

SUMMARY MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD OCTOBER 15, 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
Bill Tinnin, Commission Member

Commission Members Absent

Doug Palmquist, Commission Member
Allyson Waak, Commission Member

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 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 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 complete except for the final walkthrough next week. He stated that the project took two weeks to complete and everything went very smoothly.

The second item of interest noted was the Airport Appreciation Day that will be held on Saturday, October 17.

CALL TO THE PUBLIC

There were no comments from the public.

UNFINISHED BUSINESS

Monthly Fuel Usage

Commission members reviewed the graph provided that represented the entire history of fuel sold using the self-fueling system. The current fuel price for the Cottonwood Airport is \$3.81.

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

Chairman Gradijan stated that some of the planes that were to be at the show are not coming, but others have indicated that they will be here. They will try to keep Mr. Costello updated on the planes that will receive fuel at city cost.

Mr. Moeny requested a list of the names so we can send them a thank you note for participating.

Update and discussion on the FBO solicitation

Mr. Costello indicated that he had met with the attorney and the document is close to being done. The last to review the document will be the airport insurer because of the insurance requirements in the document. We are hoping to have it out by next week and we will be advertising for about two months.

NEW BUSINESS

Annual update of the Airport Capital Improvement Plan (ACIP) – ranking projects for future grant submittals to the FAA and ADOT

Mr. Costello updated the commission members by stating that every year we are asked by FAA and ADOT Aeronautics to update our five-year plan. The first project in the five-year plan will become the grant for the next year. The grant funding will probably be coming from the FAA because ADOT Aeronautics' budget has been cleaned out. The projects selected must be depicted on the Airport Layout Plan (ALP) and be in the ACIP.

In regards to the GPS approach project, an elaborate survey needs to be done and the survey will give a detailed report of the topography below the approach. The cost would be approximately \$80,000 and the survey is grant eligible.

Mr. Costello also stated that he has been able to count on the non-primary entitlement funding and it has been running about \$150,000 a year. The GPS approach survey would fall under the non-primary entitlement and would be readily funded. The AWOS would cost approximately \$300,000 and under the non-primary entitlement funding, we would not have enough funding. Two years of funding would be needed for the AWOS.

Mr. Tinnin asked if the funding was cumulative and Mr. Costello responded that it was. Chairman Gradijan noted that we have limited money and we need to set priorities. He stated that AWOS and GPS approach are priorities. He also felt that with the current land prices it is a good time to be buying real estate, even though it is not an immediate need.

Mr. Costello directed the members to the "Five Year Plan, Project Request Data Sheet" in their packet and pointed out that fiscal year 2011 shows an environmental assessment. The environmental assessment document has to be done before for the purchase of any land over three acres. Mr. Costello indicated that all of the land to be purchased would be from private individuals. He also noted that the only land that we own that is ready for development is the current drop zone for the skydivers.

Chairman Gradijan asked if there was any stimulus money available and Mr. Costello stated that there was not any available. He noted that the stimulus money was aimed at putting people back to work, and buying land would not accomplish this.

Chairman Gradijan stated that he would like to be able to use the 300 feet at the south end of the runway because it would allow jets to use the additional 300 feet. He commented that if it needs to be in the Five-Year Plan that we should add it in.

Mr. Costello explained that the technical process to accomplish this would be to first add it to the ALP. This particular issue was addressed when the last ALP was updated in 2006.

Chairman Gradijan noted that we need to service the business community, and we do not do a lot of that. He stated that there are people that would come in here, but we do not have the approach. If we had 300 feet more runway we could start to attract more aircraft. He indicated that it is his vote to make it a priority along with AWOS and the GPS approach.

Mr. Costello said he would talk to the FAA, but noted that at this time it would not qualify because it is not on the ALP. We can add it to the plan, but they likely will not fund it.

Mr. Tinnin asked for clarification as to why we cannot use the 300 feet right now.

Mr. Costello responded by stating that in our Master Plan document there is a section called "Alternatives" and you can see what it should ideally look like when using the 300 feet, and in all cases the parallel taxiway is extending to the full extent of the 300 feet. There are also pavement issues, grading issues and the potential of noise problems.

Mr. Moeny asked if we had \$80,000 for the survey for the GPS approach and \$150,000 available, could we do both, the survey and the runway.

Mr. Costello replied we likely can't afford both in one year. The cost of adding the 300' has not been estimated but would likely exceed \$150,000. The pavement may need to be removed and replaced if it's at the wrong grade for runway use.

Mr. Costello stated that when we were considering the AWOS previously, it was noted that we need 5 acres and we don't have the land. The AWOS would have to be placed by the windsock, but it created an encroachment on the runway.

Chairman Gradijan made a motion to prioritize the items as, trying to get our 300 feet for takeoff and do whatever we have to do to address the ALP and/or the Master Plan to reflect that, and also probably address the GPS approach. Mr. Moeny seconded the motion, and the vote was unanimous in favor.

Mr. Costello said that he would list the priorities as the 300-foot runway for takeoff and the GPS approach. He also noted that the FAA would let us know if they are not OK with the 300-foot runway because it is not on the ALP and they will probably ask if we are OK with our second choice, the GPS survey.

Presentation and discussion of the new airport web page

By using a visual aide and a live internet connection, Mr. Costello showed the commission members the new airport web page (www.ci.cottonwood.az.us/airport.php). The access to the web page can be found on the city's web page under the "City" heading and also "I am looking for" heading. Mr. Costello reviewed the highlights of the web page and indicated that there is access to the current Hangar Wait List and Covered Tie-Down Wait List as well as forms used for the airport. The web page also includes general information about the airport.

SET FUTURE AGENDA ITEMS

No items were noted at this time

ADJOURNMENT

Mr. Moeny made the motion for adjournment. Mr. Tinnin seconded the motion. The vote was unanimous and the meeting was adjourned at 6:55 p.m.