



## **Airport Advisory Commission**

March 25, 2021

Agenda Packet



**AIRPORT ADVISORY COMMISSION  
SPECIAL MEETING  
THURSDAY MARCH 25, 2021, 7 P.M.  
CITY COUNCIL CHAMBERS  
231 W. EVERGREEN AVENUE, PALMER  
[www.cityofpalmer.org](http://www.cityofpalmer.org)**



CHAIR	KENNETH MORE
VICE CHAIR	JEFF HELMERICKS
COMMISSIONER	LEIGHTON LEE
COMMISSIONER	ANDREW WEAVER
COMMISSIONER	JOYCE MOMARTS
COMMISSIONER	SHANNON JARDINE
COMMISSIONER	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 January 23, 2020
  - Meeting of January 28, 2020
- F. Reports:
  - Frank Kelly, Airport Superintendent
- G. Guest Appearance
  - Abby Austin, Executive Director, Alaska Airmen's Association
  - Ailis Van, Executive Director, Palmer Chamber of Commerce, (via Zoom appearance)
- H. Audience Participation
- I. New Business – Committee of the Whole (Note: Action may be taken by the Commission following committee of the whole)
  - Great Alaska Aviation Gathering
  - Election of New Officers
  - Fuel Flowage Fee Program Modification, Jeff Helmericks
- J. Unfinished Business - Committee of the Whole (Note: Action may be taken by the Commission following committee of the whole)
  - Avigation Easement Planning Study
    - Update from Airport Superintendent
- K. Commission Member Comments
- L. Adjournment



**Minutes**

**January 23, 2020**

**January 28, 2020**

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

**REGULAR MEETING  
THURSDAY, JANUARY 23, 2020  
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. INTRODUCTION OF NEWEST AAC COMMISSIONERS:**

Chair More introduced and welcomed new Commissioners Leighton Lee and Shayne Reese and the other commissioners introduced themselves to the new members discussing their backgrounds.

**C. ROLL CALL:**

Present and constituting a full quorum were Commissioners:

Kenneth More, Chair	Jeff Helmericks, Vice Chair
Leighton Lee (via teleconference)	Andrew Weaver
Joyce Momarts	Shannon Jardine (via teleconference)
C. Shayne Reese	

Also present were:

Frank Kelly, Airport Superintendent  
Nathan Wallace, City Manager  
Pam Whitehead, Recording Secretary

**D. PLEDGE OF ALLEGIANCE:** The Pledge was led by Commissioner Reese.

**E. APPROVAL OF AGENDA:**

Chair More requested addition of a discussion item under New Business: FAA Pancake Breakfast. There were no objections.

**Main Motion: To approve the Agenda as amended to include the discussion item under New Business.**

Moved by:	Momarts
Seconded by:	Weaver
Vote:	7 Yes / 0 No – Reese, Jardine, Momarts, Weaver, Lee, Helmericks, More
Action:	Motion Carried Unanimously by roll call vote.

**F. MINUTES OF PREVIOUS MEETING:**

**Main Motion: To approve the Minutes of the November 13, 2019 Regular Meeting as as presented.**

Moved by:	Jardine
Seconded by:	Helmericks
Vote:	7 Yes / 0 No – Reese, Jardine, Momarts, Weaver, Lee, Helmericks, More
Action:	Motion Carried Unanimously by roll call vote.

**G. REPORTS:**

Superintendent Kelly reported:

- *Airfield Status* – open and operational;
- *Airport Safety/Security* – fence line and gate repairs are substantially completed; still waiting for LED-

enhanced blinker stop signs, will be installed by New Horizons as soon as they arrive; tree clearing south of RW 10/28 was completed in December; stump removal and hay planting slated for spring; discussed status of delivery of apron light poles and new airfield directional signs;

- *Airport Operations/Compliance/Improvements* – directed attention to the packet for copy of MSB PRTAB's *Resolution No. 19-06*, supporting a joint effort between the City of Palmer and the Mat-Su Borough to ensure the safety of both pilots, passengers and visitors to the Matanuska River Park Campground; and
  - reported the FAA has agreed to participate in the cost of the "Engine Run-Up Areas" signage as part of the airfield safety improvements project;
- *Airport Operational & Leasing Update* – LL 10: reported status of the building; unit sales are continuing at the new 10-unit PAAQ Hangar Association building; FAA has installed new FSS console and moving on to next stage of remodel;
- *Important Dates:* January 28, 2020 AAC/City Council Joint Meeting;
- Responded to Commissioner questions.

