



**AIRPORT COMMISSION
MEETING**

Wednesday, February 21, 2024

6:00 PM

cottonwoodaz.gov

The February 7 meeting has been rescheduled to February 21 due to inclement weather.

I. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance
- C. Approval of Minutes: December 6, 2023; No meeting January 3, 2024

II. INFORMATIONAL REPORTS AND UPDATES:

Brief summary of current events by Chairperson or Commission members. (The public body does not propose, discuss, deliberate, or take legal action on any matter brought up during this summary unless the matter is properly noticed for legal action).

III. OLD BUSINESS

- 1. Airport Noise Working Group roles & responsibilities update

IV. NEW BUSINESS

- 1. Appointment of Airport Commission representative to the Airport Noise Working Group
- 2. Interview of Cottonwood applicants for the Airport Noise Working Group

V. DISCUSSION ITEMS

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

VI. CALL TO THE PUBLIC

This is the time for the public to comment on any matter that does not appear on the agenda. Commission members may not discuss items not identified on the agenda. Pursuant to A.R.S. §38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to criticism, or scheduling the matter for consideration at a later date. Comments are limited to three minutes for each person.

VII. ADJOURNMENT

Information on the above agenda items may be obtained in person from the Airport Department, 1001 W. Mingus Avenue in Cottonwood, or by calling (928) 340-2722.

A verbal comment period will be provided during each hearing item. The Chair may impose a time limit on each speaker. The Commission shall not consider written materials submitted less than three working days before the meeting.

The Cottonwood Council Chambers and Cottonwood Recreation Center are accessible to the handicapped in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the City Clerk at 634-2727 (TDD 634-5526.) All requests must be made at least 24 hours before the meeting.

Members of the Airport Commission will attend either in person, by telephone conference call, or other means.

MINUTES OF THE MEETING OF THE AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD ON WEDNESDAY, DECEMBER 6, 2023, 6:00 P.M., AT THE NEW COTTONWOOD COUNCIL CHAMBERS LOCATED AT 1083 E. RIVERFRONT RD., COTTONWOOD, ARIZONA.

I. CALL TO ORDER

Chairman Moeny called the meeting to order at 6:00 p.m.

A. Roll Call

The recorder called the roll as follows:

COMMISSION MEMBERS PRESENT

Jim Moeny, Chairman
Bill Wade, Vice Chairman
Vernon Reed, Commission Member
Jim Sutton, Commission Member
Ron Baird, Commission Member

STAFF MEMBERS PRESENT

Jeff Tripp, Airport Manager
Rosa Cays, Customer Service and Reservations Specialist, Recorder
David Hausaman, Public Works and Transportation Director

B. Pledge of Allegiance

Chairman Moeny led the Pledge of Allegiance.

C. Approval of Minutes of November 1, 2023

Vice Chair Wade made a motion to approve the minutes; Commissioner Reed second the motion. Minutes were unanimously approved.

II. INFORMATIONAL REPORTS AND UPDATES

No reports or updates were presented.

III. OLD BUSINESS

1. Creation of information handout for the public

Mr. Tripp introduced the item and called for volunteers to work on the handout with Commissioner Sutton, as did Chair Moeny. Mr. Tripp asked the volunteers to schedule time with him to work on it. A brief discussion ensued about the next steps.

2. Appointment of two commissioners to the Airport Noise Advisory Committee

This item was tabled until the January meeting.

V. NEW BUSINESS

1. Presentation of the Airport Element of the draft General Plan Update – Community Development Dept.

Senior Planner Gary Davis introduced himself and gave the definition and overview of the General Plan, with a focus on the airport. He said it's a guideline and a set of value statements about the development of the city; it is not policy, not an ordinance.

Mr. Davis focused on the section on the Airport. He said the city's goal is for it to be a beneficial community asset. He then listed the objectives, including airport facilities, leased land around the airport, and noise and safety generally set by FAA regulations. He mentioned goals that would address noise abatement and consideration of residents affected by airport use. Other objectives addressed the possibility of user fees, continuation of disclosure notices to development companies, and land use conflicts. Community engagement was the last of the objectives, though not the least of them. He mentioned one way the city addresses this now is through the Airport Commission and the monthly meetings held for the public to stay informed and to participate in matters of the airport.

Mr. Davis briefly introduced the remainder of the elements of the General Plan. He welcomed comments and questions.

Vice Chair Wade asked how Planning and Zoning (P&Z) works with the airport to acquire land around the airfield and how the airport commission fits in. Davis said the General Plan is a good place to start. He talked about the land around the airport, the zoning, and land-use designations for those areas. He mentioned the RV storage and how good a fit it is for that area rather than residential homes. As for land acquisition, he said an area near Black Hills is currently used for recharge of wastewater.

Vice Chair Wade gave an example: Just southwest of the airport there are plans for development, and how close they get to the airport is important. He asked Mr. Davis how P&Z works with airport staff and the airport commission on these matters, and if a developer would know the setback to building around an airport. Mr. Davis said Mr. Tripp is definitely involved in those discussions.

Mr. Wade then brought up the property that's controlled by Public Works near the humane society. He asked how much input the airport commission has in discussions about this type of land use. Mr. Davis said he did not have any information on that piece of land and deferred to Mr. Tripp. Vice Chair Wade commented on the lack of information given to the commission about these things.

Mr. Tripp addressed Mr. Wade's question and explained that he would be happy to provide any information he would request. He said Public Works actually pays the airport \$20,000 per year for use of the land Mr. Tripp once again offered that if anyone on the airport commission wanted information about a specific subject regarding the airport, all they have to do is tell Chair Moeny who would request it for the next agenda. Vice Chair Wade suggested a meeting with P&Z. Mr. Tripp said he would set it up.

Mr. Davis returned to the General Plan and land use and the industrial designation of land around the airport. He referred to a map of the area on the screen and said nonleased land by the airport could be rezoned as community facility. Further west, low-density development would be designated.

Commissioner Reed asked if the land backed up to Forest Service property; Mr. Davis said it does.

Vice Chair Wade asked how close they can build to the runway. Mr. Davis said there's a good buffer of industrial land use, but he didn't have the exact numbers. Mr. Davis then talked about a "cluster development (or subdivision) option" where, for example, a 50-lot parcel could reserve space for natural buffers by reducing the lot size.

Vice Chair Wade asked if noise abatement would be a major concern for developers in those areas. Mr. Davis said it would be and that Mr. Tripp would be in communication with the developers on this subject.

2. Recommendation of award of contract for aviation fuel vendor under RFP FY24-AP-01

Mr. Tripp introduced the item and said four qualified groups submitted bids to a request for proposals from dedicated fuel service providers. This would give the airport a more stable supply of fuel and more assistance. He said based on the review by the committee—Public Works and Transportation Director David Hausaman, Airport Operations and Maintenance Specialist Bruce Potter, and Mr. Tripp—they recommend City Service Valcon.

Chair Moeny asked what they would be doing. Mr. Tripp said they would be the provider of the fuel to the airport and will provide annual facility inspections and fuel training assistance. He said it will improve the overall fuel service operation.

Chair Moeny then asked how this will affect fuel price. Mr. Tripp said it would be the same vendor providing fuel now so it should not affect the price.

Vice Chair Wade commended Mr. Tripp for reviewing all the proposals (see agenda packet). He said one thing he would suggest is to address no lead fuel and what their plans are. Tripp said they're all national companies and will know what's happening in the fuel world (he elaborated on the fuel world and its niches). He said as for cost, it is not known what it will be or how it will affect infrastructure. Vice Chair Wade said the top vendor ought to put something in the language regarding the future.

