

SCOTTSDALE AIRPORT ADVISORY COMMISSION MEETING NOTICE AND AGENDA



Wednesday, March 16, 2022
5:00 p.m.

Scottsdale Airport Aviation Business Center
Stearman/Thunderbird Meeting Room
15000 N. Airport Drive, Second floor
Scottsdale, AZ



AIRPORT ADVISORY COMMISSION

Charles McDermott, Chair
Peter Mier, Vice-Chair
John Berry
Larry Bernosky

Ken Casey
Cory Little
Rick Milburn

Call to Order

Roll Call

Pledge of Allegiance

Aviation Director's Report


The public body may not propose, discuss, deliberate or take legal action on any matter in the summary unless the specific matter is properly noticed for legal action.

Approval of Minutes

Regular Meeting: February 15, 2022

Public Comment

Citizens may complete one Request to Speak "Public Comment" card per night and submit it to Aviation Staff. Public Comment time is reserved for citizen comment regarding non-agendized items. No official action can be taken on these items. Public Comment is limited to a total of 15 minutes at the beginning and 15 minutes at the end of the meeting. **Speakers are limited to three minutes to address the Commission during "Public Comment."**

 Persons with a disability may request a reasonable accommodation by contacting Airport Administration (480-312-2321). Requests should be made 24 hours in advance or as early as possible to allow time to arrange accommodation. For TTY Users, the Arizona Relay Service (1-800-367-8939) may contact the Aviation Department (480-312-2321).

REGULAR AGENDA

ITEMS 1-10

How the Regular Agenda Works: The Commission takes a separate action on each item on the Regular Agenda. If you wish to address the Commission regarding any or all of the items on the Regular Agenda, please complete a Comment Card for each topic you wish to address and submit it to Aviation Staff. Speakers will be given three minutes to speak per item. Additional time may be granted to speakers representing two or more persons. Cards for designated speakers and the persons they represent must be submitted together. **Comment cards must be submitted before public testimony has begun on any Regular Agenda or Public Hearing item.**

1. Discussion and Possible Action regarding application for Airport Aeronautical Business Permit for M&N Equipment, LLC dba M&N Aviation to conduct aircraft charter/management services at the Scottsdale Airport. Staff contact: Carmen Williams, Aviation Finance & Administration Manager, 480-312-8475, cawilliams@scottsdaleaz.gov
2. Discussion and Possible Action to Recommend to City Council Adoption of Resolution No. 12425 authorizing the acceptance of an airport improvement grant from the Arizona Department of Transportation, Aeronautics Group in the amount of \$728,090 and; Authorizing a FY 2021/22 Aviation Future Grant Contingency Budget Appropriation transfer totaling \$728,090 to a newly created capital improvement project to be titled "Perimeter Service Road Rehabilitation" for the design and construction of airport perimeter road improvements. Staff contact: Chris Read, Assistant Aviation Director-Operations, 480-312-2674, cread@scottsdaleaz.gov
3. Discussion and possible action to modify the Airport Advisory Commission By-laws to request applicant to attend meeting for ratification of Aeronautical Business Permit. Staff contact: Gary Mascaro, Aviation Director, 480-312-7735, gmascaro@scottsdaleaz.gov
4. Discussion and input regarding Monthly Operations Report. Staff contact: Chris Read, Assistant Aviation Director-Operations, 480-312-2674, cread@scottsdaleaz.gov
5. Discussion and input regarding Monthly Construction Report. Staff contact: Chris Read, Assistant Aviation Director-Operations, 480-312-2674, cread@scottsdaleaz.gov
6. Discussion and input regarding Airport and Airpark Aeronautical Business Permit Additions, Cancellations and Revocations. Staff contact Carmen Williams, Aviation Finance & Administration Manager, 480-312-8475, cawilliams@scottsdaleaz.gov
7. Discussion and input regarding Financial Report for January. Staff contact: Carmen Williams, Aviation Finance & Administration Manager, 480-312-8475, cawilliams@scottsdaleaz.gov
8. Discussion and input regarding Public Outreach Programs and Planning Projects. Staff contact: Sarah Ferrara, Aviation Planning & Outreach Coordinator, 480-312-8482, sferrara@scottsdaleaz.gov

9. Administrative report from the Aviation Director, or designee, regarding the status of pending aviation-related items. Staff contact: Gary P. Mascaro, Aviation Director, 480-312-7735, gmascaro@scottsdaleaz.gov
10. Discussion and possible action to modify the Airport Advisory Commission Meeting Schedule and Commission Item Calendar. Staff contact: Gary P. Mascaro, Aviation Director, 480-312-7735, gmascaro@scottsdaleaz.gov

Public Comment

Citizens may complete one Request to Speak “Public Comment” card per night and submit it to Aviation Staff. Public Comment time is reserved for citizen comment regarding non-agendized items. No official action can be taken on these items. Public Comment is limited to a total of 15 minutes at the beginning and 15 minutes at the end of the meeting. **Speakers are limited to three minutes to address the Commission during “Public Comment.”**

Future Agenda Items

Discussion and possible action to add Commissioner requested item on a future agenda.

Adjournment



COMMISSION INFORMATION REPORT
APPROVAL OF MINUTES

Meeting Date: 03/16/22

Contact: Gary P. Mascaro,
Aviation Director

Phone: (480) 312-7735

ACTION

Approval of Minutes – Regular Meeting
February 15, 2022

Attachment(s): 1. Draft of minutes of the February 15, 2022 Regular Meeting

Action taken:



**SCOTTSDALE AIRPORT ADVISORY COMMISSION
PUBLIC MEETING**

**Scottsdale Airport Aviation Business Center
Stearman/Thunderbird Meeting Room
Second floor 15000 N. Airport Drive
MEETING HELD ELECTRONICALLY
Scottsdale, Arizona
Tuesday, February 15, 2022**

DRAFT MINUTES

PRESENT: John Berry
Larry Bernosky
Ken Casey
Cory Little

ABSENT: Charles McDermott, Chair
Peter Mier, Vice Chair
Rick Milburn

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

GUESTS: Rachel Pearson, Experience Scottsdale

CALL TO ORDER

The meeting was called to order at 5:05 p.m.

ROLL CALL

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

AVIATION DIRECTOR'S REPORT

Gary Mascaro, Aviation Director, provided a brief update on the impacts to aircraft operations from the Barrett-Jackson Collector Car Auction and the Waste Management Phoenix Open. There was a significant increase in aircraft activity and visitors to the City of Scottsdale compared to prior years. Staff will provide a detailed update at the next meeting.

1. Regular Meeting: January 19, 2022

COMMISSIONER LITTLE MADE A MOTION TO APPROVE THE REGULAR MEETING MINUTES OF JANUARY 19, 2022 AS PRESENTED. COMMISSIONER BERRY SECONDED THE MOTION, WHICH CARRIED 4/0 WITH COMMISSIONERS BERNOSKY, BERRY, CASEY, AND LITTLE VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

PUBLIC COMMENT

Public comments were provided and discussed under Agenda Item 2.

REGULAR AGENDA ITEMS 1-8

1. Experience Scottsdale Update

Rachel Pearson, Experience Scottsdale, provided a brief biography and background on the Experience Scottsdale organization, which is a nonprofit, destination marketing organization (DMO). Experience Scottsdale has been working on behalf of the community for over 35 years to establish Scottsdale as a year-round luxury travel destination. They promote Scottsdale for meetings, events and leisure travel by connecting with national and international travelers. Examples of ads were provided. Other promotional tools include digital marketing; email blasts; social media promotions; radio ads; annual visitors guide; seasonal campaigns; hosting journalists; connecting with meeting and event planners; working with travel professionals; and producing television commercials. A brief sample television commercial was played. For the current fiscal year-to-date, they have hosted product training sessions for more than 580 travel professionals, each including a segment specific to Scottsdale Airport. Experience Scottsdale partners with the Airport by sharing information on the Airport and its fixed space operators. In October, Experience Scottsdale and the Airport partnered for the National Business Association Conference in Las Vegas. Virtual meetings are held with international media and clients.

2. Discussion and possible action to approve the Five-Year Capital Improvement Program for Fiscal Years 22/23 through 26/27

Carmen Williams, Aviation Finance & Administration Manager, stated that the Airport will go through two capital planning processes each year. This includes working with the Federal Aviation Administration and the State Aeronautics Division to talk about projects in the five-year plan. Sources used in putting the list of projects together include the Airport Master Plan, the City's General Plan, Mayor and City Council goals as well as the Airport Advisory Commission. Stakeholder and staff input is also considered. Grant funding is critical for projects. The Federal Aviation Administration covers 91.06 percent of costs, the State covers 4.47 percent and the Airport provides a 4.47 percent match. During the past year, the FAA covered 100 percent of

funding for the Runway project. Other projects are via State grants at a 90/10 split. The proposed list of capital projects for the next five years was presented, all but one being a grant-eligible project. Each year, the Airport budgets \$200,000 for airport pavement preservation. A brief overview of upcoming CIP projects was provided.

Commissioner Berry cited the steep increases in construction costs and noted that the existing cost estimates will be higher than currently anticipated. Ms. Williams agreed, stating that the main focus is the coming year. The engineers on call are refining the scope and coming up with better cost estimates.

Commissioner Little cited the increasing volumes at the Airport. He asked about consideration for improving efficiencies in the movement of traffic in order to handle more aircraft. Mr. Mascaro confirmed that this has been a focus and is the reason the Taxiway A North Rehabilitation and Runup Area project was moved to the top of the list. It will relocate single engine pistons to a hold bay area, so that they can conduct their runups and normal training, while allowing the corporate aircraft to depart once they get IFR clearance out of the Phoenix TRACON. This should help significantly in terms of capacity. The air traffic control tower is on board with this.

