



**AIRPORT COMMISSION
MEETING**

**City Council Chambers
1083 E. Riverfront Road
Cottonwood, AZ 86326**

Wednesday, April 3, 2024

6:00 PM

cottonwoodaz.gov

I. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance
- C. Approval of Minutes: March 6, 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. Landing fee system update

IV. NEW BUSINESS

- 1. Airport Capital Improvement Program Update (FY2025)

V. DISCUSSION ITEMS

- 1. Airport Manager's Report
- 2. Airport Operations & Noise Abatement Report
- 3. Airport Noise Complaints & Issues: Public comment and discussion among commissioners regarding noise issues including noise complaints by residents.

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, MARCH 6, 2024, 6:07 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 6:07 p.m. [*Start of meeting was delayed due to technical issues with ZOOM.*]

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: February 21, 2024

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

II. OLD BUSINESS

There was no old business on the agenda.

III. NEW BUSINESS

1. Appointment of Cottonwood citizen representatives to the Airport Noise Working Group

Chair Moeny moved to appoint the three gentleman who applied to be part of the working group at the February 21 meeting: Carl Waak, Joe Bob Grisham, and Robert Rothrock. Commissioner Baird second the motion. It was unanimously approved.

2. Landing Fees system presentation by Vector Airport Systems

[This agenda item was slightly delayed due to continuing Zoom issues. Chair Moeny skipped ahead to the Airport Manager's Report (V. Discussion Items). Minutes remain in agenda order.]

(12:20 minutes in) Helena Glenn of Vector Airport Systems joined the meeting via Zoom and presented information about the company and its services, which offers a streamlined operation that does not require extra staff and even collects delinquent payments. Ms. Glenn shared onscreen the interface the airport would see, explaining details of information tracked. She said the service is in more than 60 airports nationwide. Ms. Glenn continued to share data.

Chair Moeny asked how data is collected, which Ms. Glenn explained.

[Technical issues with sound disrupted the presentation at this point.]

Mr. Al Gradijan of Cottonwood asked the same question: how data is collected. Ms. Glenn explained how the data is pulled into their system via ADS-B transmission.

"What if I'm not ADS-B compliant, which I don't have to be here?" asked an unidentified gentleman. Ms. Glenn said for operators who turn off their responders, it is an FAA policy violation, which states that transponders need to be turned on while in flight and when taxiing. The two men who asked the questions refuted her answer (poor sound quality). Ms. Glenn said the aircraft has to touch the ground in order to be billed using Vector's system, but that they do have ways to determine if an operator has turned off their transponder.

Vice Chair Wade asked how many of the ones Vector services are general aircraft airports vs large aircraft airports. Ms. Glenn said they do partner with airports with larger aircraft but are more general aviation focused. She used a Spanish Fork, UT, airport to compare to Cottonwood.

Vice Chair Wade then asked about medical helicopters and other first-responder aircraft and if they get charged landing fees. Ms. Glenn said it depends on the airport and what their fees are, but that helicopters can be tracked like other aircraft. She said any first responders are typically exempted from landing fees.

Vice Chair Wade asked if an operator did a low flyby at the Prescott airport if it would be considered a landing, Ms. Glenn said it would depend on how close they got to the ground. She said the low passes don't count for landing fees and that the aircraft would have to touch the ground. She explained how operation types are determined with Vector's system.

Vice Chair Wade inquired about the highest and lowest landing fees. Ms. Glenn said every airport is different and shared a few examples of high and low rates and shared data on the screen for several airports to illustrate the "uniqueness" factor. Mr. Wade then asked about the administrative fee, what percent Vector would charge. Ms. Glenn said the average fee is \$2 per 1000 lbs. She explained other ways rates could be determined and that Vector would basically take 25 percent, based on examples.

Vice Chair Wade asked what impact a landing fee would have on self-serve fuel sales. Ms. Glenn said this was a common question. She said most airports want a landing fee in place because they're inundated with traffic that *doesn't* fill up with fuel or are used a lot for training. She said the landing fee paradoxically helps manage the air traffic.

