

# A G E N D A

REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION, TO BE HELD THURSDAY, JANUARY 12, 2012 AT 6:00 P.M., AT THE COTTONWOOD COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

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- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE OF ALLEGIANCE TO THE FLAG**
- IV. **APPROVAL OF MINUTES – REGULAR MEETINGS OF DECEMBER 16, 2011**
- V. **BRIEF SUMMARY** OF CURRENT EVENTS BY AIRPORT COMMISSION AND/OR STAFF MEMBERS. 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.
- VI. **UNFINISHED BUSINESS**
  - 1. LPV (GPS) approach (es)
  - 2. Discussion and possible motion to support Embry-Riddle’s flight team to train at the airport.
- VII. **NEW BUSINESS**
  - 1. Update and presentation on upcoming Solar Project
  - 2. Discussion and Possible action regarding changing the date on which the commission meets.
    - i. Options:
      - 1. First Wednesday of the month
      - 2. First Monday of the month
      - 3. Second Monday of the month
- VIII. **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.)*
- IX. **ADJOURNMENT**

**\* No Packet materials on these items**

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*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.*

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*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.*

SUMMARY MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT  
COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD DECEMBER 15TH, 2011 AT THE  
COTTONWOOD COUNCIL CHAMBERS, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

Chairman Moeny called the meeting to order at 6:00 p.m.

**ROLL CALL**

Roll call was taken as follows:

Commission Members Present

Jim Moeny, Chairman  
Bill Tinnin, Vice Chairman  
Rex Williams, Commission Member  
Hal Cope, Commission Member

Commission Members Absent

None

Staff Members Present

Morgan Scott, Interim Airport Manager  
Susan Monroe, Administrative Coordinator- Airport/ Public Works

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Chairman Moeny led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Motion was made by Commission member Rex Williams to accept Minutes from the 11-17-11 meeting. Motion was seconded by Bill Tinnin.

**BREIF SUMMARY OF CURRENT EVENTS**

Interim Airport Manager Morgan Scott discusses the following items:

- Control Box to the Terminal Gate- the Control Box to the Terminal Gate will now have a lock on the box. An emergency contact number is now posted on the Control Box.
- Flyer- A flyer will be emailed and/or mailed to Covered Tie Down tenants to determine if they would be interested in an electrical outlet in the covered tie down area for an additional monthly cost. Available currently tenants can use the tie down spaces next to the electrical building and plug in for a maximum time of 12 hours at a time.
- Guardian Air- Guardian Air with the Verde Valley Medical Center is interested in moving their operations to the Cottonwood Municipal Airport. This could also provide an opportunity to serve Jet A fuel at the airport.
- Solar Project- This project and potential presentation is being tabled to after the 1<sup>st</sup> of the year.

\*\*Amended comments to Brief Summary were as follows:

Runway overlay project- Will be set for a future date in 2012. Timeframe to complete the project would be approx. 4 days.

Apron- Yellow line markings still needed.

Clarification – contractor is attempting to replace stripe repair aggregate also. ADOT will be contacted to handle the warranty issues.

## **UNFINISHED BUSINESS**

**#1 LPV/GPS Approach-** Morgan Scott reviews indicated this project is still not at the FAA level. No further updates at this time.

**#2 ACIP-** Morgan Scott provided the ACIP submitted by the Cottonwood Municipal Airport to ADOT 12-15-11. **Displaced Threshold-** Morgan Scott stated that the ADOT Aeronautics Grant Office indicated that the displaced threshold may not be funded, but was left in the ACIP for further review. This has been added in to the ACIP at \$50,000. The proposed displaced threshold would be placed on the south end and would provide an extra 300 feet for takeoff without changing the runway protection zone (RPZ).

**#3 AWOS-** Funding for AWOS project will be available at the next fiscal year (July 1<sup>st</sup>, 2012). Airport Commission members followed up with references for Super AWOS provider. So far feedback has been positive from current users of the Super AWOS system. Additional handouts were given to Commission member for Visalia and AWI AWOS providers for review. FAA information will be presented to the Cottonwood Municipal Airport when available.

**#4 Motor Oil Sales-** Motor oil sales are beginning to move. Additional cases of oil have been purchased for the inventory stock.

**#5 Gate Key Pad-** Quotes were obtained with low bid of \$420.00. Mechanical problems with the operation of the gate may not be resolved with the key pad improvements.

**#6 Monument Sign-** Quotes were obtained with low bid of \$200.00 for labor and approx. \$200.00 for materials to complete the job.

## **New Business**

**Embry Riddle- Golden Eagle Flight Team-** Golden Eagle Flight Team members propose to the Airport Commission and Cottonwood Municipal Airport staff their desire to train their flying team at the airport facility. Flight Team proposes to use the Airport 6 days a week Monday thru Saturday, all day Saturday. Saturday they would bring 3-5 planes for training. The team indicated currently there are 32 members in their group. The team also indicated that the airport and City of Cottonwood would benefit from fuel purchases by their group and the team would be available for a variety of community service functions as needed and/or requested by the City of Cottonwood. Chalk lines would be placed on the runway for testing purposes by the team and any cost to maintain these lines would be paid by their flight team. Flight team indicated they would like to start training January 21<sup>st</sup> of 2012. A motion was made by Commission member Williams to move forward with researching the possibility of allowing the flight team to use the airport for their training. Motion was seconded by Bill Tinnin and approved by the commission.

**Commission Member Nomination-** Chairman Moeny stated that Commission member Doug Palmquist has resigned from the Airport Commission. The last sets of applications for openings on the Commission are less than 6 months old and may therefore be used without re-advertising for openings. Ronald Krumm, Robert Eckhoff and

William Jenkins are the remaining applicants from the last opening on the Commission. A motion for recommending Ronald Krumm for the opening was made by Chairman Moeny. Motion was seconded by Rex Williams and approved by the commission.

**Wi-Fi Update-** Morgan Scott updated the commission with a date of February 2012 for the airport to have Wi-Fi services available. There will be a one-time \$50.00 fee to install the service.

**Set Future Agenda Items**  
**Solar Project Status**

**Mechanic Lease Agreement**

**Call to the Public**

Concerns were raised on the proposed 12 hr limitation to use electrical outlet for heating planes in the tie down spaces by the electrical building.

Concerns were raised regarding the lock on the control box for the terminal gate. A recommendation was made to add a sign, inside the fence, with a phone Number to call if the gate malfunctions and vehicles are locked in the airport.

Inquiry was made on the availability to rent tie down space monthly by electric building.

Comment was made of their recommendation to consider the Golden Eagles Flight Team as a compliment to the Cottonwood Municipal Airport. Also a concern was expressed about needing to keep the main security gate to the airport closed at all times.

**Adjournment**

A motion to adjourn was made by Commission member Rex Williams. The motion was seconded by Rex Williams. The commission adjourned at 7:03 p.m.