

SUMMARY MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD DECEMBER 16, 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
Bill Tinnin, Commission Member (arrived late)

Commission Members Absent

Doug Palmquist, Commission Member

Staff Members Present

Tim Costello, Public Works Director
Dan Lueder, Development Services General Manager
Barb Herrick, Administrative Coordinator

PLEDGE OF ALLEGIANCE TO THE FLAG

Vice-Chairman Moeny led the Pledge of Allegiance.

APPROVAL OF MINUTES

There were no comments regarding the minutes of the last meeting of the Airport Commission. A motion was made by Mr. Moeny to approve the minutes, and it was seconded by Mr. Lamer. The vote was in favor of the motion.

BRIEF SUMMARY OF CURRENT EVENTS

Mr. Costello informed the commission that the city is now accepting "Request for Qualifications" for the solar voltaic grant as a design/build team. The submittals are due by January 13, 2010. He also mentioned that the Cessna 310 that has been at the airport for a couple of years has been seized by the sheriff's department and is up for auction on December 22, 2010 at 11:00 a.m. The location of the auction will be 668 S. Airpark Road, Hangar 1.

CALL TO THE PUBLIC

None

UNFINISHED BUSINESS

Update and discussion regarding LPV (GPS) approach(es)

Mr. Costello noted that he spoke to the survey company's project manager and was informed that the initial information has been submitted to the FAA electronically. The company is now waiting for a response from the FAA so they can proceed to the next step. Mr. Costello added that the process is rigidly controlled by the FAA. He said that the FAA is building a GIS (geographic information system) of all the airports in the United States. This is a 360-day contract. The surveyors will probably be back on the field in January or February to continue the field work.

Discussion of policies and procedures for seeking grant funding for the airport

Mr. Gradijan opened the discussion by asking if we are doing the best we can do or could we do better to obtain funding.

Mr. Lamer stated that what he found to be the best way to be successful is to build a relationship with someone that is closely connected with the grant business.

Mr. Costello explained how the airport grants are now being handled. He noted that we do not have a grant writer on staff, but we have a couple of very good streams of income that we have used for quite awhile. We have used the federal government for capital projects called AIP (Airport Improvement Projects). Our other source is ADOT Aeronautics, but the aviation fund balance was swept into the state's general fund last year. We have established a working relationship with our project managers from both funding sources.

Mr. Lueder added that the city has recently subscribed to a grant research program that is updated every 24 hours and it is divided into categories. Therefore, you can go to a specific category and find all grants that are available. He added that he will see that the information that would apply to the airport would be available to us.

Mr. Gradijan asked Mr. Dale Williams if the Aircraft Owners and Pilots Association (AOPA) could assist us with obtaining grants. Mr. Williams stated that he has not worked on the grants applications. He went on to say that at a meeting of the AOPA in Long Beach a spokesperson, Catherine Lang from the FAA in Washington, stated that she was determined that the 2500 public airports would stay in existence. She also has a budget of one billion dollars a year and has the authority to write a check to any municipality that needs it. Mr. Williams also passed out to the commission members' information regarding Catherine Lang, the Acting Associate Administrator for Airports.

Mr. Costello explained that Ms. Lang is in charge of the Airports Division of the FAA and that is the division that runs the AIP (Airport Improvement Program) program.

Mr. Lamer mentioned that when he is in Washington in the spring, maybe he could try to make an appointment to meet with her.

Discussion of establishing a program to recognize significant supporters of the airport

The commission members continued their discussion on establishing a program to recognize those that have contributed to the growth of the Cottonwood Airport and also members of the airport community that have done something significant relative to aviation. It was suggested that a "Wall of Honor" be used for the recognition.

After discussion among commission members, Mr. Lueder stated that he felt that this is not something staff should handle. He suggested that the commission members should put together "bullet points" with their ideas and then submit it to staff to put together in some format for review.

NEW BUSINESS

Discussion and possible action regarding providing electrical power to the 12-unit shade hangar

Mr. Costello opened the discussion by informing the commission that a tenant of a shade hangar had recently asked what it would take to get electricity to the shade hangars. The request was in regards to plugging in an engine heater. He mentioned that the project could be costly. He also stated that the Master Plan calls for the shade hangars to be relocated in the future, but it would probably be 10-15 years out. He did not have an official cost estimate of the project, but said that if we were to build new shade hangars it would include electricity.

The discussion included the possibility of putting solar panels on the shade hangars, providing power from of the electrical vault, and power at the airplane wash station. It was requested that Mr. Costello check to see what it would cost to provide power at the wash station.

Mr. Dale Williams, Cottonwood, AZ, addressed the commission and stated that he had requested this item to be placed on the agenda. He stated that if electricity was provided to the shade hangars it would also benefit any activity that was to take place at the airport. He requested that a cost analysis be done of what it would cost to provide electricity to the shade hangars, and he would also contact Catherine Lang if necessary to ask for money for the project.

Chairman Gradijan asked Mr. Costello to follow up by doing a cost analysis of the request. Mr. Costello noted that he would get a cost analysis with different scenarios for follow up.

Discussion and possible action regarding moving the "Call to the Public" to end of agenda

Mr. Tinnin mentioned that at a previous meeting Mr. Horton had mentioned that the "Call to the Public" sometimes will be placed at the end of the agenda, and he suggested we move it to the end of the agenda. Mr. Tinnin made a motion to move the "Call to the Public" to the end of the

agenda and it was seconded by Mr. Moeny. The vote was in favor to move the item to the end of the agenda before "Adjournment".

SET FUTURE AGENDA ITEMS

Chairman Gradijan asked for an update on the Covered and Hangar Wait List to see if all applicants are still interested.

Mr. Tinnin asked if we could talk about grants that would cover the aircraft wash area.

ADJOURNMENT

Mr. Moeny made the motion for adjournment. Mr. Tinnin seconded the motion. The vote was unanimous and the meeting was adjourned at 7:26 p.m.