She elaborated on what other airports have seen regarding the implementation of landing fees. Ms. Glenn said there's initial pushback, but once local operators based at a particular airport realize they don't have to pay the landing fee, which Vector can set up to exempt them, they see the benefits of having landing fees established.

Vice Chair Wade asked if Vector sees airports close together where operators avoid the airport with the landing fee. Ms. Glenn said many adjacent airports proactively work together and implement fees at the same time. She said Vector tends to see airports follow if a nearby airport starts charging landing fees.

Vice Chair Wade pointed out that Cottonwood Airport does not have a fixed-base operator (FBO) and that it seems landing fees would be detrimental to an FBO. Ms. Glenn said it depends on the FBO but that in most scenarios, FBOs work cohesively with Vector.

Vice Chair Wade asked why Cottonwood would want to charge landing fees. Mr. Tripp interjected and said he was asked to look into this. Mr. Wade asked the question again. Ms. Glenn said she could not speak for the Airport or Cottonwood, but a reason similar towns implement landing fees is because of airport noise and the desire to reduce traffic. She pointed out that it also benefits the airport in that it generates its own revenue and doesn't just depend on grants. She said it is a controversial option and understands it's a difficult decision.

A gentleman who did not identify himself said Ms. Glenn had presented the idea in her opening remarks that landing fees could be a deterrent and passed on to the student operators where training is incessant. He asked if she had any empirical data. Ms. Glenn said this affect is dependent upon the fee and fee structure. Her example was Santa Monica Airport, where the community actually wanted to shut down the airport. So they set a high landing fee, which drove traffic away to nearby airports. She said Vector works with airports to see how to recommend fees to deter unwanted traffic and attract the traffic that buys fuel. He interrupted to point out that Ms. Glenn had not included this in her current proposal to the city of Cottonwood. She explained how the current proposal could be adapted to work for Cottonwood and shared examples of fee structures.

An unidentified woman from the audience claimed she lives under the flight path and just deals with it; that it isn't that bad. She asked when the rights of student pilots become less than those in the community complaining about noise. She said in the summer you close your windows and have the A/C on and don't really hear the noise, and in the winter the windows are closed and the heater is on, so you really don't hear it then either. She then asked if a fee could be waived in the case of someone fueling up at the airport, that she understood Ms. Glenn to have said there was "zero option" to waive landing fees. She also suggested getting a control tower if people were really concerned about safety, i.e., noise.

Mr. Grisham brought up the weight of aircraft and how to calculate the rates. He suggested what the fees would be for the ERAU student pilots if the landing fees were implemented. Mr. Tripp interjected to point out that this was an introduction to the proposal and not a time to discuss fees, and that the next steps will be posted to consider this service. Mr. Grisham said he mostly wanted to clarify that the weight is known of the planes currently using the airport so that calculations can be made to see how this could move forward.

Mr. Tripp announced that after this meeting, he would be posting the next steps for the process along with his recommendation for the community and commission. He said there is much more to consider than simply implementing a landing fee and that it will ultimately be up to the city council to decide if the system will be implemented.

Ms. Glenn stated that yes, operators may be deterred to land in Cottonwood, but other Arizona airports are seriously considering landing fees, and Vector is wanting to come up with a cohesive solution that is more a benefit than a deficit.

Mr. Tripp once again elaborated on the next steps that will happen in an “open and transparent manner.” Ms. Glenn said she will share other documentation that Mr. Tripp will post to the city website. He then shared the email address (airport.noise@cottonwoodaz.gov) where community members could send their questions.

Mr. Gradijan asked if this would be further discussed at this meeting, to which Chair Moeny said no. Vice Chair Wade suggested a special meeting with pilots and businesspeople be scheduled to go over the pros and cons in depth, “invite the right people.” Chair Moeny said it was a great idea and suggested setting something up. Mr. Tripp said he would be happy to let Chair Moeny set up the pilot meeting and he’ll help get the word out for a meeting he and Vice Chair Wade will run.

Chair Moeny directed the discussion back to the airport budget at 7:18p.