COMMISSIONER BERRY MADE A MOTION TO APPROVE THE FIVE-YEAR CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 22/23 THROUGH FISCAL YEAR 26/27. COMMISSIONER LITTLE SECONDED THE MOTION, WHICH CARRIED 4/0 WITH COMMISSIONERS BERNOSKY, BERRY, CASEY AND LITTLE VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

3. Discussion and Input Regarding the Monthly Construction Report

Chris Read, Assistant Aviation Director - Operations, provided an update on construction, including the replacement of Airport fencing at Frank Lloyd Wright Boulevard and Thunderbird Road. Progress photos were reviewed. The project is 20 percent complete and estimated for completion in March, 2022. The Taxiway A North Rehabilitation and Runup Area project is in design. The Airport received concurrence from the FAA to move from 30 percent to 90 percent design. A project schematic was reviewed.

4. Discussion and Input Regarding the Monthly Operations Report

Mr. Read providing the report, noting that per the request of Commissioner Casey, the based aircraft category is broken down further by category. Total operations are slightly decreased, mostly due to a drop in local operations. IFRs are up 22.6 percent over last year.

Alerts included:

- Alert 3: PA-46: Runway excursion, collapsed nose gear
- Alert 2: Cessna 172: Rough running engine
- Alert 3: Cessna 150: Aborted take-off, nose wheel broke off

Incidents include fuel leaks, some of which were due to pilot error, fuel truck leaks and hydraulic lines.

U.S. Customs revenue for January was \$131,250 with 224 total uses and 35 U.S. visit uses. The fiscal year today revenue totals \$576,300 compared to \$402,075 for the same period last year. There were 224 uses for January of 2022 compared with 171 uses for January of 2021. There were four PPRs over 75,000 and under 100,000 pounds.

5. Discussion and Input Regarding Financial Report for December

Ms. Williams stated that the approved fiscal year-to-date budget was \$2.5 million with actuals coming in at \$3.7 million. A variance was corrected for January and February. Expenses were budgeted at \$1.4 million with the actual total at \$1.3 million. Compared to last year, revenues are higher by \$106,000 and expenses slightly lower this year by \$34,000. The Aviation Fund Cash balance is \$3.79 million as of December 31st. FBO sales were 77.7 percent of total fuel. AVGAS was 2.1 percent and Airpark operators were at 20.2 percent. Fuel sales are up 38 percent overall over last December. Year-to-date totals are up 12 percent.

In response to a question from Commissioner Bernosky, Ms. Williams stated that the price of fuel does not factor into the report, which strictly reflects fuel gallon usage.

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

Sarah Ferrara, Aviation Planning & Outreach Coordinator, stated that three voluntary curfew letters were issued in January. In terms of planning and development, three projects were identified in the Airport Influence Area. Staff continues to post and share on social media. Recent topics include Barrett-Jackson operations. There was a Fox 10 news segment on private aviation and the Phoenix Open. A presentation for the Airpark Forum Luncheon is scheduled for March 10. Mr. Mascaro has been asked to present at the DC Ranch Community Council Speaker Series on April 6th.

7. Administrative report from the Aviation Director or Designee Regarding the Status of Aviation-Related Items

Mr. Mascaro stated that there are no new updates compared to last month. There are no new updates on Development Review Board dates on any of the listed projects. The lease agreement with 21 Luna, LLC, approved by the Commission in January, will go to City Council on February 22, 2022.

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

There were no modifications.

PUBLIC COMMENT

There were no public comments.

FUTURE AGENDA ITEMS

There were no items added.

ADJOURNMENT

With no further business to discuss, being duly moved and seconded, the meeting adjourned at 5:46 p.m.

AYES: Commissioners Bernosky, Berry, Casey and Little

NAYS: None

SUBMITTED BY:

eScribers, LLC



COMMISSION ACTION REPORT

Discussion and Possible Action regarding application for Airport Aeronautical Business Permit for M&N Equipment, LLC dba M&N Aviation to conduct aircraft charter/management services at the Scottsdale Airport.

Agenda Item No.: 1

Meeting Date: 03/16/22

Staff Contact: Carmen Williams,
Finance & Administration Manager

Phone: (480) 312-8475

ACTION

Ratification of Airport Aeronautical Business Permit for M&N Equipment Aviation, LLC dba M&N Aviation to conduct aircraft charter/management services at the Scottsdale Airport.

PURPOSE

Pursuant to Scottsdale Revised Code, Chapter 5, Article 3, commercial aeronautical activity conducted at the Airport requires a valid Airport Aeronautical Business Permit. In addition, the Airport Minimum Operating Standards outlines the process for obtaining such a permit. M&N Equipment Aviation, LLC dba M&N Aviation has requested an Airport Aeronautical Business Permit to conduct aircraft charter/management services at the Scottsdale Airport.

APPLICANT(S)

M&N Equipment Aviation, LLC dba M&N Aviation
Todd Schieck, Manager
8551 Aviator Lane, Suite B
Englewood, CO 80112

KEY CONSIDERATIONS

M&N Equipment Aviation, LLC dba M&N Aviation has provided the appropriate documentation as required in the Airport Minimum Operating Standards.

Attachment(s):
1. Completed Airport Aeronautical Business Permit
2. Location Map

Action taken:



SCOTTSDALE AIRPORT AERONAUTICAL BUSINESS PERMIT



(Required to conduct commercial aeronautical activity on the airport)
Fields in RED are required fields.

Business or activity to be conducted (check all that apply):

- Aircraft Charter Services
- Aircraft Leasing or Rental Services
- Aircraft Maintenance and Repair Services
- Aircraft Management
- Aircraft Washing Services
- Aircraft Sales Services
- Aircraft Mobile Maintenance and Repair Services
- Specialized Aircraft Repair Services (list service):
- Specialized Commercial Flying Service (list service):
- Hangar/Shade Leasing Services
- Flight Training Services
- Fixed Base Operator
- On-Airport Rental Car Concession
- Other (list service):

These activities are limited to the airport by ordinance. Please refer to the Airport Minimum Operating Standards for further information on each type of business.

Applicant (Business Name):

Authorized Representative, title: Email Address:

Work Phone: Cell Phone: Fax:

Mailing Address:

City: State: Zip Code:

Billing Address:

City: State: Zip Code:

Billing Phone: Billing Email:

The Applicant hereby requests the above action(s), and in consideration of this request being granted, agrees to the following:

1. FEE PAYMENT: The Applicant agrees to pay all applicable fees on time, and all required fees including late fees, interest and penalties without deduction of any kind.
2. PERMIT LIMITATIONS: This permit may not be assigned or transferred, and is limited to the approved business activity listed above
3. INFORMATION CHANGES: The Applicant shall notify Airport Administration, in writing within fifteen (15) days , of any change to the information provided.
4. RELEASE OF LIABILITY: The City assumes no liability for damage or loss to personal property while operating at Scottsdale Airport.
5. INDEMNIFICATION: The Applicant and invitees shall indemnify the City pursuant to Chapter 5 of the Scottsdale Revised Code. As required by the Airport Minimum Operating Standards, permit holder shall endorse all liability insurance policies to include the City of Scottsdale as an additional insured. Applicant further agrees to waive their insurers' subrogation rights against the City of Scottsdale, and its Officers, Directors, Commissioners, and Employees.
6. COMPLIANCE WITH THE LAW: The Applicant shall comply with all applicable laws, ordinances, rules and regulations. To view regulations, go to <http://www.scottsdaleaz.gov/airport/regulatorydocs>

Please check the box for each item attached and submitted with the application:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Lease/License Agreement | <input checked="" type="checkbox"/> Certificates of Insurance | <input checked="" type="checkbox"/> FAA Certificates |
| <input checked="" type="checkbox"/> Sublease Agreement | <input type="checkbox"/> Business/ Privilege Tax License | For Flight Training Schools:
<input type="checkbox"/> Noise Abatement Pilot Briefing |

The undersigned representative certifies he/she is authorized to sign for the business and acknowledges receipt of a copy of this permit.

Applicant Signature:



Date: 12/08/2021

By checking this box, I affirm that the information entered above is accurate and that the name typed above represents my official signature.

Please save the form to your documents, submit the form with an electronic signature to cawilliams@scottsdaleaz.gov
OR print, sign and return to: 15000 N. Airport Drive, Suite 100, Scottsdale, AZ 85260.

Staff Use Only

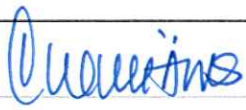
Application, permits and insurance reviewed by:

C. Williams

Aviation
Director's
Comments/
Stipulations:

