



"Inspiring a Vibrant Community"

AIRPORT COMMISSION

COUNCIL CHAMBERS--
RIVERFRONT
1083 E. RIVERFRONT ROAD
COTTONWOOD, AZ 86326

Wednesday, March 6, 2024

6:00 PM

cottonwoodaz.gov

I. CALL TO ORDER

1. Roll Call
2. Pledge of Allegiance
3. Approval of Minutes: February 21, 2024

II. OLD BUSINESS

None

III. NEW BUSINESS

1. Appointment of Cottonwood citizen representatives to the Airport Noise Working Group
2. Landing Fees system presentation by Vector Airport Systems
3. Draft Fiscal Year 2025 Airport Operating and Capital Budget

IV. DISCUSSION ITEMS

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

V. 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.***

VI. 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.

VII. Remote access via ZOOM

The Airport Commission meeting will be available via ZOOM to allow the option for pilots and citizens to watch remotely to learn about the proposed landing fee system.

Join Zoom Meeting: <https://zoom.us/j/99588107556?pwd=ZTlpTUkxb1RMTUxjOE95aU00TWVWUT09>

Meeting ID: 995 8810 7556 Passcode: 012787

One tap mobile

+12532050468,,99588107556#,,, *012787# US

+12532158782,,99588107556#,,, *012787# US (Tacoma)

MINUTES OF THE MEETING OF THE AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD ON WEDNESDAY, FEBRUARY 21, 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
Ron Baird, Commission Member
Vernon Reed, Commission Member
Jim Sutton, Commission Member

STAFF MEMBERS PRESENT

Jeff Tripp, Airport Manager
Rosa Cays, Customer Service and Reservations Specialist, Recorder
Rudy Rodriguez, Deputy City Manager

B. Pledge of Allegiance

Chairman Moeny led the Pledge of Allegiance.

C. Approval of Minutes of December 6, 2023 (No meeting January 3, 2024)

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

II. INFORMATIONAL REPORTS AND UPDATES

No reports or updates were presented.

III. OLD BUSINESS

1. Airport Noise Working Group roles/responsibilities update

Mr. Tripp shared what few changes were made to the roles and responsibilities of the Airport Noise Working Group, a subcommittee of the Airport Commission. He updated the commissioners on the status of the members of the working group and what was left to accomplish in the process. Mr. Tripp said the final vote would be scheduled at the March 6 meeting.

Vice Chair Wade asked if Embry-Riddle would have representation in the working group. Mr. Tripp confirmed they would, as would Yavapai College and Leighnor Aircraft. He said other airport experts would be brought in as needed.

V. NEW BUSINESS

1. Appointment of Airport Commission representative to the Airport Noise Working Group

Vice Chair Wade motioned that Chair Moeny be the commission representative; Commissioner Baird second the motion, which passed unanimously.

2. Interview of Cottonwood applicants for the Airport Noise Working Group

Mr. Tripp said three applicants were interviewing from the six who initially applied. He offered options for how to conduct the interviews and clarified that the same questions needed to be asked of all candidates, which the commissioners were given before the meeting. Chair Moeny began the first interview.

The first candidate was Carl Christopher Waak. Vice Chair Wade asked Mr. Waak why he wanted to serve on this airport committee. Mr. Waak said he has been in Cottonwood, on Airport Road, for 21 years, upwind and downwind, and understands the challenges as a resident as well as the business aspect of running the airport. He was in local government as a sheriff and has protected rights of citizens as well as those of the government.

Chair Moeny asked Mr. Waak if he was willing to put in the necessary time to serve; Mr. Waak said yes.

Chair Moeny then asked how he would assist the working group in helping improve airport noise mitigation efforts. Mr. Waak replied that research would be a priority and having the awareness that airport noise is an emotional topic. He said he could be unbiased, having enjoyed airshows as a kid and also being on the receiving end of airport noise from a resident's perspective. He added that he is not a "yes" man.

Chair Moeny asked Mr. Waak what expertise he would bring to the position. Mr. Waak touched on his personal history in Yavapai County since 1976 and said he feels "dug in" to the Cottonwood community. As a former homicide detective, Mr. Waak said he is very detail oriented and good at gathering facts and has a very analytical mind.

The next candidate, Joe Bob Grisham, was asked the same questions after he gave a short introduction. He said he moved to Cottonwood in June 2023 after he had visited the area for several years, and was aware of the airport two miles away, just not the consistency and intensity of aircraft using the airport. Mr. Grisham said he wants to work with Embry-Riddle and the airport community to bring harmony for all.

Recently retired, he has the time to commit to the group. He said he loves this community and wants it to be his home. He said he is an information gatherer and thinks this is key to educating the community to come to resolutions. Mr. Grisham said he is about the truth and facts and how to fix the issue, working together to come up with solutions that satisfy everyone. As for the expertise he would bring to the group, Mr. Grisham reiterated his strength as an information gatherer and researcher and said he wants to help each side, Embry-Riddle and the residents. He said with a positive mindset and forward thinking, the group can find answers and resolve many issues.

The third candidate was Robert Rothrock, who has been a resident of Cottonwood for more than 40 years. He said he has seen many changes in the city and has witnessed what riles up the community,

including the airport noise. He agreed that facts, not hearsay, would help find a solution, though it would not be easy.

As for the required time commitment to serve on the group, Mr. Rothrock said he was on the city council 2002–2006 even though he was teaching fulltime; he understands homework would be part of the job.

Mr. Rothrock said having been a teacher for most of his career, he had to find a way to reach a lot of people, youngsters and adults, by good listening and coming up with viable solutions. He said he is empathetic and has the ability to read people. He also served on the budget committee for the school district as vice chair and had to take into consideration everyone affected by the budget. Mr. Rothrock said he is good at finding common ground, which is the expertise he would bring to the group.

