



**SCOTTSDALE AIRPORT ADVISORY COMMISSION
PUBLIC MEETING
Scottsdale Airport Aviation Business Center
Stearman/Thunderbird Meeting Room
Second floor 15000 N. Airport Drive
Scottsdale, Arizona
MEETING HELD ELECTRONICALLY
Wednesday, February 17, 2021**

MINUTES

PRESENT: John Berry, Chair
Charles McDermott, Vice Chair
Larry Bernosky
Cory Little
Peter Mier
Rick Milburn

ABSENT: Liz Kaplan

STAFF: Gary Mascaro, Aviation Director
Sarah Ferrara, Aviation Planning & Outreach Coordinator
Carmen Williams, Aviation Finance & Administration Manager
Taylor Reynolds, Project Coordination Liaison
Chris Read, Assistant Aviation Director-Operations
Tiffany Domingo, Staff Coordinator

CALL TO ORDER

Chair Berry called the meeting to order at 5:00 p.m.

ROLL CALL

A formal roll call confirmed the presence of Commissioners as noted above.

Reporter's Note: Due to the poor audio quality, not all comments could be captured.

AVIATION DIRECTOR'S REPORT

Gary Mascaro, Aviation Director, thanked Commissioner Kaplan for her three years of service to the Commission. A new commissioner will be on board and present for the March meeting. He provided an update on aircraft operations and fuel volumes, which have significantly increased this past year by 25-30 percent and continue through the month of January.

1. Regular Meeting: January 20, 2021

Chair Berry called for approval of the minutes.

COMMISSIONER MIER MADE A MOTION TO APPROVE THE MINUTES OF THE JANUARY 20, 2021 REGULAR MEETING AS PRESENTED. COMMISSIONER LITTLE SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR BERRY, VICE CHAIR MCDERMOTT, COMMISSIONERS BERNOSKY, LITTLE, MIER AND MILBURN VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

PUBLIC COMMENTS

No comments were submitted.

REGULAR AGENDA ITEMS 1-17

1. Discussion and Possible Action to Recommend Adoption of Resolution No. 12075, Authorizing Lease Agreement with 3R Ranch, Inc. (2021-022-COS) for the lease of the North General Aviation Executive Box Hangar Space at the Scottsdale Airport.

Carmen Williams, Aviation Finance & Administration Manager, said this should be the last of the box hangar agreements. A couple of months ago, a hangar tenant decided to cancel his relocation to Arizona and the City agreed to a mutual lease termination with the tenant. 3R Ranch would like to lease out the unit. The lease requires City Council approval and will be presented at their March 2nd meeting.

VICE CHAIR MCDERMOTT MADE A MOTION TO APPROVE THE ADOPTION OF RESOLUTION NO. 12075, AUTHORIZING LEASE AGREEMENT WITH 3R RANCH, INC. (2021-022-COS) FOR THE LEASE OF NORTH GENERAL AVIATION EXECUTIVE BOX HANGAR SPACE AT SCOTTSDALE AIRPORT. COMMISSIONER BERNOSKY SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR BERRY, VICE CHAIR MCDERMOTT, COMMISSIONERS BERNOSKY, LITTLE, MIER AND MILBURN VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

2. Discussion and Possible Action Regarding 1-GP-2021: Draft Scottsdale General Plan 2035

Taylor Reynolds, Project Coordination Liaison, stated that the packet provided commissioners comprised content specific to the Airport in the General Plan. Commissioner Bernosky sat on the review committee, attended every meeting and provided input on behalf of the Commission. Mr. Reynolds provided a brief overview of the General Plan. State Statutes require that the

General Plan be updated every ten years. Updates include enhanced public outreach and presentation to the Planning Commission and City Council for adoption. The General Plan must be voter ratified. The 2001 General Plan was adopted in 2001 and ratified by public vote in 2002. The City underwent the 2011 General Plan update process, which was composed of a 19-member General Plan working group. City Council adopted the General Plan in 2011, however, it failed the next available public vote by a margin of 2 percent. As such, the City continues to operate under the 2001 General Plan. The General Plan proceeded through another update between 2012 and 2014, which also went through extensive public outreach, but not a public hearing process. It was not heard by the Planning Commission or City Council for possible adoption, however, the plan was used as the baseline for the Citizen Review Committee process. If adopted by City Council, the General Plan will be on the next available ballot in November.

Elements specific to the Airport Advisory Commission include:

- Land use element includes a new goal of protecting the viability of the Scottsdale Airport (LU 7), by encouraging compatible land uses and development types in the surrounding area.
- Lane use element includes an Airport Influence Area Map that provides detail of the Airport Influences Area, noise contours and runway protection zones.
- Safety element contains goals and policies to ensure the community is prepared for disasters.
- Circulation element includes a new policy to support the goal of improving transportation accessibility, connectivity and mobility choices.
- Economic element includes a new policy to support compatibility, growth and flexibility in terms of Scottsdale's economic well-being; enhance and protect Scottsdale Airport as a global connection for tourism and business development.
- Implementation chapter provides clarity by guiding more specific efforts that may be undertaken by City departments, Council, boards and commissions; includes several items, such as the Airport Part 150 program and Airport Master Plan update, as occurring in years five to ten of the planned implementation timeline.

