



**Airport Advisory  
Commission**

**CANCELED**

May 26<sup>th</sup>, 2022  
Agenda Packet



**AIRPORT ADVISORY COMMISSION  
SPECIAL MEETING  
MAY 26<sup>TH</sup> 2022 6 P.M.  
CITY COUNCIL CHAMBERS  
231 W. EVERGREEN AVENUE, PALMER  
[www.palmerak.org](http://www.palmerak.org)**



CHAIR  
VICE CHAIR  
BOARD MEMBER  
BOARD MEMBER  
BOARD MEMBER  
BOARD MEMBER  
BOARD MEMBER

Kenneth More  
Leighton Lee  
Jeff Helmericks  
Shayne Reese  
Joyce Momarts  
Shannon Jardine  
Vacant

## **AGENDA**

- A. Call to Order
- B. Roll Call
  - 1. Oath of Office for Airport Advisory Commission Member Beau Honeycutt
- C. Pledge of Allegiance
- D. Approval of Agenda
- E. Approval of Minutes of Previous meetings
  - 1. Meeting Minutes – 4/22/2021
  - 2. Meeting Minutes – 4/28/2022
- F. Reports – Airport Superintendent Rosalie Kelly
- G. Audience Participation
- H. Unfinished Business
- I. New Business
  - 3. Avigation Easement
  - 4. Owners Association discussion
- F. Commission Member Comments
- G. Adjournment

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## **Minutes**

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

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**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.**

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Kenneth More, Chair

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Rosalie Kelly, Airport Superintendent



**A. CALL TO ORDER:**

A regular meeting of the Airport Advisory Commission was called to order by Chair More at 6:00 p.m.

**B. ROLL CALL:**

Comprising a quorum of the Council, the following were present:

Ken More, Chair  
Leighton Lee, Vice Chair  
Shayne Reese  
Joyce Momarts  
Shannon Jardine

Member Jeff Helmericks was absent and excused

Staff in attendance were the following:

Rosalie Kelly, Airport Superintendent  
John Moosey, City Manager

**C. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was performed.

**D. APPROVAL OF AGENDA**

**Main Motion: To Approve the Agenda, Consent Agenda, and Minutes, as Amended**

Moved by:	Leighton Lee
Seconded by:	John Moosey
Vote:	Yes/0 No – Reese, Jardine, Momarts, Lee, More
Action:	Motion Carried

**E. MINUTES OF PREVIOUS MEETING(S)**

- None

**F. REPORTS**

- **Airfield Status** – Open and Operational
- **Airport Safety/ Security** – None to report
- **Airport Operations/compliance/improvements** – Taxiway “N” (November) drawings are at 65%
- **Airport Operational & Leasing Update** – Advanced Aero Technologies Group to sublease “Meekin Air Hanger” located at Lot 28 Block 3
- **Important dates** – May 6<sup>th</sup>-8<sup>th</sup> the Great Alaska Aviation Gathering/ May 3<sup>rd</sup> Jenni Hunter Retirement from FSS

## G. AUDIENCE PARTICIPATION

- **John Moosey**

- Apologized for the cancelation of March meeting.
- Review/Turn out of the Safety Meeting that took place at the train depot

## H. UNFINISHED BUSINESS

- None

## I. NEW BUSINESS

- 2022 Great Alaska Aviation Gathering May 6<sup>th</sup> – 8<sup>th</sup>
  - Vice Chair Lee gave a status update on the gathering planning

**Main Motion: To re-elect Kenneth More to serve as Chair and Leighton Lee to serve as Vice Chair.**

Moved by:	--
Seconded by:	--
Vote:	5 Yes/0 No – Reese, Jardine, Momarts, Lee, More
Action:	Motion Carried Unanimously by roll call vote.

- Chairman and Vice Chairman of the Airport Advisory Commission May Agenda
  - May Agenda to focus on the Avigation Easement.

