



## **Airport Advisory Commission**

January 23, 2020

Agenda Packet



**AIRPORT ADVISORY COMMISSION  
REGULAR MEETING  
THURSDAY JANUARY 23, 2020, 7 P.M.  
CITY COUNCIL CHAMBERS  
231 W. EVERGREEN AVENUE, PALMER  
[www.cityofpalmer.org](http://www.cityofpalmer.org)**



CHAIR  
VICE CHAIR  
COMMISSIONER  
COMMISSIONER  
COMMISSIONER  
COMMISSIONER  
COMMISSIONER

KENNETH MORE  
JEFF HELMERICKS  
LEIGHTON LEE  
ANDREW WEAVER  
JOYCE MOMARTS  
SHANNON JARDINE  
C. SHAYNE REESE

**AGENDA**

- A. Call to Order
- B. Introduction of Newest AAC Commissioners, by Chair Ken More
- C. Roll Call
- D. Pledge of Allegiance
- E. Approval of Agenda
- F. Minutes of Previous Meetings
  - Meeting of November 13, 2019
- G. Reports:
  - Frank Kelly, Airport Superintendent
- H. Guest Appearance
  - Steve Elwell, Aviation Manager, State of Alaska, Division of Forestry
  - Scott Selzer, International Aerobatics Club, Alaska (tentative)
  - Doug Glenn, Glenn Air Inc., Matanuska and Knik River dust control Initiative
- I. Audience Participation
- J. Unfinished Business - Committee of the Whole (Note: Action may be taken by the Commission following committee of the whole)
  - 2020 Palmer Municipal Airport "Airport Open House" planning
    - Airport "Meet and Greet" events (internal, external and combined)
      - \*Update from Chair Ken More
  - Fueling Safety Initiative
    - \* Update from Chair Ken More
  - Avigation Easement Study update
    - \* Update from Chair Ken More for MSB Parks and Recreation Board meeting
- K. New Business – Committee of the Whole (Note: Action may be taken by the Commission following committee of the whole)
  - Election of New Officers
  - AAC City Council Update
    - Joint Meeting on January 28<sup>th</sup> 2020
- L. Commission Member Comments
- M. Adjournment



**Minutes**  
**November 13, 2019**

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

**SPECIAL MEETING  
WEDNESDAY, NOVEMBER 13, 2019  
7:00 P.M. - COUNCIL CHAMBERS**

**A. CALL TO ORDER:**

The Special 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  
Pam Whitehead, Recording Secretary

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

**D. APPROVAL OF AGENDA:**

**Main Motion: To approve the Agenda as presented.**

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

**E. MINUTES OF PREVIOUS MEETING:**

**Main Motion: To approve the Minutes of the October 24, 2019 Regular Meeting as presented.**

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

**F. REPORTS:**

Superintendent Kelly reported:

- *Airfield status* – open and operational;
- *Airport Safety/Security* – fence line and gate repairs are substantially completed; airfield directional signs are in place; tree clearing is mostly complete, stump removal next spring;
- *Airport Watch* meeting held 10/29/19 – eight airport users attended plus four city government officials, good meeting; Commander Shelton was introduced who will become the new Police Chief;
- *Airport Operations/Compliance/Improvements* – discussed status of the MSB Avigation Easement study; stressed the importance of the avigation easement for emergency planning, Air Medivac, Division of Forestry use for fire-fighting, and more;

- stressed the importance of pilots, airport users, borough residents, and other advocates attending the borough meetings voicing support for the aviation easement;
- *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;
- Reminder – cancellation of December, 2019 meeting;
- Responded to commissioner questions regarding security, lease lots, and how best to voice support in favor of the aviation easement study and to get everyone to recognize the need.

**G. GUEST APPEARANCE:** None.

**H. AUDIENCE PARTICIPATION:**

Lisa Albert Konecky

- Introduced herself informing the Commission a little bit about her background and that she has submitted an application for appointment to the Airport Advisory Commission; has been a resident since 1984. Chair More extended welcome and thanked her for coming.

Brian Lites

- Introduced himself, also informing he has applied for appointment to the AAC; works with Kingdom Air Corps; spoke to his background in flight training and mission of Kingdom Air Corps. Chair More thanked him for the information and for coming.

