

*DRAFT SUMMARY* MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD NOVEMBER 20, 2008 AT THE CITY COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

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Chairman Gradijan called the meeting to order at 6:00 p.m.

Roll call was taken as follows:

Commission Members Present

Aleck Gradijan, Chairman  
Larry Minch, Vice Chairman  
John Altizer, Commission Member  
Jim Moeny, Commission Member  
Bill Tinnin, Commission Member  
Allyson Waak, Commission Member

Commission Members Absent

Margaret Austell, 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 for comments and approval of the minutes of the regular meeting of the Airport Commission held on October 16, 2008. There were no comments regarding the minutes. Mr. Minch 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 addressed the commission regarding the progress on the Perimeter Road Project. He noted that the project is now done and it took approximately two weeks. The contractor will be back to do hydro-seeding and it will be the final work to be done on the project. Mr. Costello also stated that the Governor was at the airport, but she was basically "in and out".

Mr. Gradijan had concerns about the broken concrete slabs from the trucks driving over them. Mr. Costello stated that the area needs to be cleaned up, but he did not feel the slabs were broken by the trucks. He felt that they put a grout on top of the concrete and that is what is broken. Mr. Costello noted that it would be cleaned up.

## **CALL TO THE PUBLIC**

There were no comments from the public.

## **UNFINISHED BUSINESS**

### **Operations and Procedures Manual**

Mr. Gradijan opened the discussion by stating that there were some objections on the procedures at the last meeting. The issues were sent to the city attorney and he said that what was done was in line and did not violate any rules.

Mr. Gradijan went on to say that commissioners came to him individually and pointed out two items that needed to be changed. He stated that one item that was changed would be the name. The name was changed from "Operations and Procedures Manual" to "Operating Rules". The other item changed was in Section 2.2.A. The following additional language was added: "The tie-down rental space shall be limited to one aircraft only. A vehicle may be parked temporarily in the aircraft's absence". Mr. Gradijan explained that basically you are renting a space to park your airplane, and if you are flying you can park your vehicle there.

Mr. Altizer questioned whether the rules would apply to those that rent or own a hangar. Mr. Gradijan explained that the rules are for the tie-down rental spaces.

Mr. Gradijan stated that we need to get this to council. Mr. Costello noted that the earliest we could go to council would be the second meeting in December.

### **FBO Contract**

Mr. Gradijan opened by giving a brief history. He stated that they went before council and the official recommendation of the commission was that we offer an alternative contract to the FBO if they wanted one. There was also some conjecture or opinion as to the wording of the contract. The city attorney addressed our concerns and stated that if the existing contract was not elected to be renewed on February 8, 2009, it would automatically terminate. A subcommittee was formed and they prepared an alternate contract.

Mr. Gradijan stated that the contract has not gone to the attorney yet.

Mr. Minch noticed a couple of items that might need to be changed. One item was on the first page under the heading "Services, section (b)" it refers to "lighted wind cone" and it should be "lighted wind sock". He also noted that section (f) reads "enforce all City, County, State and Federal regulations" and Mr. Minch felt that the FBO should not be the enforcement agency. Mr. Minch stated that in section (l) "if needed, perform light custodial services" the "if needed" statement should be removed.

Mr. Minch addressed Item #5 "Breach and Remedies" and questioned the "without cause" statement. He wondered if it was a legal statement. It was discussed by the commission members and they decided it was an issue for the attorney.

Mr. Costello had indicated that he had a change on Section 1 (e) that reads "the fuel samples shall be kept for ten (10) days in containers provided by the City and disposed of only with the permission of the Airport Manager".

Mr. Costello suggested a revision to the statement to say "perform quality control monitoring of the aviation fuel per the city's written Aviation Fuel Quality Control Program. Aviation fuel test results are to be recorded on the forms provided by the City and either mailed, emailed or hand delivered to the office of the Airport Manager monthly".

After discussion, it was decided to eliminate the first statement and use the second statement.

Ideas and opinions were exchanged by the commission members regarding the role of the Airport Commission and their obligation to submit a recommendation to the City Council.