The commissioners submitted their votes, which Mr. Tripp collected at the end of the meeting.

V. DISCUSSION ITEMS

1. Airport Manager's Report

Chair Moeny commented that it was a nice report. Vice Chair Wade asked about the status of the windsock. Mr. Tripp said it was in the design phase with no estimated time for completion. He said he would try to have an update from Dibble for the March 6 meeting. Mr. Tripp further explained the process and when the project would potentially be done.

Vice Chair Wade asked Mr. Tripp to provide his formula for how he determines the price of fuel at a future meeting. Mr. Tripp said he would provide this information once again and clarified that he is not looking at nearby airports to come up with a price, and Cottonwood currently has the lowest price around.

Vice Chair Wade acknowledged the grant process Mr. Tripp talks about and asked if in the planning, city officials would consider buying some of the land along the runway. Mr. Tripp said budget constraints guide decisions, so does he want airport improvements or to buy the land? Mr. Wade said the city needs to adequately plan for the acquisition of land. Mr. Tripp said he will bring this up at the next meeting about the airport capital plan with the city.

Vice Chair Wade said 37 people want a hangar at the airport and that Mr. Tripp had mentioned meeting with investors; he asked if anything became of that. Mr. Tripp said the meeting was postponed but the option was still open to talk with investors. Mr. Wade said the existing hangars have been a decent investment for the city and said customers would stand in line if the airport had new hangars. He said he wanted to see this explored.

Mr. Tripp told him he could make a motion about this, so the vice chair motioned that the commission bring this to council and request research into the possibility of expanding and developing hangars. Commissioner Baird second, and the motion passed unanimously. Mr. Tripp explained the status of those on the waiting list. A discussion continued between Mr. Wade and Mr. Tripp.

Mr. Rodriguez approached the dais, addressed Mr. Wade's comments, and explained how finances were handled in the past. He said he and Mr. Tripp could talk about it.

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.

Ms. Carla Hill of Pine Shadows in Cottonwood clarified that Verde Valley Aviation Impact Relief (VVAIR), a group she is affiliated with, is not against the airport, unlike other groups addressing airport noise. She compared the 2018–20 reports to 2023 reports regarding airport noise and operations. She said 75 percent of air traffic is going north, and asked for a compromise with Embry-Riddle to alternate their paths every other day. Ms. Hill said neighbors to the south would not be please, but it is a burden that should be shared by everyone. She contacted Parker Northrup of Embry-Riddle via email who said Mr. Tripp could help make this happen within a day or so. She asked that this be pursued.

Ms. Hill then brought up the use of other airports in the area, which Mr. Northrup addressed by saying they would not incur increased costs for the students “if suitable training can be achieved more efficiently with lower flight time.” She asked the commission to consider landing fees and cautioned that people are reaching their boiling points. Mr. Tripp asked Ms. Hill to forward those emails so he can work with Mr. Northrup.

Mary Lou Rose of Mountain Gate in Clarkdale said she is concerned about the amount of low-level, repetitive touch-and-go operations mostly from Embry-Riddle near her home, Tuzigoot, the Verde River, and parks and trails. She referred to an FAA advisory and quoted highlights from it. Ms. Rose said even the FAA says places like this need to have noise tamped from low-lying aircraft as a concern for the quality of the environment, and that adherence to the practice is a practical indication for pilot concern for the environment. She said voluntary compliance is the problem with this and many advisories.

She stated “cooperative actions” by airport operators, managers, and others to publicize these advisories are encouraged, and asked if Embry-Riddle is teaching future students to ignore these advisories since they’re voluntary. Ms. Rose implored the commissioners and Mr. Tripp to share this advisory to stop low-level flights over Tuzigoot, the Verde River, and recreational areas in Cottonwood.

Mr. Art Alfaro from Clarkdale introduced himself as one of the three Clarkdale residents serving on the Airport Noise Working group and said he looked forward to working with everyone.

Future agenda items: Vice Chair Wade said he wanted to spend time with the realtors and the documents they use so people know there’s an airport in Cottonwood. He said people should be able to address an agenda item during a meeting. Mr. Tripp said we need to follow state open meeting laws and would need to get a legal opinion. He suggested Mr. Wade hold a public meeting so people can be heard. A brief discussion continued.

VII. ADJOURNMENT

Commissioner Baird moved to adjourn; Commissioner Reed second the motion. The regular meeting adjourned at 6:49 p.m.

NEW BUSINESS



Contact: Jeffrey Tripp
Airport Manager
928-340-2722
jtripp@cottonwoodaz.gov
cottonwoodaz.gov

FOR IMMEDIATE RELEASE
TO ALL MEDIA
February 28, 2024

Airport Commission Meeting: Transient Landing Fee System Discussion

COTTONWOOD, AZ – The Cottonwood Municipal 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. 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 considered for implementation 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 via ZOOM. The meeting will be held at the City Council Chambers–Riverfront (1084 E. River Front Road) starting at 6 p.m. The Airport will also host this meeting via ZOOM to allow for pilots and citizens to watch and learn about the system online if they are unable to attend in person.

The airport anticipates conducting multiple meetings through the airport commission and noise advisory working group to discuss and address this item before presenting the system pros and cons to City Council for discussion and consideration for adoption by the City of Cottonwood.

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

Topic: Airport Commission

Date: March 6, 2024

Time: 6:00 p.m.

