

MINUTES OF THE REGULAR MEETING OF THE CITY OF CHANDLER MUNICIPAL AIRPORT COMMISSION, on Wednesday, November 12, 2008 at 7:00 p.m. at the Chandler Municipal Airport, 2380 South Stinson Way, Chandler, Arizona.

1. CALL TO ORDER / ROLL CALL

Meeting called to order at 7:00 p.m.

A. The following Commission Members answered Roll Call:

Chairman David Church	Vice-Chair Chelle Daly
Commissioner Schuyler McCorkle	Councilmember Jeff Weninger
Commissioner Gary DeHoff	Commissioner Stan Olivier

B. Acknowledgement of Audience

CHAIRMAN DAVID CHURCH acknowledged the audience and the following people were recognized:

Mr. John Walkup, Chandler Air Service	Mrs. Lori Quan, Economic Development
Mr. Neil Jones, Quantum Helicopters	Mr. Kim Flatt, Buckeye Airport
Ms. Anne Quigley, Buckeye Airport	Mr. Guy Pepoy, Neighbor
Mr. Dave Olney, Dave Olney & Associates	Mr. Darrel Downing, Downing Aviation Associates
Matt Orlando, City Councilmember	Mr. Rick Heumann, Chandler Resident
Mr. Jim Osbey, Chandler Resident	

Others Present:

Mr. R.J. Zeder, Public Works Director	Mr. Dan Cook, Deputy Public Works Director
Mr. Greg Chenoweth, Airport Manager	Mr. Guy Lennon, Airport Management Assistant
Mrs. Rosenda Contreras, Airport Executive Assistant	

2. APPROVAL OF MINUTES:

MR. GREG CHENOWETH remarked there were some misspellings in the minutes mailed to the commission. Staff has corrected the mistakes and the revised minutes were presented to CHAIRMAN CHURCH.

It was MOVED by COMMISSIONER GARY DEHOFF and SECONDED by VICE-CHAIR CHELLE DALY that the Meeting Minutes of September 12, 2008 for the CHANDLER MUNICIPAL AIRPORT be approved as amended. MOTION CARRIED UNANIMOUSLY.

3. UNSCHEDULED PUBLIC APPEARANCES:

A. CALL TO PUBLIC

MR. JOHN WALKUP states on December 12th 2008, Chandler Air Service will host its annual Toys for Tots Toy Drive and Party. This year's events will also include a food drive. He comments about 400 people have been invited and everyone is asked to help advertise the event.

4. SCHEDULED PUBLIC APPEARANCES:

A. CALL TO PUBLIC

There were no scheduled public appearances.

5. ACTION AGENDA:

A. Airport Conflict Evaluation – Change of use for zoning on Pannatoni Chandler Airport Center to allow adult education uses.

MR. CHENOWETH presented the Airport Conflict Evaluation for change of use for zoning on Pannatoni Chandler Airport Center to allow adult education uses at the northeast corner of Cooper and Germann Roads. He noted this project is already built went through the Conflict Evaluation Process for the original zoning. This is a change of use to the zoning that was previously approved does not represent any new conflicts. A public meeting was held on November 6th with no neighbors in attendance. He noted staffs opinion that there is no conflict and that staff recommends the commission present an Airport Conflict Evaluation Report to the zoning administrator and city council advising them that there is no conflict.

IT WAS MOVED by COMMISSIONER STAN OLIVIER and SECONDED by COMMISSIONER SCHUYLER MCCORKLE the Commission approve and forward the Airport Conflicts Evaluation Change of use for zoning on Pannatoni Chandler Airport Center to allow adult education uses to the Zoning Administrator and City Council with a finding of no conflict with Airport uses as presented by MR. CHENOWETH MOTION CARRIED UNANIMOUSLY.

