the correct coverage and that it needs to be spelled out.

Dennis stated that section 2.0 D was different in that it is talking about a motor vehicle such as a car or truck. If we had such a vehicle, that vehicle would require on airport motor vehicle liability insurance which is different than regular vehicle insurance. Robert Adams asked if the dollar amount was enough. Dennis stated he felt this was the current requirement. Chuck felt it should stay at \$1 million.

The attachment reference needs to be changed to reference attachment 1.

Attachment 2 – This page will be broken out between Requirements and Insurance into two separate attachments for ease of understanding.

Robert Adams asked that the final review copy be e-mailed to each member before the next meeting.

4. Scheduling of Meetings

Robert Adams proposed that the next meeting be held in April. The committee would like to meet on Wednesday, April 29, 2009 at 5:30 p.m. in the Council Chambers at the Show Low Library.

5. 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.

Zola Hamm stated that for along time she has been working on snow removal and signage and the call out fee. She wanted the committee to know that she did meet with the staff and wrote a thank you to Rick Fernau, Ed Muder, and Kenny Patterson. Zola read the “Thank You” note to the committee.

Zola stated that her concerns regarding callouts and ordering fuel have all been clarified and she appreciated the work the airport staff and committee have done.

Robert Adams thanked Zola for her comments and stated that he felt Dennis and the staff at the airport, the City, and the committee have worked hard and have positive results due to the hard work. Robert stated he is hearing positive remarks from the public as well.

6. Adjournment.

Robert Adams adjourned the meeting at 7:30 p.m.

I, Cari Bilbie, do hereby certify that the foregoing notice was posted on Friday, February 13, 2009.

Cari Bilbie, Operations Secretary