

DRAFT SUMMARY MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD SEPTEMBER 18, 2008 AT THE CITY COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

Chairman Gradijan called the meeting to order at 6:01 p.m.

Roll call was taken as follows:

Commission Members Present

Aleck Gradijan, Chairman
John Altizer, Commission Member
Margaret Austell, Commission Member
James Moeny, Commission Member
Bill Tinnin, 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

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 held on August 21, 2008. There were no comments. Mr. Tinnin moved to approve the minutes as written and Mr. Moeny seconded the motion. The vote was in favor of the approval of the minutes.

BRIEF SUMMARY OF CURRENT EVENTS

Mr. Costello informed the commission that he did not have any items for discussion other than the items covered in the agenda.

CALL TO THE PUBLIC

There were no comments from the public.

UNFINISHED BUSINESS

Airport Ordinance

Mr. Gradijan opened the discussion by indicating noting that the commission had just received the draft ordinance from the attorney for review. Mr. Gradijan felt that the commission needed a couple of days to review the ordinance, and he asked the commission for suggestions. Mr. Altizer stated that the Promotions Committee was holding a meeting on Monday, September 22, 2008 and made the motion to call a special meeting of the commission. Mr. Gradijan informed the commission that the time of the meeting would be 8:30 a.m. and would last about an hour. Mr. Tinnin seconded the motion, and the vote was in favor of the special meeting.

Promotion Committee Report

As chairman of the Promotion Committee, Mr. Moeny stated that the committee will meet on Monday, September 22, 2008 at 8:30 a.m. at the Planning and Zoning Conference Room.

Financial Report

Mr. Altizer stated that in the Work Session it was decided that a quarterly report would be given. The next report will be in November or December.

Ms. Austell asked if they were to get the spread sheets every month. Mr. Costello noted that the commission will receive one each month, but it has not been updated from the report they received at the Work Session.

Mr. Costello also stated that he had a memo related to financial items as suggested by Mr. Rodriguez. The memo is a priority list of expenditures, and only one item is a purchase item at this time. The fuel sump separator is a companion unit to the fuel tank system. The device will allow us to separate out any debris in the fuel and then put it back in the tank. It has been calculated out that the device will have a payback in a year. The cost includes the installation of the device.

Because another item of the priority list was listed as a separate agenda item, Mr. Gradijan suggested delaying the discussion of this item and cover all items at the same time.

Airport Zoning Update

Mr. Costello informed the commission that airport zoning was a discussion item at a council work session. The council was discussing the request from the Airport Commission that they receive items and have input on zoning matters. Mr. Costello displayed a map of the "Territory of the Airport" that was shown to the City Council. The council felt that the territory box on the map was too big and part of it was outside

the city limits of Cottonwood and should be cut down. The council told staff to get input from the commission, filter it through the staff, and cut the box down to a more reasonable size to represent Cottonwood. Mr. Costello stated that the City Council did not want to form any new commissions or pass new ordinances, but they were interested in the Airport Commission's input.

Mr. Gradijan felt that they had two goals. First, they wanted people to be aware of the fact that the airport has special needs. Also, he stated that it is not just the airport but also the approach and airspace that should be considered. He also felt that because of the airport location, we should include the other communities in our dialogue. Mr. Gradijan made the suggestion that Mr. Gehlert should be in communication with Clarkdale in regards to the airport. Mr. Gradijan noted that he would contact Mr. Chip Davis regarding this issue.

Ms. Austell asked if the real estate property located on Black Hills Drive should be notified about an avigation easement or at least inform them of the airport noise.

Mr. Costello stated that the best bet is to inform them when the developer appears before the Code Review Board and the views from the Public Works Department are a part of the Board.

Mr. Tinnin asked if it is a normal procedure for the Planning and Zoning Department to state information about the airport to developers if they would be in the vicinity. Mr. Costello stated that any of the subdivisions that have come around in modern times that are nearby have had to put the airport on their vicinity maps and if they adjoin the airport an avigation easement was done.

NEW BUSINESS

Update on the Airfield Electrical Upgrade Project

Mr. Costello updated the commission on the progress of the Airfield Electrical Upgrade Project. He noted that the electrical parts should arrive October 15. The crew should be back on October 6 in advance of the arrival of the parts, but the dates are tentative based on the shipment of the parts. He also informed the commission that the 60-day contract is on schedule.

FAA Airport Capital Improvement Plan (FY 10-14)

Mr. Costello began the discussion by informing the commission that the Master Plan has a list that covers 20 years and the Capital Improvement Program is a 5-year plan. Every year we are asked to re-submit the 5-year plan, and we should focus on the next year. ADOT is requesting the submittal by October 31, 2008. He also informed the members that there are a couple of "pots" of money. One "pot" of money is called our Non-Primary Entitlement and it is our money and we can do what we want with it with the

items on the Airport Layout Plan and if it fits within the budget. Mr. Costello stated that we have \$250,000 in that account, and there should be more money put into the account next fiscal year. The money received is federal money. The whole process is federal and state combined, but the state has said that there is no money.

