

**MINUTES  
AVIATION ADVISORY COMMISSION  
GLENDALE MUNICIPAL AIRPORT  
6801 N. GLEN HARBOR BLVD.  
GLENDALE AVIATION CONFERENCE ROOM  
GLENDALE, AZ 85307  
DECEMBER 8, 2010  
7:00 P.M.**

**I. CALL TO ORDER**

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

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

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

**Commissioner Irons made the motion to approve the November 10, 2010 meeting minutes as written. Commissioner Rogen made the second. The motion passed 4 - 0.**

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

Chair Cohoe suggested tabling Items #2 and #3 under Section IV Airport Business until the January 2011 meeting. Chair Cohoe explained that at the January meeting, there will be two new Commission members present as well as Commissioner Kelly and it would be more productive to discuss those agenda items with the majority of Commissioners present.

**Commissioner Rogen motioned to table agenda Item #2, 2011 Goals for Commission, under Section IV Airport Business, until the January 2011 meeting. Commissioner Irons made the second. The motion passed 4 - 0. Vice Chair Duggins motioned to table agenda Item #3, Aviation Advisory Commission Sub-Committees, under Section IV Airport Business, until the January 2011 meeting. Commissioner Rogen made the second. The motion passed 4 - 0.**

**IV. AIRPORT BUSINESS**

1. Commissioners & Loyalty Oath: Commissioners Cohoe, Chair, and Commissioner Duggins, Vice Chair, signed their respective Loyalty Oaths.
2. 2011 Goals for the Commission: Item previously tabled.
3. Aviation Advisory Commission Sub-Committees: Item previously tabled.
4. Status of FBO: Ms. Skeen stated that Staff is working with the bank regarding the sale of the airport FBO and the facility lease. Ms. Skeen announced that an RFQ will be posted before the end of the week for interested parties and interest must be expressed by December 30, 2010. Ms. Skeen stated that the draft notice of sale and the executive summary would be provided for interested Commissioners by request.
5. Status on RFQ for Consulting Services for the Environmental Assessment, Survey and Appraisal of the Conair Property: Ms. Skeen stated that on December 3, 2010, a Sub-Committee interviewed three consultants and chose Coffman Associates for the project. Ms. Skeen noted that Coffman Associates was the most qualified and knowledgeable candidate and does have a history with the Glendale Municipal Airport. Ms. Skeen thanked Chair Cohoe and Commissioner Scott for their service on the Sub Committee.
6. Update on West-MEC: Ms. Skeen announced that the project is moving forward as scheduled. Framing of the outside structure is currently being done. Ms. Skeen added that there has been very little impact to the airport operations and no negative issues have been reported. Commissioner Irons suggested that the Commission consider adding a visit to West-MEC when the goals are discussed in January 2011.

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

Operations/Staff: Ms. Skeen provided an update on Operations and Staff items of note which included the following:

- The Fly-In by the Glendale Airport Pilots Association scheduled for December 11, 2010 was cancelled.
- The date of the flower planting project at the airport by the Civil Air Patrol volunteers had to be rescheduled from last week to this Saturday due to an irrigation break and subsequent flooding.
- Arizona Cardinals games are scheduled for December 5<sup>th</sup>, December 12<sup>th</sup> and December 25<sup>th</sup> but no major airport impact is expected.
- Airport operations may increase due to the Insight Bowl on December 28<sup>th</sup>, the Fiesta Bowl on January 1<sup>st</sup> and the BCS on January 10<sup>th</sup>. Ms. Skeen will be meeting with Wiseman Aviation, the interim FBO, on this Friday to discuss the impact on operations due to the Bowl Games.

- When receiving an email from Airport Staff, Commissioners are reminded not to respond utilizing the “reply all” function as this could be construed as violating the Arizona Open Meeting Laws.
- Airport Staff focusing on tightening security. Tenants are being reminded to look out for unusual activity, especially during the dates of the Bowl Games.
- The gate at the east side terminal building is now locked and can only be opened by accessing a code pad.
- Because the Airport is fully staffed, there can now be more of a physical presence at the facilities and ramps.
- The CAP lease is nearly complete. It is expected that Staff will present the lease to Council at the January 25, 2011 Council meeting for approval. There is still some tweaking of the lease necessary as a lease for non-profits require a bit of unique language.

Chair Cohoe wondered when the revised By-Laws would go before Council. Ms. Skeen replied that it would probably be represented at a future date.

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

No business from the floor was presented.

#### **VII. NEW BUSINESS REQUESTS**

Future agenda items include:

- Invite Hangar Associations to Future Meetings
- Tour of the Control Tower for the Commission
- Luke Air Force Base Air Show Updates (at February meeting)

#### **VIII. NEXT MEETING TIME**

The next Commission meeting will be held at 7:00 p.m., Wednesday, January 12, 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**

Vice Chair Duggins felt that it was a good year and the Commission made good progress. Chair Cohoe agreed and was looking forward to the upcoming new year.

#### **X. ADJOURNMENT**

**The meeting was adjourned at 7:24 p.m. by consensus. The motion passed 4 - 0.**