



Airport Advisory Commission

November 13, 2019

Agenda Packet



**AIRPORT ADVISORY COMMISSION
REGULAR MEETING
WEDNESDAY NOVEMBER 13, 2019, 7 P.M.
CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER
www.cityofpalmer.org**



CHAIR
VICE CHAIR
COMMISSIONER
COMMISSIONER
COMMISSIONER
COMMISSIONER

KENNETH MORE
JEFF HELMERICKS
VACANT
ANDREW WEAVER
JOYCE MOMARTS
SHANNON JARDINE
VACANT

AGENDA

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- E. Minutes of Previous Meetings
 - Meeting of October 24, 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
 - Airport "Meet and Greet" events Chair More to update
 - Avigation Easement with the Mat-Su Borough, North of RW 16
 - Park, Recreation and Trails update
 - Fueling Safety Initiative
 - Chair More to update
- J. New Business – Committee of the Whole (Note: Action may be taken by the Commission following committee of the whole)
 - Aircraft Engine Run Up Areas / Touch and Go Training
 - Airport Advisory Commission Meeting Dates 2020
- K. Commission Member Comments
- L. Adjournment

Minutes
October 24, 2019

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

**REGULAR MEETING
THURSDAY, OCTOBER 24, 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	Jeff Helmericks, Vice Chair
Andrew Weaver	Joyce Momarts
Shannon Jardine (via teleconference)	

*There are currently two vacancies on the Commission.

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 Weaver.

D. APPROVAL OF AGENDA:

Main Motion: For approval the Agenda as presented.

Moved by:	Momarts
Seconded by:	Jardine
Vote:	5 Yes/ 0 No – Jardine, Momarts, Weaver, Helmericks, More <i>Absent:</i> There are currently 2 vacancies.
Action:	Motion Carried Unanimously by roll call vote.

E. MINUTES OF PREVIOUS MEETING(S):

Main Motion: For approval of the Amended August 22, 2019 Regular Meeting Minutes and the September 26, 2019 Regular Meeting Minutes, as presented.

Moved by:	Helmericks
Seconded by:	Weaver
Vote:	5 Yes / 0 No – Jardine, Momarts, Weaver, Helmericks, More <i>Absent:</i> There are currently 2 vacancies.
Action:	Motion Carried Unanimously by roll call vote.

F. REPORTS:

Superintendent Kelly:

- Highlighted his written report in the packet;
- *Airfield Status* – open and operational; no issues;
- *Airport Safety/Security* -- reported status of completion of fencing and gate repairs; reported installation of additional conduit to all apron lighting locations for future expansion of surveillance system;
- *Airport Operations/Compliance/Improvements* – reported the MSB AAB passed its Resolution AAB 19-02 in support of the Avigation Easement; MSB Parks, Recreation and Trails Board is working on a

similar resolution; reported meeting on October 15 with FAA planners with regard to developing a general understanding of the scope of the avigation easement project and steps needed for a planning study moving forward;

- *Airport Operational & Leasing Update* – reported on status of construction on LL 10; reported the leasing sign for Non-Aeronautical lots is in place on Cope Industrial; reported status of FSS remodel is slow-going;
- *Important Dates* – October 29, 2019, 6 p.m. – Airport Watch meeting (see flyer in the packet);
- Responded to Commission member questions.

G. GUEST APPEARANCE:

Ailis Vann, Executive Director, Greater Palmer Chamber of Commerce:

- A former employee of the City of Palmer for 10 years, introduced herself and gave an overview of Chamber activities along with discussing what the Chamber can do to help build awareness about the Airport and the businesses on the Airport; suggested an after-hours event held at the airport to bring people out to see what's there;
- The Chamber Board is very interested in discussing ideas and projects to bring new business to the Airport as well as supporting what is already there;
- Responded to commission member questions and further discussion ensued.

The Commission thanked Ms. Vann for the discussion and her time.

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 and New Business items.

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

[The Commission entered Committee of the Whole at 7:40 p.m.; exited at 8:30 p.m.]

