

MINUTES OF THE MEETING OF THE AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD MAY 4, 2022 AT 6:00 P.M., AT THE COTTONWOOD COUNCIL CHAMBERS LOCATED AT 826 N. MAIN STREET, COTTONWOOD, ARIZONA

Chairman Moeny called the meeting to order at 6:00 p.m. Roll call was taken as follows:

COMMISSION MEMBERS PRESENT

COMMISSION MEMBERS

ABSENT

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

STAFF MEMBERS PRESENT

Jeff Tripp, Airport Manager
Ron Corbin, City Manager
Rudy Rodriguez, Deputy City Manager
Kelly Jobe, Community Development Administrative Assistant, Recorder

PLEDGE OF ALLEGIANCE

Chairman Moeny led the Pledge of Allegiance

APPROVAL OF MINUTES OF MARCH 30, 2022 MEETING; No meeting held in April

Vice Chairman Wade made a motion to approve the minutes, Commissioner Reed 2nd the motion.

Unanimously passed

ITEMS FOR DISCUSSION -

1. Airport Manager's Report -

Mr. Tripp stated the inspection on the airfield was completed this morning for the lighting system. The final AWOS system installation was completed last Thursday and FAA has certified it. He stated they are looking into the possibility of modifying the airport beacon to operate using the pilot control radio frequency for nighttime operations, rather than the current dusk-to-dawn. He is getting estimates for the cost.

2. Airport Operations & Noise Abatement Report -

Commissioner Pebler stated he asked Mr. Tripp to invite representatives from Embry Riddle and Prescott Airport to this meeting and they declined due to previous engagements. He will ask them to the June meeting.

3. Auxiliary runway development update -

Chairman Moeny stated he has not heard back from Yavapai County Supervisor Michaels.

NEW BUSINESS

1. FBO Agreement with AeroZona Aviation -

Mr. Tripp stated he produced a draft of the FBO lease agreement and the City will be bringing in outside additional legal counsel to review the agreement so it can be taken to City Council. He stated there are a few changes that need to be made however, we are close to a final draft.

City Manager Ron Corbin stated the current plan is not to bring the FBO lease back to this Commission and just move it forward to City Council, unless the Commission requests to have it brought back to them. He stated because of the City Attorney's work load, outside legal counsel with previous airport knowledge and experience, has been brought in to aid. The FBO Agreement will then go to Steve Horton for his approval and then on to City Council. Staff working to complete this as quickly as possible. He did advise the Commission to please let Mr. Tripp know if they want it to come back to the Commission prior going to Council.

Motion was made to approve the proposed Fixed Base Operators Agreement between the City of Cottonwood and AeroZona Aviation, LLC., unless substantial changes are made to the agreement, then it needs to come back to the Commission.

Motion was made by : Commissioner Pebler

Second by: Commissioner Reed

Approved Unanimously

2. Request for Qualifications - Design & Construction Services -

Mr. Tripp stated the City currently has a planning services contract with Kimley-Horn & Associates for the airport master plan update and other planning services. The FAA requires there be separate contracts for Planning Services and Design, Construction and Construction Management Services. The same company may be hired, but cannot be hired under one contract. An Engineering Services Request for Qualifications (RFQ) will be placed out for bid and the Airport is requesting a standard three-year contract with up to two 1-year extensions possible.

Motion was made to approve the Request for Qualifications for Airport Design and Construction Services for Fiscal Year 2023 through 2027.

Motion was made by : Vice Chairman Wade
Second by: Commissioner Reed

Approved Unanimously

3. Airport Capital Improvement Program for FY 2023-2027

Mr. Tripp stated this Program is submitted to the FAA and the State annually as well as the City Council for approval. Staff is requesting to receive a design grant for the environmental assessment for the runway strengthening and extension project in the upcoming fiscal year. Bipartisan Infrastructure Legislation (BIL) grants providing 100% federal funds that do not require a match are being requested to complete the following projects: installing anti-dig fencing, realigning the fence line and access control gates on South Aviation Way, and removing identified obstructions in the Runway 32 approach zone.

Motion was made to approve the Fiscal Year 2023 through 2027 Capital Improvement Program projects and Budget.

Motion was made by: Commissioner Reed
Second by: Vice Chairman Wade

Approved Unanimously

4. Airport Operating Budget (Expenditures only) for FY 2023

Mr. Tripp shared a spreadsheet on the projector and went through the line items. He stated they are not planning for an Airport event this year, maybe next year.

Commissioner Reed stated has been asking for a decent broadband service, and that there are Federal and State Grants available for the improvement of internet services for Cottonwood.

City Manager, Ron Corbin stated the IT Director is looking into the Broadband issues.

Motion was made to approve the proposed Fiscal Year 2023 Operating Budget - Expenditures .

