



**SIERRA VISTA AIRPORT COMMISSION**  
**REGULAR MEETING MINUTES**  
**APRIL 9, 2008, 6:00 PM**  
**SVMA TERMINAL**

**CALL TO ORDER:**

Commissioner McColley called the meeting of the Airport Commission to order at 6:02 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 and that the audience would be addressed at the Call to Public.

**ROLL CALL:**

Present: John Falzone, Joe Gill, Dick McColley, Bob Hazlett, Chris Ireland, Amy Metz, and Jon Nelson

Absent: Larry Portouw (non-voting member)

**ATTENDEES:**

City of Sierra Vista: Councilman Craig Johnson, Steve Tyminski, Dick Cayer and Janet Laduke  
Public: Brian Bellerose, David Isaak, George Clarke, III, Ron Kline, and Steve Ciccanti

**INTRODUCTIONS:**

Everyone introduced themselves.

**ACCOLADES FOR AVIATORS:**

Mark Baker soloed and is working on his Private Pilot's license.

**ACCEPTANCE OF AGENDA:**

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

**ACCEPTANCE OF MARCH 12, 2008 MEETING MINUTES**

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

## **REPORTS:**

**Airport Operations Report:** Transportation Superintendent, Steve Tyminski

Signage:

- Frequency Number; Front door after hours exit; Pilots Lounge; Flight Plan Closure; and Classroom occupancy signs have all been installed.
- Pilot's Lounge On-site advertising directory sign is pending.

The Building Public Use Policy is pending completion.

The RFP for the FBO is awaiting final recommendations from the APC. The Airport Manager RFP is in the draft stage and will be announced after proposals for the FBO are reviewed.

Active Airport Projects & Updates:

- Qwest has completed the emergency telephone system.
- Copperstate is to return with the correct parts to repair the AWOS.

Airport Information:

- The GA night activity log for March was supplied to APC.
- Public Works Open House will be held May 17, 2008 from 10:00 am to 2:00 pm. The Commission is invited to share a table with Doug. Commissioner Metz volunteered to attend.
- The TV in the Pilot's Lounge will be repaired next week.
- The car club will be having an event on April 19<sup>th</sup> and 20<sup>th</sup>, 2008.
- A snack vendor expressed interest in providing a snack machine at the airport. The City will meet with the vendor to discuss standard City contracts for such a service. Should have a response from the vendor by May 14, 2008.
- Three hangars are available for lease.

Commissioner Falzone asked Steve if the City has taken the recommendation of the Task Force and eased the hangar lease requirements. Steve advised that this issue would be addressed at the time the Rules & Regulations are updated. Presently, one year leases are available. The City should be contacted for details by anyone interested.

**Fort Huachuca:** Airfield Manager, Jim Rose (via email to Dick McColley)

Jim reported that beginning April 14<sup>th</sup>, 2008, Predator UAS training will be conducted from 1100 hours to 1300 hours local, Monday through Friday for approximately the next 3 months. Only arrivals and departures will be allowed during those times. No pattern training/practice will be allowed.

**Chairman's report:** Dick McColley

Chairman McColley reported that Commissioner Portouw turned in his letter of resignation. The resignation was read to the Commission. Steve Ciccanti is interested in replacing Commissioner Portouw as a non-voting member. This item will be added to next month's meeting agenda for consideration.

Commissioner McColley reported that the APC is still working on an advertising program for SVMA.

Chairman McColley thanked the City for their work on all the new signs around the terminal. Chairman McColley reported that an invitation was extended to the City Council and staff to tour the Airport and to take a flight around the city. This is scheduled for April 12, 2008 at 8:30 a.m.

Chairman McColley reported that the Budget and Goals document for the APC has been completed and is ready for the Work Session with the Council on April 15, 2008.

**City Report:** Councilman Craig Johnson

Councilman Johnson reported that the Work Sessions for all Commissions would be held on April 15, 2008 at 3:00 at the City Council Chambers.

Councilman Johnson reported that the Enhanced Use Lease (EUL) process has slowed down at the Fort.

Councilman Johnson reported that the State would be over-budget approximately three billion dollars over the next two years. The Governor has not yet made a decision as to how much of the Aviation Fund will be redistributed to help cover the budget deficit.

Commissioner Nelson asked about the next 5 year Airport Master Plan. Steve advised that the Master Plan would be conducted in two phases due to the cost. Phase I will update the ALP, and Phase II will be the Master Plan.

Review of SVMA related Resolutions going to City Council: Councilman Johnson advised there are no Airport related items at this time.

**UNFINISHED BUSINESS:**

Review recommendations/approval of draft RFP for FBO: Chairman McColley will contact Mike Clawson, City Purchasing Manager, for review of the draft RFP for the FBO.

The informational packet for parties interested in the FBO was reviewed. The review will be completed after the City Council tour on Saturday April 12, 2008, in a Special APC Worksession.

**NEW BUSINESS:**

None

**ACTION ITEMS/ASSIGNMENT LOG:**

Councilman Johnson – APC's new Purpose Statement.

- This item will be reviewed by the City Council at the Work Session on April 15.
- Steve Tyminski –Status of website update re APC meeting location; aligning windsock bracket to the south; moving Air BP sign to Terminal area.
- The Airport website has been updated.

- The windsock will remain in its current location as it has been installed correctly per the FAA Advisory Circular.
- The Air BP sign will be installed on the ramp side fascia and will be illuminated.

**CALL TO PUBLIC:**

Brian Bellerose – LAAF Air Traffic Controller Training Officer reported that the first phase of the new radar equipment would be installed at the end of April or beginning of May, and that the second phase would be completed in mid-to-late September. He also reported that LAAF is currently recruiting for two new Air Traffic Controllers.

Ron Kline – SVAA reported that their annual dinner was well attended and he appreciated the support of the Airport Commission members who attended.

**ANNOUNCEMENTS/DISCUSSIONS:**

Commissioner Hazlett advised he would be unavailable on Saturday for the Work Session review of the FBO informational packet.

A Special Work Session will be held on Sat. April 12, at 10 am in the Terminal Building, to continue the review of the draft RFP for the FBO.

The APC will present it's Goals, Objectives, and Budget at the City Council Work Session on Tuesday April 15, at 3pm.

**ADJOURNMENT:** Chairman McColley adjourned the meeting at 7:33 p.m.

Next meeting scheduled for May 14, 2008 at 6:00 PM at the Airport Terminal Building.

Dick McColley, Chairman

Joe Gill, Secretary