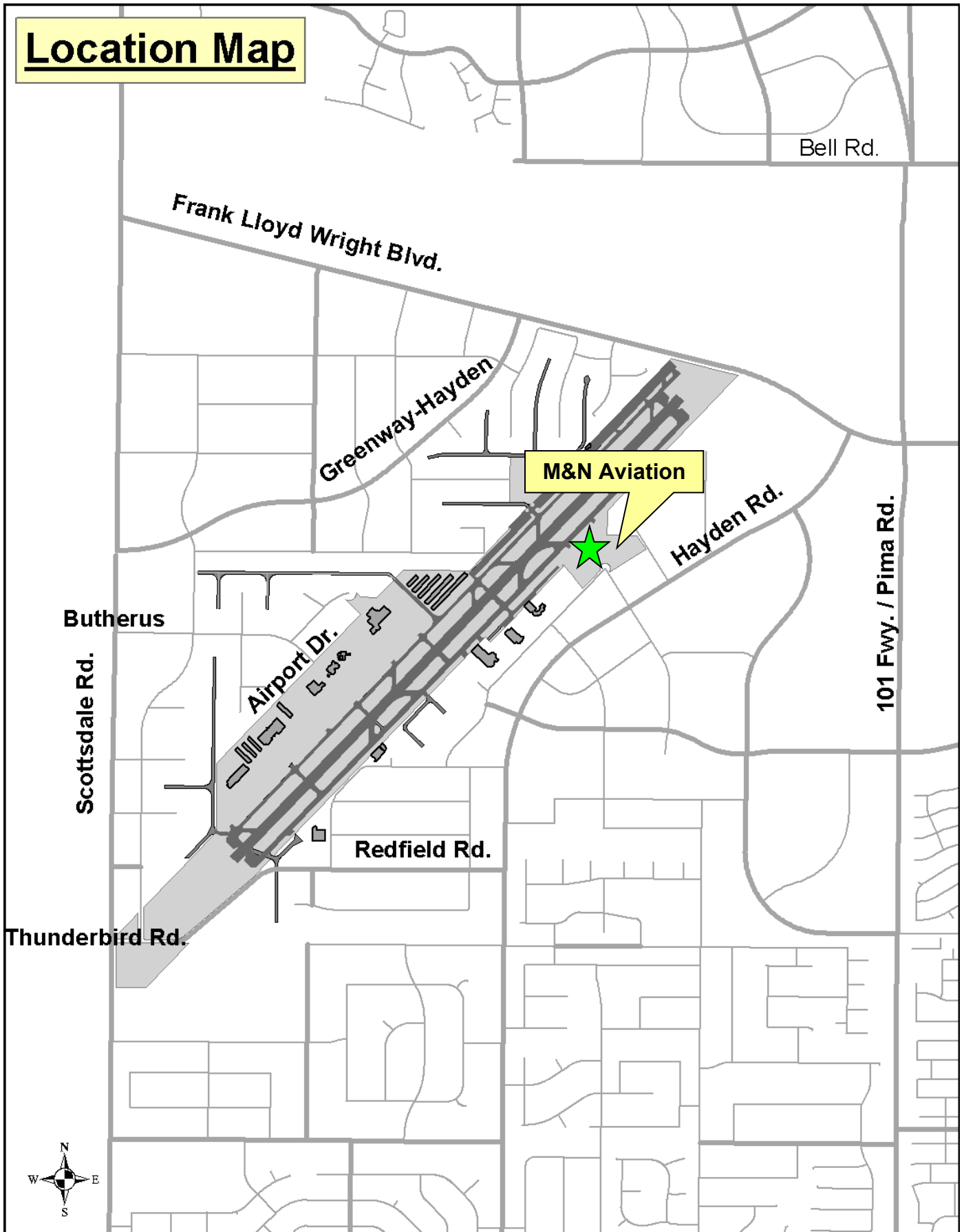
Account 2022-02

Approved by Aviation
Director or designee:

 2/11/2022

Date Ratified by the Airport Advisory Commission:

Location Map





COMMISSION ACTION REPORT

Discussion and Possible Action to Recommend to City Council Adoption of Resolution No. 12425 authorizing the acceptance of an airport improvement grant from the Arizona Department of Transportation in the amount of \$728,090 and delegate authority to the City's Aviation Director to execute and submit any related documents in connection with the acceptance of the grant; and

Authorize a FY 2021/22 Aviation Future Grant Contingency Budget Appropriation transfer totaling \$728,090 to a newly created capital improvement project to be titled "Airport Perimeter Road Reconstruction" for the design and construction of airport perimeter road improvements.

Agenda Item No.: 2

Meeting Date: 03/16/22

Staff Contact: Chris Read,
Assistant Aviation Director -
Operations

Phone: (480) 312-2674

ACTION

The Airport Advisory Commission considers possible action to recommend to City Council Adoption of Resolution No. 12425 accepting an airport improvement grant from the Arizona Department of Transportation in the amount of \$728,090 and delegate authority to the City's Aviation Director to execute and submit any related documents in connection with the acceptance of the grant; and

Authorize a FY 2021/22 Aviation Future Grant Contingency Budget Appropriation transfer totaling \$728,090 to a newly created capital improvement project to be titled "Airport Perimeter Road Reconstruction" for the design and construction of airport perimeter road improvements.

PURPOSE

This grant will provide the necessary funding to complete perimeter road improvements at the City's Airport.

KEY CONSIDERATIONS

- The airport perimeter road was originally constructed in 2003 and reached the end of its useful life.
- The grant covers 100% of the design and construction costs.
- The funding transfer is needed because there is no City Council approved capital project center for this project at this time. As a result, the Aviation Department needs to use the contingency budget and create a new project center. Typically, this is done during the budget process, however, this grant was unexpected, and we must accept it prior to the new fiscal year.
- The Aviation Department will bring the construction contract award for this project to the Airport Advisory Commission later if necessary.

Attachment(s): 1. Draft Resolution No. 12425
2. Project Area Map

Action Taken:

RESOLUTION NO. 12425

A RESOLUTION OF THE COUNCIL OF THE CITY OF SCOTTSDALE, ARIZONA AUTHORIZING THE ACCEPTANCE OF AN AIRPORT IMPROVEMENT GRANT FROM THE ARIZONA DEPARTMENT OF TRANSPORTATION IN THE AMOUNT OF \$728,090; AND AUTHORIZING A FY 2021/22 AVIATION FUTURE GRANT CONTINGENCY BUDGET APPROPRIATION TRANSFER TOTALING \$728,090 TO A NEWLY CREATED CAPITAL IMPROVEMENT PROJECT TO BE TITLED "AIRPORT PERIMETER ROAD RECONSTRUCTION" FOR THE DESIGN AND CONSTRUCTION OF AIRPORT PERIMETER ROAD IMPROVEMENTS

WHEREAS, the City of Scottsdale desires to construct airport perimeter road improvements at Scottsdale airport; and

WHEREAS, The Arizona Department of Transportation has offered to provide to the City with an airport improvement grant; and

WHEREAS, Article 6, Section 11 of the Scottsdale City Charter permits the transfer of any unencumbered appropriation balance or portion thereof between general classifications of expenditures within an office, department, or agency or from one office, department or agency to another with the approval of the Council;

WHEREAS, Section 2 of Ordinance No. 4460 allows expenditures to be made from budget contingencies and reserves upon recommendation of the City Manager and approval of the Council;

WHEREAS, the City is required to balance its budget and all associated funds; now, therefore

BE IT RESOLVED by the Council of the City of Scottsdale as follows:

Section 1. That the Mayor of the City of Scottsdale is authorizing the City's Aviation Director execute a grant in the amount of seven hundred twenty-eight thousand ninety dollars (\$728,090) from the Arizona Department of Transportation.

Section 2. The Council hereby further authorizes a FY 2021/22 aviation future grant contingency budget appropriation transfer totaling seven hundred twenty-eight thousand ninety dollars (\$728,090) to a newly created capital improvement project to be titled "Airport Perimeter Road Reconstruction" for the design and construction of airport perimeter road improvements.

PASSED AND ADOPTED by the Council of the City of Scottsdale, Arizona, this 5th day of April 2022.

ATTEST:

CITY OF SCOTTSDALE,
an Arizona municipal corporation

Ben Lane, City Clerk

David D. Ortega, Mayor

APPROVED AS TO FORM:

Sherry R. Scott, City Attorney
By: Eric C. Anderson
Senior Assistant City Attorney

AIRPORT PERIMETER ROAD PROJECT MAP





COMMISSION ACTION REPORT

Discussion and possible action to modify Airport Advisory Commission By-laws to request applicant to attend meeting for ratification of Aeronautical Business Permit.

Agenda Item No.: 3

Meeting Date: 03/16/22

Staff Contact: Gary P. Mascaro,
Aviation Director

Phone: (480) 312-7735

ACTION

Discussion and possible action to modify the Airport Advisory Commission By-Laws.

Pursuant to the By-Laws of the Scottsdale Airport Advisory Commission, Section IV, Rules and Amendments, Paragraph 401. Amendment Procedure *"Amendments to these by-laws may be made by the Commission upon the affirmative vote of four (4) members, provided any such amendment is proposed at a preceding meeting, or is submitted in writing at a prior regular meeting of the Commission and is noted in the minutes of such meeting. Amendments adopted as above shall become effective at the next regular meeting of the Commission."*

Attachment(s): 1. Current By-Laws of the Airport Advisory Commission
2. Chapter Five Section 5-109

Action Taken:

BY-LAWS OF THE SCOTTSDALE AIRPORT ADVISORY COMMISSION

I. ORGANIZATION

101. Elections

The Commission shall, in regular session following the first meeting of the calendar year, elect from its members a Chair and Vice-Chair. The term of office shall be one year and no officer shall succeed him or herself more than once.

102. Chair

The Chair shall preside at all meetings and hearings of the Commission, decide all points of order or procedure and perform all duties required by Section 5-109 of the Scottsdale Revised Code. The Chair may initiate motions, engage in protracted discussions, and vote on each issue.

103. Vice-Chair

The Vice-Chair shall be the Acting Chair and shall perform all duties of the office whenever the Chair is absent.

104. Vacancy

Should the office of Chair be vacated, the Vice-Chair shall succeed the Chair for the remaining term of office. At the next regular Commission meeting, a new election shall be held for the Vice-Chair's office. Should the Vice-Chair office be vacated, a new election shall be held at the next regular Commission meeting to elect a Vice-Chair.

105. Subcommittees

A subcommittee of the Commission may only be authorized by the City Council, in accordance with the Scottsdale Revised Code.

106. Legal Counsel

The City Attorney, or the City Attorney's designated representative, shall be the legal counsel for the Commission. Advice of counsel shall be received and entered in the minutes before disposition of any question of law or matter requiring legal interpretation or advice.

II. MEETINGS

201. Study Sessions

Study sessions of the Commission shall be held on the third Wednesday of each month at 4:00 p.m., unless otherwise scheduled by majority vote of its members.

202. Regular Meetings

Regular meetings of the Commission shall be held on the third Wednesday of each month immediately following the study session, unless otherwise scheduled by majority vote of its members. In the event the Commission desires not to hold the preceding study session, the

regular meeting shall begin at 5:00 p.m., unless otherwise scheduled by majority vote of its members.

203. Special Meetings

Special meetings may be held by the Commission on the majority vote of its members, or on the call of its Chair, which call shall be filed with the Aviation Director. The manner of the call shall be noted in the minutes of the special meeting, and at least twenty-four (24) hours notice of the meeting shall be given to each member. The Aviation Director shall receive forty-eight (48) hours notice and shall post meeting notices at least twenty-four (24) hours before *any* such meeting.