Join Zoom Meeting: <https://zoom.us/j/99588107556?pwd=ZTlpTUkxb1RMTUxjOE95aU00TWVWUT09>

Meeting ID: 995 8810 7556

Passcode: 012787



Vector Airport Systems and Virtower Announce Global Strategic Partnership

Updated: Mar 28

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



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>

Virtower

<https://virtower.com/>

Thomas Breen - Vice President

C: 781-983-1741

Tel: 703-817-7777 x 8

Email: TomB@vector-us.com

Les Goldsmith - President

C: 702-465-6257

Tel: 888-317-0747

Email: les@virtower.com



AIRCRAFT FEE BILLING & COLLECTION SERVICE

MORE REVENUE, FASTER

PLANE PASS is Vector's turn-key, technology-driven service for billing & collecting aircraft fee revenue. The PLANE PASS 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

PLANE PASS

BILLING PROCESS OVERVIEW



**100% OF AIRCRAFT
OPS CAPTURED**

**99.6% COLLECTION
SUCCESS RATE**

PLANEPASS**FULL-SERVICE AIRCRAFT BILLING SOLUTION****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

PLANEPASS**WHAT OUR CLIENTS SAY**

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."

PLANEPASS**OPTIONAL AIRCRAFT ID PODS**

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

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

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**VECTOR**
vector-us.com

FY 2025 Account Number & Account Description

EXPENSES - Account Number & Description		FY 24 Budget	FY 25 Budget
05-1500-500000	Salaries	\$ 163,002	\$ -
05-1500-501000	Social Security	\$ 10,166	\$ -
05-1500-501001	Medicare Tax	\$ 2,377	\$ -
05-1500-501100	AZ State Retirement	\$ 20,033	\$ -
05-1500-501200	Health/Life Insurance	\$ 14,634	\$ -
05-1500-501400	Recreational Membership Benefit	\$ 840	\$ -
05-1500-600000	Operational Equipment & Supplies	\$ 15,425	\$ 10,875
05-1500-600011	Airport Fuel Expense	\$ 228,000	\$ 250,000
05-1500-601000	Office Supplies	\$ 2,000	\$ 2,000
05-1500-610000	Vehicle Maintenance & Repair	\$ 3,300	\$ 3,800
05-1500-610010	Equipment Maintenance & Repair	\$ 18,000	\$ 16,500
05-1500-610100	Building Maintenance & Repair	\$ 14,000	\$ 35,500
05-1500-620000	Contractual Services	\$ 70,280	\$ 77,735
05-1500-620020	Bank Charges	\$ -	\$ -
05-1500-620050	Computer Support	\$ 1,805	\$ 5,530
05-1500-620060	General Counsel	\$ 25,000	\$ 25,000
05-1500-630000	Utilities	\$ 16,990	\$ 16,990
05-1500-631000	Telephone	\$ 3,020	\$ 2,060
05-1500-641010	Airport Annual Event	\$ 5,000	\$ 5,000
05-1500-650000	Training & Travel	\$ 6,525	\$ 9,025
05-1500-690000	Subscriptions & Memberships	\$ 2,200	\$ 4,465
05-1500-690010	Postage/Freight	\$ 500	\$ 500
05-1500-690100	Liability Insurance	\$ 19,200	\$ 19,200
05-1500-690300	Indirect Cost to General Fund	\$ 25,000	\$ -
05-1500-800040	Furnishing & Equipment	\$ 60,000	\$ 241,000
05-0011-900000	Transfers Out To Grants	\$ 299,055	\$ 568,661
Total		\$ 1,026,352	\$ 1,293,841

REVENUES - Account Number & Description		FY 24 Budget	FY 25 Budget
05-0000-0000-400000	City Sales Tax	\$ 25,250	\$ 25,250
05-1500-0000-410100	Commercial Operating Permits	\$ 1,800	\$ 1,800
05-1500-0000-433500	Penalties - Late fees	\$ 900	\$ 900
05-1500-0000-460020	Tie Down Rent	\$ 23,200	\$ 23,200
05-1500-0000-460022	Land Lease Fees	\$ 104,000	\$ 104,000
05-1500-0000-460023	City Hangar Lease Fees	\$ 46,885	\$ 46,885
05-1500-0000-480000	Other Income	\$ 2,500	\$ 2,500
Landing Fees (RESERVED)		n/a	\$ -
		\$ 204,535	\$ 204,535

FUEL & GRANTS - Account Number & Description		FY 24 Budget	FY 25 Budget
05-1500-0000-430600	Fuel Sales Income	\$ 200,000	\$ 200,000
05-0001-0000-490000	Transfers In (grants)	\$ 622,335	\$ 568,661
		\$ 822,335	\$ 768,661

