

WORK SESSION AGENDA

AMENDED

**CITY COUNCIL WORK SESSION
TUESDAY
DECEMBER 10, 2019**

**COUNCIL CHAMBERS
211 WEST ASPEN AVENUE
6:00 P.M.**

1. Call to Order

NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the City Council and to the general public that, at this work session, the City Council may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the City's attorneys for legal advice on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A)(3).

2. Pledge of Allegiance and Mission Statement

MISSION STATEMENT

The mission of the City of Flagstaff is to protect and enhance the quality of life for all.

3. ROLL CALL

NOTE: One or more Councilmembers may be in attendance telephonically or by other technological means.

MAYOR EVANS
VICE MAYOR SHIMONI
COUNCILMEMBER ASLAN
COUNCILMEMBER MCCARTHY

COUNCILMEMBER ODEGAARD
COUNCILMEMBER SALAS
COUNCILMEMBER WHELAN

4. Public Participation

Public Participation enables the public to address the council about items that are not on the prepared agenda. Public Participation appears on the agenda twice, at the beginning and at the end of the work session. You may speak at one or the other, but not both. Anyone wishing to comment at the meeting is asked to fill out a speaker card and submit it to the recording clerk. When the item comes up on the agenda, your name will be called. You may address the Council up to three times throughout the meeting, including comments made during Public Participation. Please limit your remarks to three minutes per item to allow everyone to have an opportunity to speak. At the discretion of the Chair, ten or more persons present at the meeting and wishing to speak may appoint a representative who may have no more than fifteen minutes to speak.

5. Review of Draft Agenda for the December 17, 2019 City Council Meeting

Citizens wishing to speak on agenda items not specifically called out by the City Council may submit a speaker card for their items of interest to the recording clerk.

6. Flagstaff Airport Parking Update

7. Flagstaff Metropolitan Planning Organization (FMPO) Update

8. Public Participation

9. Informational Items To/From Mayor, Council, and City Manager; future agenda item requests

10. Adjournment

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. in accordance with the statement filed by the City Council with the City Clerk.

Dated this _____ day of _____, 2019.

Stacy Saltzburg, MMC, City Clerk

CITY OF FLAGSTAFF

STAFF SUMMARY REPORT

To: The Honorable Mayor and Council
From: Barney Helmick, Airport Director
Date: 12/05/2019
Meeting Date: 12/10/2019



TITLE:

Flagstaff Airport Parking Update

DESIRED OUTCOME:

To inform the Council about our temporary parking solution, winter snow parking, and permanent parking program.

EXECUTIVE SUMMARY:

The Flagstaff Airport has increased its service with the addition of a second airline, United Airlines. United began service March 31, 2019, and established two daily flights to Denver International Airport. Our current airline carrier, American Airlines, already serves Phoenix and added additional routes to Dallas Fort Worth with two flights per day, and a seasonal Saturday flight to Los Angeles.

With two airlines and additional routes, the airport has been dealing with several new impacts. We were able to install a lavatory dump station, restrooms in the holding area to help with getting flying patrons through TSA sooner, the relocation of the baggage machine, airline office space updates, and platform striping.

The project we continue to work on is our parking lot expansion. With the new routes, we went from 177 daily passengers to 407 on average.

INFORMATION:

City staff will be sharing how our task force, which consisted of the city manager's office, community development, economic vitality, and our public works divisions, worked together to create a temporary parking solution at the airport. This solution involved getting our rental car tenants more space as well as relocating our airport employees to a temporary lot. All leading to our original parking lot being freed up for our flying public.

We will also share how we are addressing winter parking so staff can plow the lot efficiently, as well as our progress to create a permanent parking program.

With the addition of the second airline and routes, our airport has experienced 102,184 enplanements, which is currently a 70% YTD increase (January 2019 - October 2019). Total patrons flying in and out of the airport have reached 205,756, which is a record.

It's vital for the City to offer an airport program that maintains its terminal infrastructure inside and out. We look forward to finalizing our parking program in the near future and establishing a paid parking system which will be coming before the Council at a later date.