Committee of the Whole discussion included:

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

Chair More updated as to current status of Airport Open House planning and Airport "Meet and Greet" events; reported he has met with Ailis Vann, Palmer Chamber, and looks forward to the Chamber Board and AAC working together to sponsor an event on the Airport.

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

Chair More further reported on the current status of the Avigation Easement planning study, noting the recent Resolution passed by the MSB Aviation Advisory Board (see packet) and the MSB Parks, Recreation, and Trails Board contemplating their own Resolution. He will attend the meeting on October 28 and report back next meeting.

- Fueling Safety.

Chair More reported on the Fueling Safety Course facilitated by Lt. Vincent (2 days) was very good. As a result, he would like additional Commission input on developing a Fueling Safety Program, in particular, fueling safety protocols, perhaps in a brochure, that targets individual GA fuel safety practices.

- Superintendent Kelly discussed liability cautions related to a brochure.
- Commissioner Helmericks spoke to some of the issues surrounding fueling safety and offered suggestions. *Awareness* of proper procedures for fueling and de-fueling is key. He pointed out that although the procedures are generally geared towards the big operators, a lot of the information is applicable and a brochure should include where this information can be found. There should also be information offered concerning fire extinguishers.

There was further open discussion on:

- self-fueling guidance for operations with fueling apparatus containing 200 gallons or more – regulation versus voluntary inspection and training; and
- fuel flowage fee captured through self-reporting on fuel.
- There was consensus in general favor of a more voluntary and direction as opposed to regulatory and regulation.

- Airport Watch Program meeting October 29, 2019 at 6 p.m.

Superintendent Kelly directed attention to copy of the notice in the packet “Palmer Police Department Airport Watch Program Community Meeting, at the Flight Service Center, and covered the topics to be presented; responded to questions.

J. NEW BUSINESS: Committee of the Whole, continued [8:25 pm]
(Note: Action may be taken by the Commission following committee of the whole)

- Resignation of Commissioner Richard Best.

Chair More discussed the recent resignations of Liz Swearingen (moving out of state) and Richard Best (recently re-elected to the City Council) and explained the application process to fill the two seats. Two other seats are expiring this year (Commissioners More and Jardine), who must reapply. Commissioner Jardine informed he has already reapplied.

[The Commission exited Committee of the Whole without objection at 8:28 p.m.]

K. COMMISSION MEMBER COMMENTS:

Commissioner Weaver inquired confirming that the November meeting will be Wednesday, November 13. Superintendent Kelly polled the Commission for assurance of a quorum. Those confirming were Commissioners Jardine, Helmericks, Momarts, and More.

Commissioner Momarts commented that she is very much enjoying the Airport Newsletter.

L. ADJOURNMENT:

There being no further business, the meeting adjourned without objection at 8:37 p.m.

APPROVED by the Airport Advisory Commission this 13th day of November, 2019.

Kenneth More, Chair

Frank Kelly, Airport Superintendent



Reports
Airport
Superintendent's
Report

Airport Superintendent's Report

As of November 8, 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
- AWOS: Operational
- Beacon: Operational

Airport Safety/Security

- Fence Line & gate Repairs should be complete by no later than November 15th.
- The majority of the additional airfield safety directional signage is now in place. We are awaiting the delivery of the LED enhanced auto Blinkerstop signs which are approximately 8 weeks out for delivery.
- Tree clearing of the transitional area south of RW 10/28 is nearing completion and stump removal will begin next spring.
- The Airport Watch meeting held on October 29th was attended by eight (8) airport users, plus the City Manager, Airport Superintendent, Police Chief Ketterling and Commander Shelton.

Airport Operations/Compliance/Improvements

- The Borough's Parks, Recreation and Trails Board will presumably be looking to vote on their version of a resolution for an aviation easement study at their next scheduled meeting on November 25th.
- A meeting with the FAA planners on October 15th helped to develop a general understand of the scope of this complicated aviation easement project and provided a more detailed outline of the steps needed for a planning study moving forward.

