

SUMMARY MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD SEPTEMBER 15, 2011 AT THE COTTONWOOD COUNCIL CHAMBERS, 826 NORTH 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  
Doug Palmquist, Commission Member  
Rex Williams, Commission Member  
Hal Cope, Commission Member

Commission Members Absent

none

Staff Members Present

Tim Costello, Airport Manager  
Susan Monroe, Administrative Coordinator- Airport/ Public Works  
Dan Lueder, Development Services General Manager  
Clint Combs, Terrorism Liaison Officer

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Chairman Moeny led the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Chairman Moeny made the motion to accept the minutes as presented. Motion was seconded and the vote was in favor to accept the minutes as presented.

**BRIEF SUMMARY**

Development Services General Manager Dan Lueder introduced the Clint Combs, the new Terrorism Liaison Officer. Officer Combs will head-up the security detail for the Airfest 2011.

Airport Manager Costello provides an update regarding a small grant from ADOT Aeronautics for \$18,000 to upgrade the beacon and replace current windsock with a larger diameter windsock.

**UNFINISHED BUSINESS**

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

Airport Manager Costello provided the following update to the LPV approaches. The current step in the process is the consultant completing and submitting the aerial survey. The next step is validation of the survey by the National Geodetic Survey (NGS). Once validated by NGS, the survey task is complete. The FAA will then design the approaches which has a timeline of approximately 6 to 12 months. This project is paid for by an FAA grant to the State of Arizona (ADOT Aeronautics).

### **Airfest 2011**

Chairman Moeny stated that planning for the Airfest event is well underway. There will be a pancake breakfast located in Hangar B. A B-25 Mitchell Bomber and C-45 Twin Beech provided by the Commemorative Air Force will be flying in. Also, there will a Kids Hangar to host activities for children. Airfest posters will be circulated next week for the event.

### **Hangar B**

Chairman Moeny suggested the following charges for use of the hangar for a 24-hour period:

- \$25 for single engine planes
- \$35 for twin engine planes
- \$50 for turbine engine planes

Chairman Moeny suggests a simple process to reserve the hangar be implemented similar to the courtesy car checkout process. Airport Manager Tim Costello indicates that storage and light maintenance uses are less of a risk than heavy maintenance. The city Risk Manager would need to approve the insurance amount. The number one priority for Hangar B is still lease to a mechanic. Once we have a mechanic, short term uses will end.

### **Motor Oil**

Airport Manager Tim Costello reviewed pricing for motor oil if the city were to sell it. Carter Oil in Camp Verde appears to have the best price on aviation oil. Some mark-up would be factored in the price. If and when a mechanic is hired, sale of motor oil would become their responsibility. Motion was made by Jim Moeny, seconded and approved by the commission.

### **2013-2017 ACIP**

Chairman Moeny made a motion to move this matter until after the AWOS discussion. The motion seconded and approved by the commission.

### **NEW BUSINESS**

#### **AWOS-Automated Weather Observation System**

Airport Manager Tim Costello reviewed the 2007 Airport Master “ultimate” location for the AWOS. The Master Plan location requires the purchase of property, an environmental assessment and the cost for the AWOS. The estimated cost is one million dollars. Commission Member Palmquist provided packets from Belford Instruments for an alternative location and specification for an AWOS. The location is by the mid-field windsock. The instruments are certified altimeter and visiameter and an advisory (not certified) wind speed and direction. Commission Member Tinnin made a motion to invite Belford Instruments to offer a presentation of their product to the Airport Commission. The motion seconded and approved by the commission.

### **2013-2017 ACIP-**

Chairman Moeny made a motion to table the discussion on ACIP until the October Airport Commission meeting to allow time for the board to look at alternative AWOS possibilities. The motion seconded and approved by the commission.

### **Airport Mechanic**

The commission members reviewed a draft request for proposal (RFQ) for an aircraft mechanic. Commission members commented on the lengthiness of the document and proposed lease rate. The one-year

was considered too short. Commission Member Palmquist made a motion that the document and lease rate to be reviewed at the October Airport Commission meeting. The motion was seconded and approved by the commission.

### **Monument Sign**

Airport Manager Tim Costello presents to the Commission that the current concrete monument sign is crumbling and beyond repair. An image of a possible new monument sign was presented to the board. A unanimous request was made by committee members for additional examples to be available by the next commission meeting and for the current sign to remain in place.

### **Coat Apron**

Airport Manager Tim Costello stated that a warranty claim was filed in a timely fashion with the contractor, Cactus Asphalt. Cactus has proposed using an alternative material for the repairs. A motion was made by Commission Member Palmquist for information on the alternative material and a timeframe be provided by the next commission meeting. Motion seconded.

### **Set Future Agenda Items**

1. AWOS
2. ACIP
3. Mechanic- request for proposal
4. Monument sign-
5. Apron seal coat

### **Call to the Public**

There were no calls from the audience.

### **Adjournment**

A motion to adjourn was made by Vice Chairman Tinnin. The motion was seconded and approved. The commission adjourned at 7:58 p.m.