#### **H. GUEST APPEARANCES:**

**Steve Elwell**, Aviation Manager, State of Alaska Division of Forestry

- Provided an update from last year and forecast of Forestry's airport operations for the coming year;
- Expects to have a higher level of activity this year, noting they are in a state of transition from older generation air tankers to newer next generation air tankers, one of which will be based out of Palmer this summer – a new De Havilland Q400, first time it will be flown in North America (flies 25% faster, carries 33% more retardant, and burns about 25% less fuel);
- Last year 140 fire crews were imported on a 737-400 to help fight the fires and had to be bussed from Anchorage; this year he proposed the 737 aircraft land at Palmer and the City of Palmer, Fire Department, and Forestry partner to apply for a FAA grant to purchase a Fire Crash Rescue Truck and training; Forestry would pay for the firefighters while operating the Crash Rescue Truck on the Airport.
- Questions and further discussion ensued concerning minimal requirements to meet the Fire Crash Rescue Response.

**Doug Glenn**, Glenn Air, Inc. – Matanuska and Knik River Dust Control Initiative

- Spoke to the Commission regarding Dust Control, specifically about a product called "PineBind" (pine pitch which they blend with water, looks like thick dark syrup). They have had good success at Red Dog Mine and they are looking for a grant to do a dust control project on the river beds. It's nontoxic and environmentally friendly.
- Questions and further discussion ensued. Mr. Glenn will provide a one-page summary of the project and will be seeking letters of support.

Chair More explained that Scott Selzer, International Aerobatics Club Alaska, was tentatively scheduled to speak about the potential of bringing an aerobatic event to the Palmer Airport. He was unable to be here tonight, but hopefully can be scheduled for the April meeting.

#### **I. AUDIENCE PARTICIPATION:**

**Artic Wilke:**

- Commented that he is an instructor pilot at the Airport; described the five different types of airplanes he flies;
- Just wanted to let the Commission know if they ever have any questions, he's here to help.

#### **J. UNFINISHED BUSINESS:**

(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:	Weaver
Vote:	Yes / 0 No – Reese, Jardine, Momarts, Weaver, Lee, Helmericks, More
Action:	Motion Carried Unanimously by roll call vote.

[The Commission entered Committee of the Whole at 7:36 p.m.; exited at 8:14 p.m.]

Committee of the Whole discussion topics included:

- 2020 Palmer Municipal Airport "Airport Open House" planning  
Chair More explained he hasn't been able to coordinate with the Chamber yet concerning "Meet and Greet" events (internal, external, and combined). Expects he will have more at the next meeting.
- Fueling Safety Initiative  
Chair More explained he has yet to hear back from Lt. Vincent concerning development of a best practices informational page. Expects he will have a draft at the next meeting.
- Avigation Easement Study Update.  
Chair More and Superintendent Kelly:
  - updated as to current status of the Avigation Easement with the Mat-Su Borough, North of RW 16. The Borough PRTAB meeting (November 25, 2019) produced Resolution 19-06 (see copy provided in the packet) by the MSB PRTAB Supporting a Joint Effort Between the City of Palmer and the Mat-Su Borough to ensure the Safety of Both Pilots, Passengers, and Visitors to the Matanuska River Park Campground.
  - discussed the complexities of this study and how important it is for the Borough and City to work together to address the issues.
  - spoke to initiating required steps in the FAA grant application process;
  - noted the MSB Emergency Services Director and the Emergency Manager have been invited to visit the Airport for the purpose of gaining a better understanding of PAQ capabilities in terms of emergency response.

**K. NEW BUSINESS:** [Committee of the Whole cont'd, 7:54 p.m.]

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

- Election of New Officers\*:

Chair Ken More and Vice Chair Jeff Helmericks were nominated to continue in their roles as Chair and Vice Chair.

[\*Note: Election vote taken upon exit of Committee of the Whole]

- AAC City Council Update:

The Commission discussed the topics that should be covered in the AAC/City Council Joint Meeting scheduled for January 28, 2020 at 6:00 p.m.; Commissioner Jardine advised he would not be able to attend.

