

MINUTES
AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD.
GLENDALE AVIATION CONFERENCE ROOM
GLENDALE, AZ 85307
JANUARY 13, 2010
7:00 P.M.

I. CALL TO ORDER

II. ROLL CALL

Present:	Commissioner Chairman	Carl Dietzman (Chair)
	Commission Vice Chairman	Bill Scott (Vice Chair)
	Commissioner	Ron Cohoe
	Commissioner	Carl Duggins
	Commissioner	Robert Irons
	Commissioner	Bill Kelly

Absent:	Commissioner	Marcio Moreno
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Attendees:	Airport Administrator	Judy Skeen
	Tower Chief	Mike Allen
	West-Mec	Cliff Migal
	West-Mec	Greg Donovan
	West-Mec	Mike Ruiz
	Valley Aviation Services	Clare Pryke
	Aerosim Aviation	Tito Suazo
	Valley Aviation Hangar	Daryl Williams
	Economic Development	Dave McAlindin
	JT Hangar	Roy Goss
	GAPA	R. L. Brown

III. APPROVAL OF MINUTES

Vice Chair Scott made a motion to accept the minutes as presented for the December 9, 2009 meeting. Commissioner Kelly made the second. The motion passed 6 - 0.

IV. BUSINESS FROM THE FLOOR

None.

V. AIRPORT BUSINESS

1. Loyalty Oath:

Commissioner Kelly signed his loyalty oath.

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

Legal counsel reviewed the bylaws and made some suggested changes which Ms. Skeen noted would be highlighted this evening.

Vice Chair Scott asked if nine or seven members were needed in order for quorum to be met. Ms. Skeen replied four members were enough for a quorum as only a majority was needed. Vice Chair Scott had no additional changes. Commissioner Cohoe had no comments or changes.

Ms Skeen pointed out that the changes in red were recommended by the commission and the changes in blue were recommended by the legal counsel. In section 102, the commission stated that City Council should appoint the Vice Chair, however, legal suggested that the commission might want to have that responsibility instead. Vice Chair Scott stressed that the consensus of the commission was to have the City Council appoint the Vice Chair.

Vice Chair Scott made a motion to accept the bylaws as submitted by legal counsel and forwarded to City Council. Commissioner Kelly made the second. The motion passed 6-0.

3. Airport Rules And Regulations Ad Hoc Committee Suggested Updates

Commissioner Cohoe stated that on December 14, 2009, the Ad Hoc Rules and Regulations Committee met to finalize the articles and sections of the Airport Rules and Regulations. The following changes were recommended and the document was updated by airport staff. A number of sections were being suggested removed, changed, and a few comments were soliciting advice from the commission. The following are the highlights of the changes:

Article 1

No changes.

Article 2

2-3-B Changed Chapter 12 to Chapter 25 of the AZ revised statute.

2-7-A Had tie-downs painted “yellow” changed to “white”

2-7-B Had tie-downs painted “white” changed to “yellow”

2-7-E Added paragraph:

Shade tenants may have a tool box or ladder adjacent to their aircraft with the permission from the shade leasehold company. Open tie down tenants may be allowed the same if their tie down space is adjacent to a light pole or the tool box or ladder is secured under the aircraft.

2-7-F Added paragraph:

Aircraft may be temporarily parked outside hangars in order to facilitate transition from hangar parking to aircraft taxi or fueling operations. In both cases aircraft must not be left unattended. Aircraft may not be parked to block or obstruct taxilanes.

2-8-A Changed the wording to permit small paint jobs yet large scale painting is prohibited.

2-10 The fines section is to be reviewed by the Aviation Advisory Commission which will be discussed during the February meeting.

The Ad Hoc Committee expressed a concern regarding how effective fines would be, for example \$100 maybe expensive to some people but not to others. Another concern was the section regarding a third offense for an eviction from the airport. This section seems to imply the hangar association would be evicted instead of the tenant or hangar owner. Furthermore, the hangar association should have the discipline over the hangar owner instead and that the paragraph was ambiguous in intent.

Vice Chair Scott stated that many people would just do “illegal” work with the hangar door closed and no one would know, so it may be more of a moot point. Also there is no time limit for the three offenses so it could be a 20-year span between offenses and then the hangar association would be evicted.

A comment was made from the floor stating that the hangar association and managers do not need the discipline and that this rule unfairly targets the hangar managers and associations instead of the tenants. Also, it was expressed that this should be an issue dealt with by the lease between the hangar association and tenant.

Chair Dietzman inquired about the wording of the hangar leases. Ms. Skeen replied that the leases are individual with separate lease agreements and regulations between each tenant and association. Commissioner Cohoe asked that this discussion be tabled until the next meeting and brought up as an agenda item.

