

*SUMMARY* MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD MARCH 19, 2009 AT THE CITY COUNCIL CHAMBERS BUILDING, 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  
Michael Casebier, Commission Member  
Jim Moeny, Commission Member  
Bill Tinnin, Commission Member  
Allyson Waak, Commission Member

Staff Members Present

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

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Chairman Gradijan led the Pledge of Allegiance.

**INTRODUCTION OF MICHAEL CASEBIER**

Chairman Gradijan introduced the new Commission Member, Michael Casebier.

**ELECTION OF VICE-CHAIRMAN**

Chairman Gradijan nominated Jim Moeny for the position of vice-chairman. The nomination was seconded by Mr. Tinnin. All members voted in favor of the nomination.

**APPROVAL OF MINUTES**

Mr. Gradijan asked for comments or objections of the minutes held on January 15, 2009. There were no comments regarding the minutes. Mr. Moeny moved to approve the minutes as written and Mr. Tinnin seconded the motion. The vote was in favor of the approval.

## **BRIEF SUMMARY OF CURRENT EVENTS**

Mr. Costello informed the Commission that the Electrical Upgrade Project construction was done. There will be a final walk through possibly next week. Mr. Costello also stated that there was a FAA grant to cover 95% of the cost and the city has received the matching grant of 2 ½% from ADOT. Therefore, the city's share of the project will be 2 1/2%.

Mr. Costello related to the Commission about an incident at the airport on March 18 regarding an off-field landing and stated that there were no injuries but there was some damage to the aircraft. The aircraft was removed today. Mr. Costello noted that the engine had quit on the aircraft and it was not burning avgas.

The City of Cottonwood offered a training session for Boards and Commission members, and it was attended by three of the commission members, Jim Moeny, Bill Tinnin and Allyson Waak. Mr. Costello also added that all Commission members received a notebook with information about duties of a commission member.

Mr. Costello informed the Commission that the Happy Jack Materials Processing was before the Planning & Zoning Commission for a renewal of the one-year conditional use permit. The owner asked that the renewal be removed from the agenda.

The last item Mr. Costello brought up dealt with the changes at the Airport Terminal Building. A magnetic locking system has been added to the door at the Terminal Building and it is set to unlock the door at 7 a.m. each morning and will lock the door at 5 p.m. This feature will free up staff time especially on weekends.

## **CALL TO THE PUBLIC**

Mr. Gradijan asked for any comments from the public. Mr. Harry Weisberger, Secretary/Treasurer of the Cottonwood Airport Users Association (CAUA) addressed the Commission. He inquired about whether the letter that was sent to Chairman Gradijan about three (3) weeks ago, and was signed by 55 members (past and present), was received. Mr. Weisberger also noted that the letter was in regard to the maintenance at the airport, specifically Bob Luna or anyone else that might want to continue with the maintenance at the airport.

## **UNFINISHED BUSINESS**

### **Promotion Committee Report**

Mr. Moeny reported that the Promotion Committee has been working on the Cottonwood Airport Appreciation Days and they have selected the date of October 17, 2009 for the event. The committee has met with the Chamber of Commerce and they are very interested in supporting us in any way they can with promotions and possibly some funds. He also noted that there were several members from the CAUA in attendance and they were very helpful.

## **Monthly Fuel Usage**

Mr. Costello noted that in the packet there is a chart showing the monthly usage of the fuel. The chart shows the fluctuation due to weather, time of year and economics.

## **NEW BUSINESS**

### **Discussion and possible action regarding the Promotion Subcommittee**

Chairman Gradijan explained that the Promotion Subcommittee was started a few months ago and many ideas were exchanged, but it was agreed that we all want to promote the airport and make it an activity that would be embraced by the entire community.

Mr. Gradijan felt that it is time to get serious and move out of a subcommittee of this Commission and move to forming a committee exclusively for this airport event.

Mr. Tinnin asked if it would be using members of the CAUA. Mr. Gradijan mentioned that it should be several people. We need people that will be committed and are willing to work. Chairman Gradijan asked for the Commission's feelings about moving it to committee formed strictly for this event.