3. Draft Fiscal Year 2025 Airport Operating and Capital Budget

Presented after IV. Discussion Items

(7:53 minutes in) Mr. Tripp went over the operating budget line items projected on the screens, expounding as he went through the spreadsheet. He touched on fuel expenses and sales and went through a list of recently acquired airport vehicles.

[At this point, Mr. Tripp suggested tabling the discussion as Zoom was finally online. This item was paused to return to Item 2, New Business (10:57 minutes in.)

7:18p – Mr. Tripp returned to the budget line items under contractual services, touching on certain items for the next several minutes as he went down the spreadsheet.

Vice Chair Wade asked Mr. Tripp if he has to fight for this budget and if he gets challenged? Mr. Tripp briefly explained what the process is in having the budget approved through the standard city process.

Mr. Wade asked if this was the final budget, to which Mr. Tripp replied no, that it was a first draft, presented to the commission for input to eventually present to city council. Mr. Tripp said the budget goes through several revisions.

Mr. Tripp continued through the line items. He said the budget puts the base operating expenses at approximately \$475k. Mr. Tripp went on to the tentative airport FY2025 special revenue funds and briefly addressed the line items.

Mr. Tripp suggested the commission make a motion to accept the budget as tentative, subject to future updates. Commissioner Baird motioned to approve the tentative budget; Chair Moeny second the motion, which passed unanimously.

Chair Moeny moved on to Call to the Public.

IV. DISCUSSION ITEMS

1. Airport Manager's Report

(6:10:30p) No comments or questions were brought forth.

Mr. Tripp announced that ADOT notified him after the agenda was published that the pre-bid meeting for the runway pavement preservation project is scheduled for March 28 and that funding for the obstruction mitigation project have been offered by ADOT for FY2025, subject to council approval.

2. Airport Operations & Noise Abatement Report

Vice Chair Wade asked questions about the posting of the agenda, public access, and the Open Meeting Law. Mr. Tripp said he is working on answers and explained why the (acting) city attorney has not been available. Mr. Wade said he wants to meet with the city attorney.

V. CALL TO THE PUBLIC

(7:20:34) Chair Moeny read aloud the ARS regarding the Call to the Public.

Mary Lou Rose from Mountain Gate in Clarkdale approached the dais. She said they moved to Arizona to enjoy the outdoors. She stated that she doesn't sit with the windows closed and the A/C on and that she walks 6 miles a day to Tuzigoot and Lower Clarkdale and back. She said she can see what Embry-Riddle is doing to the community. She said her main concern is the low-flying touch-and-go operations that start early in the morning, and five in pattern that day. Ms. Rose said Embry-Riddle states on their website that they are concerned about the environment and have an office of sustainability that is not working with the Clarkdale community. Ms. Rose then described the line of communication that was not getting anywhere. She suggested getting rid of Parker Northrup as the liaison and getting one or two others to work with the community.

David Evans rescinded his request to speak.

Karla Erickson said she would not repeat the same discussion about airport noise that Ms. Rose had addressed, and that she wanted to talk about the FAA, and directed her comments to Mr. Tripp. She said every letter written to the FAA gets the same response: that the airport is used for cross-country solo flights with instructors. Ms. Erickson this is *not* the case, not daily. Mr. Tripp said he would explain the semantics to Ms. Erickson after the meeting.

Mr. Gradijan asked if he could make a comment and addressed the attendees. He said he has been in the aviation business for 60 years, started Cottonwood's airport commission, and said this is a PR problem. He suggested they protest with signs out front of Embry-Riddle, invite the TV stations in Phoenix, get a copy of the video recording of the protest, and send it to the president of Embry-Riddle in Daytona Beach, and they'll get action.

VII. ADJOURNMENT

Commissioner Baird moved to adjourn; Commissioner Sutton second the motion. The regular meeting adjourned at 7:28 p.m.

OLD BUSINESS

Transient Landing Fee System

The Airport is 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 was made at the March 6, 2024, Airport Commission meeting by Vector Airport Systems. The airport anticipates conducting multiple meetings through the airport commission and airport noise 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>.