Commissioner Cohoe inquired as to the time table for completion of the revised Rules and Regulations. Ms. Skeen replied by the end of the fiscal year. It was suggested to outline the changes in tonight's meeting and make recommendations at the February meeting.

2-11-A-2 Changed the wording to:

Parking of vehicles operated by gate card permittees and their authorized guests.

Chair Dietzman stated that this rule suggests that people can bring other aircraft into their hangars. A comment was made from the floor that it was previously discussed that no aircraft can have maintenance performed without a permit from the city. Vice Chair Scott stated it is not necessary since other regulations cover this issue. Vice Chair Scott commented that major inspections, engine overhaul, new paintjobs, and other projects as such can take more than three months; however, a hangar association should not be penalized for not having aircraft at that time. A clause should be added for special exceptions. Another comment was made from the floor stating that if person sells his airplane and is waiting on a new one that was ordered, the person should not have to sell his hangar.

Commissioner Kelly asked how this rule would affect owners of multiple hangars. Ms. Skeen explained that there are hangar owners that own multiple hangars and own multiple planes. A comment was made stating that hangars could be leased to others which are why this rule is needed. Commissioner Cohoe stated that a clause could be added noting that exceptions could be made by the airport manager.

2-11-B Changed wording to

Use of aircraft storage hangars shall be subject to the following restrictions:

2-11-B-1 Added

No major aircraft alterations and repairs shall be performed in hangars except by the owner of the aircraft or authorized by owner of aircraft.

2-11-B-2 Deleted

No storage of equipment not necessary for the maintenance/assembly of the hangared aircraft.

2-11-E Deleted:

If it is determined that there is no aircraft based in a hangar, the owner/tenant will have three months to base an aircraft in the hangar, or vacate. During the time there is no based aircraft, the hangar must remain completely empty.

2-11-F Deleted:

If it is determined that there is no aircraft based in a hangar, the

owner/tenant will have three months to base an aircraft in the hangar, or vacate. During the time there is no based aircraft, the hangar must remain completely empty.

2-11-G Added:

Oxygen or any combustible or non-combustible compressed gas

2-11-H Changed wording:

Batteries shall be charged only while the owner; operator or tenant is in attendance.

2-11-H Deleted:

Aircraft batteries shall not be connected to a charger when installed in an aircraft located inside or partial inside a hangar.

A comment was made from the floor stating that batteries are being charged for their tow while the owner or operator is flying and wondered how this was possible. Vice Chair Scott suggested adding wording to allow charge of tugs. Commissioner Cohoe stated that the wording refers only to aircraft batteries.

2-12-C Changed wording:

Parking of vehicles operated by gate card permittees and their authorized guests

2-12-C Deleted:

listed on access gate card permit form.

2-12-D Added paragraph:

Shade tenants may have a tool box or ladder adjacent to their aircraft with the permission from the shade leasehold company. Open tie down tenants may be allowed the same if their tie down space is adjacent to a light pole or the tool box or ladder is secured under the aircraft

Vice Chair Scott wanted to change the wording in the heading for section 2-17 regarding smoking areas. Vice Chair Scott felt that it should read "Smoking shall not be permitted." Chair Dietzman suggested that it should read "No smoking."

2-33 Changed typo "ore" to "or"

2-35 Added

Dog owners are responsible for cleaning up after their pets.

2-36 Added

Lessees are to report any changes within 30 days to the Airport Manager.

Article 3

3-1 Changed the FAA advisory circular number from 5230/4 to 150/5190

3-3-A Changed wording to:

Aircraft refueling vehicles, other movable aircraft fuel containers and refueling devices shall be stored outside and not less than one hundred (100) feet from an occupied structure as shall be approved by the Airport Manager and the City Fire Department.

3-3-C Changed wording to:

No aircraft refueling vehicle, aircraft fuel container, or other aircraft- refueling device, empty or otherwise, shall be brought into, kept or stored within any building at the Airport unless the building is used exclusively for that purpose. This section does not apply to vehicle fuel approved containers with a capacity of not more than five (5) gallons, provided no more than one (1) such containers may be located within a single vehicle and not more than two (2) such containers in any hangar.

3-3-D Added paragraph:

The temporary storage of more than five (5) gallons of fuel during repairs to fuel tanks/bladders is allowed up to 30 days and with notification to, and approval from, the airport manager's office. The excess fuel must be stored in approved containers and the maximum amount of 120 gallons is set by IFC 2703.1.1.

