



PLEASE SILENCE ALL ELECTRONIC COMMUNICATION DEVICES. THANK YOU.

NOTICE OF POSSIBLE QUORUM OF THE CITY OF BUCKEYE PLANNING AND ZONING COMMISSION OR OTHER COUNCIL APPOINTED BOARD: PLEASE NOTE THAT THERE MAY BE A QUORUM PRESENT BUT THERE WILL BE NO VOTING TAKING PLACE BY THE CITY PLANNING AND ZONING COMMISSION OR OTHER COUNCIL APPOINTED BOARD AT THIS MEETING.

**CITY OF BUCKEYE
AIRPORT ADVISORY BOARD
JANUARY 12, 2022
AGENDA**

**City Council Chambers
530 E. Monroe Ave.
Buckeye, AZ 85326
6:00 PM**

Accessibility for all persons with disabilities will be provided upon request. Please telephone your accommodation request (623) 349-6911, 72 hours in advance if you need a sign language interpreter or alternate materials for a visual or hearing impairment.

Voting Members will either attend in person or by telephone conference call or video presentation. Items listed may be considered in any order

- 1. Call to Order/Pledge of Allegiance/Roll Call**
- 2. Comments from the Public- Members of the audience may comment on any item of interest**
- 3. Approval of Minutes**
- 3.A** Board to take action on the approval of meeting minutes for the November 10, 2021 Airport Advisory Board Meeting.
- 4. New Business**
- 4.A** Board to take action on the nomination and appointment of Chairman and Vice-Chairman for a one year term ending January 2023.
- 4.B** Airport Coordinator Jeff Webbe will provide an overview of the FAA, Part 13 complaint regarding APS hangar.
- 5. Old Business**
- 5.A** Airport Coordinator Jeff Webbe will provide an update to the Buckeye Air Fair & Copperstate

Fly-In.

- 5.B** Airport Coordinator Jeff Webbe will provide an update to the Airport's Rate and Fees Study.

6. Airport Coordinator Report

- 6.A** Airport Coordinator Jeff Webbe will give a presentation on airport activities.

- Fuel Sales
- Operations Report
- Airport Projects

7. Comments from the Board Members

The Board may present a brief summary of current events or request items for future action. The Board cannot propose, discuss, deliberate or take action on any of the information presented.

8. Council Update

- 8.A** Vice Mayor Tony Youngker may present a brief summary of current events. The Board cannot propose, discuss, deliberate or take action on any of the information presented.

9. Adjournment

Board to make a motion to adjourn the meeting.

CITY OF BUCKEYE
Regular Airport Advisory Board
COUNCIL ACTION REPORT

MEETING DATE: 01/12/22	AGENDA ITEM: 3.A. Approval of Minutes
DATE PREPARED: 01/11/22	DISTRICT NO.:
STAFF LIAISON:	
DEPARTMENT: Economic Development	AGENDA ITEM TYPE: Minutes

ACTION/MOTION: (This language identifies the formal motion to be made by the Council) Board to take action on the approval of meeting minutes for the November 10, 2021 Airport Advisory Board Meeting.

SUMMARY

Items related to a project or facility location must include an attached vicinity map for Council Review.

ATTACHMENTS:

[AAB Transcripts 11.10.21.pdf](#)

**CITY OF BUCKEYE
AIRPORT ADVISORY BOARD MEETING
NOVEMBER 10, 2021
MINUTES**

1. Call to Order/Pledge of Allegiance/Roll Call

Chairman Schwartz called the meeting to order at 6:00 p.m.

Members Present: Members Present:, Board Member Steve St. John, Board Member Kenyon Spencer, Board Member Barney Barnwell, Board Member Kerr, Board Member Jude Clark, Vice Chairman Eldon Meade and Chairman Jeff Schwartz, Alternate Board Member Ron Coleman.

Members Absent: Alternate Board Member Andy Thirkildsen

City Staff Present: Council Liaison Tony Youngker, Airport Coordinator Jeff Webbe, Deputy City Manager David Roderique

Presenters Present: Adam Williams, AOPA Manager of Airport Policy, and Melissa McCaffrey of AOPA

2. Comments from the Public

None.

3. Approval of Minutes

Chairman Schwartz requested a correction to the minutes in section 5. The error, 'KXBK' was noted by Jeff Webbe for revision. A motion was made by Board Member Spencer and seconded by Board Member Kerr to approve the November 10, 2021 Airport Board meeting minutes. Motion Passed and minutes were approved.

4. AOPA Presentation

Melissa McCaffrey of AOPA introduced Adam Williams, AOPA Manager of Airport Policy who presented on Airport Encroachment and Compatible Land Use. Mr. Williams discussed the preventative measures that can be taken to prevent airport encroachment and incompatible land use.

5. Specific Area Plan

Board Member Clark had previously raised a question about the Specific Area Plan. Mr. Webbe showed a graphic of the boundaries of the Specific Area Plan and shared that the RFP for the project has been published and would be closing on November 22nd, 2021. The Specific Area Plan is generated from the City of Buckeye General Plan. Mr. Webbe noted that there are five Activity Centers, which designate where public activities take place, and the Specific Area Plan will help to refine land use planning. A consultant will be selected by the first of the year and the Specific Area Plan will be worked on concurrently with the Master Plan.

6. Air Fair

Chairman Schwartz noted that the YAK aircraft is returning and this year there will be an admission charge of \$10 per carload (including parking) for advance tickets and \$15 per carload at the door. Mr. Webbe added that the addition of STOL Drag is also planned, and the logistics of adding this popular event are being worked through.

