

SUMMARY MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD OCTOBER 21, 2010, 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
Marv Lamer, Commission Member
Doug Palmquist, Commission Member
Bill Tinnin, Commission Member

Commission Members Absent

Staff Members Present

Tim Costello, Public Works Director
Steve Horton, City Attorney
Barb Herrick, Administrative Coordinator

PLEDGE OF ALLEGIANCE TO THE FLAG

Chairman Gradijan led the Pledge of Allegiance.

APPROVAL OF MINUTES

Chairman Gradijan asked if there were any comments regarding the minutes of the last meeting of the Airport Commission. There were no comments and a motion was made by Mr. Moeny to approve the minutes. The motion was seconded by Mr. Tinnin. The vote was in favor of the motion.

BRIEF SUMMARY OF CURRENT EVENTS

Mr. Costello indicated that he had no current events to share at this time and any information will be covered in agenda items.

CALL TO THE PUBLIC

Mr. Dale Williams, 1400 Rocky Knolls Road, Cottonwood AZ, addressed the commission to inform them that he has accepted a position with the AOPA (Airport Owners and Pilots Association) as a volunteer. He went on to say that the AOPA has an airport support network and they have requested volunteers at all public use airports in the United States. Currently there are over 2000 volunteers to represent the public use airports. The purpose of the volunteers is to promote, protect and defend the community airports. The volunteers also act as a liaison to the

local pilots and they are to notify the AOPA of any potential problems or questionable operational restrictions and to assist in activities to enhance a favorable image. He also stated that he is not a spokesman for the AOPA.

UNFINISHED BUSINESS

Discussion of Fuel Usage Report

The fuel usage chart was reviewed, and there were no comments.

Discussion of Cottonwood Airfest 2010

Mr. Moeny opened the discussion by noting that we had a very successful event on Saturday, October 16. There was one incident with a hot air balloon and a powered-paraglider, fortunately there were no life-threatening injuries. There were approximately 1900 paid admissions, and that is about 50% more than last year. Mr. Moeny added that we also had more vendors this year and the World War II re-enactors were an added plus.

Mr. Gradijan noted that 550 meals were served at the pancake breakfast. The event had many great volunteers to help make it a success.

Mr. Lamer mentioned that five non-aviation people come up to him and remarked about how they had a great time.

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

Mr. Costello opened by directing the commission to the draft plan in the packet and informing them that the submission needs to be in by the end of next week. He stated that the top project is still the 300 foot extension of Runway 32. Also added is a land acquisition as a state grant. In the past it was listed as a federal grant and we have had no movement on it by the federal government.

Mr. Palmquist asked where we were at as far as studies on the runway extension.

Mr. Costello said the latest information is that we have not gotten any definite decisions one way or the other on the runway extension.

Mr. Palmquist added that he had spoken to Mr. Guan, FAA Airport Representative, two or three weeks ago and he was concerned that Mr. Guan has not looked at our project seriously. He felt that if the FAA has issues with the extension because of a wash, they should send someone here to check it out, or ask the Airport Manager to supply more information.

Mr. Palmquist went on to address the issue of the AWOS placement. He felt that since we have three basic projects we are working on with different timelines, we should be ready to move on the other projects if we need to. He also suggested we put more pressure on the FAA.

Chairman Gradijan agreed with Mr. Palmquist that we have three key issues that we are planning towards. We have to deal with the FAA on how they want to move forward, but also what do we have in funding to do these projects. Mr. Gradijan also noted that we need to keep the pressure on so we can accomplish our goals.

Mr. Costello stated that he talked to Mr. Guan a couple of weeks ago and he was asking technical questions about “declared distances”. He wanted to know if both Runway 14 and Runway 32 would have declared distances, and it could have a bearing on the wash. The answer is because there is the displaced threshold, the threshold of 32 does not move, yet there are declared distances for both runways. The pavement is not going to go into the wash. Mr. Costello noted that he believes the wash is a “non-issue”. The environmental clearance document would be where the floodplain is examined as an issue.

Mr. Palmquist addressed the issue of the AWOS location. He stated that there is a possibility to place the AWOS in a temporary location until land could be purchased for a final location.

After considerable discussion among the commission members, Mr. Costello asked the commission if they want to keep the plan the way it is, or do you want to add or remove projects, and do you not like the grant for the land? He also stated that it would be a 90/10 grant in which 90% would be paid for by the state of Arizona.

Mr. Gradijan stated that if we could purchase the land through a different grant, we should take advantage of it.

In summary, Mr. Gradijan confirmed that the submittal for the updated 5-year plan has to be made by October 29, 2010. Mr. Gradijan stated that his only objection on the plan is that the land purchase estimate is double of what it is worth in today’s market.

Mr. Lamer stated that he would like to see a document from the airport manager that is an action plan for levels of assistance from the commission members. This plan could be assignments to help with phone calls, or to get letters from the city leaders to send to the parties involved with decision making.

Mr. Gradijan asked for a motion to adopt the capital improvement plan as stated so that Mr. Costello can make the request to ADOT. Mr. Lamer made the motion and it was seconded by Mr. Moeny. The vote was unanimous in favor.

Discussion regarding LPV (GPS) approach (es).

In discussion with the FAA project manager, Mr. Mark Guan, the State of Arizona asked for a grant for surveys for GPS approaches for several Arizona airports and they have received it. The

paper work has been processed and the surveyors have already started work. The surveyors were at our airport a couple of weeks ago and they set ground control for aerial survey work. Mr. Costello also stated that it will take about a year for completion of the project.

