BUCKEYE, AZ

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
NOVEMBER 10, 2021
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

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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

Board Action: Open Meeting Law does not permit Board discussion of items not specifically on the agenda.

3. Approval of Minutes

Approval of Minutes

Board to take action on approval of the September 8, 2021 Airport Advisory Board meeting minutes.

3.A

4. Presentation

AOPA Melissa McCaffrey to present on compatible land use.

5. New Business

Specific Area Plan

Discussion only.

5.A Air Fair Update
No Board Action. Discussion Only.

5.B
Rate and Fee Study

No Board Action. Discussion Only.

5.C Upcoming Election Procedures
No Board Action. Discussion Only.

5.D Electric Aircraft and Airport Infrastructure.
No Board Action. Discussion Only.

5.E Old Skydiving Hangar
No Board Action. Discussion Only.

5.F Fuel Prices
No Board Action. Discussion Only.

6. Old Business

7. Airport Coordinator Report

- *Operations Report*
- *Upcoming Projects/Grants*
- *2.5 million*

8. Comments from the Board Members

9. Adjournment

CITY OF BUCKEYE
Regular Airport Advisory Board
COUNCIL ACTION REPORT

MEETING DATE: 11/10/21	**AGENDA ITEM:** 3.A. Approval of Minutes
DATE PREPARED: 11/09/21	**DISTRICT NO.:**
STAFF LIAISON:	
DEPARTMENT:	**AGENDA ITEM TYPE:** Minutes

SUMMARY

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

ATTACHMENTS:

Sept 2021 AAB Meeting Minutes_.docx

CITY OF BUCKEYE
AIRPORT ADVISORY BOARD MEETING
SEPTEMBER 8, 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: Alternate Board Member Andy Thirkildsen, 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

Members Absent: Alternate Board Member Ron Coleman

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

2. Presentation from City Clerk

City Clerk, Summer Stewart, presented to the board regarding the duties of the City Clerk, Rules of Procedure for Boards and Commissions, and recent updates to Open Meeting laws:

- Clerk duties are mandated by state law. Clerks manage city records, handle elections, maintain city's municipal codes including Open Meeting laws, and manage Boards and Commissions.
- The Rules of Procedure was adopted by City Council on January 3, 2017 and Section 9 details the use of Boards and Commissions. The Rules of Procedure document can be found online at the City Clerk's webpage.
- Board and Commission members are appointed by and serve at the pleasure of Mayor and City Council. Board members are limited to two full consecutive terms. It is possible for members to serve on two boards at once.
- Boards may adopt their own bylaws, as long as they do not supersede or conflict with the Rules of Procedure.
- Conduct with the Media: Board members may not represent the city to members of the media, but may offer their own opinions judiciously.
- Code of Ethics: All board members are expected to conduct themselves in an ethical manner, especially during meetings. Disciplinary issues are handled by the Mayor. Fighting amongst board members or disrespectful treatment of staff members could result in removal from the board.
- Meeting schedules outlined in the bylaws must be adhered to. Board members are advised to review the bylaws. All meeting agendas must be posted in compliance

with Open Meeting laws. Agendas will include the time and place of the meeting, a description of any discussion or action that will be taken and an opportunity for public comment.

- Electronic communications and private conversations are prohibited during meetings. Open meetings require that the public has the opportunity to hear all discussions related to agenda items.
- Voting procedures: Chairman Schwartz is responsible to preside over the meeting and ensure that the agenda is followed, necessary actions are taken, and comments are moderated properly. Once a motion has been seconded, there should be no further discussion on an item and a vote should take place. If a motion carries by a quorum vote, there is no further discussion, but if a motion fails then discussion may continue and a different motion could be made if it relates directly to the agenda item. In absence of the Chair, the Vice Chair would preside.
- Conflict of interest: If a board member or a board member's family member could potentially benefit personally from a particular vote, the board member should declare a conflict of interest and recuse themselves from both the discussion and voting on that agenda item. If the board member is uncertain whether or not a particular agenda item could pose a conflict, the board member should consult with the city attorney.
- Open Meeting laws: Since elected officials appoint board members, they are subject to Open Meeting laws. Board meetings must be conducted in a transparent manner while allowing full visibility/participation by the public. Agendas must be posted in advance of all meetings and contain enough information as to inform the public about which matters will be discussed and decided. Minutes are required to be posted for public review. A meeting is defined as a gathering in person or over technology of four members of the board, which represents a quorum. When four or more board members must be present together outside of a board meeting, a Notice of Quorum should be posted affirming that no board discussions will take place. This also applies to email responses and conversations after meetings have ended which should not involve more than two board members. Circumvention of Open Meeting laws involves board members who discuss actionable items among two members who then convey the content to additional board members one at a time. No proposals of action should be discussed over email. Reported violations of Open Meeting laws will be investigated by the Attorney General's office. Violators of Open Meeting laws could be fined up to $500 and the mayor could be subject to remedial training.
- Summary of Current Events: There should be no questions, deliberation or discussion at all during this time. The purpose of this content is for individual

board members to express themselves without input from other members.

