



PUBLIC WORKS DIRECTOR
Archie Giddings

AIRPORT ADVISORY COMMISSION
Littleton C. Billingsley Jr. Seat A
John L. Maketa, Seat B
Sherman "Bill" W. Bear, Seat C
Raymond J. Block, Seat D
Steve Short, Chair, Seat E
Tom Westall, Ex-Officio Member

**WASILLA AIRPORT ADVISORY COMMISSION
MEETING AGENDA**

WASILLA CITY COUNCIL CHAMBERS
Wasilla City Hall, 290 East Herning Avenue, Wasilla, AK 99654 (907) 373-9020

REGULAR MEETING

3 P.M.

OCTOBER 19, 2004

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PLEDGE OF ALLEGIANCE**
- 4. SPECIAL ORDERS OF THE DAY**
 - A. Introduction of Commissioners
 - B. Election Of Officers In Accordance With Wasilla Municipal Code (WMC) 2.44.070.
- 5. APPROVAL OF AGENDA**
- 6. APPROVAL OF MINUTES**
- 7. STAFF AND AGENCY REPORTS**
 - A. Review Of Duties And Responsibilities: Kristie Smithers, City Clerk
 - B. Wasilla Municipal Airport Status Report: Tom Westall, Airport Manager
 - C. Capital Improvement Project (CIP) Presentation: Archie Giddings, Public Works Director
- 8. PUBLIC HEARING (three minutes per person)**

9. UNFINISHED BUSINESS

10. NEW BUSINESS

A. Monthly Meeting Date and Time

11. COMMUNICATION

12. AUDIENCE COMMENTS (three minutes per person)

13. COMMISSIONER AND STAFF COMMENTS

14. ADJOURNMENT (No later than 5:30 p.m.)

1. CALL TO ORDER

The first regular meeting of the Wasilla Airport Commission was held on Tuesday, October 19, 2004 at the Wasilla City Council Chambers, Wasilla, Alaska. Kristie Smithers, City Clerk, called the meeting to order at 3 p.m.

2. ROLL CALL

Commissioners present and establishing a quorum were:

Commissioner Billingsly, Seat A
Commissioner Maketa, Seat B
Commissioner Bear, Seat C
Commissioner Short, Seat E, Chairman
Commissioner Block, Seat D, Vice Chairman

Staff in attendance were:

Ms. Kristie Smithers, City Clerk
Mr. Archie Giddings, Public Works Director
Tom Westall, Airport Manager
Ms. Sandra Connolly, Public Works Clerk

3. PLEDGE OF ALLEGIANCE

Sandra Connolly led the Pledge of Allegiance.

4. SPECIAL ORDERS OF THE DAY

A. Introduction of Commissioners:

The Commissioners introduced themselves and gave a short biography.

B. Election of officers In Accordance with Wasilla Municipal Code (WMC) 2.44.070.

The City Clerk called for nominations.

- Commissioner Short volunteered for the Chairmanship. Nominations were requested for Vice Chairman and no one volunteered.

- City Clerk distributed ballots and collected them, then announced the vote to the commissioners
- Commissioner Short was elected Chairman and Commissioner Block was elected Vice Chairman.
- The City clerk turned the gavel over to Chairman Short.

5. APPROVAL OF AGENDA

The agenda was approved as presented.

6. APPROVAL OF MINUTES

There were no previous minutes.

7. STAFF AND AGENCY REPORTS

A. Review of Duties And Responsibilities:

Kristie Smithers, City Clerk

- reviewed and emphasized portions of the WMC as they pertain to the commission.
- instructed the commissioners that all meetings of the commission are governed by Roberts Rules of Order and the Open Meetings Act and all meetings must be advertised in the newspaper.
- 10 days advanced notice is requested for items to be placed on the agenda.

Mr. Giddings requested if he could give his report prior to the departure of Mr. Maketa. Chairman Short asked if there were any objections. There were no objections.

C. Capital Improvement Project (CIP) Presentation: Archie Giddings, Public Works Director.

- reviewed the airport master plan and immediate expansion plans for the airport.
- discussed funding for airport projects.

B. Wasilla Municipal Airport Status Report: Tom Westall, Airport Manager

- gave a short synopsis of his background and credentials for airport manager and explained the importance of airport assurances and keeping the airport in compliance with FAA rules.
- considers his priorities to be safety, security, operations, maintenance.
- stressed user meetings as a communication link between the Commission and users.

- reported that Phase I of the airport is almost completed. When finished there will be 12 new tie-down spaces positioned into the wind and 6 t-hangar lots for lease. An Atco building will be located in the transient parking area to be used as the managers office and a pilot house.

Commissioner Maketa was excused from the meeting at 3:38 p.m.

8. PUBLIC HEARING (Three minutes per person.)

There were no persons to be heard.

9. UNFINISHED BUSINESS

There was no unfinished business.

10. NEW BUSINESS

A. Monthly Meeting Date and Time.

Chairman Short asked for recommended changes for meetings, there were no recommended changes.

The City Clerk informed the commission that a resolution setting the date and time of meetings will be brought back at the next regular meeting.

11. COMMUNICATION

12. AUDIENCE COMMENTS (Three minutes per person)

Chief Savage, Wasilla Police Chief:

- welcomed the Commissioners and thanked them for volunteering for the Commission.

Scott Banning, Code Compliance Officer:

- introduced himself and explained how his duties would affect the airport.

13. COMMISSIONER AND STAFF COMMENTS

Commissioner Billingsly:

- thought that the first commission meeting was off to a good start.

Commissioner Block:

- agreed with Commissioner Billingsly.

Commissioner Bear:

- made no comment

City Clerk:

- explained how to adopt motions and informed the commission that three commissioners must be present to adopt a motion.
- stated that proxies are not allowed and requested that if the commission wants to postpone an item when a commissioner is absent, that would be best.

Chairman Short:

- Inquired about possible conflict of interest.

15. AJOURNMENT (No later than 5:30 p. m.)

The meeting adjourned at 4:30 p.m.



STEVE SHORT, Chairman

ATTEST:


Sandra D. Connolly,
Public Works Clerk

Adopted by the Wasilla Airport Commission on November 16, 2004.