Commissioner Sutton asked how the airport keeps fuel from going stale and other questions about the fuel tank. He asked if the supplier guarantees the quality of the fuel. Mr. Tripp addressed all of his questions, assuring Mr. Sutton that the fuel is not something kept in storage for long since it is a perishable item.

Chair Moeny asked for further comments. Mr. Tripp reminded the commissioners a motion was needed to approve the recommendation.

Commissioner Baird motioned to accept the committee's recommendation to council; Commissioner Reed second the motion. The motion passed unanimously.

V. DISCUSSION ITEMS

1. Airport Manager's Report

There were no questions or comments.

2. Airport Operations & Noise Abatement Report

There were no comments or questions.

VI. Call to the Public

Chair Moeny read aloud the ARS regarding the Call to the Public.

Diane Schneider of Clarkdale approached the dais and began with a statement: "I nor anyone else I know is against the airport, ok? No one I know wants to see it closed, including myself." She then read from a written document that included historical information about the airport, its funding, and money spent to keep the airport open—she wondered how the airport got approval to spend all this taxpayers' monies. Ms. Schneider mentioned other challenges regarding the airport, including noise mitigation. What she "found

interesting in the obligations" was a policy she read aloud about touch-and-go's, something she's read again and again and still doesn't understand. She made a comment about Embry-Riddle and its use of the Cottonwood Airport so that the airport qualifies for FAA funding. Ms. Schneider then said she wanted to share an article about Torrance, California, regarding touch-and-go's, and gave a copy of it to distribute to Ms. Cays.

Joe Grisham of Cottonwood (Pine Shadows) said in the "master" plan (i.e., the draft General Plan), nothing was brought up regarding the environmental impact of flights and the effects of leaded fuel. He mentioned Embry-Riddle and touch-and-go's and asked why they don't use other airports that don't have as many residents near them. Tripp said Embry-Riddle uses all the area airports. Mr. Grisham said they have been taking photos and tracking air traffic, and most of it is coming to Cottonwood compared to other airports, about 80 percent. He said he counted 32 planes that day, four at a time. He described their paths. He said he will continue tracking them. He said the environmental impact also needs to be addressed.

Carla Hill, also of Pine Shadows, asked about the new runway supposedly being built near Prescott. She said she's been hearing the same verbiage about the new runway for five years.

Leslie Evans of Clarkdale said she sent a letter to Mr. Northrop at Embry-Riddle, who fields complaints and concerns. She asked why other airports in Seligman, Wickenburg, Bagdad, and Williams are not being used as much as Cottonwood Airport. He told her it was distance. Ms. Evans went online to determine flight miles/time differences. She went down the list of time flights. She said the answer doesn't hold water considering the difference in times is about 3 minutes. She can play the audio of air noise flying over every 45 seconds and wants the touch-and-go's to stop.

Carla Erickson of Clarkdale (Mountain Gate) started to ask Mr. Tripp about disclosing information about the airport to developers. Mr. Tripp clarified that he only has authority to do so in Cottonwood, not Clarkdale. Ms. Erickson also brought up touch-and-go's and said it goes on and on and on; that she can barely be on her patio or doing any work outside because of the constant noise. She asked why Sedona doesn't have the same problem. Ms. Erickson said Mountain Gate home sellers can only show their houses at night because the airport noise is so bad during the day.

David Evans of Clarkdale asked if someone from Embry-Riddle could be invited to an Airport Commission meeting to address the community in person instead of through email. Mr. Tripp said this would not be the right meeting and why the Airport Noise Committee is being created with representatives from local towns.

Mr. Tripp gave explanations about what has been accomplished and that yes, traffic and growth in Cottonwood has increased. He said Embry-Riddle is not a traditional flight school and that there are several factors involved regarding air traffic in Cottonwood, one being that the city cannot enforce traffic flow, just like they cannot control the highways.

Commissioner Sutton asked Mr. Tripp a question about airport use by Embry-Riddle versus pilots based at the airport. Mr. Tripp referred to the agenda packet and said Embry-Riddle is not based at the airport and doesn't pay, so they are not part of the cost equation. Mr. Sutton asked who meets with Embry-Riddle on a regular basis from the city; Mr. Tripp replied that he does. Commissioner Sutton asked a few more related questions, then Mr. Tripp informed him that the conversation needed to stop since it was not part of the agenda and so they abide by ARS public meeting laws.

VII. ADJOURNMENT

Commissioner Reed moved to adjourn; Commissioner Baird second the motion. The regular meeting adjourned at 7:14 p.m.

OLD BUSINESS

Cottonwood Municipal Airport

Airport Noise Working Group

Roles & Responsibilities

The Airport Noise Working Group (ANWG) has been established by the City of Cottonwood, as owner and operator of Cottonwood Municipal Airport, to act in an advisory capacity to discuss, research, and provide recommendations to help mitigate community concerns related to airport operations and aircraft noise.

The City has established this 12-member working group as a subcommittee of the Airport Commission to represent residential and aviation interests in the development and implementation of recommended noise abatement policies for the Airport consistent with federal aviation regulations pertaining to airport operations and flight safety.

The City will make a concerted effort to implement recommendations put forth by the Airport Commission working group. Airport management will work with FAA and others with jurisdiction over these matters, to ensure recommendations are appropriately addressed. Recommendations must not violate federal/state grant assurances, existing laws, federal rules and regulations, or potentially impacting flight safety.

The Airport Noise Working Group will:

1. Act on behalf of the community as the official working group to address community noise concerns as a subcommittee of the airport commission.
2. Enhance community understanding of aircraft operations, airport noise management, and the airport's noise mitigation program.
3. Review and recommend updates to the 2018 Noise Abatement Plan action items to the airport commission.
4. Review airport noise issues and provide input and recommendations on current issue resolution and follow-up action to the airport commission.
5. Develop ideas and recommend proposals to the airport commission for consideration in future airport noise plans.
6. Periodically brief through the Airport Commission, the Cottonwood City Council, and the Clarkdale City Council on the working groups efforts.

Organization of the Working Group:

The working group consists of 12 members selected by the City of Cottonwood and the Town of Clarkdale to provide fair representation of residential, business, and aviation interests, as follows:

1. Cottonwood Airport Commission representative
2. City of Cottonwood - Ex-Officio council representative
3. City of Cottonwood - Residential representative (North of airport)
4. City of Cottonwood - Residential representative (East of airport)

5. City of Cottonwood - Residential representative (South of airport)
6. Town of Clarkdale – Ex-Officio council representative
7. Town of Clarkdale - Residential representative
8. Town of Clarkdale - Residential representative
9. Town of Clarkdale – Residential representative
10. Aviation Representative - Embry-Riddle Aeronautical University
11. Aviation Representative - Leighnor Aircraft
12. Aviation Representative - Yavapai College

The working group chair and vice chair will be elected by the members of the working group.

Appointment and Service Criteria:

1. Participate in the resolution of noise issues.
2. Commit to a full term.
3. Regularly attend meetings. After two consecutive absences without advance notice, membership will be reviewed by the appointing jurisdictions.
4. Be responsible for reporting to appointing jurisdictions.
5. Participate in airport noise-related community outreach program efforts.
6. Working Group Term and Meeting Schedule
 - a. Members will serve 2-year terms.
 - b. The Chair and Vice Chair will serve a 1-year term of office.
 - c. The Working Group will meet monthly but may vote to cancel a meeting.

Technical Advisory Group:

1. The City will assemble a Technical Advisory Group (TAG) of agencies and organizations with regulatory and operating responsibilities tied to the airport and other technical consultants.
2. TAG representatives may include the Federal Aviation Administration, Arizona Department of Transportation – Aeronautics Division, Arizona Department of Environmental Quality, other flight schools, aviation organizations, and pilots operating at the airport, and technical consultants.
3. The purpose of the TAG is to support the Airport Commission and the Working Group by providing technical information.