TENTATIVE AIRPORT FISCAL YEAR 2025 OPERATING EXPENSES

Account String	Account Name & Description	FY2024	FY2025
05-1500-0000-500000	Salaries	\$ 163,000	\$ -
	Airport Manager		\$ -
	Airport Operations & Maintenance Specialist (FT)		\$ -
	Airport Operations & Maintenance Specialist (PT) (if funded in FY25)		\$ -
	Airport Administration & Finance Specialist (if funded in FY25) - Cost to be split between Public Works, Airport, and Transit		\$ -
	Recreation Coordinator (Split costs with Parks & Rec @ 25% for Airport Commission assistance) - eliminated if FT Admin & Finance Specialist approved		\$ -
05-1500-0000-500010	Overtime	\$ -	\$ -
	Airport Operations & Maintenance Specialist (FT)		\$ -
	Airport Operations & Maintenance Specialist (PT) (if funded in FY25)		\$ -
	Airport Administration & Finance Specialist (if funded in FY25) - Cost to be split between Public Works, Airport, and Transit		\$ -
	Recreation Coordinator (Split costs with Parks & Rec @ 25% for Airport Commission assistance) - eliminated if FT Admin & Finance Specialist approved		\$ -
05-1500-0000-500020	Holiday Pay	\$ -	\$ -
	Airport Manager		\$ -
	Airport Operations & Maintenance Specialist (FT)		\$ -
	Airport Operations & Maintenance Specialist (PT) (if funded in FY25)		\$ -
	Airport Administration & Finance Specialist (if funded in FY25) - Cost to be split between Public Works, Airport, and Transit		\$ -
	Recreation Coordinator (Split costs with Parks & Rec @ 25% for Airport Commission assistance) - eliminated if FT Admin & Finance Specialist approved		\$ -
05-1500-0000-501000	Social Security	\$ 10,180	\$ -
	Airport Manager		\$ -
	Airport Operations & Maintenance Specialist (FT)		\$ -
	Airport Operations & Maintenance Specialist (PT) (if funded in FY25)		\$ -
	Airport Administration & Finance Specialist (if funded in FY25) - Cost to be split between Public Works, Airport, and Transit		\$ -
	Recreation Coordinator (Split costs with Parks & Rec @ 25% for Airport Commission assistance) - eliminated if FT Admin & Finance Specialist approved		\$ -
05-1500-0000-501001	Medicare Tax	\$ 2,380	\$ -
	Airport Manager		\$ -
	Airport Operations & Maintenance Specialist (FT)		\$ -
	Airport Operations & Maintenance Specialist (PT) (if funded in FY25)		\$ -
	Airport Administration & Finance Specialist (if funded in FY25) - Cost to be split between Public Works, Airport, and Transit		\$ -
	Recreation Coordinator (Split costs with Parks & Rec @ 25% for Airport Commission assistance) - eliminated if FT Admin & Finance Specialist approved		\$ -
05-1500-0000-501100	AZ State Retirement	\$ 20,035	\$ -
	Airport Manager		\$ -
	Airport Operations & Maintenance Specialist (FT)		\$ -
	Airport Operations & Maintenance Specialist (PT) (if funded in FY25)		\$ -
	Airport Administration & Finance Specialist (if funded in FY25) - Cost to be split between Public Works, Airport, and Transit		\$ -
	Recreation Coordinator (Split costs with Parks & Rec @ 25% for Airport Commission assistance) - eliminated if FT Admin & Finance Specialist approved		\$ -
05-1500-0000-501200	Health/Life Insurance	\$ 14,635	\$ -
	Airport Manager		\$ -
	Airport Operations & Maintenance Specialist (FT)		\$ -
	Airport Operations & Maintenance Specialist (PT) (if funded in FY25)		\$ -
	Airport Administration & Finance Specialist (if funded in FY25) - Cost to be split between Public Works, Airport, and Transit		\$ -
	Recreation Coordinator (Split costs with Parks & Rec @ 25% for Airport Commission assistance) - eliminated if FT Admin & Finance Specialist approved		\$ -
05-1500-0000-501203	Worker's Compensation	\$ -	\$ -
	Airport Manager		\$ -
	Airport Operations & Maintenance Specialist (FT)		\$ -
	Airport Operations & Maintenance Specialist (PT) (if funded in FY25)		\$ -
	Airport Administration & Finance Specialist (if funded in FY25) - Cost to be split between Public Works, Airport, and Transit		\$ -
	Recreation Coordinator (Split costs with Parks & Rec @ 25% for Airport Commission assistance) - eliminated if FT Admin & Finance Specialist approved		\$ -

TENTATIVE AIRPORT FISCAL YEAR 2025 OPERATING EXPENSES

Account String	Account Name & Description	FY2024	FY2025
05-1500-0000-501300	Clothing Allowance	\$ -	\$ 1,300
	Airport Manager		\$ 150
	Airport Operations & Maintenance Specialist (FT)		\$ 500
	Airport Operations & Maintenance Specialist (PT) (if funded in FY25)		\$ 500
	Airport Administration & Finance Specialist (if funded in FY25) - Cost to be split between Public Works, Airport, and Transit		\$ 150
	Recreation Coordinator (Split costs with Parks & Rec @ 25% for Airport Commission assistance) - eliminated if FT Admin & Finance Specialist approved		\$ -
05-1500-0000-501400	Recreational Membership Benefit	\$ 840	\$ -
	Airport Manager		\$ -
	Airport Operations & Maintenance Specialist (FT)		\$ -
	Airport Operations & Maintenance Specialist (PT) (if funded in FY25)		\$ -
	Airport Administration & Finance Specialist (if funded in FY25) - Cost to be split between Public Works, Airport, and Transit		\$ -
	Recreation Coordinator (Split costs with Parks & Rec @ 25% for Airport Commission assistance) - eliminated if FT Admin & Finance Specialist approved		\$ -
05-0011-0000-900000	Transfers Out to Grants (See Capital Worksheet)	\$ 299,055	\$ 568,661
05-1500-0000-600000	Operational Equip & Supplies	\$ 15,425	\$ 10,875
	(2) Large Windsock (FAA Size 2 = 12-foot by 36-inch)		\$ 300
	(4) Small Windsocks (FAA Size 1 = 8-foot by 18-inch)		\$ 150
	Airport Beacon - Replacement Bulbs (2)		\$ 100
	Fuel Spill Cleanup Supplies		\$ 500
	Weed Spraying Supplies		\$ 1,000
	Crack Seal Material (\$1200/pallet)		\$ 1,200
	Airfield Pavement Marking - Paint & Supplies		\$ 1,000
	Small Tools, Equipment, and Supplies		\$ 5,000
	Vehicle Access Control System - Access Cards (batch of 50)		\$ 225
	Stormwater Program - Inspection Supplies		\$ 500
	Replacement of existing 20ABC fire extinguishers with 20BC extinguishers. Class A extinguishers are not suitable for on-airport liquid fires.		\$ 600
	QTPod replacement credit card reader		\$ 300
05-1500-0000-600011	Airport Fuel Expense	\$ 228,000	\$ 250,000
	Avgas 100LL		\$ 250,000
	Jet A		\$ -
05-1500-0000-601000	Office Supplies	\$ 2,000	\$ 2,000
	General office supplies for airport office.		\$ 2,000
05-1500-0000-610000	Vehicle Maintenance & Repair	\$ 3,300	\$ 3,800
	2023 Ford F150		\$ 1,000
	2008 Chevy Tahoe		\$ 1,000
	2008 Ford Taurus (airport courtesy car)		\$ 1,000
	2008 Polaris Razor (surplus from Fire Dept.)		\$ 500
	LED light bar for ATV or 2nd vehicle.		\$ 300