Mr. Minch made a motion to send the contract to the attorney as the final draft of what the commission recommends. The motion was seconded by Mr. Moeny. The vote was taken and passed with one opposition.

Mr. Gradijan stated that he believes that we have two sets of opinions. Option #1 is to recommend that the council offers the lease when the other lease expires. Option#2 is that the lease is offered to the council if they elect to use it, but they could elect to terminate the contract.

Commission members discussed different options on how to word the recommendation to the City Council and also whether or not the recommendation is submitted with the Commission opinions.

Mr. Costello stated that when contracts are submitted to the Council they are usually fully agreed upon with the parties before submitting. Mr. Costello then asked Mr. Luna if he had any comments regarding the contract.

Mr. Luna responded that he had not discussed it with Mrs. Luna and he would like to talk to Mr. Costello after Thanksgiving.

Mr. Minch felt that the Commission has no authority, ability or interest in negotiating contracts, and it is not up to the Commission to negotiate contracts.

After further discussion, Mr. Minch then made a motion to send the contract to Council and recommend that they use it as they desire to negotiate the new contract for the

balance of 2009 with Aerobear. Mr. Tinnin seconded the motion. The vote was unanimous.

Mr. Gradijan noted that when this gets presented to the Council, he would like to be at the meeting. A commission member should also be present when the Operating Rules gets presented also. If any questions arise, we are honest with the Council as to our discussion and some of the dilemma we encountered when making the recommendation. We thought it was our responsibility; but, we do not want to inhibit the City Council's decision making process because they might offend us.

Mr. Altizer wanted it noted for the record that his objection of the contract was based on something that he thought would never be negotiated. After noting this, he stated that he no longer has any objections.

### Financial Report

Mr. Altizer distributed to everyone in attendance a "Statement of Revenues, Expenditures and Changes in Fund Balance" quarterly report ending September 30, 2008. Mr. Altizer noted that the revenues for tie down rents have almost reached the annual budgeted amount and the land lease fees are about half of the annual projected budget. Mr. Rodriguez provided an explanation for the items in question. Mr. Altizer also stated that we are on target budget wise.

The Commission members discussed how to price the fuel so that Cottonwood Airport is competitive. The general consensus was to try to keep the price of the fuel as low as possible. Mr. Gradijan also asked Mr. Costello if he would provide the Commission with a report that shows how many gallons were sold in the preceding month.

Mr. Minch wanted to know who makes the decisions on the pricing of the fuel. Mr. Costello stated that it was done jointly with himself and Mr. Rodriguez. Mr. Costello also noted that Mr. Rodriguez is the one that makes the fuel purchases.

Mr. Gradijan stated that he thought the markup on the fuel was 75 cents a gallon. Mr. Costello noted that the 75 cents a gallon was the benchmark.

Mr. Costello informed the Commission that the grant program would be reducing the funding for non-primary entitlement. He stated that the amount that remains after reductions would be \$230,000. The allocations are for the first half of the federal fiscal year 2009.

Ms. Waak asked if the money had to be spent before October, 2009. Mr. Costello stated that the time frame to spend the money once the grant was awarded would be four years.

### Promotion Committee Report

Mr. Moeny informed the Commission that they had a meeting on the previous Tuesday. He stated that the committee will now meet on the second Tuesday of every month at 4 p.m. There are a couple of promotion items that are moving forward. The committee has also done the initial planning for a fly-in at the Cottonwood Municipal Airport the first weekend in May.

### Hangar Investigation

It was requested at the last Commission meeting to present quotes for T-hangars on the south portion of the ramp. After reviewing the submitted information, Mr. Gradijan stated that he was shocked at the high cost of the T-hangars. Mr. Gradijan asked what Z & H Engineering would be doing for \$107,000. Mr. Costello stated that we have used Z & H in the past and for the last hangar job we did. They do the plans, get approvals from the FAA and they do the construction administration. Mr. Costello also felt that the amount could possibly be reduced. Mr. Costello also stated that one of the challenges with the location is the fact that the site slopes in two directions, and generally a hangar floor is flat.

Mr. Altizer asked if an environmental impact study would be required. Mr. Costello indicated that it would not be required because there would be no federal money involved.