204. Executive Session

Executive sessions may be held before or after any regular or special meeting, or at any other time on call of the Chair, which shall be filed with the Aviation Director, or by majority vote of the members. The Aviation Director shall post meeting notices at least twenty-four (24) hours before any such meeting.

205. Quorum

A quorum necessary for the transaction of business shall consist of four (4) members of the Commission. The business of the Commission shall be transacted by the majority vote of members present, except as provided in Section 401.

206. Absence of the Chair and Vice-Chair

In the absence of the Chair and Vice-Chair, the senior Commission member present may convene the meeting.

207. Member Attendance

Commission members shall follow the attendance requirements in accordance with the Scottsdale Revised Code.

208. Public Comment, Presentations, Time Limitations

The Chair may provide additional time to members of the public, whether speaking on their own behalf or as a representative of an organization or group, over three (3) minutes on any matter.

209. Agenda Items

The Aviation Director will place Items on the agenda with the concurrence of the Chair, or by a majority vote of the members of the Commission.

210. Following administrative approval of an Aeronautical Business Permit application, the Aviation Director shall place the matter on the agenda for ratification at the Commission's next regularly scheduled meeting unless a different date is requested by the applicant. The Aviation Director or designee shall notify the applicant that the Commission may discuss the application at the scheduled meeting. If the applicant or an authorized representative or designee does not attend the meeting, the Commission may choose to continue consideration of ratification of the application to its next regularly scheduled meeting.

211. Conflict of Interest

All members of the Commission shall comply with the State Conflict of Interest Law, Title 38, Chapter 3, Article 8, Arizona Revised Statutes.

212. Abstention

Any member who may subjectively believe participating in discussion or voting on cases coming before the Commission could give the appearance to the general public of a conflict of interest may voluntarily abstain from participating in such cases.

III. OFFICIAL RECORDS

301. Definition

The official record shall include these by-laws, and the minutes of the Commission meetings, together with an applications, exhibits, correspondence, findings, decisions and other official actions or other items filed with or issued by the Commission.

302. Recording of Vote

Minutes shall be kept for all meetings of the Commission and shall show the vote of each member on every question on which the Commission is required to act, or shall indicate absence. Minutes shall also show records of all other official actions.

303. Retention of Files

All applications and other matters coming before the Commission shall be filed in the Aviation Department in accordance with that department's general file system. The Aviation Director shall keep a permanent file of all applications, exhibits, findings, correspondence, decisions and other official actions of the Commission. The tape recordings of the public hearings of the Commission, if any, shall be retained intact for not less than thirty (30) days after the City Council shall make a final decision in the specific subject on the tape. Original applications shall be retained as long as is required by standard City procedure.

304. Public Record

In accordance with Arizona public record law, all of the public records of the Commission shall be open to public inspection during normal business hours.

IV. RULES AND AMENDMENTS

401. Amendment Procedure

Amendments to these by-laws may be made by the Commission upon the affirmative vote of four (4) members, provided any such amendment is proposed at a preceding meeting, or submitted in writing at a prior regular meeting of the Commission and is noted in the minutes of such meeting. Amendments adopted as above shall become effective at the next regular meeting of the Commission.

402. Copy of By-Laws

A certified copy of these by-laws and any amendments thereto shall be placed on record in the Aviation Department and the City Clerk within ten (10) days of the date of their adoption.

403. Robert's Rules of Order

When any question of parliamentary procedure arises, it shall be decided on the basis of Robert's Rules of Parliamentary Procedure, unless otherwise specified in these by-laws of the Commission.

404. Written Communications

All written communications to outside groups shall be sent out over the signature of the Chair or Vice-Chair of the Commission.

405. Interpretation and Conflict

In the event that any Commission by-law shall be at variance with any State statute or any ordinance or resolution of the City of Scottsdale, the statute, ordinance, or resolution shall prevail. These by-laws are intended only to supplement such ordinance and resolutions and may not amend, annul or abrogate any ordinance or resolution of the City of Scottsdale

Charles McDermott, Chair
Airport Advisory Commission

Gary P. Mascaro, C.M., C.A.E.
Aviation Director

APPROVED AS TO FORM:

Sherry R. Scott, City Attorney
By: Eric C. Anderson
Sr. Assistant City Attorney

Sec. 5-109. Airport Advisory Commission.

- (a) There is created a Scottsdale Airport Advisory Commission consisting of seven (7) members.
- (b) The Airport Advisory Commission shall establish bylaws to govern its affairs. The bylaws shall designate:
 - 1. Officers of the Airport Advisory Commission, the time and manner of their election, the term of office and the powers and duties of each officer.
 - 2. The time, place and manner of notice of all regular and special meetings.
 - 3. The manner of adoption, amendment and repeal of Airport Advisory Commission bylaws.
 - 4. Such other provisions as may be deemed necessary or desirable which are not contrary to the provisions of any ordinance or resolution, the charter or the laws of this state or the United States, to aid the Airport Advisory Commission in conducting its affairs.
- (c) The Airport Advisory Commission shall, with the assistance of the city staff, advise the City Council as necessary on:
 - 1. The Airport capital improvement program and financial plan.
 - 2. Rules, regulations, and minimum operating standards under this chapter.
 - 3. Environmental policies affecting Airport operations and Airport projects.
 - 4. Aviation-related development proposals at and surrounding the Airport or other development proposals in conflict with 14 C.F.R. Part 150, as amended, or other aviation-related laws, ordinances, rules, regulations or planning documents. In addition to advising the City Council, the Airport Advisory Commission may take action to inform the Planning Commission of such conflicts.
 - 5. Fees imposed by the city in connection with the Airport and the Airpark.
 - 6. Lease policies regarding city-owned property at the Airport.
 - 7. Land use policies at and surrounding the Airport in conflict with 14 C.F.R. Part 150, as amended, or other aviation-related laws, ordinances, rules, regulations or planning documents. In addition to advising the City Council, the Airport Advisory Commission may take action to inform the Planning Commission of such conflicts.
 - 8. The future role of the Airport as part of the statewide air transportation system.
 - 9. Safety matters under the jurisdiction of the Airport.

10. Such other matters as the City Council may direct.

- (d) At the request of the City Council, the Airport Advisory Commission shall submit a written report regarding Airport activities.
- (e) The Airport Advisory Commission shall perform such other duties as are imposed on the Airport Advisory Commission by this chapter.
- (f) The City Council shall have the right and prerogative to initiate review of any decision of the Airport Advisory Commission and shall uphold, modify, or overrule said decision.



COMMISSION INFORMATION REPORT

Discussion and input regarding Operations Report for February 2021

Agenda Item No.: 4

Meeting Date: 03/16/22

Staff Contact: Chris Read,
Asst. Aviation Director-Operations

Phone: (480) 312-2674

INFORMATION

Airport Monthly Operations Update for February 2021.

PURPOSE

The purpose of this item is to keep the Airport Advisory Commission informed as to the operational status of the Airport.

BASED AIRCRAFT

	<u>Helicopter</u>	<u>Single Piston</u>	<u>Single turboprop</u>	<u>Twin Piston</u>	<u>Twin Turboprop</u>	<u>Jet</u>	<u>Total</u>
Current Month	26	183	29	16	15	190	463
February 2021	29	185	28	18	15	179	454

OPERATIONS

	<u>February 2021</u>	<u>February 2022</u>	<u>% Δ</u>	<u>2021 YTD</u>	<u>2022 YTD</u>	<u>% Δ</u>
Total	15,302	14,387	-6.0	31,017	28,664	-7.5
IFR	5,528	6,951	25.7	10,666	14,435	35.3

ALERTS

<u>Date</u>	<u>Type</u>	<u>Description</u>
2/14/22	1	Cirrus SR-22, fuel smell in cockpit
2/28/22	1	Bombardier Regional Jet, flaps would not retract after takeoff

INCIDENTS

<u>Date</u>	<u>Description</u>
2/7/22	Cessna 172, flat nose wheel after landing
2/8/22	TBM 700, small fuel leak due to expansion
2/9/22	Restaurant patron fell in lobby area
2/18/22	Ross Aviation, service vehicle spilled oil on ramp
2/19/22	Extra NG, runway excursion

ENFORCEMENT ACTIONS

<u>Date</u>	<u>Violation</u>	<u>Enforcement Method Used</u>	<u>Comments</u>
2/08/22	Failure to wait for vehicle gate to close	Verbal	1 st Violation
2/08/22	Failure to file a Visiting Aircraft Notice	Verbal	1 st Violation
2/08/22	Unauthorized person driving on perimeter road	Verbal	Driver had to re-watch driver training video
2/11/22	Jet Aviation, storm water plan violation	Verbal	1 st Violation
2/13/22	Vehicle parked in airpark taxilane safety area	N.O.V.	1 st Violation
2/13/22	Parking violation	N.O.V.	1 st Violation
2/22/22	Failure to wait for vehicle gate to close	Verbal	1 st Violation
2/25/22	Ross Aviation, failure to report and properly clean up fuel spill	N.O.V.	1 st Violation
2/25/22	Transient aircraft parked in based aircraft tie-down	Verbal	1 st Violation
2/25/22	Vehicle speeding on ramp	Verbal	1 st Violation
2/28/22	Failure to wait for vehicle gate to close	Verbal	1 st Violation

U.S. CUSTOMS

<u>*Revenue (Month)</u>	<u>Total Uses Month</u>	<u>U.S. Visit Uses (flights/current month)</u>	<u>Comments</u>
\$118,475	205	39	U.S. Visit Summary 55 Mexican, 5 Swiss, 3 Canadian, 1 Trinidadian, 13 British, 1 Italian, 2 German, 3 Australian, 2 Vietnamese, 1 French, 1 Spaniard, 2 Peruvian, 1 Taiwanese

