



PHOENIX DEER VALLEY AIRPORT

Function: Phoenix Deer Valley Airport Partnership
Date: Wednesday, January 14, 2009 1:30-2:30 p.m.
Location: Phoenix Deer Valley Airport Conference Room

Attendees: Arthur Rosen, AOPA, Ed Chauza, DVPA, Michael Rich, CAP, Bill Blackwell, Tenant, Bob Wirth, Tenant, Dee Grimm, Tenant, Stephen Goddard, TransPac Academy, Brad Kathrins, Cutter Aviation, Aaron Davis, Cutter Aviation, Robyn Sullivan, COP Business & Properties, TransPac Academy, Brad Kathrins, Cutter Aviation, Aaron Davis, Cutter Aviation, Robyn Sullivan, COP Business & Properties, Pat Morin, Sibrán, Barney Helmick, COP Goodyear Airport, Doc Brown COP Police, Bob Gunther, COP Police, Greg Mead, Stantec, Tim Gift, COP, Fire, Mary Schilling, COP Fire, Pete Hatchett, Westwind School of Aeronautics

Introductions were made.

Topics of discussion:

1. Hangar Inspections

- Hangar Inspections will begin on Wednesday, February 4, 2009
- Copy of letter to tenants and schedule was passed out to members.
- Completion of the 1st round of inspections should be February 13, 2009
Last year went very well.
- We have coordinated with the DVPA and formed a committee and have addressed their concerns. Top ten issues are on the DVPA newsletter this month.
- Provided a check list we use, but want to reiterate it is not all **inclusive**,
- Bob Wirth asked about the inspections of the fire extinguishers. The City is still responsible in having them inspected and we will do these in phases due to budget.
- Bob Wirth asked to meet with staff and go over issues after inspections are made and Gary said of course. We do it in phases. 1st round will be the ones that fail 2nd round, send out letters. Third letter ten days to be in compliance or termination. We did not reach a third round last year.
- Still performing spot inspections.
- We will leave a notice in their hangar if they 'passed'. This saves on postage and phone calls. Those that have electrical or fire issues, we will bring in the Fire or Electrical staff so they can evaluate the hangar.
- Bob Wirth asked when the letters will go out. Gary replied they will inspect half of the work week and letter should go out possibly by Wednesday the following week. Tenants should receive them by Friday.
- We will not resend the G.A. Handbook. The new one was sent to all tenants when we first received it. It is also available for download on the web site.

2. South Ramp Construction/Security Lighting/Signage

- Still in progress.
- All tenants have been moved back.
- West ramp area is complete including all parking areas on the west side. 30 days early.
- Michael Rich announced their pedestrian gate key pad still not working they are unable to gain access to their building through the parking area. Gary asked if they used the pen code lately and he has. Gary said it isn't a construction issue it is a failed key pad issue. Mr. Rich said they are unable to move the plane back to their hangar. He was not aware of this he will look into it.
- Art Rosen asked if the Compass Rose was going to be replaced. Gary said the Compass Rose will not be replaced on the northwest side. Northwest ramp will become a run-up area as part of the master plan recommendation. Currently the location the Compass Rose was located on the northwest ramp was considered inaccurate due to the surrounding area according to the specifications. Financially Anticipate installation of Compass Rose on the Northwest site development but could be years since there are no locations on any existing pavement at the airport that can accommodate this amenity.
- Greg Mead-Stantec-We have to have a radius of 300 feet with no electrical around. There is no good location.
- Gary advised the Northwest Site Development plan is anticipated to start in 2010; however, we are working to move the project up so we can start development sooner.

3. Construction Projects

- Master Design-Hill Removal-Will go to City Council for approval on January 21, 2009 contract award. Construction to begin end of February. The duration of the project is approximately eight weeks.
- Art Rosen asked if we have any State funds available for matching and Gary said according to the State they are available for grant matches.
- There will be Runway 7R/25L night closures: Sunday-Thursday evening 9:00 p.m.-6:00 a.m.
Up to the point where the hill is down to a certain level then we will cancel night runway closures. More information to come.
- Art Rosen asked if it would effect flight school operations. The north runway 7L/25R will be open at all times.
- This project was an extremely high priority by the FAA Western Pacific Region. We were given a grant based on estimates.

4. TSA LASP Security NPRM Update

- Notice of Proposal Rule Making, TSA (Transportation Security Administration) and LASP is Large Aircraft Security Program.
- Requires security approval for any passengers operating these aircraft.
- It will impact any airport on a designated list (which DVT is included) and aircraft that operate that are 12,500 lbs and over.