March 6, 2024: PowerPoint Presentation & Presentation Video

Transient Landing Fee System Discussion Process:

1. Further meetings will be scheduled to discuss and solicit input.
2. Public input/questions can be submitted to the airport.
3. Discussion of the landing fee rate methodology, consistent with FAA guidelines, will be conducted.
4. All information will be posted to the Airport website for public access.
5. A SWOT analysis will be drafted to show the pros & cons.

Pilot, User, and Citizen Comments & Questions:

Please submit all questions or comments regarding the Transient Landing Fee System to: Airport.Noise@cottonwoodaz.gov

As part of the Airport's research into the potential establishment of transient landing fees for all aircraft, the Airport has asked for public input regarding the system to Vector Airport Systems in addition to questions asked by the Airport Commission and the Airport Manager.

What General Aviation airports are currently using the system to charge landing fees? Of those, are any charging all transients such as we are exploring at P52 or just those over 12,500 lbs.?

Sample partial list of GA airports that are general aviation clients: AGC, APC, BAF, BDR, BED, BFA, BFI, BTL, CMA, COE, DIJ, HAF, HTO, HWV, OXR, RYY, SMO, SQL, and TRK. Yes, several airports charge all

transients including APC, BDR, HWV, and AGC. These all apply a fixed fee between \$7 and \$16.50 per landing.

For Virtower – Will airports be able to update the based aircraft report to ADD aircraft in addition to currently being able to delete from the system? I am concerned about the lag time in the past for the based aircraft list to be updated. This may result in new based tenants possibly receiving bills for landings that they shouldn't.

This is for Virtower.

As a Class E airport, I am concerned about transient pilots turning off their transponders/ADS-B as they are not required to operate the transponder in Class E (ADS-B is required to be on at all times if so equipped) to avoid paying landing fees. How will the system account for this type of operator? My primary concern is a potential degradation to safety by pilots purposefully choosing to turn off their transponder in an effort to avoid paying the fee. I already observe this situation with some pilots. This will also need to be an education effort on our part to help minimize pilots turning off their systems.

We have not seen pilots turning off their transponders at our airports regularly. An education effort should help as well as a reminder that the FAA requires that ADS-B equipped aircraft must have their transponders on. I believe all the aircraft operated by ERAU are equipped with ADS-B. We do also use multiple data sources that include sources other than ADSB.

Regarding the rates, the majority of Cottonwood's traffic is transient touch & go operations from ERAU and other flight schools. How do we establish a rate that is fair for the repetitive operations versus the traditional transient operators?

We can survey other airports that bill touch & go operations. It is difficult to conclude what is fair, but being consistent is the application is usually key and the rate can be adjusted if required. Our billing process typically requires that every operation be billed as opposed to a billing scheme where only specific touch & go's are billed and some are waived such as only charging for a certain # within a certain time frame.

Will we be able to charge different rates based on time of day for the operation? e.g. 0800-2000 & 2001-0759 since the majority of our flight training operations (and noise complaints) occur between 0700 and 1700 daily.

Yes, we support daytime and nighttime fees. Different day/night rates are justified as the cost of servicing operations during these different periods implies different costs. Typically, nighttime fees are higher than daytime fees due to the cost of electricity and lighting.

Cottonwood Regional Medical Center is adjacent to the airport with a dedicated heliport. We also have two medical helicopter operators staging helicopters on the airport plus transient fixed wing medical flights. How are these types of operations accounted for since they rotate a fleet of helicopters to/from the area? How are medical operators being charged (or not) or other such operations such as law enforcement or military operations?

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>

All information on the landing fees system to include questions received to date and the overall process are posted to the [airport website](#).

We maintain an exemptions list that will include the regular medical helicopters by registration number. We can also exclude aircraft operations by specific operator.

How many Part 13 or Part 16 complaints have been filed with FAA about the use of your system and the imposition of transient landing fees?

None.

What pushback has been received from aviation groups such as AOPA, EAA, etc. or FAA?

We haven't seen any direct resistance from any of these agencies. Landing fees must be applied fairly and consistently and are an accepted method for airports to generate revenue.

Would the landing fees be applicable to all the Embry Riddle planes that use the Cottonwood Airport?

Yes. The transient landing fee will apply to all aircraft that do not pay to store their aircraft at the airport.

