

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

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

COMMISSION MEMBERS PRESENT

Jim Moeny, Chairman  
Bill Wade, Vice Chairman  
Tim Pebler, Commission Member  
Vernon Reed, Commission Member  
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 DECEMBER 1, 2021 MEETING

Vice Chairman Wade moved to approve the minutes. The motion was seconded by Commission Member Pebler and carried unanimously.  
Minutes approved with corrections.

AIRPORT MANAGER REPORT / OPERATIONS & NOISE ABATEMENT REPORTS

Mr. Tripp stated as he is new to the position, he will just go over an update of what he has been and will be working on;

- a. FBO RFP Update – The City received two (2) proposals to operate the FBO. City staff have reviewed the proposals and have entered into negotiations with AeroZona Aviation. Subject to successful negotiation of the FBO Agreement, staff will recommend the award of agreement to City Council at the next available meeting once negotiations have been finalized.
- b. Access Card & Key Cards – The current databases are being audited and updated to verify active cards and vehicle parking stickers, and account for defective or lost cards.
- c. Non-Aeronautical Storage Permits – The owners of all non-aeronautical equipment (cars, trailers, etc.) parked on airport property are being contacted to either remove said vehicles or register for the non-aeronautical storage permits. The current rate of \$52/quarter plus

tax needs to be raised as this equates to an approximate \$17.75 per month; will likely recommend at least a \$30/month rate or \$1.00/day.

- d. Commercial Operating Permits – The airport is auditing our current records. We need to update the commercial operating permit requirements and form, evaluate rates & fees, and coordinate with applicable tenants – to include airpark tenants and non-tenant commercial operators (independent mechanics, independent flight instructors, aircraft detailers, etc.) - to bring them into compliance with the program to include insurance and paying applicable fees.
- e. Fuel Storage Permits - The airport is auditing our current records. We need to update the fuel storage permit requirements and form, evaluate rates & fees, and coordinate with applicable tenants – to include airpark tenants - to bring them into compliance with the program to include insurance, training documentation, and paying applicable fees.
- f. Based Aircraft Report – The airport is auditing our current records. There are a number of discrepancies between airport records, the Virtower based aircraft records, and what is reported to FAA & ADOT. The current records do not list airpark-based aircraft, list 12 helicopters (most are associated with the hospital and are based in Flagstaff), and a general verification of based aircraft to ensure all reports match. Aircraft registration fees help fund the State Aviation Fund which in turn provides state aviation grants to airport for capital projects.
- g. Airport Commercial Minimum Operating Standards update – The Airport needs to submit the fuel operations update completed last summer for Council approval (attached) and make several minor corrections to the proposed changes. The Airport is also working on updating the Fuel Storage Permit (attached). I propose adding these two items to the March commission agenda for review and discussion.
- h. Airport Rules and Regulations update – none

## **2. Airport Operations & Maintenance**

- a. Aviation Way Gates Upgrade – The gate project has been completed with minor work to be done to complete landscaping, grading not completed by the contractor and removal of old gates, and establishment of the internet-based control access to allow for programming of gate cards, issuing temporary codes, etc.
- b. Airfield Sweeping – The airport contracted with Swept Away LLC (a Prescott Valley-based sweeping contractor) to sweep the runway, taxiway and apron on January 18. Due to weather, they completed the runway and returned to finish the taxiway and ramp on January 26. The total cost for the service is approximately \$850.00. The Airport will plan to conduct sweeping (and budget for) on at least a quarterly basis to help remove the fine particulate matter from pavement surfaces and reduce FOD in addition to normal daily inspection and removal.
- c. Airfield & Apron Lighting – The airport requested the Public Works Department to replace the four apron lights with new bulbs and photocells. This was completed in January along with other lighting repairs – both airside and landside. Several airfield signs appear to need servicing and an airport lighting specialist will be contacted for a service call if city staff are unable to repair.
- d. Runway 32 Obstructions Removal – A portion of the east side fence and a number of bushes in the Runway 32 runway protection zone have been identified as creating a

negative impact to the GPS approach for Runway 32 and will need to be removed. Staff will develop a corrective action plan to address the realignment of the fence and removal of bushes.

