

*SUMMARY* MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD APRIL 21, 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  
Dan Lueder, Development Services General Manager  
Steve Horton, City Attorney  
Barb Herrick, Administrative Coordinator

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Mr. Costello led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Mr. Moeny made the motion to accept the minutes as presented, and it was seconded by Mr. Tinnin. The vote was in favor to accept the minutes as presented.

**BRIEF SUMMARY OF CURRENT EVENTS**

Mr. Costello informed the commission members of a training session on the Arizona Open Meeting Law to be held Wednesday, April 27, 2011 at 5 p.m. at the Cottonwood Recreation Center. The training session will be presented by the Arizona State Ombudsman office and it will be open to the public.

**UNFINISHED BUSINESS**

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

Mr. Costello stated that there is not much new from last meeting. The contractor is still working on the imagery and survey data gathered and it has not been submitted to the FAA website yet.

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

Chairman Gradijan noted that this topic has been discussed for several months. In addition, the notice has been posted at the Terminal Building for review and comments. At this time, we have not had any comments or suggestions from the airport community. It was decided to continue with the postings for a couple more months before proceeding with final decisions.

**Update and discussion regarding the Cottonwood Airfest 2011**

Due to the nature of this discussion, the commission members elected to move this item to the end of the agenda. The discussion will then take place in executive session.

**NEW BUSINESS**

**Update and discussion regarding FBO position**

Mr. Lueder stated that the FBO informed the City Manager that Barnstormers would no longer be servicing the airport after April 30, 2011. He went on to say that after discussion with the City Manager it has been decided that Mr. Costello and Ms. Herrick will be relocated to the airport to take over the duties of the FBO that do not involve the mechanical functions. He noted that he would like this move to take place by the first of the month. Mr. Lueder also stated that Ms. Herrick will use the FBO office and will handle the UNICOM as well as being available for the airport community to handle questions or problems. Mr. Costello will be moving into the pilots lounge. Mr. Costello has also been requested to put together a solicitation for a mechanic to rent out Hangar B. He added that the city's intention is to make the airport more user-friendly. He also said that this is a "work in motion" and suggestions are welcome.

Sharon Priggee, Red Rock Skydiving, addressed the commission members and stated that the weekend is the busiest time for the airport and she wanted to know if someone would be there on the weekends. She indicated that she receives numerous calls at Red Rock Skydiving regarding general questions about the airport, such as current fuel prices.

Karl Priggee, Red Rock Skydiving, stated that he was concerned about the loss of the pilots lounge. He feels it is another part of the shrinking airport, with the loss of services and now the pilots lounge.

Mr. Lueder disagreed and mentioned that we are committing staff and we are also going to provide a courtesy car. We are going to continue to increase the amenities but this is a project in motion and we are trying to make it work right now.

Mr. Palmquist noted that he does not use the lounge that much, but he thought it was a rather large space for one office. He also stated that the CAP (Civil Air Patrol) uses the pilots lounge as well as transient pilots.

Tom Mulcaire asked Mr. Lueder who he was talking about when he referred to “we”. Mr. Lueder’s response was the city council, city manager and staff.

Members of the public were also concerned about the fact that decisions had already been made about the move and the commission members were not involved. It was explained that the function of the airport commission is strictly as advisory, and the decision on the relocation was the responsibility of the city staff.

**Discussion of Changing Article III Membership, Section 4 of the bylaws to match Ordinance 541, Section 2.96.140 Constructive Resignation/Absence**

Mr. Costello stated that there are bylaws for the airport commission and there are also two ordinances that set up the rules for the commission. There is a conflict between the bylaws and the ordinances, and it was suggested by the city attorney that the bylaws should be modified to match the ordinance. The area in question deals with the commission member absences, and they vary slightly.

The bylaws refer to the notifying the Mayor, the commission chair and the commission member when a commission member has three (3) unexcused absences or a total of 4 absences, excused or not excused, in any consecutive 12-month period. Ordinance 541 states a member absent from three (3) regular meetings in a calendar year without consent of the chairman constitutes the constructive resignation of that member. Mr. Costello also mentioned that there are no members that are over the threshold of either the bylaws or the ordinance in regards to absences.

It was suggested that the item be put on the agenda for the next meeting to be voted on.

**Discussion and possible action regarding the Airport Operating Rules, requiring that mobile mechanics provide proof of insurance**

Mr. Costello talked about the fact that we have no provision in the current rule book that says that someone doing mechanical work at the airport has to be insured or provide proof of insurance.

Mr. Horton added that people will look to the city, regardless of whether or not the city is at fault. As a matter of common “best practice” the city would do well to require those engaging in commercial activity at the airport be insured. We are well within our rights to require that they be insured. What we would require would be a Certificate of Insurance naming the city as an additional insured with a value of at least one million dollars.

Mr. Palmquist stated that we are not addressing any economic development from this action. His belief is that it will curtail it, and he gave several examples.

Chairman Gradijan noted that we should take our time and we have to look at all aspects of this because there are many factors involved.

Mr. Horton added that what has been discussed is legitimate public policy discussion, but there are some things the commission needs to understand about insurance. It provides two things. It provides indemnification and coverage in the event the city is liable. More importantly, it provides a defense against a claim.

There were extensive and informative discussions among the commission members and the public.

Mr. Lueder explained that the possible action to be taken by the commission would be direction to staff or a recommendation to council for action.

Chairman Gradijan suggested that this subject should have more discussion at a future meeting before any action should be taken.

### **Discussion of self-service fuel prices**

Mr. Costello said that when the city controlled the fuel, the typical markup was 75 cents per gallon. When Barnstormers took over, they completely controlled the fuel pricing. At this time, the markup on the fuel is 74 cents per gallon.

Chairman Gradijan suggested that we reduce the fuel markup to 50 cents per gallon and also engage in a marketing plan to get more people to come here and buy our fuel. Because the item was listed on the agenda as discussion only, it will be discussed with possible action at a later meeting.

### **SET FUTURE AGENDA ITEMS**

1. Self-service fuel prices
2. Marketing plan for airport
3. Supporters of the airport
4. Bylaws to match Ordinance 541
5. Airport Operating Rules, requiring that mobile mechanics provide proof of insurance
6. Discussion and possible action for fuel discounts

### **CALL TO THE PUBLIC**

Mr. Priggee stated that the airport is an asset to the city and can bring a lot of people and revenue to the city. If the airport is driven down, then that will all go away. There has been a lot of talk over the past year about the airport losing money and the airport making money. The airport is not a profit center. The airport is "Main Street" Cottonwood for people with airplanes. It should also be taken care of and nurtured.

## **ADJOURNMENT**

Mr. Gradijan made the motion to adjourn the regular meeting into executive session. Mr. Tinnin seconded the motion. The vote was in favor and the members adjourned at 7:30 p.m. into executive session.

After receiving legal advice from the City Attorney regarding the Airfest fly-in, the commission members adjourned the executive session meeting at 8:40 p.m. after a vote.