



MUNICIPAL AIRPORTS AVIATION ADVISORY COMMISSION  
MEETING MINUTES

Thursday, October 3, 2024

Anchorage Fire Training Center, 1140 Airport Heights Rd., Bldg. C, Rm 9  
Anchorage, Alaska

The Purpose of the MAAAC is to advise and make recommendations to the Assembly and the Administration regarding the Airport budget and operations.

**1. Call to Order / Roll Call**

Commission Chair, Stormy Jarvis called the meeting to order at 12:01 PM.

COMMISSION MEMBERS PRESENT

Stormy Jarvis, Chair  
Dave Frazier (via TEAMS)

COMMISSION MEMBERS ABSENT

Keenan Zerkel, Vice Chair  
John Pratt  
Dan Owen  
Marty Edwards

*Quorum NOT met.*

AIRPORT STAFF PRESENT

Earl Malpass, Airport Manager  
Amy Garcia, Assistant Airport Manager  
Julie Hixenbaugh, Commission Secretary  
Kirsten Bowers, MRI Accountant

**2. Review & Approval – Meeting Agenda**

**3. Review & Approval -of the Minutes**

Approval of the September 5, 2024 minutes were postponed due to no quorum.

**4. Informational Reports**

**A. Chair**

**B. Airport Management PowerPoint (Exhibit A)**

- Earl's FYI
- Community Relations
- MRI Budget Status
- Airport Project Status
- Upcoming Events

**Follow up discussions on Earl's power point presentation:**

- A Tech I maintenance position has been posted on the municipal website for winter operations.
- The ALP includes the VFR approaches coming into Merrill Field.

- Quality Asphalt and Paving (QAP) was awarded the 7/25 runway rehab project. All construction notifications will be published on Facebook and emails updates will be sent field wide.
- QAP will be invited to the next MAAAC, provided the purchase order has been signed and approved.
- The Master Plan (MP) for Merrill Field, a 2-year process, will be started in early 2025, the last MP was done in 2014.

## 5. Organization Reports

A. MRI ATCT-None

B. AOPA-None

C. AACA-Registration for AACA 2025 Convention, February 26-28, 2025, is now accepting registrations, [www.alaskaaircarriers.com](http://www.alaskaaircarriers.com). (Exhibit B).

D. Anchorage Community Councils - None

## 6. Old Business – None

7. Business Items - None

7. Public Comments- None

9. Commission Comments- None

## 10. Upcoming Meetings

### → Airport User Group Meeting:

Wednesday, January 8, 2025, 12:00 PM  
Airport Manager's Office and TEAMS

### → Runway 7/25 Rehabilitation Working Group Meeting:

Thursday, November 7, 2024, 11 AM  
Anchorage Fire Department Training Center  
1140 Airport Heights Road, Building C, Room 9

### → MAAAC Meeting: Thursday, November 7, 2024, 12 PM

Anchorage Fire Department Training Center  
1140 Airport Heights Road, Building C, Room 9

## 11. Adjournment - The meeting adjourned at 12:32 PM

**EXHIBIT A**

Municipality Airport Aviation Advisory Commission  
Airport Manager's Report



**EXHIBIT A**

# Merrill Field Airport Operations Report October 3rd, 2024



# October's Operations Report

## Earl's FYI's

- Met with Instrument Approach and Airspace stakeholder to discuss concerns. Discussed various approaches to come to satisfactory solutions. More to come.
- Still in communications with Mr. Greg Foster, UAF, regarding a Drone Detection System – Informational; UAA may be a possible location
- APD seems to stepped up periodical patrols.
- Scheduled meeting w/HDL and FAA Team for Sponsored Airports scheduled; Nurture working relationship and discuss Airport-CIO (future projects for MRI)
- Met w/ATC tower Manager, Tyler Barnett, to review Letters of Agreement on snow removal.



