



Airport Advisory Commission

January 27, 2022

Agenda Packet



**AIRPORT ADVISORY COMMISSION
SPECIAL MEETING
THURSDAY JANUARY 27, 2022, 7 P.M.
CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER
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. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- E. Minutes of Previous Meetings
 - Meeting of April 22, 2021
- F. Reports:
 - Frank Kelly, Airport Superintendent
- G. Guest Appearance
 - Abby Austin, Executive Director, Alaska Airmen's Association (Tentative)
- H. Audience Participation
- I. Unfinished Business - Committee of the Whole (Note: Action may be taken by the Commission following committee of the whole)
 - None
- J. New Business – Committee of the Whole (Note: Action may be taken by the Commission following committee of the whole)
 - Election of New Officers
 - Flight Instruction Safety and Noise Abatement Summit April 8, 2022
 - 2022 Great Alaska Aviation Gathering May 6, 7, 8th, 2022
- K. Commission Member Comments
- L. Adjournment



Minutes
April 22, 2021

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

**SPECIAL MEETING
THURSDAY, APRIL 22, 2021
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 (via teleconference)
Leighton Lee	Andrew Weaver
Joyce Momarts	C. Shayne Reese

Excused Absence without objection:

Shannon Jardine

Also present were:

Frank Kelly, Airport Superintendent
Nichole Degner, Community Development Specialist
Pam Whitehead, Recording Secretary (via teleconference)

C. PLEDGE OF ALLEGIANCE: The Pledge was performed.

D. APPROVAL OF AGENDA:

The Agenda was unanimously approved as presented, without objection, by all members present.

[Reese, Momarts, Weaver, Lee, Helmericks, More; (Absent: Jardine)]

E. MINUTES OF PREVIOUS MEETING(S):

The Minutes of the **January 23, 2020 AAC Regular Meeting**, the **January 28, 2020 AAC/City Council Joint Meeting**, and the **March 25, 2021 AAC Special Meeting**, were unanimously approved as presented, without objection, by all members present.

[Reese, Jardine, Momarts, Weaver, Lee, Helmericks, More; (Absent: Jardine)]

F. REPORTS:

Superintendent Kelly reported (as of 4/15/20):

- *Airfield Status* – open and operational;
- *Airport Safety/Security* – Flight Service Station is still in the process of installing a new Automatic Flight Information Service (AFIS); described the problems resulting from tenants not closing the rolling gates, noting one of the gates is bent due to wind, that if the problem persists, the gate will need to be secured in a different fashion;
- *Airport Operations/Compliance/Improvements* – see Unfinished Business for an update to Phase I of the "Avigation Easement Planning Study." Also, the Airport hopes to apply for two more FAA grants in May for the Taxi-Way N-November Design and Phase II of the Avigation Easement Planning Study;
- *Airport Operational & Leasing Update* – A new vintage DC 3 has arrived at PAQ for the vintage aviation tours coming to Palmer starting this summer; A new lease was signed with Skye Quest Aviation LLC for LL 7B; the Airport should have 4 to 5 new private hangar projects underway this summer from previous lease signings and Covid postponements and delays.
- *Important Dates* –
- May 8-9, 2021 -- Great Alaska Aviation Gathering – State Fairgrounds and the Airport; will need volunteers; there will be a kickoff dinner at the MTA Events Center;

- July 22, 2021 – next AAC Meeting
- Responded to Commissioner questions.

G. GUEST APPEARANCE:

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

- Spoke to chamber and city excitement of the Great Alaska Aviation Gathering event coming to Palmer as well as other events this summer;
- Described what some of Palmer businesses are doing to help;
- The Chamber has been working hard to make Palmer more of a destination city and wants to help wherever it can.

Abby Austin, Executive Director, Alaska Airmen’s Association:

- Updated from last month’s AAC meeting, discussing new developments – beer garden and live music offered at the Airport only; additional security will be provided;
- Updated as to some of the aircraft ops noting Flight Service will be kept in the loop;
- There will be helicopter rides and skydivers during the event, as well as an aerobatic Citabria.
- Encouraged signing up to volunteer; responded to commissioner questions.

