

**MINUTES  
AVIATION ADVISORY COMMISSION  
GLENDALE MUNICIPAL AIRPORT  
6801 N. GLEN HARBOR BLVD.  
GLENDALE AVIATION CONFERENCE ROOM  
GLENDALE, AZ 85307  
MARCH 9, 2011  
7:00 PM**

**I. CALL TO ORDER**

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

Also present were Judy Skeen, Airport Administrator; Basil Allen, Serco/Tower; R.L. Brown, Glendale Airport Pilots Assn; Kimm Flatt, Career Pilot Training Center; Cliff Migal, West-MEC; Clare Pryke, Glendale Airport Hangars; Mike Ruiz, ARER; Tito Suazo, Aerosim Aviation; Stephanie Tresky, Gold Coast Helicopters.

**II. APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

**Commissioner Kelly made the motion to approve the February 9, 2011 meeting minutes as written. Commissioner Rogen made the second. The motion passed 5 - 0.**

**III. REQUEST FOR CONTINUANCE OR WITHDRAWAL OF ITEMS**

None.

**IV. AIRPORT BUSINESS**

1. New Commissioner & Loyalty Oath:

Ms. Skeen welcomed Commissioner Cable to the Commission. Commissioner Cable gave a brief background of himself and signed the Loyalty Oath.

2. Presentation update West-MEC:

Ms. Skeen introduced Mr. Cliff Migal, the Assistant Superintendent of West-MEC, who was in attendance to give an update on the status of the new West-MEC facility at the airport, its operations and the programs to be offered.

Ms. Skeen announced that a tour of the West-MEC facility for the Commissioners has been scheduled for Wednesday, April 13<sup>th</sup> at 6:00 p.m. prior to the regular Commission meeting which will begin at 7:00 p.m.

Mr. Migal was excited about the upcoming opening of the West-MEC school and specifically thanked Ms. Skeen, Mr. Allen and Mr. Brown who participated on a Committee regarding the establishment of the facility for their cooperation and input.

Mr. Migal gave a presentation regarding the new school, which included the following information:

- This will be the third school in the country established to certify high school students as A (airframe) and P (power plant) mechanics. Other schools only certify A or P, not both.
- The building is 41,000 sq. ft. on 6 acres.
- The building has two floors and will include; offices, a hangar, paint, welding and sheet metal shops, classrooms, restrooms, a library, a conference room and storage rooms.
- Building occupancy is approximately 7 weeks away.
- On March 16<sup>th</sup>, an FAA team will inspect the curriculum, the building and the tools and equipment used in the program.
- The anticipated opening of this facility is August 8, 2011.
- Class hours will be from 1:00 to 5:00 p.m. for the first year the school is open. This will change to 12:00 to 4:00 p.m. for the second year.
- Students must complete 1,952 hours of education in the program.
- The tuition cost is \$500 which includes textbooks, uniforms and welding equipment. This compares to a cost of \$30,000 to \$35,000 for a private school of the equivalent program.
- The school is currently advertising for staff. Fifteen applications have been received for positions such as instructors and tool center operators.
- 37 students are enrolled in the school as of today; however, there is space for up to 50 students. It is projected that there will be 100 students enrolled for the second year of the school's existence.
- It is also anticipated that in January 2012, an adult evening program will be offered.
- There is enough space at the Glendale airport site to construct two more buildings. In the future, the school may add avionics, engineering and air traffic controller programs.

Mr. Migal announced that approximately \$1.2 million in parts and equipment was donated to the school from various organizations and industry partners. Mr. Migal distributed a list of donations to the airport which included the following:

- 2 JT8 Turbine engines
- 1 Piper Comanche
- 1 Rolls Royce engine

- Miscellaneous engine parts
- 5,000 lb. Clark fork lift
- Turbo prop engine and 3-blade propeller
- Sealants, epoxies and adhesives

Mr. Migal added that a Cessna 12 and a Piper PA 18 were pending donation as well.

Mr. Migal was very excited about the facility and the career opportunities it will provide the high school students who are enrolled in the program.

Ms. Skeen opened the floor for questions.

Ms. Tresky asked if West-MEC was a non-profit organization. Mr. Migal replied that West-MEC operates as a school in the Glendale public school district and for every high school student enrolled; West-MEC receives state aid and funds from homeowner taxes. Mr. Migal added that West-MEC does have a 501c3 foundation and therefore, it can accept donations or funding for scholarships.

Ms. Tresky inquired about the tuition cost for the adult education aspect of the school. Mr. Migal replied that tuition would be charged in the range of \$12,000 to \$14,000 for the 1,952 curriculum hours.

