

*SUMMARY* MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD **FEBRUARY 4, 2014** AT THE COTTONWOOD COUNCIL CHAMBERS, 826 N MAIN STREET, COTTONWOOD, ARIZONA.

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

**ROLL CALL**

Roll call was taken as follows:

**Commission Members Present**

Jim Moeny, Chairman  
Bill Tinnin, Vice Chairman  
Bill Wade, Commission Member  
Ron Krumm, Commission Member

**Staff Members Present**

Morgan Scott, Development Services Operations Manager  
Kelly Jobe, Administrative Assistant-Airport & Public Works

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Chairman Moeny led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Motion was made to approve minutes for December 3, 2014 meeting. All approved.

**BRIEF SUMMARY OF CURRENT EVENTS**

Brief Summary of events is presented by- Morgan Scott, Development Services Operations Manager

**Minimum Operating Procedures** – Still in production. Staff will meet with committee members Jim Moeny and Bill Wade to proceed.

**Apron Seal** – We have \$2 million in FAA funds to repair the Apron. This would push other airport project back.

**Signage for Airport** – Runway 3-2 sign is in hand however, it is too large to fit on the fuel farm, will look at cutting in half.

**Wall of Honor** - Need to get verbiage completed.

**GPS/IFR approach** – Has been commissioned. AWOS is certified, more FAA guidelines to follow. We are almost there, would like to have another meeting with FAA representative via conference call. Draft will go out to Airport commission for comments.

**Traffic Pattern Map** - To be completed for the public to advise where air traffic is allowed to be.

**OLD BUSINESS**

Discussion of 2015 projects for Cottonwood Airport - The Commission would like to see the following projects be initiated in 2015:

**Apron Remediation** – especially on the west side of the hangers. This is under design. We have 2 million dollars in FAA funds for repair of the Apron. We would like to use \$1 million. This will put most all other projects back.

**Re investigate Embry Riddle Competition Team** – This is being revisited while revising the minimum operating procedures.

**Displaced Threshold** - possibly postponing, in correspondence with FAA

**Exterior Fencing** – postponing this project

**Operating Procedures** – in revision

**Helo Pad** – Planning and Zoning department stated Verde Valley Medical Center are getting the permits in place to move to hangar on the East side of the Airport. Need to address a HELO flight plan ASAP. Need a traffic plan legalized and in place. Would like to look at Sedona Airport's plan. Cross departures have been forbidden there by the FAA.

**Jet A Fuel** - more aircraft are going to Jet A fuel.

## **NEW BUSINESS**

**Discuss new gate card procedures and guidelines** – This will take place this Saturday, Feb 7<sup>th</sup>. Commission would like to see the new agreement sent out on the notification email.

**Future specifications for businesses minimum operating procedures** - this should be a top priority to get in place.

**FAA expectations when we develop leases for businesses that operate on the airport** –

There were questions by the FAA as we look at specifications & compliance on any future leases. The Attorney will have the verbiage in the new leases. He has an escalator FTC for a base amount to follow up or down with the market rate. We have to prove the new lease would be a benefit to the Airport. We will have an extra layer of complexity when signing new leases. We are still waiting on a letter from the FAA as a response to our letter written by our attorney.

## **Adjournment**

A motion to adjourn was made, meeting adjourned.