

*DRAFT SUMMARY* MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD MAY 5, 2008 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.

Chairman Gradijan took roll call as follows:

Commission Members Present

Aleck Gradijan, Chairman  
Margaret Austell, Commission Member  
James Moeny, Commission Member  
Bill Tinnin, Commission Member  
Donald Thompson, Commission Member  
Allyson Waak, Commission Member

Commission Members Absent

Lawrence Minch, Vice Chairman

Staff Members Present

Douglas Bartosh, City Manager  
Tim Costello, Public Works Director  
Barb Herrick, Administrative Coordinator  
Casey Rooney, Economic Development Director  
Morgan Scott, Staff Engineer

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Chairman Gradijan led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Mr. Gradijan asked for comments and approval of the minutes of the regular meeting of the Airport Commission on April 7, 2008. There were no comments. Mr. Thompson moved to approve the minutes of the regular meeting of April 7, 2008. Mr. Moeny seconded the motion. The motion carried unanimously.

**BRIEF SUMMARY OF CURRENT EVENTS**

Mr. Costello addressed the commission and stated that he had seven items to report on. 1) The FAA and ADOT have requested a list of based aircraft, and a letter will be sent to those that have a hangar, so we can update our list. 2) In response to a request from our last meeting regarding the Jet A fuel tank, Mr. Green has been contacted and was updated on what was discussed at the meeting. A letter will also be sent to him for further action. 3) The self-fueling system is up and operational and everything appears to be looking good. We did have a major tank cleaning effort, and it proved to be very beneficial. 4) Don

Thompson's seat will vacate in July, and it is now posted for applicants to fill the seat. If anyone is interested they should contact Mr. Dave Puzas in the Human Resources Department for an application. The closing date for applications is May 31. Mr. Gradijan inquired about the process for selection and time line. Mr. Gradijan indicated that the commission would like to review the applications and would like to report to the council their choices. 5) After speaking with Cottonwood Village regarding the May 17 Armed Forces day celebration and fly-by, at this time there is no knowledge of the fly-by. She would not know until May 10, 2008 if there would be a fly-by, but if there is, a NOTAM would be posted. 6) The Operations and Procedures Manual has been posted on the city's web page, and it can be found under the heading of Codes/Policy/Plans. 7) Crews painted in the helicopter pad. The painting is the helipad symbol.

Mr. Gradijan commented regarding the fueling system and indicated that he was very happy with the system.

### **CALL TO THE PUBLIC**

Jess Mulcaire, Derby Dr, Camp Verde, AZ. addressed the commission regarding hangars and tie-downs. He wanted to express his concerns for the need for more hangars and tie-downs, and would it be possible to get funding to obtain more. Mr. Gradijan stated that we have addressed the issue and we are looking for a place to build hangars. We are also going to discuss more covered tie-downs at this meeting or next month.

### **UNFINISHED BUSINESS**

#### **Consideration of creating bylaws**

Mr. Gradijan stated at this time he does not feel that the bylaws are a critical item, and he would like to make a motion to cancel the bylaws until a future date. Mr. Tinnin seconded the motion. The motion passed unanimously.

#### **Financial Report**

Mr. Altizer addressed the commission and stated that there was a delay in getting information, and therefore there is no financial report this month.

### **NEW BUSINESS**

#### **Update on Electrical Upgrade**

Mr. Costello informed the commission that the ADOT project to upgrade the electrical system at the airport has gone out to bid. The bids are due by May 29, 2008 and we would like to sign the grant by June 30, 2008. The city's share of the grant is \$7,830. Using a projected viewing, Mr. Costello showed the

construction plans, which included the upgrade of the signage. He noted that the signs have not been upgraded for approximately twenty years. The upgrade includes illuminated signs, taxiway delineators, replacement of the PAPI's and REIL's, replacement of all the transformers for the lights along the runway and painting the beacon.

Mr. Priggee asked if the signage would be lit. Mr. Costello stated that the signs are all internally illuminated and would be tied in with the keying of the radio.

Mr. Gradijan asked for a sign at the end of the taxiway and a direction sign to the transient parking area. By using the projected viewing of the plans, Mr. Costello indicated where the signs will be placed. Mr. Gradijan asked to change the apron arrow to a 45-degree angle, and Mr. Costello agreed.

Mr. Gradijan asked when the construction would begin. Mr. Costello figured it would probably be in the fall.