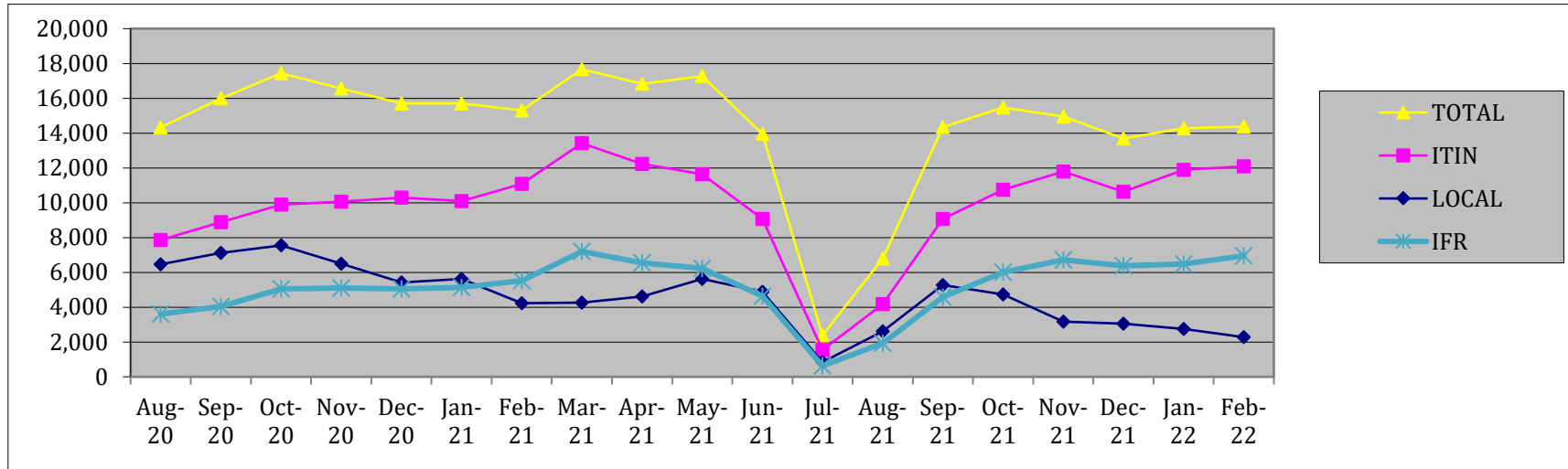
<u>*Revenue (FYTD)</u>	<u>Total Uses Month</u>	<u>Total Uses (FYTD)</u>
2021/2022 \$685,775	FEBRUARY 2021 205	2021/2022 1,132
2020/2021 \$475,075	FEBRUARY 2020 140	2020/2021 861

*Revenue = User Fees and Overtime Fees Charged to Users
 75,000 lbs. + PPR = 12 (calendar year 2022)

SCOTTSDALE AIRPORT OPERATIONS 2020-2021



	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22
ITIN	7,854	8,886	9,897	10,062	10,298	10,089	11,082	13,416	12,234	11,636	9,071	1,540	4,176	9,069	10,743	11,796	10,630	11,886	12,101
LOCAL	6,469	7,114	7,548	6,496	5,416	5,626	4,220	4,253	4,607	5,631	4,886	843	2,621	5,270	4,730	3,163	3,054	2,741	2,286
IFR	3,607	4,046	5,057	5,094	5,059	5,138	5,528	7,202	6,540	6,226	4,639	626	1,923	4,582	6,009	6,718	6,385	6,484	6,951
TOTAL	14,323	16,000	17,445	16,558	15,714	15,715	15,302	17,669	16,841	17,267	13,957	2,383	6,797	14,339	15,473	14,959	13,684	14,277	14,387



** Note - Runway 03/21 was closed for rehabilitation from July 6th to August 14th 2021



COMMISSION INFORMATION REPORT

Discussion and input regarding the Monthly Airport Construction Report for March 2022

Agenda Item No.: 5

Meeting Date: 03/16/22

Staff Contact: Chris Read,
Asst. Aviation Director-Operations

Phone: (480) 312-2674

INFORMATION

Airport Construction Update for March 2022

PURPOSE

The purpose of this item is to keep the Airport Advisory Commission informed as to the status of all construction activity at the City's airport.

FUTURE PROJECTS

Airport Fence Replacement Project

<u>Description</u>	<u>Approximate Cost</u>	<u>Status</u>	<u>Start Date</u>	<u>Estimated Completion Date</u>
Replace two sections of airport fencing at Frank Lloyd Wright Blvd. and Thunderbird Rd.	\$475,000	60% complete	January 17, 2022	March 11, 2022





Taxiway A North Rehabilitation and Run-up Area Project

<u>Description</u>	<u>Approximate Cost</u>	<u>Status</u>	<u>Estimated Start Date</u>	<u>Estimated Completion Date</u>
Rehabilitate the north end of Taxiway A and add additional run-up area.	\$5,000,000	Design Phase	August 2022	Late 2022



COMMISSION ACTION REPORT

Discussion and input regarding Airport and Airpark Aeronautical Business Permit Additions, Cancellations, and Revocations

Agenda Item No.: 6

Meeting Date: 03/16/22

Staff Contact: Carmen Williams,
Aviation Finance & Administration
Manager

Phone: (480) 312-8475

INFORMATION

Review of Airport and Airpark permittees and major tenant Aeronautical Business Permit additions, cancellations, and revocations.

PURPOSE

Per the request of the Airport Advisory Commission, a report will be provided as needed indicating additions, cancellations, and revocations of Aeronautical Business Permits.

KEY CONSIDERATIONS

- Attached are the current lists of Airport and Airpark permittees.
- List provides what type of aeronautical activity the business is conducting and the contact information.
- Any additions, cancellations, suspensions, and revocations will be highlighted on the list.

Attachment(s):
1. Current Airport Permittee List by Category
2. Current Airpark Permittee List by Category

AIRPORT AERONAUTICAL BUSINESS PERMITS & TENANTS

MARCH 2022

AIRCRAFT CHARTER, SALES & MANAGEMENT					
BUSINESS NAME	ACTIVITY	LOCATION	CONTACT	TELEPHONE	FAX
AMERICAN FLIGHT SUPPORT, LLC	AIRCRAFT CHARTER BROKERAGE	JA	BEN MOKE	888-245-4017	701-540-0234
ASI CHARTER INC. dba PEAK MEDEVAC INTL	AIRCRAFT CHARTER	RASC	EUGENE HAGGAN	720-649-0600	720-649-0800
AVIATION RESOURCE GROUP dba AERODYNE FLIGHT CENTER	AIRCRAFT SALES	RASC	DOUG COX	480-359-7979	
BUSINESS AIRCRAFT MANAGEMENT dba EXECUTIVE AIRCRAFT SERVICES	AIRCRAFT CHARTER/SALES/MANAGEMENT	SFS	GORDON JOHNSON	480-905-8659	480-905-9365
C. WRIGHT AVIATION, LLC	AIRCRAFT SALES/CHARTER BROKERAGE	RASC	CYGNE LASHAE SWAN	480-500-1818	
CIRRUS DESIGN CORP DBA CIRRUS AIRCRAFT	AIRCRAFT MANAGEMENT/SALES	RA	RAVI DHARNIDHARKA	865-724-1959	
ELITE FLIGHT JETS	AIRCRAFT CHARTER	SFS	TBD	480-305-0911	
FLY DENALI dba ALASKAZONA ADVENTURES	AIRCRAFT CHARTER	RA	ERIC ROVEY	623-203-7580	
G.G.R. AVIATION	AIRCRAFT MANAGEMENT	SFS	GUY MILANOVITS	480-614-1166	
GRANDVIEW AVIATION, LLC	AIRCRAFT CHARTER	SFS	DARRELL BONEBRAKE	888-573-9426	
J&S AVIATION	AIRCRAFT MANAGEMENT	MOBILE	SEAN FOWLER	480-241-9437	623-780-8484
JET LINX SCOTTSDALE	AIRCRAFT CHARTER/MANAGEMENT	RASC	JON HULBURD	866-538-5469	888-398-3189
JET FLEET, LLC	AIRCRAFT SALES	SFS	STEVE GAGE	480-286-0029	
JET PROS, LLC	AIRCRAFT CHARTER/BROKERAGE/MANAGEMENT	SFS	MARGARET PIONTEK	480-444-2452	480-575-9920
JOHN HOPKINSON & ASSOCIATES	AIRCRAFT SALES	SFS	CHRISTINA HOPKINSON	403-637-2250	
M&N EQUIPMENT, LLC dba M&N AVIATION	AIRCRAFT CHARTER/MANAGEMENT	SFS	TODD SCHIECK	720-356-4830	720-979-0310
MACKIN AVIATION, LLC	AIRCRAFT SALES	RA	BRIAN MACKIN	480-363-0058	
MAINE AVIATION AIRCRAFT CHARTER, LLC dba MAC JET CENTER	AIRCRAFT CHARTER	TAC	ALYSAN CARUSO	207-780-1811	
ROSS AVIATION - CHARTER	AIRCRAFT CHARTER	RASC	RICK WIELEBSKI	480-948-2400	480-948-3874
SAWYER CHARTER SERVICE	AIRCRAFT CHARTER/SALES	RANC	CHAD VERDAGLIO	480-922-2723	480-922-5653
SCOTT AIR, LLC dba ISLAND AIR EXPRESS	AIRCRAFT CHARTER	RASC	SCOTT CURRIER	602-274-4370	602-285-9295
SET JET	AIRCRAFT CHARTER/BROKERAGE	TAC	WILLIAM SMITH	480-264-6500	