City of Cottonwood support to the Working Group:

1. Provide administrative support to assist the Working Group with its activities.

2. Technical research and informational reports.
3. Coordination of facilities and preparation of materials for meetings.
4. Public meeting notifications.
5. Recording and distribution of meeting minutes.
6. Public access to working group information and documents via the airport website.
7. Logistical support for working group meetings.
8. Provide support and preparation of correspondence as needed.
9. Provide orientation and training for members.
10. Providing support with presenting updates to airport commission, city council and city management.

NEW BUSINESS

DISCUSSION ITEMS

Cottonwood Municipal Airport
AIRPORT MANAGER'S REPORT
February 7, 2024



a. Airport Administration

- a. **Hangar Wait List & Covered Tiedown Wait List** – There are 37 customers on the hangar wait list and 12 on the Covered Tiedown Waitlist.
- b. **RFP for Aviation Fuel Supplier** – Council approved award of contract to CityValconService at the January 16, 2024 council meeting. The final executed contract is being completed.

b. Airport Operations & Maintenance

- a. **Sparklight / Internet Broadband** – Sparklight has completed the installation of the conduit to the airport terminal. Staff is waiting for confirmation of when the fiber will be installed.
- b. **Terminal HVAC Replacement** – *This project was completed in January.*

c. Airport Capital Improvement Program

- a. **Taxiway A Rehabilitation (Design)** – The design phase is currently in progress. The 30% plans have been reviewed by airport and city staff. The next major project milestone will be the 90% plans with the goal of having the project ready to bid in the spring subject to notice of funding by FAA and ADOT for construction in FY2025. Staff will be taking change order #1 to Council (date to be determined) for approval to relocate an existing city utility line running between the runway and taxiway to a new location west of Taxiway A. The State Transportation Board (STB) will need to approve the change order prior to it being taken to council. The date this item will be presented to the STB has not been determined yet.
- b. **ADOT Airport Pavement Management System (APMS)** – The ADOT grant to design and construct a 1-inch pavement overlay of Runway 14/32 was approved by City Council at the January 17, 2023 council meeting. Kimley-Horn has been contracted by ADOT Aeronautics to manage the program. *The Airport has been informed this project is moving forward for bid and award. A project schedule will be provided in the future.*
- c. **FY2022 Bipartisan Infrastructure Legislation (BIL) projects:** - The airport has submitted the council-approved grant application to complete three projects (relocation of primary windsock & segmented circle; Disadvantaged Business Enterprise (DBE) Program for FY2022/2023/2024; and an airport-wide cultural resources survey for future construction projects) using the fiscal year 2022 BIL grant (\$159,000). *The City is still waiting to receive the grant from FAA.*
- d. **FY2023 Bipartisan Infrastructure Legislation (BIL) projects:** - The Airport requested council approval to modify the approved project list at the October 3, 2023 council meeting. The revised project will consist of the Obstruction Mitigation Plan and the Airport Master Drainage Study. Remaining funds from the BIL grant will be carried over into the FY24 projects. *The City is still waiting to receive the grant from FAA for the Obstruction Mitigation Plan.*

- e. **FY2024 Bipartisan Infrastructure Legislation (BIL) projects:** - The Airport is coordinating with Dibble to prepare a grant application to complete the construction phase to complete the relocation of the primary windsock and the segmented circle using the fiscal year 2024 BIL grant (\$145,000). The grant application request will be presented to city council at a future council meeting.
- f. **FY2024 ADOT Grant – PAPI/REIL Upgrades** – Council accepted the ADOT Grant E4S2D to upgrade the Precision Approach Path Indicators (PAPI's) and Runway End Identifier Lights (REILS) on September 19, 2023. The project's estimated cost is \$200,000 with ADOT contributing 90% (\$180,000) and the City 10% (\$20,000). Dibble's design/construction contract (Independent Project Order #3) was approved by Council December 5, 2023. *The project commenced on January 17, 2024.*
- g. **FY2024 ADOT Grant – Airfield Signage Upgrades** – Council accepted ADOT Grant E4S1S to upgrade the existing airfield guidance signage on September 19, 2023. The project's estimated cost is \$400,000 with ADOT contributing 90% (\$360,000) and the City 10% (\$40,000). Dibble's design/construction contract (Independent Project Order #4) was approved by Council December 5, 2023. *The project commenced on January 17, 2024.*
- h. **Airport Capital Improvement Program (ACIP) Submittals for FY2025 - 2029** – The 5-year ACIP was submitted to ADOT for the July 31, 2023 deadline. ADOT accepted all project requests with the exception of the airfield emergency generator. FAA is reviewing the project list for final approval/disapproval in Federal Fiscal Year (FFY) 2025.

d. Airport Budget & Finance

- a. **Avgas 100LL Fuel Sales** - The Avgas 100LL self-service facility sold **2,405 gallons** in December with **total sales of \$13,559.30**. Staff continues to monitor self-service fuel prices at Prescott, Flagstaff, Williams, Payson, Wickenburg, and Winslow (Sedona does not have self-service fuel).

e. Airport & Airpark/Business Park Development

- a. **General Aviation Hangar Development** – The Airport will be meeting with representatives from CORE Bank and several prospective investors to discuss large box hangars, smaller box hangars, and t-hangars.
- b. **Airpark/Business Park Development**
 1. **Airpark** – Hangar construction on Lot 127 has commenced.
 2. **Business Park – East** – No new updates.
 3. **Business Park – West** - No new updates

Cottonwood Municipal Airport

AIRPORT OPERATIONS & NOISE ABATEMENT REPORT

February 7, 2024



1. Monthly Operations & Noise Abatement Report

- a. December 2023 report is attached. The Airport Operations & Noise Abatement Reports are posted to the [airport website](#).

2. Noise Abatement Action Plan (approved August 2019) **updates shown in RED below**

1) Goal 1: Reduce noise over residential areas.

- a. Place signage at the airport to remind pilots of the Airport Noise Action Plan. This may remind pilots who were not aware that pilots are requested to take off to the north if safely when possible.

STATUS: CLOSED. Signs were installed in April 2019; however, the request to FAA to officially increase the Traffic Pattern Altitude (TPA) for light aircraft was not completed. The TPA increase request was submitted to FAA on December 28, 2021. On April 12, 2022, the Airport received from FAA a Notice of Airport Airspace Analysis Determination Alter Public Use Airport ** NO OBJECTION ** to raise the VFR traffic pattern from 800 feet Above Ground Level (AGL) to 1000 feet AGL.



- b. Keep in place the current policy that the calm wind runway is 32. This was done to encourage pilots to take off to the north where residents are farthest from the runway.

STATUS: CLOSED. Runway 32 is listed in the official Airport/Facility Directory Remarks Section (A110-002) as the calm wind runway and on the airfield noise abatement signage installed in April 2019.



- c. Work with the FBO to communicate with pilots over the radio to remind them of the preferred procedures.

STATUS: CONTINUOUS. Airport staff is monitoring and communicating with pilots when necessary.

- d. Support flight schools in developing an auxiliary training field in northern Arizona.