3. Presentation from Community Services

Community Services Manager Jessica Thompson discussed the 2022 Buckeye Air Fair and Copperstate Fly-In.

- Ms. Thompson explained that Community Services is expecting increased attendance this year and is planning to add different points of entry, including the North Entrance in order to alleviate traffic from I-10. The traffic control plan is currently being discussed with Buckeye PD.
- Historic Military is partnering with Buckeye to bring the annual show of American Military Vehicle Collectors Club (AMVCC) to the Air Fair. This is expected to bring 5,000 additional spectators.
- Ms. Thompson explained that two Short Take Off and Landing (STOL) groups are under consideration to participate in the Air Fair: STOL Drags and The National STOL Competition. National STOL competes one aircraft at a time and would fly in the ultralight area. Similar to automotive drag racing, STOL Drags races two aircraft at a time in a dirt area. The airspace would need to be shut down during STOL heats. There is a certification process for potential STOL racers that begins 2 days before the races. Competitions would take place on Friday and Saturday with final championship races on Sunday. This is expected to draw a large crowd, particularly on Sunday.
- Air Show Entertainment: Brad Wursten and John Melby will both be returning for this Air Show. A new 4 man act called The Vanguard Squadron from the midwest will be part of the entertainment this year.
- The VIP tent will be relocated to the south area of the ramp to increase the footprint. The layout and flow of the event will be coordinated
- There will be many volunteer opportunities during this year's Air Fair.
- There will be a strong military presence at the event, contact has been made with the National Guard, the Marines, the Sea Cadets, Luke Air Force Base, and others.
- Ms. Thompson is hoping to coordinate a flag jumper, a fly over and a demo team for this year's Air Fair.
- Airport Owners and Pilots Association (AOPA) has taken an interest in the Air Fair and is now participating in meetings and otherwise supporting the event.

4. Presentation from Deputy City Manager

Dave Roderique, Deputy City Manager, discussed the recent departmental reorganization within the city as it affects the airport. Under the advisement of City Council, the airport is now under the direction of the Department of Economic Development in order to focus more heavily on future growth and development at the airport. An additional airport staff position of Airport Manager has been approved. This staff member will be focused on the Airport Master Plan and the facilitation of future development opportunities.

- Chairman Schwartz commented that the Airport Advisory Board would like to be involved in future growth and development at the airport.

5. Airport Coordinator Presentation of Action Items

Airport Coordinator Jeff Webbe presented several items for consideration to the Board.

- An airport specific logo was presented for use in an Airport Signage plan. The logo presented was created by the Buckeye Marketing Department and was selected by the mayor for use on promotional hats and shirts. Mr. Webbe requested Board approval for the logo's use on Airport Monument signage at the entryway to the airport. The sign would be created by a sign company and quotes are currently being collected.
    - Board Member Mead questioned the omission of Ensign John C. Butler on the logo, and discussed the historical significance of the name. Board Member Mead expressed his disappointment and the importance of paying homage to Butler.
    - Vice Mayor Youngker commented that the presented logo could be more easily recognized and more marketable than a longer logo that incorporates Ensign John C. Butler.
    - Board Member St. John asked for an explanation of what the letters KXBK in the logo stand for. Mr. Webbe explained that the K designates the United States and BXK specifies Buckeye. There was discussion on the marketing value of three versus four letters in the logo.
    - Vice Mayor Youngker noted that board members could exclude approval for the signage while making a motion to approve the logo.
    - Chairman Schwartz called for a motion to take action on recommendation for a new airport logo. A motion was made by a Board Member and a second was made by another Board Member. Motion passed unanimously.
- Northwest Sky Sports Lease Renewal: Mr. Webbe explained that owner Gary Boggs, a Glider operator, would like to renew his current lease. Mr. Boggs leases 147 sq. ft. office space in the terminal in accordance with the airport's Minimum Standards, as well as tie down spaces for his glider and tow plane. Northwest Sky Sports has operated at Buckeye since 2018. Mr. Boggs typically flies approximately 150 flights a year, a combination of fun flights and glider instruction hours, which provides exposure for the airport. The lease renewal would model the current lease for one year with two one-year extensions. Mr. Webbe recommended that the Board approve the lease and forward it to City

Council for final approval.

