

**AIRPORT ADVISORY COMMISSION
REGULAR MEETING
7 P.M. THURSDAY, OCTOBER 25, 2012
CITY COUNCIL CHAMBERS
231 W. EVERGREEN AVENUE, PALMER**



COMMISSION MEMBER JEFF HELMERICKS
COMMISSION MEMBER JOHN S. LEE
COMMISSION MEMBER JOYCE MOMARTS
COMMISSION MEMBER KEN MORE
COMMISSION MEMBER CHRIS GATES
COMMISSION MEMBER JIM KELLEY

CITY MANAGER DOUGLAS GRIFFIN

ACTING AIRPORT MANAGER JON OWEN

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Approval of Agenda
- E. Minutes of Previous Meetings
 - 1. September 27, 2012
- F. Audience Participation
- G. Unfinished Business
 - 1. Fuel Tanks and Trucks (to be addressed in November AAC meeting)
 - 2. Airport Regulations Revision
- H. New Business
 - 1. Reports
 - a. Airport Manager's Report
 - b. Airport Advisory Commission Chair Report
 - 2. Appearance Requests
 - a. Tom Cohenour, Director of Public Works
 - b. Sandra Garley, Director of Community Development (Zoning Issues)
 - 3. Marketing Recommendations for 2013 (Alaska Airmen's Association)
 - 4. Resolution No. 12-008 Insurance Requirements for Hangar Condominium Units
 - 5. Discussion of Staffing Needs at Palmer Municipal Airport
 - 6. Airport Advisory Commission Mission and Purpose
 - 7. Trees at South End of Runway 34
- I. Commission Member Comments
- J. Adjournment

A. CALL TO ORDER

A regular meeting of the Palmer Airport Advisory Commission was held on September 27, 2012 at 7 pm in the council chambers, Palmer, Alaska.

B. ROLL CALL

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

John Lee	Chris Gates
Joyce Momarts	Ken More
Jim Kelley	

The following commission members were absent and excused by the commission:
Jeff Helmericks

Also in attendance were the following:

Doug Griffin, City Manager
Jonathan Owen, Acting Airport Manager, Director of Public Safety

C. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by City Manager Doug Griffin

D. APPROVAL OF AGENDA

Commissioner Lee moved, seconded by Commissioner Momarts to approve the agenda as presented. Vote on Motion: Carried Unanimously

E. MINUTES OF PREVIOUS MEETINGS

Item 1 – August 23, 2012

MOVED BY:	Lee	To approve the minutes of the August 23, 2012 Regular Meeting
SECONDED BY:	Momarts	

VOTE ON MAIN MOTION: Carried by unanimous voice vote	
Yes: Momarts Gates Lee Kelley	No:

F. AUDIENCE PARTICIPATION

None

G. UNFINISHED BUSINESS

1. Fuel Tanks and Trucks

Airport Manager Owen stated that due to the busyness of the State Fair and personal leave taken by the Fire Chief, he had not made much progress on the fuel tanks and trucks regulations for the Palmer Municipal Airport. Commissioner Gates requested a report by the next meeting

Commissioner More arrived at the meeting at 7:15 PM.

2. Resolution 12-007 Airport Capital Projects

The Commission discussed their priorities and Airport Manager Owen clarified the procedure for the Capital projects list

MOVED BY:	Kelley	To adopt Resolution 12-007 Airport Capital Projects
SECONDED BY:	Momarts	
VOTE ON MAIN MOTION: Carried by unanimous voice vote		
Yes:		No:
Momarts		
Gates		
Lee		
More		
Kelley		

3. Runway Resurface Discussion

The Commission discussed, at length, crack sealing versus resurfacing, and questioned whether or not crack sealing would last until funds were available to resurface the runway. It was requested that Public Works Director Tom Cohenour come to the next meeting to address the Commission regarding resurfacing the runway