- FAA Pancake Breakfast:

- Chair More informed he received a phone call from Mike York of the FAA inquiring whether there would be a FAA Pancake Breakfast event this year (generally the first Saturday in June);
- Following discussion concerning resources and reasons why the event did not occur last year, Commissioners Lee and Jardine offered to respond to Mr. York about the event and get back to the Commission, noting the planning needs to be done sooner than later if it is to be held.

-- Superintendent Kelly issued an OMA caution of no more than three Commissioners in attendance at any meetings discussing the matter.

**Main Motion: To exit Committee of the Whole at 8:14 p.m.**

Moved by:	Jardine
Seconded by:	Momarts
Vote:	7 Yes / 0 No – Reese, Jardine, Momarts, Weaver, Lee, Helmericks, More
Action:	Motion Carried Unanimously by roll call vote.

- Vote on Election of Chair and Vice Chair:

**Main Motion: To re-elect Kenneth More to serve as Chair and Jeff Helmericks to serve as Vice Chair for the ensuing term.**

	--
	--
Vote:	7 Yes / 0 No – Reese, Jardine, Momarts, Weaver, Lee, Helmericks, More
Action:	Motion Carried Unanimously by roll call vote.

**L. COMMISSION MEMBER COMMENTS:**

**Vice Chair Helmericks:**

- Commented with regard to fuel safety, that we need to remind customers to address fuel spills quickly and if anyone needs help with the cleanup, to not hesitate to contact him as he keeps supplies on hand; emphasized how continued training with the fire department is vitally important.

**Commissioner Reese:**

- Commented that it was a good first meeting and he is looking forward to the next.

**Commissioner Weaver:**

- Commented he was pleased to see the Parks Board Resolution noting a good step in the right direction;
- Expressed appreciation for the information put forth from the Guest Appearance speakers tonight.

**Commissioner Lee:**

- Was sorry he could not attend the meeting in person tonight, but looks forward to the next.

**Chair More:**

- Reminded of the joint meeting with the City Council;
- Welcomed new Commissioners Lee and Reese;
- Reminded that the meetings are now quarterly and the next regular meeting will be April 23, 2020.

**M. ADJOURNMENT:**

There being no further business, the meeting adjourned without objection at 8:21 p.m.

**APPROVED by the Airport Advisory Commission this \_\_\_\_ day of \_\_\_\_\_, 2020.**

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

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

**BLANK PAGE**



**A. CALL TO ORDER**

A joint meeting of the Palmer City Council and Airport Advisory Commission was held on January 28, 2020, at 6:00 p.m. in the Council Chambers, Palmer, Alaska. Mayor DeVries called the meeting to order at 6:00 p.m.

**B. ROLL CALL**

Comprising a quorum of the City Council and Airport Advisory Commission, the following roll call was taken:

**City Council:**

Edna DeVries, Mayor  
Julie Berberich  
Steve Carrington  
Sabrena Combs  
Jill Valerius

**Airport Advisory Commission:**

Kenneth More, Chair  
Jeff Helmericks, Vice Chair  
Leighton Lee  
Joyce Momarts  
Shayne Reese  
Andrew Weaver

Deputy Mayor Linda Combs and City Council Member Richard W. Best were absent and excused. Airport Advisory Commission Member Shannon Jardine was absent and excused.

Staff in attendance were the following:

Nathan Wallace, City Manager  
Norma I. Alley, MMC, City Clerk  
Michael Gatti, City Attorney

Kara Johnson, Deputy City Clerk  
Frank Kelly, Airport Superintendent

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**D. APPROVAL OF AGENDA**

**CC Main Motion: To Approve the Agenda**

Moved by:	S. Combs
Seconded by:	Berberich
Vote:	5 Yes/0 No/2 Absent (Best, L. Combs)
Action:	Motion Carried

**AAC Main Motion: To Approve the Agenda**

Moved by:	Momarts
Seconded by:	Helmericks
Vote:	6 Yes/0 No/1 Absent (Jardine)
Action:	Motion Carried

**E. AUDIENCE PARTICIPATION**

None.

