

SUMMARY MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD **FEBRUARY 3, 2016 @ 4:30 PM** AT THE COTTONWOOD REC CENTER, 150 S. 6TH STREET, COTTONWOOD, ARIZONA.

Chairman Moeny called the meeting to order at 4:30 p.m.

ROLL CALL

Roll call was taken as follows:

Commission Members Present

Jim Moeny, Chairman
Bill Tinnin, Vice Chairman
Bill Wade, Commission Member
Ron Krumm, Commission Member
Vernon Reed, Commission Member

Staff Members Present

Morgan Scott, Development Services Operations Manager
Kelly Jobe, Administrative Assistant-Airport & Public Works
Tim Elinski, City Council Member

PLEDGE OF ALLEGIANCE TO THE FLAG

Chairman Moeny led the Pledge of Allegiance.

APPROVAL OF MINUTES

Motion was made to approve minutes for January 6, 2016 meeting. All approved.

CALL TO THE PUBLIC –

Alex Dixon stated she is the new owner and full time manager of Red Rock Skydiving and looks forward to creating and maintaining a good relationship with the city.

BRIEF SUMMARY OF CURRENT EVENTS

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

The sign at the Airport fuel tanks has been installed to remind pilots that runway 3-2 is the common runway.

The request for a quote for a new hose reel came back higher with installation and this will need to be a budget item.

Commission Chairman suggested moving to **New Business** Item VIII, #4 for Red Rock Skydiving. City Staff advised commission that the City Attorney requested that this item be tabled for a future meeting.

Motion was made to table this item, Bill Tinnin, Bill Wade and Vernon Reed in favor, Ron Krumm opposed.

Item VIII # 5

Jan Thompson's Hangar Lease – IN SUMMARY:

Jan Thompson put in a lease extension request for her hangar. She was advised she needed to get an appraisal. The appraisal came back and it has brought up concerns on how the lease extension costs are calculated. Larry Minch, Al Paxhia, John Altizer & Kami Mulcaire were all present and have concerns with the verbiage on lease extensions and how the amount is calculated. It was determined that this will be discussed further with the city attorney and staff. This will be brought back to the commission. Commission Member Ron Krumm- requested the city staff to provide the formula that they used to establish tie down hangar & shade hangar and ground lease rates.

OLD BUSINESS

- 1. Discussion of additional covered tie downs and hangars** - Glendale has not responded to requests of pricing on their hangars & cover tie downs they have for sale. Commission member Bill Wade stated there was a discussion on building a row of Hangars on the east, if it was amatorized it out, it may be a fair deal if the city allocate the land and put those in. Morgan stated that he has not head back from the City on this. Embry Riddle approached the city to do a project. The project suggested by Jim Money students to do a construction and cost analysis on a set (10) of t hangars. This is a possible project for them. Breakout on utilities conduit, construction, and have a finished completed product.
- 2. GPS/IFR Approach** – this will be published this May. We have lower restrictions unless we can get the tree removed on Mesquite Dr. This is on personal property.
- 3. Minimum Operating Procedures** - Bill Wade has gone through what we have opted to Utilize from the City of Page. He has made several revisions and is ready to go to the Commission to have them go over it. It will be distributed now and have a work session It is red lined so you can see what was revised. Then we could meet with several pilots and Airport tenants and discuss and revisions, then go to the attorney and finally City Council.
- 4. Apron seal** – This is going to be a 3 million dollar project. Half will be done this fiscal year. It was discussed on which half to do, looking at doing the West side first. It was discussed that underground utilities conduit should be installed while this project is being completed.

NEW BUSINESS

1. **AOPA 2016 Fly in Prescott** – will be on October 1st. They have 4 regional meetings A year. We need to look at some transportation mechanisms, volunteers, ect. This would be a very profitable time for Cottonwood. Morgan has contacted Lana with Chamber of Commerce and Casey Rooney with the city and has not heard back from them. We need to make sure fuel tank is full and the apron construction has been completed in the initial phase. Tim Elinski suggested utilizing CATS for transportation. They are having planning sessions in Prescott now. We need a committee to join them From our commission. Bill Tinnin and Vernon Reed have volunteered. The Commission looks for this to be an amazing event.
2. **Project Chart Review** - Bill Wade has completed a perc chart. There are so many projects that need to be charted for accountability and completion. Completion times should be implemented. This can be on every agenda, at the Meeting it will be decided on which topic in specific will be on the next agenda to be discussed.
3. **Helicopter Pattern** - There have been meetings with Guardian Air, and it was stating they have their own flight corridors. They run on the East side – between 3-2 & runway. The commission requested a chart from all helicopter patterns. We need to update the green book with changes on any and all changes.
4. **Next Agenda Items** - Lease Policies, Red Rock Skydiving, result on discussion with Embry Riddle proposal on T hangar project, commercial operating procedures, Wall of Honor, fuel hose reel.

Adjournment

A motion to adjourn was made by Ron Krumm, 2nd by Vernon Reed, all approved. Meeting adjourned.