H. AUDIENCE PARTICIPATION: None.

I. UNFINISHED BUSINESS:

(Note: action may be taken by the Commission following Committee of the Whole)

- Great Alaskan Aviation Gathering
- Avigation Easement Planning Study – Update

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:	Momarts
Seconded by:	Reese
Vote:	Unanimous (Absent: Jardine)
Action:	Motion Carried by Roll Call Vote

[The Commission entered Committee of the Whole at 7:34 p.m.; exited at 8:28 p.m.]

Committee of the Whole discussion included:

- *Great Alaskan Aviation Gathering* -- Superintendent Kelly and Chair More provided planning updates discussing aircraft parking, logistics, coordination with Division of Forestry, vendors, time scheduling for the various events, and the need for volunteers.
- *Avigation Easement Planning Study* – Superintendent Kelly provided an update outlining the work and efforts over the last two years in the process of obtaining an avigation easement with the Mat-Su Borough, North of RW 16, since receipt of an FAA Grant for \$110,000 in May of 2020 for Phase I of a formal Avigation Easement Planning Study; Currently, there is verbal agreement with the Borough to develop a Letter of Understanding for the Borough to move forward with a new proposed avigation easement and study alternatives associated with what the park and campground would look like. Although not a done deal, now there are parameters by which to continue and work is expected to begin on a plan for Phase II and grant application to continue this complicated and difficult process, critical for a number of reasons, most importantly in terms of emergency.

- Chair More commended Superintendent Kelly for his admiral efforts in navigating the volumes of documentation, regulations, and the number of players involved to get to where we are in this process.
- Discussion continued regarding all that is involved in the process moving forward.

[Committee of the Whole continued at 8:12 p.m.]

J. NEW BUSINESS:

(Note: action may be taken by the Commission following the committee of the whole)

- Election of New Officers
- Fuel Flowage Fee Program Modification, Jeff Helmericks

Committee of the Whole discussion included:

- *Election of New Officers** – Nominations were conducted for the offices of Chair and Vice Chair:
- Commissioner Kenneth More was nominated to continue to serve as Chair for the ensuing term; and
- Commissioner Leighton Lee was nominated to serve as Vice Chair for the ensuing term; and Commissioner Jeff Helmericks was nominated to serve as Vice Chair for the ensuing term.

*Vote will take place upon exit of Committee of the Whole.

- *Fuel Flowage Fee Program Modification* – Commissioner Helmericks and Superintendent Kelly provided background and explained the purpose for the recommended modification to the Fuel Flowage Fee Program; and
- Directed attention to the packet for the Commission’s review of proposed AAC Resolution No. 21-001, recommending the City Council amend PMC 12.08.015(A) to state: “Any person, firm or corporation who delivers any type of fuel product for use in, or transportation by, aircraft to any person, firm, or corporation, including self-fueling, at the Warren “Bud” Woods Palmer Municipal Airport shall pay a fuel flowage fee of five cents (\$0.05) for each gallon of fuel.”
- Further discussion and response to questions ensued.

Upon exit of Committee of the Whole at 8:28 p.m., the Commission took the following actions:

Vote on election of Chair and Vice Chair: (Nominations/Discussion while in Committee of the Whole)

Having been duly nominated:

Main Motion: To re-elect Kenneth More as Chair of the Commission.

Moved by:	--
Seconded by:	--
Vote:	Unanimous (Absent: Jardine)
Action:	Motion Carried by roll call vote.

Having been duly nominated:

Main Motion: To elect Leighton Lee as Vice Chair of the Commission.

Moved by:	--
Seconded by:	--
Vote:	Unanimous (Absent: Jardine)
Action:	Motion Carried by roll call vote.

Having been duly nominated:

Main Motion: To elect Jeff Helmericks as Vice Chair of the Commission.

Moved by:	--
Seconded by:	--
Vote:	Yes: 2 / No: 4 (Absent: Jardine)
Action:	Motion Failed by roll call vote.

