

A G E N D A

REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION, TO BE HELD THURSDAY, November 17, 2011 AT 6:00 P.M., LOCATED AT THE COTTONWOOD COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE TO THE FLAG

**IV. APPROVAL OF MINUTES – REGULAR MEETING OF OCTOBER 20, 2011
APPROVAL OF REVISED MINUTES FOR REGULAR MEETING OF SEPTEMBER 15, 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. ACIP- Timeframe
3. Mechanic- contract review
4. Status of the purchase of motor oil for sale at the Airport
5. AWOS- Discussion and possible motion to recommend AWOS vendor

VII. NEW BUSINESS

1. Set future agenda items

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

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 OCTOBER 20, 2011 LOCATED 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
Doug Palmquist, Commission Member
Rex Williams, Commission Member
Hal Cope, Commission Member

Commission Members Absent

none

Staff Members Present

Susan Monroe, Administrative Coordinator- Airport/ Public Works
Dan Lueder, Development Services General Manager

PLEDGE OF ALLEGIANCE TO THE FLAG

Chairman Moeny led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion was made by Chairman Moeny requesting an addendum of the Sept 15, 2001 Minutes to be presented by the next meeting to be held November 17, 2011. Motion was seconded and the vote was in favor to review for approval addendum to the minutes at the November 17, 2011 meeting.

UNFINISHED BUSINESS

Update and discussion regarding LPV (GPS) approach(es)

Development Services General Manager Lueder will contact and request for the vendor to provide written documentation on a time frame and status for the current project.

Airfest 2011

Chairman Moeny stated that the Airfest went without incident, Kids Hangar was well received, car participation was slightly down from last year, great crowd, fun and was very successful. Additional comments were made by the commission that the event was well done and well controlled, wash stations were extremely handy and many compliments were heard by the crowd at the gate upon leaving that they really enjoyed the Airfest. Suggestions were also made by the commission to consider additional advertisement to keep momentum up for the event quarterly.

2013-2017 ACIP

Chairman Moeny makes a motion to put the runway extension back on the agenda but with low priority on the 2013-2017 ACIP. The motion was seconded and approved by the commission.

Committee member Palmquist made a motion to request an extension date for 2012. Suggestion was to request the introduction date start June 2012 with complete recommendations to follow by September 2012. The motion was seconded and approved by the commission.

- Development Services General Manager Lueder discussed a possible land trade of the mentioned 11.6 acres that would be of no additional cost to the Cottonwood Municipal Airport and advised he will update the commission with a true deadline when he becomes aware of any additional information.
- Commission members discussed for consideration improvements around Hangar B, possibly from ADOT/ACIP funds such as paving around perimeter, and a possible shaded area for a mechanic.
- Discussion was also made regarding a covered hose reel for washing planes vs. the proposed wash rack.
- Suggestion was made that money saved could be used to potentially develop additional covered tie down spaces.
- Development Services General Manager Lueder also proposed using reclaimed water for the wash area to be considered.

Chairman Moeny makes a motion to put the AWOS project to the number one position for the 2013-2017 ACIP. The motion was seconded and approved by the commission.

Monument Sign

Present monument sign is being repaired for approximately \$500.00 vs. the proposed construction of a new sign with the estimated cost of \$4,000.00 to construct a new sign. The present monument sign has been refaced with a stucco-bonding material and is curing before stain can be applied to complete the restoration.

Airport Mechanic

Discussion begins by commission members with concerns regarding the probability for a mechanic/business to earn a profit at the Cottonwood airport. Development Services General Manager Lueder reviews several areas such as possible advertisement ideas for a future mechanic and all areas the commission has concerns for regarding the lease contract. In addition advises he will take their concerns with the current lease contract for review and bring to the commission for review to the November 2011 meeting.

Seal Coat Apron

Development Services General Manager Lueder advises Seal Coat repairs have been completed by Cactus Asphalt.

AWOS

Commission member Palmquist indicates that Belford Instruments and Super AWOS are available to give presentations of their products. Commission and Development Services General Manager Lueder agree on November 10th 2011 for 6 p.m. at the Cottonwood Council Chambers Building.

Set Future Agenda Items

1. LPV (GPS) approach (es)
2. ACIP- timeframe
3. Mechanic- contract review
4. Motor Oil
5. AWOS- status

Call to the Public

Compliments from the public regarding the success of Airfest 2011. Suggestion for additional advertisement via press releases, AOPA publishing of future events.

Adjournment

A motion to adjourn was made by Vice Chairman Tinnin. The motion was seconded and approved. The commission adjourned at 7:47 p.m.

FW: Draft Agenda 11-17-11(including addendum corrections for 9-15-11 Minutes)

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

**** Represents Amended Minutes of the meeting of Airport Commission held on 15th September, 2011**

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
Doug Palmquist, Commission Member
Rex Williams, Commission Member
Hal Cope, Commission Member

Commission Members Absent

none

Staff Members Present

Tim Costello, Airport Manager
Susan Monroe, Administrative Coordinator- Airport/ Public Works
Dan Lueder, Development Services General Manager
Clint Combs, Terrorism Liaison Officer

PLEDGE OF ALLEGIANCE TO THE FLAG

Chairman Moeny led the Pledge of Allegiance.

