

**AVIATION ADVISORY COMMISSION  
GLENDALE MUNICIPAL AIRPORT  
6801 N. GLEN HARBOR BLVD.  
GLENDALE AVIATION CONFERENCE ROOM  
GLENDALE, AZ 85307  
MARCH 10, 2010  
7:00 P.M.**

**I. CALL MEETING TO ORDER**

**II. ROLL CALL**

Present:	Commissioner Chairman	Carl Dietzman
	Commissioner Vice Chairman	Bill Scott
	Commissioner	Ron Cohoe
	Commissioner	Carl Duggins
	Commissioner	Robert Irons
	Commissioner	Bill Kelly
Attendees:	Airport Administrator	Judy Skeen
	Glendale Airport Hangars	Clare Pryke
	Aerosim Aviation	Tito Suazo
	Airport Operations	Jim Gum

It was noted that Commissioner Moreno stepped down from the Commission.

**II. APPROVAL OF THE MINUTES**

**Vice Chair Scott made a motion to accept the minutes without any changes for the February 10, 2010 meeting. Commissioner Cohoe made the second. The motion passed 6 - 0.**

**III. BUSINESS FROM THE FLOOR**

None.

**V. AIRPORT BUSINESS**

1. Open Meeting Law Booklet

Commissioner Cohoe and Chair Dietzman, who were absent from the February meeting, were given Open Meeting Law Booklets.

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

An addition to the bylaws the Government Services Committee suggested quantifying seven members on the Aviation Advisory Commission Board in the quorum section.

**Vice Chair Scott made a motion to accept the bylaws as submitted by the Government Services Committee. Commissioner Kelly made the second. The motion passed 6-0.**

### 3. Airport Rules And Regulations Ad Hoc Committee Suggested Updates

A discussion was held over section 2-10 about the Airport Rules and Regulations regarding fines. Commissioner Cohoe stated the Rules and Regulations Ad Hoc Committee was concerned that the hangar owners would be fined when one of their tenants was in violation of a rule or regulation. The Committee would like to see the paragraph removed completely.

Commissioner Irons agreed that the paragraph should be removed if the hangar owners already enforce such a rule to their lessees. Vice Chair Scott agreed that the paragraph should be removed since it would be difficult to enforce the rule as violators could perform such violations with their doors closed.

Chair Dietzman wondered who enforces the rule. Ms. Skeen replied that the lease assigned to each association is signed with the city and each lease is specific to how those situations are handled. The leases state that the associations should revert to the Rules and Regulations. Vice Chair Scott felt that fining an association for a tenant's acts was unfair. Ms. Skeen stated that the city tries to work with the offender and association, and tries to minimize fines to when it is necessary. However, since Ms. Skeen has been Airport Manager, she has not seen any fines imposed.

**Vice Chair Scott made a motion to delete paragraph two. Commissioner Duggins made the second. The motion passed 6-0.**

A discussion was held over section 2-11 E about the Airport Rules and Regulations regarding vacant hangars. The original wording states: "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."

Commissioner Cohoe stated that when someone is purchasing a new plane or sending a plane out for certain repairs, a hangar can sometimes be vacant for three months or longer. He felt the rule was unfair. Ms. Skeen stated that this rule is very difficult for the airport to enforce. She explained that because the airport does not own the hangars, it is difficult to evict owners or take away ownership. Currently, aviation is down and many hangar owners are trying to sell or lease

their hangars and if a hangar looks empty the airport will work with the association to get the hangar leased.

Vice Chair Scott stated that the paragraph should be deleted or the wording changed. Vice Chair Scott commented that if the hangar owner is paying the lease, the hangar owner will not have to keep a plane inside. He further added that there are other sections in the Rules and Regulations which address what can and cannot be done in a hangar.

Chair Dietzman stated a hangar owner should notify someone if a plane is out for repairs or certain situations. Commissioner Cohoe stated that if there is no aircraft in the hangar, the rule states the hangar must be completely empty. Commissioner Irons stated that the hangar owners should be allowed to keep equipment in the hangar even if there is no plane parked inside. Vice Chair Scott commented that if a hangar owner sold a plane, they would not necessarily sell the associated materials used such as a tow.

