



Airport Advisory Commission

August 22, 2019

Agenda Packet



**AIRPORT ADVISORY COMMISSION
REGULAR MEETING
THURSDAY AUGUST 22, 2019, 7 P.M.
CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER
www.cityofpalmer.org**



CHAIR
VICE CHAIR
COMMISSIONER
COMMISSIONER
COMMISSIONER
COMMISSIONER
COMMISSIONER

KENNETH MORE
LIZ SWEARINGIN
JEFF HELMERICKS
ANDREW WEAVER
JOYCE MOMARTS
SHANNON JARDINE
RICHARD BEST

AGENDA

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- E. Minutes of Previous Meetings
 - Meeting of June 27, 2019
- F. Reports:
Frank Kelly, Airport Superintendent
- G. Guest Appearance
 - None
- H. Audience Participation
- I. Unfinished Business - Committee of the Whole (Note: Action may be taken by the Commission following committee of the whole)
 - 2019 Palmer Municipal Airport "Airport Open House" planning
 - School Classroom Visits Commissioner Jardine to update
 - Airport "Meet and Greet" events Chair More to update
 - Avigation Easement with the Mat-Su Borough, North of RW 16
 - Update on Mat-Su AAB meeting August 7th for PAQ Avigation Easement Presentation with request, by Chair Ken More
- J. New Business – Committee of the Whole (Note: Action may be taken by the Commission following committee of the whole)
 - General Discussion on upcoming airport issues / projects for future consideration.
- K. Commission Member Comments
- L. Adjournment

Minutes
June 27, 2019

**AIRPORT ADVISORY COMMISSION
CITY OF PALMER, ALASKA**

**REGULAR MEETING
THURSDAY, JUNE 27, 2019
7:00 P.M. - COUNCIL CHAMBERS**

A. CALL TO ORDER:

The regular meeting of the Airport Advisory Commission was called to order by Chair More at 7:01 p.m.

B. ROLL CALL:

Present and constituting a full quorum were Commissioners:

Kenneth More, Chair	Liz Swearingin, Vice Chair
Jeff Helmericks (via teleconference)	Andrew Weaver
Joyce Momarts	Shannon Jardine (via teleconference)
Richard Best (arrival at 7:03 p.m.)	

Also present were:

Frank Kelly, Airport Superintendent
Pam Whitehead, Recording Secretary

C. PLEDGE OF ALLEGIANCE: The Pledge was led by Commissioner Weaver.

D. APPROVAL OF AGENDA:

Main Motion: To approve the Agenda as presented.

Moved by:	Jardine
Seconded by:	Momarts
Vote:	7 Yes/0 No – Best, Jardine, Momarts, Weaver, Helmericks, Swearingin, More
Action:	Motion Carried Unanimously by roll call vote.

E. MINUTES OF PREVIOUS MEETING:

Main Motion: To approve the May 23, 2019 Regular Meeting Minutes as presented.

Moved by:	Swearingin
Seconded by:	Jardine
Vote:	7 Yes/0 No – Best, Jardine, Momarts, Weaver, Helmericks, Swearingin, More
Action:	Motion Carried Unanimously by roll call vote.

F. REPORTS:

Superintendent Kelly reported:

- Highlighted his written report in the packet, updating:
- Airfield Status – open and operational;
- Airport Safety/Security – nothing new;
- Airport Operations/Compliance/Improvements:
 - Airfield Safety Improvement Project 2019 – bid opening extended to July 3, 2019, 2 p.m.;
 - Updated status of P&Z-drafted ordinance on non-aeronautical/aeronautical – expected to go before City Council for adoption in July;
 - Updated status of "Avigation Easement" (end of RW 16) with the Mat-Su Borough (see packet for further information); reported he presented an update at the 6/12/19 Borough AAB meeting;
- Airport Operational & Leasing Update:
 - Updated regarding LL 23;
 - Reported interest in the lease lots off Cope Industrial Way; leasing sign diagram is with Public

Works for development and placement;

- **Important Dates:**

- 8/7/2019 – MSB Aviation Advisory Board will hear AAC/City request for the Avigation Easement; Chair More and Superintendent Kelly will attend.

