

*SUMMARY MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD FEBRUARY 17, 2011, AT THE COTTONWOOD COUNCIL CHAMBERS, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.*

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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  
Marv Lamer, Commission Member  
Doug Palmquist, Commission Member  
Bill Tinnin, Commission Member

Commission Members Absent

Staff Members Present

Tim Costello, Public Works Director  
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. The vote was in favor to accept the minutes as presented.

**BRIEF SUMMARY OF CURRENT EVENTS**

Mr. Costello reminded the commission members that they were invited to the City of Cottonwood's Annual Employee/Volunteer Appreciation Potluck to be held Friday, March 4 from 1:00 p.m. to 6:00 p.m. at the Cottonwood Recreation Center. If they would like to attend, they could RSVP to the Human Resources office or to the Airport staff members.

Mr. Costello informed the commission that the city interviewed three firms that had submitted "Request for Qualifications" for the solar voltaic grant project and a selection will be made shortly. There were two local firms and one from Phoenix, and all of the firms were very qualified. He noted that possibly by the April meeting we should have a consultant/contractor team on board with a contract and we will be discussing the location of the solar installation at the airport.

## **UNFINISHED BUSINESS**

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

Mr. Costello indicated that a couple of surveyors for the contractor have been working at the airport on February 17 and 18, and they are gathering details of the runway, nav aids and other points that they had previously “flown”. A NOTAM was filed because a 6-foot tall, GPS antenna would be placed at the ends of the runway for two hours to get accurate position data. Mr. Costello felt that this would be the final data gathering step and the rest of the effort will be processing the data.

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

Mr. Gradijan made note of a suggestion by Mr. Bartosh at the last meeting, that we might consider including in the nominees those that are substantial financial contributors. Mr. Gradijan continued by commenting that he envisions the Wall of Honor to be for the airport community not for recognition of veterans. The majority of the commission members were in agreement with Mr. Gradijan. Also mentioned was whether to consider those that were in the space program. Again, if the person is also a member of the Cottonwood airport community they could be recognized.

It was also mentioned that a draft of the program has been posted at the Terminal Building and the commission members are open for comments and suggestions from the airport community. The commission members were in agreement to establish the requirements for the program and then ask for nominations. Mr. Gradijan also suggested that they might want to set a limit on the number of nominees to be selected at a time.

## **NEW BUSINESS**

### **Discussion and possible action regarding security protocol for the Man Gate 305**

Mr. Costello noted that keypads for locking devices were placed on the rear door of the terminal and also the chain link gate at the corner of the terminal building. All the devices are hooked up to the terminal building front door time clock which is set to open at 7:00 a.m. and close at 7:00 p.m. Mr. Costello stated that there is the possibility that we might want to make it more secure by releasing them from the time clock. If this action was taken, a security code would have to be used all the time to use the man gate labeled 305.

The commission members discussed the security issues involved, and the consensus was that all access to the apron should be controlled at all times. Therefore, it was suggested that man gate 305 should remain locked and the front door should be open to coincide with the FBO’s hours of operation.

**Discussion and possible action regarding a proposed, tethered balloon in Camp Verde**

Mr. Costello gave a short explanation and explained that a defense contractor, Dateland Proving Grounds, requested permission from the Town of Camp Verde to fly a tethered balloon on property owned by the Camp Verde Sanitary District. The contractor will use the location to train personnel to handle the balloons and associated surveillance equipment. The site is approximately 16 miles from the Cottonwood Airport, but the balloon at 2500 feet AGL could impact our instrument approach that is in now in the study phase. Mr. Costello also stated that the Aircraft Owners and Pilots Association (AOPA) had sent a letter to the FAA expressing their concerns about the balloon.

The commission members shared their views regarding the location of the tethered balloon and agreed that a letter needed to be sent expressing their concerns as soon as possible. It was suggested that a letter be sent to Dateland Proving Grounds and also send a copy to our FAA representative and the AOPA.

**SET FUTURE AGENDA ITEMS**

None

**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 6:53 p.m.