**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:	Helmericks
Vote:	5 Yes / 0 No – Jardine, Momarts, Weaver, Helmericks, More <i>Absent: 2 vacancies</i>
Action:	Motion Carried Unanimously by roll call vote of all members present.

[The Commission entered Committee of the Whole at 7:43 p.m.; exited at 8:33 p.m.]

Committee of the Whole discussion included:

- 2019 Palmer Municipal Airport "Airport Open House" planning  
-- Airport "Meet and Greet" events – Chair More to update.

Chair More updated as to status of working with the Chamber on a co-sponsored event; more to come after the holidays.

- Avigation Easement with the Mat-Su Borough, North of RW 16  
-- Park, Recreation and Trails update:

Chair More briefly discussed, but had nothing additional to Superintendent Kelly's report.

- Fueling Safety Initiative – Chair More to update.

Chair More updated as to status following a meeting today with Lt. Vincent for the purpose of developing a safety brochure specifically geared toward best safety practices on self-fueling; expects to have more detail after the holidays. There was brief further discussion on the topic of de-fueling.

**J. NEW BUSINESS – Committee of the Whole (cont'd 7:59 p.m.)**  
(Note: Action may be taken by the Commission following Committee of the Whole)

- Aircraft Engine Run Up Areas / Touch and Go Training

Superintendent Kelly reported that Vice Chair Helmericks has requested that the Commission address the following issues: Some pilots using the aircraft hold line to perform engine run ups or conduct pre-flight checks are causing aircraft behind them to wait extended periods of time to take off and that this activity has also occurred causing unnecessary delays for Forestry planes trying to take off to fight fires. Also, Touch and Go training has caused issues for Forestry planes trying to take off to fight fires.

Vice Chair Helmericks explained further and open discussion ensued regarding possible solutions, including:

- Designated run up areas; would eliminate a big portion of congestion on the ground;
  - Supplement specifically designed that during times of heightened fire activity that emergency response aircraft have the right-of-way. There was further discussion regarding proper language. Vice Chair Helmericks offered to work on it.
- Airport Advisory Commission Meeting Dates 2020:

Superintendent Kelly reported that newly adopted code language provides that Commission is no longer "required" to meet monthly and recommended the Commission establish a quarterly meeting schedule; noted the code allows that when necessary, special meetings for a specific purpose only could be scheduled on the fourth Thursday of in-between months.

Following discussion, there was consensus in favor of the following 2020 quarterly meeting schedule:

Thursday, January 23, 2020  
Thursday, April 23, 2020  
Thursday, July 23, 2020  
Thursday, October 22, 2020  
(to include special meetings for a specific purpose when necessary)

[The Commission exited Committee of the Whole at 8:33 pm, without objection, by roll call vote.]

Upon exit of Committee of the Whole, the Commission took the following action:

**Main Motion: For approval of Commissioner Helmericks developing proposed language for the Supplement designating run up area(s), and language for seasonal right-of-way for emergency response aircraft during times of heightened fire activity.**

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

**Main Motion: For adoption of the above-proposed 2020 quarterly meeting schedule with allowance for special meetings for a specific purpose if required.**

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

**K. COMMISSION MEMBER COMMENTS:**

The Commissioners had no further additional comments other than to wish everyone a Happy Thanksgiving and Merry Christmas.

**L. ADJOURNMENT:**

There being no further business, the Special meeting adjourned without objection at 8:36 p.m. by roll call vote of all members present.

**APPROVED by the Airport Advisory Commission this 23rd day of January, 2020.**

\_\_\_\_\_  
Kenneth More, Chair

\_\_\_\_\_  
Frank Kelly, Airport Superintendent



**Reports**  
**Airport**  
**Superintendent's**  
**Report**



# Airport Superintendent's Report

## As of December 30, 2020

### ***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 where substantially completed in December with a few punch list items to be finished in the spring.
- We are waiting on the LED enhanced auto Blinkerstop signs and are anticipating the install soon after they arrive.
- Tree clearing of the transitional area south of RW 10/28 was completed in December, with stump removal and hay planting slated for the spring.
- We are still waiting on the delivery of the Apron Light poles and the new airfield directional signs.

