

Cottonwood Municipal Airport
1001 W. Mingus Avenue
Cottonwood, AZ 86326
(928) 340 – 2722



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

MINUTES OF THE REGULAR MEETING OF THE COTTONWOOD AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, AND HELD WEDNESDAY MAY 5, 2021 @ 6:00 PM AT THE COTTONWOOD COUNCIL CHAMBERS LOCATED AT 826 N. MAIN STREET, COTTONWOOD, ARIZONA.

I. **CALL TO ORDER**

Chairman Jim Moeny opened the meeting at 6:01 pm.

II. **ROLL CALL**

COMMISSION MEMBERS PRESENT:

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

COMMISSION MEMBERS ABSENT:

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 April 7, 2021**

Chairman Moeny asked if the Commissioners had time to review the minutes from the April 7th meeting. All commissioners present affirmed. Commissioner Pebler made the motion to accept the minutes of the last meeting and Vice Chairman Wade seconded the motion. Chairman Moeny stated that the minutes have been approved by unanimous vote.

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

West Entry Gate Progress: Yavapai Fence was awarded the contract and the PO has been signed and approved. Their bid was approximately \$12,000 with a 15% overrun allowance. The work will be put onto their schedule and start as soon as possible.

Hang Glider Landing Area: At 9 am on Tuesday, May 11th a meeting is scheduled to finalize the project. The proposed area is located on City owned land between the Humane Society and Mesquite Hills subdivision on West Mingus Avenue.

Threatening Voicemail: We received a voicemail from a woman threatening to “start shooting planes out of the sky” as a resolution to the aircraft noise. Cottonwood Police Department was contacted as well as other government agencies. No details are available as the investigation is ongoing.

Camera System: Is up and running. Two additional cameras will be placed at the South End and at the West entrance and exit as soon as the new gate is installed. In addition, nighttime infra-red lights will be added to the T-Shade area for better visual monitoring.

Wildlife Tracking: The FBO has begun tracking the wildlife as we have spots in the fencing were coyotes, javelina, etc. With continued tracking the Airport would be eligible for an FAA Grant to install a new perimeter fence.

Vice Chairman asked if striping or stop signs were planned? For example, STOP HERE and wait for gate to close before proceeding. Mr. Williams is to get with Public Works to include in planning.

VI. **WISEMAN AVIATION – FBO REPORT**

Chairman Moeny stated there will not be a report.

VII. **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. As there were none, he closed the floor.

VIII. **OLD BUSINESS**

1. **Review and update the Cottonwood Airport Pending Projects List**

- A) Sweeping of the ramp, taxiway and runway: Jeff Cook is research previous contracts. Our plan to set up a regular cleaning schedule that is both economical and efficient to include an on-call option for storms, high winds, etc.
- B) North & South windsock replacement: The North windsock will be replaced next week with lighting being considered using a solar option. The South windsock will be replaced when it is moved to the new location with the AWOS. Annual replacement has been added to the calendar for May of each year. Chairman Moeny recommended a modification of the South unit for ease of replacement without needing a lift each time.

Mr. Williams clarified that the items in green are in process with items in yellow are complete.

Vice Chairman Wade stated that the Rules & Regulations discussions should include pilots at the airport but outside of the Commission. He also had several questions regarding Section 163 process to which Mark Williams offered to meet with him and answer or invite the City attorney to attend the next commission meeting to explain and answer the questions. He then indicated

that he would meet with Mr. Williams first and see how much can be resolved. Vice Chairman Wade stated that the Commission should be discussing the prospect of the Guardian Air Hangar being moved to the West side of the Airport. Better to be included early instead of later. He also would like the aircraft Electric Charging Stations be moved up on the priority list as his belief is that it will be sooner rather than later. Mark Williams offered to contact Embry Riddle, the FAA and Kimley Horn to see what their perspective is. At the same time, discussing the flight behavior of some students at the airport. Mr. Corbin asked if Chairman Moeny would like to be included in the meeting and it was confirmed.

