

# AGENDA

REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION, TO BE HELD THURSDAY, December 15th, 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 NOVEMBER 17th, 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- Update
3. Motor oil sale(s)- Update
4. AWOS- Update
5. Gate- Keypad Update
6. Monument Sign- Update

**VII. NEW BUSINESS**

1. Embry Riddle Flight Team
2. Nomination for Commission member
3. Wi-Fi- Discussion of possible options for Wi-Fi services at the airport

**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**

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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 NOVEMBER 17TH, 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**

Doug Palmquist, Commission Member

**Staff Members Present**

Morgan Scott, Interim Airport Manager  
Dan Lueder, Development Services General 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 the minutes, motion was seconded. Motion was made by Bill Tinnin to accept revised Minutes from the 9-15-11 meeting, motion was seconded.

**BREIF SUMMARY OF CURRENT EVENTS**

Interim Airport Manager Morgan Scott presents updates on the following items:

- American Fence attempted to troubleshoot problems with the electric gate to the airport entrance. Several reports have been made of gate problems including airport staffs observation of gate failure. American Fence was unable to detect any problems with the fence but will be coming back when the weather may be a factor in the operation of the gate.
- ADOT- Friday, December 2nd meeting with CNS Engineering who are in charge of the overlay project.
- ADOT \$18,000 grant for the renovation of Beacon and larger Windsock project. Available after July 1<sup>st</sup> 2012 (next fiscal year).

**UNFINISHED BUSINESS**

**#1 LPV/GPS Approach-** Morgan Scott reviews email handouts and explains that there is still an undetermined timeframe to finalize this project. GPS survey is complete. The current status of the project is with the NGS to validate. Then the FAA makes a final approval on the approach. This also as an undetermined timeframe of completion.

**#2 ACIP-** Morgan Scott reviews email handouts and reviews undetermined costs at this time. Provides a comparison of last year to this year. Timeframe due date for this year is next Monday 11-28-11 but will attempt to submit tomorrow 11-18-11. Suggestion was also made to leave in the acquisition for additional land purchase(s) at this time.

**Wash Rack-** Morgan Scott inquires with the Airport Commission ideas on where to obtain quotes for the cost to construct a wash rack at the airport. A recommendation was given by the board to contact Deer Valley Airport as a starting point.

**Displaced Threshold-** Morgan Scott indicates a minimal pavement t area could be added to the ACIP as a back-taxi area. This has also been added in to the ACIP at \$50,000. Would be on the south end and would provide an extra 300 feet.

Commission Members inquire with Airport staff and Dan Lueder, Development Services General Manager on the following concerns:

- AWOS purchase of land. Dan Lueder, Development Services General Manager provides explanation that more than one person owns the land in consideration for purchase.
- AWOS of \$350,000 down to \$110,000 would leave available funds for AV.
- Grant AWOS would not be available until fiscal year July 1<sup>st</sup> 2012.
- Chairman Jim Moeny makes a motion for Morgan Scott to find cost estimates to install a Wash Rack. Motion is seconded.

**#3 Mechanic Lease-** A revised Mechanic Lease is distributed to the board members by Development Services General Manager Lueder. Mr. Lueder asks for board members to review current lease and bring their comments and/or corrections to Morgan Scott or Sue Monroe by 12-1-11. Mr. Lueder advised the board to also bring suggestions of who and where to advertise for an Airport Mechanic.

**#4 Motor Oil Sales-** Morgan Scott advises the Commission that Aviation Motor Oil is now for sale. Prices will be posted in the lobby and in the kiosk bulletin board by the fueling station. The Finance Dept. has requested tracking the shelf life also. Website updates will also be posted informing the public that motor oil is now available for sale at the airport.

**#5 AWOS-** Chairman Jim Money suggests to the board to set a date for a workshop to review both AWOS programs up for consideration, and then set an additional date to present their findings with the City Council. A side by side comparison of Super AWOS vs. Belfort Instruments was also presented to the board members for review by Morgan Scott.

#### **New Business**

Morgan Scott wants to discuss removing the current manual gate system with an electronic key pad. Suggestion was made by the Commission to have access to this system as well.

#### **Set Future Agenda Items**

**Gate Issues-** Morgan Scott discusses the possibility of replacing the current lock box at the gate with a key code pad. Chairman Jim Moeny makes a motion for Morgan Scott to research and obtain quotes to replace the current system. Motion seconded.

**Monument Sign Completion-** Motion was made by Chairman Jim Moeny for Morgan Scott to research and obtain quotes from painters to finish the Monument Sign. Motion seconded.

#### **WI-FI-**

Discuss possible options for WI-FI services at the airport.

#### **Call to the Public**

No comments from the public.

**Adjournment** A motion to adjourn was made by Vice Chairman Tinnin. The motion was seconded and approved. The commission adjourned at 6:30 p.m.

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