## EXHIBIT A

# October's Operations Report

### Earl's FYI's - Continued

#### Snow Removal

- MRI Admin and MX have met and reviewed process and discussed manpower issues
- Snow Removal letter sent to lease holders.
- Review of 2024 Budget and discussion with OMB in progress to determine if funds will be available to purchase something to drag the groomers.
  - Likely to still be limited during early season by manpower

#### Community Relations

- Earl has met with Fairview Community Council, Airport Heights Community Council, and Roger's Park Community Council.
- MRI Awareness:
  - Economic Impact Study
    - Moving forward with study. In discussions. More to come.
  - Fly Friendly
    - Flier being created; Will be distributed to flight schools, pilot shacks, other airports
  - Newsletter
    - Merrill Field Airport Bulletin – Will be resurrected and will go digital



# October's Operations Report

## MRI Budget Status:

- 2025 budget.
  - Muni Administration and Assembly are working through the process currently.
- MRI 2024 "End of Month" budget YTD status – **As Expected at 75% YTD.**
- Will be meeting with MRI's Office of Budget Management (OBM) this month





## EXHIBIT A

# September's Operations Report

### Airport Project Status: (1 of 4 slides)

- CARE's Act Project(s)
  - CARE's Act Grant (o8o-2020) for Airport Operating Budget = \$8.9M
    - Grant final scheduled close out ~~August~~ 2024 – Awaiting FAA approval of submitted payments





## EXHIBIT A

# October's Operations Report

### Airport Project Status: (2 of 4 slides)

- CARE's Act Project(s)
  - CARE's Act for Airport Landside Grant ( 087-2023) Projects = \$8.996M
    - Allowed for Airport building refurbishment/construction projects reimbursements
      - **Final project** will be maintenance building roof only
        - Budget approved by Assembly **Complete**
        - PO Process – **Complete**      **Work Begins this week: 10-3-2024**



## EXHIBIT A

# September's Operations Report

### Airport Project Status: (3 of 4 slides)

- Reconstruction of Access Road Grant 079-2020 = \$8.7M
  - MRI close out w/FAA – **Completed**
- CRRSA Act Grant (083-2022) = \$1M
- CRRSA Act Grant (085-2022) = \$1.1M
  - **Future: 2025/2026**

COVID Relief for Payroll relief



## EXHIBIT A

# September's Operations Report

### Airport Project Status: (4 of 4 slides)

- ALP
  - FAA "Study Entitlement Grant" Awarded 079-2019 to R&M \$287,767 (est. remaining = \$25K)
  - ALP (minus RNAV Instrument Approaches) submitted by R&M to FAA June 2024 **Complete**
  - **HDL review of the ALP indicates the lead time for**
  - Final Completion Date: **TBD IAP add on** (FAA report due September + 90 days to close)
- Runway 7/25 Rehab DESIGN Entitlement Grant(086-2022) = 945k
  - Low bidder was QAP. **Next Steps:** **Assembly to appropriate the Grant funds (October 22<sup>nd</sup>?)**
  - Project Breaking Ground May-ish 2025 (60 day completion max)



## EXHIBIT A

# September's Operations Report

### Upcoming Events:

- Runway 7/25 Construction Pre-ground work – Awaiting FAA Grant Award
  - planning meetings. Begin 4<sup>th</sup> QTR 2024
- Airport Capital Improvement Program review; Due October 2024
- ALP – IAP; Complete 4<sup>th</sup> QTR 2024
- Taxiway A & N - Lighting Rehab Design Grant (apply 2025)
  - Yet to be determine





**EXHIBIT B**

# 2025 AACCA CONVENTION

**Feb 26-28**  
at the  
**Lakefront  
Anchorage Hotel**

## ALASKA'S LARGEST COMMERCIAL AVIATION GATHERING



### Attend

Air carrier owners and employees join government officials and industry stakeholders to attend expert presentations, network, and solve common issues.



### Exhibit

Showcase your business at one of our tables and speak directly with the decision-makers of Alaska's most influential air carriers and stakeholders.



### Speak

Share your valuable expertise with convention attendees. This is the time to get in front of air carriers before their summer seasons ramp up.



**REGISTER**



(907) 277-0071  
[www.alaskaaircarriers.com](http://www.alaskaaircarriers.com)  
[convention@alaskaaircarriers.org](mailto:convention@alaskaaircarriers.org)