NEW BUSINESS

TENTATIVE AIRPORT FISCAL YEAR 2025 SPECIAL REVENUE FUNDS

| Account String | Project Description | FY25 & Carryover | Federal | State | Local | Funding | BIL |
|----------------|---|---------------------|---------------------|---------------------|-------------------|---------|-----|
| 11-1500-800360 | Windsock/Segmented Circle Relocation (Design); FFY 22/23/24 DBE Program | \$ 45,000 | \$ 40,977 | \$ 2,012 | \$ 2,012 | FSL | Yes |
| 11-1500-800360 | PAPI/REIL Upgrades (Construction) | \$ 35,000 | \$ - | \$ 31,500 | \$ 3,500 | SL | No |
| 11-1500-800360 | Guidance Sign System Upgrades (Construction) | \$ 55,000 | \$ - | \$ 49,500 | \$ 5,500 | SL | No |
| 11-1500-800360 | Airport Pavement Management System (APMS) - Runway Overlay | \$ 860,555 | \$ - | \$ 774,500 | \$ 86,056 | SL | No |
| 11-1500-800360 | Airport Obstacle Action and Management Plan (FY23 BIL) | \$ 58,856 | \$ 53,065 | \$ 2,631 | \$ 2,631 | FSL | Yes |
| 11-1500-800360 | Taxiway "A" Rehabilitation (Design phase carryover) | n/a | \$ - | \$ - | \$ - | SL | No |
| 11-1500-800360 | Environmental Assessment - Runway Extension | \$ 300,000 | \$ 273,180 | \$ 13,410 | \$ 13,410 | FSL | No |
| 11-1500-800360 | Windsock/Segmented Circle Relocation (Construction) | \$ 135,000 | \$ 122,931 | \$ 6,035 | \$ 6,035 | FSL | Yes |
| 11-1500-800360 | Part 150 Noise Compatibility Plan | \$ 500,000 | \$ 455,300 | \$ 22,350 | \$ 22,350 | FSL | No |
| 11-1500-800360 | Airport Drainage Study (FY23 BIL) | \$ 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 | No |
| 11-1500-800360 | Obstruction Mitigation <i>(Received notice ADOT will fund this in FY26)</i> | \$ 500,000 | \$ - | \$ 450,000 | \$ 50,000 | SL | No |
| 11-1500-800360 | Runway 14/32 Blast Pad seal coat & re-stripe | \$ 55,000 | \$ - | \$ - | \$ 55,000 | L | No |
| 11-1500-800360 | Hangar "N" fire suppression system upgrade | \$ 100,000 | \$ - | \$ - | \$ 100,000 | L | No |
| | | \$ 3,744,411 | \$ 1,036,513 | \$ 2,256,406 | \$ 450,962 | | |

Funding

L = 100% Local

SL = 90% State / 10% Local

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

Cottonwood Municipal Airport
AIRPORT MANAGER'S REPORT
April 3, 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) – 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 project pre-bid meeting was held on March 28. Bids are due April 10 with the project anticipated to be awarded on or before May 10 by ADOT.*
- 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 required environmental review documents have now been submitted to complete the grant application process.*
- 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 has received the grant to fund the Obstruction Mitigation Plan and will take the grant to Council on May 7.*
- 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. *30% plans will be provided to the Airport by Dibble in early April for review.*
- 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. *30% plans will be provided to the Airport by Dibble in early April for review.*
- 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) 2026-2030 is currently under development. *The draft 5-year update will be discussed at the April 3 Airport Commission meeting (attached).*

d. Airport Budget & Finance

- a. **Avgas 100LL Fuel Sales** - The Avgas 100LL self-service facility sold **3,207 gallons** in February with **total sales of \$17,477.38**. 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

April 3, 2024



1. Monthly Operations & Noise Abatement Report

- a. February 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.

