

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

Motion was made by Bill Tinnin to approve the minutes for the April 4th meeting, Vernon Reed 2nd the motion, all approved.

BREIF SUMMARY -

Morgan – stated the city has not finalized a start date with Wiseman Aviation, but will be very soon.

There have been several request to add hangars to the airport. The item will need to be added to the master plan.

Pavement preservation program – Arizona has multiple state contracts that can be looked at that will be competitive and can achieve some good bids. Looking at getting a cost estimate and put that money aside. There may be a possibility to piggyback on an existing local pavement contract and that will make the numbers more competitive.

The expenses include the repair of the main gate at approximately \$4,000.00. The air conditioners in the terminal may not make it through the summer, it is approximately \$10 – \$12,000 cost. The heater in Hangar B is on its way out – that will be approximately \$5,000, it may last one more winter season.

Taxiway seal update – just waiting on a third quote to come in and he will get with the finance department to see about coming up with the money to get completed, it will be approximately \$7,800 for crack seal.

Compass Rose – Morgan will be meeting with a surveyor on Friday to get a quote on the survey. There is nothing new to report on the Helicopter pattern or pad, Mongini land trade or the 1983 Leases, and the ACIP. Morgan stated that the focus has been on the FBO and the Commercial Operations permits. He will be addressing the items as the next priority.

CALL TO THE PUBLIC –

NO Comment

OLD BUSINESS -

No Old Business

NEW BUSINESS -

1. Proposed Airport Planning Contract with Kimley-Horn –
Morgan – stated this is an on call contract for any projects that come up at the airport—it is for three years this will be an open planning contract, not an engineering contract. The first project that will likely come up is the master plan. The funds for this contract will be available in October 1st. When a project comes up, they will negotiate a scope of work based on this contract. This eliminates the possible 60 to 90 day wait period to get bids returned before projects can begin.
Bill Wade – asked what the estimate of costs of planning.
Morgan – stated each project that will come up, the fee will be negotiated, and he stated the estimated fee will be approximately \$80,000 for the master plan.
Bill Wade – asked if this firm is qualified.
Morgan – stated yes, they have worked with Sky Harbor and Deer Valley and are very qualified. He stated state law prohibits getting bids on professional services based on price.
Bill Tinnin – made a motion to approve the contract with Kimley-Horn upon final form to be approval by the attorney. **Tim Pebler** – 2nd, all approved.
2. Possible event to welcome FBO and/or Airport Fly In event –
Morgan – it has been discussed for quite some time to do a fly in of some sort, but would like to table this item until Orville Wiseman can be present to discuss ideas.
Sid Lloyd – stated his company would like to participate in the fly in and will be covered by his own insurance.
3. Overnight Tie down fee –
Morgan – asked the Commission if they would like to implement an overnight tie down fee, and possibly offer the fee to the FBO.
Bill Tinnin – stated it should be tabled and brought up with Wiseman Aviation.
Vernon Reed – stated it would be best to bring in Wiseman as they pilots will need transportation, as the current courtesy car is not to be taken overnight.
Bill Wade – stated the Commission should be the ones that set the fee amount.
Morgan – stated the Commission and the Council has to set the fee amount, Wiseman is unable to set these type of fees.
4. Follow up on Public Meeting Regarding Noise Issues-
Morgan – stated there were approximately nine members of the community that were present as well as Commission Member Vernon Reed and Jim Moeny. He said it was a very positive meeting, and there was one day in particular that there was an issue. One of the individuals had an issues with all aircraft noise in general.
Bill Wade – asked regarding noise abatement, what about adding on more information to the AWOS.
Morgan – stated due to federal limitations – the AWOS cannot be added on to.
Vernon Reed – stated that they can have noise abatement procedures that are published.

Bill Wade – questioned the amount of information and capability of adding more information to the AWOS.

Jim Moeny – stated it is the smallest class of AWOS available, so his understanding that there are stipulations with the AWOS that is currently installed.

5. Status of Skydive Building –

Morgan – stated there were not any proposals on the building when the RFP was advertised. He has reached out to the owners, Red Rock Skydiving. The city has asked them for an action plan that is due back around May 25th. They could be bringing a proposal, since there weren't any proposals with the RFP, they can accept a non-competitive proposal from Red Rock, or they could move the building or they could sell the building.

Tim Pebler – asked if the building holds a value to the owners.

Morgan – stated he believes it hold some value to the current owners.

6. Review of Airport Market Study –

Morgan – stated this study was paid for by the Economic Development Council and the purpose was to take a look at the fees at Cottonwood Airport compared to other surrounding Airports.

Bill Wade – stated it looks like Cottonwood is higher on rates than other Airports.

Tim Pebler – stated the other Airports may have a lot more hangars to lease.

Bill Wade – stated he was surprised and thought we would be on the low end of the rates.

Vernon Reed – took a look nationally on where Cottonwood Airport rates stand, he stated we were the highest.

Bill Tinnin - liked the idea of looking at comparable airports, Cottonwood looks good in some areas and bad in others. He went over the averages that just didn't balance out.

Bill Wade – stated many Airports he has visited have ground leases where allowing the owners to renew their ground leases as ground leases, and the owners would stay owners, the hangar would not belong to the Airport. He stated Sedona Airport is like that with the exception of two of the hangars. He stated that this needs to be looked at more and debated.

