



**SIERRA VISTA AIRPORT COMMISSION
REGULAR MEETING MINUTES
MARCH 12, 2008, 6:00 PM
SVMA TERMINAL**

CALL TO ORDER:

Commissioner McColley called the meeting of the Airport Commission to order at 6:12 p.m. in the Terminal Building of the Sierra Vista Municipal Airport, 2100 Airport Avenue.

Commissioner McColley reminded everyone of the proper format for a Commission meeting.

ROLL CALL:

Present: John Falzone, Joe Gill, Dick McColley, Bob Hazlett, Chris Ireland, and Jon Nelson
Absent: Amy Metz and Larry Portouw (non-voting member)

ATTENDEES:

City: Councilman Craig Johnson.
Public Works: Steve Tyminski, Dick Cayer and Janet Laduke
Public: Ron Kline, Brian Bellerose, David Isaak, Clifford Van Vleet, Leo Scherping, George Clarke, III, and Donald Simpson

INTRODUCTIONS:

Everyone introduced themselves.

ACCOLADES FOR AVIATORS:

Kyle Koski received his Private Pilot's license.

ACCEPTANCE OF AGENDA:

Motion made by Commissioner Gill to accept the agenda as written. Commissioner Hazlett seconded the motion. Vote – unanimous. The motion carried.

ACCEPTANCE OF FEBRUARY 13TH MEETING MINUTES

Motion made by Commissioner Nelson to accept the minutes as written. Commissioner Gill seconded the motion. Vote – unanimous. The motion carried.

ACCEPTANCE OF FEBRUARY 22nd WORK SESSION MINUTES

Motion made by Commissioner Gill to accept the minutes as written. Commissioner Nelson seconded the motion. Vote – unanimous. The motion carried.

REPORTS:

Airport Operations Report: Transportation Superintendent, Steve Tyminski

Steve advised the following: the windsock has been installed; signs recommended by the Airport Commission have been installed; the front door and Pilot's Lounge signs have been ordered; sign for Airport Operator's in Pilot's Lounge has been ordered; classroom occupancy signs have been ordered; Public Works is creating a building use policy for the Airport Terminal Building.

Steve advised that that the RFP for the FBO is awaiting review by the Airport Commission; the RFP for the Airport Manager would be on hold until responses are received for the FBO, but that the draft is being put together

Steve advised that we are waiting for Qwest to hook up the emergency phone line; the wildlife containment areas are being put together by the CAD Technicians; the bid for the distance remaining markers will be next month; fire season has officially begun; the Forest Service is expected soon; due to fueling of FS aircraft, there may be a small delay in fueling; the wing jacks are leaking and will be auctioned off at the City auction on April 26th. They will not be replaced.

George Clark, Ill asked if the jacks were going to be repaired before they went to auction. Steve advised they would not be repaired prior to the auction.

Chairman McColley asked if the new windsock bracket could be aligned to the south instead of east (due to prevailing winds and visibility). Steve advised he would notify the Streets Department to change it.

Steve advised that funding has been postponed for the Taxiway J extension and the 12/30 rebuild.

Fort Huachuca: Airfield Manager, Jim Rose (via phone call to Dick McColley)

Jim reported that the VOR is down and that the parts to repair it would be in soon.

He also advised that the new radar tower is under construction – an 8 million dollar project.

He also advised that he is retiring in May.

Chairman's report: Dick McColley

Chairman McColley advised it would be good if the City's Airport website had a direct link to AirNav.com. AirNav may also be used to advertise the airport and businesses. This will be investigated more in the near future. He also advised that the Airport Commission roster

needed to be updated. Steve advised that the City has a new Webmaster, and that changes could be made at any time. Steve also suggested a link to a video of a flight over the airport.

Chairman McColley asked if the Air BP sign could be relocated from the old AGS hangar to the Terminal Building. Steve advised that Doug was checking with Air BP, as they are the owner of the sign.

Chairman McColley asked what would be the best course of action if someone at the Airport observed suspicious activity. Steve advised that calling 911 is a good number for reporting emergencies (when quick response is needed). There are other contact phone numbers and Steve will have Doug post them in the Pilot's Lounge. (there are also emergency #s on the new sign on the fence, south side of terminal)

Chairman McColley clarified an issue from February's meeting. Per the FAA AIMMS Manual, "the phrase "traffic in the area – please advise" is not a recognized Self-Announce Position and /or Intention phrase and should not be used under any condition."

Goals and Accomplishments: Commissioner Falzone made a motion to accept the document as written by Chairman McColley. Commissioner Gill seconded the motion. Vote – unanimous. The motion carried. Commissioner Nelson suggested that the document be reviewed for the public attendees. See attachment: Vision, Goals, Objectives, March 2008.

Commissioner Gill said that there is one unmet objective – ground transportation. Commissioner Gill asked if it were possible for Vista Transit to pick up people at the Airport. Steve advised that the curb-to-curb service is limited to disabled persons and seniors. Commissioner Gill suggested that the Chamber of Commerce should look into the issue.

The following items were discussed briefly in conjunction with the Goals and Accomplishments:

- ❖ The need to improve visibility (advertising) of the Airport.
- ❖ Facilitate the FBO.
- ❖ Job description for the Airport Manager.
- ❖ 2009 Vision – to be proactive in the working relationship with the City and participate in the Airport budget planning process.

City Report: Councilman Craig Johnson

Councilman Johnson advised he and the City Manager, Chuck Potucek, gave an update to the Chamber of Commerce's Legislative Commission and that the City's RFP process was reviewed.

Councilman Johnson advised that the City is open to input from all Commissions. He advised that Work Sessions for all Commissions will be on April 15, 2008 at 3:00 PM, and that each Commission has 30 minutes. The Airport Commission suggested that the Council might want to visit the Airport and take a tour on a Saturday (possibly April 12th). Councilman Johnson advised he would check with the other Council members to see if there was interest and also to check their schedules.

Review of SVMA related Resolutions going to City Council: Councilman Johnson advised there was nothing Airport related at this time. He also advised that the state budget is being watched closely and that funding is tight.

OLD BUSINESS:

Review recommendations/approval of draft RFP for FBO:

- ❖ The “Public Notice” cover sheet to the RFP was revised after a discussion by the Commission.
 - Commissioner Falzone made a motion to accept the revised Public Notice. Commissioner Gill seconded the motion, vote was unanimous, motion carried.

Commissioner Gill asked if he could receive an electronic copy of the (25 page) RFP. He advised that he and Commissioner Ireland would work together to come up with an “Information Packet” based on the RFP, to be used by the City to give to prospective bidders who have read the “Public Notice” and want more information.

Mr. Tyminski stated that the Commission would need to make a proposal (regarding the Public Notice and Information Packet) and send it to Purchasing.

NEW BUSINESS:

Elect Secretary: Commissioner Gill asked what the Secretary is responsible for. Chairman McColley advised that the Secretary is responsible for preparing the agenda and proofing the minutes (taken by the City). Commissioner Gill volunteered to be the Secretary until October, when his term is up.

CALL TO PUBLIC: None.

ANNOUNCEMENTS/DISCUSSIONS: Ron Kline advised that the SVAA annual dinner is being held on March 29, 2008 at the Pueblo del Sol Country Club. Dinner is \$30, and there will be a guest speaker, Col. Don McMonagle, regarding his experiences as an Astronaut in space.

ADJOURNMENT: Chairman McColley adjourned the meeting at 8:04 p.m.

Next meeting scheduled for April 9, 2008 at 6:00 PM at the Airport Terminal Building.

Dick McColley, Chairman

Joe Gill, Secretary