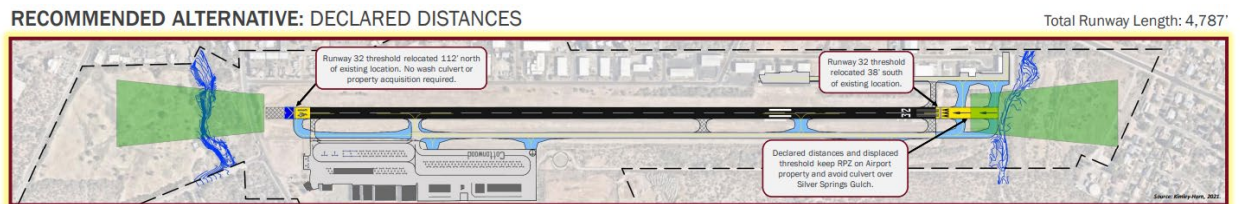
STATUS: OPEN. The Airport Commission drafted and approved a letter to the County Board of Supervisors on March 2, 2022 requesting Yavapai County to be an active participant and provide the necessary support to make this goal a reality and/or support another airfield in the Verde Valley to accommodate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

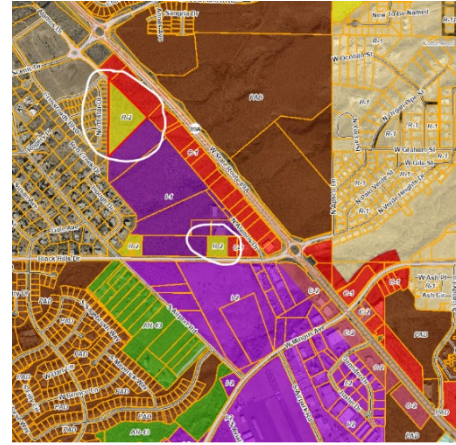
STATUS: CLOSED. The final Airport Master Plan Update Planning Advisory Committee (PAC) and public meeting was held on January 19, 2023. The Airport Master Plan and Airport Layout Plan set (ALP) have been submitted to FAA for review and comment. FAA does not approve/disapprove the Master Plan but does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

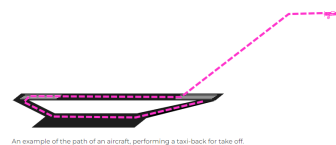
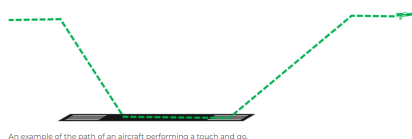
The primary goal of these guides is safety with noise abatement a secondary benefit. These guides will be similar in nature to those used Mesa-Falcon Field ([fixed wing](#)) ([helicopters](#)) and other airports. The pilots guide task order has been completed and the guide published and added to the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

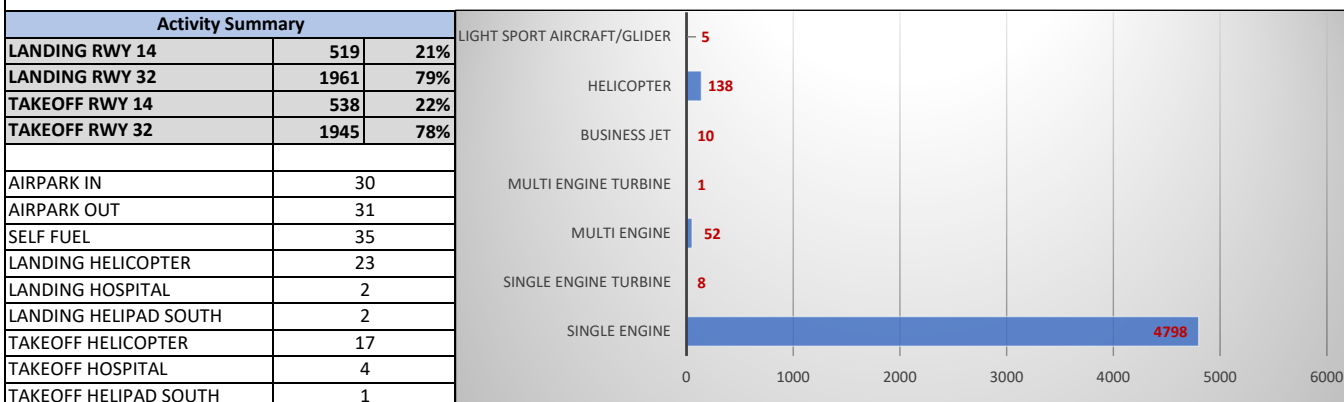
The initial presentation of this system will be made at the March 6, 2024 Airport Commission meeting by Vector Airport Systems. The Airport will host this meeting via ZOOM to allow for pilots and citizens to be able to watch and learn about the system. The airport anticipates conducting multiple meetings 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>

