

SUMMARY MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD AUGUST 25, 2009 AT THE COTTONWOOD POLICE SUBSTATION, 817 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

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

Bill Tinnin, Commission Member

Allyson Waak, Commission Member (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 for comments or corrections to the minutes of the commission meeting of the Airport Commission held on July 15, 2009. There were no comments regarding the minutes. Vice-Chairman Moeny moved to accept the minutes as presented and Mr. Tinnin seconded the motion. The vote was in favor of the approval of the minutes as written.

BRIEF SUMMARY OF CURRENT EVENTS

Mr. Costello informed the Commission members that the Airport Apron Seal Coat Project is still in a "hold" position and we are still waiting for the FAA grant offer and then we can award the contract to the contractor.

Mr. Costello stated that there will be a brief shut down on the fuel system on Wednesday to perform an annual inspection of the tank and to change the filter housing.

CALL TO THE PUBLIC

There were no comments from the public.

UNFINISHED BUSINESS

Monthly Fuel Usage

Mr. Costello provided a graph that represented the entire history of fuel sold using the self-fueling system. Chairman Gradijan shared that he had checked fuel prices around the state and quoted some of the lowest fuel prices to be anywhere from \$3.39 a gallon in St. Johns to \$3.79 in Douglas. The current fuel price for Cottonwood is \$3.94. He mentioned that we should always keep in mind what the fuel prices are at other airports, and we should remain competitive.

Discussion and Possible Action Regarding the FBO Solicitation

Chairman Gradijan explained that he has read the draft document and he has some objections. Because all members have different ideas, it was suggested that each member review the document individually, and submit their comments and changes to Mr. Costello. Mr. Gradijan also suggested that the document be written so that it would benefit both sides of the contract.

Mr. Costello informed the members that the draft document has not been sent to the city attorney yet, so there could also be changes from the legal standpoint. Mr. Costello also stated that the draft document was derived from a document from Santa Cruz County, so there could be items that might not apply.

Mr. Costello stated that he talked to Mr. Rodriguez regarding compensation. In the past, the compensation given to the FBO was not equal to full-time pay. From conversations with interested parties, it appears that they are looking for some level of pay. Mr. Costello suggested that maybe we offer higher pay during the first term that would reduce in subsequent terms. Mr. Costello noted that this issue was not covered in depth in the document. Another issue to be considered is the fuel issue.

After general discussion, it was decided that commission members mark up the document with changes, corrections and suggestions and submit it to Mr. Costello.

NEW BUSINESS

Brief Presentation by the Arizona Hang Glider Association Regarding Their Labor Day Event

Paul Witcomb, Mockingbird Lane, Sedona, AZ. addressed the commission to inform them that the Arizona Hang Gliders Association will be having their annual Labor Day fly-out, and their main landing area will be 10th Street.

Chairman Gradijan suggested that the Cottonwood Airport users be made aware of the increased

activity.

Mr. Witcomb also added that the hang glider pilots are interested in the Cottonwood Airport Appreciation Day. Mr. Moeny was pleased with the interest, and suggested they get together and see how they can promote the hang gliders.

Discussion of Future AWOS Project

Chairman Gradijan suggested the commission address the AWOS project and Item number 3, GPS approach together. He indicated that he is positive everyone is in agreement that the AWOS is a major priority for the airport. Mr. Gradijan also stated that he is disappointed in how long it has taken for the FAA to respond to our request.

Mr. Costello stated that he had been working with our engineering consultant, and the FAA will not take our submission in paper form, it has to be digital. He went on to add that it appears that everything is GIS-based and they might want the local entities to supply the information to them.

Mr. Gradijan suggested that we enlist the help of Ms. Kirkpatrick, Mr. McCain and Mr. Kyl. Chairman Gradijan proposed that we ask Mayor Joens to draft a letter to explaining that the Cottonwood Airport has seen considerable growth over the last ten years and the city is trying to move forward by establishing a governing board to advice on how things should be done. We have contacted the FAA administrator and it moved fast and then it got caught in the bureaucratic machinery. The letter from the mayor should address the AWOS and the GPS requests.

Mr. Costello added that we could request the letter from the mayor and it could go to the council for their approval or just the mayor's signature.

Mr. Gradijan asked if everyone was in agreement, and all members responded affirmatively.

Discussion and possible action regarding improvements to Hangar B

Mr. Costello opened the discussion by stating that we have \$15,000 for improvements and we are collecting quotes for insulation. We might also try to do some sheet rock work and the bathroom might need to be upgraded to be ADA compliant.

Mr. Gradijan asked if you were repairing existing buildings, would you have to bring it up to code.

Mr. Costello answered that you probably do not have to, but the city typically updates bathroom facilities to ADA when improvements are made.

Mr. Costello explained that the insulation will not be sprayed, but will be fiberglass bats with a reinforced coating. We are not taking down what is up now, and we will add on top of it.

Mr. Gradijan wanted to know if it would be completed before the Airport Appreciation Day.

Mr. Costello wasn't sure of the time frame yet, but it would work on it.

Discussion and possible action regarding meeting date and time

Mr. Costello explained that this item was added to the agenda due to conflicts with members attending the meeting. This item was tabled to the next meeting when all members would be present.

SET FUTURE AGENDA ITEMS

No items were noted at this time

ADJOURNMENT

Mr. Tinnin made the motion for adjournment. Mr. Moeny seconded the motion. The vote was unanimous and the meeting was adjourned at 7:03 p.m.