  - Board members discussed specifics of the lease and potential clerical errors. Mr. Webbe explained that the lease was presented in draft format and is currently being finalized by the legal department, but the substance of the lease to Northwest Sky Sports would remain the same as the current lease.
  - A motion was made to renew the lease to Northwest Sky Sports and forward to City Council for approval. Motion made by A motion was made by a Board Member and a second was made by another Board Member. Motion passed unanimously.

- Copperstate Fly-In Lease Renewal: Copperstate is a non-profit organization that has been a valued partner of the city and has historically been a huge promoter of general aviation through events such as the Air Fair and scholarships. Copperstate has a current ground lease of a fenced yard with approximately a 1,000 sq. ft. footprint that is up for renewal. The terms of their current lease includes projected fuel sales of 4,500 gallons during the month of February due to the Air Fair. If the projected fuel sales goal is met, there is no cost for the ground lease, but if fuel sales fall short of the goal, Copperstate pays the difference at $0.25 per sq. ft. The target has been met each year previously. The renewal would be for 2 years with two 2-year extensions, with all other elements of the lease remaining the same as previous years.
  - A motion was made to renew the lease to Copperstate and forward to City Council for approval. Motion made by A motion was made by a Board Member and a second was made by another Board Member. Motion passed unanimously.
- Desert Petroleum Lease Amendment: Mr. Webbe explained that the owner of Skydive Buckeye created an additional business entity, Desert Petroleum, in order to self-fuel aircraft for Skydive Buckeye and sell Jet A fuel to other customers on the airport. For the last year, Desert Petroleum has been utilizing a 3,000 gallon fuel truck to conduct their fueling operation. Desert Petroleum would like to amend their current lease to include the fuel farm at the location noted on the aerial photograph presented by Mr.Webbe. The proposed terms of the 3,800 sq. ft. fuel farm lease is that there would be no cost to the ground lease in exchange for the tenant inspecting and repairing at least one of the two 12,000 gallon fuel farm tanks and bringing it up to code at their own expense. The same terms were previously provided to Performance Air Group.
  - Vice Chair Mead asked how much the repairs to the fuel farm would cost. Mr. Webbe stated that preliminary estimates of inspection and repair costs could be from $20,000-$100,000 but the tenant would have to seek out more reliable information. Mr. Webbe also explained that in order for

Desert Petroleum to proceed with an inspection of the fuel farm to obtain repair estimates, they must first lease the fuel farm which requires an amendment to their current lease, and therefore requires Council approval.

- The board discussed potential liabilities, insurance requirements and which lease would need to be amended. Mr. Webbe explained that fuel needs to be entered into the tanks in order to test their viability. This has not been done yet and therefore accurate repair estimates are not available. The owner of Desert Petroleum is aware that the fuel farm needs a significant amount of repair and the cost of repair is unknown. Mr. Webbe also stated that any inspection or repairs to the fuel farm would have to be done by a licensed contractor and follow appropriate federal and state safety guidelines.
- Board Member Jude requested clarification on the safety of entering fuel into a potentially faulty tank. Mr. Webbe explained that the south tank was noted as being structurally viable but could have issues with pumps and filters, etc.
- Board Member Kerr asked for clarification of the proposed payment agreement of the amendment. Mr. Webbe stated that the ground lease, valued at approximately $80 per month, would be waived, and the reparation of the tank or tanks would serve as payment/benefit to the city. Board Member Kerr also questioned the safety and liability of allowing a tenant to lease the fuel farm. Mr. Webbe stated that Desert Petroleum already carries pollution insurance.
- The board discussed the nature of the ground lease, the future of the fuel farm and the potential benefit of having the fuel tanks repaired.
- A motion was made to forward to City Council an amendment to the lease to Desert Petroleum in order to incorporate a ground lease of the 3,800 sq. ft. fuel farm and use of two included fuel tanks in exchange for their repair up to code. A motion was made by a Board Member and a second was made by another Board Member. Motion passed unanimously.

6. **Airport Coordinator Report**

Mr. Webbe reported to the Board on activities at the airport:

- T-Hangar Development – A few options are being explored to add additional rows of T-Hangars. The city is in the process of collecting bids on this project. In addition, the city is exploring the potential for a Public Private Partnership (P3) for this project. The development is slated to begin within the fiscal year.
- Water Line CIP – Phase 1 of the 16” waterline installation was completed in May. Mr. Webbe demonstrated the path of the waterline on a visual map and

reported that a 16” line capable of fire suppression will bring water in to the west and south during Phase 2 has just begun which will make water more accessible for potential developers in that area. Phase 2 should be completed in November.

