

Tempe Aviation Commission

Engineering & Transportation Conference Room, Garden Level
City Hall Complex 31 East 5th Street, Tempe, Arizona

Tuesday, February 11, 2020

6:30 p.m.

AGENDA

1. **Call to Order** with Introduction of new members.
2. **Public Appearances**; the Tempe Aviation Commission welcomes public comments at this time. The Commission may not respond to public comments unless the topic has been placed on the agenda. There is a *three-minute time limit* per citizen.
3. **Consideration of Meeting Minutes (January 14, 2020)**; for discussion and approval.
4. **Aviation related information to new members**; presentation by Commissioner Doiron.
5. **Rules of Procedure Amendments**; for discussion and possible action.
6. **Public Aviation Meeting/Workshop**, for discussion and possible action.
7. **Tour of PHX Tower/TRACON**; for information.
8. **Commissioners' Business**; suggestions for future agenda items.
9. **Schedule Next TAVCO Meeting**.
10. **Adjournment**.

According to the Arizona Open Meeting Law, the Aviation Commission may only discuss matters listed on the Aviation Commission's agenda. The City of Tempe endeavors to make all public meetings accessible to persons with disabilities. With 48 hours advance notice, special assistance is available at public meetings for sight and/or hearing-impaired persons. Please call 350-2905 (voice) or 350-2750 (TDD) to request an accommodation to participate in this meeting. Parking information is available at <http://www.millavenue.com/go/tempe-community-council>. For public transportation route and schedule information, please visit www.valleymetro.org or call 602-253-5000.

Minutes Tempe Aviation Commission January 14, 2020

Minutes of the Tempe Aviation Commission meeting held on January 14, 2020, 6:30 p.m., at the Engineering & Transportation Conference Room, Garden Level, City Hall Complex, 31 E. Fifth Street, Tempe, Arizona.

(MEMBERS) Present:

Lane Carraway
W. David Doiron
Valeriy Khaldarov
John Lynch
Stuart Mitnik
Trevor Pan
Ellen Poole
Peter Schelstraete (on phone)

Citizens Present:

Shannon Dutton
Darlene Justus

Guests Present:

Jazmine Lewis, *Planner II, City of Phoenix Aviation Department Planning & Environmental Division*

City Staff Present:

Oddvar Tveit, *Environmental Quality Specialist, City of Tempe*

Agenda Item 1 – Call to Order

Mr. Lane Carraway called the meeting to order at 6:30 p.m. followed by brief presentations by members of their backgrounds.

Agenda Item 2 – Public Appearances

There were no public appearances.

Agenda Item 3 – Election of Officers

Nominations: Mr. Lane Carraway asked for candidates for the office of the Commission's vice chairperson for 2020 in addition to Mr. Trevor Pan, who was nominated to the position at the December 2019 meeting and candidates for the office of the Commission's chairperson in addition to the nomination of himself at the December 2019 meeting. No nominations for additional candidates were made.

Elections:

1. Mr. Carraway asked the members to vote on selecting Mr. Pan as the Commission's Vice Chair for 2020.
Action: Members voting for selecting Mr. Pan for the office of Vice Chair for 2020: Mr. Carraway, Mr. Doiron, Mr. Khaldarov, Mr. Lynch, Mr. Mitnik, Mr. Pan, Ms. Poole and Mr. Schelstraete. Abstentions: None. Nays: None. Absent: None.
2. Mr. Carraway asked the members to vote on himself for the office of Chair for 2020.
Action: Members voting for selecting Mr. Carraway for the office of Chair for 2020: Mr. Carraway, Mr. Doiron, Mr. Khaldarov, Mr. Lynch, Mr. Mitnik, Mr. Pan, Ms. Poole and Mr. Schelstraete. Abstentions: None. Nays: None. Absent: None.

Agenda Item 4 – Consideration of Meeting Minutes (December 10, 2019)

Mr. Carraway asked for any changes or modifications and a motion to approve the drafted December 10, 2019 meeting minutes.

Motion: Mr. Mitnik moved to approve the minutes as drafted. The motion was seconded by Mr. Doiron.

Action: The motion to approve the drafted December 10, 2019 meeting minutes passed by a unanimous vote. Ayes: Mr. Carraway, Mr. Doiron, Mr. Khaldarov, Mr. Lynch, Mr. Mitnik, Mr. Pan, Ms. Poole and Mr. Schelstraete. Abstentions: None. Nays: None. Absent: None.