### ***Airport Operations/Compliance/Improvements***

- The Borough's Parks, Recreation and Trails Board voted on their version of a resolution for an aviation easement study, please see attached.
- The FAA has agreed to participate in the cost of the "Engine Run-Up Areas" signage as part of the airfield safety Improvements project and the COP will be performing the work primarily with previous project left-overs. Two signs will be put in place: the first sign will be located at the north edge of Apron D, just prior to the Division of Forestry operations and the second sign will be placed off of Taxiway A just before Taxiway F. The Touch and Go training to yield to emergency response aircraft will be added to the comments on the 5010 report for a spring time update in conjunction with the new signage above.

### ***Airport Operational & Leasing Update***

- Lease Lot 10, the building has the red iron frame in place and the dry-in process for enclosure has begun.
- Individual unit sales are continuing to occur at the new 10 unit PAAQ Hangar Association building.
- The FAA has installed their new FSS console and is moving on the next phase of their remodel.

### ***Important Dates***

- January 28<sup>th</sup> Joint AAC and City Council meeting 6 pm in the Council Chambers.

**MATANUSKA-SUSITNA BOROUGH  
PARKS, RECREATION AND TRAILS ADVISORY BOARD  
RESOLUTION SERIAL NO. 19-06**

A RESOLUTION OF THE MATANUSKA-SUSITNA BOROUGH PARKS, RECREATION AND TRAILS ADVISORY BOARD, SUPPORTING A JOINT EFFORT BETWEEN THE CITY OF PALMER AND THE MATANUSKA-SUSITNA BOROUGH TO ENSURE THE SAFETY OF BOTH PILOTS, PASSENGERS AND VISITORS TO THE MATANUSKA RIVER PARK CAMPGROUND.

---

WHEREAS, the Matanuska River Park Campground is a the only positive revenue generating facility for the Matanuska-Susitna Borough Recreation Division, generating approximately \$53,000.00 in revenue in 2019; and

WHEREAS, the Matanuska River Park Campground has overnight campers as well as providing day use of trails and pavilions; and

WHEREAS, the Matanuska River Park Campground attracted visitors from forty-four different states, six Canadian Provinces and twenty-two foreign countries; and

WHEREAS, a new online reservation system has recently been implemented, which should continue to increase revenue; and

WHEREAS, there was a new trail constructed with funding from the 2016 Recreation Bond, as well as an existing trail system which is accessed through the park; and

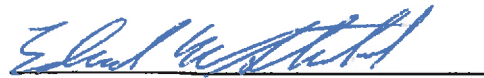
WHEREAS, there has been no estimate of the number of or height of trees to be removed as part of the potential avigation easement expansion; and

WHEREAS, the City of Palmer has sufficient land to expand the runway on City of Palmer property without impacting the use, enjoyment, atmosphere or revenue stream of the Matanuska River Park Campground;

NOW, THEREFORE, BE IT RESOLVED, that the Parks, Recreation and Trails Advisory Board encourages the City of Palmer to explore expanding the runway on City owned lands, to ensure the safety of pilots, passengers and visitors to the Matanuska River Park Campground.

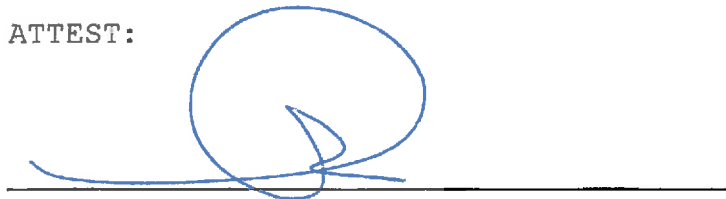
NOW, THEREFORE, MAY IT ALSO BE RESOLVED, that a member of the Parks, Recreation and Trails Advisory Board be seated at the monthly project oversight meetings conducted by the City of Palmer, along with Borough staff.

ADOPTED by the Matanuska-Susitna Borough Parks, Recreation and Trails Advisory Board this 9<sup>th</sup> day of December, 2019.