Attachments: Flagstaff Airport Parking Update

Flagstaff Airport Parking Update

City Manager's Office,
Community Development,
Economic Vitality,
Management Services
& Public Works





Presentation Overview

- Temporary Parking Solution
- Winter Snow and Parking
- Permanent Parking Program





Airline Success and Airport Parking

The success of our second airline and additional routes has been well received by our community

- American and United Airlines are serving the Flagstaff Airport
Dallas, Denver, Phoenix, and Los Angeles (seasonal) routes
- Holiday season, snow operations, parking enforcement and winter parking ordinance all important influences
- Parking was limited to the existing lot and was at capacity most of the time



Temporary Parking Solution

City Manager created a working taskforce to address parking concerns and provide solutions to provide better parking options for the public

Objective 1: Temporary solutions needed as the permanent parking lot expansion is currently in concept design.

Objective 2: Parking stakeholders included and considered were our on-site employees and rental car providers.

Objective 3: Provides for additional parking capacity and safe overflow alternative for our flying public until a permanent solution.



Temporary Parking Solution

Objective 1: Temporary solutions needed as the permanent parking lot expansion is currently in concept design.

Solution 1: Deliver an overflow parking lot that will increase capacity with as little impact as possible.

Public works was able to provide concept layout, coordinate design contractors, engage engineers, procure a civil construction contractor and provided the project management to construct a 235-space overflow lot located near the existing rental wash bays.



Temporary Parking Solution

Objective 2: Parking stakeholders included and considered were our on-site employees and rental car providers.

Solution 2: Temporary lot would house the on-site employees, rental car provider overflow cars.

The temporary lot serves the employees and our car rental partners which relieves the regular parking lot. Customers can find spaces since we need to keep them from parking around the parking lot.



Temporary Parking Solution

Objective 3: Provides for additional parking capacity and safe overflow alternative for our flying public until a permanent solution.

Solution 3: Temporary lot can park our flying public if needed for overflow.

The temporary lot can serve as an overflow lot if need be. This will be determined by our parking lot aides.



Temporary Parking Solution

All 3 objectives were met within 3 weeks, lot is complete!



BEFORE



AFTER



Winter Snow & Parking

- Temporary fencing, natural resources, were added to the existing airport terminal parking lot to restrict unauthorized parking.
- No parking signs will be added to existing parking lot to help enforce unauthorized parking.
- Temporary employees will be used to educate the flying public on available parking and help reduce unauthorized parking.