### **3. Airport Capital Improvement Program**

- a. AWOS – The replacement Automated Weather Observing System (AWOS) project commenced in January with Pavex installing the underground conduit runs from the APS transformer by the EAA building and paralleling Taxiway A. The AWOS equipment is anticipated to be delivered in February and installed. Once installed, FAA must certify the equipment which may take up to 90 days.
- b. Taxiway A Rehabilitation – The airport has purchased a pallet load of crack seal material and will be coordinating with Public Works Department to perform the necessary crack sealing on Taxiway A or other areas on the runway or apron where needed this spring.
- c. Additional FAA Supplemental Grant in FY23 – The Airport received notice that we will be receiving an additional FAA Supplemental Grant in the amount of \$159,000 later this year. Potential projects include installation of wildlife anti-dig fencing along the perimeter fence lines to deter animals from digging underneath the existing fence; installation of a 3 or 4-foot fence perpendicular to Runway 32 on the north side of the Silver Springs Wash to prevent javelina and other smaller animals from accessing the airport. Recommend adding a discussion of possible projects with this grant as a commission discussion item for the March agenda.

### **4. Airport Budget**

- a. FY2023
  - i. Airport Rates & Fees – An update to the current rates & fees charged will be drafted to include in the next fiscal year. Items such as the current rate charged for non-aeronautical parking and open tiedowns is too low at \$52/quarter, lack of overnight transient parking fees needs to be corrected.
  - ii. Airport Capital Improvement Program – The draft update for the FY23-27 fiscal years will be provided at the March commission meeting.

### **5. Airport Master Plan Update**

- a. Chapters 1-3 have been updated and will soon be available for posting to the webpage. The consultant (Kimley-Horn) has been given direction to move forward with remaining chapters and to schedule the next master plan committee and public meetings.

### **6. Airport Economic Development**

- a. Sky Diving Operator – In December 2021, the airport was contacted by the CEO for GoJump America to establish sky diving operations at Cottonwood. They currently conduct operations in Oceanside, CA and Las Vegas. A Commercial Operating Permit application is currently being prepared. The operator has contacted the EAA to sublease a portion of their building and may request a fuel storage permit to refuel their turbine jump aircraft. A Minimum Operating Standard for Sky Diving Operators has been drafted (attached) for review and discussion at the March commission meeting.
- b. Additional Maintenance & Avionics providers – The airport has received inquiries from three different maintenance and/or avionics businesses after the FBO RFP closed. The airport will look at developing a Request for Proposals (RFP) for the potential lease of available airport land between the B and C hangars for someone to construct a facility.

The airport has also received an inquiry for the lease of land to construct a small private hangar.

- c. City of Cottonwood/Verde Valley Economic Opportunities – The airport is working with the City Tourism Department to help leverage airport resources for travel and tourism to attract visitors that may use the Mingus Mountain Hang Glider launch point, the sky dive operations, helicopter tours by Dakota Territory Tours, etc., and marketing to pilots in the Southwest.