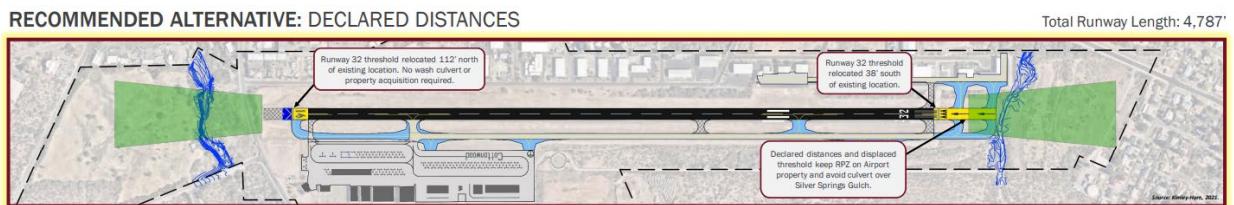
STATUS: OPEN. The Airport Commission drafted and approved a letter to the County Board of Supervisors on March 2, 2022 requesting Yavapai County to be an active participant and provide the necessary support to make this goal a reality and/or support another airfield in the Verde Valley to accommodate the flight training needs of the region while helping to reduce the amount of flight training occurring at Cottonwood. Embry-Riddle Aeronautical University is exploring the potential to develop an auxiliary field in the vicinity of the Drake Cement Plant north of the Prescott Regional Airport.

- e. Request that pilots not conduct midfield or intersection takeoffs. This will increase the altitude of the aircraft by a few hundred feet over the areas of concern. However, this will not impact the altitude of aircraft doing touch-and-go's.

STATUS: CLOSED. The Airport Operating Rules (§ 2.3 AIRCRAFT TAXIING, TAKE-OFF, AND LANDING) have prohibited *midfield & intersection takeoffs and stop-and-go operations* (which FAA allows an Airport to regulate) since May 2010. A request to add this language to the official FAA Airport/Facility Directory Remarks Section was submitted to FAA in January 2022. This request has not yet been published in the Airport Data Information Portal; staff is continuing to follow-up with FAA.

- f. During the upcoming Airport Master Plan process explore the possibility of extending the runway to the south in order to increase the height over the residences to the north.

STATUS: CLOSED. The City is examining the runway length for possible lengthening as part of the current Airport Master Plan update. The current runway length is 4,250 feet. Three runway alternatives were developed; the recommended alternative is to extend by approximately 535 feet (423 feet to the south and 112 feet to the north) for a new length of 4,787 feet. This length will not change the types and classes of aircraft that currently use the airport.



- g. Work with many of the bush pilots and training groups in northern Arizona to develop a non-paved landing field for training purpose away from residential areas.

STATUS: CLOSED. The bush pilot training school that was the primary impetus for this item has ceased operations. The need for this action item has diminished and for this reason it has been placed on hold. This item can be revisited in the future if the need arises again.

- h. Update the Airport Facilities Directory (AFD) now the Chart Supplement Guide per the items above. Below are the current airport remarks in the AFD as well as the proposed:

i. **CURRENT AIRPORT REMARKS: AIRPORT REMARKS:** Unattended. Fuel avbl 24 hrs with major credit card. Emergency phone 928-634-4246 (Police Dispatch). Wildlife on or in vicinity of arpt. Parachute Jumping. Hang gliders invof arpt. No touch-and-go 30 minutes before SS until 30 minutes after dawn. Acft departing Rwy 14 maintain heading for 1 NM byd departure end and 500' AGL prior to turning. Departing Rwy 32 maintain rwy heading for .6 NM and 500' AGL prior to turning. Check CTAF for local flight training restrictions. Rwy 32 designated calm wind rwy. TPA-helicopter 4060(500), single 4360(800), multi 4560(1000), turbine 5050(1500).

ii. **PROPOSED AIRPORT REMARKS:** Unattended. Fuel avbl 24 hrs with major credit card. Emergency phone 928-634-4246 (Police Dispatch). Wildlife on or in vicinity of arpt. Parachute Jumping. Hang gliders invof arpt. No touch-and-go 30 minutes before SS until 30 minutes after dawn. Noise Action procedure in effect. No midfield departures. Acft departing Rwy 14 maintain heading for 1 NM by departure end and 500' AGL prior to

turning. Check CTAF for local flight training restrictions. Rwy 32 designated calm wind rwy. TPA—helicopter 4060(500), single 4360(800), multi 4560(1000), turbine 5050(1500).

STATUS: OPEN. Multiple items in the PROPOSED REMARKS have already been updated (Departing Rwy 32 maintain rwy heading for .6 NM and 500' prior to turning) or have been recently submitted to FAA for inclusion (raising TPA from 800 feet to 1000 feet (refer to Item 1a regarding the TPA increase); no midfield, intersection or stop-and-go operations (refer to item 1e). Additional items will be submitted as needed.

2) Goal: Prevent future incompatible growth around the airport.

- a. Meet with the Planning and Zoning Department to develop a method of identifying developments which may not be compatible based on proximity to the airport.

STATUS: CONTINUOUS. The Airport is provided with all City of Cottonwood Code Review Board development proposals for review and comment on airport-related issues to include compatible land use, height restrictions, aviation easements, or other concerns.

- b. Explore the possibility of developing a City Ordinance which would require landlords to disclose to potential tenants in a similar method as state law requires when selling a property.

STATUS: OPEN

- c. Develop a program to inform realtors, property managers and others of the areas of the City which may be impacted by the airports.

STATUS: CLOSED. The Homeowners, Renters, and Realtors Guide has been completed and published to the airport website; staff is coordinating outreach to area realtors to disseminate the document.

- d. Complete a Master Plan for the airport which explores the community's desires and concerns for the future of the airport.

STATUS: CLOSED. The final Airport Master Plan Update Planning Advisory Committee (PAC) and public meeting was held on January 19, 2023. The Airport Master Plan and Airport Layout Plan set (ALP) have been submitted to FAA for review and comment. FAA does not approve/disapprove the Master Plan but does ultimately approve the Airport Layout Plan set subject to any comments received from FAA requiring modification. FAA approved the ALP

- e. Develop a video to be placed on the airport's website advising pilots of the noise action procedures.

STATUS: CLOSED. The Airport reached out to the FAA Runway Safety office in March 2022 for assistance with developing a “From the Flight Deck” video similar to those created for Prescott, Flagstaff, Phoenix Deer Valley, Mesa-Falcon Field, and other airports. FAA only creates these videos for airports with air traffic control towers (which Cottonwood does not have); however, FAA suggested contacting the Aviation Safety Group of Arizona (ASAG) who are creating similar videos for non-towered airports in Arizona. ASAG has completed safety videos for Marana and Sedona. ASAG commenced work on the Cottonwood video on May 20, 2022. This video will incorporate both noise abatement and safety items. The video has been completed and published to YouTube by ASAG. The video is linked to the airport website.

- f. There are two remaining residential properties located north of the airport which are not compatible due to the proximity to the airport. Work with these owners to either dedicate an aviation easement and/or rezone to an appropriate zoning.

STATUS: CLOSED. Neither property currently has a physical address assigned to it at this time. The Airport is working with Community Development to re-zone the properties from R-2 (residential) to I-1 (industrial) and complete an aviation easement for each parcel with each owner. Letters were mailed April 25, 2022 to the property owners to start discussion of re-zoning the parcels. The Airport received a response from the owner of the northern parcel and will enter into further discussions. The other parcel owner has asked if the City will compensate them for changing the zoning designation; this is not being pursued by the City at this time.



g. Place a map on the Airport's website displaying the areas which can reasonably be expected to be impacted by aircraft noise.

STATUS: CLOSED. The airport links to the Airport Traffic Pattern map, which has been in place since 2006, as required by A.R.S. § 28-8486. This map is being updated as part of the Airport Master Plan update. The airport website was updated in January 2022 to include links to the [Arizona Department of Real Estate](#) regarding A.R.S. § 28-8486 (Territory In The Vicinity Of A Public Airport), enacted by the 1999 Legislature. Kimley-Horn and Associates has updated the Airport Traffic Pattern Map as part of the Airport Master Plan Update (discussed at the July 6, 2022 Airport Commission meeting under NEW BUSINESS). Map published to [State Department of Real Estate website](#) with an effective date of September 1, 2022; the map for the County Recorder has been submitted.

