

Cottonwood Municipal Airport  
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Cottonwood, AZ 86326  
(928) 340 – 2722



Cottonwood City Hall  
827 N. Main Street  
Cottonwood, AZ 86326  
(928) 634 – 5526

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**MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, AND HELD APRIL 7, 2021 @ 6:00 PM AT THE COTTONWOOD COMMUNITY CLUB HOUSE LOCATED AT 805 N. MAIN STREET, COTTONWOOD, ARIZONA.**

I. **CALL TO ORDER**

Chairman Jim Moeny opened the meeting at 6:00 pm.

II. **ROLL CALL**

COMMISSION MEMBERS PRESENT:

Jim Moeny, Chairman  
Bill Wade, Vice Chairman  
Vernon Reed, Commissioner  
Tim Pebler, Commissioner  
Will Hallier, Commissioner

CITY STAFF PRESENT:

Ron Corbin, City Manager  
Mark Williams, Airport Manager  
Lorenda Yoke, Airport Coordinator

III. **PLEDGE OF ALLEGIANCE TO THE FLAG**

Chairman Jim Moeny led the Pledge of Allegiance.

IV. **APPROVAL OF MINUTES – Airport Commission Regular Meeting from December 2, 2020**

Chairman Moeny asked if the Commissioners had time to review the minutes from the December 2nd meeting. All commissioners present affirmed. Commissioner Pebler made the motion to accept the minutes of the last meeting and Commissioner Reed seconded the motion. Chairman Moeny stated that the minutes have been approved by unanimous vote.

V. **BRIEF SUMMARY BY AIRPORT MANAGER, MARK WILLIAMS**

**AWOS:** Bid was awarded to PAVEX. With the increase in costs with power, change in location and the cost of the AWOS system, we are up \$140,000 to which ADOT will cover the majority of the overage. New estimated time of completion is August pending no further problems. Orville Wiseman from Wiseman Aviation asked who will maintaining the AWOS system. Mr. Williams is to contact the FAA for more information.

**Airport Security Progress:** Two of the four bids have been received. We expect to have the final two by the end of the week. We will have two 16-foot gates on wheels and key pad with remote access to monitor coming and going of vehicles with only 1 gate opening at a time. Cameras will be

at the entrance and exit gates to read license plates and have a clear view of the driver. A total of 16 cameras with night vision have arrived and are ready to be installed.

Ron Corbin, Cottonwood City Manager, stated that normally there would be no opportunity for discussion during the Manager's Brief but the Airport To Do List was included in the agenda which allows a dialogue if necessary. He encouraged the Commission to ask questions.

Mr. Williams continued with the implemented vehicle parking pass program and a badge system will follow shortly. Four different badges will be issued for each level of access to the secure area. How to address after hours and visitor access will take more thought and consideration.

Vice Commissioner Wade asked what the video retention is. He stated that some pilots could be away from the airport for as long as a couple of months before realizing that there is a problem. Mr. Williams stated that the system is cloud based but will need to refer to the IT Department for the length of video retention.

Ron Corbin, stated whatever the City standard is. We have been able go back for criminal investigations more than a few days if not a couple of months.

Commissioner Hallier asked why the high level of security. Mr. Williams responded that the recent thefts, aircraft break in's, etc. has expedited the process. The current systems that are being implemented are very cost efficient. Commissioner Hallier asked why not focus on those who are doing something wrong instead of limiting access to those who may be there to have coffee with a friend at a hangar. His position is to be less restricting to encourage people to use the airport. Chairman Moeny asked for this item to be tabled for the next agenda for further discussion.

Ron Corbin addressed the commission stating that one reason for the Security Policy is to restrict the use of runway and taxiway areas by the morning joggers, the bicyclists, etc. and we have had aircraft broken into recently. We have unauthorized users along with making sure that workers on the airport have purpose or have proper insurance in addition to following all of the City's other policies. We have concerns with people accessing the airport in general and using unauthorized areas on the airport.

Orville Wiseman, Wiseman Aviation, addressed the Commission stating that a family member has no business inside the fence unless the pilot escorts them. It is in their own best interest and safety if they do that. He expressed that at many airports even pilots don't get access afterhours. It is the time that we live in. If you don't have an aircraft, you have someone bring you in. Cottonwood is unique as it is located inside the town and therefore, the community is directly around the airport which makes it unfavorably more accessible. He recommended the badge/ID to contain the gate access. For example, his badge will open any area that he is authorized to enter. Mr. Wiseman also recommended a Driver Training Program to ensure that anyone driving on the airport understands where they can and can't be. In addition, most insurance coverages are not going to include damage to an aircraft due to the high cost of repairs. No one should be on the ramp if they have no business being on the ramp.

**Terminal Construction Progress:** More delays have been caused by bids, production, etc. Mr. Wiseman is still committed to the completion as soon as possible.

Larry Minch asked to address the Commission since his comment is related to the terminal construction. Access to the restrooms must be addressed. His suggestion is to place a porta john near the terminal or provide better directional signage to the restrooms at the southern end of the airport. Orville Wiseman requested that he is notified of these types of issues in order to address

them quickly. Chairman Moeny asked staff to look into a resolution. Commissioner Pebler asked who controls the terminal afterhours. It was clarified by Chairman Moeny that the FBO has control 24 hours.

**Terminal Broadband Project:** The City has taken over the project but we are working with them to complete the airport portion. The project has not stopped, we have just split off in parts.

**Infrastructure Repairs:** The emergency gate has been repaired by Public Works to keep anyone from being able to reach in and open it. The taxiway hole has also been repaired. Public Works is doing a great job in their prompt response to issues on property.

