

# AGENDA

REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION, TO BE HELD WEDNESDAY, AUGUST 1ST , 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 JUNE, 2012. (No meeting held for July of 2012).**
- V. **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.)*
- VI. Presentation of Check to the Civil Air Patrol for services provided at the 2011 Cottonwood Airfest.
- VII. **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. THE ITEMS LISTED BELOW MAY BE DISCUSSED AND LEGAL ACTION TAKEN OR DIRECTION GIVEN:**
  1. Airport Lights and PAPIS
  2. GPS Approach
  3. Beacon and windsock
  4. AWOS
  5. Commission member nomination
  6. Airport Mechanic Contract
  7. Airport Minimum operating Procedures
  8. Runway overlay project
  9. ERAU Training
  10. Solar Panel Production
  11. Airport Wall of Honor
  12. On-call design consultant
  13. Airfest
  14. Red Rock Proposal
- VIII. **OLD BUSINESS**
  1. Schedule a Date for a work session to discuss action to recommend to the City council that the Airport Commission reconvene as the Airport Committee.
  2. Apron Seal, update on meeting with the manufacturer.

**IX. NEW BUSINESS**

1. Change in office location of Airport staff

**X. 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.*

*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 JUNE 6<sup>TH</sup>, 2012 AT THE COTTONWOOD COUNCIL CHAMBERS, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

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Chairman Moeny called the meeting to order at 6:02 p.m.

**ROLL CALL**

Roll call was taken as follows:

Commission Members Present

Jim Moeny, Chairman  
Bill Tinnin, Vice Chairman  
Rex Williams, Commission Member  
Ron Krumm, Commission Member

Commission Members Absent

None

Staff Members Present

Morgan Scott, Development Services Operations Manager  
Susan Monroe, Administrative Coordinator- Airport/ Public Works

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Chairman Moeny led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Chairman Jim Moeny asks the Commission for approval of the 1-12-12 Minutes. Ron Krumm motions to approve, Rex Williams seconds the motion. Chairman Jim Moeny asks the Commission for approval of the 4-4-12. Commission member Bill Tinnin motions to approve, and commission member Ron Krumm seconds the motion.

**Call to the Public-**

Carl Priggee owner of Red Rock Sky Diving provides the Airport Commission and the Development Services Operations Manager Morgan Scott with a proposal to provide aircraft services at the Cottonwood Airport. Mr. Priggee informs the commission that he is a local area distributor for Carter Oil. A request was made by the Airport Commission to add to the Agenda in July a timeframe to reply to Mr. Priggee. No other public requests.

**BREIF SUMMARY OF CURRENT EVENTS**

Brief Summary of events is presented by- Morgan Scott, Development Services Operations Manager

- Solar Project. The Solar Project is complete. A KW and Cost Chart will be tracked to determine usage in addition to savings with the new system.
- GPS Approach. No update at this time. Still awaiting FAA approval.
- Beacon/Windsock. The Beacon will be refurbished with funds from the ADOT grant. A 20 knot windsock will also be installed @ the south apron location and replace the current windsock at this location.
- FAAST Seminar. Compared to the previous seminar attendance was slightly down, but overall the seminar was considered to be a success. Once Hangar B is leased a new location will need to be used for future seminars.

- AWOS. No update. Presently the FAA will not authorize the Super AWOS II system. Still waiting to hear if there will be any change in this decision.
- Resignation of Commission member Hal Cope. Advertisement will be posted to replace the current position.
- Airport Mechanic Contract. Contract is currently with the City of Cottonwoods legal Dept. The airport would like to assign a committee for the future to review contracts and potential mechanics applications.
- Airport Minimum Operating Procedures. This would be for anyone interested in conducting business at the airport procedures and definitions of use. Request was made to place this on the next Agenda for July's meeting.
- Airport Lights and PAPI. The Airport continues to have intermittent issues with the runway and PAPI light system. Electricians have been on sight on three separate occasions in the evening and have not been able to replicate the problem. A NOTAM is posted indicating that lights may not be working. Many suggestions between Airport management, commission members and the public were offered. One of the discussions was a suggestion to override the photo cell which would allow pilots to utilize runway lights during daylight hours as well.
- Hangar Lease Agreement. A revised Hangar Lease agreement for Hangar N has been approved. Pending Tenants for spaces in Hangar N have been contacted. No sub-leasing or co-leasing will be allowed. Remediation processes have also been included to revisions allowing the City of Cottonwood to take actions for tenants with non-payment. Commission member Ron Krumm suggested a reference in the contract be added to refer to the Airport Handbook with terms used in contract.

### **OLD BUSINESS**

Discussion and possible action to recommend to the City council that the Airport Commission reconvene as the Airport Committee. Ron Krumm provides a handout to the Airport Commission and Airport Management of the definition between Commission and Committee. Chair Jim Moeny makes motion to move this to a work session and place on the Agenda for the July meeting. Bill Tinnin seconds the motion.

### **NEW BUSINESS**

#### **Apron Seal-**

Manufacturer of current Apron Seal surface has placed a test strip of a new, binder material over the top of the existing surface. Anticipated timeframe to complete resurfacing would be sometime this summer.

#### **Airport Wall of Fame-**

Several months ago information was compiled for possible recipients to be placed on the Airport Wall of Fame. A committee will begin to review and establish criteria for the consideration of pilots that will be considered for the Airport Wall of Fame. Jim Moeny and Bill Tinnin volunteered to be on this committee.

#### **ERAU Training-**

An agreement by Embry Riddle to the City of Cottonwood for required insurance liability coverage was not reached. Further discussion may occur in the future. Discussion was offered by the public, airport management and the commission regarding concerns of alternate frequencies being used at the airport. Additional concerns involved the use of the pilots lounge for training and non-standard markings to the runway for competitive trainings.

#### **Select Commission Member to participate in the review and selection process of the on-call design consultant-**

Ron Krumm and Jim Moeny volunteer to participate in this process of finding an on-call design consultant . Motion was made by Jim Moeny to approve them to participate in this process. Bill Tinnin seconds the motion.

**Adjournment**

A motion to adjourn was made by commission member Bill Tinnin. Motion was seconded by Rex Williams.