## J. COMMISSION MEMBER COMMENTS

- Commissioner Reese:
  - Congratulated Chairman More and Vice Chair Lee on their re-election
  - Commented that he was looking forward to the Gathering
- Commissioner Jardine:
  - Thanks to Chair and Vice Chair for taking positions
- Vice Chair Lee:
  - Welcome to Rosalie to the Airport Superintendent position
  - Encourage all to come with items/considerations both big and small to make their positions to keep the business the Airport moving forward
  - Gave His full support to Superintendent Kelly in her new position to keep the airport going
  - Request for the Avigation Easement issue status
- Commissioner Momarts:
  - Gave appreciation to all management that have been at the airport and the commission members for taking on the tasks that come to the airport.
- Superintendent Kelly:
  - Thanks and Appreciation for being here.
  - Any and all to bring items to me so that we can keep the airport a place where people want to be.
- Chair More:
  - Place the Avigation Easement to the next meeting addenda
  - Welcome to new Superintendent Kelly
  - Thanks and appreciation to Vice Chair Lee for taking the initiative with the Gathering
  - Appriciation to the City Marager John Moosey for efforts in the hiring process
- City Manager John Moosey:
  - Spoke on the status Avigation Easement

**K. ADJOURNMENT**

There being no further business, the meeting adjourned without objection at 6:42 p.m.

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

**2022.**

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Kenneth More, Chair

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Rosalie Kelly, Airport Superintendent

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**Reports**  
Airport  
Superintendent  
Report

# Airport Superintendent Report

## 5/26/2022

### **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**

- Construction on lease lots is expected to start. Please be mindful to all posted signs on the airport.

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

- Airport Stakeholder meeting with HDL Engineering regarding construction of Taxiway N and Apron E. Located at the 1<sup>st</sup> floor of the Randy Thom Flight Service Center on June 2<sup>nd</sup> from 4pm – 6pm. (See attached Flyer for more information)

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

- None

### **Important Dates**

- June 2<sup>nd</sup> Airport Stakeholder meeting



# You are invited...

## **Warren "Bud" Woods Palmer Municipal Airport Construct Taxiway N, Apron E, & Related Improvements**

### **Open House**

**WHEN:** Thursday, June 2, 2022, 4 to 6 p.m.

**WHERE:** 1<sup>st</sup> Floor, Randy Thom Flight Service Center  
at 901 E Yukon Street

Drop by anytime from 4 -6 p.m. to learn about the construction project at the airport starting this summer.

To comment, or for additional information, please contact Heather Campfield with HDL Engineering Consultants, LLC, at [HCampfield@HDLalaska.com](mailto:HCampfield@HDLalaska.com).

Persons with hearing impairment may contact Relay Alaska at their Telephone Device for the Deaf (TDD/TTY) at 800-770-8973 and they will assist in contacting the project team. Upon request, we are able to offer reasonable accommodations for special needs related to other disabilities.

Palmer Airport website: <https://www.palmerak.org/airport>

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## **Unfinished Business**



CHAIR  
VICE CHAIR  
BOARD MEMBER  
BOARD MEMBER  
BOARD MEMBER  
BOARD MEMBER

Kenneth More  
Leighton Lee  
Jeff Helmericks  
Shayne Reese  
Joyce Momarts  
Shannon Jardine

MEMORANDUM  
To: Airport Advisory Commission Members  
From: Rosalie Kelly, Airport Superintendent  
Date: 4/22/2022  
Subject: Unfinished Business

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- None



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## **New Business**



CHAIR  
VICE CHAIR  
BOARD MEMBER  
BOARD MEMBER  
BOARD MEMBER  
BOARD MEMBER

Kenneth More  
Leighton Lee  
Jeff Helmericks  
Shayne Reese  
Joyce Momarts  
Shannon Jardine

MEMORANDUM

To: Airport Advisory Commission Members

From: Rosalie Kelly, Airport Superintendent

Date: 4/22/2022

Subject: New Business

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- Avigation Easement Update
  - Owners Association Discussion