

SUMMARY MINUTES OF THE **REGULAR MEETING** OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD FEBRUARY 7, 2018 @ **6:00 PM** AT THE COUNCIL CHAMBERS, 826 N. MAIN ST., COTTONWOOD, ARIZONA.

## **ROLL CALL**

Roll call was taken 6:00 pm as follows:

### **Commission Members Present**

Jim Moeny, Chairman  
Bill Wade, Vice Chairman  
Bill Tinnin, Commission Member  
Vernon Reed, Commission Member  
Tim Pebler, Commission Member

### **Staff Members Present**

Morgan Scott, Development Services Operations Manager  
Kelly Jobe, Administrative Assistant-Public Works

## **PLEDGE OF ALLEGIANCE TO THE FLAG**

Chairman Moeny led the Pledge of Allegiance.

## **APPROVAL OF MINUTES**

Chairman Jim Moeny requested to have a few corrections made. Commission Member Tim Pebler moved to approve the minutes as corrected from December 4, 2017, Commission Member Bill Wade 2<sup>nd</sup>, all approved.

## **CALL TO THE PUBLIC –**

**Al Gradajin** - Stated he thought there was something being done about the aircraft based on the field that is not airworthy. He would like to see the sign on runway 1-4 get done.

## **BRIEF SUMMARY OF CURRENT EVENTS –**

**Morgan Scott** – Stated that he has an update on the derelict aircraft on the field, the owner is approximately \$4,000.00 behind in back payments and the city has contacted the FAA regarding their lien process and is moving forward with the lien process. The city will most likely be sending out one more letter to the owner and advising him we are moving forward with the lien.

**Jim Moeny** – asked which aircraft.

**Morgan Scott** – the aircraft owned by Art Tevis

**Mark Boarman** – asked if Morgan was talking about the Bonanza without the engine in it.

**Jim Moeny** – stated the one owned by Tevis would be the Mooney

**Mark Boarman** – asked if Tevis is the one in Prescott

**Jim Moeny** – stated no, that was the Mooney

**Mark Boarman** – asked if Tevis is the Mooney aircraft

**Jim Moeny** – stated yes

**Morgan** – stated this item cannot be discussed, and it should have been brought up in the call to the public.

**Mark Boarman** – stated OK

**Jim Moeny** – apologized

**Morgan Scott** – advised Mark he would be glad to discuss at a later time if he would like.

**Mark Boarman** – wanted to remind Morgan that there is more than one, he said there is the one but also the bonanza that has been here the longest.

**Jim Moeny** - stated no, asked Morgan if there was anything else.

**Morgan** – stated the FAA was at the Airport this morning doing an inspection on the AWOS to make sure everything was operating. They found that everything was working except for third party electronic media companies are not able to connect. He issued a work order for the company to have the issue fixed. Morgan stated he has ordered the equipment needed for the radio discrete frequency, it came out to \$3860.00, and is scheduled to be installed at the annual inspection for the AWOS that is due in March. He stated that we could be on full time discreet frequency by March. He stated the airport is low on fuel but will be accepting a load of fuel the following day. There is approximately 1600 gallons as of now.

## **OLD BUSINESS**

No Old Business

## **NEW BUSINESS**

### **1. FAAST Seminar Follow up –**

**Tim Pebler** – Stated on January 13<sup>th</sup>, the Arizona Pilots Association and the City of Cottonwood hosted a FAA safety seminar on winter flying weather. He stated it was a great seminar, approximately 52 people attended which had a lot of positive feedback. He is looking forward to seeing more of these seminars in the future. He stated it was advertised in the Arizona Pilots Association and there will be a follow up article as well including photos. He stated it was very generous of the City to provide nice gift bags for the event.

### **2. City Council Meeting with Airport Commission –**

**Tim Pebler** - stated Bill Wade and himself attended the meeting. He stated it was very informative. He stated they struggled a little with the needs, objectives and challenges for the Airport – due to the amount of funds and FAA involvement that are needed for Airport projects. He stated Bill Wade did a great presentation to the Council regarding the Airport needs and he prioritized the list. He started with the list and asked Morgan the status on the PAPI lights.