- Mr. Webbe fielded questions about the amenities the new T-Hangars might have and whether or not existing hangers might be upgraded. The Board also discussed potential lease rates of any new T-Hangars.
- Airport Master Plan – This project was funded locally and will be completed by Dibble Engineering, a firm experienced in creating airport Master Plans. The Master Plan will designate the future expansion and capital needs of the airport and is expected to take 12 – 18 months. Future input from the Board is desired, and will be facilitated by the consultant, Dibble Engineering. The Board discussed the timeline and funding of the project. Mr. Webbe reported that the Master Plan project will potentially be reimbursed by the FAA in FY2023.
- Airport Rates and Fees – The Board discussed the upcoming Rate Study project to be conducted. There are FAA guidelines on rate adjustments, including community involvement and input which will need to be part of this process.
- Virtual Tower – Non towered airports often find it difficult to accurately track takeoffs, landings and based aircraft which is required for reporting to the FAA. A televised display is set up in the terminal and data is recorded which will benefit the airport.
- Fuel Sales – Mr. Webbe presented a graph comparing fuel sales in 2020 vs. 2021 for the month which were comparable. Buckeye’s fuel pricing is competitive in order to attract business.

8. Comments from the Board

9. Adjournment

A motion was made by a Board Member and seconded by another Board Member to adjourn.

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 8th day of September 2021. I further certify that a quorum was present.

***Note: An audio recording was utilized to create these minutes; however, portions of the recording were unintelligible and the Board Members that made and seconded each motion were not captured. All items were approved.

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Jeff Webbe, Airport Coordinator

CITY OF BUCKEYE
Regular Airport Advisory Board
COUNCIL ACTION REPORT

MEETING DATE: 11/10/21	**AGENDA ITEM:** 5.A. Air Fair Update
DATE PREPARED: 11/09/21	**DISTRICT NO.:**
STAFF LIAISON:	
DEPARTMENT: Economic Development	**AGENDA ITEM TYPE:** Consent Agenda Items / New Business

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
Air Fair Update
No Board Action. Discussion Only.

SUMMARY

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

CITY OF BUCKEYE
Regular Airport Advisory Board
COUNCIL ACTION REPORT

MEETING DATE: 11/10/21	**AGENDA ITEM:** 5.B. Rate and Fee Study
DATE PREPARED: 11/09/21	**DISTRICT NO.:**
STAFF LIAISON:	
DEPARTMENT: Economic Development	**AGENDA ITEM TYPE:** Consent Agenda Items / New Business

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)

Rate and Fee Study

No Board Action. Discussion Only.

SUMMARY

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

ATTACHMENTS:

CITY OF BUCKEYE
Regular Airport Advisory Board
COUNCIL ACTION REPORT

MEETING DATE: 11/10/21	**AGENDA ITEM:** 5.C. Upcoming Election Procedures
DATE PREPARED: 11/09/21	**DISTRICT NO.:**
STAFF LIAISON:	
DEPARTMENT: Economic Development	**AGENDA ITEM TYPE:** Consent Agenda Items / New Business

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
Upcoming Election Procedures
No Board Action. Discussion Only.

SUMMARY

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

CITY OF BUCKEYE
Regular Airport Advisory Board
COUNCIL ACTION REPORT

MEETING DATE: 11/10/21	**AGENDA ITEM:** 5.D. Electric Aircraft and Airport Infrastructure.
DATE PREPARED: 11/09/21	**DISTRICT NO.:**
STAFF LIAISON:	
DEPARTMENT: Economic Development	**AGENDA ITEM TYPE:** Consent Agenda Items / New Business

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
Electric Aircraft and Airport Infrastructure.
No Board Action. Discussion Only.

SUMMARY

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

ATTACHMENTS:

CITY OF BUCKEYE
Regular Airport Advisory Board
COUNCIL ACTION REPORT

MEETING DATE: 11/10/21	**AGENDA ITEM:** 5.E. Old Skydiving Hangar
DATE PREPARED: 11/09/21	**DISTRICT NO.:**
STAFF LIAISON:	
DEPARTMENT: Economic Development	**AGENDA ITEM TYPE:** Consent Agenda Items / New Business

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
Old Skydiving Hangar
No Board Action. Discussion Only.

SUMMARY

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

ATTACHMENTS:

CITY OF BUCKEYE
Regular Airport Advisory Board
COUNCIL ACTION REPORT

MEETING DATE: 11/10/21	**AGENDA ITEM:** 5.F. Fuel Prices
DATE PREPARED: 11/09/21	**DISTRICT NO.:**
STAFF LIAISON:	
DEPARTMENT: Economic Development	**AGENDA ITEM TYPE:** Consent Agenda Items / New Business

ACTION/MOTION: (This language identifies the formal motion to be made by the Council)
Fuel Prices
No Board Action. Discussion Only.

SUMMARY

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