Commissioner Leighton Lee was duly elected to serve as Vice Chair for the ensuing term.

Vote on ACC Resolution 21-001: (Discussion while in Committee of the Whole)

Main Motion: To approve draft Resolution 21-001, A Resolution of the City of Palmer Airport Advisory Commission Recommending City Council Amend PMC 12.08 Pertaining to the Fuel Flowage Fee for the Warren "Bud" Woods Palmer Municipal Airport and move forward to the City Council with a recommendation for adoption.

Moved by:	--
Seconded by:	--
Vote:	Unanimous (Absent: Jardine)
Action:	Motion Carried by Roll Call Vote

K. COMMISSION MEMBER COMMENTS:

Commissioner Weaver:

- Congratulated Commissioner Lee's election to serve as Vice Chair ;
- Commented he is looking forward to the Air Show.

Commissioner Helmericks:

- Spoke in appreciation for Chair More and Vice Chair Lee stepping up to help steer the Commission forward;
- Commented that the phenomenal growth and prosperity of the Palmer Airport is in no small part due to the stewardship and tenacity of former AAC Chair John Lee; that if it hadn't been for him year after year pounding away and pushing the Commission forward, this airport would not be where it is today; spoke in appreciation of all the Commissioners' efforts.

Vice Chair Lee:

- Commended Superintendent Kelly and spoke in appreciation of his great work regarding the Aviation Easement as well as the Great Alaska Aviation Gathering; that it is a great step for Palmer and encouraged all to chip in to make it a success.

Commissioner Momarts:

- Spoke to the many accomplishments she has seen over the many years she has been a member of the Commission; also spoke in appreciation of Superintendent Kelly's good work and thanked Commissioner Helmericks for his contributions over the years. She has learned a lot.

Chair More:

- Spoke in appreciation of Commissioner Helmericks' service to the Commission and Airport;
- Commented on all the changes to the Airport over the last 10 years and applauded the contributions, mentorship and accomplishments of John Lee.

L. ADJOURNMENT:

There being no further business, the meeting adjourned without objection at 8:38 p.m.

APPROVED by the Airport Advisory Commission this ____ day of _____, 2021.

Kenneth More, Chair

Frank Kelly, Airport Superintendent



Reports
Airport
Superintendent's
Report

Airport Superintendent's Report

As of January 20, 2022

Airfield Status

- Airfield lighting: PAPI ✓ , REIL ✓ Runway Edge Lights ✓ , Taxiway Lights ✓
Having issues with RW 28 PAPI due to a fall lightning strike and a short with NE REIL
- Runway 16/34: Open
- Runway G16/G34: Open
- Runway 10/28: Open
- Helipad: Open
- Taxiways: Open
- AWOS: Operational
- Beacon: Operational

Airport Safety/Security

- No new safety and security items to report.

Airport Operations/Compliance/Improvements

- The airport has received the FAA grant for Phase II of the "Avigation Easement Planning Study" and it is well underway with an extensive NEPA process. There is a lot of work involved in the government-to-government consultation as well as the review process for the 4(f) and 6(f) items that need to be addressed.
- The Airport has also received the TW (N) November Design grant and has given the airport the preliminary approval to proceed with the new Apron E project. The new Apron located at the west end of E. Yukon St. will feature approximately 25 tie down spaces with electricity and apron lighting similar to what has already been installed.
- The airport is in the planning stages to relocate and repurpose the "Old Woods Hangar" from the new Apron E location to the Fire and Rescue Training Center to house the new PAQ ARFF truck. Because PAQ is not a certificated part 139 airport, the FAA will not participate in any ARFF type expenses. No ARFF trucks, training, or buildings. So the most cost effective strategies are being employed by the airport and the City to accomplish this goal.