7. Rates and Fees Study

Mr. Webbe noted that the last study was done in 2012 and is in need of updating. As a federally obligated airport, Buckeye must comply with grant assurances to strive for financial self-sustainability, while providing rates and fees that are 'fair, reasonable and just.' When adjusting rates and fees, the FAA expects airports to communicate with and involve the tenant base in the process. The first step will be to conduct a tenant meeting, followed by data collection of comparable airport rates and fees, and finally another meeting will be conducted with the tenant base to gain feedback on any rate/fee increases. Mr. Webbe will complete this project while seeking some outside guidance from Dibble Engineering and AOPA as expert resources.

8. Election Process

Chairman Schwartz reviewed the election procedures that will take place at the January meeting. The positions of Chairman and Vice Chair are up for reelection, which requires a nomination, a second and a majority, for each position. Candidates may self-nominate. Once both positions are newly elected, the new Chairman will preside over the remainder of the meeting.

9. Airport Infrastructure for Electric Aircraft

Mr. Webbe reported that he recently attended the AZAA Fall Conference and one presentation addressed the future of electric aircraft. One comprehensive feasibility study conducted by the state of Washington showed 215 models of electric aircraft flying or in development in 2020 and that number has doubled now. Board Member Spencer noted that the electrification process is costly and requires significant planning. Vice Mayor Youngker commented that 20-25% of the exhibits at Osh Kosh were electric aircraft, including a 4-person people mover that would function like an airborne Uber. Mr. Webbe noted that the inevitable growth of the electric aircraft segment will certainly be considered while completing the Airport Master Plan.

10. The Old Skydiving Hangar

Vice Mayor Youngker requested an update of the Old Skydiving Hangar. Mr. Webbe noted that there was an original estimate obtained over a year ago of \$300,000 to bring the hangar up to code. The possibility of demolishing the hangar was also explored but it was then taken off the demolition schedule. Five weeks ago, a prospective tenant expressed interest in renovating the space using a contractor that quoted \$200,000 (including fire suppression), but that did not come to fruition. Deputy City Manager Dave Roderique commented that the idea of using the space for just storage was explored with the Fire Marshal, but was not approved due to the condition of the hangar. The hangar is 4,000 square feet and will be need to be either renovated appropriately or it will be demolished.

11. Fuel Prices

Mr. Webbe gave an overview of the process for setting the fuel prices in response to Board Member Clark's question. Mr. Webbe explained that Buckeye Airport sells 100 low-lead AvGas at a self-serve fuel station. On average, Buckeye sells 3,500-4,000 gallons per month. Buckeye has a ten-year contract with World Fuel Services to sell Phillips 66 branded fuel. We typically maintain a 40-70 cent margin per gallon and the current fuel price at Buckeye is \$4.90. Buckeye generally offers the 3rd or 4th cheapest price in the Valley in order to remain competitive. Mr. Webbe noted that he utilizes resources such as skyvector and 100lowlevel.com as well as conferring with his colleagues when setting pricing. Board Member Clark commented that the methodology is sound, but clarified that his question was more about the logistics of changing fuel prices. Mr. Webbe responded that he is able to immediately change the price to make market-driven adjustments, or to slow the rate of sale based on inventory and supply.

12. Airport Coordinator Report

Mr. Webbe reported on activities at the airport:

- Fuel Sales – both September and October 2021 were higher than in 2020.
- Virtower – recently acquired software that accurately captures airport take-offs and landings (which is necessary information for many grant requests), and runway usage.
- Waterline – this project is nearing completion which will bring fire suppression capability to the airport.
- Master Plan – this is a local funded (potentially reimbursable) project that will start in the new year.
- Beacon – this is a state and local grant that will be completed quickly in a few weeks. The new beacon will have an LED light source.
- APMS – The Airport Pavement Management System grant is a state and local grant where ADOT evaluates AZ airport pavement surfaces every three years and selects grant recipients based on need. This \$300,000 grant was awarded to Buckeye and will be conducted this summer.
- South Apron and Taxiway Rehab Phase 2 – Phase 2 of this grant will be done over the summer. It includes repaving the taxiway that runs from the south apron to the approach end of runway 35 and relocating it further from the T-Hangars.
- Maintenance and Refreshing – T-Hangars, the commercial Quad Hangar, the terminal and other spaces will be repainted over the next few months.
- T-Hangar Development – The city approved 2.5 million for T-Hangar development. Currently obtaining quotes and discussing opportunities for partnership with developers.

6. Comments from the Board

Board Member St. John asked if Virtower shows significant increase or decrease in the number of operations at the airport from previously used methods of tracking. Mr. Webbe noted that there is not enough data to analyze yet. Board Member Clark asked about the effect of the pandemic on fuel sales. Mr. Webbe reported that there was

approximately a 25% decrease in fuel sales during the heaviest COVID restrictions so far, but fuel sales have rebounded to historic levels. Board Member Kerr asked about the progress of the Fuel Farm rehab and Mr. Webbe responded that he will be discussing the timeline with the tenant rehabilitating the Fuel Farm. Vice Chair Meade declared that he would like to remain in the position. Asked about food trucks and economic development. Skydiving people there Thursday through Monday.

7. Adjournment

A motion was made by Board Member Richard Kerr and seconded by a Board Member to adjourn the meeting. Meeting adjourned at 7:13 p.m.

Jeff Schwartz, Chairman

ATTEST:

Jeff Webbe, Airport Coordinator

I hereby certify that the foregoing minutes are a true and correct copy of the Airport Advisory Board Meeting held on the 10th day of November 2021. I further certify that a quorum was present.

Jeff Webbe, Airport Coordinator