



**SIERRA VISTA AIRPORT COMMISSION  
REGULAR MEETING MINUTES  
AUGUST 12, 2009 6:00 PM  
SVMA TERMINAL**

CALL TO ORDER:

Vice-Chairman, Jon Nelson called the meeting of the Airport Commission to order at 6:00 P.M. in the Terminal Building of the Sierra Vista Municipal Airport, 2100 Airport Avenue.

ROLL CALL:

Present: Jon Nelson, Brian Bellerose, Bob Hazlett, John Falzone, and Chris Ireland

Absent: Dick McColley, Steve Ciccanti, Rob Harnage, and Bob Shepard

ATTENDEES:

City of Sierra Vista: Councilwoman Carol Dockter, Steve Tyminski and Janet Laduke.

LAAF Airfield Mgr: Carol Thompson

Public: Clifford Van Vleet, Tom Crosby and Lee Gray

INTRODUCTIONS:

Everyone introduced themselves.

ACCOLADES FOR AVIATORS:

Michael Bezzant, on TDY from Japan, soloed.

ACCEPTANCE OF AGENDA:

Commissioner Hazlett moved, Commissioner Bellerose seconded, to accept the agenda as written. Motion carried (unanimous).

ACCEPTANCE OF JULY 8, 2009 MEETING MINUTES

Commissioner Falzone moved, Commissioner Hazlett seconded, to accept the minutes as written. Motion carried (unanimous).

REPORTS:

Airport Operations Report: Transportation Services Superintendent, Steve Tyminski

- Minimum Standards and Rules & Regulations final drafts are in the 30 day review period.
- The Av Gas self-fuel project bid specifications are being reviewed.
- Pavex Corporation has halted work on the ASOS construction project while awaiting delivery of electronic components.
- The reconstruction of Runway 12/30 and the realignment of Taxiway "J" projects are continuing.

- At the most recent construction meeting, the contractor said the Taxiway “J project is 40% complete.
- Night paving operations are expected to begin on August 24<sup>th</sup> and last for 15 days. Watch for NOTAM’s.
- The snooze room signage has been installed.

Fort Huachuca: LAAF Airfield Manager, Carol Thompson

- NGA completed their survey on Runway 26.
- They are having a very important inspection (ARMS – Aviation Resource Management Survey) the 24<sup>th</sup> through the 28<sup>th</sup>.
- The work order is in process for the wind sock extension. No further update.
- They sent the FAA a new airfield diagram and that should be posted soon. Parallel taxiway will now be referred to as Papa, and the Southeast taxiway will now be referred to as Sierra.
- They are still trying to contact AirNav to update the airfield information.
- NOTAM’s stating the tower is open daily have been corrected.

Chairman’s Report: Vice-Chairman Nelson for Chairman McColley

- AirNav website: Carol Thompson advised the Fort has submitted a request for changes and is still waiting for contact from them.
- Rules and Regulations: Section 8 Hangar Co-Occupancy, 8.3 Terms of Co-Occupancy, Item #3: At July’s Airport Commission meeting, the Commission requested that the \$50 co-occupancy fee be removed.
  - Steve clarified that the final draft of the Rules and Regulations states: *“The existing hangar tenant shall submit all fees associated with allowing a co-occupant to share a hangar, at a rate equal to the monthly hangar rent prescribed for the particular type of hangar, plus a monthly co-occupant fee.”*
  - Steve further clarified that the fee amount was removed from the Rules and Regulations document, and will be referenced in the Fees and Charges Schedule.
- Commission members terms ending 10-12-09:
  - Dick McColley, 3<sup>rd</sup> and final term
  - Robert Hazlett, 2<sup>nd</sup> term
  - John Falzone, 1<sup>st</sup> term
  - Chris Ireland, 1<sup>st</sup> term
    - Commissioners Hazlett and Falzone advised they would be available and wished to be considered for re-appointment. Commissioner Ireland advised he would not be available for re-appointment.
  - The vacancies will be advertised on the City’s website. Applications are available at City Hall and online at the City’s website. Anyone interested in applying should do so by September 4, 2009. Applicants will be interviewed at the September meeting and appointed at the October meeting.

City Report: Councilwoman Carol Dockter

- The Spotlight Breakfast was well received.
- She will give a presentation in October or November to the Commission reference the state of the City.
- Carol distributed copies and reviewed the City’s 2010 Airport budget. (See Page 4)

Commissioners Nelson and Falzone suggested that an upcoming Airport Commission meeting be held at City Hall so that the new Commission members could be introduced to City staff and also to hold a short refresher course on open meeting laws and the role of the Airport Commission. Carol agreed to check into it.