6. BRIEFING ITEMS:

A. Chandler Airport Alliance (CAA) – John Walkup

MR. WALKUP updated the commission on membership status

- i. Corporate and Board Status – MR. WALKUP reported the alliance Members will include airport tenants, airport businesses, other businesses and neighbors in the airpark area. Each group will have a minimum of two board members. The alliance would have a minimum of eight board members and a maximum of twenty. The first set of by-laws includes the elections of officers, purpose, goals and things of that nature. The meeting also included a list of objectives and all participants were given a report updating them on the different activities and developments at the Airport. Currently eight people have committed to being on the board and three more have indicated they are interested in participating. CHAIRMAN CHURCH thanked MR. WALKUP for his time and comments it is great to see the alliance is growing and seems to be getting better each month. MR. WALKUP comments he forgot to advise the Commission that the alliance would like to see a commissioner assigned to attend the meetings. The alliance feels this would help with communication issues.

B. Community Outreach Study – Dave Olney

MR. CHENOWETH briefed the Commission on the Community Outreach Study

MR. CHENOWETH noted the city has contracted with Dave Olney and Associates, LLC to conduct an analysis of community perceptions about the Airport and introduced MR. DAVE OLNEY. MR. OLNEY stated a key finding of the study found that most customers feel the complaint process is very frustrating and not user friendly. The study also found there are multiple collection points for data and complaints, which contribute to the frustration. MR. OLNEY stated there are some inconsistencies with the data and advised what some of those points were. The Commission, MR. OLNEY, City Staff and members of the audience discussed at great length aviation noise, communication issues, economic impacts of the airport to the community and how to address those issues.

C. Airport Staffing Study

MR. CHENOWETH briefed the Commission on the Airport staffing study.

MR. CHENOWETH noted that VICE-CHAIR DALY had requested staff look at staffing levels in terms of what we currently have, what would be preferred to provide preferable service today and long term levels which would be the ultimate Airport operations and administrative. Currently there are three administrative full time equivalent positions or FTE's and three operations and maintenance positions. In the preferred service level it is estimated the Airport needs four administrative levels and five operations and maintenance levels. The long term levels are estimated as needing five administrative positions and seven in operations and maintenance. He also advised that all additional positions would be contingent upon funding and that there is adequate funding in place to pay for the current levels. The preferred service levels and the long term levels would be dependent on additional funding sources.

Discussion ensued between the Commission, staff and audience members on how to address funding staffing needs, how the study was compiled, and lower cost options to address staffing needs.

VICE-CHAIR DALY stated the reason for bringing this up is the result of comments she has received regarding the Airport staff being overworked or under staffed. She noted her agreement that the Airport should be financially self-sustaining and should not be using money from the General Fund. She says she wanted an understanding of what work is being backlogged, what work is not getting done and what work is taking longer than normal. VICE-CHAIR DALY commented the Airport is a port of entry for the city and should be held to high standards. She states the Airport is a key economic sector of Chandler

just like the downtown area or the Price Corridor. She would like to see the Airport get to that as well, but by paying for itself through its own growth and not from the general fund or from taxpayers

Further discussion ensued regarding one-time funds or assistance from other City departments being used to keep staffing levels as low as possible while maintaining full safety security and maintenance standards.

VICE-CHAIR DALY commented that staffing levels appear to be a concern among airport users. Further discussion was held regarding potentials of adding part-time staffing.

D. Derelict Aircraft

MR. CHENOWETH briefed the Commission on the derelict aircraft.

MR. CHENOWETH stated this issue has been resolved. Staff has terminated the lease with the individual and the aircraft will be removed. Staff is looking to develop a policy that encourages flyable aircraft on the Airport. Further discussion ensued about current and future lease policies.

E. Lease Status

MR. CHENOWETH briefed the Commission on the lease status

- i. RFP's – No change in status, staff is moving forward with several leases for the Airport.
- ii. Direct Lease – No change in status, staff is moving forward with several leases for the Airport.

F. Airport Improvements and Construction Projects

Construction:

- *Airfield Signage Project* –Project is complete.