H. NEW BUSINESS

1. Reports

a. Airport Manager's Report

- Grant application filing with FAA was filed on time (legs. 8/28)
- Grant was approved for acceptance by City Council on 9/11/12
- Working with Scott Hattenburg on potential design standards for frangible fence
- Nutrition center land proposal is working its way through the federal process
- The City is eligible to receive federal funding for a wildlife study, Airport Manager Owen has been playing phone tag with the USDA to discuss
- Palmer Hangar Owners Association: City is working with Hangar's association to clear up language in their lease

b. Airport Advisory Commission Chair Report

Chairperson Gates reported on the following items:

-Airport Regulations- gave homework to Commission members to read the draft regulations and come back to the next meeting with comments/concerns

-Appearance Request at Planning and Zoning Meeting- would like to discuss grant assurances, airport zoning issues (commercial vs. industrial), the 50 acre parcel on the south side of the airport and the DOT right-of-way on the south end of the airport

-The Commission Chair brought up the idea of marketing recommendations for 2013 for the Palmer Municipal Airport, and suggested they be discussed at the next regularly scheduled meeting

2. Appearance Requests

None

I. COMMISSION MEMBER COMMENTS

Commissioner Lee requested better communication between the Commission and the City Clerk. Once resolutions/ordinances are approved by the Commission, they will be forwarded on to the City Clerk and the City Manager will include any actions taken by the Commission in his City Manager's Report to council

No other Commissioners had comments

J. ADJOURNMENT

With no further business before the Council, the meeting adjourned at 9:40 pm.

Approved this 25 day of October, 2012.

Chris Gates, Chairman

Ailis Vann, Airport Advisory Commission Clerk

Palmer Municipal Code Chapter 2.25
Airport Advisory Commission

2.25.010 Purpose and duties.

The purpose of the commission includes the following:

- A. To assist in the development of plans for the airport;
- B. To recommend methods and means to implement airport plans;
- C. To assist in the promulgation of airport regulations;
- D. To work with and support city staff in the implementation of airport regulations; and
- E. To advance, promote and improve aviation development and opportunities.

2.25.020 Creation.

- A. There is created a city airport advisory commission which shall consist of seven members who shall be nominated by the mayor and confirmed by the city council.
- B. Commission organizational structure. The commission shall be structured as follows:
 - 1. At least two members shall be city residents;
 - 2. At least three but no more than four shall have interests in the city airport.
- C. A person who leases real property (to include a tie-down space) at the airport or who uses the airport for any aircraft-related purpose is considered to be a person who has an interest in the airport.
- D. A chair and vice chair of the commission shall be selected and appointed from and by members during the first regular November meeting of each year.

2.25.030 Membership terms.

The term of each appointed commission member shall be three years. The terms shall be staggered so that three members shall be appointed at the first regular meeting in October of the city council of every third year, and two members shall be appointed at the first October meeting of the city council of each of the other two years of every such three-year period.

2.25.040 Compensation.

Each commission member shall receive \$50.00 per regular and special meetings.

2.25.050 Staff assistance to commission.

The Director of Community Services or designee shall serve as staff to the commission. The director will be the regular technical adviser of the commission and may also be designated its executive secretary, but the director shall not have the power to vote.

2.25.060 Quorum.

A quorum shall be made up of four members and be required to conduct a meeting, except that less than a quorum can adjourn a meeting to another time or date.

2.25.070 Presiding officer.

- A. The chair shall preside at all commission meetings and may participate in the debate and vote on any matter.
- B. In the temporary absence or disability of the chair, the vice chair shall exercise all the powers of chair during the temporary absence or disability of the chair.

2.25.080 Meetings.

- A. All meetings are open to the public and shall be electronically recorded. The public shall have the reasonable opportunity to be heard.
- B. Regular commission meetings shall be held on the fourth Thursday of each month beginning at 7 p.m. in the city council chambers, unless otherwise designated by the commission.

