

**MINUTES
AVIATION ADVISORY COMMISSION
GLENDALE MUNICIPAL AIRPORT
6801 N. GLEN HARBOR BLVD.
GLENDALE AVIATION CONFERENCE ROOM
GLENDALE, AZ 85307
OCTOBER 13, 2010
7:00 PM**

I. CALL TO ORDER

The meeting was called to order by Chair Carl Dietzman with the following Commissioners present: Vice Chair Bill Scott, Robert Irons, Bill Kelly, Ron Cohoe, Victoria Rogen and Carl Duggins.

Also present were Judy Skeen, Airport Administrator; Bill Gillis, LAFB; Tito Suazo, Aerosim Aviation; Clare Pryke, Glendale Airport Hangars; Roger Whittier, Glendale Airport Pilots Assn.; R.L. Brown, Glendale Airport Pilots Assn.; Mike Allen, Serco/Tower and Orville Wiseman, Wiseman Aviation.

II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING

Commissioner Kelly motioned to approve the September 8, 2010 meeting minutes as written. Vice Chair Scott made the second. The motion passed 7 - 0.

III. REQUEST FOR CONTINUANCE OR WITHDRAWAL OF ITEMS

Ms. Skeen requested that Item 1, under Section IV. Airport Business be withdrawn from the agenda. All Commissioners agreed.

III. AIRPORT BUSINESS

1. Glendale Municipal Aviation Advisory Commission Bylaws: Agenda Item withdrawn by Ms. Skeen.
2. Control Tower: Mike Allen, Serco Manager: Mr. Allen was in attendance to discuss touring of the Control Tower and answer any other questions regarding policies and procedures in the Control Tower.

Mr. Allen stated, in response to concerns expressed at the September Commission meeting, the Control Tower is in deed available to visit. Mr. Allen noted that Serco has set stringent rules stating that an appointment must be made prior to visiting the Tower. Appointments times available to visit the Tower are during the week, from 8 a.m. to 5 p.m. Weekends are difficult due to decreased Staff. Mr. Allen explained that visitors must be accompanied and

escorted by Control Tower Staff. Mr. Allen commented that over the past years, Control Tower security has been tightened first due to the 9/11 tragedy and later due to concerns regarding the H1N1 flu. Mr. Allen understood the benefits of students visiting the Tower. Mr. Allen stressed that Tower visitors must be U.S. citizens. Otherwise, there is an extremely lengthy and detailed security clearance process via Serco and the FAA for a Tower visit by a non-U.S. citizen.

Mr. Allen explained that Staff is allowed no more than 15 minutes for each Tower tour and 6 visitors are the maximum allowed at one time. Mr. Allen again stressed the need for interested parties to call the Tower to set up an appointment for a Control Tower visit.

Vice Chair Scott wondered if Mr. Allen could provide a copy of the Control Tower Visitor Policy to Ms. Skeen. Mr. Allen replied in the positive.

Chair Dietzman thanked Mr. Allen for the information regarding the Control Tower.

3. Airport Fixed Base Operations (FBO): Mr. Orville Wiseman, Wiseman Aviation: Mr. Wiseman gave a presentation on his background in the aviation industry and an update on the current operations as interim FBO at the Glendale Airport.

Mr. Wiseman stated that he is very interested in being the FBO at the Glendale Airport on a permanent, long-term basis. Mr. Wiseman explained that he is still in negotiations with the bank regarding his position at the Airport. Mr. Wiseman added that his long-term intent is to be a full-service, traditional FBO at the Glendale Airport. Mr. Wiseman explained that from a business perspective, he cannot invest in a full-service operation until Wiseman is the official FBO of the airport. Currently, Wiseman is running a very simple FBO operation until the situation is formally resolved. Mr. Wiseman would like the operation at Glendale to be similar to his operation in Flagstaff.

Mr. Wiseman felt that his operation provided a very competitive fuel price. Mr. Wiseman stated that fuel costs have increased substantially over the last two weeks. Furthermore, there are overhead costs that the customers are not aware of that are included in fuel costs.

Mr. Wiseman stated that it has been difficult to run the FBO operation in Glendale without a hangar. Vice Chair Scott wondered why the FBO did not have a hangar. Ms. Skeen replied that the hangar is currently leased to Executive Aircraft Maintenance and this lease was in place prior to Wiseman Aviation being in the facility.