Next steps include public outreach to follow the state statute required process. From March through June, meetings will proceed with Planning Commission and City Council with possible adoption by City Council in June.

COMMISSIONER MILBURN MADE A MOTION TO SUPPORT THE SCOTTSDALE GENERAL PLAN, ELEMENTS THAT PERTAIN TO SCOTTSDALE AIRPORT. COMMISSIONER LITTLE SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR BERRY, VICE CHAIR MCDERMOTT, COMMISSIONERS BERNOSKY, LITTLE, MIER AND MILBURN VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

3. Discussion and Possible Action to approve the Five-Year Capital Improvement Program for Fiscal Years 21/22 through FY 25/26

Ms. Williams stated that the Airport undergoes two separate capital planning processes each year. The five-year program considers several guiding documents: Airport Master Plan, City's General Plan, goals of the Mayor and City Council and guidance from the Airport Advisory Commission. Input is also gathered from staff. The Airport team works with on-call engineers and the planning team to develop a list of grant-eligible projects. Each spring, the Airport meets

with the Federal Aviation Administration and the ADOT State Department of Transportation to look at the five-year projects eligible for grant funding. Later in the summer, staff looks into non-grant-funded projects and identifies new projects. All projects requested in the five-year period go into the City's capital budget database. Each year, the list changes based on timing of projects, scope or cost. Grant funding is highly important, as federal and state dollars pay the majority of project costs. On a federally funded grant, the FAA will pay 91.06 percent of overall project costs. The State pays a share of 4.47 percent. The local match is 4.47 percent. On a state grant project, the State will cover 90 percent and the Airport's share is 10 percent. If a project is not selected to be funded for that year, it will generally be pushed to the following year. In some cases, a project is removed.

A list of proposed capital projects for the next five years was presented. All requests are grant eligible and were submitted to the FAA and the State earlier this year. There are three updates. The Rehab Service Road Project, AG05 will be incorporated into the Runway Rehab Project. A State grant for the Airport security fencing improvements will be awarded shortly. The project for ceiling improvements for the Airport OPS building was cancelled. Each year, \$200,000 of Aviation funds are budgeted for pavement preservation. An aerial view of project locations and project details was reviewed.

Commissioner Bernosky asked about the source of proposed revisions/changes to a particular project. Ms. Williams stated that proposed modifications come from a variety of sources. Many projects come out of the Airport Master Plan, which looks at the 20-year period to identify improvements. This includes geometry improvements to add taxiway connectors. Sometimes input comes from engineers, air traffic control or pilots.

Ms. Williams continued with the list of capital projects as identified on the aerial map.

Chair Berry commented that the angle egress on the runways is a great idea and will assist with the flow at the airport. He referred to the environmental study of four acres and commented that he had never been aware of such study being so costly. He asked whether this has already been bid out and approved. Ms. Williams stated that the project has not yet been bid. When the list and estimated costs are developed, the \$200,000 is used as a placeholder, based on the costs of similar projects. Mr. Mascaro stated that this study is required by National Environmental Protection Act (NEPA) to be focused on NEPA requirements for federal land.

Vice Chair McDermott asked about the composition of the project numbers. Ms. Williams stated that the numbers come from the City's database. He inquired how the phases of the project are scheduled. Ms. Williams stated that design and construction timelines depend on the details of the project. Some larger projects are broken up. This ensures that while the Airport is fronting the costs for design, they are more likely to be reimbursed the following fiscal year.

Chair Berry asked about the possibility of the FAA diverting some funds from major hub airports to municipal airports. Mr. Mascaro stated that this is absolutely the case with the runway project.

COMMISSIONER MIER MADE A MOTION TO APPROVE THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 21/22 THROUGH FY 25/26. CHAIR MCDERMOTT SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR BERRY, VICE CHAIR MCDERMOTT, COMMISSIONERS BERNOSKY, LITTLE, MIER AND MILBURN VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

4. Discussion and Possible Action to modify the Airport Rules and Regulations. Article 1 Definitions, Article 2 Section 2.6. Aircraft Parking, Section 2.9 Aircraft shades and tiedowns, Section 2.15. Aviation Business Center and Airpark Rules and Regulations, Section 301, Landing and takeoff of helicopters

Mr. Mascaro stated that the Airport has primary guiding documents directed by City Code, which allows the Airport to make changes as needed. These primary guiding documents are dynamic in nature, with changes made as necessary. Revisions are made on a periodic basis. The goal of the changes is to foster long term development and to ensure a safe operating environment. Changes this time include updating the definition of based aircraft. The second item addresses aircraft shades and tiedowns and prohibits based aircraft from parking in transient parking. Very limited parking is available for small aircraft and the Airport endeavors to keep the area open. A new section is being added to 2-15 of the rules and regulations, which will address the use of the business center building. A sentence is being added to Section 301 to clarify that hover taxiing of helicopters is prohibited in the Airpark.

