

**CITY OF BUCKEYE
AIRPORT ADVISORY BOARD MEETING
SEPTEMBER 12, 2018
MINUTES**

1. Call to Order/Pledge of Allegiance/Roll Call

Board Member Schwartz called the meeting to order at 6:00 p.m.

Members Present: Board Member Mark Meinhardt, Board Member Larry Runge, Board Member Spencer

Members Absent: Board Member Paul Daffinrud, Alternate Board Member Douglas Brooks, Chairman Steve St. John

City Staff Present: Council Liaison Eric Orsborn, Airport Coordinator Ryan Reeves, Deputy City Clerk Summer Stewart, Management Assistant Nanci Dixon

2. Minutes

A motion was made by Board Member Spencer and seconded by Board Member Meinhardt to approve the May 9, 2018 Airport Advisory Board and the July 11, 2018 Special meeting minutes. Motion passed.

3. Boards & Commissions Policy & Procedure Review

Deputy City Clerk Summer Stewart provided an overview of the role of the City Clerk, the rules of procedure as they relate to the Council and the appointed Boards and Commissions and an overview of open meeting law.

4. Copperstate Fly-in & 2019 Buckeye Air Fair

Mr. Reeves reported on updates related to the Copperstate Fly-in and 2019 Buckeye Air Fair. The Public Works Streets division has begun clearing the original runway beds to be utilized for aircraft parking. Copperstate is estimating 200-300 aircrafts participating, staff is preparing for 400 spaces. Air Fair entertainment schedule is being finalized and the airfield layout is near completion pending FAA final site inspection. The Air Fair Committee is working on committee assignments for all of the different event day protocol and procedure. Staff will be submitting applications to the FAA for three radio frequencies to be utilized during the Air Fair.

5. New Airport Fee Schedule Proposal

Mr. Reeves provided an overview of the proposed fee schedule and was available for questions. Board Member Spencer confirmed that the proposed Fee Schedule was compiled during a three month rate collection study along recent data collected from a previous rate study performed at Marana regional airports conducted by Dibble Engineering. The proposed Fee Schedule would be published for 60 days with subsequent presentation to the Council for approval. Board Member Schwartz confirmed that the proposed after-hours rate fee is appropriate based on staff response, compared to larger airports with a larger response team.

6. Potential New Business – NW Skysports Gliders

Mr. Reeves introduced Mr. Gary Boggs, owner of NW Skysports Gliders (41623 W Alvin Rd, Aguila AZ 85329), who provided an overview of business history, operations and proposed activity at the Buckeye airport. Board Member Spencer confirmed only one local competitor and that main consumer market is from the Phoenix valley. Board Member Meinhardt confirmed NW Skysports Gliders offers instructional flights, with five flights weekly and proposal to increase to 20 -30 flights per week. A motion was made by Board Member Spencer and seconded by Board Member Meinhardt to approve the proposed application for NW Skysports Gliders. Motion passed.

7. Airport Coordinator Report

Mr. Reeves provided an overview of airport activities. Fuel prices are the lowest tied with Gila Bend in the region. Operations are up and fuel sales are up over last quarter and on track to beat September 2017. Board Member Spencer confirmed that the fuel tank has a capacity of approximately 10,000 gallons, fuel purchases are typically delivered in 8500 gallon increments. The fuel system annual maintenance has been completed over the summer, full diagnostics on the electronic portions due to excessive card read errors. The system is working as designed. The maintenance building design and fire suppression system are at 90% completion. Plans are currently with the Engineering department. APS has completed the Phase I Environmental Study, which are currently under review. Once complete, APS will move forward with lease renewal. Arizona Airports Association will be holding their conference October 16-17 in Mesa. The City was awarded a \$275,000 FAA grant for design of the south apron and taxiway, updating LED post mounted lighting around the perimeter of the ramp as well as taxiway that extends to runway Alpha as well as design of a generator. There are currently 80 aircraft based at the airport, Skydive Buckeye has added an additional employee to their business operations due to increased business averaging 25-30 operations during the weekend.

8. Comments from Airport Advisory Board Members

Board Member Spencer – complimented staff on airport operations.

Board Member Runge - None

Board Member Schwartz – complimented staff on continued business development.

Board Member Meinhardt – None

9. Adjournment

A motion was made by Board Member Runge and seconded by Board Member Meinhardt to adjourn the meeting. Motion passed, meeting adjourned at 6:50 PM.

Steve St. John, Chairman

ATTEST:

Nanci Dixon, Management Assistant

I hereby certify that the foregoing minutes are a true and correct copy of the Airport Advisory Board Meeting held on the 12 day of September, 2018. I further certify that a quorum was present.

Nanci Dixon, Management Assistant