3) Accountability on the items listed above:

a. Place this action plan on the Airport Commission's agenda each month until the action plan is completed.

STATUS: CONTINUOUS. The status and implementation of the Noise Action Plan is being placed on the Airport Commission's agenda each month until the action plan is completed.

b. Provide a written update to the City Council monthly on the progress of the Noise Action Plan until all items are complete.

STATUS: CONTINUOUS. The Airport Operations & Noise Complaint Report, to include progress on implementation of the Noise Action Plan, is being provided to City Council monthly until all items are complete.

3. Additional Noise Abatement Action Items & Information

a. **Airport Website updates** – The webpage has been updated and will continue to be refined to include more information on the airport's noise abatement program and efforts. The airport has added noise abatement information to the airport website ([Whispertrack](#)) to further disseminate the noise abatement policies.

b. **Noise Abatement message for AWOS message.** The Aviation Weather Observing System (AWOS) Voice Remark feature is being used, and updated as needed, to disseminate noise abatement messaging for the airport. The AWOS message is available by calling 928.634.0916. The AWOS data is now being published to the [Aviation Weather Center](#) website effective November 11, 2022.

c. **Noise Abatement Practice modifications** – At the May 6, 2022 Airport Commission meeting, the following modifications were made to the established voluntary noise abatement practices:

1. “**avoid touch & go’s 30 minutes before sunset and 30 minutes after dawn**” to “**avoid repetitive flight training between 6 PM and 8 AM weekdays and 6 PM and 9 AM weekends and holidays.**” This request is voluntary. An email was disseminated to all airport tenants and flight schools at Cottonwood, Prescott, and a Scottsdale-based operator. Published in the Airport Data Information Portal (ADIP).
2. The request was added for “**No more than four (4) aircraft conducting repetitive flight training operations in the traffic pattern at any time.**” Published in the Airport Data Information Portal (ADIP).
3. “**Acft departing Rwy 14 maintain heading for 1 NM by departure end and 500’ AGL prior to turning**” and “**Acft departing Rwy 32 maintain rwy heading for .6 NM and 500’ AGL prior to turning**” were consolidated and updated to “**Maintain runway heading until 1000 feet AGL prior to turning.**” These requests have not yet been published in the Airport Data Information Portal; staff is following-up with FAA.
4. The request was added for “**Use Vy (best-rate-of-climb) airspeed until reaching 1000 feet AGL.**” Published in the Airport Data Information Portal (ADIP).

f. **Pilot Guides – Fixed Wing and Helicopters** – The Airport has requested funding in the new fiscal year to develop and publish separate pilot guides for fixed wing aircraft and helicopters to help provide a downloadable guide providing pilots with more detailed information about the airport to include noise abatement and general flight patterns.

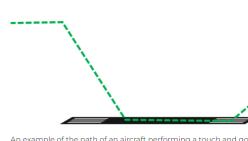
The primary goal of these guides is safety with noise abatement a secondary benefit. These guides will be similar in nature to those used Mesa-Falcon Field ([fixed wing](#)) ([helicopters](#)) and other airports. The pilots guide task order has been completed and the guide published and added to the airport website.

For helicopter operations, the intent is to also establish, in cooperation with helicopter operators, more establish routes and reporting points for flying to/from the airport and/or the hospital helipad.

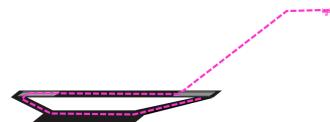
g. **Full Stop Taxi Backs** – The Airport has worked with Embry-Riddle and Leighnor Aircraft to implement the policy to conduct full-stop taxi backs (rather than touch & go’s) before 8 AM Monday to Friday and before 9 AM Saturday and Sunday.

Touch & Go’s are defined as the aircraft lands and departs the runway without stopping or exiting the runway while the Full-Stop Taxi Backs are defined as the aircraft lands, exits the runway, and taxis back to the start of the runway.

When conducting full-stop taxi backs, aircraft will gain additional altitude prior to exiting the airport boundary compared to a touch & go which will help provide a small reduction in noise as aircraft climb to the traffic pattern altitude.



An example of the path of an aircraft performing a touch and go.



An example of the path of an aircraft, performing a taxi-back for take off.

h. **Virtower** – Virtower received a grant from FAA to purchase and provide additional ADS-B antennas. Cottonwood Airport has received a second ADS-B antenna (at no cost) for

installation at a location to be determined in coordination with the City IT Department that will improve the ADS-B's area coverage. The current antenna is located on the airport beacon tower. Additional antennas are also scheduled for Sedona and Prescott to further improve area coverage. The second antenna has been installed on the covered tiedowns roof.

A. Airport Noise Working Group

The Airport Noise Working Group (ANWG) has been established by the City of Cottonwood, as owner and operator of Cottonwood Municipal Airport, to act in an advisory capacity to discuss, research, and provide recommendations to help mitigate community concerns related to airport operations and aircraft noise.

The City has established this 12-member working group as a subcommittee of the Airport Commission to represent residential and aviation interests in the development and implementation of recommended noise abatement policies for the Airport consistent with federal aviation regulations pertaining to airport operations and flight safety.

The City will make a concerted effort to implement recommendations put forth by the Airport Commission working group. Airport management will work with FAA and others with jurisdiction over these matters, to ensure recommendations are appropriately addressed. Recommendations must not violate federal/state grant assurances, existing laws, federal rules and regulations, or potentially impacting flight safety.

The City of Cottonwood is seeking three (3) Cottonwood resident volunteers to serve for a three-year term on an Airport Noise Working Group. Applications were due on Tuesday, January 23, 2024. The Airport Commission will review and score the applications and conduct short interviews with each applicant at the February 7, 2024 Airport Commission Meeting. The selected individuals will be approved at the March 6, 2024 meeting. The Cottonwood City Council ex-officio member will be selected by City Council at the first available opportunity.

The working group will include one Clarkdale Town Council Member and three community members. Clarkdale residents will be selected by the Town of Clarkdale.

I. Transient Landing Fees

The Airport has been tasked with exploring the possibility of enacting landing fees for all transient aircraft. In February 2023, Vector Airport Systems and Virtower announced a global strategic partnership (attached). The pairing of these two companies provides the technology for airports to have the technological means to consider landing fees rather than relying upon dedicated airport staff. This system is being looked at by a number of airports in Arizona and across the nation.

The initial presentation of this system will be made at the March 6, 2024 Airport Commission meeting by Vector Airport Systems. The Airport will host this meeting via Microsoft TEAMS to allow for pilots and citizens to be able to watch and learn about the system. The airport anticipates conducting multiple meetings through the airport commission and noise advisory working group to discuss and address this item before planning to present the system pros and cons to City Council for discussion and consideration for adoption by the City.

For more information on the Vector system, visit: <https://www.vector-us.com/planepass>

**Contact: Amanda Wilber***Human Resources Director*

928-340-2713

awilber@cottonwoodaz.gov

cottonwoodaz.gov

FOR IMMEDIATE RELEASE**TO ALL MEDIA**

January 8, 2024

City of Cottonwood seeking public representatives for its Airport Noise Working Group

COTTONWOOD, AZ – The City of Cottonwood is seeking three (3) Cottonwood resident volunteers to serve for a three-year term on an Airport Noise Working Group which the City of Cottonwood, as owner and operator of Cottonwood Municipal Airport, is creating to act in an advisory capacity to discuss, research, and provide recommendations to help mitigate community concerns related to airport operations and aircraft noise.

This 12-member working group will represent residential and aviation interests in the development and implementation of recommended noise abatement policies for the Airport consistent with federal aviation regulations pertaining to airport operations and flight safety. The City will make a concerted effort to implement recommendations put forth by the working group.