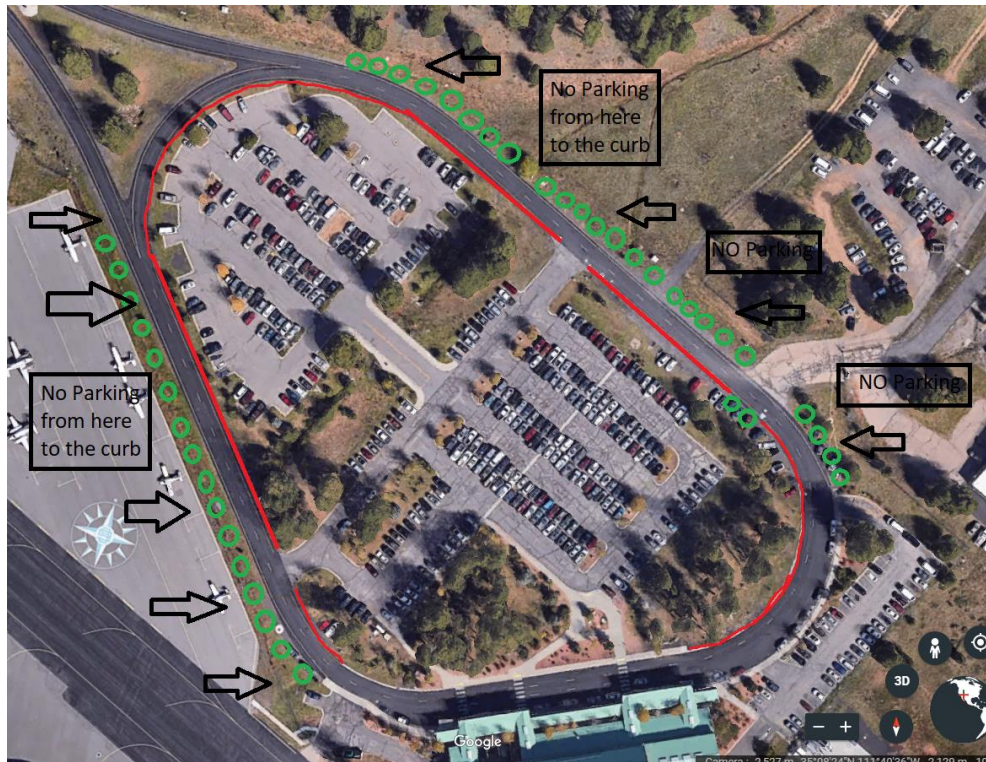


Winter Snow & Parking



Red = Fencing

Green = Natural Resources (Boulders)





Permanent Parking System

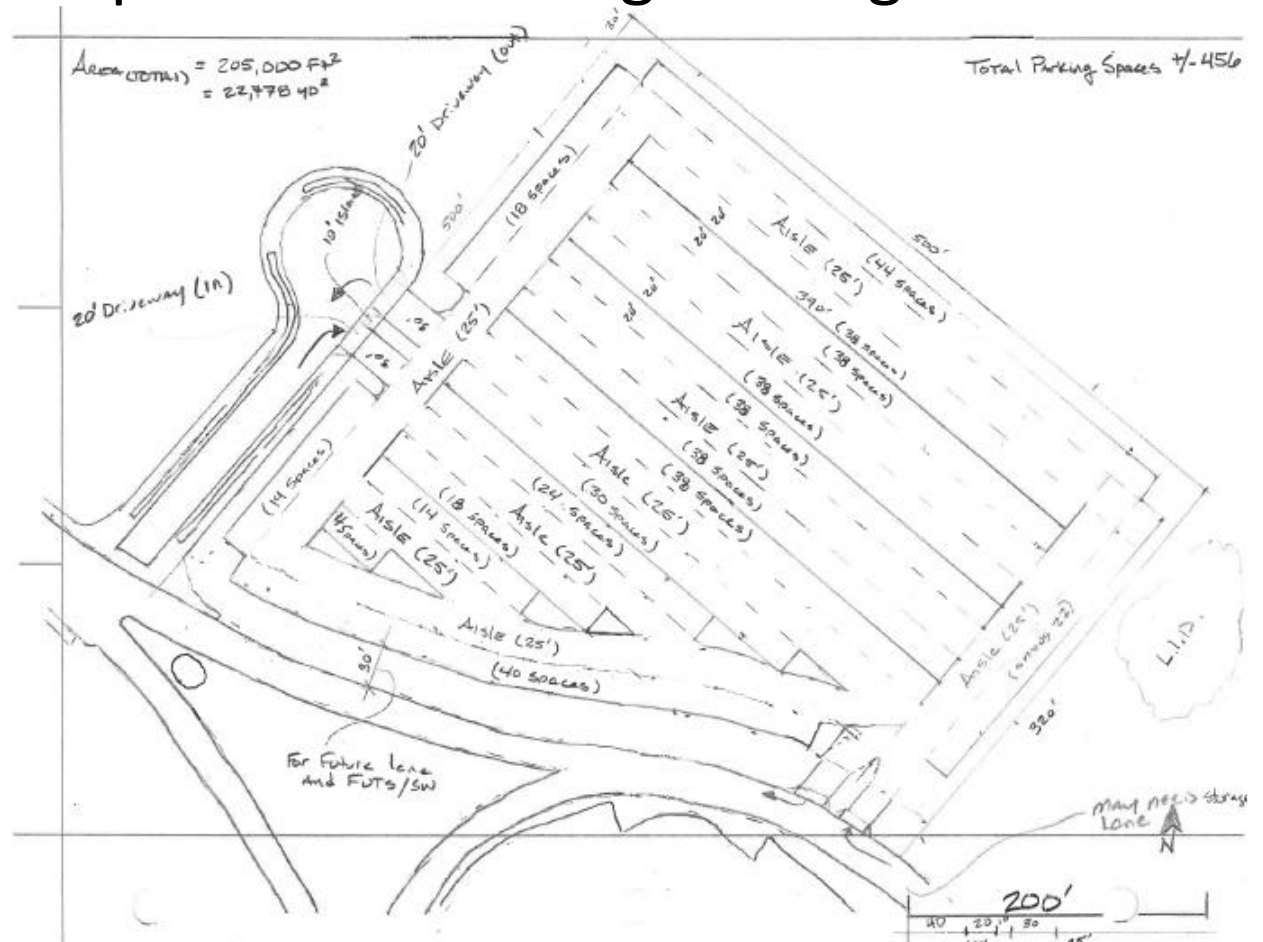
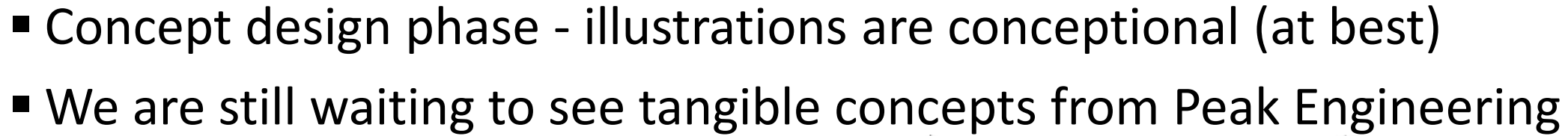
- Sent out a Request for Information (RFI) which closed on 11/19/19. We are reviewing the inquiries to gather more information for parking decisions.
- Submitted a concept design for a permanent lot to gather costs and information.
- From that submittal, we will receive parking lot requirements in three different options which will be shared with Council for recommendation later.
- We will also take Council direction on next steps; could include issuing an RFP for an organization to manage and construct our parking lot, for the City of Flagstaff to manage our own parking, and other ideas.
- Construction of a permanent lot will take 90-120 days for construction.



