

MUNICIPAL AIRPORTS AVIATION ADVISORY COMMISSION  
MEETING MINUTES  
Thursday, October 5, 2023  
Anchorage Fire Training Center, 1140 Airport Heights Rd., Bldg. C, Rm 9  
Anchorage, Alaska

ATTENDANCE

COMMISSION MEMBERS PRESENT

Stormy Jarvis, Chair

Keenan Zerkel, Co-Chair

David Frazier

John Pratt

COMMISSION MEMBERS ABSENT

Michael Williams

Marty Edwards

AIRPORT STAFF PRESENT

Julie Hixenbaugh, Commission Secretary

**1. CALL TO ORDER/ ROLL CALL**

Commission Chair, Stormy Jarvis called the meeting to order at 12:05 PM.

Stormy introduced a revised agenda, Dave Fraizer made a motion to accept and John Pratt seconded the motion.

**MINUTES OF THE PREVIOUS MEETING**

There was no discussion or vote for the August 3, 2023 and September 7, 2023 minutes.

**2. INFORMATIONAL REPORT-**

**A. CHAIR**

Stormy reminded the body the duties of the MAAAC:

1. Advise and make recommendations to the administration and assembly on all matters pertaining to the annual operating budget for municipal airports; and
2. Advise and make recommendations to the administration and assembly on all matters pertaining to operations of municipal airports, including

rules, regulations, and administrative guidelines in force at municipal airports.

Stormy reported that she and Keenan along with the Municipal administration met with Hughes Aerospace to discuss the Instrument Flight Procedures (IFP's) and the technical memo written by HDL on the IFP's. They were informed the IFP's are ready to be published. The MAAAC board is in full support with a Resolution passed earlier in the year and urged Airport Management to publish the procedures as soon as possible.

Keenan spoke about the IFP's. He thanked the Merrill users, Medevac users and State Troopers for their unified voice in support of publishing the IFP's. He stated that Hughes Aerospace is the developer of these IFP's, and they are a world class organization, and the FAA did not have any reasons for them not to be published so with that the MAAAC board is in full support of publishing the IFP's Hughes Aerospace was contracted to create for MRI.

He reported that the Municipal management has asked Hughes to publish the IFP's and the MAAAC board still has not seem anything from the Airport Manager supporting the publishing of these procedures.

Keenan reported the lowest expected recurring cost is on a 540 days cycle and can be accomplished by a ground study of about \$3500.00 dollars. The flight checks would only be required as different things are constructed that may penetrate the approach.

Keenan reported he and Stormy met with Amy Garcia and Kirsten Bowers from the managers office to discuss the budget. He gave list of the takeaways and future expectations from the meeting. They would like to have another budget meeting in two weeks. Keenan and Stormy discussed the following takeaways from the finance committee meetings:

- 1) What has been the impact CARES money has had on MRI? Are we being good stewards of the money to carry us into the future?
- 2) Does MRI have maintenance contracts on new equipment that was recently purchased?
- 3) There are 6 maintenance positions but MRI is only funding 5, MRI should fund them all, there is grant funding available). Hopefully this will improve the snow removal process.
- 4) Tie down fee increases were previously discussed with the previous airport manager, and the MAAAC board supported raising the

tiedown fees 10 dollars a month but management did not implement the increase. The MAAAC Board would like to have an explanation on why it didn't happen. He reported that by not enacting this increase 18 months ago MRI lost out on approximately \$60,000 dollars of revenue.

- 5) MAAAC would like Airport Management to investigate how to use the remaining CARES money, in addition \the Orca Street renovations, before time runs out.
- 6) The MAAAC would like to have a breakout of all utilities paid by the airport.
- 7) MRI is required to pay fees to the Municipality for services that they provide to each Municipality Enterprise. This is part of the budget that MRI has no control over.
- 8) The MAAAC would like to have CRW, R & M and Hickel Contractors invited to the November meeting for updates on projects they are working on.
- 9) The MAAAC requested a Users Group meeting be set by airport management to discuss the rehabilitation of runway 7-25. This has yet to happen and needs to be a high priority to get on the calendar.

**B. AIRPORT MANAGER'S REPORT-** Airport Manager was not present

**3. ORGANIZATION REPORTS**

**A. MRI ATCT** – Tyler Barnett reported the pilots are concerned with the height of the power lines at the end of runway 25, but they are quite a bit lower than the trees, they were exposed when the trees were removed. Tyler had a conversation with Rich on maybe having buoys put on the lines.