- **Other Airport Operational & Leasing Update:**

- -- Reported Merrill Field rates increase as of January 2020 (see packet for newspaper articles related to same);

- Responded to Commission member questions related to the Avigation Easement.

Chair More:

- Further reported concerning the impact of the Merrill Field rate increases; discussion ensued.

G. GUEST APPEARANCE: None.

H. AUDIENCE PARTICIPATION: None.

I. UNFINISHED BUSINESS: Committee of the Whole

(Note: Action may be taken by the Commission following committee of the whole)

Main Motion: To enter Committee of the Whole for open and ease of discussion on the stated Unfinished Business items.

Moved by:	Jardine
Seconded by:	Swearingin
Vote:	7 Yes/0 No – Best, Jardine, Momarts, Weaver, Helmericks, Swearingin, More
Action:	Motion Carried Unanimously by roll call vote.

[The Commission entered Committee of the Whole at 7:25 p.m.; exited at 7:30 p.m.]

1. Committee of the Whole discussion:

- 2019 Palmer Municipal Airport "Airport Open House" planning.

- -- School Classroom Visits/Commissioner Jardine update;

- -- Airport "Meet and Greet" events/Chair More update.

Commissioner Jardine and Chair More updated and discussed status of planning the events.

- Avigation Easement with the Mat-Su Borough, North of RW 16.

- -- Update on Mat-Su AAB meeting June 12 for PAQ Avigation Easement Presentation with request by Airport Superintendent.

(Superintendent Kelly addressed earlier in the meeting under Reports)

[The Commission exited Committee of the Whole without objection at 7:30 p.m.]

J. NEW BUSINESS: Committee of the Whole

(Note: Action may be taken by the Commission following committee of the whole)

Main Motion: To enter Committee of the Whole for open and ease of discussion on the stated New Business items.

Moved by:	Best
Seconded by:	Jardine
Vote:	7 Yes/0 No – Best, Jardine, Momarts, Weaver, Helmericks, Swearingin, More

Action: Motion Carried Unanimously by roll call vote.

[The Commission entered Committee of the Whole at 7:30 p.m.; exited at 7:32 p.m.]

- AAC Meeting for July 25, 2019 – Airport Superintendent will be out of town.

Chair More polled the Commission whether to hold the meeting or cancel; consensus was to cancel.

[The Commission exited Committee of the Whole without objection at 7:32 p.m.]

Upon exit, the Commission took the following action:

Main Motion: To cancel the July 25, 2019 Airport Advisory Commission for the reason that Superintendent Kelly will be out of town.

Moved by:	Momarts
Seconded by:	Jardine
Vote:	7 Yes/0 No – Best, Jardine, Momarts, Weaver, Helmericks, Swearingin, More
Action:	Motion Carried Unanimously by roll call vote.

The next AAC meeting will be August 22, 2019.

Superintendent Kelly:

- Added to his previous report regarding the *Airfield Safety Improvement Project 2019*, reporting that Washington DC as of June 24, 2019 pre-approved and set aside the grant money (\$850,000) pending the bid and approval of the grant paperwork by the Alaska District Office.

K. COMMISSION MEMBER COMMENTS:

Commissioner Best:

- Spoke in appreciation of the short meeting tonight.

Commissioner Weaver:

- Inquired as to how the grant money will be used. Superintendent Kelly responded Airfield Safety Improvement: apron lighting, fence and gate repairs, airfield directional sign replacement, tree removal south of RW 10-28.

Chair More:

- Spoke in appreciation for the grant money for safety improvements and Superintendent Kelly's efforts re same.

L. ADJOURNMENT:

There being no further business, the meeting adjourned at 7:40 p.m.

APPROVED by the Airport Advisory Commission this 22nd day of August, 2019.