Mr. Gradijan felt that if the cost could be around \$400,000 it might be feasible to build. He also stated that maybe we should consider building two six-hangar units.

Mr. Minch offered the suggestion of maybe building another covered hangar.

Mr. Costello referred to a visual display of the Airport Layout Plan (ALP) to point out the four different options that were in the ALP.

Commission members discussed the pros and cons of constructing hangars or T-shade covers, and what location would be best. It was noted that there is limited space on the airport for placement.

Mr. Gradijan stated that he would like the Commission to look for a way to reduce the cost and also look at covered tie-downs. He noted that we do have a need and we should continue to strive to build but keep in mind our limited space.

Mr. Minch made a motion to table the discussion until another time. The motion was seconded by Mr. Tinnin. The vote was in favor.

## Electrical Upgrade Project

Mr. Costello informed the Commission that Rural Electric was back at the airport to continue with the work. Mr. Costello asked for direction on setting up the lighting at the airport. The lights are currently operating by radio control. Mr. Costello indicated that in his memo there was the proposed lighting control which would set up the runway lights to not come on during the day. The PAPIs would be on during daylight hours but would go out at night until the runway lights are activated.

Mr. Minch mentioned that he liked the fact that you would not turn the runway lights on during the day and he liked the idea of the PAPIs on all the time.

Mr. Gradijan stated that the only thing he was adamant about was to not have the runway lights on during the day.

Mr. Minch asked if the lights would be controlled on a timer or a photo cell. Mr. Costello stated that it would be a photo cell.

After general discussion, the commission members directed Mr. Costello to proceed with the proposed lighting control.

Mr. Gradijan asked when the signage would be installed. Mr. Costello indicated that the signs would be installed mid-December through December 24 to be installed. Mr. Costello also stated that the project should be completed by January 4, 2009. It was also mentioned that the beacon will be painted.

## NEW BUSINESS

### Pavement Reconditioning

Mr. Gradijan asked how much it would cost to recondition the pavement with the new material. Mr. Costello did not have dollar amount, but stated that the vendor mentioned \$5.00 a square yard.

Mr. Gradijan stated that several people have approached him about the poor condition of the pavement and the condition of their props. Mr. Gradijan went on to say that he feels very strongly about getting the pavement reconditioned.

Mr. Minch mentioned that many cracks are reappearing after the crack-sealing that was done a couple of years ago. He asked if it was possible to have it crack-sealed again. Mr. Costello indicated that he would check into it.

Mr. Gradijan asked Mr. Costello to evaluate what is the worst part of the ramp and what needs the most immediate attention and how much can we do with the money we have. Mr. Costello noted that he would work on it and report back to the commission.

Mr. Costello responded to Mr. Altizer's inquiry about whether we have done any testing on the cold tar product by stating that we weren't planning on doing any lab analysis. He mentioned that it could be checked physically to see if it holds up.

Mr. Costello told the commission members that the cold tar product is proprietary and therefore you would be dealing with one vendor and there might be a problem dealing with the FAA. Mr. Costello also stated that he has not seen a comparable product.

Mr. Costello asked the Commission if they would be interested in pricing a service to sweep the airport because the city's sweeper is not suited for the airport. The Commission indicated that they would be interested.

Mr. Minch asked if the sweeping would be on only the runway because he felt if the apron was swept it would be a great quantity of gravel.

Mr. Altizer mentioned that when the sweeping was done before it created so much dirt that he asked that the sweeping be terminated.

Mr. Costello responded by saying they used the city's sweeper and not a vacuum machine. He also felt that with the vacuum machine there would not be a problem to sweep the apron.

Mr. Altizer asked Mr. Costello to inform everyone of when it would be done so that they could do a comparison of before and after.

Mr. Gradijan asked Mr. Costello to check on getting the ramp re-sealed and check on the cost of the sweeping machine.

#### SET FUTURE AGENDA ITEMS

Skydiver Contract

#### ADJOURNMENT

Mr. Altizer made the motion for adjournment. Mr. Moeny seconded the motion. The vote was unanimous and the meeting was adjourned at 8:17 p.m.