Motion was made by: Commissioner Pebler
Second by: Commissioner Baird

Approved Unanimously

- 5. Airport Rates & Fees for FY 2023 - for discussion only.** The rates and fees will have a more detailed document that will be presented to the Commission at the June meeting Agenda for a vote before taking to City Council for new fiscal year starting July 1.

Chairman Moeny wanted to confirm the ramp fees would be collected by and split with the FBO.

Mr. Tripp stated yes, the fees would be collected by the FBO and split 50/50 and the city's portion will go back into the Airport fund.

- 6. Establish transient overnight parking fees -**

Mr. Tripp stated currently the airport has 7-10 days free parking. He presented new fees for different types of aircraft and helicopters. He stated he will be looking at self-fueling fees, fuel flowage fees, and looking at imposing fines for items such as unauthorized access onto the runway or taxiway by vehicles or pedestrians, tenants not waiting for the vehicle gate to close before driving off, and the responsibility if someone lets another vehicle on the airport that is not authorized.

Vice Chairman Wade asked if the fees would be waived if they purchased fuel.

Chairman Moeny stated the fees are fair as he has looked at others around the state.

Mr. Tripp stated that the fees would not be waived for purchasing fuel.

Motion was made to approve

Motion was made by: Commissioner Reed

Second by: Commissioner Pebler

Approved Unanimously

- 7. Modification of voluntary requested noise abatement procedures**

Mr. Tripp stated they are asking for voluntary compliance to restrict flight training operations between 6:00 PM and 8:00 AM weekdays and 6:00 PM and 9:00 AM weekends and holidays. This request is voluntary as the airport cannot implement mandatory restrictions.

Chairman Money suggested limiting the traffic pattern to no more than four (4) aircraft at once.

Commissioner Pebler suggested limiting the traffic pattern to no more than three (3) aircraft at once.

Commissioner Wade stated most of the Embry Riddle pilots are very accommodating when another aircraft is coming into the airport.

Mr. Tripp stated another procedure for consideration is raising the departure procedures. Currently it reads 1 Nautical Mile and 500 feet Above Ground Level (AGL) for Runway 14 and .6 Nautical Mile and 500 feet Above Ground Level (AGL) for Runway 32. Consideration of raising the altitude to 750 AGL prior to turning.

Vice Chairman Wade stated it should be 1000 feet AGL prior to turning.

City Manager Ron Corbin stated he wants safety put first, however, this is to try and address the noise abatement issue also.

Commissioner Wade stated he feels it should be 1000 AGL prior to turning the aircraft.

City Manager, Ron Corbin requested the 1000 AGL and stated the air traffic will be monitored and this can be brought back to the Commission if additional changes need to be made.

Commission agreed to have this read: Maintain departure heading to 1000 feet AGL prior to turning on runway 14 and 32.

Public Comment:

LaDonna Lee stated she is 1.2 nautical miles from the airport she suggested 3 to a pattern maximum. She suggested the 1000 AGL plus a mile.

Eric Young asked when taking off is its full power and asked about the voluntary measures.

Chairman Money stated the planes are at full power and it is strictly voluntary as that is all they are allowed to ask.

Larry Rehborg stated in most takeoffs, most of the time the throttle is already bringing the throttle back on the plane. He stated he always liked to be at 1200 AGL before doing any maneuvers.

Jeanie Gold wanted to thank the City and Commission for implementing some changes for the noise pollution. In 2018 the noise started to escalate and has stayed.

Ed Chenoweth stated the real problem are the numbers of planes.

Commissioner Reed stated he would like to review the Virtower data before and after this is implemented to look for improvement.

Mr. Tripp will send out the changes to the Commission prior to sending to City Council.

Motion was made to approve the proposed modifications to the airport's voluntary requested noise abatement procedures.

Motion was made by: Commissioner Reed
Second by: Vice Chairman Wade

Approved Unanimously

8. AWOS noise abatement messaging

Mr. Tripp stated the message will be as informative but as short and efficient as possible. A more detailed version will be on the City Airport website.

Vice Chairman Wade stated the message on the AWOS should be brief, but suggested to have a sign of the guidelines somewhere it can be seen heading to the taxi way.

Mr. Tripp requested the Commission to assist with the content for the AWOS message.

This will be tabled until the next meeting

FUTURE AGENDA ITEMS

1. Rental car issue
2. Bringing more solar to the Airport

Public Comment:

Nancy Maxwell stated she is happy about the discussions on the other side of the desk and appreciates the City and Commission and their efforts.

ADJOURNMENT

Chairman Moeny moved to adjourn. The motion was seconded by Vice Chairman Wade and carried. The regular meeting adjourned at 7:52 p.m.