



**SCOTTSDALE AIRPORT ADVISORY COMMISSION
PUBLIC MEETING
Scottsdale Airport Aviation Business Center
Stearman/Thunderbird Meeting Room
15000 N. Airport Drive, Second Floor
Scottsdale, Arizona
Wednesday, August 20, 2025**

PRESENT: Peter Mier, Chair
April Beauboeuf, Vice-Chair
Michael Goode (telephonic)
Thomas Kube
Peter Lenton
John Spalj (telephonic)

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

GUESTS: George Woods, Safety & Risk Management Director
Matt Wild, COO, Jet OUT, Inc.
Cary Caraway, President, Silver State Jet Services, LLC
Alton Serrao Jr., Star Gate Aviation Corp.

CALL TO ORDER

The meeting was called to order at 5:00 p.m.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

Chair Mier led the Commission in the Pledge of Allegiance.

AVIATION DIRECTOR'S REPORT

Aviation Director Rick Wielebski mentioned Scottsdale Airport is in the midst of its off season, but he listed many of the projects the Airport team is working on in the interim, including crack sealing

aprons, applying for new grant monies, and approving temporary activity permits, among others. He mentioned that Commissioner David Reid has left the Airport Advisory Commission (AAC) to serve on another Scottsdale commission, and he thanked him for his time. Chair Mier echoed that Commissioner Reid will be missed, and a new member will be appointed by the Scottsdale City Council before the middle of September.

Mr. Wielebski spoke about the recruitment process for the Assistant Aviation Director position, saying two applicants will move on to second-round interviews in September. He hoped to provide an update at the next AAC meeting.

APPROVAL OF MINUTES

Regular Meeting: May 21, 2025

COMMISSIONER KUBE MADE A MOTION TO APPROVE THE MAY 21, 2025, REGULAR MEETING MINUTES AS PRESENTED. COMMISSIONER LENTON SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR MIER, VICE-CHAIR BEAUBOEUF, AND COMMISSIONERS GOODE, KUBE, LENTON, AND SPALJ VOTING IN THE AFFIRMATIVE.

PUBLIC COMMENT

There was no response to the call for public comment.

REGULAR AGENDA ITEMS 1-15

1. Insurance Update from Risk Management.

Safety & Risk Management Director George Woods conducted a slideshow presentation and reviewed slides with the following titles: Coverage/Premium Comparison; Other Risk Transfer Mechanisms; Contractual Insurance Requirements; and Insured on Fire Arts Policy.

Mr. Woods noted the airport carries \$500 million in property damage insurance, \$2 million for workers' compensation, and \$200 million in general aviation liability coverage. He reviewed recent claim data and a comparison of policy limits and premiums, which he noted are nominal for the airport. He discussed other risk management mechanisms used for this location, further breaking down the different elements of contractual insurance requirements.

In response to Commissioner questions, Mr. Woods said staff works with its insurance broker to perform a comparative analysis between the airport's insurance coverage and that of comparable airports, with the goal of being in the 50th percentile. He explained that nine claims have been filed since February, and he anticipated that the airport will recoup around \$30,000 in property damage to the facility. The claims have not been resolved, and claimants have 180 days from the incident date to file claims. He anticipated the claims being open for quite some time.

2. Discussion and Possible Action regarding application for Airport Aeronautical Business Permit for Aero Interior Maintenance to conduct Leather Restoration services at Scottsdale Airport.

Aviation Director Rick Wielebski indicated that Aero Interior Maintenance met the requirements of the airport aeronautical business permit (ABP), though they had no one present to speak during this item. It was decided by the Commission to vote on this matter without the presence of a representative.

COMMISSIONER KUBE MADE A MOTION TO APPROVE THE APPLICATION FOR AIRPORT AERONAUTICAL BUSINESS PERMIT FOR AERO INTERIOR MAINTENANCE TO CONDUCT LEATHER RESTORATION SERVICES AT SCOTTSDALE AIRPORT. COMMISSIONER LENTON SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR MIER, VICE-CHAIR BEAUBOEUF, AND COMMISSIONERS GOODE, KUBE, LENTON, AND SPALJ VOTING IN THE AFFIRMATIVE.

3. Discussion and Possible Action regarding application for Airport Aeronautical Business Permit for Jet OUT, Inc to conduct Aircraft Charter services at Scottsdale Airport.