The initial phase of the project is setting ground control on the airport and panel-point targets four miles out on each end of the runway. After the aerial survey flight, they will return and pick up the ground features and assemble the information in a digital format to be submitted to FAA. The sponsor of this grant is the State of Arizona.

Chairman Gradijan asked Mr. Costello for a monthly update on the progress of the project.

Discussion of the Open Meeting Law in reference to questions posed at the “Call to the Public”.

Chairman Gradijan stated that this item was brought up at the last meeting with the intentions of clarifying what are the limits on what we can respond to when questions or situations are brought up during “Call to the Public”.

Chairman Gradijan read a statement that was provided by Steve Horton, City Attorney.

“A public body may make an open call to the public during a public meeting, subject to reasonable time, place and matter restrictions to allow individuals to address the public body on any issue within the jurisdiction of that public body. At the conclusion of an open Call to the Public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review the matter, or may ask that the matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open Call to the Public unless the matters are properly noted for discussion and legal action.”

Mr. Gradijan summarized by saying that we can respond and make simple comments, or we can direct it to staff. We cannot get involved in a debate or long-term discussions.

Mr. Horton agreed with Mr. Gradijan’s comments. He also added that you are to hold your comments until the end of the entire “Call to the Public”. At the end of the “Call to the Public” you can respond to criticism, but you are not allowed to engage in a discussion among members or with the speaker. You would be responding for the record for the public. Mr. Horton stated that the reason behind the rule is so that you do not conduct business that other people might have been interested in, but did not have notice of the subject.

Mr. Karl Priggee, Cottonwood, AZ., addressed the commission with a question. He felt that there was a contradiction with the City Council’s “Call to the Public” because they allow a 5-minute time period for comments and the Airport Commission only allows 3-minutes for comments. He wanted to know if that was appropriate.

Mr. Priggee was informed that the time period allowed was up to the discretion of the public body. It was also mentioned that the "Call to the Public" is not a required part of the agenda.

There was further clarification by stating that items discussed in the "Call to the Public" are for matters that are not on the agenda, and some public bodies put their "Call to the Public" at the end of the agenda.

Discussion of tabled item from last meeting regarding enforcement of the Operating Rules regarding the Mooney aircraft (N5800Q) and mobile mechanic services

Chairman Gradijan stated that the item was tabled because objections were raised about how the agenda item was listed. Chairman Gradijan read a statement that was provided by Steve Horton, City Attorney, regarding the issue:

"Agendas required under this section shall list the specific matters to be discussed, considered and decided at the meeting. The public body may discuss, consider and make decisions only on matters listed on the agenda and other matters related, hereto. There is no requirement that they be listed separately or specifically."

Mr. Horton concurred with the chairman's comments. He stated that the more specific you are on the agenda and the closer you can stick to those items, you are in a lesser gray zone.

Mr. Gradijan asked Mr. Bayless if he had any comments. He replied that he made his comments at the last meeting, and he felt that they are as true at this meeting as they were at the last meeting.

In response to the two items for discussion, Chairman Gradijan stated that this is a city ordinance, and staff will deal with enforcing the laws.

Mr. Karl Priggee addressed the commission and stated that he was confused about what was being discussed and was there a need to add it to the agenda for next time. The commission clarified the issues with Mr. Priggee.

Mr. Lamer made a motion to remove it from a tabled item for discussion.

Mr. Moeny seconded the motion and the vote was in favor.

The commission was questioned by a member of the audience as to why they are not discussing the Operating Rules at this time.

Mr. Gradijan informed them that the agenda item was not to discuss the ordinance; it was the enforcement of the Operating Rules. It was determined that staff would enforce the ordinance.

Mr. Bayless stated that he believes the agenda is not specific enough to give notice to the public as to what the commission is going to be discussing.

Mr. Horton responded by stating that the agenda is properly written and can be discussed by the commission.

Mr. Priggee stated that at a prior meeting Doug Bartosh assured them that none of the Operating Rules would be enforced.

Chairman Gradijan indicated that he did not recall Mr. Bartosh making the statement, but the Operating Rules are an ordinance and it is still the responsibility of the staff to enforce the rules.

Chairman Gradijan commented that any citizen in this community and anyone that has a rental space at the airport has the right and duty to ask anyone on the commission or Mr. Costello to place an item on the agenda that is pertinent to the operation of the airport.

NEW BUSINESS

Discussion and possible action regarding watering and mowing of the grass adjoining the operations area of the Cottonwood Airport

Mr. Costello noted that a question was asked at the last meeting regarding the watering at the airport. He said that in the 1990's the airport was watered with reclaimed water and it probably contributed to attracting wildlife to the airport. When a discharge permit from ADEQ was obtained in 2001, another avenue for discharging the water was available. Therefore, the watering has been discontinued at the airport.

There was a brief discussion regarding the pros and cons of having green grass adjoining the runway. It was suggested that we do what we can to prevent attracting wildlife to the airport.

Mr. Costello also added that another question was asked regarding the mowing of the grass at the airport. The answer to that question was that although the grass was very tall, our mower was broken and we were waiting for parts. The backup mower was also broken.

SET FUTURE AGENDA ITEMS

There were no future agenda items 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 7:30 p.m.