Mr. Tinnin stated that he felt the subcommittee has gone as far as it can. Ms. Waak wanted to know how many people would need to be on the committee. Mr. Gradijan went on to explain that we want to get as much enthusiasm, support and points of view, but we need to concentrate on putting the event together. Ms. Waak noted that she was in agreement of moving it to a committee level. Mr. Casebier asked if the plans would have to go to the City Council for their approval.

Mr. Bartosh stated that he did not think it would have to go to the City Council for approval.

Chairman Gradijan noted that Casey Rooney and Tim Costello would be two members from the city that would definitely be on the committee.

Mr. Gradijan asked Mr. Casebier if he could see this going to a committee for this specific purpose. Mr. Casebier acknowledged that he could absolutely.

After polling the commission members, Mr. Gradijan received unanimous support from all members to proceed with the committee. Mr. Gradijan also stated that it would be an "Airport Appreciation Day", but also reach out to other areas such as the car clubs and possibly hot-air balloons to join in. We would like to invite the leaders of the different groups to help with the event. The committee would also like a representative from the CAUA. Mr. Gradijan also noted that Mr. Dale Williams has contributed some very good ideas.

Chairman Gradijan noted that this is the direction that will be taken and all parties should be notified so we can move forward.

### **Review Ordinance 541**

Chairman Gradijan noted that we have a new ordinance that governs the Airport Commission and he asked if anyone had any questions regarding the ordinance. Commission members had no comments.

### **Discussion and possible action regarding bylaws and Rules of Order**

Chairman Gradijan opened the subject by stating that the bylaws and Rules of Order are proposed and we may never have to use them, but if the need arises we will have them in place to govern us.

Chairman Gradijan noted that we can vote to approve them and send them on to City Council or we can move it to next month's agenda to give everyone more time to review and comment.

Mr. Moeny stated that he has read them and he does not have any problems with them at all. He said they are right to the point and cover everything we might encounter.

Ms. Waak agreed that after looking it over several times, she did not find any inconsistencies and felt everything was straight-forward. She stated that she did not have any issues with it and was in agreement to presenting a motion to approve it.

Mr. Casebier stated that everything looked like a simplified way to handle a meeting and that should be what we are looking for. He also agreed that this is the way we should go. Mr. Casebier questioned when an ordinance is adopted does it do away with or supersede a previous ordinance as to how the Commission follows rules in the past.

Chairman Gradijan asked Mr. Bartosh if the Commission agrees on the bylaws and Rules of Order, do they need to go to City Council.

Mr. Costello stated that within the bylaws under Article VII, Section 2 that it would need be forwarded to Council for approval. Mr. Costello also noted that the Rules of Order are separate.

A motion to approve the bylaws was made by Mr. Tinnin and seconded by Mr. Moeny. Before a vote was taken, Mr. Costello addressed the Commission and asked the Commission to consider changing Section 10. Section 10 states that summary minutes will be available for public inspection three (3) working days after the meeting. The three working days are a shorter period than is required by state statute, which is ten days. From a practicality standpoint, it has been taking about ten days for the minutes to be completed. The bylaws call for summary minutes and the minutes that are now submitted are very verbose. Basically, the minutes that are provided now are beyond "summary" and have satisfied the need for City Council to know what goes on at the meetings.

Chairman Gradijan stated that based on Mr. Costello's concerns, he recommends that we change Article V, Section 10 to ten days from three days. The change was accepted by all Commission members.

Mr. Tinnin moved to approve the bylaws as amended and it was seconded by Mr. Moeny. The vote was unanimous in favor.

Mr. Moeny made a motion to approve the Proposed Rules of Order as presented. The motion was seconded by Mr. Casebier. A show of hands indicated that all members were in favor.

### **Discussion and possible recommendation for FBO vacancy**

Chairman Gradijan opened the discussion by stating that he had a meeting with Jack Merritt. Mr. Merritt gave Mr. Gradijan a letter addressed to himself, Mayor Joens and Tim Costello. Mr. Merritt made the request that both the mayor and the city manager receive the letter, and that has been done. Mr. Gradijan explained to Mr. Merritt that the contract was signed four years ago and it has an expiration date in the contract. Mr. Gradijan explained that when the contract expires it will probably have to go out to bid.