**F. NEW BUSINESS**

- 1. Committee of the Whole (note: action may be taken by the council following the committee of the whole)
  - a. 2019 Airport Advisory Commission Accomplishments Recap
  - b. 2020 Commission Projects and Goals
  - c. Other Matters Related to the Palmer Municipal Airport
  - d. City Council Direction to the Commission

**CC Main Motion: To Enter into a Committee of the Whole**

Moved by:	S. Combs
Seconded by:	Berberich
Vote:	5 Yes/ 0 No/2 Absent (Best, L. Combs)
Action:	Motion Carried

**AAC Main Motion: To Enter into a Committee of the Whole**

Moved by:	Helmericks
Seconded by:	Reese
Vote:	6 Yes/0 No/1 Absent (Jardine)
Action:	Motion Carried

The Council and Commission entered into a Committee of the Whole at 6:05 p.m.

Topics addressed included 2019 Airport Advisory Commission accomplishments recap, 2020 Commission projects and goals, and leasing a portion of the Airport south of proposed taxiway November.

The City Council and Commission adjourned from Committee of the Whole at 6:40 p.m. and reconvened the joint meeting.

**G. RECORD OF ITEMS PLACED ON THE TABLE**

City Clerk Alley reported the Airport Advisory Commission Report was the Item Placed on the Table.

**H. COUNCIL AND COMMISSION MEMBER COMMENTS**

No direction was given to staff for legislation to be placed on a future agenda.

**I. ADJOURNMENT**

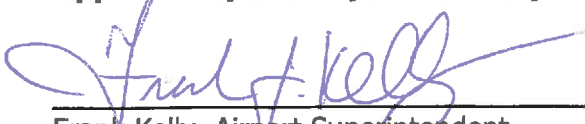
With no further business before the City Council and Airport Advisory Commission, the meeting adjourned at 6:46 p.m.

**Approved by the City Council on this 24<sup>th</sup> day of February, 2020.**

\_\_\_\_\_  
Norma I. Alley, MMC, City Clerk

\_\_\_\_\_  
Edna DeVries, Mayor

**Approved by the Airport Advisory Commission this \_\_\_\_ day of \_\_\_\_, 2020.**

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

\_\_\_\_\_  
Ken Moore, Airport Advisory Commission Chair



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

# Airport Superintendent's Report

As of March 19, 2021

## ***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***

- The Palmer Flight Service Station is still in the process of installing a new Automatic Flight Information Service or AFIS. There are a few more details to button up and training to conduct and the system should be online. COVID 19 has hindered its rollout.
- The airport is having trouble with tenants opening, but not closing the rolling gates to the south ramp once they have entered the airfield. As a result, the large rolling gate has been bent due to wind, if the problem persists, it will need to be secured in a different fashion.
- No other new safety and security items to report.

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

- Phase I of the "Avigation Easement Planning Study" will be updated in more length under unfinished business.

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

- A new vintage DC 3 has arrived at PAQ for the vintage aviation tours coming to Palmer starting this summer. The owner is still tentative for the Great Alaska Aviation Gathering and hopefully they will at least be able to get a static display going if not the actual air tours. I will try to provide an update for the April meeting. The vintage air tours will include stewardesses in vintage clothing, merchandise and probably some form of catered lunch.
- A new lease was signed with Skye Quest Aviation LLC for LL 7B on the large aircraft apron and the future TW N for 4.5 acres. The developer should be underway this spring site pre work.
- The airport should have 5 new private hangar projects underway this summer from previous lease signings and Covid 19 postponements and delays.

## ***Important Dates***

- The 2021 Great Alaska Aviation Gathering on May 8<sup>th</sup> and May 9<sup>th</sup> at the State Fairgrounds and the Palmer Municipal Airport.
- The next AAC meeting is scheduled for April 22, 2021.



**New Business**



## MEMORANDUM

TO: Airport Advisory Commission Members  
FROM: Frank Kelly, Airport Superintendent  
DATE: March 19, 2021  
SUBJECT: New Business for March 25, 2021

---

### 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

- Great Alaska Aviation Gathering Update.
  - Shuttle Bus, Palmer Business participation, Military Aircraft anticipated, Division of Forestry participation, Palmer Police Department additional patrols. Abby Austin, Ailis Van and Frank Kelly to update.
  - Aircraft Parking North Ramps for Palmer Lodging and the MSB River Park Campground, Ken More, and Frank Kelly to update
  - Static Display, Show & Shine aircraft parking, vendor ride Areas, South Ramp, Leighton Lee, and Frank Kelly to update
  
- Election of the New AAC Officers
  - The Chair and Vice Chair need to be elected for the coming year.
  
