

**APPROVED MINUTES  
AVIATION ADVISORY COMMISSION  
GLENDALE MUNICIPAL AIRPORT  
6801 N. GLEN HARBOR BLVD.  
GLENDALE AVIATION CONFERENCE ROOM  
GLENDALE, AZ 85307  
DECEMBER 09, 2009  
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	Marcio Moreno

Absent:	Commissioner	Bill Kelly
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Attendees:	Airport Administrator	Judy Skeen
	Tower Chief	Mike Allen
	Airport Service Worker II	Jim Gum
	American Flight Training	Paul Blair
	American Flight Training	Rob Olson
	The Arizona Republic	Rebekah Sanders
	Valley Aviation Services	Clare Pryke

**III. APPROVAL OF MINUTES**

Vice Chair Scott made a motion to accept the minutes as presented for the October 14, 2009 meeting. Commissioner Moreno made the second. The motion passed 6 - 0.

**IV. BUSINESS FROM THE FLOOR**

None.

**V. AIRPORT BUSINESS**

1. Loyalty Oaths:

Chair Dietzman and Vice Chair Scott signed the Commissioner's Loyalty Oaths. Commissioner Kelly will sign at a later date due to his absence.

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

Motion made by Vice Chair Scott to accept the draft Bylaws as referenced in Ordinance No. 1741, New Series, Article III. It was also agreed to forward to legal counsel for review. Commissioner Duggins made the second. The motion passed 6 - 0.

3. Review of Rules and Regulations Suggested Updates:

It was agreed that this agenda item would be tabled until January. Articles II and IV are ready for review; however, Article V is scheduled to be discussed for possible changes at the December 14, 2009 Rules and Regulations Adhoc Sub-Committee meeting. Therefore, the Commission felt that it was prudent to wait until January whereby changes to Articles II, IV and V will be presented at that time. Commissioner Cohoe felt that the Ad Hoc Subcommittee was very successful. Vice Chair Scott agreed and ask that the Subcommittee be informed that the Commission respects and appreciates the Ad Hoc Subcommittee's input, suggestions, feedback and advice.

4. Aviation Advisory Sub-Committees:

Vice Chair Scott suggested a Security Sub-Committee. Ms. Skeen replied that the airport does have an established emergency protocol, emergency plans and control tower letters of agreement regarding security. Ms. Skeen will provide the security protocol at the next meeting so that the Commission can determine if a Security Sub-Committee is necessary.

5. Terminal Lease with American Flight Training Center Arizona Inc. (AFTCA):

Ms. Skeen stated that there are currently suites available for lease in the terminal building and that AFTCA has requested to lease two suites in the terminal building to start a small flight training school.

Ms. Skeen introduced representatives in attendance from AFTCA, Mr. Paul Blair and Mr. Rob Olson. Mr. Blair stated that he has served on the Glendale Pilots Association Board of Directors since its inception two years ago. Mr. Blair explained that AFTCA currently operates flights schools in Belgium and France and the President of AFTCA is in Belgium right now and was unable to attend this meeting.

Mr. Blair and Mr. Olson provided information regarding AFTCA, including the following highlights:

- a. Flight school is very costly in Europe and AFTCA would like to open a flight school in Glendale that specializes in FAA Flight Training of Europeans.
- b. AFTCA is in its start up phase.
- c. AFTCA has four to five aircrafts (a Cessna 73, a Cessna 152 and a few Seneca's).
- d. The first class of AFTCA is expected to arrive in the US at the end of January. There are five students in this class. Currently, this first

group is already doing ground training in Europe. Students will attend the school in Glendale for approximately three months.

- e. Students will mostly be from Europe and India as the market for domestic pilots is down at this time, but hopefully this market will rebound.
- f. The 2010 forecast is 60 students over twelve months. A marketing campaign will be launched in Europe on January 2, 2010.
- g. AFTCA will take a conservative approach toward business and believes in finding its core niche, developing the niche and serving the niche well.
- h. AFTCA is partnering with the Hampton Inn who will provide housing for the students and transportation to the terminal as well.
- i. The Glendale Airport was chosen because it is in a good location, is not congested and its operation costs are affordable.

Motion made by Commissioner Irons to support the leasing of terminal suites to American Flight Training Center Arizona Inc. (AFTCA). Commissioner Moreno made the second. The motion passed 6 - 0.

## **VI. STAFF REPORTS/UPDATE**

### **1. Airport Reorganization:**

Ms. Skeen announced that the Glendale Airport is now under the umbrella of the Glendale Community Development Group, headed by Deputy City Manager Jim Colson and no longer under the Community Services Group, headed by Deputy City Manager Cathy Gorham.

Ms. Skeen explained that under the Community Development Group is the Economic Development Department, the Planning Department, the Engineering Department and the Center Line Group. Ms Skeen felt this was a good fit for the Airport.

Commissioner Cohoe suggested that Deputy City Manager Colson be invited to tan Aviation Advisory Commission meeting. Ms. Skeen will follow-up on this suggestion and if Mr. Colson cannot attend a meeting, another representative might be able to attend.

### **2. Control Tower:**

Ms. Skeen reported that operations in the control tower decreased last month due to Air Safety downsizing.

Mr. Allen reported the following:

- The project is nearing completion.
- The radios were installed and underwent testing this week.
- Other communication equipment is up and running.
- One computer went down upon install and a new one should be delivered and installed in a few weeks.
- Wind equipment is still pending.

- A telephone from the city is still pending.

3. Weed, Dust and Erosion Control Project:

Ms. Skeen reported that this project was completed and will send invoices on to the FAA and ADOT for reimbursement.

4. Cirrus Aircraft/GCH – Suite 101:

Ms. Skeen reported that Cirrus has moved out of its airport office space and is operating out of California now. Ms. Skeen announced that Gold Coast Helicopter (GCH) has leased Suite 101 and this works well as it connects with one of their existing suites.

5. ADOT Grant Status:

Ms. Skeen stated that in 2009, ADOT had not reimbursed any grants. ADOT has experienced cuts in both expenses and staff. Ms. Skeen hopes that in January 2010, ADOT will begin reimbursing grants again.

**VII. NEW BUSINESS**

Future Agenda Items:

- Ms. Skeen commented that a representative from West-Mac would like to attend the January Commission meeting.
- The Commission will review changes to the Rules and Regulations.

**VIII. NEXT MEETING TIME**

The next meeting will be held at 7:00 p.m., Wednesday, January 13, 2010 on the second floor of the airport terminal building of the Glendale Municipal Airport, 6801 N. Glen Harbor Blvd Suite 201, Glendale, AZ.

**IX. COMMISSION COMMENTS AND SUGGESTIONS**

None.

**X. EXECUTIVE SESSION**

At 7:53 p.m., the Commission held Executive Session.

**XI. APPROVAL OF EXECUTIVE SESSION MINUTES**

The Aviation Advisory Commission reviewed the draft Executive Session minutes of October 14, 2009.

**X. ADJOURNMENT**

Vice Chair Scott made a motion to adjourn at 8:20 p.m. Commissioner Moreno made the second. The motion passed 6 – 0.