**Excavation Project:** Mike Mongini is still planning to level the property to the south to grade. He is still committing to the completion date of September.

**Fuel Flowage Collections:** Mr. Williams stated that we have been collecting fuel flowage from the tanks at the airport. All is paid with the exception of the Larry Green tank which will not be billed or until there is a resolution.

**The Cottonwood Aviation Day and Viticurean Festival:** The date has been confirmed as October 23<sup>rd</sup> with some events happening the evening of the 22<sup>nd</sup>. Details will be presented as we progress. There will be onsite security for this event.

**Airport 5-year Capital Improvement Plan and Fiscal Year 2022 Budget:** The handout was presented to the Commission. Mr. Williams stated that he didn't want to discuss each item but pointed out that a number of items on the list will be grant funded. As you see on line 83, \$16,000 will be held back for taxiway repairs in the event that it is not grant funded. Most items are self-explanatory but if anyone has a question he would be happy to clarify. Please keep in mind that this information has been submitted to Finance but neither the CIP nor 2022 Budget has been approved. Commissioner Pebler asked if the \$16,000 was an estimate. Mr. Williams stated that this number was provided by Public Works to patch then seal. The complete reconstruction of the taxiway has been in the plans for a number of years, but is scheduled for 2022 or 2023 with FAA funds.

The final item in the briefing was the GPS approach on 32 not being available for night approaches. Following some research there are a couple of obstructions that are in cone which are the trees and brush at the south end of the runway. In addition, the fence at the airpark will need to be moved or removed. Mr. Williams, will continue looking for resolutions to present.

**CALL TO THE PUBLIC** This portion of the agenda is set aside for the public to address the Commission regarding an item that is not listed on the agenda for discussion. However, the Commission cannot engage in discussion regarding any item that is not officially listed on the agenda for discussion and/or action (A.R.S. §38-431.02.A. (H).) ***Therefore, pursuant to A.R.S. §38-431.01.G., action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Comments are limited to a 3-minute time period and the Commission will not hear repetitive comments.***

Chairman Moeny asked for any comments from the public.

Orville Wiseman, Wiseman Aviation, gave a brief overall of the FBO and asked if an FBO Report could be added to the agenda for a regular update. Plans to have an open house upon the completion of the terminal remodel. He then plans to move to 24-hour coverage along with the weekends. He addressed his concerns on the amount of complaint calls that roll up to Flagstaff on the weekends. Many callers use profanity and he would prefer that his phone attendants not have to deal with that. He stated that he is working with the airport manager on a resolution.

Chairman Moeny closed the floor.

VI. **OLD BUSINESS**

1. Review and update the Cottonwood Airport Pending Projects List

Add sweeping of the ramp and runway along with windsocks replacement.

VII. **NEW BUSINESS**

1. Approval and recommendation to City Council: Proposed Airport Noise Disclosure Ordinance to be distributed to anyone completing a real estate transaction in the City of Cottonwood, disclosing the probability of aviation noise, and providing the noise contour map.

After much discussion between Commissioners and City staff, there was no action taken by the Commission at this time. Chairman Moeny asked for this item to be tabled and brought back to the next meeting. Ron Corbin suggested having the City attorneys at the next commission meeting to answer many of the questions that were posed to staff. In addition, Ron Corbin committed to set a meeting with Clarkdale Mayor and team to discuss possibilities between the two cities.

2. Approval and recommendation to the City Council: Updated Airport Security Information Sheet and new Airport Security Plan.

Following Mark Williams' presentation to the Commission, there was some missing information from the documents including the penalties associated to the security violations and the revised auto insurance requirements. Ron Corbin asked for more direction from the Commission or a different direction to try and expedite the process. Vice Chairman Wade and Commissioner Reed volunteered to rewrite the policy and provide a revised document 2 weeks prior to the next meeting. The Airport Coordinator is to provide a version of the original document that can be modified to both Commissioners tomorrow.

3. Approval and recommendation to City Council: Proposed Dakota Air Tours 15-year lease option, and an additional 10-year extension option.

Motion to approve was made by Vice Chairman Wade with Commissioner Pebler seconded with unanimous approval, the motion was passed.

4. Discussion of the proposed payment schedule for airport properties that the City is utilizing for non-aeronautical use.

Following Mr. Williams' presentation, Vice Commissioner Wade asked if there could be a time frame included to review or a commitment to update the rate in the future for an escalator adjustment. Mr. Williams stated that the escalator is currently \$.01 per square foot per year. Ron Corbin commented that he and Mark Williams would reevaluate this amount each budget year.

5. Discussion of Airport Capital Improvements Projects and 2022 Airport Budget.

Mr. Williams stated that this information was a basic duplicate of what was presented earlier in his Manager Briefing. Commissioner Pebler asked what the meaning of the highlighted colors. Mr. Williams identified them as grant funded items in yellow and City expense if grant funds do not come through in red.

Chairman Moeny asked if there was anything else to come before the Commission. Vice Commissioner Wade asked if the Commission can make recommendations for future agenda items and receive the DRAFT agenda a minimum of 1 week prior. He also asked for the proposal items in the packet to be listed as DRAFT to clarify that the Commission has the ability to make suggestions/changes/recommendations.

Ron Corbin recommended that at the end of each meeting, Future Agenda Items are submitted.

#### VIII. **ADJOURNMENT**

Chairman Moeny asked if there is anything else to come before this Commission. As there was none, he asked for a motion for adjournment. Commissioner Pebler so moved, Vice Commissioner seconded and the motion passed unanimously.

Meeting adjourned at 7:37 pm.