- Fuel Flowage Fee Program Recommended Modifications
  - Jeff Helmericks to update
  - Draft AAC Resolution

# GREAT ALASKA AVIATION GATHERING 2021

**FREE**  
ADMISSION

**FREE**  
PARKING

AVIATION EXHIBITORS

FLIGHT SIMULATORS

DISCOVERY FLIGHTS

YOUTH ACTIVITIES

FOOD TRUCKS

RAFFLE

AND MORE!



**NEW**  
**LOCATION**

Alaska State Fairgrounds  
and Palmer Municipal Airport

May 8th 9-5PM

May 9th 10-5PM

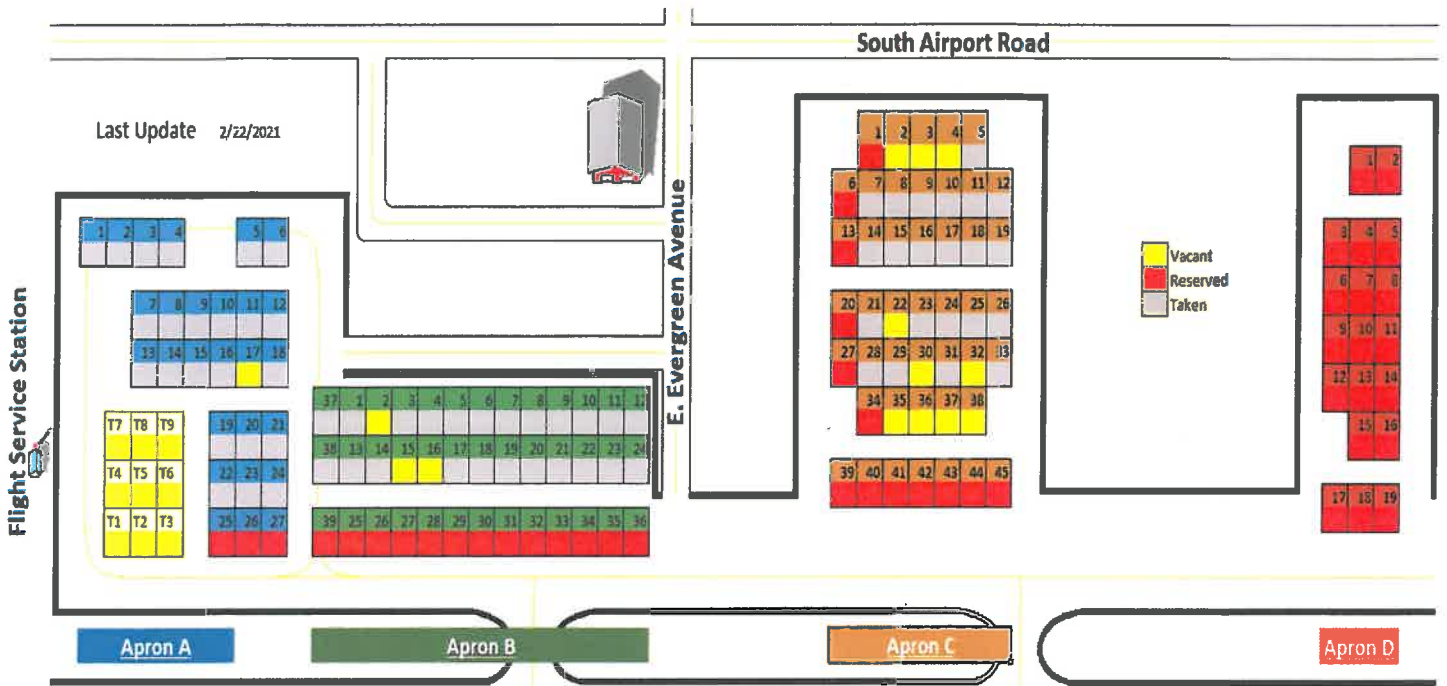


ALASKA AIRPORTS  
ASSOCIATION



# WARREN “BUD” WOODS, PALMER MUNICIPAL AIRPORT

## NORTH RAMP 2021 GREAT ALASKA AVIATION GATHERING AIRCRAFT PARKING



### APRON A

TRANSIENT PARKING SPACES T-1 THRU T-9 WILL NOT BE RESERVED AND ARE OPEN ON A FIRST COME FIRST SERVE BASIS.