Airport management will work with FAA and others with jurisdiction over these matters, to ensure recommendations are appropriately addressed. Recommendations must not violate federal/state grant assurances, existing laws, federal rules and regulations, or potentially impact flight safety.

Interested parties must be able to dedicate sufficient time to attend all regular and special meetings to achieve the goals set forth by the working group, which is expected to meet monthly. The first meeting is anticipated in late spring 2024 once the Cottonwood and Clarkdale citizen representatives are selected.

Any Cottonwood resident interested in serving on the working group is encouraged to consider applying for this volunteer opportunity. The City anticipates selecting the three representatives based on geographical location (north, east, and south of the airport) to provide a balanced representation. The Town of Clarkdale will select its three citizen representatives through their own selection process.

Applications are available at the Human Resources Office, located at 821 N. Main Street, by calling 928-340-2713, or online at <https://cottonwoodaz.gov/368/Volunteer-Opportunities>. Completed applications must be submitted to the Human Resources office no later than 3:00 p.m. on Tuesday, January 23, 2024.

For further information about the Airport Noise Working Group, please contact Jeff Tripp, Airport Manager at 928-340-2722.

Cottonwood Municipal Airport

Airport Noise Working Group

Roles & Responsibilities

The Airport Noise Working Group (ANWG) has been established by the City of Cottonwood, as owner and operator of Cottonwood Municipal Airport, to act in an advisory capacity to discuss, research, and provide recommendations to help mitigate community concerns related to airport operations and aircraft noise.

The City has established this 12-member working group as a subcommittee of the Airport Commission to represent residential and aviation interests in the development and implementation of recommended noise abatement policies for the Airport consistent with federal aviation regulations pertaining to airport operations and flight safety.

The City will make a concerted effort to implement recommendations put forth by the Airport Commission working group. Airport management will work with FAA and others with jurisdiction over these matters, to ensure recommendations are appropriately addressed. Recommendations must not violate federal/state grant assurances, existing laws, federal rules and regulations, or potentially impacting flight safety.

The Airport Noise Working Group will:

1. Act on behalf of the community as the official working group to address community noise concerns as a subcommittee of the airport commission.
2. Enhance community understanding of aircraft operations, airport noise management, and the airport's noise mitigation program.
3. Review and recommend updates to the 2018 Noise Abatement Plan action items to the airport commission.
4. Review airport noise issues and provide input and recommendations on current issue resolution and follow-up action to the airport commission.
5. Develop ideas and recommend proposals to the airport commission for consideration in future airport noise plans.
6. Periodically brief through the Airport Commission, the Cottonwood City Council, and the Clarkdale City Council on the working groups efforts.

Organization of the Working Group:

The working group consists of 12 members selected by the City of Cottonwood and the Town of Clarkdale to provide fair representation of residential, business, and aviation interests, as follows:

1. Cottonwood Airport Commission representative
2. City of Cottonwood - Ex-Officio council representative
3. City of Cottonwood - Residential representative (North of airport)
4. City of Cottonwood - Residential representative (East of airport)

5. City of Cottonwood - Residential representative (South of airport)
6. Town of Clarkdale – Ex-Officio council representative
7. Town of Clarkdale - Residential representative
8. Town of Clarkdale - Residential representative
9. Town of Clarkdale – Residential representative
10. Aviation Representative - Embry-Riddle Aeronautical University
11. Aviation Representative - Leighnor Aircraft
12. Aviation Representative - Yavapai College

The working group chair and vice chair will be elected by the members of the working group.

Appointment and Service Criteria:

1. Participate in the resolution of noise issues.
2. Commit to a full term.
3. Regularly attend meetings. After two consecutive absences without advance notice, membership will be reviewed by the appointing jurisdictions.
4. Be responsible for reporting to appointing jurisdictions.
5. Participate in airport noise-related community outreach program efforts.
6. Working Group Term and Meeting Schedule
 - a. Members will serve 2-year terms.
 - b. The Chair and Vice Chair will serve a 1-year term of office.
 - c. The Working Group will meet monthly but may vote to cancel a meeting.

Technical Advisory Group:

1. The City will assemble a Technical Advisory Group (TAG) of agencies and organizations with regulatory and operating responsibilities tied to the airport and other technical consultants.
2. TAG representatives may include the Federal Aviation Administration, Arizona Department of Transportation – Aeronautics Division, Arizona Department of Environmental Quality, other flight schools, aviation organizations, and pilots operating at the airport, and technical consultants.
3. The purpose of the TAG is to support the Airport Commission and the Working Group by providing technical information.

City of Cottonwood support to the Working Group:

1. Provide administrative support to assist the Working Group with its activities.

2. Technical research and informational reports.
3. Coordination of facilities and preparation of materials for meetings.
4. Public meeting notifications.
5. Recording and distribution of meeting minutes.
6. Public access to working group information and documents via the airport website.
7. Logistical support for working group meetings.
8. Provide support and preparation of correspondence as needed.
9. Provide orientation and training for members.
10. Providing support with presenting updates to airport commission, city council and city management.



Vector Airport Systems and Virtower Announce Global Strategic Partnership

Updated: Mar 28

Ground-breaking Partnership Extends Airport Operations Tracking and Billing to Airports Worldwide

virtower™

February 17, 2023 - Vector Airport Systems and Virtower are pleased to announce a strategic partnership combining Vector's industry-leading airport operations billing service, PLANEPASS™, with Virtower's real-time airport operational data collection and display platform.

"For many years, Virtower customers have asked us about options for billing of landing fees and parking. This strategic partnership will benefit those that have long awaited such a feature," said Les Goldsmith, Virtower's President.

Vector's PLANEPASS service is the gold standard in outsourced airport operations billing and collections while Virtower's system has rapidly gained wide adoption across the United States as airports' first choice for a real-time operational data display.

Through this partnership, Virtower airports can now choose to feed operations data from Virtower directly into the Vector PLANEPASS service to generate more airport revenue without any additional effort needed from FBO or airport staff. In turn, existing and future Vector PLANEPASS client airports will have the option to use the Virtower platform with its granular data for movement in the air and on the ground, providing greater justification for airport improvement projects along with live situational awareness.

"Since COVID-19, airports have been struggling to maintain staffing," said Pete Coleton, Vector's CEO. "The Vector-Virtower partnership combines the two most widely adopted products of their kind into a revolutionary offering that generates revenue while giving staff hours back to airports."

To find out more, contact:

Vector Airport Systems

<https://www.vector-us.com/planepass>

<https://virtower.com/>

Thomas Breen - Vice President

C: 781-983-1740

Tel: 703-817-7777 x8

Email: TomB@vector-us.com

Virtower

Les Goldsmith - President

C: 702-465-6257

Tel: 888-317-0747

Email: les@virtower.com



AIRCRAFT FEE BILLING & COLLECTION SERVICE

MORE REVENUE, FASTER

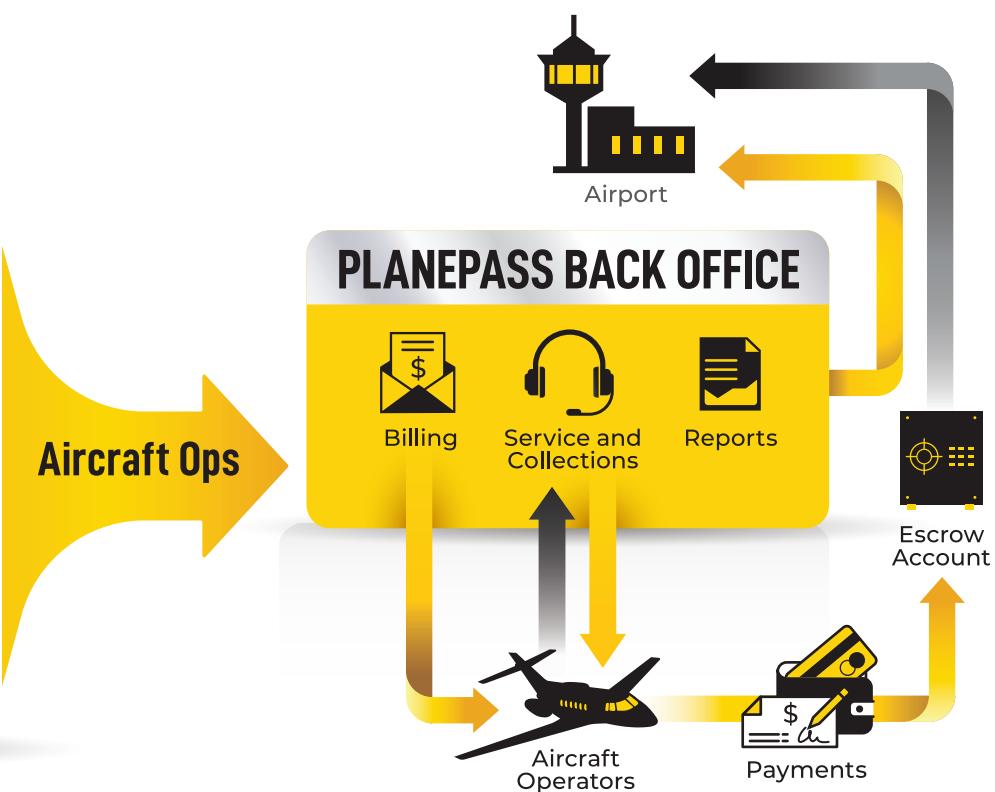
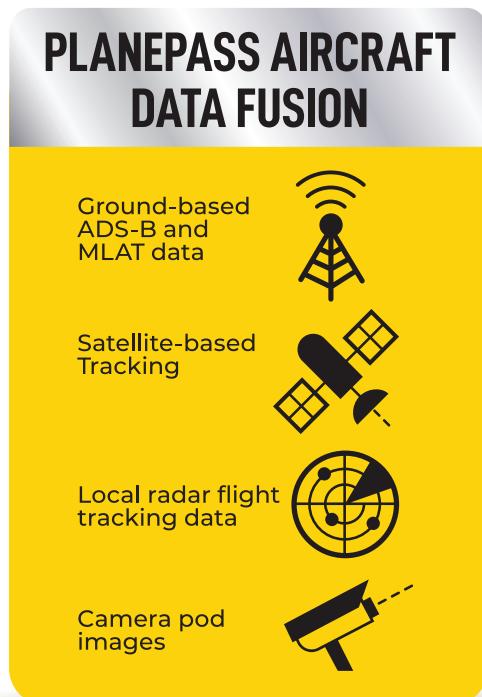
PLANEPASS is Vector's turn-key, technology-driven service for billing & collecting aircraft fee revenue. The PLANEPASS system and team do all the work, requiring no time or effort from airport or FBO staff.

FEES BILLED INCLUDE :

- ✓ Landing
- ✓ Security
- ✓ Overflight
- ✓ Parking
- ✓ Customs
- ✓ After hours

PLANEPASS

BILLING PROCESS OVERVIEW



100% OF AIRCRAFT OPS CAPTURED

99.6% COLLECTION SUCCESS RATE



Our in-house staff handles it all:

- ✓ Researches aircraft operator, model, and weight
- ✓ Automatically applies airport fee rules
- ✓ Delivers invoices to aircraft operators
- ✓ Handles all customer service
- ✓ Actively collects fees with 99.6% success
- ✓ Processes payments through escrow account

Mark Duebner - Director of Aviation, Dallas Love Field (KDAL)

"Outsourcing Love Field's aircraft fee billing process to Vector allows the airport staff to focus more on our core mission of keeping the airport safe and operating smoothly. Vector's PlanePass service more than pays for itself in increased revenue and cost savings at the airport."

R.W. "Bud" Breault, Jr. - Airport Manager, Cape Cod Gateway Airport (KHYA)

"My team has been very pleased with their system and service. Landing fee revenue increased... and I no longer have the feeling I am missing revenue."

Jim Brundige - Airport Manager, East Hampton Airport (KHTO)

"Vector is more than just an outside contractor; they are part of our Airport team."

Jon Stout - Airport Manager, Sonoma County Airport (KSTS)

"The identification and operations data provided through the web-based Airport Portal gives us a clear picture of our operations."

John Kinney – Airport Director, Aspen - Pitkin County Airport (KASE)

"Vector delivered on their promises."

Add the ability to capture hard to get operations, including:



Military



**VFR
Touch & Go's**



Next Steps

Contact Vector and we will calculate your airports potential revenue using actual aircraft operations from our system.

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+1 703-817-7777



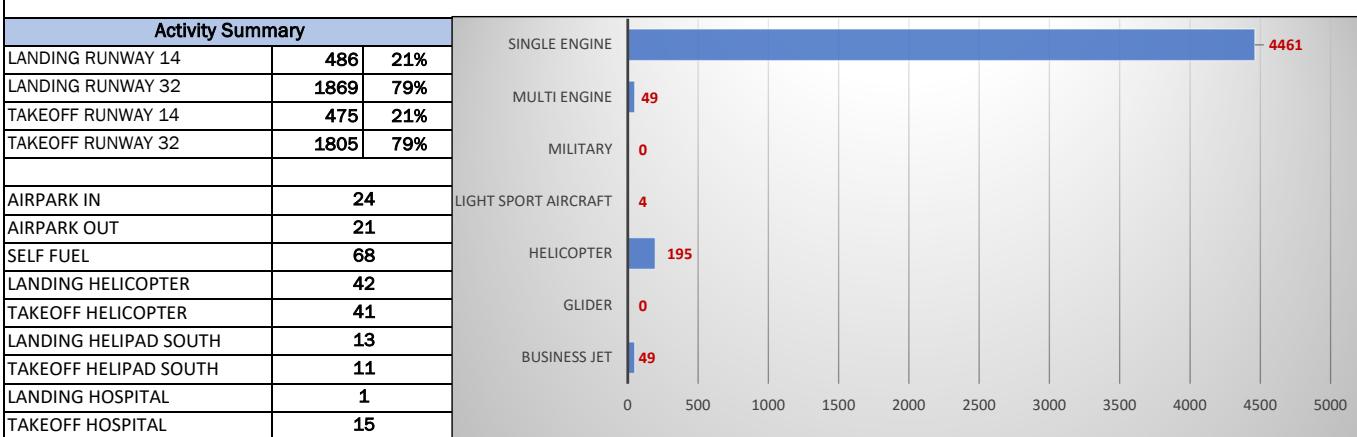
COTTONWOOD MUNICIPAL AIRPORT

AIRPORT OPERATIONS & NOISE ABATEMENT REPORT

DECEMBER 2023

Airport Operations Monthly Summary

Landings		Take-Offs		Totals	
Business Jet	24	Business Jet	25	Business Jet	49
Glider	0	Glider	0	Glider	0
Helicopter	97	Helicopter	98	Helicopter	195
Light Sport Aircraft	2	Light Sport Aircraft	2	Light Sport Aircraft	4
Military	0	Military	0	Military	0
Multi Engine	26	Multi Engine	23	Multi Engine	49
Single Engine	2262	Single Engine	2199	Single Engine	4461
TOTAL	2411	TOTAL	2347	TOTAL	4758