VICE CHAIR MCDERMOTT MADE A MOTION TO MODIFY THE AIRPORT RULES AND REGULATIONS. ARTICLE 1 DEFINITIONS, ARTICLE 2 SECTION 2.6. AIRCRAFT PARKING, SECTION 2.9 AIRCRAFT SHADES AND TIEDOWNS, SECTION 2.15. AVIATION BUSINESS CENTER AND AIRPARK RULES AND REGULATIONS, SECTION 301, LANDING AND TAKEOFF OF HELICOPTERS. COMMISSIONER MIER SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR BERRY, VICE CHAIR MCDERMOTT, COMMISSIONERS BERNOSKY, KAPLAN, MIER AND MILBURN VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

5. Discussion and Input Regarding Airport and Airpark Aeronautical Business Permit Additions, Cancellations and Revocations

Ms. Williams stated that there were no changes this month.

6. Discussion and Input Regarding Financial Report for December, 2020

Ms. Williams stated that the approved budget for revenues was \$2.4 million, with actuals coming in at \$3 million. For expenses, the budget was \$1.2 million and actuals were on target at \$1.2 million. For the December monthly comparison to last year, there was \$745,000 in revenues this December compared to last year's revenues of \$495,000. The variance was primarily due to the timing of processing fees, including landing fees, fuel flowage and parking. Even with this variance, the budget remains significantly ahead of last year's revenues. Other factors included customs fees and rental car revenues, which were significantly higher this year over last year. Expenses totaled \$321,000 this year, compared to \$193,000 in 2019. The variance is due to the quarterly U.S. Customs bill that was processed in December. Also included were some larger one-time expenses, such as work on the ABC stairs and pavement work. The aviation cash fund balance was \$6 million as of December 31st. December fuel revenues were up significantly over last year. For the December comparison, jet fuel gallons are up 33.5 percent. AVGAS is up 15.9 percent and Airpark fuel is up 14.3 percent over last December. For the month, December gallons were up 28.1 percent. For fiscal year to date, jet fuel sales are up 27.2 percent. AVGAS is up 5.5 percent and Airpark fuel is down just slightly at 0.06 percent. Actual pumped gallons this year are at 5.5 million, a 17 percent increase over last year.

7. Discussion and Input Regarding Monthly Construction Report

Chris Read, Assistant Aviation Director-Operations, stated that the second phase of the box hangar project has started. In terms of the Runway construction project, the FAA has provided official approval to move from 90 percent plans to 100 percent plans.

8. Discussion and Input Regarding Monthly Operations Report

Mr. Read stated that compared to last year, there was a dip in total operations of 9.5 percent compared to last January. IFR numbers were down slightly. The dip is likely attributable to rain days. There were three alerts and eight incidents. Enforcement actions included an abandoned vehicle in the parking lot. It was a busy month for U.S. Customs, with 171 operations and revenue of \$95,225 for the month. There were 32 U.S. visit flights. Revenues are well above last year's totals. There were five PPRs for the calendar year so far.

Commissioner Milburn commented that Aviation International News indicated in a recent article that for the first six months of 2021, a 25.4 percent increase in activity is expected year over year. For January and February, they anticipate numbers to be down 10 and 15 percent below 2019 levels. However, by June, they anticipate only being down 6.5 percent from 2019 levels.

Commissioner Little commented that there is talk in the industry that levels may come back stronger than pre-COVID, due to increased levels of private flying. He asked whether there are plans for updated studies. Mr. Mascaro stated there is some potential for moving the Master Plan up after the pandemic subsides to account for the new operations that are occurring. There is data to confirm significantly more charter activity and aircraft sales.

9. Discussion and Input Regarding Public Outreach Programs and Planning Projects

Sarah Ferrara, Aviation Planning & Outreach Coordinator stated that for January, there were seven voluntary curfew letters. Staff continues to monitor property development through the Planning Department. Four projects were listed within the Airport Influence Area for January. Staff continues to send out listservs on the runway rehab project, announcing the official start date and reminder for tenants to find temporary accommodations. With Jet Aviation coming onboard, staff completed an update of the webpage, brochures and pilot guide.

10. Administrative Report from the Aviation Director or Designee Regarding the Status of Pending Aviation-Related Items.

Mr. Mascaro reported that three Airport Advisory Commission items went to City Council last month, all approved on consent. Another item will be included on the March 2nd agenda, when a new commissioner will be appointed also. There were no significant updates on aviation-related items to the Planning Commission, Design Review Board or City Council. Greystar is starting to move forward, but there are no new updates.

11. Discussion and Possible Action to Modify the Airport Advisory Commission Meeting Schedule and Commission Item Calendar

Mr. Mascaro stated that there may be a request for a special meeting of the Commission to approve the contract for the Runway grant award.

ADJOURNMENT

With no further business to discuss, being duly moved by Vice Chair McDermott and seconded by Commissioner Mier, the meeting adjourned at 6:12 p.m.

AYES: Chair Berry, Vice Chair McDermott, Commissioners Bernosky, Little, Mier and Milburn

NAYS: None

SUBMITTED BY:

eScribers, LLC