**B. CAP** – Carl Siebe gave a report on CAP missions for 2023, they have 800 members, 518 Senior and 286 Cadets.

They flew 32 missions to date, 6 missing persons in conjunction with the Troopers, 24 ELT's and 3 missing aircrafts.

This summer they hosted a Powered Flight Academy with 28 sorties.

In June, CAP hosted the Annual Glide Academy at Clear Airforce base. They had around 320 sorties, this year, both powered and glider.

There were 6 cadets that soloed, and 3 cadets got their private pilots glider license.

They participated in a mission supporting the Coast Guard inspecting fuel tanks in rural communities they flew 112 sorties.

Most of the funding for these programs is federally supported, but the participants in the Glider Academy had to pay a fee to participate.

**C. AOPA – None**

**D. Lake Hood – None**

**E. AACCA - None**

**F. Anchorage Community Councils -None**

#### **4. BUSINESS ITEMS**

None

#### **5. PUBLIC COMMENTS**

Keenan asked for any comments on the previous year's snow removal. He said MRI recently purchased a pull behind groomer for the gravel strip and will institute a training plan that will train some of the users to operate with a snowmachine.

Dan Owen asked if the maintenance team worked holidays and is there days when there is no coverage from maintenance on the field? Julie answered, on observed holidays there is usually no airport maintenance on the staff.

Keenan shared some knowledge gathered from the budget meeting, airport maintenance works a 12 hour shift, Monday through Thursday-3 crew members, Thursday through Sunday-2 crew members, they overlap on Thursdays. He suggested having the 6th maintenance position funded for better coverage and would also suggest they have coverage on holidays and weekends, also add overtime into the budget for snow removal.

Stormy suggested having an on-call sub-contractor to help with snow removal.

Dan Owen said reporting the runway conditions needs to be a high priority.

John Pratt suggested having an RCR in the maintenance truck to report on runway conditions.

Tyler Barnett from ATCT reported that MRI maintenance team physically does the runway checks and then NOTAM's the conditions.

Keenan will research to see if MRI has the equipment and training for making the runway checks.

Joe Barth was told by the Airport Manager MRI would host a snow storage and removal meeting with the leaseholders on the field, but it has yet to happen. Joe would like it to be clear where the snow should be placed and an expectation on when maintenance would be removing the stockpiles. Joe said, that last winter, Angel paid for a private contractor to remove the snow piles from their leasehold, he believes that the lease fees they pay should cover that service.

Regarding the tiedowns Angel rents, from MRI, in Golf West Apron, the snow has never been removed by MRI maintenance team. Joe stated that Angel is open 24/7 and needs to have all their aircraft accessible and ready to fly. They cannot wait for the MRI maintenance schedule to plow them out. So, if tiedown rates are going to increase he wants better service on tiedowns.

Stormy and Keenan suggested having a presentation on the snow plan meeting with the MRI constituents every year.

Stormy recommended a resolution, that in September of every year MAAAC will be presented with a snow plan and at the September meeting MRI MX will be present to discuss and explain it to Merrill Field Users and by October the snow plan will be agreed to and approved, seconded by John Pratt. John added that a spring meeting at the end of snow season would be beneficial. With no opposition to the resolution, Stormy will issue the resolution before the end of the day.

Keenan recommended, that the Airport Management and MRI maintenance supervisor hold a meeting, before the end of the month, for snow removal procedures for the public and the leaseholders.

Stormy said the cancelled Users Group meeting, on October 4<sup>th</sup>, should be rescheduled and recommended it to be set Tuesday October 17<sup>th</sup> at 5PM in the Manager's office.

## **6. COMMISSION COMMENTS**

Keenan wants to make it clear to Hughes Aerospace that all approaches into MRI need to be authorized at night.

## **7. UPCOMING MEETINGS**

MAAAC Meeting: Thursday November 2, 2023, 12 PM, Anchorage Fire Training Center, 1140 Airport Heights Rd., Bldg. C, Rm 9.

Airport User Group Meeting: January 3, 2024, 5:00PM, at the Airport Manager's office.

**8. ADJOURNMENT** at 12:50 p.m.