

SUMMARY MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD DECEMBER 16, 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
Allyson Waak, Commission Member

Commission Members Absent

Bill Tinnin, 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 or questions regarding the minutes of the meeting of the Airport Commission held on November 19, 2009. Vice-Chairman Moeny moved to accept the minutes as presented and there was a second to the motion from Ms. Waak. The motion passed unanimously.

BRIEF SUMMARY OF CURRENT EVENTS

Mr. Costello noted that in reference to the FAA, the Senate has approved a six-month continuation of their funding to include the AIP (Airport Improvement Program). The extension will go through March, 2010. He said that the six-month extension will allow us one-half of the grant funding available. Mr. Gradijan asked how it would affect the survey and Mr. Costello said that it would affect it. If it works like last year, they would give us half of the money, and then you have to wait to see if there would be funds available for the second half of the year. Therefore, you could wait for the second half so that you would be able to take the whole amount of money for your project.

Mr. Costello stated that he received an email from ADOT Aeronautics stating that they are going to match our grant for the Apron Pavement Maintenance project in the amount of \$12,885. This amount represents 2.5% of the cost of the job. The city's cost will be about \$13,000 for a project that cost approximately \$500,000.

The strong winter storm that hit Cottonwood on December 7 caused significant damage at the airport from the wind. The hangar doors on the city T-hangars were pushed off the track. Damage to privately-owned, Hangar I resulted in the doors being pushed in and on the east side, a door was taken off. Hangar I is a private hangar and the city has no maintenance responsibility for the hangar. No aircraft was reported damaged.

The skydiving lease was presented to the City Council on December 15 and it was approved. The changes included changing the term from three years to five years. Mr. Palmquist inquired if the changes that the Priggees' requested had been worked out. Mr. Costello stated that we did insert the language that was requested.

CALL TO THE PUBLIC

There were no comments from the public.

UNFINISHED BUSINESS

Monthly Fuel Usage

Chairman Gradijan noted that we sold more fuel in November, 2009. Mr. Costello added that last week was the lowest fuel sales week on record with only 300 gallons sold.

Discussion and possible action regarding the Operating Rules, Ordinance 535

Chairman Gradijan thanked the commission members for submitting their comments. Chairman Gradijan gave a little background on the creation of the Operating Rules. He stated that it took over a year to put the document together, and it sometimes involved compromise because there were a lot of different opinions.

Chairman Gradijan then suggested that when addressing the changes and additions submitted, each item will be discussed and at the end we can propose a motion. He also asked that everyone keep in mind that before it goes to the City Council the changes will be sent to the city attorney for approval.

The commission members discussed each of the items and agreed upon the changes to be made.

Chairman Gradijan then made the motion that we change Ordinance 535 as follows:

- §2.1.B.1 Should read – Unauthorized persons are required to leave the secured area.
- §2.2.A Should include – assigned numbered parking area.
- §2.2.B Should be altered to say: Aircraft shall be parked in designated and/or assigned space

- §2.2.K Change to read: All work to an aircraft on the airport apron shall be done in a neat expeditious manner. Maintenance work to an aircraft on the airport apron shall be limited to emergency repairs and or minor repairs or maintenance only. Aircraft shall not be left unattended on the airport apron in a dismantled condition. Any and all deviations must be approved in writing by the Airport Manager.
- §2.3.C.2 Changed to read: Touch and go landings on Runway 14 are discouraged because of housing density immediately south of the airport.
- §3.1.E Add: The City shall have the right to relocate any aircraft on a temporary basis to serve the general good of the City. This shall include but not be limited to airport construction and maintenance or special events on the airport. In such case, the City will attempt to notify said owner/lessee seven days in advance to said relocation. Should the owner/lessee fail to respond to the notification, the City shall have the right to relocate the aircraft.
- §3.3.B Add Paragraph B: Maintenance activities in T-hangars by outside vendors may only be performed on aircraft owned by the owner/lessee of the said hangar. All other commercial aircraft maintenance activity is prohibited in T-hangars.
- §5.3 Long Term Parking shall be changed to: All vehicles parked on the airport for extended periods of time shall first obtain a parking permit from the Airport Manager. A fee, equal to one half of the open tie-down rent, will be charged per month for a parking permit. All vehicles must have a current license and be parked in designated parking areas only. Tenants who lease an aircraft tie-down space may park a vehicle on their assigned tie-down space or other designated parking area in the absence of their aircraft, without a permit. The City has the right to refuse parking to any vehicle it feels does not belong on the airport. The City may cause any vehicle parked without a permit to be removed from the airport at the owner's expense.
- §6.1.A Change by removing the word "standards" and replacing it with "General & Operating Rules" as set forth in FAR 103.
- §9.1 Changes should read: Special events are events which occur at the airport which the public is invited onto the Airport Operations Area, or in which a large group of aircraft assemble for a special event. Special events include, but are not limited to, air shows, car shows, hot air balloon operations, ultralight vehicle rallies, barbeques and social gatherings. Special events shall be held only after formal approval has been granted by the Airport Manager in consultation with the Airport Commission. The Airport Manager must be notified a minimum of 60 days in advance of any event. If FAA approval is required, a reasonable

additional time shall be required for approval. City approval shall specify the areas of the airport authorized for such special use, dates, times, and such other terms and conditions as the City may require. This chapter is not intended to include events that are confined to private hangars. *(Somewhere in the wording we might want to add "by the applicant", and we will work on that).*

§9.4 Should be changed to read: RECREATIONAL DEVICES
Skateboards, roller-skates, roller-blades, and similar recreational devices are prohibited on airport property.

Mr. Palmquist seconded the motion and the vote was unanimous in favor.

Chairman Gradijan also added that the changes should be sent to the city attorney for his approval as far as legal language. After his approval it will be sent to the City Council for their approval.

NEW BUSINESS

Discussion and possible motion to decide Selection Committee participants to review FBO Statements of Qualifications

Mr. Costello stated that 35 packages have been sent to interested parties. The responses are due December 30. He went on to say that it is customary to have a selection committee review the submittals, rank them, and put them in a short list of the top-ranked firms to possibly be interviewed. Because the submittals are statements of qualifications, the selected applicants will then come back with a proposal to also be reviewed.

As far as the committee members, the staff members will be Rudy Rodriguez and Tim Costello. Mr. Costello suggested two members from the Airport Commission be selected to serve on the committee.

Based on the committee members with the most aviation experience, Chairman Gradijan suggested that Doug Palmquist and he serve on the committee. Mr. Palmquist also suggested that other members of the committee could be alternates if needed.

A motion was made by Chairman Gradijan that the Selection Committee for the FBO is Tim Costello, Rudy Rodriguez, Doug Palmquist and Aleck Gradijan. The motion was seconded by Mr. Moeny. The vote was unanimous in favor.

Discussion and possible action regarding a State Department of Commerce grant for installing solar panels at the airport.

Chairman Gradijan stated that they have the opportunity to have a grant to install solar panels at

no cost to us. The issue is who in the city will get the grant. The airport is competing with other departments in the city. If we can get the panels at the airport, we will save 60% on the electric bill at the airport.

Mr. Costello noted that we just need to find the site for the panels, but that should not be a problem.

Chairman Gradijan made the motion that we do everything we can to get the grant for the airport. Ms. Waak seconded the motion and it carried unanimously.

SET FUTURE AGENDA ITEMS

1. Airport Appreciation Day

ADJOURNMENT

Mr. Palmquist made the motion for adjournment. Ms. Waak seconded the motion. The vote was unanimous and the meeting was adjourned at 7:35 p.m.