- MAXIMUM WINGSPAN IS 40'

### APRON C

SPACES 1, 6, 13, 20, 27, 34, AND 39 THRU 45 ARE FREE TIE DOWN SPACES FOR PILOTS WHO ARE FLYING TO THE EVENT AND WILL BE CAMPING AT THE MAT-SU BOUROUGH RIVER PARK AND CAMPGROUND JUST NORTH OF THE AIRPORT.

- SPACES 1 AND 34 CAN ACCOMMODATE A WINGSPAN OF UPTO 58'
- SPACES 6, 13, 20, 27, AND 39 THRU 45 CAN ACCOMMODATE A WINGSPAN OF UPTO 40'

### APRON D

SPACES 1 THRU 19 ARE FREE TIE DOWN SPACES FOR PILOTS WHO ARE FLYING TO THE EVENT AND WILL BE STAYING AT A PALMER BASED HOTEL, MOTEL, INN OR B & B.

- SPACES 1, 2, 15, AND 16 CAN ACCOMMODATE A WINGSPAN OF UPTO 58'
- SPACES 3 THRU 14 AND 17, 18, 19 CAN ACCOMMODATE A WINGSPAN OF UPTO 40'

**TOTAL TIE DOWN SPACES AVAILABLE = 40 (APRON A = 9, APRON C = 12, APRON D = 19)**





**BLANK PAGE**

## Frank Kelly

---

**From:** Jeff Helmericks <jeff@npetro.com>  
**Sent:** Friday, November 20, 2020 10:27 AM  
**To:** Frank Kelly; Gina Davis  
**Cc:** Michele Tefft; Lyssa Frohling  
**Subject:** RE: Fuel Flowage Fee Program Detail

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Frank,

After our discussion yesterday and reading thru code again I see where the problem come from, essentially too many words. The problem is exacerbated by listing out fuel types. First off you can never come up with a complete list as well as fuel names tend to change. More importantly Jet-A, #1 Diesel, ULSD #1, or #1 heating oil are all the same fuel, the only difference is the paperwork and tax. Taxes I collect at the time of sale based on actual final use and remit directly to the State and Feds. For example, Crowley delivers 5,000 gallons of Jet-A and collects \$250 that it remits to the City, now I pump ½ that fuel into cargo tanks that is delivered to a mine as ULSD #1 for generator fuel used for power generation. Do I ask for \$125 back? It certainly wasn't used **"for use in an aircraft for flight"**.

Another problem is the **"Any person, firm or corporation who delivers"** part, how about all the fuel that is transported by the end user? Probably 20% of the fuel consumed at the PAQ airport is transported in this manner; are the exempt from the fee? By the existing wording it would appear so.

What needs to happen is the wording needs to be changed to something along the lines of:

***"All fuel delivered to the Palmer Airport for use in, or transportation by, aircraft shall be subject to a flowage fee of \$0.05/gallon. It is the ultimate responsibility of the end user to ensure this fee has been remitted to the City of Palmer."***

Basically if fuel arrives at the airport regardless if by the end user for his or her own personal use, by Crowley to a motor fuel dealer such as myself, or to the rail spur by railroad, Palmer Airport gets a nickel. I also needs to be the ultimate responsibility of the end used to ensure the proper fees have been paid. It simply isn't fair that the commercial transporters and re-sellers are at an automatic 5 cent disadvantage just because they are the only ones that have to play by the rules. Not fair to the Airport either than roughly 20% of the fuel consumed doesn't contribute to the airport expenses.

In short, while I can't speak for Crowley and the other transporters, I think it's safe to say none of us want to become the "Gas Police" and try and keep track of what fuel is used for, or where it goes, and in the end it shouldn't matter. Cargo fuel poses just a big a fire and environmental risk to the City as wing fuel, there is no reason the airport shouldn't collect a flowage fee to help off-set this risk. By the time fuel is transported by aircraft to a remote location the additional cost of transportation alone is in the range of \$3-5.00/gallon, the nickel that goes to the Palmer Airport is literally a drop in the bucket. To say this additional 5 cents will make our airport uncompetitive is simply untrue. Not only will the 5 cents be almost rounding error, but all the state airports, as well as Anchorage and Kenai collect flowage fees on cargo fuel. We should as well.