#### UNFINISHED BUSINESS:

- Snooze Room for transient pilots: Directional signage has been installed.
- Wind sock height extension: addressed earlier (above).
- SVMA Terminal signs with Airport Manager information: Signage has been installed.

#### NEW BUSINESS:

- WINGS Program: Commissioner Nelson plans to hold another Wings Program fly-in next spring in the February-April time-frame. He will be soliciting volunteers from the Airport Commission to assist in the planning and ground work. Suggestions for topics are being taken at this time. He has been in touch with Bill Turner (TAA and current airport manager at Imperial County Airport, CA) who has offered some excellent suggestions and is prepared to get the word out in the Imperial area.

#### ACTION ITEMS/ASSIGNMENT LOG:

- Carol Dockter will check on the possibility of holding a future Airport Commission meeting at City Hall sometime after the October meeting when new Commissioners are on board. The purpose would be to meet City Staff and to hold a short refresher on open meeting laws. (8-12-09)

#### CALL TO PUBLIC:

- Cliff Van Vleet wanted to know if the annual Fly-In would be able to take place due to all the construction at the Airport. Carol Thompson advised that she would make sure that there was access to the runways needed.

#### ANNOUNCEMENTS:

- Commissioner Bellerose advised that he would be having an airspace briefing at the Bisbee Airport on Saturday, August 15 at 8:00 am.

#### COMMENTS FROM COMMISSIONERS:

- Commissioner Hazlett advised that he emailed the other Commission members an article about an airport giving away a free meal with a fuel purchase. He advised that SVMA should do something like that to bring in more pilots.
- Commissioner Ireland advised that the Coolidge Airport has a pancake breakfast once a month, and that it is well attended.
- Commissioner Falzone advised he is working with the City's PIO on an insert for pilot chart binders.

ADJOURNMENT: Commissioner Nelson adjourned the meeting at 7:10 p.m.

Next meeting is scheduled for September 9, 2009 at 6:00 PM at the Airport Terminal Building.

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Jon M. Nelson, Vice-Chairman

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Steve Ciccanti, Secretary

SIERRA VISTA AIRPORT BUDGET – 2010  
August, 2009

REVENUE

FAA/ADOT Grants-AWOS, RWY Reconstruct & "J" realignment Airport Master Plan	\$ 6,872,201.00	
Gas & Oil Revenues	\$ 1,059,314.00	
Leases	\$ 268,323.00	
Transfer In - General (Match for Grants)	\$ 10,000.00	
Transfer In – CIP (Match for Capital Grants & non-funded projects)	\$ 40,000.00	
Misc. Revenue	<u>\$ 105,000.00</u>	
TOTAL REVENUE		\$ 8,354,838.00 =====

EXPENDITURES

Salaries – Regular	\$ 70,995.00	
Salaries – Overtime	\$ 5,000.00	
Salaries – Part Time	\$ 37,391.00	
Benefits	<u>\$ 31,032.00</u>	
TOTAL PERSONNEL		\$ 144,418.00 =====
Professional Services**	\$ 225,745.00	
Electricity	\$ 39,000.00	
Telephone	\$ 4,000.00	
Natural Gas	\$ 4,000.00	
Building Maintenance	\$ 10,000.00	
Infrastructure Maint.	\$ 17,500.00	
Equipment Rentals	\$ 40,000.00	
Specialized Supplies	\$ 15,000.00	
Fuel	\$ 850,000.00	
Advertising	\$ 5,000.00	
Trips & Training	<u>\$ 2,500.00</u>	
TOTAL O&M		\$ 1,212,745.00
Infrastructure****	\$ 6,795,639.00	
TOTAL CAPITAL		\$ 6,795,639.00
Debt Service (Hangars)	\$ 202,036.00	
TOTAL DEBT SERVICE		<u>\$ 202,036.00</u>
TOTAL EXPENDITURES		<u>\$ 8,354,838.00</u> =====

\*\* Alarm Svs contract, used oil removal svc, fuel pumping svc, Airport Min. Stands.  
Fees/charges.

\*\*\*\*Runway 12/30, Self Fueling, AWOS & Market Survey.

NOTE: Only revenue generated on the airport come from leases (\$268,323.00) and fuel sales (\$1,059,314.00) which total \$1,327,637.00.