Mr. Wiseman stated that he was very excited to be a part of the Glendale Airport and to work with the City of Glendale. Mr. Wiseman asked the Commission to contact him with any further concerns or questions.

Chair Dietzman thanked Mr. Wiseman for the information provided.

4. Runway Protection Zone (RPZ) to approach Runway 19: The City of Glendale is publishing a Request for Qualifications (RFQ) October 7th and 14th in the Glendale Star for a qualified consultant with planning and engineering experience to provide consulting services for the Glendale Municipal Airport. The scope of the project is for the consultant to provide an environmental assessment, survey, and appraisal for the property referred to as Conair located north of Glendale Avenue .

Commissioner Cohoe inquired as to the timeframe of the selection process. Ms. Skeen replied that this would happen very quickly. Interviews by the Selection Committee are scheduled in November.

Ms. Skeen asked for volunteers from the Commission to sit on the Selection Committee. Vice Chair Scott and Commissioner Cohoe volunteered for the opportunity.

5. Aviation Advisory Commission Goals for FY 2010-2011: Ms. Skeen distributed and discussed individual Commissioner and group Commission goals for the upcoming fiscal year. Ms. Skeen explained that the purpose of formal goals is to involve the Commissioners in more airport business, experiences and networking than occurs during the monthly meetings.

The 2010-2011 Goals as presented are as follows:

1. As a Commission, visit another airport in the Phoenix Metro Area.
2. As a Commission, attend a Glendale Airport Pilots Association (GAPA) meeting.
3. Each Aviation Advisory Commissioner will participate in a minimum of one aviation program or event and report experience(s) to the Commission.
4. Each Aviation Advisory Commissioner will participate in at least one Aviation Sub-Committee and report back to the Commission.
5. Each Aviation Advisory Commissioner will participate in at least one

RFQ/RFP process related to airport projects.

Vice Chair Scott motioned to approve the FY2010-2011 Commission Goals as written with the stipulation that the goals are implemented when the new Commission is in place in December 2010. Commissioner Kelly made the second. The motion passed 7 - 0.

Ms. Skeen will bring suggested goal completion dates to the Commission meeting in December.

6. Aviation Advisory Commission Sub-Committees: The Commissioners discussed the following suggestions for Sub-Committees:
- Security and Safety
 - FBO Operations (RFQ/Selections Committee)
 - Events for the Airport
 - Commercial Aviation Development
 - Rules and Regulations

Commissioner Irons volunteered for the FBO Operations Sub-Committee. Commissioners Irons and Kelly volunteered for the Security and Safety Sub-Committee. Commissioner Cohoe volunteered for the Rules and Regulations Sub-Committee. Commissioner Rogen volunteered for the Events Sub-Committee.

Upon further discussion, Commissioner Rogen suggested that sign-ups for the Sub-Committee should be tabled until December when the new Commission is in place. All Commissioners agreed.

Ms. Skeen stated that the FBO Operations Sub-Committee did need to move forward at this time. Chair Dietzman, Vice Chair Scott and Commission Irons volunteered for the FBO Operations Sub-Committee.

V. SUMMARY OF CURRENT EVENTS

1. Operations/Staff: Ms. Skeen provided an update on Operations and Staff items of note.
 - Service Worker II Position: Interviews are still ongoing for this position.
 - Open Meeting Laws: All Commissioners have received this packet.
2. Status of Civil Air Patrol Lease: Ms. Skeen announced that the lease is still pending legal review of revisions due to the most recent negotiations. Upon receipt from Legal, the lease will go to Council for approval.

VI. CALL TO THE PUBLIC

No business from the floor was presented.

VII. NEW BUSINESS REQUESTS

Future agenda items include:

- Airport Insurance Requirements
- Presentation by Civil Air Patrol Representatives

VIII. NEXT MEETING TIME

The next Commission meeting will be held at 7:00 p.m., Wednesday, November 10, 2010 on the second floor Conference Room of the airport terminal building located at the Glendale Municipal Airport, 6801 N. Glen Harbor Blvd Suite 201, Glendale, AZ.

IX. COMMISSION COMMENTS AND SUGGESTIONS

None.

X. ADJOURNMENT

Commissioner Cohoe motioned to adjourn the meeting at 8:20 p.m. Commissioner Kelly made the second. The motion passed 7 - 0.