

*DRAFT SUMMARY* MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD DECEMBER 18, 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  
Margaret Austell, Commission Member  
Jim Moeny, Commission Member  
Bill Tinnin, Commission Member  
Allyson Waak, Commission Member

Commission Members Absent

Staff Members Present

Tim Costello, Public Works Director  
Doug Bartosh, City Manager  
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 November 20, 2008 and the Special Meeting held December 4, 2008. There were no comments regarding the minutes. Mr. Tinnin 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 informed the Commission that the Planning and Zoning Commission tabled with no action the Happy Jack Conditional Use Permit. He also noted that it would come back before the P&Z Commission.

Mr. Minch asked if the item would come back to the Airport Commission before going to the P&Z Commission. Mr. Costello stated that it would not come back to us.

## **CALL TO THE PUBLIC**

Mr. Fred Olson addressed the Commission and expressed his opinion regarding the Operating Rules. He indicated that he is disgusted with the Operating Rules and suggested that the Commission should include his nine rules or throw it out. His nine suggestions are:

1. No alcohol on airport
2. No walking on taxiway
3. Any vehicle that does not have aviation-related business, should not be allowed on ramp
4. No motor home guests staying on airport
5. No motorized scooters
6. No touch and go on 14 – should also say no takeoff on 14 with less than 5 mph tail [head] wind
7. No authorized persons on airport
8. In response to no one under 14 unattended – it should also say nobody over 85 should be on the ramp
9. No flying activity allowed without a valid pilot's license

He went on to say that he feels if the other items are in the Operating Rules his nine items should be included. Mr. Olson also stated that he really doesn't want any of them.

## **UNFINISHED BUSINESS**

### **FBO Contract**

Mr. Gradijan stated that unless there are any comments, he suggested that it gets tabled.

Mr. Minch made a point of order to stall any discussion about the FBO contract. The point of order was to define the rules in which we are to operate under. He went on to say that Ordinance 505 states that they shall use Revised Robert's Rules. Mr. Minch expressed his concern about the legality of any decision if we don't establish the rules.

Mr. Bartosh cautioned the Commission that the topic being discussed is not on the agenda, but suggested that it could be added to the agenda for next meeting.

Mr. Minch stated that a point of order does not have to be on the agenda and it takes precedent.

Mr. Bartosh stated that you are talking about the operation of the commission and it is not on the agenda. He went on to say that the reason things are put on the agenda is so that people who have an interest in conversing on the topics would know that they are on the agenda and they could be present.

Mr. Minch commented that he would make a motion to recess and come back at a time when it could be on the agenda. He stated that is dispute is that we are not abiding by the rules.

Ms. Austell stated that at one of the organizational meetings early on the commission decided how they were going to operate. She recalled that the commission decided to follow their own version of Robert's Rules.

Mr. Minch recalled that he felt the point made at that time was the fact that items were not put on the table by motion but by agenda.

Mr. Costello also recalled the discussion and a presentation was given on it was described as "modified, relaxed" Robert's Rule. He went on to say that sometimes you can get caught up in all the semantics and then you aren't making any decisions.

Mr. Minch stated that when the City Council makes a resolution they stick by it. He went on to say that a resolution was thrown out and it was replaced by a resolution that was in direct opposition.

Mr. Bartosh informed the commission members that the Mayor has requested that Ordinance 505 be rewritten. Mr. Horton will be working on it, and he will be advised of the concerns discussed to see if there could be some clarification.

Mr. Moeny stated that the attorney was asked at the Council meeting if the resolution in question was a legal procedure and Mr. Horton responded that it was legal.

After considerable discussion about the operating rules for the meeting, Mr. Gradijan suggested that if necessary, the Commission will request the city attorney to be present and explain the rules.

### Financial Report

Mr. Altizer noted that he did not have any information for a quarterly report. Mr. Costello added that per the request of the Commission, they are provided with the monthly expenditures for the airport to be reviewed.

### Monthly Fuel Usage

Discussion began by noting that the cost of the fuel at the airport was \$3.98 a gallon. Mr. Altizer stated that at the last meeting the Commission discussed the possibility of lowering the price of the gas to move the more expensive gas in the tank and encourage more business at the pump. Mr. Altizer asked Mr. Costello if he had any conversation with Mr. Rodriguez regarding this issue.

Mr. Costello stated that he did discuss the matter with Rudy and he was not in favor of lowering the price.

