

MINUTES OF THE MEETING OF THE AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD MARCH 2, 2022 AT 6:00 P.M., AT THE COTTONWOOD COUNCIL CHAMBERS LOCATED AT 826 N. MAIN STREET, COTTONWOOD, ARIZONA

---

Chairman Moeny called the meeting to order at 6:00 p.m. Roll call was taken as follows:

**COMMISSION MEMBERS PRESENT**

**ABSENT**

Jim Moeny, Chairman  
Bill Wade, Vice Chairman  
Tim Pebler, Commission Member  
Vernon Reed, Commission Member

**COMMISSION MEMBERS**

Ron Baird, Commission Member

**STAFF MEMBERS PRESENT**

Jeff Tripp, Airport Manager  
Ron Corbin, City Manager  
Rudy Rodriguez, Deputy City Manager  
Kelly Jobe, Community Development Administrative Assistant, Recorder

**PLEDGE OF ALLEGIANCE**

Chairman Moeny led the Pledge of Allegiance

**APPROVAL OF MINUTES OF FEBRUARY 2, 2021 MEETING**

Vice Chairman Wade made a motion to approve the minutes, Commissioner Reed 2<sup>nd</sup> the motion.  
Unanimously passed

**ITEMS FOR DISCUSSION -**

1. Airport Manager's Report
2. Airport Operations & Noise Abatement Report

Commission did not have any questions or comments on these two items.

**NEW BUSINESS -**

**1. Fuel Storage Minimum Operating Standards**

Airport Manager Mr. Tripp stated the updated standards that the Commission has been working on have not been submitted to Council for approval. He reached out to the Fire

Marshal to see if he had any concerns or revisions with the document. Once he gets those comments back, he will bring to the Commission for their approval and recommendation to City Council.

## **2. Fuel Storage Permit Update**

Mr. Tripp stated staff updated and made some corrections as well as possibly updated the hot fueling protocol, to only allow in emergency situations such as a medivac unit. At this time general users are doing this and it is simply just not safe.

## **3. Potential Capitol Projects with additional FAA Supplemental Grant**

Mr. Tripp provided information from the FAA regarding a 100% fully funded federal grant that would provide \$159,000 for the next five years for Airport Improvement Program authorized projects. This grant does not require a match from the city. The 2022 amount can be rolled over to the following year. A few of the projects he is looking to include the relocation of the fence line on the west side access gate. This will open the area up for more business access. He is looking at wildlife mitigation, looking at approximately two miles of fencing. Also runway 3-2 obstruction removal.

Commissioner Reed requested a reinspection of the taxi way, it is in really poor condition. The cracks need to be repaired. He stated it is very destructive to the tail wheels which tend to be costly to have replaced.

Mr. Tripp stated a pallet of crack seal has been ordered and is working with the Public Works Department to look at doing the repairs.

## **4. Sky Diving Operator Minimum Operating Standards; Drop Zone**

Mr. Tripp is still in the process of designing the packet with the prospective business, GO JUMP SEDONA. It will need to go through the FAA Risk Assessment as well as comply with their minimum standards. Mr. Tripp is working on a draft policy and procedures manual for so they are clear on the guidelines and all pilots will be aware of where the drop zones are. He stated staff is working on an updated Airport operation procedures manual that will be published to include the skydiving operation.

Commissioner Reed made a motion to approve and recommend the new skydive operations, run by GO JUMP SEDONA to City Council. Commissioner Pebler 2<sup>nd</sup> the motion Unanimously passed

## **5. Adoption of AOPA Recommended Noise Awareness Steps**

Mr. Tripp stated he would like to put into place the AOPA Standard Noise Awareness Steps to help remind pilots to fly friendly whenever possible.

Commissioner Pebler stated he likes these standards because they are consistent throughout the country. He made a motion to approve adopting the AOPA Recommended Noise Awareness Steps for the Cottonwood Airport. Vice Chairman Wade 2<sup>nd</sup> the motion. Unanimously passed.

Mr. Tripp stated they will be added to the web page,

#### **6. AWOS Voice Remarks - noise abatement messaging**

Mr. Tripp stated he would like to come up with some verbiage that has any and all pertinent information while keeping it the minimum amount of time. The AWOS allows for two 90 second messages, however it doesn't need to be that long. He asked the Commission to send him their ideas and recommendations for a script, so he can get it in a draft.

Chairman Moeny stated they have a great one for the Payson AWOS. He asked the status of the AWOS.

Vice Chairman Wade stated Lake Havasu City is a good one as well.

Mr. Tripp stated the tower and all the hardware and physical components are up, and they are waiting for the computer system to be installed and tested. He is planning on sometime in March and hoping the trucking issue won't have any effect on getting it by then. As soon as he has a definitive date, he will advise the Commission. The FAA will be scheduled to complete the certification as soon as the AWOS is up and running.