- C. A special commission meeting may be held at the call of the chair, any two members of the commission, or the city manager. No business shall be transacted at any special meeting except that which is specifically stated in the meeting notice.
- D. Attendance and participation at meetings by commission members may be by teleconferencing. Materials that are to be considered at the meeting shall be made available at teleconference locations if practicable. The vote at a meeting held by teleconference shall be taken by roll call.
- E. The commission shall adjourn not later than 11 p.m. and may not reconvene any earlier than 9 a.m. the next day. However, by two-thirds consent of the commission the meeting may be extended for up to one hour, at which time adjournment is mandatory.
- F. Minutes shall be kept of the commission's proceedings. The minutes shall record the vote of each member upon every question. Every decision or finding shall immediately be filed in the city clerk's office and shall be a public record open to inspection by any person.

2.25.090 Public meeting notification.

- A. All public notices must include the date, time and place of a meeting, and if the meeting is by teleconference, the location of teleconferencing facilities that will be used.
- B. Regular Meeting. Public meeting notification shall be by means of posting and/or publishing the agenda for a regular meeting five days prior to the meeting.
- C. Special Meeting. Public meeting notification shall be by means of posting and/or publishing the agenda for a special meeting three days prior to the meeting.

2.25.100 Meetings; Rules of Proceedings.

Meetings shall be conducted under the current edition of Robert's Rules of Order Newly Revised version, and such modified or amended rules as may be adopted by the commission.

2.25.110 Audience participation.

All presentations to the commission shall be limited to three minutes per person, five minutes per group and also limited to a total time of not more than 30 minutes, unless the limitations are enumerable, in which case the presiding officer may set reasonable limits.

2.25.120 Agenda and agenda packets.

- A. The agenda for each meeting shall be prepared by the Director of Community Services or designee after consultation with the chair. The agenda shall include any discussion item requested in writing and signed by the chair or two commission members. The request shall be made to allow the timeframes of PMC 2.25.090.
- B. The Director of Community Services or designee shall attempt to notify each commission member at least 48 hours prior to a regular meeting. Notification shall be by means of a packet including information on the time and place of meeting and the agenda. Whenever practicable, minutes of the previous meeting and other background material pertinent to the agenda shall be included in the packet.
- C. At every regular meeting, the order of business shall be as follows:
 1. Call to order;
 2. Roll call;
 3. Pledge of allegiance;
 4. Approval of agenda;
 5. Minutes of previous meetings;
 6. Audience Participation;
 7. Unfinished business;
 8. New business;
 9. Commission member comments;
 10. Adjournment.

2.25.130 Voting.

- A. The presiding officer shall declare all votes; but if any member doubts a vote, the presiding officer, without further debate upon the question, shall request a roll call vote and the presiding officer shall declare the result.
- B. The vote upon all matters considered by the commission shall be taken by yes or no votes which shall be entered into the record, except that when the vote is unanimous, it shall be necessary only to so state.
- C. Every member present shall vote, unless the presiding officer excuses the member because of substantial financial interest and the commission does not override the presiding officer's action. Declarations to be excused must be made before the vote, and shall be decided without debate.
- D. The affirmative or negative vote of at least four members shall be required for official action of the commission.

2.25.140 Cause for removal.

- A. A commission seat shall become vacant upon the occurrence of any of the following:
 - 1. Expiration of the term of office;
 - 2. Death of the commissioner;
 - 3. Resignation approved by the council;
 - 4. The commissioner's ceasing to possess at any time the qualifications of eligibility required for the office of commissioner;
 - 5. Conviction of a felony involving moral turpitude or an offense involving a violation of an oath of office;
 - 6. Judicial determination that the commissioner is of unsound mind;
 - 7. A decision of a competent tribunal declaring the appointment of the commissioner void;
 - 8. Failure to take an oath of office within 30 days of appointment to office or within such shorter time between appointment and the date of the commissioner's first commission meeting;
 - 9. No longer physically resides in the city; and
 - 10. Other just cause for removal.
- B. In addition a commissioner may be removed by the mayor if, during any 12-month period while in office:
 - 1. The commissioner is absent from three regular meetings without excuse; or
 - 2. The commissioner is absent from six regular meetings; or
 - 3. The commissioner fails to attend two-thirds of the regular meetings.