

SUMMARY MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD JANUARY 20, 2011, AT THE COTTONWOOD COUNCIL CHAMBERS, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

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

Roll call was taken as follows:

Commission Members Present

Aleck Gradijan, Chairman
Jim Moeny, Vice-Chairman
Doug Palmquist, Commission Member
Bill Tinnin, Commission Member

Commission Members Absent

Marv Lamer, Commission Member

Staff Members Present

Tim Costello, Public Works Director
Doug Bartosh, City Manager
Barb Herrick, Administrative Coordinator

PLEDGE OF ALLEGIANCE TO THE FLAG

Mr. Tinnin led the Pledge of Allegiance.

APPROVAL OF MINUTES

Mr. Tinnin made the motion to accept the minutes as presented, and it was seconded by Mr. Moeny. Mr. Gradijan added that the eCivis program is now available to the city to check on grants that might be available to the airport. This program is updated every 24 hours. He also noted that Mr. Lamer made a statement that he had business in Washington D.C. in the spring and he would try to meet with Ms. Lang from the FAA during that time. After the comments, a vote was taken in favor of the motion to accept the minutes as presented.

BRIEF SUMMARY OF CURRENT EVENTS

Mr. Costello informed the commission that the city received five submittals for the "Request for Qualifications" for the solar voltaic grant. The grant is for \$91,000 and it is a design/build project to put solar panels at the airport. The submittals will be reviewed and reduced to three applicants. They will then be interviewed and then there will be a top-ranked firm. The top-ranked firm will then be asked to give a proposal. The submitted proposal will be reviewed and possibly revised and then it will be submitted to City Council for their approval. The whole process will take approximately 45-60 days.

Members of the Cottonwood Fire Department, Verde Valley Fire Department and the Verde Valley Ambulance were at the airport for training today. The training involved how to extricate

people from an aircraft. Mike Marshall from Barnstormers instructed the group on the hazards that may be involved with aircraft incidents. In addition, Mr. Costello stated that he reviewed key safety elements that are in the Airport Emergency Plan.

The last item of Mr. Costello's summary mentioned that we now have keypads on the air-side door of the terminal building and on Gate 305 that leads to the airfield. The code to gain access is a well known aviation frequency. Instructional signs will be going up soon.

UNFINISHED BUSINESS

Update and discussion of fuel usage at airport through December 2010

A quarterly update of the fuel usage was displayed in a graph for review. Mr. Palmquist asked how our rates compare to other airports in the general vicinity. Mr. Costello stated we have been lowest cost for 100LL in the area.

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

Mr. Costello stated that he did not have much new to report in the last 30 days. The contractor will be back next month to continue the field work. The initial information has been submitted to the FAA electronically. The company is now waiting for a response from the FAA so they can proceed to the next step. He went on to explain that there will be an on-the-ground survey that will extend four miles out off each end of the runway and including the runway. From the survey, they will do a draft of approaches and then submit the information to the FAA. The FAA will do the final version of the approaches.

Update, discussion and possible action regarding providing electrical power to the 12-unit shade hangar and the vicinity of hose bib west of the fuel tanks

Chairman Gradijan opened by indicating that this item was discussed at the last meeting at the request of Dale Williams. The commission had asked for an estimate of the cost to provide electric to the shade hangar.

Mr. Costello noted that he received a cost estimate from Chris Connolly Electric, a local electrical contractor. The contractor's estimate was \$6,800, and it did not include a directional bore from the electrical vault to the shade hangar. The directional bore was estimated at \$4,000. The total project estimate would be \$10,800. There was also a request to place an outlet near the hose bib west of the fueling area. The estimate for this work is \$2,100.

Chairman Gradijan asked Dale Williams if he had any comments to make regarding this issue. Mr. Williams addressed the commission and stated that it has been cold lately, and it would be a great benefit to be able to plug the aircraft in a couple of hours before flight. He also noted that he is paying two and a half times what they pay for open parking and all he is getting is sun shade and hail insurance, and no other amenities.

Mr. Moeny asked Mr. Costello if there would be only one electrical meter for the installation. Mr. Costello indicated that it would not be a separate meter, and it would be a part of the existing meter for the airfield lighting. Mr. Moeny noted that he does understand the benefits of heating a cold engine, but he felt we had very few days that it would be necessary to heat an engine. He also stated that there are plugs available in two parking sites near the vault that could be available if it is needed. Another concern would be the possibility of more regulations for the usage in our rules manual. He stated that he was not sure if we would be getting good value for the money spent on 12 units. Mr. Moeny felt that the money would be better spent on the AWOS than on the electrical for the shade hangars.

Mr. Williams wanted clarification on the option to move his plane on occasion to the location by the electrical vault to use the electricity. Mr. Costello stated that he had no problem with Mr. Williams using the electricity when necessary to keep his engine warm.

After additional discussion, Mr. Moeny made a motion to respectfully decline this project at this time. The motion was seconded by Mr. Tinnin and the vote was in favor.

Discussion of policies and procedures for seeking grant funding for the airport

Mr. Costello stated that this item was discussed at last meeting, and basically we get our grants from FAA through the Airport Improvement Program (AIP) and through the State of Arizona as matching grants. The solar grant is the first grant we have received from other sources.

Mr. Gradijan commented that the city is now invested in the eCivis program that will make us aware of grants that are available.

Discussion of establishing a program to recognize significant supporters of the airport

Mr. Gradijan provided two sets of criteria for the creation of an honor. After reading the "Wall of Honor" criteria and the "Benefactors" criteria he asked for comments and suggestions. Mr. Bartosh asked if there had been any thought also for a financial benefactor to the airport.

The general consensus of the commission members was positive. It was also requested that the two lists be posted at the airport to gather comments and suggestions from the Cottonwood Airport users.

Mr. Dale Williams asked if the aerospace program would count and where do you draw the line in determining the criteria. Mr. Gradijan said we are still in the development stages and we need comments to help us set the criteria. After the criteria have been set up, we then can ask for nominations to be considered.

NEW BUSINESS

Update and discussion of the current Covered Tie-Down and Hangar Wait Lists

A request was made at the last meeting to determine if the persons on the Wait List are still interested in being on the list. A letter was sent to 16 applicants on the Hangar Wait List to verify that they were still interested in remaining on the list. There were no requests to be removed from the list.

Mr. Costello explained that letters were not sent to the applicants on the Covered Tie-Down List because we had recently been in contact with all of them. The Covered Tie-Down List has 6 applicants and they have indicated that they would like to remain on the list also.

Update and discussion regarding grants that would cover the aircraft wash area

Mr. Costello provided a visual display of the location of the wash rack area that was shown in the 2007 Master Plan. He went on to say that it is a grant eligible activity because it is in our Master Plan and Airport Layout Plan (ALP). The estimated cost is \$225,000 per the Master Plan and it is located where the existing hose bib is today. If this was to be added to the five-year plan, it would directly compete with the other projects such as the runway extension and the AWOS. After discussion, it was decided that it is not as important as the other items, but should be considered in the future.

Mr. Tinnin asked to continue the discussion of this item at our August meeting when we begin working on our airport capital improvement plan.

SET FUTURE AGENDA ITEMS

Chairman Gradijan asked for the continued discussion of the recognition program.

CALL TO THE PUBLIC

None

ADJOURNMENT

Mr. Moeny made the motion for adjournment. Mr. Tinnin seconded the motion. The vote was unanimous and the meeting was adjourned at 7:05 p.m.