

**A G E N D A**

REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION, TO BE HELD **WEDNESDAY, July 11, 2018 AT 6:00 P.M.**, LOCATED AT THE **COTTONWOOD COUNCIL CHAMBERS LOCATED AT 826 N. MAIN STREET, COTTONWOOD, ARIZONA.**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE TO THE FLAG**

**IV. APPROVAL OF MINUTES – REGULAR MEETINGS OF WEDNESDAY, MAY 2, 2018**

**V. BRIEF SUMMARY OF CURRENT EVENTS BY COMMISSION, FBO, AND AIRPORT MANAGER -- THE PUBLIC BODY DOES NOT PROPOSE, DISCUSS, DELIBERATE OR TAKE LEGAL ACTION ON ANY MATTER BROUGHT UP DURING THIS SUMMARY UNLESS THE SPECIFIC MATTER IS PROPERLY NOTICED FOR LEGAL ACTION UNDER THE NEW OR OLD BUSINESS SECTION OF THIS AGENDA.**

**VI. CALL TO THE PUBLIC -- *This portion of the agenda is set aside for the public to address the Commission regarding an item that is not listed on the agenda for discussion. However, the Commission cannot engage in discussion regarding any item that is not officially listed on the agenda for discussion and/or action (A.R.S. §38-431.02.A. (H).) Therefore, pursuant to A.R.S. §38-431.01.G., action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date.***

**Comments are limited to a 3-minute time period.**

**VII. NEW BUSINESS**

1. Discussion of traffic issues with the main gate.
2. Possible event to welcome FBO and/or Airport Fly in event, suggested September 1<sup>st</sup>, 8<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup>, OR wait till the Spring
3. Overnight Tie Down Fee
4. Status of Skydive building
5. Review of Airport Market Study
6. Proposed Fees based on Market Study Recommendation

**VIII. ADJOURNMENT**

*Pursuant to A.R.S. § 38-431.02(B) the Commission may vote to go into executive session on any agenda item pursuant to A.R.S. § 38-431.03(A) (3) and (4) for discussion and consultation for legal advice with the City Attorney.*

*The Cottonwood Council Chambers is accessible to the handicapped in accordance with Federal "504" and ADA laws. Those with needs for special typeface print or hearing devices may request these from the Public Works Department at 634-8033 (TDD 634-5526). All requests must be made at least 24 hours before the meeting.*

Meeting Date: July 11, 2018  
Subject: Proposed overnight tie down fee

### **REQUESTED ACTION**

Discussion and direction regarding a proposed overnight tie down fee.

**If the Council desires to approve this item the suggested motion is:** I move to recommend to the City Council the attached revisions to the City Code which would allow an overnight tie down fee to be charged.

### **BACKGROUND**

The Airport Commission has discussed the possibility of implementing a ramp fee or an overnight fee now that a FBO will provide personnel on the field who can implement the fee. Currently city code reads:

*CHAPTER III – TENANT LEASES § 3.1 GENERAL A. All aircraft based and/or parked on the Cottonwood Municipal Airport for a period of 10 days or more shall be stored in a private hangar or shall have a signed agreement or lease with the City for either a tiedown space, a covered tie-down space or a city-owned hangar. Any exception shall require written permission from the Airport Manager.*

A proposed adjustment to the city code which would allow a FBO to charge a fee would read:

*CHAPTER III – TENANT LEASES § 3.1 GENERAL A. All aircraft based and/or parked on the Cottonwood Municipal Airport for a period of 10 days or more shall be stored in a private hangar or shall have a signed agreement or lease with the City for either a tiedown space, a covered tie-down space or a city-owned hangar. Any exception shall require written permission from the Airport Manager. Any aircraft parked for less than 10 days shall be subject to the following fees:*

*A FBO may charge up to \$10 per night/day for a piston, non-commercial aircraft.*

*A FBO may charge up to \$100 per night/day for any of the following:*

- o a turbine aircraft*
- o commercial aircraft*

*If an FBO elects to charge less than the amounts above the criteria must be applied to all aircraft owners per FAA Grant Assurance #22.*

### **JUSTIFICATION/BENEFITS/ISSUES**

There has been concern expressed that the fee may drive away business from the airport. However, the vast majority of airports have already implemented such a fee.

### **COST/FUNDING SOURCE**

There is no cost associated with the implementation of this fee.

City of Cottonwood, Arizona  
 Airport Commission Agenda Communication Form

Meeting Date: July 11, 2018  
 Subject: Proposed adjustment to airport rental fees

**REQUESTED ACTION**

Discussion and direction regarding a proposed adjustment to rental fees

**If the Council desires to approve this item the suggested motion is:** I move to recommend the City Council approve the attached revisions to the City Code which would adjust the rental fees of the tie-downs, covered tie-downs and Hangar N.

**BACKGROUND**

The City contract with Kimley-Horn to conduct a study of other airports that may be comparable to Cottonwood and the fees that are implemented at these airports. The Study is attached.

The Airport Commission reviewed and discusses this study on May 2, 2018 and suggested that although Sedona, Flagstaff and Prescott are not comparable airports due to their size and number of operations they should be considered competing airports and therefore the fees at these airports should be factored into the proposed fees. The tables below have been revised to reflect the fees of these competing airports.

The first table below are the figures taken directly from the Market study. These units have all been converted to \$/square foot (sf)/year(yr) in order to more accurately compare all airports.

	Proposed Fee	Current
Hangar N (non-commercial)	\$3.50/sf/yr.	\$3.11
Hangar B (commercial)	\$5/sf/yr.	\$5
% of Gross Receipts	1.5%	1.5%
Fuel Flow	\$0.10/gal	\$0.10/gal
Escalator <sup>1</sup>	2%/year	\$0
Tie-down (open)	\$0.40/sf/year	\$0.37/sf/yr (8% change)
Tie-down (covered)	\$0.95/sf/yr	\$0.89/sf/yr (6.7% change)

1: Includes Hangar N, covered tie-downs and uncovered tied owns, does not apply to Hangar B (they already have escalators built into the lease). Hangar N already has a 2% escalator per year so this would make the escalator uniform across Hangar N, covered and open tie downs.

	Average of Competing Airports	Proposed Fee	Current
Hangar N (non-commercial)	\$3.44/sf/yr.	\$3.50/sf/yr.	\$3.11
Tie-down (open)	0.54/sf/yr	\$0.40/sf/year*	\$0.37/sf/yr (8% change)
Tie-down (covered)	0.77/sf/yr	\$0.89/sf/yr*	\$0.89/sf/yr

\*with 2% escalator

For Hangar N this amount includes the tax, prior to tax would be:

- Current other than 6 and 10: \$864.82 + \$25.84 (tax),
- Current Hangar N6 and N10: \$966.16 + \$28.98 (tax)
- Proposed other than N6 and N10: \$992.74 + \$29.78 (tax)
- Proposed N6 and N10: \$1,087.32 + \$32.62 (tax)

**Effective Date:** If approved the proposed effective date of these fees would be **January 1, 2019**