#### **7. Potential modification of 30 min after sunrise/30 min before sunset request**

Mr. Tripp stated while going over the noise complaints over the last three years and speaking to residents at the evening meetings held at the Airport the biggest challenge seems to be in the early mornings before 8:00 am. He stated the flight times can not legally be restricted, but they can be requested to hopefully lessen the flight training after 8:00 am on the weekdays and maybe after 9:00 am on the weekends and holidays. He stated he is going to take a look at other airports to see what hours they may have. This would mainly be for touch and gos and repetitive operations in flight trainings.

Chairman Money stated the FAA uses the official sunrise and sunset for times.

#### **8. Commission letter to the County requesting support for a new airfield**

Chairman Moeny stated in 2018 the Commission adopted a Noise Action Plan to address various Airport related noise issues. One of the proposed action items relates to developing a paved auxiliary training field in Northern Arizona to help with pilot training and relieve some of the pressure on Cottonwood. Embry Riddle has been exploring

adding additional capacity either at another landing strip either at Prescott or one in the Prescott Valley/Chino Valley area. He stated he drafted a letter to Donna Michaels, Yavapai County District 3 Supervisor and requested their assistance in helping both Cottonwood and Embry Riddle to make this a reality in getting another airfield in the area. He met with Supervisor Michaels and City Manager, Ron Corbin last September and they actually suggested an area at State Route 169 and I-17, the road to Dewey. He stated it would be a great area as a testing strip as there is nothing out there.

Vice Chairman Wade stated the letter is a real good place to start but suggests to meet with the Airport Manager in Prescott and the Prescott City Manager and have a casual conversation about this idea. He stated both of them are interested in expanding the Prescott Airport, and a lot of that expansion is related to Embry Riddle. If land can be located 20 miles north of Prescott and 10 miles East of Chino Valley and get some State and or Federal land donated, it would be a lot better economically for the City, Embry Riddle and the Prescott Airport, and Cottonwood Airport can tag along. It will be good to get the cost of the runway, He stated maybe its time for a Chino Valley Regional Airport

Mr. Tripp stated that Prescott Airport is actively trying to get a fourth runway and or in support of getting another strip for their operations. Last year Prescott was the 18<sup>th</sup> busiest airport in the Country with 311,000 take offs and landings. This is why Embry Riddle is having to divert their planes to the other 5 outlying Airports because they have so many students. This letter is the first step to start addressing the issues.

Commissioner Pebler stated it would be important to involve the Arizona Pilots Association as they have been monumental in the last 10 years on opening old airstrips on remote land, they establish the funding either to get them resurfaced or improved and added services. They have done 4 or 5 of these in the last 10 years. I actually have help with a couple of them. They would know where the best property is, have have the ability and contacts to help get something in motion.

Vice Chairman Wade stated to make sure this letter pushes for an obligation of a response.

Vice Chairman Wade made a motion to approve and send the letter.  
Commissioner Reed 2<sup>nd</sup> the motion.  
Unanimously approved

Mr. Tripp stated he will be mailing the letter tomorrow.

#### FUTURE AGENDA ITEMS -

1. Airport Capitol Improvement Program for FY2023-2027

Mr. Tripp stated staff is in the budget process and will have an update on this next month.

2. Airport Operating Budget for FY2023

Mr. Tripp stated there is a line item page in the packet that shows what the new numbers will look like.

3. Airport Rates & Fees update for FY2023

Mr. Tripp stated he will be updating the rates and fees schedule and bringing that back to the Commission.

4. Possibility of recording or You Tube of the Airport meetings on the website.
5. Helicopter Tours
6. AVGAS Fuel

CALL TO THE PUBLIC -

Dianne Snyder of Clarkdale stated she is not happy with hearing the helicopter operations and will now have to hear the skydiving planes. She stated that she does not see Embry Riddle ever getting out of here.

Nancy Maxwell of Clarkdale asked if the Airport meetings could be televised like the Planning & Zoning meetings. She stated she has concerns of the lead fuel that the aircraft uses.

Lynn Howard of Pine Shadows she thanked the Commission for writing a letter to Donna Michaels, and Mr. Tripp for providing detailed reports. She asked for take-off and landing times to be not before 8 am and not after 6 pm.

Donald Miller stated he noticed on one of the charts for tracking complaints that 66 complaints came from one household, and 19 complaints came from just one household for one month, so for January, 75% of the complaints came out of two households. He feels that is harassment to the City as they are aware of the issue and are actively working on it. He stated as far as the lead is concerned, they have been working on getting the lead out of the AVGAS, and will have that done by 2030 at the latest.

Jerry McCann of Pine Shadows wanted to know why the helicopters flying over Pine Shadows.

ADJOURNMENT

Commissioner Pebler moved to adjourn. The motion was seconded by Commissioner Reed and carried. The regular meeting adjourned at 6:55 p.m.

DRAFT