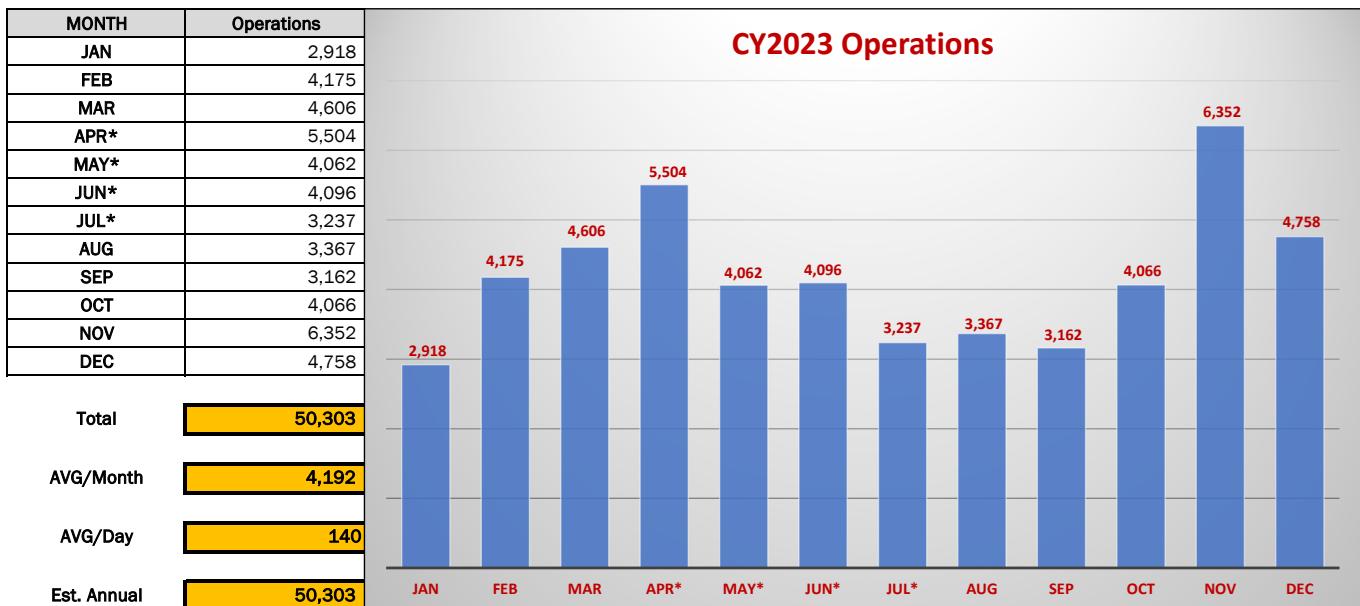


Year-to-Date Summary

Type	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Business Jet	9	2	31	4	16	36	17	19	29	14	19	49	245
Glider	0	0	0	0	1	3	3	0	0	0	1	0	8
Helicopter	89	106	120	166	136	151	118	165	141	187	178	195	1752
Light Sport Aircraft	0	0	0	6	5	6	0	0	18	18	10	4	67
Military	0	2	0	0	0	0	0	0	0	0	0	0	2
Multi Engine	62	42	68	84	57	58	48	75	57	34	37	49	671
Single Engine	2758	4023	4387	5244	3847	3842	3051	3108	2917	3813	6107	4461	47558
TOTAL	2918	4175	4606	5504	4062	4096	3237	3367	3162	4066	6352	4758	50303

Complaints Received Monthly Summary

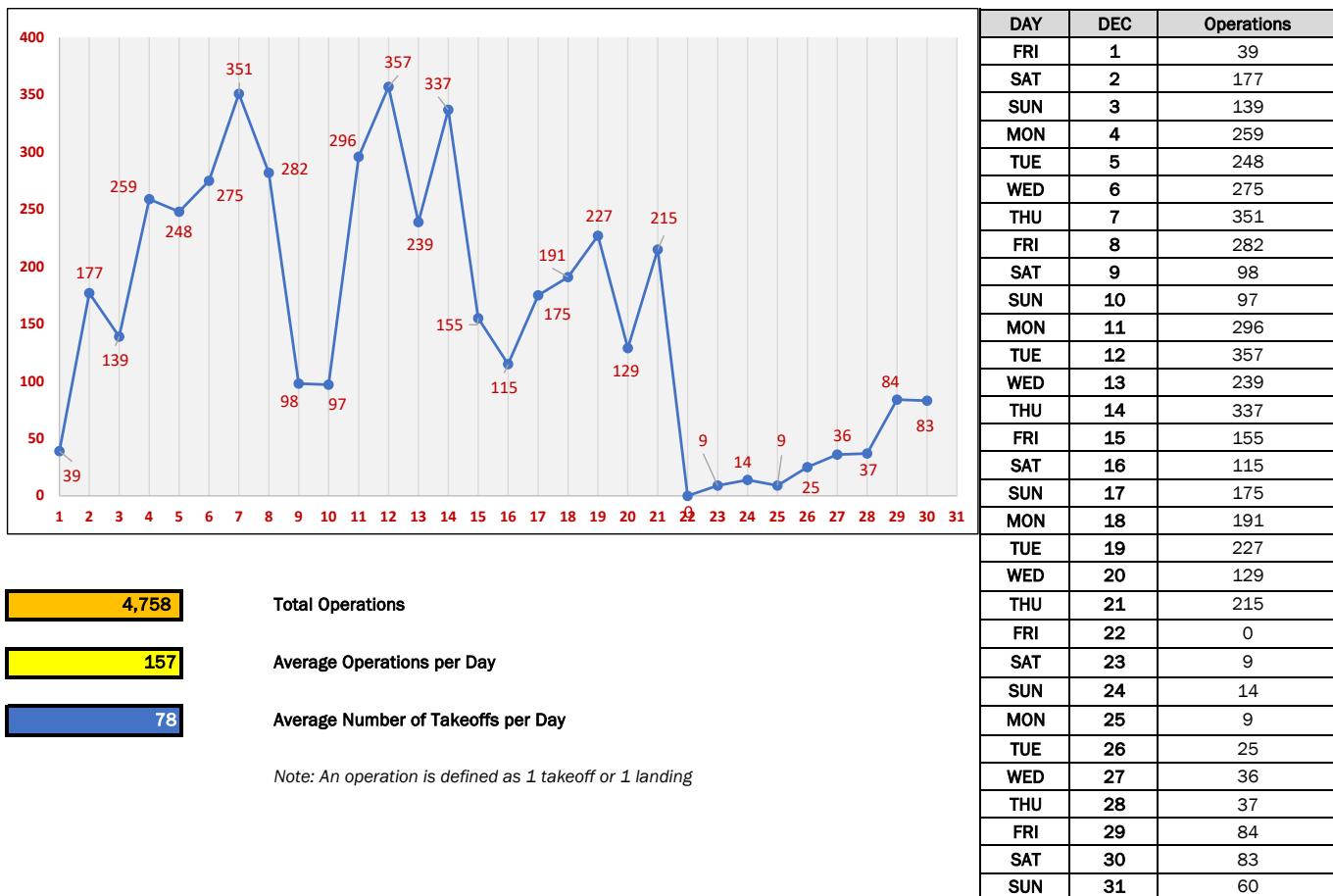
Airport Operations



* Prescott Regional Airport Runway 12-30 closed for construction (April-July)

* Sedona Airport runway closed for construction (June 5 - 12)

DECEMBER



Annual Operations Comparison

OPERATIONS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2021	2,773	4,390	4,647	4,149	3,048	2,224	1,972	1,891	1,809	2,661	4,300	3,070	36,934
2022	3,444	3,158	3,955	4,085	4,506	2,863	1,864	2,349	1,756	2,237	2,756	2,068	35,041
2023	2,918	4,175	4,606	5,504	4,062	4,096	3,237	3,367	3,162	4,066	6,352	4,758	50,303
AVG	3,045	3,908	4,403	4,579	3,872	3,061	2,358	2,536	2,242	2,988	4,469	3,299	40,759