Mr. Costello explained that initially the plan was about acquiring land, but before you could acquire over 3 acres you would have to do an environmental document or clearance. The environmental clearance would clear the way to potentially compete for grants in the future to buy the land. Basically, what the plan is all about is building the hangars in the Master Plan that are positioned in the current drop zone. The purchased land would be used for the relocation of the drop zone and then the hangars could be built in the current drop zone location.

One item for consideration would be the 2011 project to install the AWOS (Automated Weather Observation System). The Master Plan also says to buy land for the AWOS. Mr. Costello went on to say that he had been talking with the electrical engineer and Z & H Engineering and he said there may be an opportunity to put an AWOS in a non-standard location by the wind cone at the midfield. This location would be a temporary location until we get the land.

Mr. Gradijan commented that we do not want anything to slip away from us. Mr. Costello informed the commission that if you do not use the money you don't lose it and it will compound. Mr. Gradijan also felt that because of the economic situation we would be in a good position to acquire real estate.

Mr. Gradijan stated that he believed that AWOS is one of the leaders in improving our airport. He went on to say that he felt AWOS is a high priority item.

Mr. Costello also suggested that Pavement Preservation could be a consideration and it is an eligible expenditure. He noted that the top pavement preservation project would be the north half of the apron because it is the oldest pavement on the airport and the most distressed.

General discussion took place regarding the pavement preservation and the condition of the apron and taxiways. Mr. Altizer stated that many improvements have been made to the airport and he felt to really improve the quality of the services of the airport it would be AWOS and taxiways.

Mr. Costello informed the commission that he needed suggestions from them because of an October 31, 2008 due date.

Mr. Altizer suggested moving AWOS to the top priority project. Mr. Gradijan stated that he was torn between AWOS and pavement preservation. After discussion, Mr. Gradijan went on to say that we could look at the very basic AWOS and do a price comparison. Mr. Costello noted that it had to meet the FAA standards or the money won't be granted.

Mr. Altizer made the motion to include as top priority the AWOS and pavement resurfacing. The motion was seconded by Mr. Tinnin and was followed by a unanimous vote in favor.

Mr. Harry Weisberger addressed the commission and asked that they also consider ASOS (Automatic Surface Observation System) stating that it is simpler to use and will cost less.

FBO's Fuel Truck

Mr. Gradijan stated that their concern was whether the fuel truck created a liability and does it have insurance. Mr. Costello noted that Mr. Priggee was informed by his insurance provider that any equipment that is associated with his business that doesn't involve a license plate is covered by Mr. Priggee's policy.

Mr. Jim Gay addressed the commission and stated that the truck used by Mr. Priggee would not spring a leak anymore than Larry Green's tank. He also went on to state how valuable Mr. Priggee's business is to the airport and to the community.

West Access Gate Protocol

Mr. Costello stated that the west gate is open if Red Rock Skydiving is expecting clients and it is closed if they are not. He also downloaded the document named "Transportation Security Administration – Security Guidelines for General Aviation Airports", and it was clear in stating that they do not have any law regarding this issue. Mr. Costello stated that they have a "scoring matrix" where you can score where you would fit as far as level as risk and they suggest best practice measures based on your score. Based on our scores, the document did not say that the gate had to be closed. In fact, Mr. Costello stated that we were probably way ahead of the game with the fencing.

Mr. Gradijan noted that part of the concern was due to the fact that money was invested to put the gate up, and then it was left open. He went on to say that now that we are aware of the fact that the gate is open for his business and closed otherwise, this should now be a dead subject. Everyone appeared to be in agreement.

Use of Parachute Building

Mr. Altizer asked if the parachute building was being used as living quarters and did the lease allow it. Mr. Costello stated that the lease does not contemplate the building to be used as living quarters. The city zoning is also I-2 which is non-residential. If you wanted to have residential in an I-2 zone you would have to get a conditional use permit. Mr. Costello said that he sent a notice to Mr. Priggee informing him of the zoning requirements. Mr. Priggee also informed Mr. Costello that he has a house in town. Mr. Costello stated that he does not think it is an issue at this point.

Painting of Shade Hangar Fascia

Mr. Gradijan noted that the shade hangars are looking very weathered and because they are one of the first things one sees when entering the airport they need some attention. Mr. Costello presented the commission with an estimated cost of \$1234.96 for the painting. Mr. Gradijan asked for a motion of approval.

Mr. Altizer questioned if it was possible to get a non-city bid for the project. Mr. Costello acknowledged that it would be possible and that they would have to be a licensed contractor.

