

**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.**

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Kenneth More, Chair

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Frank Kelly, Airport Superintendent