**Morgan** – needs to be re-flown by the FAA and it has not been scheduled yet. He suggested that before Tim continued going down the list of items, that he hold off until the next item on the agenda and just recap the meeting with council members.

**Tim Pebler**– stated the workshop was a great idea and there were a lot of positive input from other boards and commissions. He stated Bill Wade did a wonderful job advising the council of challenges the Airport and Commission faces with adhering to the rules and regulations they are required to follow with the FAA and ADOT and it was a little more difficult to put together a simple list of things that needed to be done.

**Larry Minch** – asked if there can be questions regarding the list of items needed at the airport.

**Jim Moeny** – stated it was next on the agenda and he could at that time.

### 3. Airport Commission Goal for City Council –

Larry Minch - Stated on the list, it mentioned more hangars and there is an item to increase the height of the security fence. He asked which fence that was.

Morgan – stated it was the fence between the west side of the hangars and the skydiving road.

Larry Minch – asked why we are increasing the height of the fence and suggested to get rid of the fence all together as there is a six foot fence on the west perimeter and suggested the city build hangars in that location as there would be plenty of room to do so. He stated they could fit possibly more than eight or so hangars in that area. He stated he is approached all the time by people who fly in are asking if there are any hangars available, and by the list of people on the hangar wait list, he feels they would be rented immediately. He stated it should be used for aeronautical use – not a fence. It would attract more business as well.

Bill Tinnin – agrees with Mr. Minch, and the interior fence does not make any sense.

Mark Boarman - stated there should be a lot more room to build more than 8 hangars – and they would have to be box hangars but they would rent for more money than the T-hangars. That is all you would be able to put there anyway. It would be a great investment for the city to have more income.

Larry Minch - stated there is a place there may be a gap where the wash rack is located that would be the only spot where hangars could not be built.

Phil McClure – stated to spend money on a fence to block out a handful of people is ridiculous and stated he suggests getting a security assessment of the airport. The city shouldn't spend money they can't afford.

Al Gradajin - the road was put in on the west side because the FAA insisted and with the Mongini agreement of taking the hill down – they may need that for access to get to the south end of the Airport. He stated he agrees with the installation of box hangars. They attract a different kind of clientele then the T-hangers do.

Vernon Reed - agrees with placing the box hangars as they can and there is a wealth of opportunities to be developed including business opportunities. The amount of raised fence you would have to put up would be minimal.

Bill Wade - asked about the jump school, he asked if the customers have to come through security.

Morgan – stated yes, they do come through the gate, but the gate is left open most of the time. Happy Jack Road is in place and will not need the skydive road to access the Airport. In order to put the box hangers in would take revising the Airport Master Plan, which is being done this year. It is something that is not on the list and he suggests getting it on there.

Bill Wade – asked if the objective was to have customers for the skydive business drive in and park in an unsecured area and then be escorted into the secured area to an aircraft.

Morgan - stated that would be the goal, he stated anytime a non-aviation, non-pilot is on the field, they should have an escort, employee or personnel.

Bill Wade - stated anyone who is a stickler for security would not like what is going on right now. Bill asked how we would move forward getting ten box hangars, put together a proposal, and having lease agreements in place prior to being constructed.

Morgan – stated updating the master plan, then securing financing, and if there were tenants already committed, that would look good to financing.

Bill Wade - asked Morgan if he would be the one to submitting the proposal to council.

Morgan – stated that would be the process.

**Tim Pebler** – asked about the ramp door always being unlocked. He feels that there should be a keypad access to get on the airport from inside the terminal. He stated security cameras should be installed. He asked how often the Cottonwood Police patrol the Airport, and if they have access to the ramp.

**Morgan** – stated not a great deal of patrolling, they do have access to the ramp as well as the Fire Department.

**Tim Pebler** – asked if there was a way to increase the presence of officers, especially at night.

**Morgan** – stated yes, and due to recent incidents over the last several months, the PD has been asked to increase the night patrols.