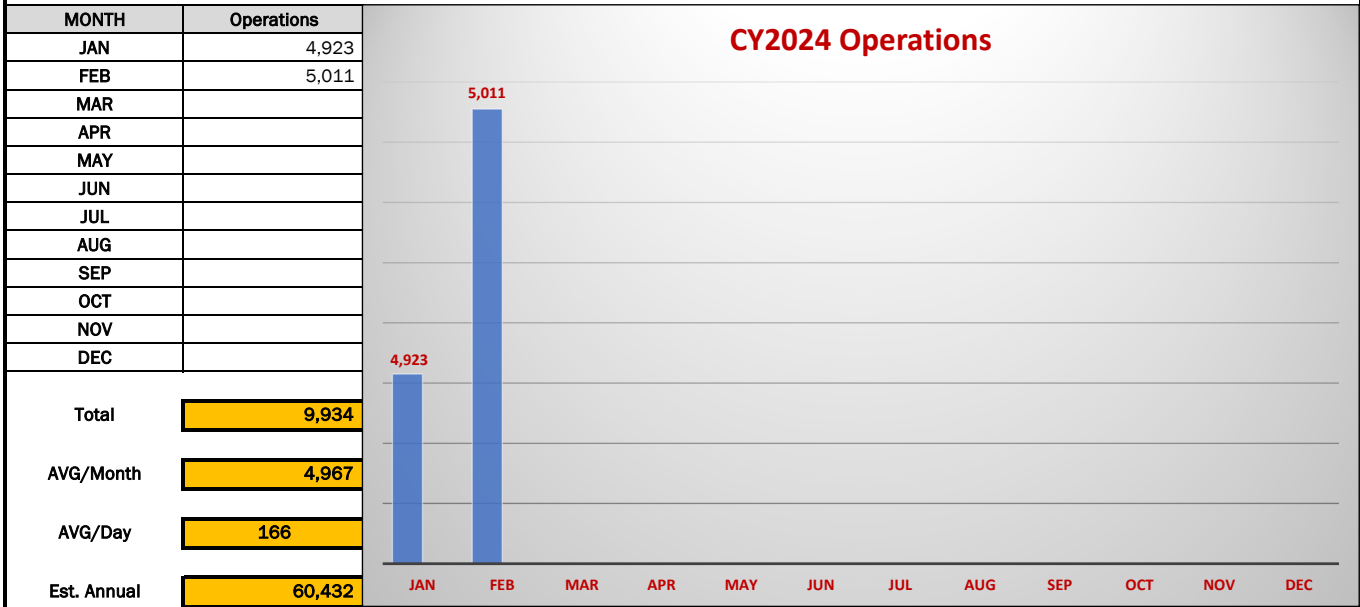
All information on the landing fees system to include questions received to date and the overall process are posted to the [airport website](#).