2. Update on Automated Weather Observation System to include completion date.

Mark Williams stated that the increased engineering for additional digging required has been sent back to Kimley Horn with a turnaround time of 3 days. We are required to perform a CATEX that can be done parallel with the original project and will take about 90 days to complete. The new completion date is estimated for late August.

After several comments from the Commission members and the public on the length of time this project is taking, Chairman Moeny requested that all efforts be made to get this completed post haste. There have been several weather-related accidents thought the state. Mr. Williams stated that we are doing everything possible to get things done but are held to a requirement sequence. Chairman Money asked for confirmation from Mr. Williams that completion would be August or September? Mr. Williams stated yes.

3. Discussion of alternate restroom options until the terminal construction is complete.

Chairman Money stated that it was too bad that Mr. Wiseman was not in attendance tonight. He asked the group, "With the terminal being closed now for 6 months, what are we going to do?" Mark Williams stated that a porta jon for the short term has been ordered and was to be delivered tomorrow morning but has been delayed until Monday, June 10th.

Mr. Williams indicated he thought it would be an additional month to completion. He stated that he is requesting a permanent restroom to be opened on Hangar B directly across from the terminal. This would involve a door being installed in the outer wall with some minor changes. This would then provide restrooms on each end of the field. Vice Chairman Wade asked for a short string on Wiseman Aviation to get this project done.

Commission Pebler asked if this was a Wiseman issue or an issue of not being able to get contractors? The group agreed that this may be a factor. Vice Chairman Wade suggested a meeting with Mr. Wiseman to get some detail and how this can be resolved.

The floor was opened and there were two comments not in favor and none in favor.

The final request was that the South restrooms be put onto a regular cleaning schedule with the City contract to which Mr. Corbin agreed.

4. Approval and recommendation to City Council: Proposed Airport Noise Disclosure Ordinance to be recorded with Yavapai County Disclosing the probability of aviation noise, and providing the noise contour map.

After much discussion between the Commission members, it was proposed that an additional item

would be added to the ordinance disclosure **(g)** *The Airport has, and will continue to implement noise abatement procedures. These procedures include informing aviators of the procedures that may help reduce or minimize aircraft noise within the ATA and The Arizona Department of Real Estate - <https://azre.gov/public-airports>. It was also agreed that the Territory & Vicinity Map would be posted and placed on all City websites, pages, etc. This is to also include Clarkdale websites and pages if approved by Clarkdale City Manager.*

Chairman Moeny asked for a motion to approve the document with the above listed modifications. Commissioner Pebler gave a 1st with Commissioner Reed giving a 2nd.

Roll-Call Vote:

Chairman Moeny:	Aye
Vice Chairman Wade:	Nay
Commissioner Pebler:	Aye
Commissioner Reed:	Aye

The motion was passed with a 3-1 vote.

5. Approval and recommendation to City Council: Updated Airport Security Information Sheet, and new Airport Security Plan.

This item has been tabled again with the agreement that Chairman Moeny, Vice Chairman Wade, Ron Corbin and Mark Williams will meet before the next Commission meeting to get this document where it needs to be for the Cottonwood Airport. An agreed upon final version will be presented to the Commission at the June 2, 2021 meeting.

6. Approval and recommendation to City Council: Update ACMOS Section 4.11 – Fueling, Defueling, Fuel Storage, Dispensing, and Fuel Safety.

Motion was made by Vice Chairman Wade to approve the ACMOS Section 4.11 – Fueling, Defueling, Fuel Storage, and Fuel Safety with a second by Commissioner Pebler.

Roll-Call Vote:

Chairman Moeny:	Aye
Vice Chairman Wade:	Aye
Commissioner Pebler:	Aye
Commissioner Reed:	Aye

Unanimously carried.

IX. COMMISSION RECOMMENDATIONS FOR FUTURE AGENDA ITEMS

- AWOS
- Gate and access cards
- Terminal
- Press release from Wiseman regarding availability of a mechanic

Project List

Rental car option to include rental key drop box
Compass Rose

X. 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, Commissioner Reed seconded and the motion passed unanimously.

Meeting adjourned at 7:32 pm.