Design and Planning:

- *Airport Noise Study* – At the request of citizens and committee members staff was assigned additional duties once these duties are resolved the study will move forward.
- *Perimeter Road Design* –The design is complete, waiting for funding to begin construction.
- *Light Vault Renovation* –The design is complete, waiting for ADOT to approve the plans. Upon ADOT approval, the project will be bid for construction.
- *Airport Boulevard Design* – The design is moving forward, staff is anticipating 30 percent design plans from the consultant.

VICE-CHAIR DALY asked MR. CHENOWETH regarding the status of the Storm Drain Project. At the last meeting, it was reported there was now a lack of funding for the project to proceed and that staff was going to appeal. MR. CHENOWETH responded an appeal was made to ADOT and no final decision has been made.

G. August and September 2008 Financial Activity

MR. CHENOWETH briefed the Commission on the August and September 2008 Financial Activity. The cumulative year balance year to date for the end of August shows a negative increase to \$130, 870. \$97,000 will be spent on expenditures later in the year. September 2008 shows a \$36,000 deficit. The encumbrance has moved into the current month that staff is reporting. COUNCILMEMBER WENINGER asked if the City Manager's decision for departments to retain only 50 percent of their savings would have any effect on the Airport. MR. CHENOWETH replies no. He says grant assurances require all revenue earned at the Airport stay at the Airport. However, the general fund is a different story. MR. COOK commented the Airport has two funding sources one is 635, Airport operations and the other is the general fund. The City Manager's decision would only apply to the general fund. COUNCILMEMBER WENINGER asks if the Airport would normally keep its savings, if there is even opportunity to keep their savings and how does this 50 percent affect their savings. MR. ZEDER replies he would need to look into this. He advised there are challenges with the budget right now but the goal is to get at least 50 percent back into the general fund. The Public Works Department needs to reduce \$188,000 and none of this money will be taken away from the Airport.

H. Air Traffic and Noise Abatement Activity for September and October 2008

MR. GUY LENNON briefed the Commission on the Air Traffic and Noise Abatement for September and October 2008. In September 2008 there were 254,654 operations, down slightly compared to last year at this time. August rankings were 48th overall and 18th for GA. Last years rankings were 46th overall and 24th for GA. Three noise complaints related to traffic pattern and airspace issues were received. Two were helicopter complaints. Staff investigated the complaints by checking the altitudes and traffic patterns and found all were consistent. October 2008 there were 19,373 operations. The twelve-month total is 246,711 down from last years 263,375 total. Two noise complaints were received. Both were traffic pattern and airspace issues. One was a repeat call from September and one was a helicopter complaint.

I. Airport Manager Comments

MR. CHENOWETH asked everyone to welcome the Airport Executive Assistant MRS. ROSENDA CONTRERAS.

7. COMMISSION MEMBERS COMMENTS

COMMISSIONER STAN OLIVIER thanked MR. OLNEY for his time and stated he would like to bring a group from Sun Lakes to listen to MR. OLNEYS presentation as well as any history about the Airport. MR. CHENOWETH asked him to call MRS. CONTRERAS for scheduling.

VICE-CHAIR DALY reminded the Commission the general plan has passed and stated there has been some updated verbiage in the plan and this will give better direction to the council and the Airport Commission.

CHAIRMAN CHURCH welcomed MRS. CONTRERAS and congratulated COUNCILMEMBER ORLANDO AND COUNCILMEMBER HEUMANN on their victories at last week's elections. He advised everyone to enjoy their Thanksgiving and reiterated how important it is to attend the Commission meetings.

8. ADJOURNMENT

Noting no other comments from Commissioners, CHAIRMAN CHURCH adjourned the meeting. The meeting of the Airport Commission adjourned at 9:30 p.m.



Chelle Daly
Vice-Chair



Greg Chenoweth, Airport Manager
Recording Secretary