Agenda Item 5 – Update from the City of Phoenix Aviation Department

Ms. Lewis updated the Commission on two topics:

1. Step Two of the agreement with the Phoenix petitioners and the FAA: The FAA has collected comments received and compiled a document on the FAA's website. There is a direct link to the website on <https://www.skyharbor.com/FlightPaths>. The FAA considers the settlement completed. Any future changes or revisions to the flight paths would be unrelated, new actions.
2. The PHX Comprehensive Asset Management Plan (CAMP) is posted on <https://www.skyharbor.com/CAMP>. The FAA has requested a hard copy of the APL (Airport Layout Plan). That is for FAA to sign, an FAA requirement, <https://www.faa.gov/airports/resources/sops/media/arp-sop-200-alp-review.pdf>. The Environmental Assessment (EA) is projected to start next month and is expected to be a twelve to eighteen months process with focus on the airport land in projected work areas. The airport will continue negotiations with the Union Pacific rail over the trenching of the railroad alignment included in the CAMP.

Discussion:

- If or when the airport has any negotiations or plans for the Honeywell facility on the north side of the airport would be interesting information to the members of the Commission.
- Concerning firefighter access should a plane catch fire or leak fuel on one of the proposed overpasses over a below grade railroad track, has the eventuality been considered in the plan to consolidate air cargo on the north side of the airport? The CAMP is a master plan and the concern mentioned will be captured at a later stage in the planning process. Fire crews need to be able to be on site of a fire or other emergency anywhere on the airport within four minutes.
- Will the scoping of the EA reflect the development planning periods and primarily focus on the developments, e.g. projected during the first five or ten years, or will it cover developments throughout the twenty plus year planning period? The EA will be based all the sites proposed in the CAMP to be subject to development or redevelopment.

Agenda Item 6 – 2019 Annual Report

Mr. Tveit explained that the report is about helping the Commission to monitor how the 1994 IGA with Phoenix with its agreed upon noise abatement flight procedures are implemented.

1. Departure Compliance: Airline departure compliance is in the report measured by using a series of imaginary gates set up in a flight track system that was developed by the Commission after the airport noise and operations monitoring system was created for PHX back in 1996-97. The official compliance measure is less stringent with one gate that jets need to fly through on departure to the east to stay in compliance. The FAA has been developing NexGen area navigation (RNAV) flight procedures for PHX departures to enable more reliable navigation by the airlines. The east flow procedure configurations include navigation waypoints for departing jets to use over areas in north and south Tempe. This has improved overall compliance rates with the IGA in north Tempe, but concentrated paths in areas over south Tempe.
2. The reports separate the annual equalization of departure flow east and west of the airport by day and nighttime flows. Runway flow varies during the day with meteorological conditions. The report accounts for the mix of flows over the whole year.
3. The account of complaints on aircraft operations received by the City of Tempe was expanded in the 2018 report to include Tempe residents' complaints to the City of Phoenix on PHX operations that the airport has made accessible to the City of Tempe in the airport noise and operations monitoring system.
4. Noise monitoring data from the eight fixed airport monitors in Tempe are included in the report. The monitoring equipment is being updated and data gaps exists for the last two months of 2019. Only a couple

of monitors in downtown areas on the south side of riverbed and Tempe Town Lake are registering noise equivalent to the 65 dB Day-Night Level, which is a threshold for when noise from airport operations is considered significant enough for the airport to become eligible to apply for federal noise abatement support. The FAA has screening tools to project expected noise from proposed routing changes, and the thresholds for what triggers further environmental review by the FAA depend on the expected change in existing noise exposure levels. Because the noise exposure contours are shrinking, areas in north Tempe that fall under the 65dB contour and 1.5dB noise exposure change threshold have been significantly reduced over time. Most downtown areas are inside areas where a 3dB or a 5dB change is required to warrant further environmental review of a proposed flight procedure change. Under the IGA with Phoenix and the FAA's assurances the airport is committed to uphold flight procedure noise mitigation over Tempe.

Discussion:

The members discussed the lack of compliance measures for arrival operations, charts and depictions displayed in the report and the large volume of complaints to the City of Phoenix from a single household in Tempe zip code 85283.

Agenda Item 7– Commissioners' business

- Rules of Procedure Review.
- Information to new members from David Doiron.
- Preparation for another TAVCO public aviation meeting/workshop in Tempe date, place, location and topics.

The Chair will contact City of Scottsdale to invite them to a Commission meeting to inform about airport noise programs.