Airport Operational & Leasing Update

- A new lease agreement was signed with Lazy Mountain Hangars, LLC for lease lot 21 earlier this month. Lazy Mountain Hangars will be starting construction this summer on a sister hangar adjacent to the first hangar on lease lot 20.
- A new lease agreement for helipad lease lots 1 and 2 with Birdhouse Holdings, LLC will be presented before the City Council on January 25th. The owners will use the facility to operate their other business Neacola Mountain Air Service, LLC which offers helicopter flight instruction and charter. The lease lots currently serve as the south ramp snow dump area, and modifications to the new agreement will allow for the continued use of helipad lease lot 2 to continue in this capacity.
- The City Council has approved the assignment of a lease from CIG, LLC to 800 E. Yukon St., LLC for lease lot 13. 800 E. E. Yukon St. LLC will be constructing a two-unit hangar and offices facility for rent, presumably to smaller corporate jet or larger aircraft owners.

Important Dates

- Approximately 20 VIP FAA officials will be coming to the airport on March 4th to view PAQ operations, the flight service station and the experimental VWOS hosted by NHTI, Inc. on their south ramp lot.
- Flight Instruction Safety and Noise Abatement Summit April 8th at the Train Depot building.
- The 2022 Great Alaska Aviation Gathering on May 6, 7 and 8th at the State Fairgrounds and the Palmer Municipal Airport.
- Jenni Hunter retirement spring of 2022.



**Unfinished
Business**



MEMORANDUM

TO: Airport Advisory Commission Members
FROM: Frank Kelly, Airport Superintendent
DATE: January 27, 2022
SUBJECT: Unfinished Business for January 27, 2022

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

- None



New Business



MEMORANDUM

TO: Airport Advisory Commission Members
FROM: Frank Kelly, Airport Superintendent
DATE: January 20, 2022
SUBJECT: New Business for January 27, 2022

Airport Advisory Commission

CHAIR	KENNETH MORE
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- Election of the New AAC Officers
 - The Chair and Vice Chair need to be elected for the coming year.
- Flight Instruction Safety & Noise Abatement Summit April 8th (Train Depot)
Leighton Lee taking the lead for the AAC
 - Approximately 20 regional flight schools and their instructors will be invited to the summit in an effort to help make sure we are training new pilots to be safe and noise conscious pilots, especially around the surrounding neighborhoods of local airports.
 - 10 guest speakers and presenters will be there for a series of 30-minute presentations.
 - There will be a need for AAC volunteers to help with set up, registration, lunch, and refreshments, and clean up.
 - We are hoping this program if successful can grow and be an annual event and the template can be exported around the state to different regions.
- 2022 Great Alaska Aviation Gathering Event May 6, 7, 8th at PAQ and the Alaska State Fairgrounds.
 - There will be a need for AAC volunteers to help with this great event under the direction of the Alaska Airmen's Association.
 - More of everything this year and the word has gotten out how successful it was last year.



2022 FLIGHT INSTRUCTION SAFETY & NOISE ABATEMENT SUMMIT

Date & Time: April 8th, 9:00 AM to 3:45 PM

Location: Palmer Train Depot Located at 610 S. Valley Way, Palmer, AK. 99645

Agenda:

Time	Topic	Presenter/Sponsor
9:00 AM – 9:30 AM (30 Min)	Registration	PAQ Airport Advisory Commission
9:30 AM-9:40 AM (10 Min)	Welcome & Opening Remarks	PAQ AAC / AK Airmen’s Association
9:40 AM-10:00 AM (20 Min)	Keynote “Stakeholder Partnerships”	Kristi Warden: FAA (Acting Alaska Regional Administrator)
10:05 AM-10:35 AM (30 Min)	ADS-B; Why it’s Important Moving Forward	FAAS Team Representative: FAA
10:35 AM-10:45 AM (10 Min)	Coffee Break	Sponsored by AOPA
10:45 AM-11:15 AM (30 Min)	Balancing Act: Teaching to Pass the Test & Establishing Life Saving Piloting Skills	Adam White: Alaska Airmen’s Association
11:20 AM-11:40 AM (20 Min)	Flight School Liability Insurance: Risk, Evaluate And Solve	Pat Graika: Hagen Insurance
11:40 AM-12:25 PM (15/30 Min)	Lunch Break with NTSB	Clint Johnson: National Transportation Safety Board

Lunch sponsored by ?

