

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

**REGULAR MEETING
THURSDAY, AUGUST 22, 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 7:00 p.m.

B. ROLL CALL:

Present and constituting a quorum were Commissioners:

Kenneth More, Chair

Liz Swearingin, Vice Chair

Jeff Helmericks

Joyce Momarts

Shannon Jardine

Absences:

Andrew Weaver (Excused without objection)

Richard Best (Unexcused)

Also present were:

Frank Kelly, Airport Superintendent

Nathan Wallace, City Manager

Pam Whitehead, Recording Secretary

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

D. APPROVAL OF AGENDA:

Main Motion: To approve the Agenda as presented.

Moved by:	Jardine
Seconded by:	Swearingin
Vote:	5 Yes / 0 No – Jardine, Momarts, Helmericks, Swearingin, More <i>Absent:</i> Weaver, Best
Action:	Motion Carried Unanimously by all members present.

E. MINUTES OF PREVIOUS MEETING:

Main Motion: To approve the June 27, 2019 Regular Meeting Minutes as presented.

Moved by:	Jardine
Seconded by:	Momarts
Vote:	5 Yes / 0 No – Jardine, Momarts, Helmericks, Swearingin, More <i>Absent:</i> Weaver, Best
Action:	Motion Carried Unanimously by roll call vote.

F. REPORTS:

Superintendent Kelly reported:

- Highlighted his written report in the packet;
- Airfield Status – open and operational;
- Airport Safety/Security – nothing new at this time;
- Airport Operations/Compliance/Improvements:

-- Airfield Safety Improvement Project 2019 – project has been awarded; bids came in higher than the engineering estimate; FAA approved the higher grant amount to complete the project.
-- Updated and expounded on the requested Avigation Easement (North end, RW 16) following meeting with the MSB Aviation Advisory Board 8/7/2019; see draft MSB AAB Resolution 19-01 in the packet; will be meeting next with the MSB Parks, Recreation, and Trails Board on 8/26/2019; spoke to the process and Borough's willingness to work together to get it done.

- Airport Operational & Leasing Update:

-- Updated 2019 Fuel Flowage Fee receipts through July 2019 – exceeded 2018 receipts; see report in the packet;

-- Updated development status of Lease Lots 10, 20 and 21;

- Important Dates:

-- 8/26/2019 6:00 pm – Meeting with MSB Parks and Rec Board on the requested Avigation Easement (Commissions More, Swearingin will attend plus one other – cautioned re OMA).

- Responded to Commission member questions.

G. GUEST APPEARANCE: None.

H. AUDIENCE PARTICIPATION: None.

I. UNFINISHED BUSINESS:

(The Commission did not enter Committee of the Whole)

- 2019 Palmer Municipal Airport "Airport Open House" planning

-- School Classroom Visits – Commissioner Jardine

-- Airport "Meet and Greet" events – Chair More

Chair More:

- Reported there is nothing new with regard to open house planning for the above events; is hopeful now that the busy summer/fire season is winding down that we can move forward on those items.

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

-- Chair More reported on the Mat-Su AAB Meeting August 7, 2019 and the Avigation Easement attended by Superintendent Kelly and himself;

-- discussed the items covered at the meeting;

-- spoke to the Borough's support and resulting draft AAB Resolution;

-- noted Commission support in addition to himself (not to exceed 3) to attend the August 26 meeting would be welcomed.

J. NEW BUSINESS:

(The Commission did not enter Committee of the Whole)

- General Discussion on upcoming Airport issues/projects for future consideration.

Chair More:

- Introduced and opened discussion on any issues or upcoming projects affecting the Airport;
- Superintendent Kelly spoke to Taxiway N development – currently on hold; the State Historical Preservation Office (SHPO) wants the City to conduct a full-scale Airport-wide cultural resources survey before any further development at the Airport; further explained the issues/concerns, and

responded to Commission member questions; open discussion ensued.

- Superintendent Kelly spoke to fueling practices, fueling inspections, upcoming training, including fire safety training. Further open discussion ensued, including fueling regulations.
- There was further discussion on the Commission taking on the project to research/recommend fuel training procedures for the small operator.

K. COMMISSION MEMBER COMMENTS:

Commissioner Helmericks:

- Commented that it is good to finally be attending the meeting in person.

There were no further Commissioner comments.

L. ADJOURNMENT:

There being no further business, the meeting adjourned without objection at 8:02 p.m.

APPROVED by the Planning and Zoning Commission this 26th day of September, 2019.

Kenneth More, Chair

Frank Kelly, Airport Superintendent