FEBRUARY 2024

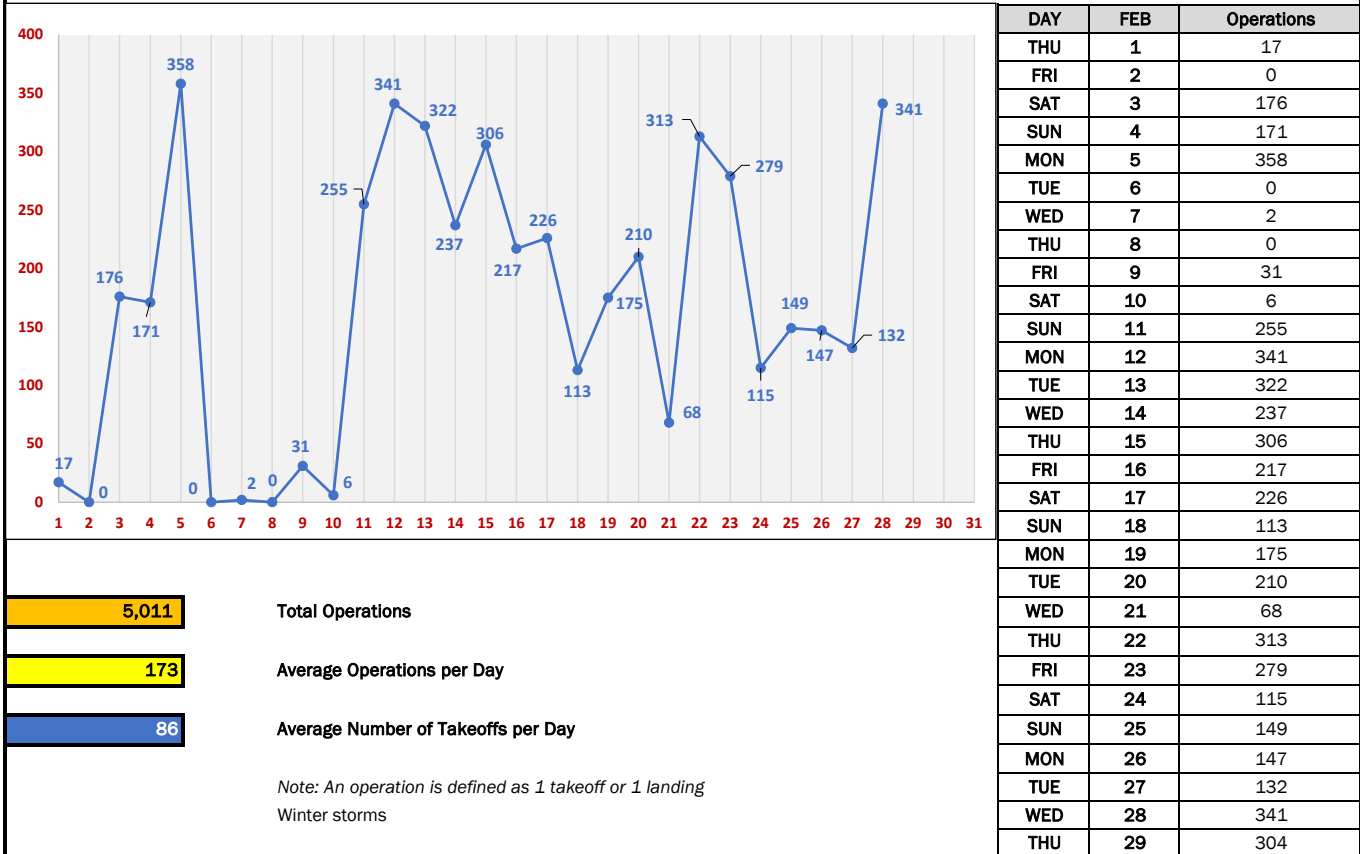
| Landings | | Take-Offs | | Totals | |
|-----------------------------|-------------|-----------------------------|-------------|-----------------------------|-------------|
| Single Engine | 2398 | Single Engine | 2400 | Single Engine | 4798 |
| Single Engine Turbine | 3 | Single Engine Turbine | 5 | Single Engine Turbine | 8 |
| Multi Engine | 26 | Multi Engine | 26 | Multi Engine | 52 |
| Multi Engine Turbine | 0 | Multi Engine Turbine | 1 | Multi Engine Turbine | 1 |
| Business Jet | 5 | Business Jet | 5 | Business Jet | 10 |
| Helicopter | 73 | Helicopter | 65 | Helicopter | 138 |
| Light Sport Aircraft/Glider | 2 | Light Sport Aircraft/Glider | 3 | Light Sport Aircraft/Glider | 5 |
| TOTAL | 2507 | TOTAL | 2505 | TOTAL | 5012 |

[illegible][illegible]

Airport Operations



FEBRUARY



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 | 5,011 | | | | | | | | | | | 9,934 |
| 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 |