3-4 Changed heading:

Aircraft Refueling and Defueling Locations

3-4 Changed wording:

All aircraft fueling shall be performed outdoors and between the hangar rows. Aircraft being fueled shall be positioned so that aircraft fuel system vents or fuel tank openings are not closer than twenty-five (25) feet from any building or structure according to IFC 1106.17.1.

3-6-D Added paragraph:

Cooking grills are allowed to be stored in hangars. The usage of cooking grills must be outside and requires the prior permission from the airport.

3-8 Added sentence:

More than 60 gallons of lubricating oils (IFC 2703.1.1) is allowed for aircraft maintenance shops.

Article 4

4-4 Changed wording:

Due to the proximity of Luke AFB and Phoenix Goodyear Airport, all aircraft operating to or from the Airport shall operate in an area east of the Airport, extended centerlines of R/W 1/19, unless otherwise authorized by ATC. All traffic shall be left for R/W 19 and right for R/W 1.

4-6 Deleted:

or while any person controlling the aircraft would be prohibited by law from operating an automobile on public streets due to alcohol or drug influence

4-7 Added wording:

No aircraft shall land or take off at the Airport, while tower is in operation, unless it is equipped with brakes and a functioning radio capable of direct two-way communications with the Air Traffic Control Tower, except in the case of radio failure, an emergency or with prior consent of Air Traffic Control.

4-9-E Added paragraph:

No high power maintenance run-ups allowed between hangars, near tie-downs, or on taxiways.

4-12 Changed wording:

Any persons involved in an aircraft accident occurring on the Airport, within the City, or class delta air space shall make a full report thereof to the Airport Manager as soon after the accident as possible, but in no event later than the time required for reporting the accident to the FAA or any other governmental agency, or within forty-eight (48) hours of the accident, whichever is sooner. The report shall include the name, address and phone number of the persons involved, and a description of the accident and the cause (if known). When a written copy of an accident is required by federal or state law, regulation, or agency, a copy of such report shall also be submitted to the Airport Manager.

4-19 Changed wording:

The prolonged outside storage of damaged or dismantled aircraft is prohibited. The aircraft owner is required to diligently correct such condition as soon as possible to prevent an unsightly Airport appearance.

Article 5

5-1-D Changed wording of 100 feet to 50 feet,

5-2-D Added paragraph:

All motorized vehicles operated and parked on the airport shall have current registration in accordance with state law.

5-5-B Changed 5B to 5C

5-6 Changed title to:

Airport Perimeter Security

5-9 Deleted repetitive phrase of use.

5-12 Added sentence:

No person shall park or leave any vehicle standing, whether occupied or not, except within a designated parking area. Vehicles may also be allowed to park next to, or in front of, hangars such that they do not obstruct aircraft movement.

5-20 Added section title and paragraph:

Section 5-20. Motor Homes, Boats, Trailers, and Recreational Vehicles

Motor homes, boats, utility trailers, and recreational vehicles shall not be stored anywhere on the airport unless in accordance with a city-approved lease or with the consent of the airport manager.

4. Aviation Advisory Commission Sub-Committees.

Ms. Skeen stated that the documentation to be provided to the commission on the airport security should be analyzed by a subcommittee. Chair Dietzman asked for volunteers. Vice Chair Scott, Commissioner Kelly and Commissioner Duggins volunteered to be the Airport Security Subcommittee members. Ms. Skeen will contact all subcommittee members to arrange a meeting to discuss the issues with airport security.

VI. PRESENTATION BY WEST-MEC

Mr. Migal stated that West-MEC is presenting to the Commission an educational project to be started near the airport grounds. Mr. Migal introduced the superintendent of the project, Mr. Donovan. Mr. Donovan stated that West-MEC is a public school district formed by public vote in July of 2003. The purpose of West-MEC is vocational and career education. West-MEC offers certificates and licenses in areas such as engineering, LPN, sports medicine, accounting, and other licensable careers. West-MEC is at the Commission meeting to discuss the Airframe-Power Maintenance program.

Mr. Migal stated that Mr. Ruiz is a consultant on the project heading up the advisory committee for the project which also includes Ms. Skeen and Mr. Brown. The Airframe and Powerplant technical program is purely educational and in no way competes with the airport or any commercial venture. The primary students of the West-MEC school will be eleventh and twelfth grade high school students; although some of the adult community may eventually be allowed to attend the school as well. The course is a 1,900-hour, FAA approved curriculum which students attend in addition to high school. The 1,900 hours requires a longer school year and summer courses will be built in as well.

The West-MEC facility would sit on the corner of Glendale and Glen Harbor Blvd. The initial building will be 40,000 square feet with a possible 25,000 square foot building behind it to house future aviation components. The structure would primarily be a hangar with the office of the structure on top for classrooms and a

commons area to gather at the front when entering. Also, there would be a parking lot with 135-140 spaces which will be enclosed and gated. Access to the property would be from the back corner via the road by the red hangar.

