

DRAFT SUMMARY MINUTES OF THE SPECIAL MEETING OF THE OPERATIONS AND PROCEDURES MANUAL SUBCOMMITTEE AND THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD JULY 24, 2008 AT 1490 W. MINGUS AVENUE, COTTONWOOD, ARIZONA.

Chairman Gradijan called the meeting to order at 8:05 A.M.

Roll call was taken as follows:

Commission Members Present

Aleck Gradijan, Chairman
Lawrence Minch, Vice Chairman
John Altizer, Commission Member
Margaret Austell, Commission Member
James Moeny, Commission Member
Bill Tinnin, Commission Member

Commission Members Absent

Allyson Waak, Commission Member

Staff Members Present

Tim Costello, Public Works Director
Barb Herrick, Administrative Coordinator

RECOMMENDATION REGARDING AWARD OF BID – PERIMETER ROAD PROJECT

Mr. Costello informed the commission that a bid opening for the Airport Perimeter Road Project took place on Tuesday, July 22. The bid results were provided to each commission member for review. There were 12 bids submitted, and the low bidder for the project was Arizona Earthmovers in the amount of \$75,205.80. Mr. Costello stated that Arizona Earthmovers was awarded a bid with the city for the Willard Street Extension Project and that work will begin on Monday, July 28.

Commission members asked for clarification as to the location of the perimeter road and Mr. Costello provided the plans of the project for reference. Mr. Tinnin asked if there will be a need to do any fill work. Mr. Costello noted that it would only be minor. Mr. Minch inquired about the fence level and was informed that the dirt should be within two inches from the bottom of the fence. Mr. Costello also explained that there will be a weed treatment/soil sterilizer used.

Because the bid totals ranged from \$75, 205.80 to \$192,055.68, Mr. Minch asked if the FAA had any input in choosing the contractor. Mr. Costello stated that the FAA would be very interested in the low bidder, and if you wanted someone else you should have a good reason for another selection. Mr. Minch asked if the airport ramp could support an 80,000 lb truck. Mr. Costello assured the

commission that there would be no problems, noting that the ramp asphalt is like a local street and it has the capabilities to handle the load.

Mr. Costello asked the commission for their recommendation to award the bid to Arizona Earthmovers and it will then be submitted to the city council for their approval.

After general questions and comments were made and discussed regarding the bid submittals, Mr. Gradijan made the motion that we recommend that Arizona Earthmovers, being the low bidder, recommend to council that they accept their bid. The motion was seconded by Ms. Austell. Before the vote, Mr. Minch asked if a second choice be noted. Mr. Costello said that it would not be necessary. The vote by show of hands was a majority in favor. Mr. Altizer abstained from voting.

DISCUSSION OF REVISION OF THE OPERATIONS AND PROCEDURES MANUAL

Mr. Gradijan opened the discussion by noting that it is recommended by staff and council that the Operations and Procedures Manual be an ordinance. He went on to say that the decisions to be made are that we make the parts that are required to be an ordinance, or we make the entire manual an ordinance, or we throw it all away. The questions that have come up are what are enforceable, and is there anything in the manual that anybody has objections to being enforced. Mr. Gradijan stated that he would like all commission members to specifically state their position on being for or against, and then we would have a good idea of how everyone is thinking on this subject.

Mr. Minch read from the draft minutes and stated that the purpose of the meeting was to address seven items, reword them and present them as a separate document from the manual. He also felt that the statement that council would like it to be an ordinance is not reflected in the minutes.

Mr. Tinnin noted that legal council stated that in its entirety the manual has its strength.

Mr. Costello stated that he talked to Mr. Horton and he said it can be done both ways. Mr. Horton stated that it would not be unusual that it could be an ordinance and in his opinion it would be more streamline way to go forward rather than trying to segregate portions off. It could go the other way, but it would be a little more cumbersome.

Extensive conversation took place and all commission members expressed their opinions on what would be the best way to approach the sections that need enforcement.

Mr. Altizer suggested that they should go through the items that have been identified, extract them, and reword them. He also felt that the text should stay in the manual to call attention to the item.

Mr. Minch proceeded to discuss the items to be addressed in the order they occur in the manual:

1. SECTION 2.2.I: He suggested the wording to say “the City” instead of airport manager. Mr. Gradijan stated that they were all in agreement that anything in the book that says “airport manager” should be changed to “city”. Mr. Altizer suggested that the first paragraph be left in, but everything else is taken out to be ordinance. Mr. Minch noted that what he was suggesting was that everything be left in, and at the end put a reference to Ordinance XXXX. Mr. Costello stated that the text that is bold and underlined is what the attorney wanted to pull out. Mr. Gradijan and Mr. Altizer agreed with the concept. Mr. Minch suggested we leave it as it is.
2. SECTION 5.2.C. Mr. Minch made the suggestion that the penalty for speed in excess of the posted speed would be to have the gate pass be revoked or suspended. It was agreed the airport speed limit be 15 MPH. Mr. Costello noted that they would have to post the speed limit of 15 MPH.
3. SECTION 5.3 – LONG TERM PARKING – it has a fee and penalty which is ordinance material.
4. SECTION 8.2 – REMOVAL OF DEBRIS - Mr. Minch stated that he didn’t know if it should be an ordinance or not because there is no penalty only reimbursement. Mr. Costello stated that it should be because there is a cost.
5. SECTION 10.3 – VIOLATIONS AND PENALTIES – SECTION A - should be an ordinance.
6. SECTION 10.3 – VIOLATIONS AND PENALTIES – SECTION B - Discussion was directed as to whether the appeal is legal, because it is a law. Mr. Costello stated that if someone was to appeal the airport manager’s decision, it would be to the next step up, the city manager. Mr. Gradijan stated that when everything was started, the only penalty they wanted was to deny gate key access. The only change noted was to change the wording to “violation of the ordinance”. The “appeal” statement should be removed.

7. GATE ITEM - This item is not mentioned in the manual but there should be an ordinance for the enforcement of “tailgating”, allowing a vehicle through the gate behind an authorized user. Enforcement should be as per the posted sign. Violations of the gate rules, as defined on the gate, are in violation of an ordinance.
8. DEFINITION CHANGE – to “Airport Manager” – add “as a representative of the city”.
9. SECTION 2.2 – SECTION A. PARKING/STORAGE PERMIT REQUIRED -has been adopted by the city council by resolution.
10. SECTION 9.4 – SKATEBOARDS – There was discussion of broadening the title of the section to include other conveyances like roller skates, go-peds, scooters, etc. It was said to leave it the way it is.

Mr. Altizer stated that he agrees with the attorney regarding the words in bold, and whether they should be left in or taken out. He felt they should be removed.

Mr. Minch stated that when we go to the next meeting, he would like to see the manual approved.

Mr. Altizer felt that we might need another subcommittee meeting before we go to our regular meeting.

Mr. Tinnin wanted clarification on the changes to be made. He understood that we would be leaving the ordinance passages in as they are, and referencing them by ordinance number. Mr. Gradijan stated that basically they would present it to the council that it is our recommendation that they adopt it in this fashion.

Mr. Costello gave clarification to that point by saying when it gets passed on to the city council obviously they have to do their “waving of the wand” on the ordinance.

ADJOURNMENT

Mr. Minch made the motion to adjourn and it was seconded by Mr. Tinnin. The meeting was adjourned at 10:07 a.m.