12:30 PM-1:00 PM	(30 Min)	Peaceful Skies: Aviation Noise Basics and How to be a Good Neighbor	Stephanie Mormilio: HLD Engineering Consultants
1:05 PM-1:35 PM	(30 Min)	Rotary Wing vs. Fixed Wing Flight Training and Understanding the Difference	Stacia Joyce: DPE Speaker
1:40 PM-2:00 PM	(20 Min)	ForeFlight Presentation	ForeFlight VIA Zoom
2:00 PM-2:10 PM	(10 Min)	Refreshment Break	Sponsored by ?
2:10 PM-2:40 PM	(30 Min)	FAA Ramp Checks and General Aviation Contacts	FAAS Team Representative: FAA
2:45 PM-3:15 PM	(30 Min)	Pilot Reports & Flight Training Support	Tom George: AOPA
3:20 PM-3:45 PM	(25 Min)	Questions & Answers	Panel Speakers

Name	Address	Phone	Email
Kingdom Air Corps	39911 N. Glenn Hwy, Sutton, AK. 99674	907-318-5685	agudemman@kingdomaircorps.org
Fly Around Alaska	821 E. Evergreen Ave., Palmer, AK. 99645	907-746-2290	info@flyaroundalaska.com
Blue River Aviation	1275 S. Endeavor St. Wasilla, AK. 99654	907-414-0371	fly@blueriveraviation.com
Angel Aviation	2301 Merrill Field Dr. Anchorage, AK. 99501	907-312-8298	info@angelaviation.com
Land & Sea Aviation	2400 East 5 th Ave. Anchorage, AK. 99501	907-274-2544	landandseaalaska@gmail.com
Fly AK	2015 Merrill Field Dr. Anchorage, AK. 99501	907-342-2296	info@fly-ak.com
SkyTrek Alaska	1570 East 12 th Ave. Anchorage, AK. 99501	907-274-4359	jamie@skytrekalaska.com
Alveska Helicopters	1710 E. 5 th Ave. Anchorage, AK. 998501	907-277-2007	info@alveskahelicopters.com
UAA Aviation Technology Division	2811 Merrill Field Dr. Anchorage, AK. 99501	907-786-7200	uaa_aviation@alaska.edu
Elmendorf Aero Club	PO Box 6292 Elmendorf AFB, AK. 99506-6292	907-753-4167	robert.hansen.25.ctr@us.af.mil
Arctic Flyers Flight Training	10636 Flagship Cir. Anchorage, AK. 99515	907-441-7819	rruess@gci.net
ACME Cub Training	3610 Aircraft Dr. Unit A, Anchorage, AK > 99502	907-250-6030	acmecub@gmail.com
Northbound Flying Service	Lake Hood Seaplane Base and Strip	907-350-6607	northboundak@gmail.com
Alaska's Cub Training Specialists	6252 Beechcraft Cir. Wasilla, AK. 99654	907-745-0945	akskyguy@gmail.com
Neacola Mountain Air	6200 East Beechcraft Rd. Wasilla, AK. 99654	907-350-1001	fly@neacolamtnair.com
APEX Alaska Aviation Experience	7362 W. Parks Hwy #777, Wasilla, AK. 99654	907-268-4012	martin@hinshaw.org
Legends Aviation	HC 89 Box 109, Willow, AK. 99688	907-232-2560	legendsalaska@gmail.com
Alaska Floats & Skis @AK8, LLC	P.O. Box 139, Talkeetna, AK. 99676	907-733-4500	scheduling@alaskafloats.com
Alaska Float Ratings	P.O. Box 4, Moose Pass, AK. 99631	907-362-9178	vernkingstford@yahoo.com

2022 Airport Advisory Commission Meetings

Meeting Date	Meeting Type	Meeting Time	Notes
January 27, 2022	Regular	7:00 PM	
March 24, 2022	Special	7:00 PM	FISNAS / GAAG
April 28, 2022	Regular	7:00 PM	Great Alaska Aviation Gathering
July 28, 2022	Regular	7:00 PM	
October 27, 2022	Regular	7:00 PM	