

SUMMARY MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD JUNE 16, 2011 AT THE COTTONWOOD COUNCIL CHAMBERS, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

Vice Chairman Moeny called the meeting to order at 6:00 p.m.

Roll call was taken as follows:

Commission Members Present

Jim Moeny, Vice-Chairman
Doug Palmquist, Commission Member
Bill Tinnin, Commission Member

Commission Members Absent

None

Staff Members Present

Tim Costello, Public Works Director

PLEDGE OF ALLEGIANCE TO THE FLAG

Vice-Chairman Moeny led the Pledge of Allegiance.

APPROVAL OF MINUTES

Mr. Tinnin made the motion to accept the minutes as presented. It was seconded by Mr. Palmquist. The vote was in favor to accept the minutes as presented.

BRIEF SUMMARY OF CURRENT EVENTS

Mr. Costello informed the commission members of several personnel changes since the last meeting. The Chairman, Mr. Gradijan, has resigned. Earlier this week, Commission Member Lamer resigned to take a job in Phoenix. Barbara Herrick, secretary for the commission and Administrative Coordinator for Public Works, has retired.

Additionally, the terms of Mr. Tinnin and Mr. Palmquist are up July 1, 2011. The Human Resources Department will be advertizing for four vacancies on the Airport Commission.

I have moved my office to the Terminal Building at the airport. The new phone number is 928 340 2777.

I attended the 2-day, FAA Airports Conference in LA last week. I got to meet many of my contacts with the FAA, ADOT Aeronautics, and vendors.

UNFINISHED BUSINESS

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

Mr. Costello stated that he was able to meet the all the players associated with this project at the FAA conference: the State Airports Engineer who is the grant sponsor, the project manager for the survey consultant, and the FAA department head that writes the approach. Mr. Costello mentioned that the FAA stated the local magnetic variation will be checked to verify that the runway designator numbers are correct. If not correct, they will change.

John Altizer asked if there was any discussion of the LightSquared controversy and its impact on GPS. He explained there is a problem with a license granted to LightSquared for cell phone use that may interfere with GPS signals. The reply from Mr. Costello was negative on the LightSquared issue.

Mr. Costello mentioned that the only changes needed at the airport to accept the GPS approaches are new runway pavement markings. There was some discussion that this painting striping work should not hold up the implementation of the GPS approaches.

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

Mr. Moeny noted that this topic has been discussed for several months. He asked Mr. Costello if any comments have come forward regarding the notice requesting comments that has been posted at the Terminal Building. Mr. Costello responded that no comments or suggestions from the airport community have come forward. Mr. Palmquist made a motion to table the item for six months. Mr. Tinnin seconded the motion and it was approved.

Update and discussion regarding the Cottonwood Airfest 2011

Mr. Moeny stated the October 15, 2011 Airfest event planning is moving forward. John Altizer added from the audience that he was pleased the event will go on despite last year's incident.

Dale Williams mentioned that the Verde Valley Flyers (VVF) would like a booth with electricity also he wanted event details. There was discussion of the need for electricity and where the booth could be located. Mr. Costello and Mr. Moeny stated that volunteers are needed and have been requested previously. Specifically, the request is that the VVF provide knowledgeable persons for an information booth and directing aircraft on the ground. John Altizer offered to be a liaison between the Airfest Committee and the VVF.

Discussion and possible action to change Article III Membership, Section 4 of the bylaws to match Ordinance 541, Section 2.96.140 Constructive Resignation/Absence

This item was discussed at the last meeting since the bylaws require a posting of a proposed change to the bylaws two weeks prior to a vote to change the bylaws. 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 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.

Mr. Palmquist moved to change Article III Membership, Section 4 of the bylaws per the memo in the packet, seconded by Mr. Tinnin, and approved unanimously:

“Staff shall notify the Commission member, the Mayor, and the Commission Chair when a Commission member has three (3) unexcused absences or a total of four absences (4), excused or not excused, at regular meetings in a calendar year. An unexcused absence is defined as an absence not arranged with staff or the Commission Chair at least two days prior to the meeting.”

NEW BUSINESS

Discussion of the marketing plan

Mr. Costello stated the marketing plan request came up at the last meeting during the discussion of fuel pricing. While the marketing plan in the packet deals with the fuel sales, the market segmentation suggests that to increase fuel sales, one has to attract more trips to the airport from nearby airports and beyond. Some strategies are suggested in the marketing plan and suggestions are welcome.

John Altizer mentioned that he has had youth groups visit his hangar for what he described as a marketing effort. He also notes that on cross-country trips he commonly picks his stops based on fuel price.

Mr. Tinnin expressed a desire to develop paper maps using local advertizing to pay for the effort.

Mr. Palmquist added that the Aircraft Owners and Pilots Association (AOPA) website is a good tool for cross-country flight planning mentioning hotels, restaurants and airport amenities. He stated the importance of keeping these websites up to date. Mr. Costello mentioned that these electronic airport directories are a key strategy in the marketing plan. The marketing plan also stresses ground transportation. We have two rental car outfits but also need a courtesy car.

Discussion of fuel pricing and discounts

Mr. Costello said that the Finance Director has set the fuel price typically with a markup of \$0.75 per gallon. The AirNav.com fuel prices for a 65 mile radius of Cottonwood has only one field less than us, Williams at \$0.12 below us. We are \$0.54 and \$0.50 below Sedona and Prescott. Given our current price position in the market, the Finance Director can't rationalize a lower

price or discounts. The fuel sales chart in the packet shows monthly increases in sales volume since we took the fuel back over in March. Fuel sales have increased 100 percent in the period. I tend to think this is related to a favorable price.

John Altizer stated that the price of fuel is very important in attracting cross-country flights to Cottonwood.

There was discussion of whether the price is set per load of fuel delivered and other methods of adjusting the price in between loads based on replacement cost. Cottonwood has typically set a price based on the cost of the load.

Mr. Palmquist mentioned that since the fueling is self-serve, it's important that local pilots be courteous to others by pushing back away from the fueling area as soon as they are able to be welcoming of the transients that are in line to buy fuel. Mr. Tinnin asked if blocking the fueling area was addressed in the ordinance. Mr. Costello replied to the affirmative.

SET FUTURE AGENDA ITEMS

1. Marketing plan for airport
2. Discussion of stocking and selling pilot supplies like motor oil
3. Discussion of Hangar B uses

CALL TO THE PUBLIC

None

ADJOURNMENT

Mr. Palmquist made the motion to adjourn the meeting. Mr. Tinnin seconded the motion. The vote was in favor and the commission adjourned at 7:01 p.m.