Jeff

**BLANK PAGE**

Introduced by: Airport  
Superintendent  
Date: March 25, 2021  
Action: Approved  
Vote:

Yes: \_\_\_\_\_ No: \_\_\_\_\_

**CITY OF PALMER, ALASKA  
Resolution No. 21-001**

**A RESOLUTION OF THE CITY OF PALMER AIRPORT ADVISORY COMMISSION RECOMMENDING THAT THE CITY COUNCIL AMEND THE PALMER MUNICIPAL CODE SECTION 12.08 PERTAINING TO THE FUEL FLOWAGE FEE FOR THE WARREN "BUD" WOODS PALMER MUNICIPAL AIRPORT.**

WHEREAS, the City of Palmer operates the Warren "Bud" Woods Palmer Municipal Airport; and

WHEREAS, the Airport Advisory Commission (AAC) advises the City in matters pertaining to the Airport; and

WHEREAS, the AAC Resolutions are the primary method of transmitting recommendations and observations to the City Council; and

WHEREAS, the AAC recommends The City Council amend the **Palmer Municipal Code, Chapter 12.08, Municipal Airport.**

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY OF PALMER AIRPORT ADVISORY COMMISSION RECOMMENDS THAT THE CITY COUNCIL AMEND THE PALMER MUNICIPAL CODE, CHAPTER 12.08. FOR THE WARREN "BUD" WOODS PALMER MUNICIPAL AIRPORT AS FOLLOWS:

**Chapter 12.08  
Municipal Airport**

**12.08.015 Fuel Flowage Fee.**

- A. 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.

- A. ~~Any person, firm or corporation who delivers aviation fuel including Jet A, Jet B, or 100 low lead fuel and others (hereafter referred to as fuel) to any person, firm or corporation at the Warren "Bud" Woods Palmer Municipal Airport for use in an aircraft for flight, shall pay a fuel flowage fee of five cents (\$0.05) for each gallon of fuel.~~
- B. The funds derived from fuel flowage fees shall be utilized solely for the maintenance, operation, and improvements of the Warren "Bud" Woods Palmer Municipal Airport.

Passed and approved by the Airport Advisory Commission of the City of Palmer, Alaska this 25<sup>th</sup> day of March 2021.

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

\_\_\_\_\_  
Ken More, Chairperson

DRAFT



**Unfinished  
Business**



## MEMORANDUM

TO: Airport Advisory Commission Members  
FROM: Frank Kelly, Airport Superintendent  
DATE: March 19, 2021  
SUBJECT: Unfinished Business for March 25, 2021