AIRCRAFT RENTAL, LEASING & FLIGHT TRAINING					
BUSINESS NAME	ACTIVITY	LOCATION	CONTACT	TELEPHONE	FAX
AMERICAN FLYERS, INC.	FLIGHT TRAINING	RANC	STEVEN DAUN	954-784-2122	
AVIATION RESOURCE GROUP (AERODYNE)	AIRCRAFT RENTAL/FLIGHT TRAINING	RASC	DOUG COX	480-359-7979	
CIRRUS DESIGN CORP DBA CIRRUS AIRCRAFT	AIRCRAFT RENTAL/FLIGHT TRAINING	RA	RAVI DHARNIDHARKA	865-724-1959	
ELITE FLIGHT TRAINING	AIRCRAFT RENTAL/LEASING/FLIGHT TRAINING	SFS	CHARLES LAPMARDO	480-305-0911	
LEGACY FLIGHT TRAINING	FLIGHT TRAINING	ACC	WILLIAM INGLIS	772-539-0420	
LEOPARD AVIATION	AIRCRAFT RENTAL/FLIGHT TRAINING	RASC	THOMAS NOON	760-419-2252	
PLUS 5 SPORT AERO	FLIGHT TRAINING	RANC	BUD DAVIDSON	602-971-3991	602-971-3896
SAWYER AVIATION	AIRCRAFT RENTAL/FLIGHT TRAINING	RANC	CHAD & MARY VERDAGLIO	480-922-5221	480-922-5653
SCOTTSDALE EXECUTIVE FLIGHT TRAINING	AIRCRAFT RENTAL/FLIGHT TRAINING	SFS	GUY MILANOVITS	480-614-1166	
SDL HOLDINGS - ATP	FLIGHT TRAINING	RASC	JIM KOZIARSKI	904-273-3018	904-273-1511
SIERRA CHARLIE AVIATION	AIRCRAFT RENTAL/FLIGHT TRAINING	SFS	SCOTT CAMPBELL	480-390-2346	

SOUTHWEST FLIGHT CENTER	AIRCRAFT RENTAL/FLIGHT TRAINING	ACC	GARY LEWIN	480-991-2880	480-991-2968
UNIVERSAL HELICOPTERS, INC.	FLIGHT TRAINING/LEASING/PHOTOGRAPHY	RASC	GORDON JIROUX	480-951-6283	480-951-6285
VERTICAL WORKS	FLIGHT TRAINING	RANC	CHARLES CHADWICK	732-865-1610	

AIRCRAFT MAINTENANCE & REPAIR					
BUSINESS NAME	ACTIVITY	LOCATION	CONTACT	TELEPHONE	FAX
ACROPRO LLC	MOBILE AIRCRAFT MAINTENANCE	MOBILE	PIKE KELLY	805-268-4962	
ARIZONA AIRCRAFT INTERIOR DESIGN	SPECIALIZED AIRCRAFT REPAIR	SFS	MICHAEL BRYANT	480-832-1330	480-832-1186
AZ JET SERVICES	AIRCRAFT MAINTENANCE	SFS	DAVE FERNEAU	602-380-5555	
CESSNA AIRCRAFT COMPANY	AIRCRAFT MAINTENANCE	SFS	RANDALL SOUTIERE	480-840-9430	
CIRRUS DESIGN CORP DBA CIRRUS AIRCRAFT	AIRCRAFT MAINTENANCE	RA	RAVI DHARNIDHARKA	865-724-1959	
CONSTANT AVIATION, LLC	AIRCRAFT MAINTENANCE	RA	NATHAN ROMNEY	469-323-4081	
DALLAS AIRMOTIVE	AIRCRAFT MAINTENANCE	SFS	DAVID HUTCHISON	214-477-9033	
DIRECTMX AVIATION LLC	AIRCRAFT MAINTENANCE	RASC	VAN NGUYEN	520-409-7860	
DUNCAN AVIONICS	AIRCRAFT MAINTENANCE	SFS	JIM DAVIS	480-922-3575	480-951-9234
G.G.R. AVIATION	MOBILE AIRCRAFT MAINTENANCE	SFS	GUY MILANOVITS	480-614-1166	
JET EAST AVIATION	AIRCRAFT MAINTENANCE	SFS	SHAWN GEORGE	216-212-8056	
KEYSTONE AVIATION, LLC	AIRCRAFT MAINTENANCE	TAC	AARON FISH	888-900-6070	
LEARJET/BOMBARDIER INC.	AIRCRAFT MAINTENANCE	SFS	SEBASTIAN MOORE	520-746-5100	
PDR SERVICES	SPECIALIZED AIRCRAFT REPAIR	SFS	PHILIP CHAPMAN	480-202-2908	
PREMIER AIR CENTER dba WEST STAR AVIATION	AIRCRAFT MAINTENANCE	SFS	RODGER RENAUD	618-258-8020	618-259-0809
SAWYER MX, LLC	AIRCRAFT MAINTENANCE	RA	CHAD VERDAGLIO	480-922-5221	480-922-5653
SOUTHWEST FLIGHT CENTER	MOBILE AIRCRAFT MAINTENANCE	ACC	GARY LEWIN	480-991-2880	480-991-2968

AIRCRAFT WASHING & DETAILING					
BUSINESS NAME	ACTIVITY	LOCATION	CONTACT	TELEPHONE	FAX
AERO PANACHE	AIRCRAFT WASHING	MOBILE	TODD PUCKETT	602-531-5505	
APPEARANCE GROUP	AIRCRAFT WASHING	MOBILE	DONALD HENRY	480-580-1658	
CLASSIC AIR AVIATION	AIRCRAFT WASHING	MOBILE	JON MARPLE	602-574-5376	440-664-3568
JB'S EXECUTIVE DETAILING	AIRCRAFT WASHING	MOBILE	JEFFREY BURROWS	480-808-4229	
TIME FOR SALE	AIRCRAFT WASHING	MOBILE	CAROLYN NELSON	602-295-7181	
WEST COAST WASH STATION	AIRCRAFT WASHING	MOBILE	MIKE ADAMS	480-443-7320	

AUTO RENTAL COMPANIES					
BUSINESS NAME	ACTIVITY	LOCATION	CONTACT	TELEPHONE	FAX
ALAMO/NATIONAL CAR RENTAL	OFF-AIRPORT RENTAL CAR	OFF	MIKE ROLLINS	480-948-4884	480-948-7444
AVIS RENT-A-CAR SYSTEMS	OFF-AIRPORT RENTAL CAR	OFF	PETER SERENA	480-948-4993	602-273-3215
ENTERPRISE RENT-A-CAR	RENTAL CAR	SFS	ERIC BULLIS	480-315-8051	480-315-1938
GO RENTALS	RENTAL CAR	RA	KAVOUS GITIBIN	480-991-0117	949-222-1909
HERTZ RENT-A-CAR	OFF-AIRPORT RENTAL CAR	OFF	STEPHEN BLUM	239-301-7794	

FIXED BASE OPERATORS					
BUSINESS NAME	ACTIVITY	LOCATION	CONTACT	TELEPHONE	FAX
JET AVIATION OF AMERICA	FIXED BASE OPERATOR	JA	TIMOTHY VALLOWE		
ROSS AVIATION	FIXED BASE OPERATOR	RA	RICK WIELEBSKI	480-948-2400	480-948-3874

SIGNATURE FLIGHT SUPPORT	FIXED BASE OPERATOR	SFS	GREG GIBSON	480-951-2525	
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HANGAR, SHADE & OFFICE LEASING SERVICES

BUSINESS NAME	ACTIVITY	LOCATION	CONTACT	TELEPHONE	FAX
TAC PRIVATE HANGARS	HANGAR LEASING	TAC	JAMIE THOMPSON	480-865-2605	

IN-FLIGHT CATERING SERVICES

BUSINESS NAME	ACTIVITY	LOCATION	CONTACT	TELEPHONE	FAX
AIR CULINAIRE WORLDWIDE, LLC	IN-FLIGHT CATERING	MOBILE	CHRIS EVANS	1-800-247-2433	
BASHAS INC. dba AJ'S FINE FOODS	IN-FLIGHT CATERING	MOBILE	MICHAEL BASHA	480-940-6731	480-940-2245
EMILY'S EVENTS LLC	IN-FLIGHT CATERING	MOBILE	EMILY GARNER	480-361-1800	
JETFARE CATERING	IN-FLIGHT CATERING	MOBILE	JONATHAN ALLEN	480-771-4161	
VOLANTI PRIVATE JET CATERING	IN-FLIGHT CATERING	MOBILE	DEE DEE MAZA	480-636-1722	

U.S. GOVERNMENT

BUSINESS NAME	ACTIVITY	LOCATION	CONTACT	TELEPHONE	FAX
FAA CONTROL TOWER	SDL AIR TRAFFIC CONTROL	TOWER	STEVE RAULSTON	480-609-7585	480-922-4982
U.S. CUSTOMS	U.S. CUSTOMS	OPS	OFF. KENNEDY/ARVIZU	480-312-8483	480-312-8485

LEGEND:

Green = New Permit
Yellow = Recently Cancelled Permit
Orange = Suspension/Pending Revocation
Red = Permit Revoked

ACC = Air Commerce Center; 14605 N. Airport Drive, Scottsdale, AZ 85260
JA = Jet Aviation; 14650 N. Airport Drive, Scottsdale, AZ 85260
RA = Ross Aviation; 14600 N. Airport Drive, Scottsdale, AZ 85260
RASC = Ross Aviation South Complex; 14700 N. Airport Drive, Scottsdale, AZ 85260
SFS = Signature Flight Support; 15290 N. 78th Way, Scottsdale, AZ 85260
RANC = Ross Aviation North Complex; 15115 N. Airport Drive, Scottsdale, AZ 85260
TOWER = FAA Air Traffic Control Tower; 14960 N. 78th Way, Scottsdale, AZ 85260
GRNWY = Greenway Hangars and Shades; 15135 N. Airport Drive, Scottsdale, AZ 85260