Ed Strabel, Chairperson

ATTEST:



Leda Borys, Recreation and Library Services Division  
Administrative Specialist

**BLANK PAGE**

APRON D AREA SIGN BEFORE FORESTRY RAMP

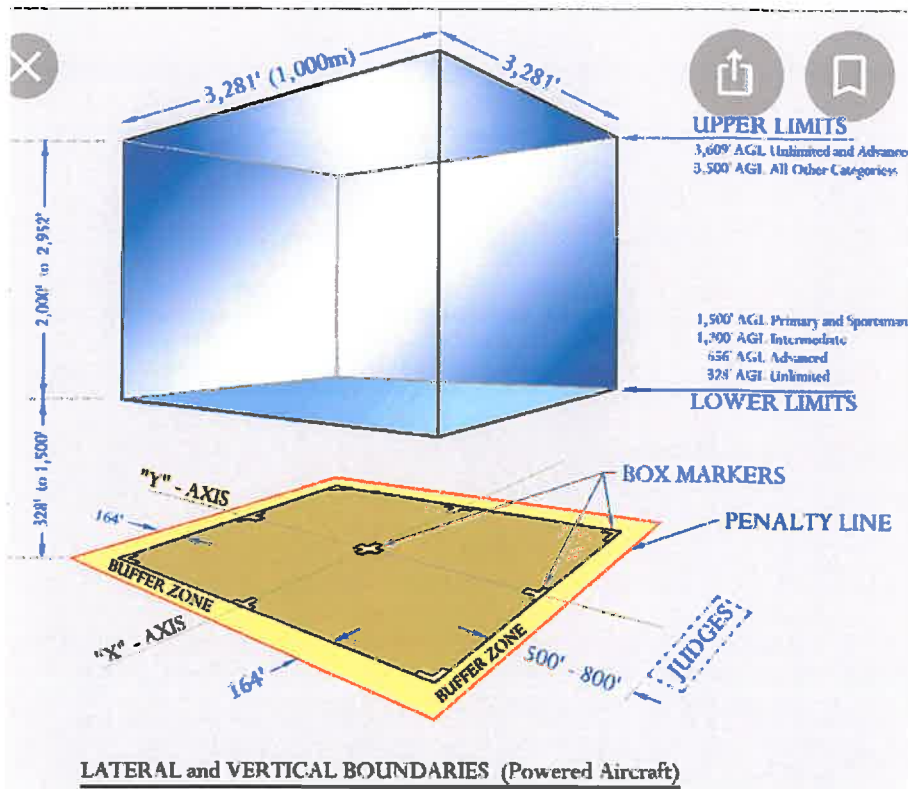


TAXIWAY A TO TAXIWAY F SIGN TO LARGE AIRCRAFT APRON



**BLANK PAGE**

# aerobatic box



International Aerobatic Club

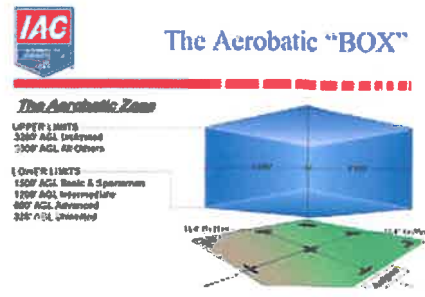
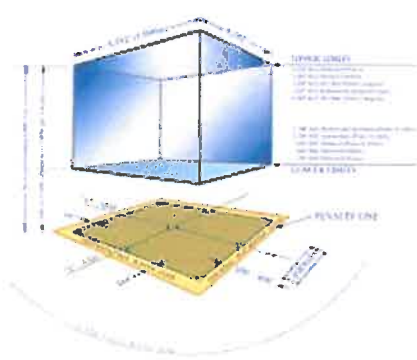
The Aerobatic Box | International...



Images may be subject to copyright. [Learn More](#)

## Related images

[See more](#)



Introduction to Competitive Aero...  
slideplayer.com

The Aerobatic Box | International ...

ic.org



**BLANK PAGE**



## BUSINESS SPOTLIGHT:

### GLENN AIR, INC.

Glenn Air, Inc was established in 1988, and is a leading provider of premier application services of seed, fertilizer, timber seeding, and live fish stocking in Alaska. In addition, we provide local and remote fuel hauling services throughout the state. Glenn Air is proof an Ag operation can carve out a niche business just about anywhere. Seeing a turbine M-18 Dromader parked on an Alaskan airport ramp does often raise one's curiosity. Based in Palmer, Glenn Air serves a corridor of the state that runs from Kodiak Island to about 500 miles north to Prudhoe Bay, Alaska.



