

ROLL CALL

Roll call was taken 4:00 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.

CALL TO THE PUBLIC –

No Comment

ITEM OF BUSINESS

1. Recommendation to the City Council to waive the city procurement policy and allow city staff to negotiate with an individual entity on a contract for and Airport FBO –

Morgan – stated the city advertised for an FBO and they received zero responses. There was a one page letter that was submitted but did not include any of the requested documentation requested in the RFP. The FAA does allow a selection with an individual as long as the Procurement procedure was implemented and competition shows to be inadequate. If an individual is selected, it must be approved by the FAA, which the city has obtained. Morgan stated he will have it on the city council agenda for the next meeting to advise them of the Commission's recommendation. We will also need the FAA approval on any type of lease to make sure we are not creating an exclusive right. We have been negotiating with Wiseman Aviation out of Flagstaff. He also has locations in Winslow and Gallup. With the Commission and the City Council's approval, we can enter into a contract with Wiseman. If the commission recommends to waive the procurement policy, it will be taken to council. If they approve to waive it, the contract will be brought back to the commission for their recommendation.

Bill Tinnin – ask the procedure for the procurement policy.

Morgan – explained the procedure.

Bill Wade – asked the process of negotiations, if the city is taking advice from commission or other pilots on the draft of the contract.

Morgan – stated city staff will draft the initial contract, then he would like to have others included on a meeting to go over the contract to make adjustments. If there is anyone who would like to volunteer to sit down and go over the contract, it can be set up right away.

Tim Pebler - asked what kind of time frame they are looking at.

Morgan - said they are 80% complete on the contract, it still needs FAA approval on the contract, however he feels he can have a contract back to the commission by next week for final approval and recommendation to the city council. He stated best case would be a month to a month and a half.

Bill Wade – asked if the negotiations can be discussed. He stated he is skeptical, he would like to see what Wiseman will bring to the area, and if the fuel price will just go up and they will only be renting an office.

Bill Tinnin – asked if Wiseman would be taking over management of the Airport.

Morgan – stated no, the management would stay with this city. They would do all the day to day operations, fuel checks, light checks runway checks, and they would take on the fuel and the card machine. They would take care of all mowing, sweeping and maintenance services that are one man hour or less.

Bill Tinnin – asked what other services they will be bringing in.

Morgan – stated the Airport would be staffed approximately 8 hours a day at least five days a week. They would provide mechanic services on a reservation basis, as all other services he provides at his other airports

Bill Wade – stated the mechanic seems to be a problem, sometimes people fly in and need one immediately. He is very concerned about the local pilots and the fuel price being raised to be the only money maker for Wiseman.

Phil McClure - suggested to look at the fuel price. He stated Bob Luna is the mechanic on the field now, and when pilots are stranded, he is there to get them going right away and doesn't feel that a mechanic on a reservation basis will be helpful He wants to make sure the aviation community is properly represented in the negotiations of this contract.

Larry Minch – stated there really isn't a mechanic here as he doesn't have a gate pass and is not allowed one. If a transient would have to let him in. He would like to know what the split will be on the tie downs and covered tie downs.

Morgan – stated that will stay 100% with the city and will not be shared revenue with Wiseman.

Larry Minch – asked where Wiseman will be making his money.

Morgan – stated he will be bringing in Jet A fuel.

Bill Wade – asked how much fuel was sold last year.

Morgan – stated approximately 65,000 gallons.

Mark Boarman - stated his concerns of the fuel prices being raised.

Dale Williams - wanted to know who on city staff has any aviation experience that will be creating the contract with Wiseman.

Morgan – stated himself, city manager, city attorney, and finance manager.

Dale Williams – was concerned why the Airport is losing so much money. He stated looking at all the parcels that is on Airport property, 45 of the parcels do not pay county taxes. He would like to know who is managing that. He stated since Bob Luna has left, the Airport has shown a loss 7 out of 18 quarters. He stated he does not trust city staff to have the aviation knowledge to take care of Airport properties. He advised the Commission to look at quarterly financial reports.

Phil McClure - is concerned about having a small amount of fuel sales with Jet A. He stated on the budget – he stated the biggest expense in the Airport budget is on outside attorneys, but the breakdown is unavailable due to attorney client privilege.

Larry Minch – asked the commission to get a line by line explanation of the Airport budget. He doesn't see the maintenance on the Airport being done now including cleaning up. He is concerned with the city paying out more money for someone else to come in and take over.

Bill Wade – asked the impact this would have on the helicopter business, and if their business is being considered.

Morgan - stated as of next year all the tanks will be paying a \$.10 flowage fee.

Bill Wade – stated he thought that Bob Luna was not allowed to do business on the Airport.

Morgan – stated, Bob has not given the city the insurance requirements that is listed in the commercial operating procedures. He stated he will be getting a letter out to make sure the requirements are followed no later than June.

Bill Tinnin - stated there should be some knowledge of aviation in creating the contract, and is concerned with raising the fuel pricing. The field equipment, is the city providing it or is Wiseman. Also, is it cost effective to have them do the maintenance that the city is responsible for doing now, he is very concerned about throwing away more money when it is not needed?

Bill Wade - suggested getting references from Winslow and Gallup before and after Wiseman entered into business with them.

Vernon Reed - stated the city needs to create a threshold with this contract on ramp fees and fuel prices.

Morgan – stated Wiseman is not looking at ramp fees for private aircraft.

Jim Moeny – stated he suggests moving forward and allow the negotiations and to invite Wiseman to see what he is proposing. He stated in talking to him he likes what he has heard so far.

Bill Wade – stated they move forward and he concurs as long as the Commission is very much involved and not just handed a contract to approve or disapprove.

Jim Moeny - agrees with bringing the contract to the P-52 community and the residents so an approval can be made in the best interests of all.

Tim Pebler – requested a couple members of the commission be allowed on designing the contract.

Morgan – stated it would be best to have them involved.

Vernon Reed – stated he would like to be involved.

Bill Wade – stated he would like to help with the dos and don'ts of the contract.

Larry Minch - stated he has had dealings with Wiseman and had a positive experience with him.

Jim Moeny – stated during his conversations with Wiseman, he is impressed with his Business ethics and what he wants to bring to Cottonwood and his outlook and attitude. Jim stated there was a motion on the board to move forward.

Bill Tinnin - second the motion, all approved.

Adjournment

A motion to adjourn was made by Bill Tinnin, 2nd by Vernon Reed, all approved. Meeting adjourned at 3:50 pm.