Commissioner Irons stated that the intent was not to turn the hangar to turn into a storage bay. Commissioner Cohoe agreed. Vice Chair Scott stated that the Rules and Regulations state what can and cannot be stored in the hangar at any time, which helps to avoid use of the space as a storage bay. Commissioner Kelly asked about associations that own multiple hangars and wondered if the associations could move one plane every few months between hangars and simply to avoid the issue.

Vice Chair Scott suggested that the wording be changed to allow aircraft-related material in the hangar even if the plane is not present and to delete Section 1. Chair Dietzman agreed, adding "tools for storage" to the paragraph. Commissioner Cohoe stated the first sentence should be deleted. Ms. Skeen felt that it should be left in, but to amend the first sentence to state "if it is determined no aircraft is based in the hangar during such time it must remain empty or used for aviation related storage, the owner or tenant is actively seeking an aircraft for that space."

**Commissioner Cohoe made a motion to change the wording of section 2-11 E of the Airport Rules and Regulations regarding vacant hangars to read: "If it is determined that there is no aircraft based in a hangar; during the time there is no based aircraft, the hangar shall only have equipment and artifacts that conform to these rules and regulations stored in it. If the tenant no longer has an airplane to store, it is the responsibility of the hangar tenant to actively pursue getting another tenant to base an aircraft in the hangar." Vice Chair Scott made the second. The motion passed 6-0.**

A discussion was held over section 2-11 F of the Airport Rules and Regulations regarding charging batteries. Commissioner Cohoe stated that the Committee discussed charging of batteries in hangars and suggested clarifications should be

made regarding the types of batteries which can be charged with or without a person present. Vice Chair Scott stressed that the rule is very clear that all batteries must be charged with a person present.

Commissioner Cohoe stated that some batteries, such as for golf carts, can be charged on a trickle charger which is not dangerous if a person is not present. Commissioner Irons stated that the wording should be changed to state “aircraft batteries” for clarification. Ms. Skeen asked if there were any batteries being charged that would present a danger or safety issue if left unattended. Vice Chair Scott replied that today’s equipment were not a safety risk. Chair Dietzman commented that a trickle charger does not actually charge, but keeps a battery from dying and then shuts itself off.

Commissioner Irons felt that aircraft or vehicle batteries including forklifts should not be charged without a person present.

**Commissioner Cohoe made a motion to add “aircraft” to the sentence. Commissioner Kelly made the second. The motion passed 6-0.**

#### 4. Security Sub-Committee Update

Vice Chair Scott attended a meeting and tour of the Glendale facility with the Security Sub-Committee meeting and with Homeland Security Director Rob Gunter. The Homeland Security Department will supply five closed circuit cameras free of cost to the airport; however installation will have to be paid for by the city. Vice Chair Scott reported that cost of the installation would run between \$5,000.00 and \$7,000.00. The Sub-Committee recommends the installation of the five cameras provided by the Department of Homeland Security.

Commissioner Cohoe asked if the cameras were hard-wired and where the monitors would be located. Vice Chair Scott replied that the monitor location would be determined by the airport. Vice Chair Scott noted that installation of the cameras and a sign warning of video monitoring would be a huge deterrent to many issues.

Commissioner Cohoe asked if the city had a need for these cameras at this time. Ms. Skeen replied that the airport has been trying for a while to boost security measures. The ramp has had thefts in the past and additional security enhancements are needed. She further explained that the matching CIP funds would cover the cost of installation.

Commissioner Irons and Ms. Skeen had discussion on procedures for any incident that may occur. Ms. Skeen replied that the police would have to be called for any incidents.

Vice Chair Scott, Commissioner Irons and Commissioner Cohoe had further discussion in detail about procedures that would need to be in place. It was agreed that the cameras will provide an increased security for the airport.