President & Chief Pilot, Doug Glenn

### Aerial Applications



Spraying Potatoes



Dust Control



Dust Control

### Fish Stocking



Fish Stocking at Pillar Creek



Fish Stocking at Paxon Lake



(Photo: Dromader M-18A w/ a Capacity of 12,000 lbs., 680 Gallons & Capable of 140 Knots Cruising Speed)

The company has distinguished itself as an innovator of aerial application services, with more than 15,000 hours of safely-flown trips in Alaska. We have been providing reclamation services for years through various local contractors. Usibelli Coal Mine in Healy is the only operational coal mine in Alaska. Aerial application services of dry seed and fertilizer have been flown by Glenn Air for over 30 years on their projects. Fairbanks Gold Mining Inc, in Fairbanks has also used Glenn Air services to spread fertilizer and a variety of seed products around their open-pit mining operations. Red Dog Mine in rural Alaska has also used Glenn Air, Inc for dust control using pine-bind product. Pine-bind is a natural dust control and stabilizer that is applied onto soil.



(Photo: Dust Control Application at an Alaskan Mining Site)

As we move into 2020 we are excited to see what reclamation services we can provide in the last frontier.



**Unfinished  
Business**



## MEMORANDUM

TO: Airport Advisory Commission Members  
FROM: Frank Kelly, Airport Superintendent  
DATE: December 30, 2019  
SUBJECT: Unfinished Business for January 23, 2020

---

### Airport Advisory Commission

CHAIR	KENNETH MORE
VICE CHAIR	JEFF HELMERICKS
COMMISSIONER	LEIGHTON LEE
COMMISSIONER	ANDREW WEAVER
COMMISSIONER	JOYCE MOMARTS
COMMISSIONER	SHANNON JARDINE
COMMISSIONER	C. SHAYNE REESE

- 2020 Palmer Municipal Airport "Airport Open House" discussion and planning continued.
  - Airport "Meet and Greet" events (internal, external, combined), Update from Chair Ken More
- Continued discussion on Fueling Safety Initiative
  - Chair More to update on discussions with Lt. Jeff Vincent of Palmer Fire & Rescue
- Avigation Easement with the Mat-Su Borough, North of RW 16.
  - The MSB PR&T Board meeting held on November 25<sup>th</sup> produced the attached Resolution # 19-06.
  - The IFE (Independent Fee Estimate) work has been initiated for proposals as required by the FAA as the next step.
  - The MSB Emergency Services Director and the Emergency Manager have been invited to PAQ for a visit to gain a better understanding of PAQ capabilities.



**New Business**



## MEMORANDUM

TO: Airport Advisory Commission Members  
FROM: Frank Kelly, Airport Superintendent  
DATE: December 30, 2019  
SUBJECT: New Business for January 23, 2020

---

### Airport Advisory Commission

CHAIR	KENNETH MORE
VICE CHAIR	JEFF HELMERICKS
COMMISSIONER	LEIGHTON LEE
COMMISSIONER	ANDREW WEAVER
COMMISSIONER	JOYCE MOMARTS
COMMISSIONER	SHANNON JARDINE
COMMISSIONER	C. SHAYNE REESE

- Election of the New AAC Officers
  - The Chair and Vice Chair need to be elected for the coming year.
- AAC City Council Update
  - The new Chair and Vice Chair will need to conduct a joint meeting with the City Council at 6 pm on Tuesday January 28<sup>th</sup>.

## 2020 Airport Advisory Commission Meetings

Meeting Date	Meeting Type	Meeting Time	Notes
January 23, 2020	Regular	7:00 PM	
January 28, 2020	Special	6:00 PM	Joint Meeting w/ City Council
April 23, 2020	Regular	7:00 PM	
July 23, 2020	Regular	7:00 PM	
October 22, 2020	Regular	7:00 PM	