

SUMMARY MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD SEPTEMBER 17, 2009 AT THE COTTONWOOD COUNCIL CHAMBERS, 826 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

Doug Palmquist, Commission Member

Bill Tinnin, Commission Member

Allyson Waak, Commission Member

Staff Members Present

Tim Costello, Public Works Director

PLEDGE OF ALLEGIANCE TO THE FLAG

Chairman Gradijan led the Pledge of Allegiance.

INTRODUCTION OF NEW COMMISSION MEMBER – DOUG PALMQUIST

Chairman Gradijan welcomed the new commission member, Doug Palmquist, to the Airport Commission. Mr. Palmquist replaced Michael Casebier due to his resignation.

APPROVAL OF MINUTES

Mr. Gradijan asked if there were any notations or corrections to the minutes of the commission meeting of the Airport Commission held on August 25, 2009. There were no comments regarding the minutes. Vice-Chairman Moeny moved to accept the minutes as presented and Ms. Waak 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 he had received a copy of the final grant from the FAA for the Airport Apron Seal Coat Project. Mr. Costello updated Mr. Palmquist by stating that the city applied for a grant from the FAA for an apron seal coating job. The federal grant is \$490,000 and our local share is \$11,000. The project will seal the entire apron. The pre-construction meeting is scheduled for September 18 and the tentative start date is set for September 28. Therefore, the work should be completed before the Cottonwood Appreciation Day. To get the word out to the airport users, Mr. Costello and Mr. Moeny attended the CAUA

meeting on Saturday and informed the users that aircraft would have to be moved to the south end of the airport.

Mr. Gradijan wanted to know how soon after the application of the product could you taxi airplanes on it. Mr. Costello stated it would be 24 hours.

Chairman Gradijan asked if we had any flexibility in having additional signage or striping done. Mr. Costello indicated that the plans were approved by the FAA and we might not want to be too creative.

Chairman Gradijan asked if additional lettering could be done on the ramp when coming off of taxiway B. Could a transient arrow be placed on the ramp and/or an arc around the fuel station?

Mr. Costello noted that he would talk to the consultant and get additional input regarding the signage.

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. The current fuel price for the Cottonwood Airport is \$3.94. Commission members reviewed the graph but had no comments.

Discussion and Possible Action Regarding draft FBO Solicitation document and solicitation process

Chairman Gradijan noted that the draft document has been modified based on suggestions from each commission member.

Mr. Costello informed the members that changes to the document have been made to the best of his ability, but some of the hand-written comments could not be read. He went on to say that if any suggestions have not been noted, he will make the changes.

Chairman Gradijan mentioned that he found a couple of items. The first item noted was in reference to “annuals”. He suggested it be changed to “annual inspections” or “required inspections”. Another item is under the comment that says “the minimum services to be provided”, and under that section is has “aircraft rental services”. But, under “may include” it lists “flight instruction”. Mr. Gradijan stated that he feels the “aircraft rental services” should be put under the second group of 1.2, instead of 1.1.

Mr. Palmquist also suggested that section 1.1.5 also be moved to Section 1.2. After discussion, the commission members were in agreement to move both items.

Another change noted was to change the wording in 2.1 to say “two tie-downs for maintenance and two tie-downs for flight school use”.

It was also suggested to add additional wording to Section 11.1.1 to include the availability of having an A.I. (Aircraft Inspector) sign the “annual inspections”.

Under the “Special Terms and Conditions, Termination of Contract”, Chairman Gradijan questioned the statement that the agreement may be terminated by the City, with or without cause. Mr. Costello stated that he would check with the city attorney on the wording.

Chairman Gradijan stated that under the “right to cancel” section there should be another item that states “fails to meet financial responsibilities”.

There was general discussion on the hiring procedures and practices, and the consensus agreed that they want to be flexible and negotiable and they want to do whatever they can to help the new FBO succeed, without giving up to much.

Based on the discussion, Mr. Costello was asked to make the proposed changes and then move forward with the document.

Mr. Costello asked for direction on the length of time to advertise for the position.

Chairman Gradijan stated that we should not be in a hurry, and we should try to look at as many people as we can. He believed sixty days would be reasonable period of time. As far as advertising, it was suggested to investigate the National Aviation Trades Association, AOPA, and the National Business Aircraft Association.

NEW BUSINESS

Update and discussion of the Airport Appreciation Day event scheduled for October 17, 2009

First, Jim Moeny was recognized for all of his hard work at putting the event together.

Mr. Moeny informed the commission members that we are definitely moving forward and there are four sponsors for the event. The sponsors are Larry Green Chevrolet, Starr Aviation, Country Bank and Yavapai Broadcasting. There are approximately 17 vendors that will have a display or booth, and there should be a variety of aircraft ranging from World War II to general aviation.

It was mentioned that if anyone knows of someone that would like to volunteer, they should contact Jim Moeny. The Civil Air Patrol will be assisting, and they will be receiving the proceeds from the event.

Discussion and possible action regarding meeting date and time

To give some background to this item, Mr. Costello stated that there was a meeting scheduled earlier, but we did not have a quorum. It was mentioned that maybe the date and time was not working for everyone. This item was placed on the agenda so that it could be discussed.

After some discussion, it was decided that the third Thursday of each month at 6 p.m. will stay as the meeting date and time.

SET FUTURE AGENDA ITEMS

No items were noted at this time

ADJOURNMENT

Mr. Moeny made the motion for adjournment. Ms. Waak seconded the motion. The vote was unanimous and the meeting was adjourned at 6:45 p.m.