APPROVAL OF MINUTES

Chairman Moeny made the motion to accept the minutes as presented. Motion was seconded and the vote was in favor to accept the minutes as presented.

BRIEF SUMMARY

Development Services General Manager Dan Lueder introduced the Clint Combs, the new Terrorism Liaison Officer. Officer Combs will head-up the security detail for the Airfest 2011.

Airport Manager Costello provides an update regarding a small grant from ADOT Aeronautics for \$18,000 to upgrade the beacon and replace current windsock with a larger diameter windsock.

UNFINISHED BUSINESS

Update and discussion regarding LPV (GPS) approach (es)

Airport Manager Costello provided the following update to the LPV approaches. The current step in the process is the consultant completing and submitting the aerial survey. The next step is validation of the survey by the National Geodetic Survey (NGS). Once validated by NGS, the survey task is complete. The FAA will then design the approaches which has a timeline of approximately 6 to 12 months. This project is paid for by an FAA grant to the State of Arizona (ADOT Aeronautics).

**** To include: Airport Commission requests documentation from contractor regarding status of project on a periodic basis.**

Airfest 2011

Chairman Moeny stated that planning for the Airfest event is well underway. There will be a pancake breakfast located in Hangar B. A B-25 Mitchell Bomber and C-45 Twin Beech provided by the Commemorative Air Force will be flying in. Also, there will a Kids Hangar to host activities for children. Airfest posters will be circulated next week for the event.

Hangar B

Chairman Moeny suggested the following charges for use of the hangar for a 24-hour period:

- \$25 for single engine planes
- \$35 for twin engine planes
- \$50 for turbine engine planes

Chairman Moeny suggests a simple process to reserve the hangar be implemented similar to the courtesy car checkout process. Airport Manager Tim Costello indicates that storage and light maintenance uses are less of a risk than heavy maintenance. The city Risk Manager would need to approve the insurance amount. The number one priority for Hangar B is still lease to a mechanic. Once we have a mechanic, short term uses will end.

Motor Oil

Airport Manager Tim Costello reviewed pricing for motor oil if the city were to sell it. Carter Oil in Camp Verde appears to have the best price on aviation oil. Some mark-up would be factored in the price. If and when a mechanic is hired, sale of motor oil would become their responsibility. Motion was made by Jim Moeny, seconded and approved by the commission.

2013-2017 ACIP

Chairman Moeny made a motion to move this matter until after the AWOS discussion. The motion seconded and approved by the commission.

NEW BUSINESS

AWOS-Automated Weather Observation System

Airport Manager Tim Costello reviewed the 2007 Airport Master "ultimate" location for the AWOS. The Master Plan location requires the purchase of property, an environmental assessment and the cost for the AWOS. The estimated cost is one million dollars. Commission Member Palmquist provided packets from Belford Instruments for an alternative location and specification for an AWOS. The location is by the mid-field windsock. The instruments are certified altimeter and visiameter and an advisory (not certified) wind speed and direction. Commission Member Tinnin made a motion to invite Belford Instruments to offer a presentation of their product to the Airport Commission. The motion seconded and approved by the commission.

** To include: Estimated cost was quoted at \$1,250,000.

2013-2017 ACIP-

Chairman Moeny made a motion to table the discussion on ACIP until the October Airport Commission meeting to allow time for the board to look at alternative AWOS possibilities. The motion seconded and approved by the commission.

Airport Mechanic

The commission members reviewed a draft request for proposal (RFQ) for an aircraft mechanic. Commission members commented on the lengthiness of the document and proposed lease rate. The one-year was considered too short. Commission Member Palmquist made a motion that the document and lease rate to be reviewed at the October Airport Commission meeting. The motion was seconded and approved by the commission.

Monument Sign

Airport Manager Tim Costello presents to the Commission that the current concrete monument sign is crumbling and beyond repair. An image of a possible new monument sign was presented to the board. A unanimous request was made by committee members for additional examples to be available by the next commission meeting and for the current sign to remain in place.

** To include: Initial proposed expense for a new monument sign was stated at \$4,000.00.

Coat Apron

Airport Manager Tim Costello stated that a warranty claim was filed in a timely fashion with the contractor, Cactus Asphalt. Cactus has proposed using an alternative material for the repairs. A motion was made by Commission Member Palmquist for information on the alternative material and a timeframe be provided by the next commission meeting. Motion seconded.

** To include: Request by Airport Commission for contractor to provide documentation of the choice of material to be used.

Set Future Agenda Items

- 1. AWOS
- 2. ACIP
- 3. Mechanic- request for proposal
- 4. Monument sign-
- 5. Apron seal coat

Call to the Public

There were no calls from the audience.

Adjournment

A motion to adjourn was made by Vice Chairman Tinnin. The motion was seconded and approved. The commission adjourned at 7:58 p.m.
