

**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: 2 vacancies</i>
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: 2 vacancies</i>
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 avigation 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 avigation 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