

*DRAFT SUMMARY* MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD APRIL 23, 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  
Jim Moeny, Vice-Chairman  
Michael Casebier, Commission Member  
Bill Tinnin, Commission Member  
Allyson Waak, Commission Member

Staff Members Present

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

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Chairman Gradijan led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Mr. Gradijan asked for comments or additions of the minutes of the regular meeting of the Airport Commission held on March 19, 2009. There were no comments regarding the minutes. Vice-Chairman Moeny moved to accept the minutes as written and Ms. Waak seconded the motion. The vote was in favor of the approval of the minutes.

**BRIEF SUMMARY OF CURRENT EVENTS**

Mr. Costello stated that at the last meeting there was discussion about budgeting for certain improvements at the airport. This action was done and, so far, the items are still in the budget. The items that have been budgeted are \$10,000 for the re-model of the terminal building and \$14,000 for improvements to Hangar B that includes insulation.

Mr. Costello informed the commission members that there will be a joint meeting with the city council on Tuesday, April 28, 2009 at 6 P.M. He stated that some of the agenda items would be: Discussion of the FBO offering, CAP (Civil Air Patrol), and improvements at the terminal building. The location of the meeting would be stated in the Agenda. Mr. Bartosh also stated

that Mac McCall, General Manager of the Sedona Airport would be at the meeting to give us some guidance on good traits for the FBO.

Mr. Costello updated the commission members on the GIS approach to Runway 32. The FAA wanted survey data before they would even work on the GIS approach. The survey points they were looking for were the location of the PAPI's along the runway. We were delayed in getting them the information until the new PAPI's were installed. The data was gathered and submitted to the FAA, but they did not want in paper form. It has now been re-submitted digitally to the FAA.

Ms. Waak inquired if the meeting next Tuesday was a brainstorming meeting. Mr. Bartosh responded that there was an interest in getting direction from city council as to what they would be looking for in a FBO. The city council also would like to meet with all the commissions at least once a year.

### **CALL TO THE PUBLIC**

Mr. Jack Merritt, president of CAUA (Cottonwood Airport Users Association), 1470 W Wagon Wheel Rd, felt that Bob Luna's hangar rent of \$1,200 a month was unfair and that he is being overcharged. He stated that the city has complained about Mr. Luna being late on payments, but Mr. Merritt stated that in the last six months he was within his grace period. Mr. Merritt also mentioned that he had provided 52 signatures of persons that want to keep Mr. Luna. Mr. Merritt stated that Mr. Luna does not want to be the FBO. Basically, they want to keep Mr. Luna as the mechanic, but it is their understanding that the commission wants someone to be the FBO and also run the hangar.

Mr. Merritt also expressed concern that they would like a windsock closer to Runway 32 to be more visible like on Runway 14. He also stated that they would like a Porta-Potti at the fuel station for transient pilots. If they are not able to get the Porta-Potti, then at least a sign directing pilots to the restrooms. Mr. Merritt also discussed parking of cars in tie-downs when the plane is gone. He felt that as long as the vehicle is within his tie-down space there should not be a problem.

Mr. Randy Rohrig, 807 Hampshire, Jerome, AZ. agreed that the Porta-Potti issue is a very important item and he did not feel that it would cost the city too much money. He also noted that the restrooms are too far away from the fuel station. He noted that parking cars at the airport has been a normal procedure for years. He also felt that a windsock on runway 32 is important and it would be good to have it somewhere between the taxiway and runway.

Mr. Harry Weisberger, secretary/treasurer of the CAUA, wanted to reiterate the need for AWOS. Since we do not have a FBO, we do not have UNICOM and it could be a safety issue.

## **UNFINISHED BUSINESS**

### **Update on “Cottonwood Airport Appreciation Day” event**

Mr. Moeny stated that the event scheduled for October 17 is moving forward. Mr. Merritt noted that the city has offered to provide the table and chairs, but we are trying to get donations from local grocery stores for the pancake breakfast. Mr. Tinnin made the suggestion that WalMart or Safeway might be options.

Mr. Tinnin asked about advertising. Mr. Moeny noted that it has not been advertised yet, but it will be done shortly.

### **Monthly Fuel Usage**

Mr. Costello provided a graph that represented the entire history of fuel sold using the self-fueling system. Mr. Tinnin asked if we did any statewide comparison of fuel prices. Mr. Costello stated that we have done a comparison, but we have no explanation of the variable fuel sales.

## **NEW BUSINESS**

### **Discussion and possible action regarding obtaining grants for the airport**

Chairman Gradijan opened the discussion by indicating that the commission would like to use the expertise of commission member Casebier in the search for additional grants. Mr. Gradijan noted that we might have an advantage over other areas because we have the medical center located here. In trying to obtain new grants, we should identify our strengths and move forward.

Mr. Bartosh stated that we have a new congressional representative in District 1 that seems very interested in working with the communities.

Mr. Casebier stated that there are several sources of funds that are always available to different agencies and they become available at different times. Mr. Casebier wanted to know what the priorities are in looking for the money. Once the priorities are defined, the search begins through the different agencies for time lines of fund availability and grant qualifications.

Mr. Gradijan stated that we have two (2) priorities: 1) Pavement Preservation, and 2) AWOS. In addition, our Master Plan also lists many other improvements.

Mr. Gradijan inquired about the status of the pavement preservation grant. Mr. Costello informed the commission that the engineers are now writing the grant application for submittal and the information will probably be at the next meeting.

Mr. Costello stated that he would be happy to work with Mr. Casebier on our granting procedure. He noted that his knowledge of the grants received to date has come from FAA and ADOT, and we haven't found any other source yet. Basically, we have not found a lot of grants that want to pay for public infrastructure.

Mr. Casebier suggested that the best he can do right now is to look around for sources and dates and what they apply to.

Chairman Gradijan stated that even though Mr. Costello is doing a successful job, is there another way for us to find the money.

Mr. Bartosh stated that Sedona Airport has paid lobbyists to help them obtain grants. Mr. Bartosh also suggested that we can attach a letter signed by the Mayor and send it to each one of the congressional representatives asking for any help they could give us.

Mr. Gradijan also added that we also will eventually need a small fuel truck if we become a jet fuel provider.

Mr. Casebier added that the acquisition of the fuel truck could put us in an environmental situation for grant searching.

#### **SET FUTURE AGENDA ITEMS**

1. Consider requests from the "Call to the Public".
2. Business ads at the terminal building

#### **ADJOURNMENT**

Mr. Moeny made the motion for adjournment. Ms. Waak seconded the motion. The vote was unanimous and the meeting was adjourned at 6:47 p.m.