TENTATIVE AIRPORT FISCAL YEAR 2025 OPERATING EXPENSES

Account String	Account Name & Description	FY2024	FY2025
05-1500-0000-610010	Equipment Maintenance & Repair	\$ 18,000	\$ 16,500
	Avgas Fuel Tank Inspection - Annual Inspection and Tank Cleaning (Complete Aviation Fuel Service)		\$ 4,500
	AWOS - Annual Performance Maintenance (due Spring 2025)		\$ 2,500
	Vehicle Gate Maintenance & Repairs (3 gates)		\$ 1,000
	Airfield Lighting & Signage System Maintenance		\$ 500
	Routine Preventative Maintenance & Repairs		\$ 2,500
	Annual Fire Alarm & Fire Extinguisher Checks		\$ 500
	Avgas Fuel Tank - Replace & Upgrade Fuel Level Metering System (replace 1998 unit) if not completed in FY2024.		\$ 5,000
05-1500-0000-610100	Building Maint & Repair	\$ 14,000	\$ 35,500
	Terminal Building - HVAC servicing		\$ 1,000
	Terminal Building - Bathrooms remodel (carryover from FY24)		\$ 10,000
	Terminal Building - General Repairs		\$ 1,000
	Hangar N - Door Maintenance, Inspection, and Repair		\$ 2,500
	Hangar N - Exterior Lighting Repairs (Interior & Exterior)		\$ 500
	Hangar N - Fire Suppression System repair/upgrade		\$ 20,000
	US and AZ flag replacement (twice per year)		\$ 500
05-1500-0000-620000	Contractual Services	\$ 70,280	\$ 77,735
	Virtower LLC (\$400/month)		\$ 4,800
	AWOS		
	All Weather Inc (AWI) - Annual AWOS contract to provide AWOS data to the National Weather Service system to disseminate the AWOS data. Required by FAA.		\$ 800
	MSGP/Stormwater Program		
	AZDEQ - Annual Storm Water Permit		\$ 1,450
	Quarterly Stormwater Inspection Sample testing by 3rd party (required) - Legend Technical Services		\$ 2,000
	Fuel Service Operations		
	AZ Department of Weights & Measures - Annual license of the fuel meter at the Avgas self-service facility.		\$ 50
	QTPod Annual Agreement for Base Network Access and Support Agreement; Cell Plan		\$ 1,425
	MISC Services		
	Doorking - Annual subscription for vehicle access control system.		\$ 160
	All Copier Products - Airport Copier service contract		\$ 370
	Airport Management Software (AeroSimple or similar) to assist with operations, maintenance, noise, and administration functions.		\$ 20,000
	Bouncie vehicle tracking system for Airport Courtesy Car		\$ 120
	Nice Jons (portable toilet for Avgas self-service facility)		\$ 1,560
	Capital Projects		
	On-call Planning Consulting Services (Kimley-Horn) - misc. planning projects during fiscal year		\$ 25,000
	FAA-mandated Title VI program due in FY25 if not able to use BIL grant funding		\$ 20,000

TENTATIVE AIRPORT FISCAL YEAR 2025 OPERATING EXPENSES

Account String	Account Name & Description	FY2024	FY2025
05-1500-0000-620020	Bank Charges	\$ -	\$ -
	Multi-Service (Airport 100LL self-service fueling)		\$ -
05-1500-0000-620050	Computer Support	\$ 1,805	\$ 5,530
	Tech support		\$ 170
	Lumen		\$ 65
	Yavapai County Education Technology Consortium (Airport 0.5%)		\$ 300
	Starlink (monthly account for terminal) - eliminate once terminal is supported by Sparklight		\$ 3,000
	QTPod (Avgas 100LL credit card unit)		\$ 1,995
05-1500-0000-620060	General Counsel	\$ 25,000	\$ 25,000
	Outside Legal Counsel to support airport legal issues		\$ 25,000
05-1500-0000-620710	Advertising	\$ 500	\$ 500
			\$ 500
05-1500-0000-630000	Utilities	\$ 16,990	\$ 16,990
	Waste Removal		\$ 725
	Water - Building A & B		\$ 1,890
	APS - AWOS		\$ 925
	APS - Beacon		\$ 2,820
	APS - Suite A (Terminal)		\$ 4,270
	APS - Suite B (Hangar B)		\$ 815
	APS - Suite N (Hangar N)		\$ 2,565
	Gas - 999 Mingus Ave (Terminal)		\$ 970
	Water - F line		\$ 620
	Water - Building N & K (wash rack)		\$ 1,390
05-1500-0000-631000	Telephone	\$ 3,020	\$ 2,060
	Phone lines		\$ 1,980
	Cell phone allowance - Airport Manager		\$ 1,040
05-1500-0000-641010	Airport Annual Event	\$ 5,000	\$ 5,000
	Event logistic, set-up, and marketing		\$ 5,000
05-1500-0000-650000	Travel/Training	\$ 6,525	\$ 9,025
	AzAA - Fall Conference (1-day) Registration		\$ 350
	AzAA - Legislative Day at the State Capital - Registration (non for CY24)		\$ 175
	AzAA - Spring Airport Conference - Registration & Lodging		\$ 1,500
	Airport Training Course (TBD) - Registration, Lodging, Air Fare (Airport Manager)		\$ 2,000
	Airport Training Course (TBD) - Registration, Lodging, Air Fare (Airport Operations & Maintenance Specialist)		\$ 2,000
	SWAAAE Summer or Winter Conference		\$ 2,000
	AAAE - On-line training courses		\$ 1,000