Aviation Director Rick Wielebski indicated Jet OUT, Inc., met the requirements for an ABP. He introduced Matt Wild, COO of Jet OUT, who discussed the ownership of his company. He added that Jet OUT already has 12 employees based in the Scottsdale area.

COMMISSIONER LENTON MADE A MOTION TO APPROVE THE APPLICATION FOR AIRPORT AERONAUTICAL BUSINESS PERMIT FOR JET OUT, INC TO CONDUCT AIRCRAFT CHARTER SERVICES AT SCOTTSDALE AIRPORT. VICE-CHAIR BEAUBOEUF SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR MIER, VICE-CHAIR BEAUBOEUF, AND COMMISSIONERS GOODE, KUBE, LENTON, AND SPALJ VOTING IN THE AFFIRMATIVE.

4. Discussion and Possible Action regarding application for Airport Aeronautical Business Permit for Silver State Jet Services, LLC to conduct Mobile Aircraft Maintenance and Repair services at Scottsdale Airport.

Aviation Director Rick Wielebski indicated that Silver State Jet Services, LLC, met the requirements for an ABP. He introduced Cary Caraway, President of Silver Slate Jet Services, who said his company is currently based in Las Vegas, Nevada. Many of their customers who frequent Scottsdale Airport requested that a base be established here. He talked about efforts to lease office space in the area, remarking that they plan to hire local workers.

Responding to Councilmember questions, Mr. Caraway responded that the recruitment process would begin once office space availability is determined. He expected to be staffed by November. Mr. Wielebski noted that staff received around ten applications for ABPs, which he described as an unusual spike for the offseason. He was unsure what was driving the spike, though he noted there has been an uptick in business in general. Mr. Caraway clarified his company has no relation to Silver State Helicopters.

COMMISSIONER KUBE MADE A MOTION TO APPROVE THE APPLICATION FOR AIRPORT AERONAUTICAL BUSINESS PERMIT FOR SILVER STATE JET SERVICES, LLC, TO CONDUCT MOBILE AIRCRAFT MAINTENANCE AND REPAIR SERVICES AT SCOTTSDALE AIRPORT. VICE-CHAIR BEAUBOEUF SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR MIER, VICE-CHAIR BEAUBOEUF, AND COMMISSIONERS GOODE, KUBE, LENTON, AND SPALJ VOTING IN THE AFFIRMATIVE.

5. Discussion and Possible Action regarding application for Airport Aeronautical Business Permit for Star Gate Aviation Corp to conduct Mobile Aircraft Maintenance services at Scottsdale Airport.

Aviation Director Rick Wielebski stated Star Gate Aviation Corp met the requirements for an ABP. He introduced A.J. Serrao Jr., who noted his company is based out of Glendale, Arizona, with plans to expand. In response to Commissioner questions, he stated no employees would be based in Scottsdale, as the company performs mobile aircraft maintenance.

COMMISSIONER LENTON MADE A MOTION TO APPROVE THE APPLICATION FOR AIRPORT AERONAUTICAL BUSINESS PERMIT FOR STAR GATE AVIATION CORP TO CONDUCT MOBILE AIRCRAFT MAINTENANCE SERVICES AT SCOTTSDALE AIRPORT. VICE-CHAIR BEAUBOEUF SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR MIER, VICE-CHAIR BEAUBOEUF, AND COMMISSIONERS GOODE, KUBE, LENTON, AND SPALJ VOTING IN THE AFFIRMATIVE.

6. Discussion and Possible Action regarding application for Airpark Aeronautical Business Permit for Tango One, LLC to conduct Hangar/Shade Leasing services at Scottsdale Airport.

Aviation Director Rick Wielebski stated Tango One, LLC, met the requirements for an ABP. He noted that nobody from Tango One is present for this item. Responding to Commissioner queries, he clarified that "hangar/shade leasing services" is the name of the business permit being sought.

COMMISSIONER LENTON MADE A MOTION TO APPROVE THE APPLICATION FOR AIRPARK AERONAUTICAL BUSINESS PERMIT FOR TANGO ONE, LLC, TO CONDUCT HANGAR/ SHADE LEASING SERVICES AT SCOTTSDALE AIRPORT. COMMISSIONER KUBE SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR MIER, VICE-CHAIR BEAUBOEUF, AND COMMISSIONERS GOODE, KUBE, LENTON, AND SPALJ VOTING IN THE AFFIRMATIVE.

