

SUMMARY MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD AUGUST 18, 2011 AT THE COTTONWOOD COUNCIL CHAMBERS, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

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

INTRODUCTION OF NEW MEMBERS

Airport Manager Costello explained that on August 16, 2011, the city council reappointed Doug Palmquist and Bill Tinnin to new three year terms. Hal Cope and Rex Williams were appointed as new members.

ROLL CALL

Roll call was taken as follows:

Commission Members Present

Jim Moeny, Vice-Chairman
Doug Palmquist, Commission Member
Bill Tinnin, 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

PLEDGE OF ALLEGIANCE TO THE FLAG

Vice-Chairman Moeny led the Pledge of Allegiance.

ELECTION OF A CHAIRMAN

Commission Member Tinnin made the motion to nominate Jim Moeny to be Chairman of the Airport Commission. Motion is seconded and the vote was in favor to accept Mr. Moeny as the Chairman for a one year term.

ELECTION OF A VICE-CHAIRMAN

Chairman Moeny made a motion to nominate Bill Tinnin for Vice-Chairman. The motion is seconded and the vote was in favor to accept Mr. Tinnin as Vice-Chairman for a one year term.

APPROVAL OF MINUTES

Vice-Chairman Tinnin 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 OF CURRENT EVENTS

Airport Manager Costello provided the following summary of current events. Susan Monroe has been hired by the City of Cottonwood to fill the Administrative Coordinator position for the Airport/Public Works. In addition, Sue Monroe will be at the airport on Saturdays.

A Ford minivan is now available as a courtesy car. Anyone wanting to use the courtesy car will need to complete courtesy car use agreement. The form of agreement specifies a maximum use of 6 hours and a range of 10 miles.

A safety seminar, presented by the FAA FFAST Team, was held in Hangar B on July 30. The program was sponsored by the city, in conjunction with the Verde Valley Flyers. All 60 reserved seats were filled and an additional 10 walk-in participants that were also seated. Comments from participants indicated they felt it was a great show with good participation. A mention by the commission was made to thank Airport Manager Tim Costello and Administrative Coordinator Sue Monroe for the arrangements made to promote and facilitate the event. In addition kudos was given to the Verde Valley Flyers for inviting participants to their coffee function and getting the word out.

The last note was in regard to the weeks-long furlough of the FAA that was lifted this Monday. The furlough was caused by Congress failing to pass a budget bill for the agency. Congress did pass a continuing resolution funding the FAA through to 9-16-11, not even through the end the federal fiscal year of 9-30-11.

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 that the consultant is generating 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 write the approaches which has a timeline of approximately 6 to 12 months. Commission Member Palmquist asked that the AWOS (automated weather observation system) planning be referred to the survey consultant as to impact of the AWOS placement on approaches.

Airfest 2011

Chairman Moeny stated that planning for the event is moving forward. The Verde Valley Flyers will be given 2 information booths. In addition, more children's activities will be added with Home Depot facilitating one of the children's activities.

Discussion regarding the marketing plan for the airport

Airport Manager Costello discussed the following ideas from the previous commission meeting and additional comments.

Electronic media in the form of airport directories are valuable to widely promote our self service fuel, updated fuel cost and new courtesy car. In addition, commission members suggested paper pamphlet with local attractions be created. The commission suggested encouraging local businesses to add a link on their web page to the airport to encourage their patrons to fly into the area to enjoy lodging, restaurants and activities throughout the Verde Valley. The Airfest event was mentioned as an "open house" type event and a marketing opportunity for the airport. Local and transient pilots are also approached by airport staff to find out what has attracted them to the airport and what services they need.

NEW BUSINESS

Solar grant project

Airport Manager Costello stated the Arizona Department of Commerce Energy Office grant for \$91,000 is for grid-tied, solar panels. The energy created would offset the electric bill at the airport. The design/build contractor will soon have a contract. We have looked at alternative sites but the top choice is on the shade hangar. The alternative ground-mount site will require a burdensome environmental clearance document by the FAA. The shade hangar avoids this requirement and is a significant time and money saver. The shade hangar will need to be evaluated by the contractor as to whether or not the structure needs reinforcement.

Sale of pilot supplies such as motor oil

The question and need of motor oil being available to pilots at the airport was discussed. The audience commented that the sale of motor oil would be convenient to pilots. It was stated that an FBO or mechanic would be ideal provider of motor oil. No decision to recommend that the city sell motor oil was made.

Chairman Moeny requested that the item be discussed with more data at the next meeting.

Hangar B usage

Airport Manager Costello stated the planned use for Hangar B is an aircraft mechanical business but until that's ready to go, short term rental makes sense. The price that's been discussed by staff is \$20.00 a day with proof of insurance. Dale Williams asked if the Verde Valley Flyers could use the space for their meetings. Commission Member Palmquist requested that this item be added to the next agenda to discuss additional short term rental ideas.

2013-2017 Airport Capital Plan

Airport Manager Costello explained that the airport has a 5-year capital plan that is update each year in October. For the past year, the top project was the 300' extension of Runway 32. This project has not gone forward with the FAA for grant funding because it has technical problems meeting their "standards". After some discussion, Commission Member Palmquist made a motion to cancel the runway extension effort. Chairman Moeny seconded the motion and the vote was in favor to approve the motion.

Chairman Moeny made a motion that the installation of the AWOS be the top project in the airport capital plan. Seconded by Vice-Chairman Tinnin, the motion was approved.

Airport Manager Costello explained that the pavement preservation projects in the 5-year plan have been removed from the plan because ADOT has indicated they will do the projects. The projects involve asphalt overlays of the runway in 2013 and the parallel taxiway in 2016.

Set Future Agenda Items

1. Hangar B- Ideas for additional short term rental usage.
2. Sales of engine oil
3. 2013-2017 Airport Capital Plan
4. Mechanic for Cottonwood Airport

Call to the Public

1. Add to next agenda- Hangar B rental or use
2. Slurry seal surfacing at the Cottonwood Airport
3. Provide electricity to covered tie downs

Adjournment

A motion to adjourn was made by Chairman Money. The motion was seconded and approved. The commission adjourned at 7:30 p.m.