AIRPARK AERONAUTICAL BUSINESS PERMITS & TENANTS

MARCH 2022

AIRCRAFT CHARTER, SALES & MANAGEMENT & SPECIALTY SERVICES				
BUSINESS NAME	ACTIVITY	CONTACT	TELEPHONE	FAX
ALANTE AIR CHARTER	AIRCRAFT CHARTER/MANAGEMENT	RYAN HAMILTON		605-593-8960
COPPER STATE TURBINE ENGINE CO.	AIRCRAFT ENGINE OVERHAUL SERVICES	JIM NORDSTROM	480-500-6677	480-991-3067
DORATO JETS, LLC dba MEDICAL LOGISTICS MANAGEMENT, INC.	AIRCRAFT CHARTER/MANAGEMENT	BRANDON KEARNS	619-754-6755	
EXECUTIVE JET MANAGEMENT	AIRCRAFT MANAGEMENT	CHRISTINE LEBER	513-979-6709	
FRESH AIRCRAFT SALES, LLC	AIRCRAFT SALES	JOHN CALHOUN	602-717-2336	480-820-2566
PINNACLE AIR GROUP	AIRCRAFT CHARTER/MANAGEMENT/SALES	SCOTT GUETTI	480-998-8989	480-998-7993
PRIME JET	AIRCRAFT CHARTER/MANAGEMENT	CHERYL JANKE	310-486-2088	303-648-4685
SCOTTSDALE HANGAR ONE	AIRCRAFT MANAGEMENT	MATT BEVERAGE	480-624-9000	480-659-6051
BRADLEY MACK AVIATION, INC.	AIRCRAFT MANAGEMENT	MARY RANDOLPH	480-393-0770	480-393-7774

HELICOPTER RENTAL, LEASING & FLIGHT TRAINING				
BUSINESS NAME	ACTIVITY	CONTACT	TELEPHONE	FAX
H5 PRODUCTIONS, INC. dba H5 HELICOPTERS	SPECIAL COMMERCIAL FLYING	MITCH KELLDORF	480-607-3400	
SUNSTATE HELICOPTERS	SPECIAL COMMERCIAL FLYING	CHRIS DOBKINS	602-469-3182	
WESTERN SKY HELICOPTERS	SPECIAL COMMERCIAL FLYING	VANESSA CLIFTON	480-416-6415	

HANGAR, SHADE & OFFICE LEASING SERVICES				
BUSINESS NAME	ACTIVITY	CONTACT	TELEPHONE	FAX
7345 ACOMA LLC	HANGAR/SHADE LEASING	MOSHE BAR	480-483-8107	480-483-8172
AIRPARK LAND, LLC	HANGAR/SHADE LEASING	CRAIG JACKSON	480-421-6694	
ASTOR AIRPARK HOLDINGS	HANGAR/SHADE LEASING	REG COOPER	480-483-1999	480-443-7776
AVALON ONE	HANGAR/SHADE LEASING	SAMIR KANUGA	480-718-2412	
BATES FAMILY TRUST	HANGAR/SHADE LEASING		480-443-8287	480-443-8385
BECK LANE HANGARS LLC	HANGAR/SHADE LEASING	RYAN HAMILTON		
BCO	HANGAR/SHADE LEASING	LYNN BABCOCK	480-922-0490	480-922-0839
BUILDING D	HANGAR/SHADE LEASING	SCOTT LYON	480-367-6200	
CENTRAL IMPLEMENT	HANGAR/SHADE LEASING	PERRY CASE	480-998-8989	
CC OFFICE LLC	HANGAR/SHADE LEASING	JOSEPH ODDO	480-998-1444	480-951-1392
CWIE MANAGEMENT RESOURCES	HANGAR/SHADE LEASING	FRANK CADWELL	480-449-7751	480-449-8814
DEVELOPMENT SERVICES OF AMERICA	HANGAR/SHADE LEASING	RICHARD WILSON	480-927-4888	480-927-4889
GRAYSTAR CORPORATION	HANGAR/SHADE LEASING	JOHN MEYER	480-483-1985	480-483-1726

GREAT AMERICAN HANGAR	HANGAR/SHADE LEASING	MARK BOSCO	916-391-5000	916-391-5001
HANGAR THREE	HANGAR/SHADE LEASING	JIM KEELEY	480-596-9000	480-948-0502
JJS INVESTMENTS LLC	HANGAR/SHADE LEASING	JOHN J. SHUFELDT	602-399-1514	
JON VESELY REVOCABLE TRUST	HANGAR/SHADE LEASING	JOHN MEYER	480-483-1985	480-483-1726
LARRY COFFEY	HANGAR/SHADE LEASING	LARRY COFFEY	480-607-0140	
LOOKOUT PEAK, LLC	HANGAR/SHADE LEASING	MOSHE BAR	480-483-8107	480-483-8172
PACIFIC MARINE MANAGEMENT	HANGAR/SHADE LEASING	AL CHITTENDEN	360-653-4266	360-659-4216
ROSS AVIATION	HANGAR/SHADE LEASING	RICK WIELEBSKI	480-948-2400	480-443-7227
SCOTTSDALE HANGAR ONE	HANGAR/SHADE LEASING	ANDY SHAFER	480-624-9000	480-659-6051
SKY HARBOR LEASING, LLC	HANGAR/SHADE LEASING	REG COOPER	480-483-1999	
SOUTHWEST JET CENTER	HANGAR/SHADE LEASING	GARY DAICHENDT	949-254-3027	
WALLACE HOLDINGS	HANGAR/SHADE LEASING	BOB WALLACE	480-998-8861	480-998-0388
WATTS INVESTMENTS, LLC	HANGAR/SHADE LEASING	CHRIS NUTE	602-761-4571	302-275-3346
7689, LLC	HANGAR/SHADE LEASING	JOHN MEYER	480-289-5715	480-751-1559

LEGEND:

Green = New Permit
Yellow = Recently Cancelled Permit
Orange = Suspension/Pending Revocation
Red = Permit Revoked



COMMISSION INFORMATION REPORT

Discussion and Input Regarding Monthly
Financial Report for January 2022

Agenda Item No.: 7

Meeting Date: 03/16/22

Staff Contact: Carmen Williams,
Aviation Finance & Administration Manager

Phone: (480) 312-8475

AVIATION OPERATING BUDGET FISCAL YEAR 2021/22

	FY 2021/22 Adopted Budget	FY 2021/22 Approved Budget	FY 2021/22 Year to Date (through January 2022)			
			Approved Budget	Actual	Dollar Variance	% Variance
Revenue	\$6,262,427	\$6,262,427	\$3,511,865	\$4,560,855	\$1,048,990	30%
Expenses	\$2,825,237	\$2,614,347	\$1,710,129	\$1,564,792	-\$145,337	-8%
Net	\$3,437,190	\$3,648,080	\$1,801,736	\$2,996,063	\$1,194,327	

AVIATION FUND CASH BALANCE

	Operating	CIP Funds	Total
As of 1/31/22	\$7,606,485	-\$3,322,372	\$4,284,113
As of 1/31/21	\$4,452,285	\$1,901,665	\$6,353,950

MONTHLY REVENUE AND EXPENDITURE COMPARISON (ACTUALS)

	January 2021	January 2022	Dollar Variance	% Variance
Revenue	\$704,131	\$804,433	\$100,302	14%
Expenses	\$272,946	\$220,441	-\$52,505	-19%
Net	\$431,185	\$583,992	\$152,807	

ACCOUNTS RECEIVABLE AGING REPORT

Aging Report Data as of 2/7/2022

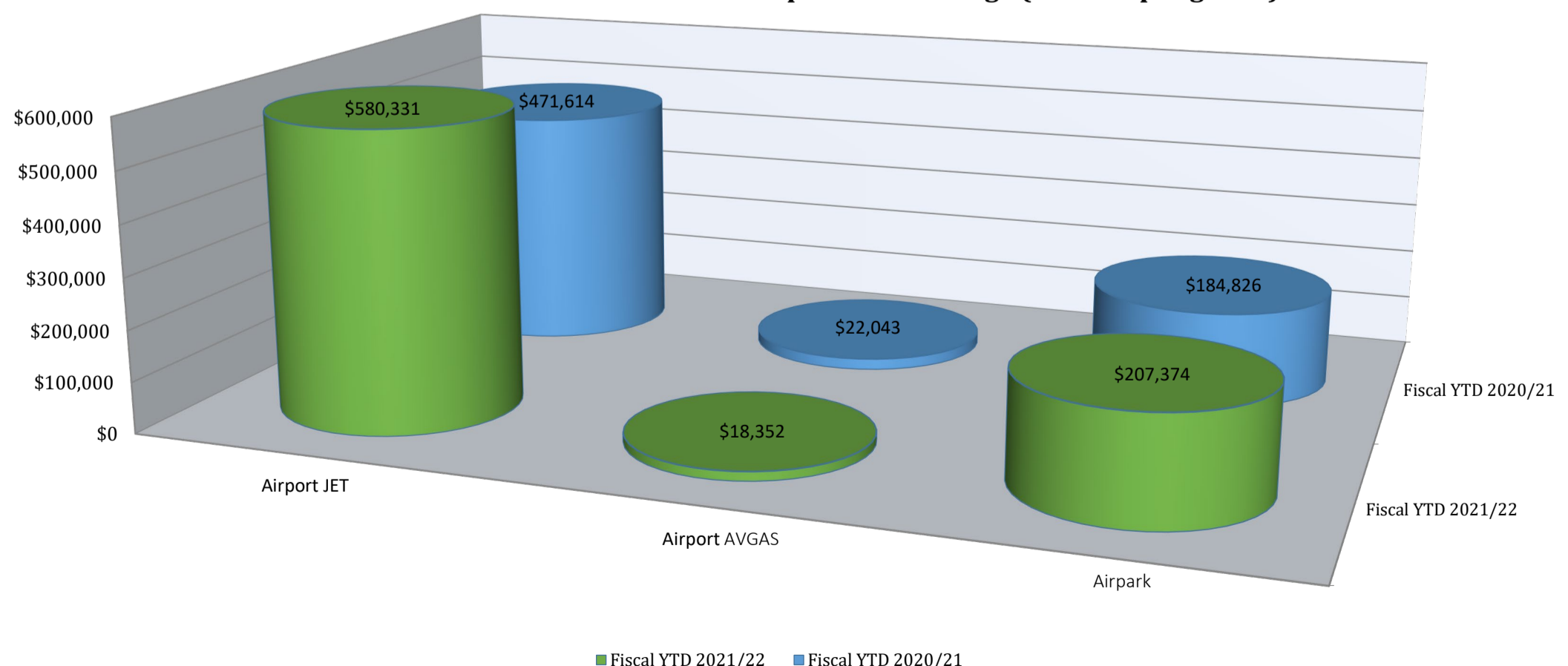
	Current	1-30 Days	31-60 Days	61-90 Days	91-120 Days	>120 Days	Total Amt Due
All Accounts Total	185,234.05	-28,471.56	-1,520.90	0.00	0.00	-460.18	154,781.41