7. Discussion and Input regarding Airport and Airpark Aeronautical Business Permit Additions, Cancellations and Revocations.

Aviation Director Rick Wielebski noted all the permit applications that were reviewed during the meeting are listed in green in the agenda packet materials for this item. The permit applications listed in yellow were cancelled for various reasons, and he added that there is no penalty for cancellation.

8. Discussion and Input regarding Public Outreach Programs and Planning Projects.

Kelli Kuester, Aviation Planning & Outreach Coordinator, spoke about the annual pilot forum which featured a discussion about the airport's noise abatement program, which was attended by about 40 people. She reviewed the statistics from May, June, and July related to noise outreach and voluntary curfew outreach, noting that many of the calls received were in response to a large military plane which flew into the airport in the beginning of July. She reviewed the materials in the agenda packet regarding property development within Airport Influence Areas, development adjacent to taxiways, and the Airport Master Plan. Chair Mier encouraged everyone to listen to

the podcast Ms. Kuester recorded. Ms. Kuester offered to post a link to the podcast on the airport's social media accounts.

Ms. Kuester completed her presentation by reviewing the remainder of the agenda packet for this item. She noted that five donors took part in the August 18 blood drive, and staff would continue to work with Vitalant on future blood drives.

Commissioner Kube thanked the airport authority for hosting Adrienne Fleming, who is traveling the world to study flight training and airport management. He offered to forward her findings once they become available. In response to Commissioner questions, Ms. Kuester mentioned that Sugar Land Texas Operations staff was interested in how Scottsdale handled events like the Superbowl as they are getting ready to host the World Cup.

Aviation Director Rick Wielebski spoke about a City initiative to invite the chair and vice-chair of each commission, along with the directors of the related divisions, to give presentations to the City Council about their commissions. Chair Mier noted the AAC make its presentation at the City Council's August 30 meeting, and he invited anyone interested to attend.

9. Discussion and Input regarding Quarterly Noise Complaint Summary.

Kelli Kuester, Aviation Planning & Outreach Coordinator, reviewed the monthly noise report included in the agenda packet for this item. Most of the complaints received during this time period, she continued, were related to flights which occurred during the voluntary curfew hours of 10:00 p.m. to 6:00 a.m. Most of the remaining complaints were related to low-flight concerns.

The Commissioners were given an opportunity to ask questions. In response, Ms. Kuester confirmed that some of the voluntary curfew hour violators are repeat offenders, and separate letters are sent for each violation. The majority of those violations were made by flight schools. She noted that the curfew is a voluntary request, and staff cannot prohibit anyone from flying at that time. She remarked that cease-and-desist letters are not made for these types of violations, but rather for violations of prohibited items in the noise and abatement ordinance such as touch-and-go's. Any new prohibitions regarding noise abatement would need to be approved by the Federal Aviation Administration (FAA). She said that the letters do not show cumulative violations and are instead sent out as a courtesy.

10. Discussion and Possible Action to modify the Airpark Rules and Regulations.

Aviation Director Rick Wielebski noted that, under current regulations, there is a maximum of two underground fuel tanks at fuel facilities, with a maximum capacity of 30,000 gallons of fuel. The proposed change would permit four underground fuel tanks and a maximum capacity of 120,000 gallons.

Responding to Commissioner questions, Mr. Wielebski saw no downside to the proposed changes. The rules were created many years ago to protect fixed-based operators at the airport, but the environment at that time was very different than today's environment, and 30,000 gallons of fuel is not enough to satisfy 100,000 square feet of hangar space. He confirmed the proposal reflects the change in the airport to handle heavier jets.

Mr. Wielebski stated Scottsdale Airport is unique given its robust airpark. More storage has been triggered by the need to accommodate both the greater number and larger size of aircraft. He described the City's stormwater protection plan as robust, which helps offset potential environmental impacts. Matthew Johnson, Director of Airport Operations & Maintenance, confirmed staff has to follow many regulations to ensure a safe environment. Mr. Wielebski said the City has someone lined up to install the increased storage. He noted placement of the new tanks could vary depending on the development of the parcel, and staff will have the opportunity to provide input during the plan review process. He said they are in the planning phase, and he described where in the process this project currently is. He pointed out that City ordinances require all fuel farms for aircraft to be underground.