TENTATIVE AIRPORT FISCAL YEAR 2025 OPERATING EXPENSES

Account String	Account Name & Description	FY2024	FY2025
05-1500-0000-690000	Subscriptions/Memberships	\$ 2,200	\$ 4,465
	American Association of Airport Executives (AAAE) annual membership dues (Airport Manager)		\$ 275
	Southwest Chapter AAAE (SWAAAE) annual membership dues (Airport Manager)		\$ 95
	Arizona Airports Association (AzAA) annual membership dues (Airport Manager)		\$ 95
	ANTN Digicast annual subscription (on-line airport training)		\$ 1,450
	Airnav.com - Basic listing for Airport (NOV 2024 - NOV 2025)		\$ 150
	Legislative Day at the State Capital sponsorship		\$ 150
	Aviation Safety Group of Arizona - banquet sponsorship		\$ 100
	NATA annual membership		\$ 300
	NATA Professional Line Service Training program (required for fueling)		\$ 500
	Bluebeam software		\$ 350
	Annual herbicide training		\$ 1,000
05-1500-0000-690010	Postage/Freight	\$ 500	\$ 500
	Certified letters, FedEx/UPS shipping		\$ 500
05-1500-0000-690100	Liability Insurance	\$ 19,200	\$ 19,200
	Southwest Risk (Policy #001645-22) - Old Republic Insurance Company		\$ 19,200
05-1500-0000-690300	Indirect Cost To GF (provided by Finance Dept.)	\$ 25,000	\$ -
05-1500-0000-800040	Furnishing & Equipment	\$ 60,000	\$ 241,000
	Airport mower (John Deere 5060E with Tiger Mowing System) - split purchase with Public Works Dept.		\$ 150,000
	Runway Blast Pad seal coat & re-mark		\$ 60,000
	Admin Office Furniture		\$ 5,000
	Hangar 'N' fire suppression system upgrade		\$ 20,000
	Airport Security Camera System improvements		\$ 6,000
05-1500-0000-990000	Budget Reserve	\$ -	\$ -

FY2025 PROPOSED EXPENSES \$ 1,026,870 \$ 1,294,341

Funds for City Match to Federal/State Grants (Capital Budget) \$ 568,661

Airport Fuel Expense \$ 250,000

Base Operating Expenses excluding Capital & Fuel Expenses **\$ 475,680**

TENTATIVE AIRPORT FISCAL YEAR 2025 SPECIAL REVENUE FUNDS

Account String	Project Description	Est. Cost	Carryover FY24	Federal	State	Local	Funding	BIL
11-1500-800360	Windsock/Segmented Circle Relocation (Design); FFY 22/23/24 DBE Program	\$ 165,000	\$ -	\$ 150,249	\$ 7,376	\$ 7,376	FSL	Yes
11-1500-800360	PAPI/REIL Upgrades (Construction)	\$ 200,000	\$ -	\$ -	\$ 180,000	\$ 20,000	SL	No
11-1500-800360	Guidance Sign System Upgrades (Construction)	\$ 400,000	\$ -	\$ -	\$ 360,000	\$ 40,000	SL	No
11-1500-800360	Airport Pavement Management System (APMS) - Runway Overlay	\$ 860,555	\$ 860,555	\$ -	\$ 774,500	\$ 86,056	SL	No
11-1500-800360	Taxiway "A" Rehabilitation (Design phase carryover)	\$ 100,000	\$ -	\$ -	\$ 90,000	\$ 10,000	SL	No
11-1500-800360	Environmental Assessment - Runway Extension	\$ 300,000	\$ -	\$ 273,180	\$ 13,410	\$ 13,410	FSL	No
11-1500-800360	Part 150 Noise Compatability Study	\$ 500,000	\$ -	\$ 455,300	\$ 22,350	\$ 22,350	FSL	No
11-1500-800360	Windsock/Segmented Circle Relocation (Construction)	\$ 100,000	\$ -	\$ 91,060	\$ 4,470	\$ 4,470	FSL	Yes
11-1500-800360	Runway MIRL/HIRL Install	\$ 1,000,000	\$ -	\$ -	\$ 900,000	\$ 100,000	SL	Yes
11-1500-800360	Obstruction Mitigation	\$ 500,000	\$ -	\$ -	\$ 450,000	\$ 50,000	SL	No
11-1500-800360	Airport Mower	\$ 150,000	\$ -	\$ -	\$ -	\$ 150,000	L	No
11-1500-800360	Runway 14/32 Blast Pad seal coat & re-stripe	\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000	L	No
			\$ 860,555	\$ 969,789	\$ 2,802,105	\$ 568,661		

Funding

L = 100% Local

SL = 90% State / 10% Local

FSL = 91.06% Federal / 4.47% State / 4.47% Local

DRAFT

Cottonwood Municipal Airport
AIRPORT MANAGER'S REPORT
March 6, 2024



a. Airport Administration

- a. Hangar Wait List & Covered Tiedown Wait List – There are 37 customers on the hangar wait list and 10 on the Covered Tiedown Waitlist.