#### Airport Funding and Expenditures

The commission requested a discussion of the airport funding and expenditures on the agenda. Mr. Costello explained that the airport funds are treated like an enterprise fund in an attempt to run the airport through the airport revenues. The sources of revenues received come from tie-downs, fuel, hangar rentals, and airpark ground rentals. Mr. Costello indicated that the budget for non-capital airport expenditures in the past has been \$4000, and this year he has increased this amount to \$12,000. Mr. Costello went on to explain that the Financial Operations Guide controls the guidelines for city purchases. In detail, purchases made under \$2000 are made outright, over \$2000 but less than \$10,000 require 3 quotes and a purchase order, and if the purchase is over \$10,000 you are required to do a sealed bid.

Mr. Costello went on to say that the commission was inquiring if they should approve purchases made for the airport. He felt that Ordinance 505 indicated that the commission would make recommendations on expenditures for capital improvements. Mr. Costello stated that the Airport Manager would approve the day-to-day expenditures.

Mr. Gradijan addressed Mr. Costello and asked him what would work for the Airport Manager for spending approvals. Mr. Costello stated that it would be the capital purchases that would be \$10,000 and over.

Mr. Gradijan made the motion that the airport operation for purchasing anything that is less than \$2000 would be Airport Manager discretion, anything that is over \$2000 but less than \$10,000 and requires 3 quotes would be Airport Manager discretion, and anything that would be over \$10,000 would be brought

before the commission for recommendations. Mr. Moeny seconded the motion. The motion passed unanimously.

### Consideration of Future Airport Ordinances

Mr. Gradijan began by stating that there are items in the Operations and Procedures Manual that need to be approved by city council to be enforced. Mr. Costello stated that there are items in the Manual that involve a penalty or a fee and they need to be presented to council for ordinance. The items include fees for a disabled aircraft, long-term parking fees, charges for removal of debris, and violations and penalties for any item within the Manual. Mr. Costello noted that the fees and violations and penalties could be packaged as one ordinance.

Mr. Costello asked for direction to package the fees and violations as one ordinance and present to the commission next meeting, and Mr. Gradijan approved.

### Commercial Tenants

Mr. Gradijan stated that part of the responsibility of the lease agreements would be to keep the airport neat and orderly. We need to have a procedure in place to make sure our airport, from a beautification point, moves forward. He went on to say it is already a part of the lease agreements, but we need to make sure it is enforced.

### FBO Lease Responsibilities

Mr. Gradijan indicated that he is getting complaints about the FBO. He stated that as part of the amendment to the lease, there are several responsibilities such as answering the Unicom. Mr. Gradijan stated that he has received complaints that they never get a response from Unicom. Mr. Gradijan also stated that we have definite language in the Operations and Procedures Manual about security and tending of the gate, and the rules need to be carried out.

### Transit Parking Lettering

Mr. Gradijan stated that when the transit parking area was created, five tie-down spaces were designated for smaller aircraft and two large spaces were created and labeled large aircraft. He asked if a labeling change could be made by adding "twins and turbines only" on the cross bar.

Mr. Luna addressed the commission and stated that they try to direct everyone to the correct area, but some do not follow our direction. He asked the commission how he should deal with the situation. Mr. Gradijan went on to say that we are trying to be good hosts, and maybe with signs we can help with directing them to the correct space.

Mr. Altizer addressed the commission and stated that if we update the brown book it would indicate how many and where our transient parking is.

Because of the changes that have been occurring at the airport, Mr. Gradijan felt that all airport publications need to be revised and updated. Mr. Gradijan indicated that this should be an agenda item.

Discussion regarding the size of signs revealed that the size of signs at the airport are a standard size and must be followed for grant specifications.

Mr. Priggee stated that all the information can be updated free by updating the Airport Facilities directory.

Mr. Gradijan brought up the zoning discussion from last meeting, and asked if we are still moving forward with establishing a "footprint". Mr. Gradijan also asked about the delay time on the security gate, and could it be changed. Mr. Costello stated that the gate is set to zero, its lowest setting.

Mr. Luna addressed the commission regarding a previous comment on the amount of traffic at the airport. Mr. Luna stated that a lot of the traffic was due to the construction on the Larry Green hangar. He went on to say that they are doing the best they can to maintain control.

Mr. Gradijan stated that we just need to work toward educating people as to the procedures for gate security.

#### FUTURE AGENDA ITEMS

1. More covered tie-downs & maintenance of existing shade covers
2. Date and time change for meeting

Mr. Gradijan commented on the fact that in our Ordinance it states that the commission should make reports to Council. He went on to say that after talking to the city clerk, Marianne Jiménez, it was discussed that Mayor Joens and the city clerk have access to the minutes of the meeting. Therefore, Mr. Gradijan stated that he felt that the commission does not have to physically make a report to council and the minutes will suffice.

#### ADJOURNMENT

Mr. Gradijan moved to adjourn the meeting. Ms. Austell seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:03 p.m.