Mr. Migal explained that the school would serve 150 students. The school classes would operate in four hour shifts between 7:30 a.m. and 10:00 p.m. with about 50 students in each shift.

Mr. Migal stated that West-MEC is seeking permission to have access to the airport taxiways to get airplanes and equipment in and out of the school. West-MEC also would like access to the airport services such as the FBO. The school will not be participating in any commercial or competing services that the airport offers. The school will beautify the corner with landscape and will work with the city to create a new left turn lane for the no U-turn opening that turns toward the school for the safety of all drivers. Additionally students will all drive themselves to the school. Buses will not provide transportation.

Chair Dietzman asked if the building was going to be a single story building. Mr. Migal replied that the main building will be single story however there is a mezzanine which will have classrooms, staffing rooms and a portion which overlooks the hangar. Therefore, part of the building will be two-story but the rest is not. A glass-walled area will be installed so those driving by can see what is going on inside.

Commissioner Kelly asked if, with the limited parking, there will be problems with an overfull lot between faculty, staff, and students during the overlaps. Mr. Migal stated that parking for 135 is sufficient even with the overlap.

Mr. Donovan added that there would also be a community room for association meetings and things open for rental by the public.

Commissioner Kelly asked if the school would be offering food service. Commissioner Cohoe wondered if there would be vending machines or something requiring a food service permit. Mr. Migal stated vending machines would be onsite however, no food service would be offered since the students would only be on campus for four-hour shifts.

It was noted that the equipment in the facility will be donated by commercial enterprises for the kids to work on.

Commissioner Kelly asked what the impact would be on the property taxes in the area. Mr. Donovan replied that there would be no impact due to property tax would not be increased or decreased. The tax rate for this technical school could only be changed by the legislation and the rate is only at a nickel. West-MEC did not bond in order to get the land or build. It was further stated that the land was

donated to West-MEC and the poor economic times led to the ability to build the school on the property.

Inquires were made from the floor regarding the cost of this project and if the money was coming from the education fund. Mr. Migal stated that the total cost of equipment and building is \$6.5 million, and the cost for the tooling, tables, chairs and aesthetics would be another \$1.5 million. Mr. Donovan replied that the monies were already allotted to the school, which was saved over time and so this money is in the bank already.

An inquiry was made regarding the teacher salaries and the effect of budget cuts. Mr. Donovan stated budgets are determined based on enrollment. However, technical centers are 90% operational cost and 10% salaries unlike traditional schools which are the opposite. He also noted that 10% of the salaries will always be able to be covered.

An inquiry was made on how many credits would be received by the high school students. Mr. Migal stated that at this point students would receive twelve high school credits and some college credit but this is still being worked out. Mr. Brown added that students will have fulfilled the FAA license requirement and hours for the A & P license. Mr. Migal stated that students cannot start at the school until the FAA approves the entire curriculum, materials, instructors and other facets. The timeline is to start school by the fall of 2011. Mr. Migal commented that the school is in schematics now and in late March, it is hoped construction will begin. West-MEC will begin working on FAA certification sometime February – August 2010.

Vice Chair Scott wondered if West-MEC will offer courses through the community college. Mr. Migal stated that West-MEC would work toward a dual enrollment program.

Commissioner Cohoe asked if there would be a charge for the high school or adult students. Mr. Migal stated the high school students would attend free of admission however, would pay for their text books and tools which would be about \$1,200 for the 1,900 hours. Adults will be charged on a tuition basis something around probably \$7 to \$8 dollars per hour of 1,900 hours. Mr. Donovan added that since there is no aviation offered through the community colleges in the western part of Maricopa County, the community colleges are very interested in partnering with West-MEC.

Chair Dietzman inquired if the second story would impact the airport. Ms. Skeen replied that all heights will go to the FAA for approval to ensure airport height limitations are met.

VII. STAFF REPORTS/UPDATE

None.

VIII. NEW BUSINESS

Future agenda item to include in next month's meeting

- Discussion of Article 2 of the Rules and Regulations Ad Hoc Committee suggestions.

IX. NEXT MEETING

The next meeting will be held 7:00 p.m. on Wednesday, February 10, 2010. It will be held in the Glendale Municipal Airport at 6801 N. Glen Harbor Blvd Suite 201, Glendale, AZ.

X. ADJOURNMENT

Vice Chair Scott made a motion to adjourn at 8:34 p.m. Commissioner Duggins made the second. The motion passed 6 – 0.