



**SCOTTSDALE AIRPORT ADVISORY COMMISSION  
PUBLIC MEETING**

**Scottsdale Airport Aviation Business Center  
Stearman/Thunderbird Meeting Room  
15000 N. Airport Drive, Second Floor  
Scottsdale, Arizona  
Wednesday, March 19, 2025**

**PRESENT:** Peter Mier, Chair  
April Beauboeuf, Vice-Chair  
Peter Lenton  
David Reid  
John Spalj

**ABSENT:** Michael Goode

**STAFF:** Gary Mascaro, Aviation Director  
Rick Wielebski, Assistant Aviation Director  
Matthew Johnson, Director of Airport Operations & Maintenance  
Kelli Kuester, Aviation Planning and Outreach Coordinator

**GUESTS:** Mark Stanton, President and CEO of Scottsdale Area Chamber of Commerce

No audio is available for the beginning portion of the meeting.

**CALL TO ORDER**

The meeting was called to order at 5:03 p.m.

**ROLL CALL**

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

Chair Mier led the Commission in the Pledge of Allegiance.

## **AVIATION DIRECTOR'S REPORT**

Gary Mascaro, Aviation Director, introduced and congratulated the newly appointed Commissioner, Thomas Kube who was in the audience. Mr. Kube's first meeting will be in April.

### **Regular Meeting: February 19, 2025**

COMMISSIONER REID MADE A MOTION TO APPROVE THE FEBRUARY 19, 2025, REGULAR MEETING MINUTES AS PRESENTED. COMMISSIONER LENTON SECONDED THE MOTION WHICH CARRIED 5/0 WITH CHAIR MIER, VICE-CHAIR BEAUBOEUF, AND COMMISSIONERS REID, LENTON, AND SPALJ VOTING IN THE AFFIRMATIVE.

## **PUBLIC COMMENT**

There were no public comments.

## **REGULAR AGENDA            ITEMS 1-9**

### **1.        Annual Scottsdale Area Chamber of Commerce Update.**

Mark Stanton, President and CEO of Scottsdale Area Chamber of Commerce, provided a brief overview of the Chamber, noting it is a 501(c)(3) nonprofit organization doing business advocacy and economic development, and it provides connectivity within the business community. There are currently over 1,000 members within various businesses. He encouraged people to visit the agency's website at [scottsdalechamber.com](http://scottsdalechamber.com).

The Chamber is thriving as it celebrates almost 80 years. The trajectory changes as the economy and community needs change. Programs are offered for geographically diverse businesses on a regular basis throughout the year such as Women in Leadership. There are also annual events such as the State of the City Address with the Mayor and the Scottsdale History Hall of Fame event occurring in April.

Mr. Stanton indicated the Airport and Airpark are economic drivers for the City and the region. The Chamber, through connections with staff, is committed and dedicated to being a part of different events, programs, and presentations to the Chamber Board of Directors and business groups. The Chamber is excited to see and promote the results of the Commission's continued work on the future of the Airport and positive impacts of the economy, including quality of life, culture, and education. Chambers around the state comment on the positive impact the Airport and Airpark have on economic development. Mr. Stanton commended management, staff, and the Commission on how well the most recent incident was organized and managed, which brought reassurance to the business community.

Mr. Mascaro commented on the partnership with the Chamber and its members, many of whom fly airplanes. Mr. Stanton not only supports the Airport through the Chamber, adding that Mr. Stanton is also the Mayor of Paradise Valley, where many of the Airport operators and clients reside.

Chair Meir described the partnership as a vibrant economic driver that was amazing for a small town.

Vice-Chair Beauboeuf inquired about the Chamber's top three priorities for the coming year, how those will be achieved, and how the Airport fits into the plan. In response, Mr. Stanton explained the Chamber prioritizes attracting businesses and recruiting employees who want to be in Scottsdale to work, play, and enjoy the amenities. The key priority is to bring a vibrant economy that is well matched to the Airport's initiatives. Various tools and opportunities are utilized to achieve these, including the dynamic and thriving Airport.

**2. Discussion and Input Regarding Airport and Airpark Aeronautical Business Additions, Cancellations, and Renovations.**

**\*\* THIS ITEM WAS REMOVED FROM THE AGENDA \*\***

**3. Discussion and Input Regarding Monthly Operations Report February 2025.**

Matt Johnson, Director of Operations & Maintenance discussed aircraft numbers, noting the total number and jet counts are holding strong. The fixed-base operators (FBOs) and hangar operators continually fill the hangars. Operations have increased compared to last year, and the 2025 number reflects the WM Open held earlier in month. Total operations are also up compared to last year. The alerts were discussed. The preliminary report about the unfortunate accident in early February with the Learjet 35 came out from the National Transportation Safety Board on February 27, 2025. It reported that the left landing gear failed and the aircraft veered off to the left of the runway, continued traveling through the rocks into the segmented circle, and collided with parked aircraft. The preliminary report is available online and the final report will be published within 12 to 24 months.