- Require law enforcement available.
- Limits cargo activity and baggage.
- Require a third party to do background checks on all passengers that operate that aircraft.
- Any aircraft over 100,000 lbs. can have an Air Marshal aboard if they wanted to.
- Most organizations are not in support of this rule. We are on the list as well as Phoenix Goodyear. A response will be drafted and sent to the TSA. Barney Helmick is attending a public meeting at Burbank.

5. RFP Aviation Business & Properties (Robyn Sullivan)

- Robyn has temporarily replaced Sandra Torres.
- A previous item was requested by Art Rosen and Ed Chauza regarding timing for notices for the Phoenix Aviation Advisory Board. Items are posted 24-hours prior to the scheduled meeting. Art Rosen said 24-hour is an unfair notice to public, should be 72 hours. Asked if it could be changed to 72 hours. The sub-committee meeting is the first Thursday and Phoenix Aviation Advisory Board is the third Thursday of every month.
- End User-Aero Wrx LLC-Still in progress. The 20-acre common use area is an issue, still in progress
- Art asked if we were getting any rent. Robyn answered the rent will be received after a certain period of time after execution of the agreement to provide the tenant ample time to develop and construct the hangar.
- The Business Office is working on potentially conducting direct negotiations with land lease tenants. This would prevent the RFP process and move more swiftly to ultimately developing on airport property for future revenue.
- Council approved the land lease to Cutter Aviation. Finalizing the lease. Cutter will be moving two rows of the east covered tied downs to the north side. There is no target date. Their rent will start in 16-18 months from execution of their lease agreement. The City will also receive 2 % gross sales on the hangar leasing per the minimum standards.
- Cutter will be putting up corporate type box hangars (approx. 60 x 60) hangars.
- Aircraft operating and taxiing should not be affected. The only difference will be taxiing between the two. Art suggested presentation by Cutter in the next meeting. Brad Kathrins will get something as soon as he can. He has to go through the City's tenant improvement process.

6. Minimum Standards (Robyn Sullivan)

- Notice will be sent out for those business operators that we are aware of next week and all tenants. Specialized Aviation Service Operators (SASO's) involving lease space goes to Robyn, as the main contact. Any independent operators or anything that doesn't require lease space will go through Ann Warner. Permit is pretty self explanatory and easy to use.
- Packets available between the 20-30th of January. Staff will be available during that time to answer any questions. Packets need to be returned to Business & Properties, within 2 to 3 weeks in February. The City will review them and start the processing of the permits at that time.

- Art Rosen asked when we will be looking at any income coming in. April time frame for fees (income). Enforcement, May time frame.
- Art suggested forming an LLC for independent (individual) mechanics.
- Bill Blackwell was very concerned that the time from (30 days) is short and requested additional time. Gary stated that we will review the request, but believes we can accommodate their needs to work with our business operators at the three airports.
- All minimum standards have been published on the website since November 2008.

7. Tower Update

- No tower representation today.
- The current Tower Manager is on assignment at DVT from the TRACON. The Tower Manager Position will be rotating different individuals from the FAA.
- Art Rosen commented that the communication is good with the tower and tenants. Getting aircraft in an out is great.

8. Miscellaneous

- The airport had a visit from the FAA Runway Safety Action Team this morning. The purpose of this meeting is to review the airport rules and inspection of the facility. A report will be created by the team that will help create action items for future repairs. It provides a high level of potential funding from the FAA.
- In 2008 there were seven (7) pilot deviations and one (1) vehicle/ pedestrian deviation.
- Art Rosen mentioned his concern that it is very difficult for him to see the beacon while flying into the airport. Gary explained that staff evaluated the beacon and everything is operating correctly under normal parameters. He will request staff to see if they are able to enhance the beacon to help better see it from the air. One of the primary concerns is the amount of ambient light from the new apron lighting and surrounding airpark community.
- Access to vehicle Gates 1 & 2 are for FBO customers and users only. All tenants must utilize gates closest to their respective tie down locations to prevent tenants driving across very active ramp areas.
- Ed Chausa thanked the Phoenix Police and Fire Departments for their participation in the pilot association picnic that was held in November.
- Late fees on billing-Billing are now descriptive with all the information needed. Credit card payments take a few billing cycles before they are in use. An audit is being conducted within the entire city that may change the procedures for credit card billings.
- A request was made for one-time credit card payment on line capability. Gary will evaluate the request with Aviation to see if we can accommodate this request.
- Cutter Aviation will be hosting the Challenge Air Event on Saturday, February 7, 2009. This event will be for the disabled children of the valley.

Respectfully Submitted,

Leslie R. Henley and the assistance of Mary Schilling
Deer Valley Airport Administration