Commissioner Kelly asked if the land was donated to West-MEC. Mr. Migal replied in the positive.

Commissioner Rogen asked if the program was only for high school juniors and seniors. Mr. Migal replied in the positive.

Upon review of the enrolled student breakout per high school district, Commissioner Rogen inquired about the enrollment from other districts besides Glendale. Mr. Migal explained that there is a district allocation formula based upon applications received. If too many applications are received, the local schools would determine who will enroll in the school based on which students would be the most successful.

Ms. Tresky wondered what would happen if a student dropped out of the program. Mr. Migal explained that West-MEC would work with the high school to get the student back in the high school program.

Ms. Tresky wondered if the schools work closely with West-MEC regarding who is directed into the program. Mr. Migal explained that West-MEC staff tries to educate the high school teachers, principal and counselors about the rigors, level of commitment and then environment of the West-MEC program.

Commissioner Rogen inquired as to the general student success rate. Mr. Migal estimated that the school in Ohio had a 90% success rate over the past 13 years. Mr. Migal stressed that there are jobs available for program graduates and not just in aviation but even with NASCAR, theme parks and elevator companies. Mr. Migal stated that many companies would prefer to hire someone with AP certification first.

Chair Cohoe inquired about an open house for the general public. Mr. Migal replied that there has not been a date set for this yet. Mr. Migal explained that occupancy will be obtained in April and then the building will be staged in May and June. A student orientation meeting is scheduled for May 9<sup>th</sup> and May 11<sup>th</sup>. The only scheduled open house at this time is for enrolled students. Mr. Migal stressed that this schedule is of course pending receipt of FAA approval.

Chair Cohoe inquired about where information on open staff positions could be found. Mr. Migal replied that this information is on the West-MEC website at [www.west-mec.org](http://www.west-mec.org).

Ms. Tresky inquired about the pay range for upcoming hires. Mr. Migal stated that the range is from \$35,000 to \$50,000.

Mr. Flatt commented that there would be strong demand for the adult education component and looked forward to the establishment of that segment of the program. Mr. Migal agreed and added that the FAA will only certify West-MEC for the high school component at this time and then West-MEC will have to re-apply and be certified for the adult component separately. The focus at this time is to get the high school program up and running first.

Mr. Brown commented that West-MEC serves a purpose and need in the community for these high school students and that the Glendale Airport should be very proud of the association with West-MEC.

Ms. Skeen thanked Mr. Migal for the presentation.

### 3. New flight school:

Mr. Kimm Flatt, Chief Operating Officer of the Career Pilot Training Center, is a new lessee in the terminal building and gave a presentation on the business and operations of the center.

Mr. Flatt gave a brief background of himself and shared information regarding the training center, which included the following information:

- The center is privately held and privately funded.
- The center consists of a classroom in the main terminal building and a large hangar on the north end of the field.
- There are three flight instructors, including Mr. Flatt.

- Students can choose various levels of training, all the way up to commercial aviation.
- The equipment includes a Cessna 172 and a Cessna 310. Another Cessna 172 will be obtained shortly.

Commissioner Rogen inquired about advertising of the center. Mr. Flatt explained that so far, the information about the business is spread via word of mouth, on the company website [www.cptaz.com](http://www.cptaz.com), and through social media.

Ms. Skeen asked Mr. Flatt to share the certifications he holds. Mr. Flatt stated that he has a commercial certification, a multi-engine rating, an instrument rating and CFI for those as well, plus ground instruction and advanced ground instruction.

Ms. Skeen noted that Career Pilot Training Center is a great addition to the airport and all Commissioners agreed.

4. Schedule of Airport Advisory Commissions in the Valley:

Ms. Skeen provided the standing meeting dates for various valley Airport Advisory Commissions.

- Scottsdale: 2<sup>nd</sup> Wednesday of the month at 6:00 p.m.
- Buckeye: 2<sup>nd</sup> Wednesday of the month at 6:00 p.m.
- Deer Valley, Goodyear and Sky Harbor (all part of the same Advisory Commission): 3<sup>rd</sup> Thursday of the month at 3:00 p.m. (typically at Sky Harbor)
- Phoenix-Mesa Gateway: Monday, March 21<sup>st</sup> at 9:00 a.m. and Monday April 18<sup>th</sup> at 9:00 a.m.
- Falcon Field: No Board or Advisory Commission

Chair Cohoe thought it would be beneficial to visit a Scottsdale meeting since the Scottsdale Airport is similar in many aspects and has achieved attracting jet and other profitable businesses. Chair Cohoe thought that Goodyear would be beneficial as well due to the similarities with the Glendale Airport.