Kenneth More, Chair

Frank Kelly, Airport Superintendent



Reports

Airport Superintendent's Report

Airport Superintendent's Report

As of August 16, 2019

Airfield Status

- Airfield lighting: PAPI ✓ , REIL ✓ Runway Edge Lights ✓ , Taxiway Lights ✓
- Runway 16/34: Open
- Runway G16/G34: Open
- Runway 10/28: Open
- Helipad: Open
- Taxiways: Open
- AWQS: Operational
- Beacon: Operational

Airport Safety/Security

- No new reports

Airport Operations/Compliance/Improvements

- Airfield Safety Improvement Project for 2019 has been awarded and signed by the City of Palmer. The bids came in 30% higher than anticipated, but we were able to work with the FAA to obtain increased funding for the project. The new grant amount is now (\$937,980.00).
- The August 7th meeting with the Borough's Aviation Advisory Board went well and they have produced a draft Resolution in support of our request for a complete Avigation Easement. (See attachment)
- Ken, Myself and possibly Tor will be attending the Borough's Parks and Recs Board to present our request for a complete avigation easement on August 26th at 6 pm at the Borough Building. Two additional AAC members are welcome to attend in support of this proposition.

Airport Operational & Leasing Update

- 2019 YTD Fuel Flowage Fee receipts have now exceeded all of 2018 receipts. (See attachment)
- No progress for LL 23 negotiations to report.
- Construction on Lease Lot 10 is slated to begin very soon with construction on Lease Lot 20 expected to follow soon thereafter. The project on Lease Lot 21 may have to be postponed until the spring of next year, but that is not final either.
- The leasing sign diagram for the Non-Aeronautical lots has been with Public Works since June for development and placement, unfortunately they have been shorthanded and unable to get it done and put in place. Hopefully, this will occur before winter.

Important Dates

- Upcoming meeting with the Borough's Parks and Recs Board on August 26th in which they will take up our AAC, City and their AAB request for the Avigation Easement.

**MATANUSKA-SUSITNA BOROUGH
AVIATION ADVISORY BOARD
RESOLUTION SERIAL NO. AAB 19-01**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH AVIATION ADVISORY BOARD RECOMMENDING MATANUSKA-SUSITNA BOROUGH ASSEMBLY SEEK TO WORK IN CONCERT WITH THE CITY OF PALMER TO ACHIEVE A SAFE MATANUSKA RIVER PARK AND PALMER AIRPORT ENVIRONMENT.

WHEREAS, the Aviation Advisory Board (AAB) advises the Assembly in matters pertaining to aviation safety in the Matanuska-Susitna valley; and

WHEREAS, the AAB Resolutions are the primary method of transmitting recommendations and observations to the Matanuska-Susitna Borough (MSB) Assembly; and

WHEREAS, the AAB received a request from the City of Palmer's Airport Superintendent on June 12, 2019 for a resolution of support of the AAB to ask the Assembly to work with the City of Palmer to address easements in the Matanuska River Park area.

WHEREAS, the AAB discussed the request during their August 7, 2019 meeting with the City of Palmer's Airport Superintendent and the MSB's Community Development Director.

WHEREAS, the Warren "Bud" Woods Palmer Municipal Airport (PAQ) has a displaced runway threshold of 500' because of penetrations into airspace by trees to the north on Matanuska River Park; and

WHEREAS, MSB in 1986 granted PAQ an avigation easement only for half-width of the necessary Runway Protection Zone associated with full length utilization of Runway 16/34; and

WHEREAS, PAQ would like to seek avigation easement acquisition funding from the Federal Aviation Administration (FAA) to perform environmental and airspace studies to analyze the impacts and necessary mitigation for an avigation easement so that they can use the full length of the runway; and

WHEREAS, without the ability of PAQ to control the height of trees under the approach, the airport cannot use the full length of the runway because of the FAA operational safety limits; and

WHEREAS, the resulting in the need to displace the threshold; and

WHEREAS, without the ability of PAQ to use the full length of the runway it is affecting the safety of aircraft operating at the airport and the safety of patrons at the Park; and

WHEREAS, the displaced threshold is limiting the size of aircraft that are able to operate at the airport which is affecting the economic development of the Airport, City and MSB; and

WHEREAS, with the Assembly's support PAQ is seeking to work together with MSB to find an amicable solution;

NOW, THEREFORE, BE IT RESOLVED, that the Matanuska-Susitna Borough Aviation Advisory Board hereby recommends the Matanuska-

Susitna Borough Assembly seek to work in concert with the City of Palmer to achieve a safe Matanuska River Park and Palmer Airport environment.