Agenda Item 8– Schedule next TAVCO meeting

The next meeting was scheduled for February 11, 2020.

Agenda Item 9 – Adjournment

Motion: Mr. Schelstraete moved to adjourn the meeting. Mr. Doiron seconded the motion.

Action: The meeting was adjourned at 7:46 p.m. by a unanimous vote. Ayes: Mr. Carraway, Mr. Doiron, Mr. Khaldarov, Mr. Lynch, Mr. Mitnik, Mr. Pan, Ms. Poole and Mr. Schelstraete. Abstentions: None. Nays: None. Absent: None.

Prepared by: Oddvar Tveit

Reviewed by: Christina Hoppes



February 11, 2020

Subject: TAVCO Resolution - Revised Rules of Procedure

Whereas the Tempe Aviation Commission in performing its duties needs to update its rules of procedure to reflect amendments of the City Code, the commission has adopted by resolution on February 11, 2020, the attached revised rules of procedure. The rules were adopted April 9, 1996, and last updated by resolution of July 8, 2014. The rule revision clarifies the meaning of the phrasing relating to attendance and assistance expected from members of the Commission.

On behalf of the Tempe Aviation Commission,

Lane Carraway, Chairperson

Attachment: Rules of Procedure for the Tempe Aviation Commission with amendments of February 11, 2020.

RULES OF PROCEDURE
OF
TEMPE AVIATION COMMISSION

ARTICLE I

PURPOSE

The purpose of the Rules of Procedure is to assist members of the Tempe Aviation Commission to faithfully carry out their duties as set forth in Tempe City Code (T.C.C.) Sec. 2-220 adopted by the City Council of the City of Tempe, Arizona.

ARTICLE II

OFFICERS AND STAFF

SECTION 1. **Chairperson.** A member of the Commission shall be elected to serve as Chairperson by a majority vote of the members. The Chairperson shall decide all points of order and procedure, subject to these rules. The Chairperson may assign tasks to the Commissioners and may appoint members to any committees established to investigate the matters before the Commission under T.C.C. Sec. 2-220.

SECTION 2. **Vice-Chairperson.** A Vice-Chairperson shall be elected by majority vote of the Commissioners pursuant to T.C.C. Sec. 2-219. The Vice-Chairperson shall serve as Chairperson in the absence of the Chairperson, and at such times shall have the same powers and duties as the Chairperson.

SECTION 3. **Staff Representative.** The staff representative designated by the City Manager under T.C.C. Sec. 2-215 (d) shall serve the Commission in an advisory capacity and shall act as Commission secretary.

SECTION 4. **Elections.** By majority vote a Chairperson and a Vice-Chairperson shall be elected as provided in T.C.C. Sec. 2-219 unless the Commission is left without a Chairperson or a Vice-Chairperson in office during a term. The election of an officer midterm will be confirmed by a majority vote at the first meeting of the succeeding year as provided by T.C.C. Sec. 2-219.

ARTICLE III

COMMISSIONER DUTIES

SECTION 1. **Attendance.** Commissioners shall attend Commission meetings unless excused by the Chairperson on behalf of the Commission. If the Chairperson is unavailable or fails to participate, the Vice Chairperson shall consider requests for excused absences from Commissioners. Any Commissioner who is absent without reasonable cause and consent from the Chairperson (which consent shall not be unreasonably withheld) for three (3) consecutive meetings or six (6) meetings within any twelve (12) month period shall be deemed automatically to have resigned such Commissioner's office without notice or any further action of the Commission. For purposes of this Section 1, reasonable cause shall mean some cause affecting or concerning the ability or fitness of the Commissioner to perform the duties imposed, including the failure to participate in trainings or meetings of the Commission. A request to be excused shall be made to the staff ~~person liaison upon~~

~~receipt of a notice of a meeting~~ within twenty four (24) hours of a meeting ~~in enough time~~ to allow the Chairperson to ascertain ~~that~~ whether attendance will satisfy the requirement for a quorum to conduct business under Sec. 2-181 (a) (2) and Sec. 2-215 (a). Participation in a meeting by means of conference telephone or similar communications equipment pursuant to this section shall constitute attendance at the meeting.

SECTION 2. **Preparedness.** Prior to scheduled Commission meetings Commissioners should review all items on the agenda, draft meeting minutes or any other distributed material in order to contribute to deliberations, and assist the Commission in making informed decisions.