Commissioner Rogen suggested that it might be prudent to try to find out what will be on upcoming agendas at the Goodyear and Scottsdale Airports in advance.

It was agreed that further discussion of this item would be tabled until the next meeting.

5. Commissioners attending a GAPA Board meeting:

Ms. Skeen stated that the next GAPA Board meeting was scheduled for April 19<sup>th</sup> at 7:00 p.m. and wondered if the Commissioners would like to attend this meeting.

Commissioner Cable inquired as to the objective of attending the meeting. Commissioner Duggins explained that the Commission would like to observe a GAPA meeting to hear the concerns and issues of the GAPA members.

It was agreed that a final decision on attendance would be made at the next meeting.

6. Status of fixed-base operator (FBO):

Ms. Skeen announced that Executive Aircraft Maintenance (EAM) was chosen as the airport FBO and the lease is currently being drafted. Ms. Skeen hoped that this item would be on the Council agenda for approval in April. Ms. Skeen will keep the Commission posted regarding this issue.

7. Airport Restaurant:

Ms. Skeen stated that no bids were received for the airport restaurant during the RFP timeframe. Ms. Skeen noted that after the RFP close, one inquiry was received from an establishment that has been in business in the valley for seven years. This would be a second location for the establishment. Ms. Skeen will keep the Commission posted on this issue.

8. Sub-Committee Reports:

- Events Sub-Committee: Ms. Skeen noted that a tenant is interested in sitting on this Sub-Committee. Ms. Skeen will schedule a meeting date with the tenant, herself and Commissioner Rogen regarding events.
- Security and Safety Sub-Committee: Ms. Skeen stated that a field assessment was done and the Glendale Airport was the only facility in the City of Glendale deemed eligible for a critical infrastructure grant. More information will be forthcoming as it is received.
- Commission Outings Sub-Committee: Ms. Skeen stated that a tour of the West-MEC the facility will be held on Wednesday, April 13<sup>th</sup> at 6:00 p.m. prior to the Commission meeting.
- Rules and Regulations Sub-Committee: No report.
- Future Business and Development Sub-Committee: No report.

9. Commission Retreat

Suggestions for topics and presentations at the Commission Retreat were discussed, which include:

- Funding Sources
- A tour of the Control Tower
- A short film or video on airport operations

- A talk by the Fire Department about the paramedics who fly out of the Glendale Airport

## **V. SUMMARY OF CURRENT EVENTS**

An update on current events included the following highlights:

- Operations: Mr. Allen reported that operations for February 2011 were above the figures for February 2010 by approximately 3,500. Mr. Allen cautioned that March operations would be down due to the plane crash out of Deer Valley which resulted in the death of all three people on the plane. Ms. Skeen explained that many flight training students do touch and goes at the Glendale airport (accounts for two operations) and were using Glendale instead of Deer Valley during this period.
- Ms. Skeen stated that this Saturday at 10:00 a.m. the Civil Air Patrol groundbreaking will be held and all Commissioners are invited to attend. A poll of Commissioners indicated that there will not be a quorum of Commissioners at the event.
- Ms. Skeen reported that today, 24 members of the West Valley Flying Club toured the Control Tower. The group was very appreciative of the tour and enjoyed the tour immensely.
- Ms. Skeen stated that tomorrow, about 20 individuals from the Sky Harbor Management Development Program will visit the airport at 11:00 a.m. These individuals are in a certificate program and will be at the Glendale Airport to garner information regarding operations at general aviation airports. Afterward, the group will tour the Deer Valley Airport.
- On March 24<sup>th</sup>, Ms. Skeen will be speaking at the Aviation Conference to be held at the University of Phoenix. Ms. Skeen will present information on operations at the Glendale Municipal Airport and also the procurement process for the City of Glendale.

## **VI. CALL TO THE PUBLIC**

No business from the floor was presented.

## **VII. NEW BUSINESS REQUESTS**

1. Continued discussion on attending another Airport Advisory Commission meeting.
2. Discussion on attendance of the April 19<sup>th</sup> GAPA Board meeting.

## **VIII. NEXT MEETING TIME**

The Commissioners will tour the West-MEC facility at the airport at 6:00 p.m. prior to the next Commission meeting.

The next Commission meeting will be held at 7:00 p.m., Wednesday, April 13, 2011 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**

**The meeting was adjourned at 8:23 p.m. by consensus.**