

SUMMARY MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD NOVEMBER 19, 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

Commission Members Absent

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 questions regarding the minutes of the meeting of the Airport Commission held on October 15, 2009. Vice-Chairman Moeny moved to accept the minutes as presented. Chairman Gradijan questioned what was being done about the ranking of the projects discussed at the last meeting. Mr. Costello answered by stating that the submittal of the 5-year plan is due November 30. The draft plan shows the 2010 project to consist of two projects to include the displaced threshold and the GPS survey. After some discussion, 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. Mr. Costello also stated that he was looking at a grant (stimulus money) to install solar panels at the airport and is looking at different areas that would be suitable. Mr. Gradijan inquired about the covered tie-downs. Mr. Costello responded that a similar installation had taken place at the NAIPTA building and the downside would be that the roof would have to be reinforced. Mr. Costello noted that he is looking at ground mounting the panels. Mr. Tinnin asked if it could be mounted on Hangar B, but Mr. Costello stated that the roof would also have to be reinforced.

Mr. Palmquist wanted to know how much money is available. Mr. Costello indicated that it would be \$92,000. Mr. Costello also stated that the response would have to be submitted by the end of the month, and he will update the commission at the next meeting on the submittal.

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. Mr. Costello noted that we have a new fuel supplier, Ascent Aviation who purchased the former supplier, Starr Aviation.

Update and discussion on the FBO solicitation

Mr. Costello informed the commission that we have advertised locally, and we have also placed ads in Trade-A-Plane, Barnstormers and GA News. At this time, 32 packets have been sent to interested parties. The packets are to be submitted by December 30. He also noted that the next step would be to form a selection committee to review and come up with a short list of applicants.

Mr. Palmquist asked if the applicant would have the opportunity to look at the airport and surrounding area. Mr. Costello stated that he would expect that if someone was seriously interested.

NEW BUSINESS

Discussion and possible action regarding amending the length of time for the Skydive Land Lease Contract

Mr. Costello gave a brief summary and stated that the first lease term was for 5 years and the next lease was a three year lease. The term of the lease has been tied to the Five-Year Capital Improvement Plan because the drop zone is major part of future airport development. Because the five-year plan priorities have been reworked and pushed back, there would probably be no real jeopardy in changing the length of time of the lease from three years to five years. Mr. Costello also noted that there had been a meeting with the Priggees, Doug Bartosh, Dan Lueder and himself to talk about a number of issues they had. From their list, the city was comfortable with their previous decisions or recommendations on the other items, but felt they could work with them on the length of time of the contract.

Mr. and Mrs. Priggee, owners of Red Rock Skydiving addressed the commission with their concerns. Mr. Priggee stated that it is hard to discuss only one item out of the lease. He went on

to say that they have had to absorb a lot of cost increases, including the tie-down rent, acquired a hangar and the fuel increases. He went on to say that they will have to raise prices. He stated that they would like an option to give a 30-day notice to get out of the lease, and the contract at this time does not give them the option.

Chairman Gradijan asked for clarification on the issues because he thought the discussion was changing the term of the lease from three years to five years and he was unaware of the other issues.

Mr. Costello stated that he was aware of the other issues and he would work with the Priggees to work out the minor issues.

Chairman Gradijan asked Mr. and Mrs. Priggee if extending the contract to five years and an exit clause is what they are looking for.

Mr. and Mrs. Priggee agreed that that is what they are looking for. Mrs. Priggee stated that they do want to make it known that at the last meeting they were at with Mr. Costello, Doug Bartosh and other members they had a list of issues and they are not being resolved, but they do want the 30-day out clause in the contract.

Chairman Gradijan stated that he appreciates the fact that as a businessman he would like to have a contract long enough to grow the business. He indicated that he had no problem extending the lease to five years.

Chairman Gradijan made the motion and recommendation that staff work with the Priggees on their contract to extend it to five years and work with them on a cancellation clause that is workable for the city and it is acceptable to them.

The motion was seconded by Mr. Tinnin and the vote was unanimous.

Review, discussion and possible action regarding Ordinance 535

Chairman Gradijan opened the discussion and noted that for our first document it is well-written. After reviewing the document, there are a few items that might need to be cleaned up. He also noted that this document was not written for the majority, but for the few that do not follow the rules. It should also be noted that we are not writing it for us today, but for those in the future. Chairman Gradijan suggested that the commission members take time to study Ordinance 535 and then write any suggestions that you have in formal language. All of the suggestions should then be submitted to Barb Herrick. She will then give copies of everybody's thoughts to all members. This action is perfectly legal as long as we do not discuss it [*outside of a public meeting*]. It will then be discussed at the next meeting as an agenda item.

As examples, Chairman Gradijan had a couple of comments on what he has found. He referred to the definition of city, and felt it should be more definitive. He also referred to Section 2.2 "Aircraft on Ground" that it should be the city's right to relocate aircraft on a temporary basis as

we may need to for the public good. There was also a change on Section 2.2.K “Maintenance Work” and also “Long-Term Parking” and “Maintenance in T-Hangars”.

SET FUTURE AGENDA ITEMS

1. Ordinance 535 update
2. Selection Committee for FBO

ADJOURNMENT

Mr. Moeny made the motion for adjournment. Mr. Tinnin seconded the motion. The vote was unanimous and the meeting was adjourned at 6:42 p.m.