SECTION 3. **Assistance.** Commissioners shall assist the Chairperson, to the best of their abilities, to explore matters before the Commission listed on the meeting agenda for discussions or actions as necessary, and defer other matters related to discussions to a future meeting when the matter(s) can be specifically listed on a Commission meeting agenda.

SECTION 4. **Conflict-of-Interest.** Any Commissioner having a substantial interest as defined by Arizona Revised Statutes §38-501 et seq. on any matter being decided by the Commission, or who considers that they cannot make an unbiased decision, shall make that fact known in the official records of the Commission and shall refrain from participating in any manner in, or voting on, such decision until the matter is fully and finally decided.

SECTION 5. **Resignation.** Commissioners shall notify the Chairperson and the Tempe City Clerk of any change in their resident status under T.C.C. Sec. 2-182(a), or their future ability or willingness to serve as a Commissioner. The Commissioner shall submit a written resignation from the Commission without delay by letter or e-mail.

ARTICLE IV

MEETINGS

SECTION 1. **Regular Meetings.** Regular meetings of the Commission shall be held on the same day of the week each month if the Commission has business to transact, unless the Commission has cause to hold a meeting on a different day from the regularly scheduled meeting.

SECTION 2. **Special Meetings.** Special meetings of the Commission may be called at the discretion of the Chairperson or at the request of at least three Commissioners.

SECTION 3. **Cancellation of Meetings.** If the Chairperson knows that there will not be a quorum to conduct the business of the Commission, the Chairperson may cancel a regular meeting by giving notice to all the members at least forty-eight (48) hours before the time set to begin the meeting.

SECTION 4. **Notice of Meetings.** Except as otherwise provided in these Rules, notice of all Commission meetings shall be mailed at least three days before the meeting day, or sent by facsimile or e-mail at least twenty-four hours before the meeting, to the usual business or residence address designated by each Commissioner. The Commission shall not conduct any business for which notice complying with the Arizona Open Meeting Law, Arizona Revised Statutes § 38-431.02, has not lawfully been given.

SECTION 5. **Quorum.** Pursuant to T.C.C. Sec. 2-181 (a) (2) and Sec. 2-215a, the presence of five (5) Commissioners constitutes a quorum necessary for the transaction of business at any meeting. If less than a quorum is present at a meeting, a majority of those present may adjourn the meeting without notice to any absent Commissioner.

SECTION 6. **Place of Meetings.** Regular meetings of the Commission shall be held at a permanent location within the City of Tempe. The Chairperson may decide to hold a meeting elsewhere with adequate notice under the Open Meetings Law, and may hold meetings by means of conference telephone or similar communications equipment. All persons participating in the meeting, including the members of the public who wish to participate, must be able to hear each other and communicate.

SECTION 7. **Voting.** The Commissioners shall have equal voting rights on all matters before the Commission; each Commissioner shall have one vote.

ARTICLE V

SUBCOMMITTEES

The Commission may submit, by majority vote, a written notice to the City Council of the creation of a subcommittee pursuant to T.C.C. Sec. 2-181 (b). The written notice to the City Council shall include a detailed account for the subcommittee's need and purpose, the members of the Commission who will comprise the subcommittee's membership, and the anticipated additional resources needed to adequately staff the subcommittee. The Commission shall set a timeframe for the subcommittee's existence, which is not to exceed one year unless more time is deemed necessary to reach the intended purpose. The Chairperson may only appoint subcommittee members from among the Commissioners. The Commission, with or without cause, may dissolve any such subcommittee or remove any subcommittee member at any time. The designation of a subcommittee and the delegation of authority to a subcommittee shall not relieve the Commission, or any Commissioner, of

any responsibility imposed by law nor relieve the subcommittee from following all State Law, City Charter and the City Code requirements.

ARTICLE VI

PARLIAMENTARY RULES

Except as altered by these Rules or the laws of the City of Tempe or the State of Arizona, the meetings of the Commission shall be administered by consent. If a Commissioner requests to proceed more formally, the latest edition of Robert's Rules of Order, Newly Revised, shall govern the proceedings of Commission and committee meetings until the members present at a meeting agree to return to administration by consensus.

ARTICLE IX

REPEAL, ALTERATION OR AMENDMENT

The Commission, by a majority vote of the full Commission, may repeal, alter, or amend these Rules or adopt substitute rules at any time¹.

¹ The Commissioners of the Tempe Aviation Commission adopted Rule amendments by resolution of the Commission on July 8, 2014.pursuant to Tempe City Code Sec. 2-181 (a) (2).