
Special Joint Airport Advisory Commission Meeting
January 17, 2017

A. CALL TO ORDER

A special meeting of the Joint Airport Advisory Commission and the Palmer City Council was held on January 17, 2017, at 7:00 pm in the council chambers, Palmer, Alaska.

Mayor DeVries called the meeting to order at 7:01 pm.

B. ROLL CALL

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

Edna DeVries, Mayor
Richard Best
David Fuller

Brad Hanson
Peter LaFrance

Deputy Mayor Combs and Council Member Carrington were absent and excused.

The Mayor requested a brief recess at 7:03 pm to allow additional time for Airport Advisory Commissioners to arrive. The meeting reconvened at 7:11 pm.

Comprising a quorum of the Airport Advisory Commission, the following were present:

John Lee, Chairman
Andrew Weaver – arrived at 7:25 pm
Allan Linn

Kenneth More, Vice Chairman
Shannon Jardine – participated telephonically

Airport Advisory Commissioner Momarts was absent and excused. Airport Advisory Commissioner Helmericks was absent and unexcused.

Also in attendance were the following:

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

Frank Kelly, Airport Superintendent
Bernadette Packa, Deputy City Clerk

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Airport Advisory Commission Chairman John Lee.

D. APPROVAL OF AGENDA

Mayor DeVries requested Approval of the Agenda be added to the agenda. Hearing no objection from the Council concerning the agenda, the agenda was approved.

E. AUDIENCE PARTICIPATION

None

F. NEW BUSINESS

Item 1 – Committee of the Whole (note: action may be taken by the council following the committee of the whole)

- a. Review the Updated Airport Master Plan
- b. Review the Updated Airport Regulations
- c. Other Matters Related to the Palmer Municipal Airport

Main Motion: **To enter into a Committee of the Whole to Review the Updated Airport Master Plan, Review the Updated Airport Regulations, and Discuss Other Matters Related to the Palmer Municipal Airport**

Moved by:	Best
Seconded by:	Hanson
Action:	Motion carried by unanimous voice vote
In favor:	Best, DeVries, Fuller, Hanson, LaFrance
Opposed:	None
Absent:	Carrington, Combs

Main Motion: **To enter into a Committee of the Whole to Review the Updated Airport Master Plan, Review the Updated Airport Regulations, and Discuss Other Matters Related to the Palmer Municipal Airport**

Moved by:	Lee
Seconded by:	Hanson More
Action:	Motion carried by unanimous voice vote
In favor:	Lee, More, Weaver, Jardine, Linn
Opposed:	None
Absent:	Momarts, Jardine

The Council entered into a Committee of the Whole at 7:15 pm.

1.a. Review of the Updated Airport Master Plan – Items of discussion included the following:

Airport Master Plan Project Manager Scott Hattenburg addressed the content and purpose of the Airport Master Plan, as well as the deliverables provided. They include:

- Airport Layout Plan Drawing Set approved by the FAA – a blueprint of what the City intends to do at the airport in the next ten to twenty years;
- Aviation Forecast – which confirmed the airport was a B3 Airport;
- Noise Exposure Study – noted most of the noise was contained in the airport property;
- Airport Property Plan – contained records of how all the property at the airport was acquired;
- 20 Year Capital Projects Plan;
- Financial Analysis;
- Aeronautical Survey; and
- Obstacle Action Plan.

Mr. Hattenburg suggested the focus over the next few years should specifically address the noise concerns laid out in the Master Plan. He also recommended working with the Mat-Su Borough to ensure land use compatibility with surrounding properties, as well as locating quality tenants, and making greater connectivity between the airport, the golf course, and the community.

1.b. Review of the Updated Airport Regulations – Items of discussion included the following:

- Payment options for aircraft registrations and parking;
- Maintenance or aircraft repairs occurring on the ramp;
- Review of the tie down agreement;
- An independent insurance analysis of other airports for standard insurance requirements; and
- Training for fuel personnel.

Brian Groseclose, Palmer Hangars business owner:

- Addressed liability insurance for aircraft at the airport; and
- Expressed concern regarding obtaining insurance to meet lease requirements.

1.c. Other Matters Related to the Palmer Municipal Airport – Items of discussion included the following:

- Provision of utilities to the other side of the airport; and
- Update on the institution of the fuel flowage fee.

Council Member Hanson requested to direct the City Manager to look into the possibility of cancelling out money owed by the Airport to the Enterprise Fund. Council Member Best offered support.

The Council exited the Committee of the Whole at 8:39 pm.

G. RECORD OF ITEMS PLACED ON THE TABLE

Report on Changes to Airport Regulations

H. COUNCIL AND COMMISSION MEMBER COMMENTS

Commission Vice Chair Kenneth More:

- Expressed appreciation to Superintendent Kelly for the relationships he established with the Federal Aviation Administration and the aviation community.

Commission Chair John Lee:

- Expressed appreciation to the City Manager for his efforts.

Council Member Best:

- Expressed appreciation to the Commission Members and their work on revising the regulations.

Council Member Fuller:

- Commended the Airport Advisory Commission on their work with the regulations revision.

Council Member Hanson:

- Encouraged the commission to continue to define where the airport is going, its relationship with the community, and what it will become; and
- Noted the noise abatement issues need to be taken seriously.

Mayor DeVries:

- Agreed with Council Member Hanson's comments;
- Encouraged the Council to also have the discussion concerning the type of airport the City wants;
- Thanked the Airport Advisory Commission Members for their time and hard work.

I. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 8:44 pm.

Approved by the City Council on this 14th day of March, 2017.

Norma I. Alley, MMC, City Clerk

Edna DeVries, Mayor

Approved by the Airport Advisory Commission this 23rd day of February, 2017.

Frank Kelly, Airport Superintendent

John Lee, Airport Advisory Commission Chairman