

*SUMMARY MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD AUGUST 19, 2010 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  
Barb Herrick, Administrative Coordinator

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Chairman Gradijan led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Mr. Gradijan asked if there were any comments regarding the minutes of the Airport Commission meeting held on July 22, 2010. Mr. Palmquist requested that the minutes should be changed to reflect more of the comments that had been made regarding the status of the Mooney during the "Brief Summary of Current Events". A motion was made by Mr. Moeny to table the minutes until the next meeting. The motion was seconded by Mr. Tinnin. The vote was in favor of the motion.

**BRIEF SUMMARY OF CURRENT EVENTS**

Mr. Costello informed the commission members that there was a new airport sign installed by ADOT at the intersection of Mingus Avenue and Hwy 89A. The sign is located on the mast arms of the Mingus Avenue signal light. He also noted that the airport symbol signs are still up, so we now have two signs in each direction pointing people to the airport.

Mr. Costello also told the Commission that if they would like to receive their packets electronically, contact us and we would be happy to do so. Mr. Lamer indicated that he would prefer to have his packet sent to him electronically.

Regarding the solar project, it is moving along and is currently in legal review. Mr. Costello was asked if we are still in competition for the project, and he felt we were definitely in the running because it was included in the airport budget this year.

### **CALL TO THE PUBLIC**

None

### **UNFINISHED BUSINESS**

#### **Discussion of Monthly Fuel Usage**

It was noted that it was good to see the fuel usage had increased in July. It was mentioned that the current fuel rate is the lowest in the area at this time.

#### **Update regarding Cottonwood Airfest 2010**

Mr. Moeny stated that the poster has been made, and the only thing it is missing at this time is sponsor names. There will also be about six paying exhibitors in attendance. The FBO (Barnstormers) are allowing us the use of the hangar and also will be very active in helping out during the event. It was also announced that there is a possibility that there will be an A-10 at the event in addition to numerous other aircraft. Mr. Lamer indicated that if the committee needs larger size posters, please contact him.

### **NEW BUSINESS**

#### **Discussion of the draft Airport Emergency Plan**

Chairman Gradijan indicated that he felt Mr. Costello did an excellent job on the draft document. Mr. Tinnin agreed. Mr. Palmquist questioned the order of the Emergency Notification List for call out. Mr. Costello stated that there will be checklists added to the document that will help to establish who would be responding at each level of accident. Mr. Gradijan inquired about whether "911" should be the first number on the call out list. After discussion, Mr. Costello stated that he is comfortable with "911" being first on the Notification List because the Notification List, below the heading, says it's to be used for an accident. It was also explained that there are different "Alert Codes", and based on the "Alert Code" that would determine who would be called based on whether it was an incident [Alert 1] or an accident [Alert 2 and 3].

Mr. Palmquist questioned why the FAA contacts were further down on the list, and how the order of the phone calls was determined. Mr. Costello informed the commission that he had used a document from another airport as a guideline. In response to the FAA contacts being further down the list, the placement of the other numbers is listed in an order to achieve an immediate response to an emergency. The call to FAA would also be done in a timely manner as soon the emergency response is called in and additional information was obtained.

Chairman Gradijan asked why Red Rock Skydiving was on the notification list. Mr. Costello explained that they are a commercial business at the airport, and it would give them notification if the runway was going to be closed. Mr. Palmquist wanted to know why they would be any different than any other airport tenant. It was suggested that their name be removed from the list.

Chairman Gradijan expressed an objection to a comment on page 6 regarding the paragraph that says "If the runway is to be closed during the hours of darkness, the beacon and runway lights will also be shut down to indicated that the airport is closed". He wanted an additional statement that says, "If the runway is obstructed, battery-operated lights should be placed at the scene."

Mr. Palmquist also stated that big "X's are used and also possibly parking a vehicle with flashing lights would also help.

Mr. Costello said that the Police Department has seen the document and thought that it looked great, and we are waiting for the Fire Department comments.

Mr. Lamer asked if the document would get legal review, and Mr. Costello told him it would be submitted to our city attorney.

**Discussion and possible action regarding project recommendations for the Airport Capital Improvement Program (ACIP), ADOT and FAA grant programs**

Mr. Costello directed the members to the current plan for review. He also informed the members that he has had discussions with FAA and ADOT Aeronautics. ADOT did not have any money last year, but they intend to have a full program this year. FAA will have the usual program which is \$150,000 a year of non-primary entitlement. If the project meets their criteria, they will give you the money. The criteria are that the project has to be in the ACIP document and also on the ALP, Airport Layout Plan.

Our #1 project is the 300 foot extension to runway 32. This project did not get on the ALP even though it was discussed in the Master Plan. Using a visual display, Mr. Costello pointed out the area of the extension. Mr. Costello noted that he is trying to get it on the ALP. The project for next year would be to get it on the ALP, and then we could go forward. An environmental assessment (EA) would need to be done. The reason it is not on the ALP is because they are leery of doing the displaced threshold.