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. CityValconServices (Phillips66) – The airport has on-boarded our new aviation fuel supplier – CityValconServices – who are a Phillips66 branded distributor on February 28.

c. Airport Capital Improvement Program

- a. Taxiway A Rehabilitation (Design) – The design phase is currently in progress. *The 90% plans have been received and provided to city staff for review. Staff is taking Change Order #1 to Council on April 2 for approval to relocate an existing city utility line running between the runway and taxiway to a new location west of Taxiway A. ADOT has provided grant E3S2D 01D, Amendment 1 which will also be taken to council on April 2.*
- 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.*
- 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.
- i. **Airport Capital Improvement Program (ACIP) Submittals for FY2026 - 2030** – The next 5-year ACIP for Federal Fiscal Years (FFY) 2026-2033 is currently under development.

d. Airport Budget & Finance

- a. **Avgas 100LL Fuel Sales** - The Avgas 100LL self-service facility sold **2,197 gallons** in January with **total sales of \$11,028.56**. 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. The original meeting was postponed, no date has been rescheduled yet.
- b. **Airpark/Business Park Development**
 - 1. **Airpark** – Hangar construction on Lot 127 is in progress.
 - 2. **Business Park – East** – No new updates.
 - 3. **Business Park – West** - No new updates

Cottonwood Municipal Airport

AIRPORT OPERATIONS & NOISE ABATEMENT REPORT

March 6, 2024



1. Monthly Operations & Noise Abatement Report

- a. January 2024 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.

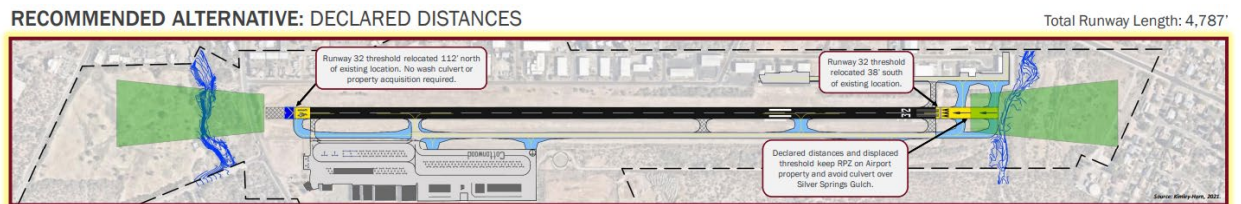
STATUS: OPEN. The Airport Commission drafted and approved a letter to the County Board of Supervisors on March 2, 2022 requesting Yavapai County to be an active participant and provide the necessary support to make this goal a reality and/or support another airfield in the Verde Valley to accommodate 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 by 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.

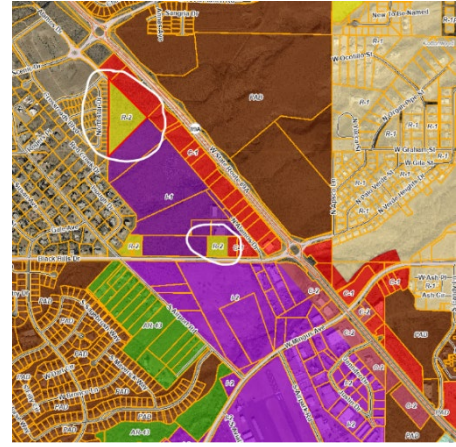
STATUS: CLOSED. The final Airport Master Plan Update Planning Advisory Committee (PAC) and public meeting was held on January 19, 2023. The Airport Master Plan and Airport Layout Plan set (ALP) have been submitted to FAA for review and comment. FAA does not approve/disapprove the Master Plan but does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

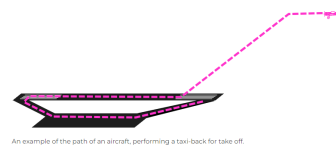
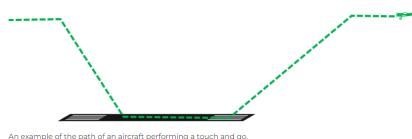
The primary goal of these guides is safety with noise abatement a secondary benefit. These guides will be similar in nature to those used Mesa-Falcon Field ([fixed wing](#)) ([helicopters](#)) and other airports. The pilots guide task order has been completed and the guide published and added to the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



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.

i. **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 were selected by the Town of Clarkdale.

j. **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 ZOOM 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>