ADOPTED by the Matanuska-Susitna Borough Aviation Advisory Board
this ____ day of _____, 2019.

NORMAN CHANCE, AAB Chair

ATTEST:

CHRISTOPHER COLE, PLANNER II

BLANK PAGE

FUEL FLOWAGE FEE COLLECTED**MONTH AMOUNT DISTRIBUTOR**

Jan-18	258.53	CPD Alaska LLC
Feb-18	150.00	CPD Alaska LLC
Mar-18	646.19	CPD Alaska LLC
Apr-18	896.83	CPD Alaska LLC
May-18	1,338.73	CPD Alaska LLC
Jun-18	1,418.75	CPD Alaska LLC
Jul-18	1,001.82	CPD Alaska LLC
Aug-18	1,319.65	CPD Alaska LLC
Sep-18	507.97	CPD Alaska LLC
Oct-18	196.40	CPD Alaska LLC
Nov-18	609.63	CPD Alaska LLC
Dec-18	218.50	CPD Alaska LLC

8,563.00 Total Collected for 2018

Jan-19	202.98	CPD Alaska LLC
Feb-19	400.00	CPD Alaska LLC
Mar-19	362.46	CPD Alaska LLC
Apr-19	1,305.28	CPD Alaska LLC
May-19	1,744.48	CPD Alaska LLC
Jun-19	2,001.31	CPD Alaska LLC
Jul-19	3,356.55	CPD Alaska LLC
Aug-19		
Sep-19		
Oct-19		
Nov-19		
Dec-19		

9,373.06 Total Collected for 2019**FUEL FLOWAGE FEE REIMBURSED****MONTH AMOUNT DISTRIBUTOR**



**Unfinished
Business**



MEMORANDUM

TO: Airport Advisory Commission Members
FROM: Frank Kelly, Airport Superintendent
DATE: August 16, 2019
SUBJECT: Unfinished Business for August 22, 2019

Airport Advisory Commission

CHAIR	KENNETH MORE
VICE CHAIR	LIZ SWEARINGIN
COMMISSIONER	JEFF HELMERICKS
COMMISSIONER	ANDREW WEAVER
COMMISSIONER	JOYCE MOMARTS
COMMISSIONER	SHANNON JARDINE
COMMISSIONER	RICHARD BEST

- 2019 Palmer Municipal Airport "Airport Open House" discussion and planning continued.
 - School Classroom visits to airport businesses and airport operations
Update from Commissioner Shannon Jardine
 - Airport "Meet and Greet" events
Update from Chair Ken More
- Avigation Easement with the Mat-Su Borough, North of RW 16.
 - Update by Chair More on the meeting with the Mat-Su AAB on July 7th for PAQ Avigation Easement Presentation with request, by the Airport Superintendent, Ken More and Tor Anderzen.



New Business



MEMORANDUM

TO: Airport Advisory Commission Members
FROM: Frank Kelly, Airport Superintendent
DATE: August 16, 2019
SUBJECT: New Business for August 22, 2019

Airport Advisory Commission

CHAIR	KENNETH MORE
VICE CHAIR	LIZ SWEARINGIN
COMMISSIONER	JEFF HELMERICKS
COMMISSIONER	ANDREW WEAVER
COMMISSIONER	JOYCE MOMARTS
COMMISSIONER	SHANNON JARDINE
COMMISSIONER	RICHARD BEST

- General Discussion on upcoming airport issues / projects for future consideration. Chair Ken More to lead discussions.

2019 Airport Advisory Commission Meetings

Meeting Date	Meeting Type	Meeting Time	Notes
January 15, 2019	Special	7:00 PM	Joint Meeting with City Council on Tuesday Evening
February 28, 2019	Regular	7:00 PM	
March 28, 2019	Regular	7:00 PM	
April 25, 2019	Regular	7:00 PM	
May 23 2019	Regular	7:00 PM	
June 27, 2019	Regular	7:00 PM	
July 25, 2019	Regular	7:00 PM	Cancelled
August 22, 2019	Regular	7:00 PM	
September 26, 2019	Regular	7:00 PM	
October 24, 2019	Regular	7:00 PM	
November 13, 2019	Regular	7:00 PM	
December 26, 2019	Regular	7:00 PM	Cancelled