Mr. Tinnin wanted to know when the airport went to self-serve. Mr. Costello informed him that the self-serve was implemented the first part of May. Mr. Tinnin also wanted to know what price the competition was selling their gas for. Mr. Costello stated that we are not the cheapest, but we are competitive.

#### Promotion Committee Report

Mr. Moeny informed the Commission that they had a meeting on the previous Tuesday. He stated that the committee is moving forward putting together a pancake breakfast fly-in to be held May 2<sup>nd</sup>. They are reaching out to the local car clubs and the C.A.P. will be helping with the security. The Committee also discussed the possibility of having musicians to enhance.

Mr. Joseph added that they were discussing the options of hiring out for the pancake breakfast or whether they will do the cooking themselves.

It was mentioned that the date selected is tentative and if it proves to be a conflict, it could be changed. The general discussion for organizing the fly-in and what they want to accomplish was that it is not a car show and not an air show, but they are trying to attract any group that would be of interest or stimulus to the community. Using the shade cover and removing the airplanes was also discussed.

Mr. Moeny also mentioned that it was being considered to use the area east of the covered tie-downs to possibly have show planes.

#### Electrical Upgrade Project

Mr. Costello addressed the Commission and updated them on the progress at the airport. He noted that a portion of the beacon still needs to be painted and the signs are almost all installed and they are energized. The second set of REILs and both sets of PAPIs are delayed in shipping and the installation will probably be in late January.

Mr. Costello presented a change order request to add improved lightning protection to the lights at the airport. The cost of the added protection would be \$3,184.00. The FAA has approved the change and the work would be done in January.

Mr. Moeny asked if the runway landing lights will be changed because it is slow. Mr. Costello answered by stating that the lights will stay as they are, and they are not adjustable.

#### Mission and Goals of Airport Commission

Mr. Gradijan opened the discussion by saying that he feels it is time to discuss what the commission is all about in relationship to goals and encouraged all commission members to make comments. He went on to say that in his opinion the whole idea in starting the commission was to have a voice in airport matters. Mr. Gradijan felt that one of the main objectives was to improve the airport and the primary function should be what is best for our airport.

Mr. Gradijan noted that significant improvements have been made. For example, the Procedures Manual was reviewed many times over a 13-month time, and all angles were discussed so that we did not offend anyone. He stated that there are items in the manual that he did not like, but compromises have to be made when creating a new document.

Mr. Gradijan stated that the commission is extremely democratic and everyone has the right to set the agenda, discuss their point of view and a vote that is equal to everyone else. Once a vote is taken, it should be respected or put it back on the agenda. The Commission should get back to the basics and what is important for the airport.

Mr. Moeny commented that he is in complete agreement with what Mr. Gradijan had said.

### Recommendation of Airport Operating Rules to Council

Mr. Gradijan stated that there was controversy because there was a vote about the Airport Ordinance and some did not feel good about it. There was another vote and others did not feel good about it. When the second vote was taken there were two members missing. Mr. Gradijan suggested that the Commission have a re-vote because all members are present and then everyone should then accept the results.

Mr. Altizer stated that he did not care if there was another vote, but if we operate to a set of rules that are not written down it could be a slippery road. He said that a majority voted and a majority won and he has no problem with it. Mr. Altizer stated that the problem he has is the fact that there are no written rules.

Mr. Moeny stated that if anyone wanted a new vote it would be fine with him.

Ms. Waak added that her interest is moving on. She stated that the Commission has other issues and everyone should get together and collectively go over items, but move forward.

Mr. Minch agreed that we need to move on. He also felt Mr. Altizer made a valid point about written rules. Mr. Minch also hoped that some good will come out of this. Mr. Minch stated that he does not care about a new vote and the majority vote is fine with him and let's move on. He did state that he does hope that what comes out of all of this would be some method of operating in the future.

Ms. Austell stated that regarding the Airport Operating Rules, there will always be people that do not follow rules and adding more rules will not make any difference to those that do not follow them. Ms. Austell also commented that she did not care one way or the other if a vote was taken.

Mr. Tinnin stated that he agreed with Ms. Austell and he did not care if another vote was taken.

Mr. Bartosh shared an example with the Commission of an official government board reversing itself. He went on to say that he had spent with the Mingus Union High School Closed Campus Committee. The original recommendation of the committee was a closed campus. A couple of

weeks later another member returns and is unhappy with the recommendation and another vote on the table and the campus is open again. So, he noted that it can be done. Mr. Bartosh also went on to say that the Airport Commission operates like the City Council, or at least we try to have you operate like the Council. The City Council follows the Robert's Rules of Order, but very loosely because it could get so technical and cumbersome that you are more concerned about following the rules than getting something done.