Mr. Bartosh noted that in a conversation with Mayor Joens he asked her if they needed to respond back in writing and she indicated that she had a phone conversation with Mr. Merritt and she didn't feel that a written response was required.

Mr. Weisberger addressed the Commission and stated that they didn't want a written response, but they did want to make their collective opinions known to the mayor and council. He went on to say that when the RFP is drawn up, he would like some points that were brought up in the letter to be considered.

Mr. Bartosh added that the FBO contract expired in February, 2009 and the contract relating to the mechanic service does not expire until the end of this year. Therefore, it would not go out to bid until then.

Mr. Jim Bailey, a member of the CAUA, stated that he was at a previous meeting when the future of the FBO was discussed. He mentioned that one member of the council held up the contract and said that he saw nothing in the contract that would attract anyone to this position. Mr. Bailey wanted to know if the city has reconsidered its position on what would be offered so that people would respond.

Mr. Bartosh addressed Mr. Bailey's concerns by giving some background. Mr. Bartosh stated that there were some extremely difficult financial issues with Aerobear and it put the city in a difficult position in which we had to help Aerobear out. The second concern was that the duties had decreased. The contract was written, based on the recommendation of the Airport Commission, and we felt that was reasonable for the duties that were now being performed. Mr. Luna refused the contract, and he said he wanted to be paid the exact amount for duties that he no longer performed. Mr. Bartosh stated that he was given the option to come back with other

options to be considered, but he was not willing to do so. Therefore, there were no negotiations. Based on the previous experience with Aerobear, the city felt it was in the best interest not to pursue Aerobear to continue to fill the FBO position.

Mr. Costello added that one of the specific duties for Aerobear was providing fuel and that was not working out. The airport ran out of fuel three times and the city had to step up and take over providing the bulk fuel. The other item was the billing of tie-down rents, and this function has been taken over by the Finance Department. Both of these items had been done by Aerobear and since they were no longer handling the duties, the compensation was reduced. When the city does seek a FBO publicly, the offering will likely be changed and the compensation changed but it is not put together yet.

Mr. Bartosh also mentioned that there were numerous complaints about debris around the hangar and the difficulty that the city had to get it cleaned up. Mr. Bartosh stated that the comments were not an indictment on Mr. Luna as a person, but noted that we just had some business difficulties.

### **Fiscal Year 09-10 Operations Budget**

Mr. Costello noted that the city staff is now going through the budget process and if the Commission had any thoughts on expenditures now is the time to bring it forward. He also informed the Commission that due to the economic slowdown, all revenues are down. He reviewed the requested projects that have been completed.

Mr. Gradijan summarized that at one of the earlier meetings it was requested that the transient parking be established next to the terminal building. Mr. Gradijan stated that he would also like to see improvements to the terminal building. The changes proposed would be to have an access to the building from behind the gate. A visual aide showing the layout of the terminal building was used to indicate how they would like the terminal building rearranged to it would provide an access for airport users from the airport side. Mr. Gradijan suggested using a combination lock with a code familiar to airport users to gain access to the facilities. Mr. Gradijan also noted that the carpet needs upgrading, the addition of low-density seating would be good, and it needs a sign on the airport side that says "Cottonwood Airport Terminal" and information that is common at other airports.

The Commission Members were in agreement. Mr. Tinnin asked how all of this would fit in the budget and Mr. Costello stated that he did not have estimates available.

Chairman Gradijan informed the Commission members that a meeting will be held on March 24 to meet with the Civil Air Patrol. Mayor Joens, Mr. Bartosh, Mr. Costello and Mr. Gradijan will be attending the meeting and try to define parameters and see what we can do to help and support the CAP.

Chairman Gradijan, with the approval of the commission members, asked Mr. Costello to follow up with estimates and add it to the budget request.

Mr. Costello noted that he had programmed in to the budget \$20,000 for improvements, with the bulk of the money for Hangar B improvements. He also suggested adding \$2,000 to cover incidental expenses for the Airport Promotion Day, if it is in the next fiscal year.

**Set Future Agenda Items**

1. Talk about getting grants

**ADJOURNMENT**

Mr. Tinnin made the motion for adjournment. Mr. Moeny seconded the motion. The vote was unanimous and the meeting was adjourned at 7:06 p.m.