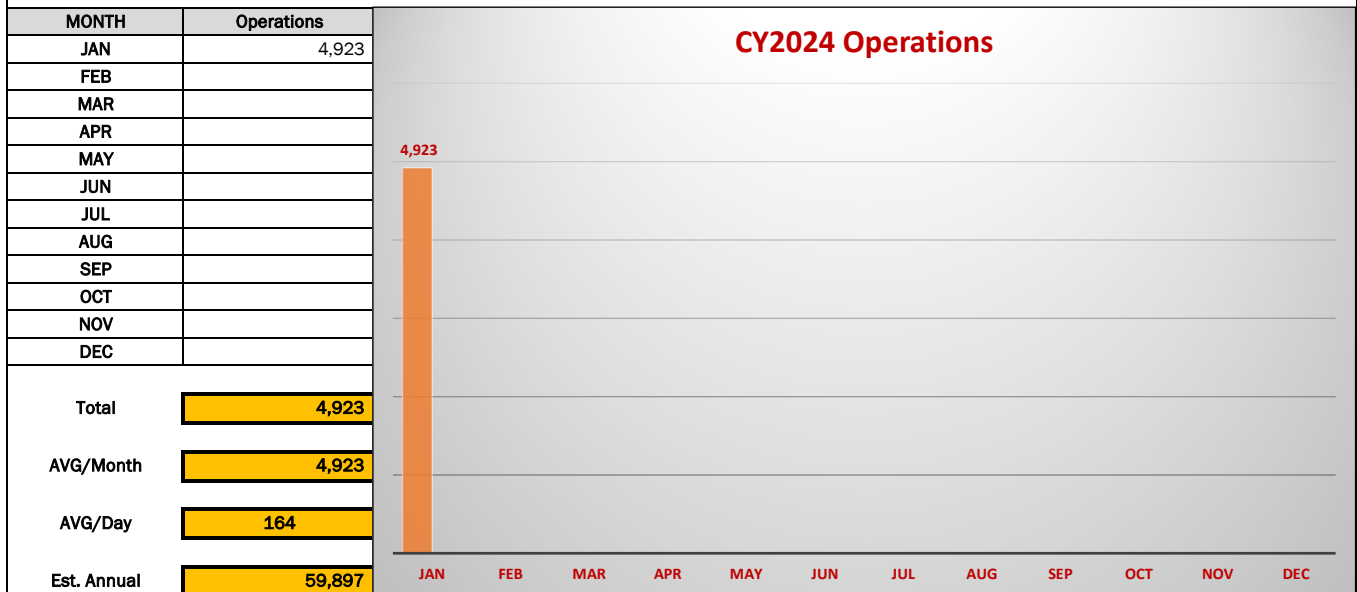
JANUARY 2024

Landings		Take-Offs		Totals	
Single Engine	2348	Single Engine	2342	Single Engine	4690
Single Engine Turbine	6	Single Engine Turbine	5	Single Engine Turbine	11
Multi Engine	39	Multi Engine	38	Multi Engine	77
Multi Engine Turbine	5	Multi Engine Turbine	5	Multi Engine Turbine	10
Business Jet	4	Business Jet	4	Business Jet	8
Helicopter	59	Helicopter	62	Helicopter	121
Light Sport Aircraft/Glider	3	Light Sport Aircraft/Glider	3	Light Sport Aircraft/Glider	6
TOTAL	2464	TOTAL	2459	TOTAL	4923

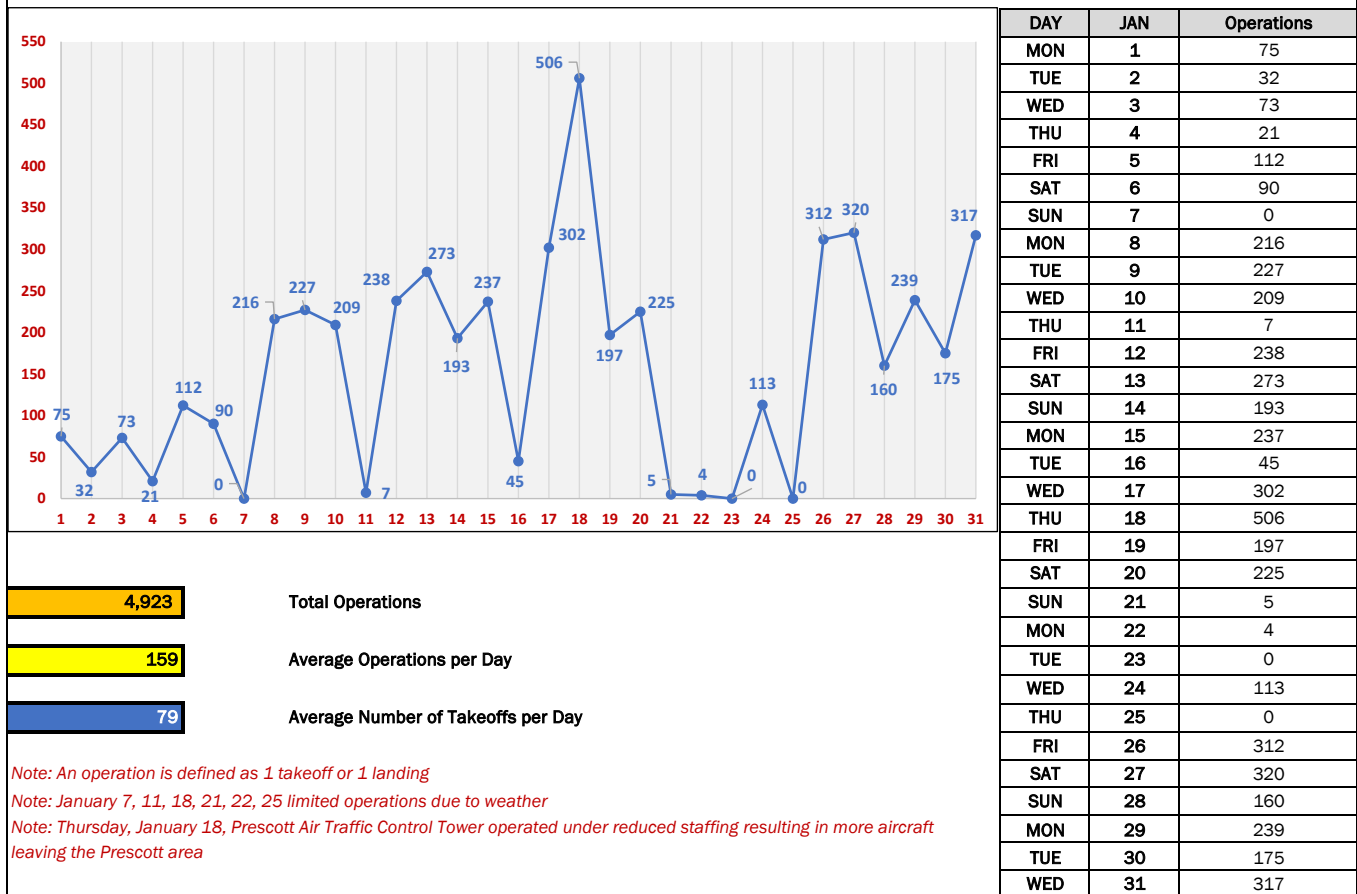
Engine Type	Number of Aircraft
LIGHT SPORT AIRCRAFT/GLIDER	6
HELICOPTER	121
BUSINESS JET	8
MULTI ENGINE TURBINE	10
MULTI ENGINE	77
SINGLE ENGINE TURBINE	11
SINGLE ENGINE	4690

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Airport Operations



JANUARY



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
2024	4,923												4,923
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