Jim Moeny – stated it would be counter intuitive to raise the rates if we are already higher.

Morgan – stated it may be best to leave the rates where they are, but institute an escalator like there is with Hangar N. The Hangar has about a 2% increase yearly.

Dale Williams - stated that if it is the Commissions Charter to set rates, then the Commission should be setting them. He stated the hangar that the city built was paid off five years ago. He notice there is some activity on the east side of the Airport, which will be bringing in more lease money so there is business moving in and it is developing. He stated it is the end of the quarter and wanted to know where the quarterly reports were and if they were available. He stated there are two other box buildings going in and he would like to see how this new income will affect the reports. He disagrees by having an independent organization determine fees, especially one that does not have any aviation knowledge and the history to see there was a decrease of planes from 70% occupancy to just a couple of airplanes.

Morgan – stated the new Hugh's building is not on Airport property. The other three buildings that are near Cottonwood St. that are on Airport property. The 1983 Lease does need to be investigated as staff believes they are not paying their leases correctly.

Bill Wade – stated he wanted to sit down with Morgan and get the land lease issue resolved. He stated he disagrees with the cities posture on the issue. He stated it would make a big difference in someone coming in and building a hangar. It would be best to negotiate to either have no cost lease to the tenant if the city owns the hangar after 25 years or have an escalator placed in the land lease and let the owner keep the hangar.

Vernon Reed – agreed and stated some type of negotiation should be reached with an either or option so that it may de-amplify the current lease situation.

Morgan – stated there were three big priorities and the FBO was one, the Commercial Operations Permits were another and the 1983 Leases are the third.

7. Proposed Fees Based on Market Study –

Jim Moeny – suggested to bring back at a later date after all members of the commission have reviewed the numbers.

Bill Tinnin – suggested keeping it a public meeting.

Tim Pebler – stated a workshop would be best rather than taking up time at a regular meeting.

Vernon Reed – agreed and stated each line item needs to be gone over and it will take a while.

Jim Moeny – reminded the commission that it has to be a meeting that holds an agenda as all members should be involved in the decision of fees.

Bill Wade - stated all lease hangars should be notified of the meeting and be invited.

Morgan – asked if they wanted to set a meeting for approximately a month and a half out.

Jim Moeny – stated this item will be tabled for six weeks and a work session meeting will be announce.

8. Business Permits Update –

Morgan - stated Mr. Lloyd has had his permit completed. There have been two other permit applications submitted back in January, from Red Rock Skydiving and Dakota Tours. They have both been issued letters this week on items that need to be addressed to finalize the permits.

Bill Wade – stated there may be a debate on making the percentage due to be retroactive to January 2018 when the permits have not been approved. He stated there is too much inconsistency. He feels the city is being very subjective and he cautions the city on the back dating of fees.

9. Meeting Minutes and Recordings –

Morgan - stated the minute's takes up a lot of staff time and he has consulted with the Attorney General and the State Library and found that it is legal to just put the audio recording on the website. This would result in saving money in staff time. He stated it is approximately more than one month salary just for minutes – The State Library frowns on just the recordings due to constant changes in software. It will always need to be updated. He stated it could be converted to a few different software programs.

Dale Williams – asked how corrections would be made to the minutes –

Morgan – stated it would be the recording only. There would not be a need for corrections.

Bill Wade – stated it was a good idea, but possibly add cd's if requested.

Jim Moeny – asked if Kelly's time is charged to the Airport for typing the minutes.

Morgan – stated yes.

Tim Pebler – asked if this was city wide that would be going to audio only minutes.

Morgan – stated it is just the Airport Commission at this time.

Jim Moeny – stated it seemed that the commission is unanimous in moving forward with just the recordings.

Morgan – stated the only negative is the recording must be clear and loud for the recording to pick up clearly. So everyone will need to be clear. Someone may get a flag or a note held up to speak louder into the mic.

Dale Williams – stated if they want participation from the audience, they would like to get copies and or handouts especially if the minutes will not be typed out.

Vernon Reed – stated that any PDF version of items that are handouts should be included with the audio minutes.

Sid Lloyd – stated if the minutes go to total audio, it will not be searchable by text. So for people to check the archives, it will be unsearchable to even find an item they are looking for.

Morgan – stated the agenda would be posted and those items would be searchable.

Jim Moeny – asked about the Dragon software program that types out recordings.

Kelly - stated the Dragon program was purchased but not helpful when people do not speak loud and clear into the mic so it will record well and be picked up by the software. She stated that the recording works as long as people speak directly and closely into the mic. They need to speak loud and clear and it will pick everything up.

Bill Wade – stated the recordings should go on the website as the minutes and should be brought back to the commission to be reevaluated in three months.

10. Airport Notifications from City Website -

Morgan - stated this is just another reminder that the notifications will be posted on the website and people can sign up for citywide information. He stated as soon as that system is fully operational, the email notifications that are being sent out now will stop. The date has not been announced as to when that will happen.

ADJOURNMENT

A motion to adjourn was made by Vernon Reed, 2nd by Bill Wade, all approved. Meeting adjourned at 7:50 pm.