Fuel Flowage (@ \$0.10 per gallon)

	January 2021			January 2022			% Change From Last Yr	
	Revenue	Gallons	% Total	Revenue	Gallons	% Total		
Airport JET	\$95,502	955,021	77.1%	\$124,154	1,241,541	75.5%	30.0%	Gal
Airport AVGAS	\$3,786	37,856	3.1%	\$3,121	31,214	1.9%	-17.5%	Gal
Airpark	\$24,552	245,517	19.8%	\$37,095	370,950	22.6%	51.1%	Gal
Total	\$123,839	1,238,394	100.0%	\$164,370	1,643,705	100.0%	32.7%	Gal

	Fiscal YTD 2020/21			Fiscal YTD 2021/22			% Change From Last Yr	
	Revenue	Gallons	% Total	Revenue	Gallons	% Total		
Airport JET	\$471,614	4,829,027	69.5%	\$580,331	5,803,305	72.0%	20.2%	Gal
Airport AVGAS	\$22,043	226,983	3.2%	\$18,352	183,522	2.3%	-19.1%	Gal
Airpark	\$184,826	1,913,873	27.2%	\$207,374	2,073,743	25.7%	8.4%	Gal
Total	\$678,482	6,969,883	100.0%	\$806,057	8,060,570	100.0%	15.6%	Gal

Scottsdale Airport Fuel Flowage (@ \$0.10 per gallon) - Fiscal Year-to-Date





COMMISSION INFORMATION REPORT

Discussion and Input Regarding
Public Outreach Programs and Planning Projects

Agenda Item No: 8

Meeting Date: 03/16/22

Staff Contact: Sarah Ferrara,
Aviation Planning & Outreach
Coordinator

Phone: (480) 312-8482

INFORMATION

Monthly update of the marketing, community, planning and pilot outreach programs at Scottsdale Airport.

PURPOSE

The purpose of this item is to keep the Airport Advisory Commission informed of the airport’s marketing, outreach and planning projects efforts.

Noise Program Outreach		
Description	Purpose	Status
Next Gen/Phoenix Metroplex	The City Manager sent letter on Dec. 6 formally requesting that Scottsdale be included in the Phoenix Airspace Working Group as new PBN procedures for PHX are considered. FAA has postponed scheduling meeting.	In progress
Noise Outreach	Will conduct noise outreach as necessary.	Completed
Pilot Outreach		
Description	Purpose	Status
Pilot Briefing & Outreach	Pilot Briefing and Outreach are conducted on as-needed basis.	Completed
Voluntary Curfew Outreach (10:00 p.m. – 6:00 a.m.)	The Voluntary Curfew Program is designed to respond to a complaint received for an operation between 10 p.m. and 6 a.m. If a flight can be confirmed, a letter is sent out to the operator to ask them for their cooperation in flying outside these hours when possible. There were seven voluntary curfew letters sent out in February.	Completed
Planning Projects		
Description	Purpose	Status
Monitor property development through the Planning Department	Working with the Planning Department to protect the airspace and development uses near Scottsdale Airport. The Planning and Zoning reports listed four projects within the Airport Influence Area.	Completed

Community Outreach and Marketing		
Description	Purpose	Status
Media, social media, & list serves	Continuing to share and post on social media and send out list serve newsletters, recent topics included: Scottsdale Airport fourth in world for business aviation departures, BJAX and Open operational numbers.	As needed
Brochures, flyers, other print materials, webpages & videos	The Schedulers and Dispatchers convention in San Diego will be held in April. NBAA- BACE will be held in October 2023 in Orlando, planning to exhibit to promote upcoming Super Bowl.	In process
Community outreach, presentations and events	Aviation staff will participate in the Scottsdale Chamber of Commerce's Airpark Forum on March 10. Staff will also conduct presentations for DC Ranch Community Council, AZAA and Realtor's Group.	In process



COMMISSION INFORMATION REPORT

Administrative report from the Aviation Director, or designee, regarding the status of pending aviation-relative items

Agenda Item No: 9

Meeting Date: 03/16/22

Staff Contact: Gary P. Mascaro,
Aviation Director

Phone: (480) 312-7735

INFORMATION

Discussion regarding status of the Airport Advisory Commission's items to City Council, and aviation-related items approved by Planning Commission, Design Review Board, or City Council.

Attachment(s):

1. Airport Advisory Commission Items to City Council.
2. Aviation-related items to Planning Commission, Design Review Board, or City Council.
3. City Council Meeting Calendar.

**AIRPORT ADVISORY COMMISSION AVIATION ITEMS TO CITY COUNCIL
2022**

AIRPORT COMMISSION DATE	APPROVED	ITEM DESCRIPTION	CITY COUNCIL DATE	APPROVED
01/19/21	Approved 4-0	Discussion and Possible Action to Recommend Adoption of Resolution No. 12359, Authorizing Lease Agreement 2022-007-COS with 21 Luna, LLC for the lease of General Aviation Box Hangar Space at the Scottsdale Airport. Staff contact: Carmen Williams, Aviation Finance & Administration Manager, 480-312-8475, cawilliams@scottsdaleaz.gov	CC – 02/22/22	Approved on consent
03/16/22	?	Discussion and Possible Action to Recommend to City Council Adoption of Resolution No. 12425 authorizing the acceptance of an airport improvement grant from the Arizona Department of Transportation, Aeronautics Group in the amount of \$728,090 and; Authorizing a FY 2021/22 Aviation Future Grant Contingency Budget Appropriation transfer totaling \$728,090 to a newly created capital improvement project to be titled “Perimeter Service Road Rehabilitation” for the design and construction of airport perimeter road improvements. Staff contact: Chris Read, Assistant Aviation Director – Operations, 480-312-2674, cread@scottsdaleaz.gov	CC- 04/05/22	?

**AVIATION-RELATED ITEMS TO PLANNING COMMISSION, DESIGN REVIEW BOARD OR CITY COUNCIL
(Projects that may be on airport, have taxi lane access, have height implications, or have sensitive noise uses)
2022**

AIRPORT COMMISSION DATE	APPROVED	ITEM DESCRIPTION	PLANNING, DRB, OR CITY COUNCIL	APPROVED
N/A	N/A	<p>Falcon's Nest Hangar Request by owner for approval of a site plan, landscape plan, and building elevations for an approximately 26,000 square foot hangar and office building, with Industrial Park (I-1) zoning, and airport access, located at 15650 N. 83rd Way. 13-DR-2021</p>	DR 04-07-22	?
N/A	N/A	<p>New Corporate Hangar for Set Jet Request for approval of a site plan, landscape plan and building elevations for an approximately 16,000 square foot hangar and office building with I-1 (Industrial Park) zoning. 31-DR-2021</p>	DR	?
N/A	N/A	<p>SDL Jet Center Hangar 2 Request approval of the site plan and building elevations for a new aircraft hangar building with approximately 18,000 square feet of building area, all on a 7.8-acre site. 48-DR-2021</p>	Transferred to staff approval	?
N/A	N/A	<p>Project Cactus Construction of a 29,400SF maintenance hangar with 4,200SF support space and 9,500SF terminal for transient and based aircraft to support Jet Aviation's business at Scottsdale Airport. Work includes demolition of existing buildings and site features, and creation of access drives, onsite parking and landscaping, and improvement to the ramp as well as modification/addition of a connector to the airfield. 52-DR-2021</p>	DR	?

2022 City Council Meeting Calendar

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Key

	Council Meetings
	Optional Additional Mtg and/or Study Session
	General Plan
	Events
	City of Scottsdale Holidays
	Election
	No meetings will be scheduled
	Strategic Planning Workshop/Retreat

Jan: 12 - MLK Dinner
 18 - State of the City Address
 Mar: 5-9 - NLC Congressional City Conference
 May: 17 - Tentative Budget Adoption
 June: 7 - Final Budget Adoption
 21 - Property Tax Adoption
 28 - Charter Officer Reviews
 Revised: 11/18/21

Aug: 2 - Primary Election
 30-31 - AZ League Conference (Glendale)
 Sep: 1-2 - AZ League Conference (Glendale)
 Nov: 8 - General Election
 16-19 - NLC City Summit
 Dec: 6-7 - Major General Plan Amendments and Reg Council Mtgs
 8 - Optional Meeting Date for Regular and GP items, if needed



COMMISSION ACTION REPORT

Discussion and possible action to modify the Airport Advisory Commission meeting schedule and Commission item calendar

Agenda Item No.: 10

Meeting Date: 03/16/22

Staff Contact: Gary P. Mascaro,
Aviation Director

Phone: (480) 312-7735

ACTION

Review Airport Advisory Commission meeting schedule.

PURPOSE

Pursuant to By-Laws of the Scottsdale Airport Advisory Commission, Section 202, *“Regular meetings of the Commission shall be held on the third Wednesday of each month immediately following the study session, unless otherwise scheduled by majority vote of its members. In the event the Commission desires not to hold the preceding study session, the regular meeting shall begin at 5:00 p.m., unless otherwise scheduled by majority vote of its members.”*

Attachment(s): 1. Airport Advisory Commission meeting schedule

Action taken:

AIRPORT ADVISORY COMMISSION SCHEDULE OF MEETINGS - 2022
 (Including anticipated topics and timeline for discussion)

JANUARY						
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- Election of Officers
- By-Laws Review
- Quarterly Noise Program Update

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- Experience Scottsdale Update

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APRIL						
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- Quarterly Noise Program Update

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- Chamber Update

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- Quarterly Noise Program Update

AUGUST						
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- Quarterly Noise Program Update
- Annual AZBAA Update

NOVEMBER						
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- Risk Management Update

DECEMBER						
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