Jet Aviation's assistance was recognized publicly. The enforcement actions and violations were reviewed. Mr. Johnson noted that the U.S. Customs fees and totals are remaining strong. The operations calendar from October 2023 to 2025 indicated the numbers are holding for February 2025. The Airport jumped to the 9<sup>th</sup> position on the FAA Business Jet Report.

In response to the Commission's questions, Mr. Johnson explained smoking is allowed only in designated areas and must be at least 50 feet from a fuel truck. Parking violations are a result of vehicles left overnight or longer than 72 hours at the Aviation Business Center, and signs are posted. Good-faith efforts are being made to find the owners and advise them not to do it in the future.

**4. Discussion and Input Regarding Monthly Financial Report for January 2025**

Rick Wielebski, Assistant Aviation Director, noted this report represents January 2025. The approved budget for revenues was \$4.8 million with actuals totaling \$5.6 million. For expenses, the approved budget was \$2.1 million with actuals totaling \$1.7 million. Compared to last year, revenues are up by approximately \$150,000. Expenses are higher by approximately \$32,000. The Aviation Cash Balance is approximately \$17.2 million as of January 31, 2025. The account receivables aging report shows balances for all City accounts as of February 4, 2025.

Regarding fuel flowage for the month of December, FBO jet A fuel sales accounted for 81.6 percent of total fuel and AVGAS was 2 percent, with Airpark Operators being at 16.3 percent.

Approximately 1.7 million gallons were pumped, up 23 percent from last December. The fiscal year comparison is up 6.1 percent.

In response to Commissioners' questions, Mr. Wielebski explained the variances in the expense and revenues, specifically recurring expenses that are spread out over the budget year but difficult to tell when they will hit, making it hard to plan and budget for them. An example is the customs expenses that provide a quarterly invoice. The total amount due shown in accounts receivable is due to the Airport. Any expenses related to the accident will not be reflected in the financial report because they would be handled by risk management.

## **5. Discussion and Input Regarding the Proposed Aviation Enterprise Fund Five-Year Financial Plan for FY25/26 – FY29/30.**

Rick Wielebski, Assistant Aviation Director, presented an overview of the financial plan, which is a forecast tool updated annually as the fiscally and financially conservative budget is developed for the next fiscal year. The Airport is a self-sufficient enterprise fund that utilizes zero tax dollars and zero money from the City's General Fund. The five-year financial plan is used to assess the adequacy of existing rates and fees that support Airport operations and capital improvements. The five-year financial plan is submitted to the City Council for approval.

For FY25/26 there is a seven percent increase planned over the current year with \$4.2 million in operating expenditures. An overview of contributing factors was provided and discussed, and they included adding another member to the Customs and Border Protection team, various projects, and credit card fees. There is a \$1.7 million debt service for the terminal redevelopment project starting in 2017, which is a 20-year bond that could be bought out in 2027. A \$10.4 million, or 3.4 percent, increase is planned for revenues for FY25/26, with fees remaining flat compared to previous years and no plans for increases in coming years. Revenue sources were reviewed, and Mr. Wielebski noted the majority comes from tenant rents. A 25 percent operating reserve is maintained over the planning period per the City financial policy. The ending fund balance that is discussed every month is projected to increase from \$15.9 million to \$34.5 million five years out.

A review of the timeline for the budget approval process was reviewed.

In response to the Commissioners' questions, Mr. Wielebski explained being a user-fee operation, Custom Border Protection's user fees are paid by the operator, not the Airport. Although not outlined in this presentation, the expenses are offset by revenues. Mr. Mascaro explained the FAA revenue policy, that requires that enough money be made to offset the costs of expenses incurred, referred to as "the bell effect". The Airport has a contract with Customs that can be canceled with 90-day notice, and a third agent can be added within 90 to 120 days by sending a letter. The Airport is within the constraints of the City and follow the City's processes. They are an enterprise with a zero-based budget that looks at the expenses, figures out costs, and evaluates revenues to determine if they are breaking even or better, which is the end game.

Mr. Wielebski advised that currently, there has been no consideration for charging credit card fees to users. The ending fund balance varies depending on the projects performed. Mr. Mascaro explained benchmarking has not been conducted because the Airport is making enough revenue without increasing rates and fees. A discussion ensued regarding being a role model and teacher of the best practices that assisted the Airport in becoming self-sufficient. It was noted the City is looking at them for WestWorld as well as pavement maintenance.

Chair Meir noted the key is that nothing comes from the taxpayers to drive the Airport, which is an economic engine for the community. The Airport is not only benchmarked by other airports but by the City as well.