Commissioner Goode thought the airport needs to be prepared to store the large amount of fuel needed to accommodate global demand.

COMMISSIONER KUBE MADE A MOTION TO APPROVE THE INCREASE IN THE NUMBER OF GALLONS FOR THE PROPOSED STORAGE FACILITIES. COMMISSIONER LENTON SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR MIER, VICE-CHAIR BEAUBOEUF, AND COMMISSIONERS GOODE, KUBE, LENTON, AND SPALJ VOTING IN THE AFFIRMATIVE.

11. Discussion and Input regarding Monthly Operations Report.

Matthew Johnson, Director of Airport Operations & Maintenance, reviewed the materials provided for this item, including statistics related to based aircraft, operations, alerts, incidents, enforcement actions, U.S. Customs & Border Protection, and total business jet operations.

Mr. Johnson spoke about the need to formulate and monitor a game plan which addresses frequent fuel spills. He discussed how staff educate pilots about prohibitions on touch-and-go's after hours. Responding to Commissioner queries, Aviation Director Rick Wielebski indicated that semi-private airlines such as JetSuiteX do not use Customs & Border Protection because they do not operate international flights into Scottsdale. Mr. Johnson provided additional information about the 6/8/2025 loitering incident and the 7/18/2025 medical emergency, which he said was not serious. He reported that the person responsible for the 14-day violation has vacated their tiedown and paid their fees.

12. Discussion and Input regarding Monthly Financial Report for April, May, June 2025.

Aviation Director Rick Wielebski reviewed the June 2024 financial report included in the agenda packet, noting that it contains year-end totals. He explained that the wild variance in monthly revenue and expenditures is due to year-end transfers, and he expected any negative variances to resolve themselves in July and August of the next fiscal year.

13. Discussion and input regarding Monthly Construction Report.

Matthew Johnson, Director of Airport Operations & Maintenance, reviewed the documents included in the agenda packet for this item related to the three projects listed. He said the seal coat project was part of the airport's pavement preservation program, and the last time this was done was in 2021.

Responding to Commissioner questions, Mr. Johnson described how equipment is used to analyze the pavement condition of the runways, particularly in touchdown zones. Aviation Director Rick Wielebski confirmed that a study will be included in the Airport Master Plan when it is discussed at an upcoming Planning Advisory Committee meeting.

14. Discussion and Input regarding the Administrative Report from the Aviation Director, or designee, regarding the status of pending aviation-related items.

Aviation Director Rick Wielebski indicated that staff anticipates receiving a grant award from the FAA for the rehabilitation project listed in the agenda packet, but it cannot go to the City Council without that award, which could push back the City Council date from September 9 to September 30. He expected that Better Health would come before the AAC at next month's meeting, and YAM Hangars should be reviewed by the Commission in the near future. Additionally, he mentioned that the Flexjet passenger terminal recently broke ground, and construction should begin shortly.

15. Discussion and Possible Action to modify the Airport Advisory Commission Meeting Schedule and Commission Item Calendar.

Aviation Director Rick Wielebski suggested changing the October 15 AAC meeting from October 15 to October 22 to accommodate most of the staff attending a conference.

VICE-CHAIR BEAUBOEUF MADE A MOTION TO CHANGE THE AIRPORT ADVISORY COMMISSION'S OCTOBER MEETING FROM OCTOBER 15 TO OCTOBER 22. COMMISSIONER LENTON SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR MIER, VICE-CHAIR BEAUBOEUF, AND COMMISSIONERS GOODE, KUBE, LENTON, AND SPALJ VOTING IN THE AFFIRMATIVE.

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 6:00 p.m.

VICE-CHAIR BEAUBOEUF MADE A MOTION TO ADJOURN. COMMISSIONER LENTON SECONDED THE MOTION, WHICH CARRIED 6/0 WITH CHAIR MIER, VICE-CHAIR BEAUBOEUF, AND COMMISSIONERS GOODE, KUBE, LENTON, AND SPALJ VOTING IN THE AFFIRMATIVE.

SUBMITTED BY:

eScribers, LLC