**Jim Moeny** – stated it has happened.

**Bill Wade** - asked if there are any security cameras at the Airport.

**Morgan** – stated no cameras are at the airport, he noticed it was on Bill's list.

**Tim Pebler** – stated going back to the door issue, he would like to know why the door to the ramp is always open.

**Jim Moeny** - stated it was for people to have access for the ramp, he suggested using a gate card entry system to get to the ramp, he stated it concerned him in locking the door. Saturday there were Marshall's escorting a prisoner through.

**Tim Pebler** – stated there is a lot of monetary value of aircraft sitting on the ramp.

**Vernon Reed** – stated a locked door would not work for visitors flying in needing to go into the terminal for the restroom.

**Tim Pebler** – stated it could be set up like the walk through gate and they could use the frequency code. His concern is securing the airport facility.

**Larry Minch** – stated he read a lot of FAA information on this subject. He stated an airport is not required to have people escorted on the field if there are no commercial flights scheduled. He stated there should be some security at the Airport.

**Al Gradajin** - stated there was an issue with people breaking the runway lights, when it was announced that it was a Federal offense, it stopped, before the perimeter fence was installed there was an issue of gas being stolen from aircraft, it was 15 years ago. He stated there haven't been any issues and doesn't see the need for expensive and extreme measures of security installed.

**Vernon Reed** – stated the parking lot at the terminal is really bad, and to possible expand it to go around the back of the terminal as there is limited parking available.

**Jim Moeny** – stated it would be good to expand the parking lot. He asked Morgan how to go about doing this.

**Morgan** – stated if that was one of the commission's goals, it can be requested on the budget.

**Vernon Reed** – stated we can work with Mr. Mongini to help us out, he feels that Mongini would be more that accommodating.

**Jim Moeny** – asked the commission if they wanted to add that to their master plan list.

**Bill Tinnin** – asked if the security fence should be listed so it can be revisited. He stated there are great ideas coming in including the box hangars.

**Jim Moeny** – stated we are in the process of starting the Airport Master Plan. He asked how much road would be needed to finish Happy Jack to be able to reach the old jump site area.

**Morgan** – stated approximately 200-300 feet, possibly could be a gravel road, it should be revisited in the Master Plan, if there is a future of hangars being built there, the jump location may need to change. He confirmed the Commission wanted to add the

terminal parking lot, updated Airport Master Plan and deleting the item of increasing the height of the Airport fence.

**Jim Moeny** – stated they are in favor of building hangars in that area.

**Bill Wade** - would like an update on the Airport Master Plan schedule.

**Morgan** – stated the city has advertised for a planning consultant, the committee has reviewed the SOQ's, and were turned back to purchasing, they will be in negotiations and finalize a contract, securing the grants with ADOT & FAA, once the grants are secured, we will move forward with the Master Plan. It could be a three month process. In that process there will be multiple public meetings and public inputs with online surveys, online questionnaires so all ideas needs to be submitted. All items that will need grant funding, must be on the Master Plan.

#### **4. Web Training to Receive Airport and City Notifications –**

**Morgan** – stated staff uses a notification list to email out information to Airport users. The city now has a website that can be set up to get notifications from all City departments. He stated sometime this March we will stop using the notification lists and anyone who wants to receive notifications, can register and sign up on the website. There will be future trainings and help available.

**Kelly Jobe** - verbally walked through signing up for the city notifications. Offered any help needed to sign up.

**Al Gradajin** - The majority of the Airport are from a generation that is forced to use modern technology and suggested to keep the communication going through emails.

**Morgan** – suggested at least two more trainings before we stop using the email notification list.

**Jim Moeny** – stated a Saturday morning in the Pilots lounge at the terminal would be a good time for a training.

**Bill Tinnin** – stated there would be a great crowd and confirmed that it is available to sign up now.

**Bill Wade** - asked who puts the notifications in the newspaper as he feels it is very beneficial. If it was expanded to have all notifications included, it would reach more people.

**Morgan** – stated the City submits the information.

#### **Adjournment**

A motion to adjourn was made by Bill Tinnin, 2nd by Vernon Reed, all approved. Meeting adjourned at 6:45 pm.