Airport Operational & Leasing Update

- Red Iron is going up on Lease Lot 10.
- Individual unit sales are beginning to occur at the new 10 unit PAAQ Hangar Association building.
- The FAA is having another meeting on November 14th regarding the new FSS console to be installed in December.

Important Dates

- As a reminder there will be no December AAC meeting.

Palmer Municipal Airport

"The aeronautical gateway to Palmer and the Matanuska Valley"

AIRFIELD SAFETY RULES:

- UNLESS OTHERWISE AUTHORIZED, REMAIN CLEAR OF ALL APRONS, TAXIWAYS, AND RUNWAYS
- ALL DELIVERIES MUST USE TENANT DRIVEWAYS
- VISITOR PARKING AND AIRCRAFT VIEWING IN DESIGNATED AREAS ONLY
- PETS MUST BE LEASHED AND CLEANED UP AFTER
- DO NOT TOUCH AIRCRAFT

RANDY THOM FLIGHT SERVICE CENTER

FAA FLIGHT SERVICE STATION
AIRPORT SUPERINTENDENT'S OFFICE
VISITOR PARKING AND AIRCRAFT VIEWING
APRON A AIRCRAFT PARKING ACCESS



HELIPAD & HELICOPTER PARKING APRON
LARGE AIRCRAFT PARKING APRON
VISITOR PARKING AND AIRCRAFT VIEWING

JOHN S. LEE HELIPAD



! DANGER!
AIRCRAFT
OPERATIONS
AREA
DO NOT ENTER
AUTHORIZED
VEHICLES
ONLY

NO
PARKING
AT
ANY TIME

RANDY THOM F.S.C.

FAA FLIGHT SERVICE STATION
AIRPORT SUPERINTENDENT'S OFFICE
VISITOR PARKING AND AIRCRAFT VIEWING
APRON A AIRCRAFT PARKING ACCESS







Unfinished Business



MEMORANDUM

TO: Airport Advisory Commission Members
FROM: Frank Kelly, Airport Superintendent
DATE: November 8, 2019
SUBJECT: Unfinished Business for November 13, 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.
 - Airport “Meet and Greet” events, Update from Chair Ken More
- Avigation Easement with the Mat-Su Borough, North of RW 16.
 - At last month’s MSB PR&T Board meeting it appeared that they reversed themselves and now wish to craft a very narrowly focused resolution for a predetermined outcome. Unfortunately, there was no one from the AAC who attended or spoke on behalf of the need for planning study for the avigation easement.
- Continued discussion on Fueling Safety Initiative
 - Chair More to update on discussions with Lt. Jeff Vincent of Palmer Fire & Rescue



New Business



MEMORANDUM

TO: Airport Advisory Commission Members
FROM: Frank Kelly, Airport Superintendent
DATE: November 8, 2019
SUBJECT: New Business for November 13, 2019

Airport Advisory Commission

CHAIR	KENNETH MORE
VICE CHAIR	JEFF HELMERICKS
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COMMISSIONER	JOYCE MOMARTS
COMMISSIONER	SHANNON JARDINE
COMMISSIONER	VACANT

- Aircraft Engine Run Up Areas / Touch and Go Training
Vice Chair Helmericks has requested that the AAC address the following issues:
 - It has been noted that some pilots have been using the aircraft hold line to perform engine run ups or conduct some of their pre-flight checks. This is causing aircraft behind them to wait extended periods of time to take off. It has been noted that this activity has also occurred when Division of Forestry planes are trying to take off to fight fires, causing unnecessary delays.
 - It has also been noted that Touch and Go training is also causing issues with Division of Forestry planes trying to take off to fight fires.
- AAC Meeting Dates for 2020

The newly adopted code language states that boards and commissions must meet at least quarterly. There is no longer a requirement for the AAC to meet on a monthly basis or cancel scheduled meetings when there is no business to conduct. It is recommended that for next year, the AAC establish a quarterly meeting schedule as follows and then schedule special meetings on the fourth Thursday of the month when necessary, based upon the business at hand.

January 23rd
April 23rd
July 23rd
October 22nd

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	
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