**6. Discussion and Input regarding the Proposed Five-Year Airport Capital Improvement Program for FY25/26 – FY29/30.**

Rick Wielebski, Assistant Aviation Director provided an overview of the Capital Improvement Program (ACIP). The Airport Master Plan, the City General Plan Goals and Missions from the Mayor and City Council, the Airport Advisory Commission, staff, and stakeholders all provide input into deciding which projects will be put into the ACIP to seek funding for. Projects are funded 91.06 percent from the FAA with the remaining balance split between the State and the Airport Capital Fund. Projects that are not eligible for federal funding can be considered for State grant project funding where they State pays 90 percent of the project and the Airport pays 10 percent. Projects that do not receive funding are postponed or reevaluated. The ACIP seeks funding every year and is presented to the City Council for approval.

An overview of the five-year ACIP was provided, noting the Airport Pavement Preservation Program is annual as well as contingency monies for grant monies that become available.

FY25/26

- 25-1: Reconstruct Gate 1 taxi lane
- 25-2: Upgrades and improvements to aircraft vehicle gauge
- 25-3: Design of an Airport vehicle parking structure

In response to questions, Mr. Johnson explained the process of obtaining a contractor.

FY26/27

- 26-1/26-2: Design and construct the exit taxiways for Bravo 2, 9, & 15, including guiding signs
- 26-3: Airport drainage and master plan update to provide current information on the Airfield system
- 26-4: Rehabilitate runway 321

In response to questions, Mr. Johnson explained the many processes for maintaining the pavement, such as seal coating and crack sealing.

FY 27/28

- 27-1 / 27-2: Rehabilitation of Atlantic North and South aprons
- 27-3: Construction of the vehicle parking structure

In response to questions, Mr. Johnson noted the Master Plan was a tool used in making these decisions.

FY28/29

- 28-1: Rehabilitate the Atlantic main apron

FY29/30

- 29-1: Rehabilitate taxiway Alpha and Connectors Alpha 1 through 10
- 29-3: Transient apron rehabilitation at the main terminal

**7. Discussion and Input Regarding Public Outreach Programs and Planning Projects**

Kelli Kuester, Aviation Planning and Outreach Coordinator, provided an update on the public programs and planning projects for February and part of March 2025.

The updates included:

- The final meeting minutes from the FAA on Phoenix Terminal Area Procedure have been forwarded to the City's Government Relations and City Manager's Office for review.
- Noise Outreach: eight calls received from residents.
- Five Voluntary Curfew Outreach letters were sent.
- Development within the Airport Influence Areas for Cosanti Commons.
- Development adjacent to taxiways: zero projects for February.
- Airport Master Plan: March 20, 2025, is the second Policy Advisory Committee meeting as well as the second open house.
- Presentations and Events: City of Scottsdale Adaptive Recreation Group, Kindergarteners and parents from the Montessori School, and Red Hat Ladies all visited.
- Social Media activity: the posting and reminder for the Airport Master Plan meetings, also military activity, and April 5<sup>th</sup> movie night vote where *The Sandlot* will be shown.

In response to the Commissioners' questions, Ms. Kuester explained community outreach for the Phoenix Terminal Area Procedure will begin late this year or early next year. The eight noise complaints were from separate individuals who requested callbacks. Attendance at the first open house was around 50-55 and it is anticipated there will be the same for the second open house.

Mr. Mascaro asked Commissioners to visit the Airport's website prior to the April meeting and read the inventory and forecast chapters posted. The inventory reflects who the Airport is now, and the forecast is who the Airport anticipates they will be from an aircraft operational standpoint. These two chapters will be sent to the FAA for final approval. A consultant will be at the April meeting to review these chapters, and it is anticipated the Commission will actively engage to share information on where they see the airport over the next 20 years. Should there be any questions prior to the meeting, they can be emailed to Ms. Kuester. An email will be sent to all Commissioners with this information and a link to the chapters to review.

**8. Discussion and Input Regarding the Administrative Report from Aviation Director or Designee Regarding the Status of Pending Aviation-Related Items**

Mr. Mascaro noted there are no updates at this time for items going to the City Council. Items for the Planning Commission include the Yam Hangers, who are redesigning their idea. The City Council 2025 meeting calendar has been provided.

In response to Chair Meir's inquiry into the Cracker Jack project, Ms. Kuester discussed the initial site plan, adding that narratives were just received and comments will be provided in due time.

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

Mr. Mascaro reviewed the Commission's 2025 meeting calendar, with the next meeting being April 16, 2025.

**PUBLIC COMMENT**

There were no public comments.

**FUTURE AGENDA ITEMS**

There were no future agenda items noted.

**ADJOURNMENT**

With no further business to discuss, Chair Mier called for a motion to adjourn at 6:11 p.m.

VICE-CHAIR BEAUBOEUF MADE A MOTION TO ADJOURN. COMMISSIONER SPALJ SECONDED THE MOTION, WHICH CARRIED 5/0 WITH CHAIR MIER, VICE-CHAIR BEAUBOEUF, AND COMMISSIONERS LENTON, REID, AND SPALJ VOTING IN THE AFFIRMATIVE WITH NO DISSENTING VOTES.

SUBMITTED BY:

eScribers, LLC