Mr. Palmquist wanted to know what FAA office we were dealing with. Mr. Costello informed him that they were the Airports Division in Los Angeles. Mr. Palmquist wanted to know if the local FSBO had any input, and Mr. Costello indicated that they might be able to help and possibly give an opinion.

Mr. Palmquist suggested that maybe we shouldn't just accept the answers we get and might be able to bring pressure to get a solution.

Mr. Costello said that they haven't really changed their position; we are asking them to change their position.

Mr. Palmquist suggested that Mr. Costello should go above or call other people in when you are in discussions because they might have more operational experience and could be of benefit to the conversation. Mr. Costello welcomed the suggestions.

Mr. Moeny asked if political muscle would help, and it was expressed that it probably would.

Mr. Gradijan wanted to reiterate that the #1 priority was to have instrument approach.

Mr. Costello explained that ADOT Aeronautics has received a grant from the FAA to do several surveys for new GPS approaches for several Arizona airports, and Cottonwood will be included. This means we will not have to fund the approach survey project ourselves, saving \$100,000.

Mr. Gradijan wanted to know if there were any other expenses involved in us getting the approach, other than the survey; and when would we get the survey. Mr. Costello was unsure when the survey would be done and he would try to find out a timeline.

Mr. Gradijan wanted to know if we are getting enough money to proceed and Mr. Costello thought it might be at least one more year.

Mr. Costello went on to discuss the #2 project, the AWOS, Automated Weather Observation System. The AWOS project also has some difficulties too. The project is shown on the ACIP to be located at mid-field by the segmented circle. The AWOS is a 30 foot tower and it is an obstruction due to its height. One of our options would be to purchase a parcel of land adjacent to the airport as shown in the master plan. If we purchase more than three acres you need an environmental study. There was conversation regarding alternate locations such as west of the location shown in the ACIP. It was also suggested that we could ask for waivers of some of the requirements, or maybe check it to the possibility of getting an easement for the AWOS site if off the airport.

Mr. Costello also brought up to possibility of doing a seal coating on the runway. The last time a seal coating was done on the runway was 1996. The coating is wearing off. We do have a state-funded pavement management program where they visit the airport and give a rating number to the pavement. The last time it was evaluated it was suggested that in 2011 it would be a good time to redo the runway. This item does not have to be on the ALP for consideration.

Chairman Gradijan noted that our priorities have not changed, and the condition of the taxiway and runway is always important. We are always limited by funds, and we are accumulating funds. We do want to move forward and put the extension on the ALP.

Mr. Costello summarized the discussion by stating the GPS will go forward by using the state grant and no financial commitment from us. We are not going to change the priorities. The 300

foot extension will still be worked on and the AWOS will be looked at. The runway and taxiway are not drastic yet, but we will take a look at it.

It was suggested that the lease agreements be reviewed to see if there is any requirements for development by the tenants. Mr. Tinnin asked for the possibility of a future agenda item to discuss the AWOS after research on other options, such as lease requirements, waivers, etc.

Mr. Costello mentioned that the FAA grant program is not the only program available. The State of Arizona also has a grant program, but they are only a 90/10 share unlike the federal grant that would be 97.5% funded.

Mr. Lamer inquired as to what point would it be worthwhile to approach the political leaders, mentioning members of the congressional delegation, and whether that action would need to be an agenda item.

Chairman Gradijan stated that it could be an agenda item if needed.

Mr. Costello told the commission that the submittal of the selections is not due until the end of October, so there is time to discuss it further.

#### **Discussion and possible action regarding cancellation of future meetings for vacation**

Mr. Gradijan opened the discussion by introducing the thought of possibly skipping a monthly meeting or maybe two during the year if there were no pressing issues to be discussed.

Mr. Tinnin stated that we do have issues to be handled.

Mr. Palmquist added that you only need three people for a quorum, and issues could be tabled or dealt with as long as there were three people present.

It was asked how the agenda was set. Mr. Costello stated that it starts by adding what has been asked for in the prior month's meeting. If there are items that are needed to be put through in the grant world, I would add it to the agenda.

Chairman Gradijan noted that if anyone has an item that they would like to be on the agenda, please let him know.

A motion was made by Mr. Lamer to let the elected chairman determine if there is just cause for a meeting. Mr. Tinnin seconded the motion and the vote was in favor.

### **SET FUTURE AGENDA ITEMS**

Mr. Palmquist asked for an agenda item to address outside maintenance being done at the airport. He expressed the urgency for the discussion and requested sending a letter of concern to the City Council.

The commission members discussed scheduling a special meeting to address the issue. The date and time was set for Wednesday, August 25 at 8 a.m. The location was to be determined.

### **ADJOURNMENT**

Mr. Moeny made the motion for adjournment. Mr. Tinnin seconded the motion. The vote was unanimous and the meeting was adjourned at 8:00 p.m.