Mr. Altizer stated that he felt we should go out to bid for the painting.

Ms. Waak asked if we had someone in mind for the painting. Mr. Costello stated that he has someone that he has used in the past as well as other painters in town.

Ms. Austell asked if you put in the bid requirements the type of paint and the applications. Mr. Costello stated that if they were going to get a bid they would write the specifications. Mr. Costello went on to explain that the process quoted involved scraping down the structure, and then two coats of self-priming acrylic paint applied by roller.

Mr. Bartosh noted that while a bid may reduce the cost, the time and expense to go out to bid may make the process more expensive.

Mr. Tinnin made a motion to approve the painting. The motion was seconded by Ms. Waak. The motion passed. Mr. Altizer abstained from voting.

FBO AGREEMENT

Mr. Gradijan opened the discussion by stating that the FBO agreement expires on February 8, 2009.

Mr. Costello informed the commission that the FBO agreement ends no later than February 8, 2009 and it can be extended by mutual consent to the end term of the original five-year agreement.

Mr. Gradijan stated that to be fair to all parties, we request that the City Council would make a decision at least 90-days before the contract expires and notify the interested parties of their decision.

Mr. Bartosh suggested that it would be advisable for the commission to make a recommendation to Council on an action to take.

Mr. Altizer suggested that the item be placed on the agenda for the next meeting so that we can make a recommendation to Council.

Mr. Gradijan noted that one of the problems that we have is that we have two contracts, one expires in February, 2009 and the other expires in December, 2009. This situation makes it difficult to go out to bid for new FBO's. He went on to say that the commission's decision has to be made on what we want to do with the agreement that expires February 8, 2009.

Mr. Tinnin stated that as far as the contract or agreement goes, he felt that we should advise City Council on what terms, conditions, etc. throughout the contract. He said that he felt that the advertising, etc. are not the commission's responsibility.

Mr. Altizer commented that he recalled that we were going to work with staff to develop the advertisement and the contract.

Mr. Gradijan noted that some of the requirements were not met and other requirements have been changed. Mr. Gradijan's suggested that the FBO contract should be the key agenda item and he requested that all members come prepared by looking at the past and also looking at the future.

Ms. Austell asked if the decision is whether or not to extend the February date and also are we going to start deciding what we would want to put in the request for bid proposals.

Mr. Gradijan stated that they are going to make a recommendation to council whether the contract will terminate on February 8, 2009 or will it be extended by mutual agreement.

Mr. Altizer responded to Ms. Austell's question and stated that depending on what the recommendation is, it may force an immediate development of the advertisement and of the contract.

Ms. Austell asked what would be the bid process for the FBO. Mr. Gradijan responded that it depends on what we are trying to get. He went on to say that to attract an FBO you have to give them the opportunity to make a living.

Mr. Altizer made the suggestion to have a work session so that each commission member can express their thoughts about what an FBO should do.

Mr. Gradijan asked Mr. Bartosh if it would be appropriate at the work session to have Mr. Costello, Mr. Bartosh and Diane Joens present.

Mr. Bartosh responded that the commission could hold a work session but they also could handle it in the regular session.

Mr. Altizer made a motion to hold a work session to be scheduled in the next couple weeks for the continued discussion of the recommendation to council. The motion was seconded by Mr. Moeny and the vote was unanimous.

Commission members discussed the date for the work session. The date of October 2nd in the morning was discussed.

AIRPORT EXPENDITURES

Mr. Costello brought up the cost of the installation of the fuel sump separator and asked for approval of the installation. Mr. Gradijan made a motion to approve the expenditure and it was seconded by Mr. Tinnin. The motion passed unanimously.

Another item for discussion was insulation for Hangar B with the estimated cost of \$14,000. Mr. Costello stated that the amount has been budgeted for a couple of years. Mr. Altizer stated that with all the other discussions going on right now, why go in now while Bob is working. He noted that it has been 20 years and another year probably won't matter. Ms. Austell noted that it gets very cold in the hangar and should be done before the winter.

Mr. Gradijan asked about the sign at the fuel pump. Mr. Costello said that they had priced a sign that was about 10 feet long and 2 feet tall. The sign would say "Self-Serve Fuel – 100 LL". The cost of the sign was \$1000.

Mr. Gradijan summarized the discussion about the budgeted items. He stated we approved the painting of the fascia, and approved the fuel sump separator and the other two items (insulation of Hangar B and Self-Serve sign) should stay on the "wish list".

FUTURE AGENDA ITEMS

Building of new T-hangars
AWOS and ASOS
Taxiway recoating – south ramp

ADJOURNMENT

Mr. Moeny made a motion to adjourn the meeting.
Ms. Austell seconded the motion. The motion passed unanimously.
The meeting was adjourned at 7:42 p.m.