### **Airport Noise Abatement Program**

7. **Monthly Operations & Noise Abatement Report** – A monthly report to provide information on airport operations using the Virtower system and noise complaints received will be prepared and provided to the Airport Commission on a monthly basis. This was previously requested as part of the 2018 Noise Action Plan. Due to the commission meetings occurring at the start of each month, the reports will be delayed by one month (i.e. January’s report will be presented in March, etc.) to allow time to complete the preparation of the operations figures and complaints received.
8. **CY2021 Airport Operations & Noise Abatement Report** – An operations and noise report were created for CY2021 (attached).
9. **Noise Abatement Program**
  - a. Website updates – Added the 2018 Noise Action Plan and 2006 Traffic Pattern Map.
  - b. Review of 2018 Noise Action Plan (attached)
  - c. Use of [Whispertrack](#) for noise program publishing (attached)
  - d. Recommend adoption of AOPA Recommended Noise Steps (attached)
  - e. Noise Complaint Procedures
    - i. Development of dedicated city complaint number and on-line reporting form to help simplify citizen’s ability to file complaints with the City in a consistent manner.
    - ii. The Parks & Recreation Department has hired a new Reservations & Customer Service Representative. This position will assist the Airport with receipt of noise complaints and the weekend administration and issuance of access cards, airport application, non-aeronautical parking permits, and responding to customer inquiries for assistance at the airport.
    - iii. Receipt of Complaints – A policy change to update how the airport will receive complaints will include:
      1. Requiring minimum Information required (name, address, phone and/or email, callback wanted - yes/no) to be considered a valid complaint. Complaints with no contact information, address, etc. do not provide staff with the ability to identify where a complaint is which impacts our ability to review a complaint, determine if there is an issue, and to be able to respond to the citizen.
      2. Complaints including vulgar language, derogatory comments towards staff, etc. will not be accepted into the complaint database nor acted upon.

3. Complaints that contain threats (whether intentional or just venting frustration) will be treated seriously and forwarded to law enforcement for further action.

10. Recap of coordination meeting with Embry-Riddle Aeronautical University on 01-18-22

11. Community Noise Meetings have been scheduled for the following dates at the airport terminal building (1001 W Mingus Ave) from 4:00 PM to 5:30 PM:

- Thursday, February 3
- Thursday, February 10
- Thursday, February 17
- Thursday, February 24
- Thursday, March 3

Sign-ups will be handled on-line through the City Parks & Recreation Department's webpage at <https://secure.rec1.com/AZ/cottonwood-az/catalog>

Attendees are required to sign up to attend a specific date and must first register for a Civic Rec account to log in and then click on the Airport Noise Meeting tab. To keep the group size manageable to allow for productive discussion, a maximum of 10 registered attendees per meeting has been established.

Citizens are asked to only sign up for one meeting date to allow others to have the opportunity to speak and be heard. Additional meetings can be coordinated if needed.

#### CALL TO THE PUBLIC

Lenn Howard, from Cottonwood, stated she appreciates the public comments being included in the minutes. She stated she is encouraged with Mr. Tripp's report. She is still very concerned over the additional helicopter operations. She stated the air traffic noise has increased a great deal since 2018.

#### ITEMS FOR DISCUSSION - NONE

#### NEW BUSINESS - NONE

#### FUTURE AGENDA ITEMS –

Vice Chairman Wade would like to have additional information on the AWOS system. Would also like to discuss the idea of the county purchasing some land north of the Prescott Airport to put another runway there. He stated it could be a cooperative venture between Cottonwood, Prescott and Yavapai County for a number of acres, provide it to Embry Riddle and cut the time to building another runway.

City Manager Ron Corbin suggested a draft letter to get to the Commission to review and then presented to the Yavapai County Board of Supervisors.

Commissioner Pebler would like to have the skydiving landing zone added to the agenda. He stated the project of Mongini moving land, he would like to know where they are on that. He also stated the Arizona Pilots Association is very involved in renovating old runways and they might be an asset to contact along with the County Board of Supervisors to be involved, they have helped Bureau of Land Management and the Forest Service throughout out Arizona and they may be a good resource to get involved with this. He stated the website could use some updating for pilots and citizens as well.

Commissioner Reed would like to have options for broadband expansions for services around the airport. He stated he would like to have the skydiving operation added to the agenda.

#### ADJOURNMENT

Commission Member Pebler moved to adjourn. The motion was seconded by Vice Chairman Wade and carried. The regular meeting adjourned at 6:52 p.m.