Permanent Parking System

- Aerial view of the second permanent lot location







Permanent Parking System

- After construction of permanent lot is completed, we will implement a paid parking system.
- Looking at a gate arm system where the parking patron receives a parking voucher, but open to other options.
- We will come back to Council to decide paid parking prices for short-term and long-term.

Questions?

THANK YOU
FOR
**'ALWAYS FLYING
FLAGSTAFF
FIRST!'**



**CITY OF FLAGSTAFF
STAFF SUMMARY REPORT**

To: The Honorable Mayor and Council
From: Stacy Saltzburg, City Clerk
Date: 12/09/2019
Meeting Date: 12/10/2019



TITLE:

Flagstaff Metropolitan Planning Organization (FMPO) Update

DESIRED OUTCOME:

Discussion and Presentation

EXECUTIVE SUMMARY:

INFORMATION:

Attachments: [Presentation](#)



Transition to Independence Report on Progress

Flagstaff City Council December 10, 2019



Rebrand and Independence

- MetroPlan is the Flagstaff Metropolitan Planning Organization (FMPO)
- Was established in 1997
- Has been hosted by the City for 22 years.

Why Metroplan Exists

We exist to:

1. Ensure a coordinated transportation plan
2. Ensure the ongoing flow of federal and state transportation funds

Vision

- To create the finest transportation system in the Country



METROPLAN

GREATER ‡ FLAGSTAFF

Mission: Leverage cooperation
to maximize financial and
political resources for a premier
transportation system.



METROPLAN

GREATER ‡ FLAGSTAFF

1. Become Independent
2. Strengthen Board Leadership
3. Strengthen Staff
4. Rebrand the Organization



METROPLAN

GREATER  FLAGSTAFF



METROPLAN

GREATER † FLAGSTAFF

Establish MetroPlan as a robust, independent organization that speaks with a regional voice and adds financial and political leverage to transportation planning and projects in Greater Flagstaff.

Project Description

- Gently transition MetroPlan to independent, non-profit status by June 30, 2020 in a manner that maintains relationships with member agencies, increases political support, solidifies financial status, and continues momentum on existing projects.

Timeline

- New Identity Launched January 1, 2020
- New Office Space January 1, 2020
- Strategic Advance on January 8, 2020
- Adopt Procurement, Personnel and Travel Policies in Spring 2020
- Transition Grants and Contracts from City Spring 2020
- Independence July 1, 2020



METROPLAN

GREATER † FLAGSTAFF



METROPLAN

GREATER † FLAGSTAFF

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