M I N U T E S
AIRPORT ADVISORY COMMISSION
October 11, 2016

The Airport Advisory Commission of the City of Farmington met on Tuesday, October 11, 2016, at 4:00 PM, in the Executive Conference Room in the Municipal Building, 800 Municipal Drive, Farmington, New Mexico.

Members Present:	Chairman Richard Neely Steve White Tony Bennett John Arrington
Members Absent:	Theresa Pacheco Wayne Mangum
Staff Present:	Russel Frost Jody Carman Mike Lewis Julie Baird
Others Present:	Felicia Bekis– Atlantic Aviation Dylan Garrison – Vernon Aviation George Riley.– Vernon Aviation Savannah Gill – Enterprise Debbie Meador – Great Lakes

Call to Order
The meeting was called to order at 4:00 p.m. by Chairman Neely, there being a quorum present; the following proceedings were duly had and taken.

Approval of the October 11, 2016 Agenda
A motion was made by Chairman Neely and seconded by Tony Bennett to approve the agenda and passed unanimously by a vote of 4-0.

Approval of the Minutes of the September 13, 2016 Regular Meeting of the AAC
Chairman Neely asked if anyone noted the need for any changes or additions to the minutes from September 13, 2016. All were in favor of accepting the minutes as presented. A motion was made and seconded by Steve White to approve the minutes of the September 13, 2016, regular meeting of the Airport Advisory Commission and passed unanimously by a vote of 4-0.

Operations Report
Airport Manager Mike Lewis presented the statistics from the October 11, 2016 agenda. Mike also presented the Great Lakes statistics from October 1st up to October 10th, 2016. Mike noted that Four Corners Regional Airport general aviation numbers had gone up since last year and projected the numbers for 2017.

The City of Farmington will conduct a Request for Proposal (RFP), on the restaurant space currently occupied by No Worries, in Spring of 2017. Chairman Neely inquired what was their graduated pay schedule looking like. Mike answered that the monthly rent will be at 100% early in 2017 (February).

Mike noted that Atlantic Aviation would like to repaint their hangars to a silver/grey. Atlantic Manager Felicia Bekis asked permission to make this project happen.

Mike presented an update for additional projects that are going on at the Four Corners Regional Airport (FCRA) which included:

1) FCRA successfully completed a tabletop drill, required by the FAA annually, on September 20, 2016. The scenario presented was a landing of a 1900 aircraft that collides with a single engine aircraft. A letter was sent to the FAA regarding completion of the drill
2) The Erosion control project will be starting the week of October 17, 2016 at the west end of runway 7/25 and will take approximately 14 days. Runway 7/25 will be closed the majority of 14 days due to the construction.
3) FCRA hangars are full, with the exception of 10 shade covers. The airport will run ads as we find the most efficient ways to reach Cortez, Durango, Pagosa, and Mancos. John Arrington asked about the full hangars and the refurbishing of hangar H-L1. Mike Lewis responded with a short explanation about the process.
4) Mike Lewis noted that Administrative Assistant Jody Carman has been working at FCRA since May, 2016. During that time in addition to regular duties, she has facilitated IFlyFarmington Facebook page and FCRA web page and is working on additional advertising, marketing, and general exposure for FCRA.
5) There was an unexpected result from the millings that have been placed along the runways and taxiways. The prairie dogs don't dig where millings are present. Mike explained a little about the paving process and where we get millings.
6) Mike Lewis announced that Airport staff is participating in the Farmington Visitor Champion program at the Farmington Convention and Visitor's Bureau.

7) Mike announced that Jon Guinta has made a concerted effort to buy local products. Jon has asked local business to stock non-standard items the airport specifically needs such as special light bulbs, flags, wind-socks, paint, and more.
8) A seal coat area will be applied to Hangar H-9.6 and the three (3) porta port T hangars. This will cost approximately $1000 and will be paid by a state grant.
9) Mike noted that San Juan College has put out the Request for Quote (RFQ) for a helicopter school. Mike promises that the airport will assist San Juan College as best and as much as we can.

Mike explained that he would like to discuss possibilities of sections of that hangar space with George Riley after the meeting. George Riley would like to lease the entire H-9 hangar, with the thought that Vernon Aviation would sublet the space to Guidance Aviation. John Arrington asked if we could put that discussion on the agenda for next month, so that it could be put to a vote. There was a discussion regarding why that hangar is still sitting vacant. John Arrington was asking about the lease process and recommended we move the process forward by putting it on the agenda.

Tony Bennett asked about Federal legislation regarding VA involvement and what the percentage is. Mike explained that 85% of students enrolled in the helicopter training school has to be VA. The rest can be filled as general public.

Mike noted that he has touched bases with Guidance Aviation about developing a presentation to give to the City Council and the general public in the near future.

Mike was asked how many Great Lakes cancellations there were in the last 2 weeks. He presented a few more statistics regarding late flights and cancellations between the dates of October 1 and October 10, 2016.

George Riley asked to speak to the commission about his growth and aircraft status. He explained that his air service needed more hangar space in order to grow. John Arrington suggested that perhaps Vernon could use some of the east terminal office space. Steve White responded that Mesa Flight School had occupied nearly all of the east terminal office space, using it for pre and post flight, simulators, and dispatch. George Riley explained that he is looking forward to pushing forward and desperately needs more space. George explained that he needs public access and would like to make some adjustments to the larger space currently being held for Guidance Aviation. He spoke about the size of the Pilatus plane he would like to purchase and that it was considerably larger than his current hangar space can accommodate. He expressed his desire to lease the H-9 hangar space as soon as possible. He explained that he is willing to sublet some of that space to Guidance Aviation when they assume residence at Four Corners Regional Airport. Dylan asked how Mesa had operated their training center given the office space available in Hangar H-9. Steve White made a note that perhaps there was a small part of the east side of the building that could be used for office space. Dylan mentioned that Vernon Aviation would be willing to work with Guidance Aviation regarding hangar and office space availability. There was a short discussion about access to the existing Vernon business.

Chairman Richard Neely recommended that we move forward in that direction and that the commission would like to schedule more discussion on H-9 hangar lease issue for the next Airport Advisory Commission Meeting. George noted that he was a local resident and here to stay.

George Riley made note that there was a mess of gravel in front of the existing Vernon Hangar. Mike responded that he would get it taken care of. Vernon has repaired security cameras and is diligently maintaining the property. George is expanding his marketing circle to cover more of the Four Corners, specifically Durango. George explained that that market displays a completely different culture. Durango residents are more likely to charter a flight to sports events, concerts, and other special events. Durango provides a different clientele with different needs that our local residents, i.e. Grand Canyon hiking. There was short discussion about how much business can be cultivated in the Four Corners area.

John Arrington expressed his desire to support a local business such as Vernon Aviation. He explained that that sort of business can help the community move beyond oil and gas. Mike was asked to host Vernon on a tour of Hangar H-9 in the near future.

Business from the Chairman:

Chairman Neely asked Great Lakes Farmington Manager, Deb Meador, if Cortez Airport was no longer using Great Lakes as a carrier. There was short discussion as to where smaller airlines were operating out of. Debbie Meador confirmed that Great Lakes was no longer a carrier at Cortez Airport.

Business from the Floor:
Chairman Neely asked if there were any more questions for Mike Lewis from the board or from the floor. There were no more questions.

Adjournment:
There being no further business to come before the Commission, the meeting was adjourned by Chairman Richard Neely, and the motion was seconded by Tony Bennett at 4:40 p.m.

Richard Neely - Chairman

Jody Carman – Administrative Aide