Mr. Bartosh also shared his personal observation with the Commission. He stated that Tuesday night did not help the Commission. Mr. Bartosh noted that he did not hear anything from the Council members, but he felt they probably walked away wondering why they formed this commission. He went on to say that the Airport Commission hurt themselves Tuesday night, but the Commission members must learn how to work through how to work together even if you disagree. He went on to say that you need to do it in a way that is not a public spectacle and an embarrassment to the Commission and also the Council.

Mr. Gradijan stated that he felt there were no winners or losers at the Tuesday meeting, but we were an embarrassment. He also believes that the Commission needs to define the operating rules of order. Mr. Gradijan also noted that it was mentioned that the city was going to modify Ordinance 505. He also stated that the problems with the Commission should be settled within the Commission. When we go to the Council we should go as a disciplined, united front. We should also work only on the airport issues and let the attorney handle the legal matters.

Mr. Minch added that he felt that a lot of the controversy came out of deep interests and seeing the future of the airport the way we view it. It was not meant in any way to disrupt, insult or intimidate anyone. Based on 50 years of experience, Mr. Minch stated that he wanted the best for the airport.

Mr. Altizer stated that he took an oath to do the best for the residents of Cottonwood. He went on to say that he believes in order and rules and he was not trying to sabotage the organization. He would like to have the Commission come up with a set of rules.

Mr. Bartosh added that even though he does not fly and he does not run an airport, but he has been in government for 30 years and he knows how it works. When it was recommended that this be an ordinance, it was based on his experience to do the best for the airport and also the Commission. Mr. Bartosh stated that his role is not to tell the Commission how to run the airport or how to fly, but how to work within government to accomplish what you are trying to do.

Mr. Costello mentioned that the version of the Rules that was brought before the Council had changes in it made by the City Attorney. One change was a definition and the other changes were in the hang glider section and two paragraphs were removed.

Mr. Gradijan noted that some opposition could be due to the fact that there were no rules before and it seems it is human nature to be against rules.

Mr. Fred Olson addressed the Commission and expressed his displeasure in the having the Operating Rules become an ordinance. He also wanted to know if his suggestions will go unnoticed.

Mr. Costello informed the Commission that the action at the Council was the first reading, and if the document is changed it will be another first reading. The follow up is the second and final reading and it is adopted 30 days after.

### FBO Contract

The public comments regarding the FBO Contract were delayed. Mr. Bartosh went on to explain what had taken place regarding the FBO Contract. He stated that the Council directed the Commission to put together a revised agreement because the current agreement expires in February, 2009. The agreement was presented to the current FBO and they were not interested in continuing under the agreement. The FBO was asked if they would want to give a counter agreement and their response initially was to continue with the current agreement with the same compensation. They did contact Mr. Costello later and informed him that they did not want to continue.

Mr. Olson addressed the Commission and stated that he feels Bob Luna is a valuable asset to the airport and he appreciates the effort that he makes, especially the Saturday morning coffee meetings.

Mr. Joseph commented that Bob Luna has created a great community for the airport users.

## **NEW BUSINESS**

### Skydive Contract

Mr. Gradijan opened the conversation by stating that a meeting with Mr. Bartosh, Mr. Costello, Mr. Gradijan and the Priggee's was held to discuss the skydive contract. Mr. Gradijan stated that the business is good for the airport and the community, but he has an objection to the term of the contract.

The Commission members had an extensive discussion covering the lease rate and the term of the contract. After discussion, Mr. Gradijan made the motion to recommend to City Council to offer the parachute operator a 3-year lease and the rate to be \$125 a month instead of \$100 a month and his rate will escalate as the same rate as the city hangars (6 or 7 %) for the next two years. We also mention in the lease that the reason he is getting this rate is because we are using it as an inducement to help promote the city airport.

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

Reference Book Corrections & Tie-downs for Mechanic/FBO

A motion was made by Mr. Moeny to table the Reference Book Corrections and Tie-downs for Mechanic/FBO until the next meeting. The motion was seconded by Ms. Waak. The vote was in favor.

SET FUTURE AGENDA ITEMS

1. Cost of a sweeper service
2. Fuel sign above the fuel self-serve tank
3. Move the "Call to the Public" at the beginning and then at the end
4. November meeting – Financial report – do we want the Financial Report

ADJOURNMENT

Mr. Moeny made the motion for adjournment and it was seconded by Ms. Waak. The vote was unanimous and the meeting was adjourned at 8:07 p.m.