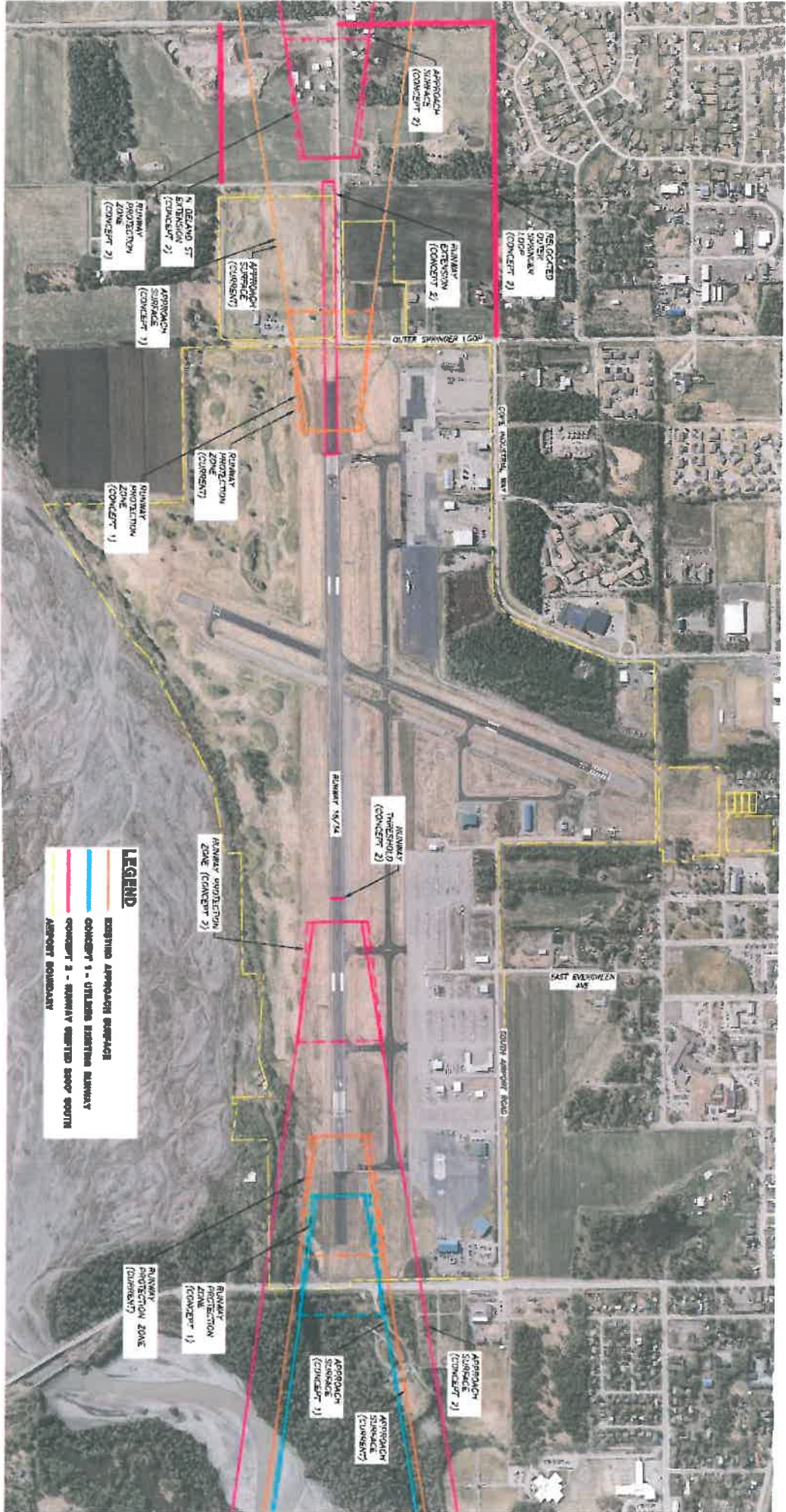
---

### 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

- Avigation Easement with the Mat-Su Borough, North of RW 16.
  - Received FAA Grant for \$110K in May 2020 for Phase I of the formal Avigation Easement Planning Study.
  - Held the first stakeholder meeting on July 7<sup>th</sup>, 2020 primarily with MSB officials, COP officials and HDL Engineering Consultants as a way of introducing the planning study and to get everyone onboard.
  - Critical Aircraft study conducted to determine needed runway length. Unfortunately, there was a long delay time with obtaining the Division of Forestry data and then breaking it down to usable information.
  - Critical Aircraft determined to be the Convair 580, Design Group B-III with a justified runway length of 6,060 feet.
  - Second Stakeholder meeting held February 16<sup>th</sup> to discuss critical aircraft and runway length determination. Presented examples of several what if scenarios for runway to the north and to the south. Did not receive the attendance of many critical MSB personnel as desired.
  - Extended the comment period from March 4<sup>th</sup> to April 4<sup>th</sup> to allow for a joint MSB AAB and PRTAB meeting.
  - Regrouped and will have a private meeting with the Borough Manager and Deputy Manager the week of March 22<sup>nd</sup>, in hopes of getting down to business.

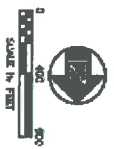




**PRELIMINARY BASE MAP**

**LEGEND**

- EXISTING AIRPORT SURFACE
- CONCEPT 1 - UTILITIES EXISTING AIRWAY
- CONCEPT 2 - AIRWAY SURFACE 2000' SOUTH
- APPROACH BOUNDARY



## 2021 Airport Advisory Commission Meetings

Meeting Date	Meeting Type	Meeting Time	Notes
January 28, 2021	Regular	7:00 PM	Cancelled Covid 19
March 25, 2021	Special	7:00 PM	Great Alaska Aviation Gathering
April 22, 2021	Regular	7:00 PM	Great Alaska Aviation Gathering
July 22, 2021	Regular	7:00 PM	
October 28, 2021	Regular	7:00 PM	