Commissioner Cohoe inquired as to where the cameras would be placed. Vice Chair Scott replied that they would be put in various areas around the building. Chair Dietzman asked if the cameras were stationary or would rotate. Ms. Skeen replied that the camera details were not discussed yet, only that they would be available and provided if all agreed to move forward with the suggestion. Commissioner Duggins stated that the movable cameras are much more expensive. Vice Chair Scott stated that the cameras would cost the Homeland Security Department \$35,000.00.

Ms. Skeen announced that the airport is looking at securing a grant from \$1.4 million dollars. She noted that this is the first step toward increased security and the partnership with Homeland Security and would be a huge benefit. Vice Chair Scott stated that this shows how serious the airport is about security and could help with obtaining future grants.

**Vice Chair Scott made a motion to pursue funding the installation of five cameras to the exterior of the airport building with the cameras to be supplied by the Homeland Security Department. Commissioner Irons made the second. The motion passed 6-0.**

#### 5. Annual Retreat

Commissioner Kelly gave an update of the annual retreat information. The retreat will tentatively be held on Saturday May 8<sup>th</sup> at the airport between 9 AM and 1 PM. There will be presentations and speakers based on availability and a luncheon as well. Ms. Skeen is looking into suggested speakers such as the Transportation Safety Authority, APS, Mr. Ed Fox, Mr. Rob Gunter of Homeland Security, and the Police Department. Commissioner Cohoe suggested a representative from Luke Air Force Base regarding the F-35 program. Commissioner Irons asked if there would be a Planning Committee and if the Commission will have some input. Ms. Skeen replied that she will have more information for approval by the Commission in the April meeting.

#### 6. Aviation Advisory Sub-Committees

Commissioners had a discussion about the purpose of and the number of Aviation Advisory Sub-Committees open at one time. Vice Chair Scott felt that the Commission could get bogged down with too many Sub-Committees open at one time. Vice Chair Scott suggested that the number of active Sub-Committees should be limited to two or three at any given time. However, it was still important to make suggestions for future Sub-Committees.

Commissioner Kelly stated that there can be scheduling conflicts with Sub-Committee meetings due to work and other commitments. Chair Dietzman stated that there are only the Security and Retreat Sub-Committees active at this time. Ms. Skeen interjected that the Rules and Regulations Sub-Committee was still ongoing until the document is approved by City Council.

**Vice Chair Scott made a motion to limit the number of active Aviation Advisory Sub-Committees to three. Commissioner Duggins made the second. The motion passed 4-2. (Chair Dietzman and Commissioner Irons were opposed.)**

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

1. Bylaws: Ms. Skeen discussed the bylaws earlier in the meeting. (Airport Business # 2)
2. Operations: Ms. Skeen gave a rundown of the upcoming events affecting the airport. The upcoming airport events included the Porsche Experience, Wrestle Mania, Paul McCartney, and baseball spring training games. The airport would not allow flyovers during any of these events.

Additionally, the project of updating the airport restrooms into ADA compliance is nearly completed. The project includes; installation of handles for the handicap stalls, new stall walls, tile work, dispensers, sinks, faucets and countertops. This project should be fully completed by April. The facilities and maintenance departments are paying for the remodeling.

3. CIP Project: Ms. Skeen gave an overview of the CIP project which is now on hold due to budget cuts of the Aviation Department funding in Arizona. The state was stripped of \$12 million dollars in funding. There are \$7 million dollars in grants outstanding. The stated still owes the airport \$27,000 from a 2008 submittal.

The airport is looking into the FAA Part A and B programs for some project funding under the Part B section.

## **VII. NEW BUSINESS**

No additional future agenda items were announced at this time for in next month's meeting.

## **VIII. NEXT MEETING**

The next meeting will be held 7:00 pm Wednesday, April 14, 2010. It will be held at the Glendale Municipal Airport, 6801 N. Glen Harbor Blvd Suite 201, Glendale, AZ.

**IX. ADJOURNMENT**

**Vice Chair Scott made a motion to adjourn at 7:57 p.m. Commissioner Duggins made the second. The motion passed 6 – 0.**