

**AIRPORT COMMISSION**

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

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Wednesday, May 1, 2024

6:00 PM

[cottonwoodaz.gov](http://cottonwoodaz.gov)

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**I. CALL TO ORDER****II. ROLL CALL****III. PLEDGE OF ALLEGIANCE****IV. APPROVAL OF MEETING MINUTES: April 3, 2024****APPROVAL OF MEETING MINUTES****V. INFORMATIONAL REPORTS AND UPDATES:**

*Brief summary of current events by Commission Chair, Commission Vice Chair, Commission members, or Airport Manager. (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).*

**VII. NEW BUSINESS**

1. [Open Meeting Law Training, Conflicts of Interest, and Public Records](#)
2. [Granicus/iLegislate Training](#)
3. [Discussion of ERAU response to questions from Commissioner Sutton.](#)
4. [Discussion of alternatives to transient landing fees.](#)

**VIII. DISCUSSION ITEMS**

1. [Airport Manager's Report](#)
2. [Airport Operations & Noise Abatement Report](#)

**IX. 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. Sec. 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.***

**X. 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.*

## **XI. REMOTE ACCESS**

Join Zoom Meeting

<https://zoom.us/j/99736228461?pwd=UEh4amZxZHlrWjZ2OERUWjNDaStnUT09>

Meeting ID: 997 3622 8461

Passcode: 757681

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One tap mobile

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City of Cottonwood, Arizona  
Agenda Communication



Meeting Date: May 1, 2024  
Subject:  
Department: Public Works and Transportation  
From: Jeff Tripp

REQUESTED ACTION

Approval of meeting minutes for the April 3, 2024 meeting.

SUGGESTED MOTION

"I move to approve the April 3, 2024 meeting minutes."

ATTACHMENTS

[04-03-2024\\_Airport Commission Meeting Minutes\\_DRAFT.pdf](#)

MINUTES OF THE MEETING OF THE AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA,  
HELD ON WEDNESDAY, APRIL 3, 2024, 6:00 P.M., AT THE NEW COTTONWOOD COUNCIL CHAMBERS  
LOCATED AT 1083 E. RIVERFRONT RD., COTTONWOOD, ARIZONA.

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**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  
Tom Whitmer, City Manager

**B. Pledge of Allegiance**

Chairman Moeny led the Pledge of Allegiance.

**C. Approval of Minutes: March 6, 2024**

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

**II. INFORMATIONAL REPORTS AND UPDATES**

None.

**III. OLD BUSINESS**

**1. Landing Fee System Update**

Mr. Tripp advised Chair Moeny that he could table or discuss this item. Commissioner Baird thought it would be a good idea to table and suggested a subcommittee be formed to address this so everyone is better informed. Vice Chair Wade said Cottonwood would be the only airport in the Southwest with landing fees. Mr. Wade's understanding is that Embry-Riddle would pay the landing fees and continue to use the airport. He continued. His fear would be an increase in traffic.

Chair Moeny met with someone from Embry-Riddle who said landing fees would not slow down their use, nor would they change the scheduling to lessen the noise. Commissioner Sutton said he read that flight training is a commercial operation and that landing fees could be implemented on commercial operations only. He mentioned that when a "gentleman's agreement" was made five years ago, the noise was five times less offensive than now. Chair Money replied and the discussion continued.

Vice Chair Wade said much needs to be done to abate the noise and that landing fees are not the answer. Commissioner Sutton said Cottonwood Airport saw 50,000+ operations from Embry-

Riddle last year and that their use is only going to increase. He said the university is a nonprofit but made \$120 million last year and thinks “they should share”. Chair Moeny asked Commissioner Baird to collect information from other local airports. Chair Moeny tabled the item.

#### **IV. NEW BUSINESS**

##### **1. Airport Capital Improvement Program Update (FY2025)**

Mr. Tripp updated everyone on the program. He referred to a spreadsheet on the screen (Tentative Airport Fiscal Year 2025 Special Revenue Funds, pg. 15 of agenda packet). He commented on the line items and the status of each.

#### **V. DISCUSSION ITEMS**

##### **1. Airport Manager’s Report**

Vice Chair Wade asked if any progress has been made to obtain funding for new hangars; he said more than 30 people are waiting for a hangar. Mr. Tripp said he could put in a funding request next year but that other expenditures take precedence. He made suggestions as to what the public had options to do. Mr. Wade said last time the city invested in hangars was because it was profitable; maybe they can do it again. Mr. Tripp reminded Vice Chair Wade that the deputy city manager had informed the commissioners that we can look at this in the future, not now.

##### **2. Airport Operations & Noise Abatement Report**

Vice Chair Wade asked if a pattern for helicopters could be worked out with the helicopter companies in consideration of safety and noise abatement. He mentioned the accident in Flagstaff last year and doesn’t want this to happen in Cottonwood. Commissioner Sutton said a helicopter flew over his house at 1:00 am last night and asked if they could fly another pattern when taking off. Mr. Wade said the city needs to avoid any liability and control how helicopters enter and exit the airport. Mr. Tripp asked Vice Chair Wade if he would like to lead a subcommittee. Mr. Sutton volunteered to be on that committee.

##### **3. Airport Noise Complaints & Issues: Public comment and discussion among commissioners regarding noise issues including noise complaints by residents.**

Chair Moeny was prepared to move on to the next item when Mr. Tripp reminded the commissioners why this item was on the agenda. Commissioner Sutton suggested the commissioners meet with representatives from Embry-Riddle on a quarterly basis and mentioned there was talk of a new runway in the region. Mr. Tripp reminded the commission they can do this on their own; a brief discussion ensued. Mr. Tripp reminded them of the Open Meeting Laws.

*[There was some confusion as to whether this was open to the public to comment or if the meeting had moved on to the Call to the Public. Chair Moeny let members of the audience speak.]*

Mary Lou Rose of Clarkdale said they have airplanes flying over every hour, not just one helicopter a night. She asked if the group of “right people” have met (Vice Chair Wade had suggested this at the March meeting). Chair Moeny said they have not. Ms. Rose asked if they would be meeting, to which Chair Moeny said, “Not at this time.” He said they were not having much success getting pilots together.

Leslie Evans of Clarkdale talked about the noise and how it has affected the enjoyment of her own home. She said tempers are getting hot, and people in Clarkdale are tired of carrying the brunt of problems with the Cottonwood Airport. Ms. Evans said the word is out that the airport does not have landing fees, so the use and noise will likely get worse.

Karla Erickson of Clarkdale said to the commissioners, "You must feel frustrated to see us all the time, but this problem isn't going away." She said she keeps hearing that everything is voluntary and asked Mr. Tripp what he is able to "manage." Ms. Erickson asked what "we" are allowed to manage and that the FAA keeps telling her to "talk to the [airport] manager."

Diane Schneider of Clarkdale brought up the "gentleman's agreement" and why there isn't legal documentation of it. She asked why the airport doesn't charge, and pointed out that FAA, ADOT, and the city charge for services. She said the airport is a burden on taxpayers.  
*[The following community members commented on V.3.]*

Amy Loenstein said she has been in Clarkdale since 1990. She asked if any of the commissioners work at home and live under the airport path. She shared about herself and her background and work she's done from home, which she can no longer do because of the airport noise.

Ronnie Metz of Cottonwood said it was a beautiful place to live until last May, but that now the constant noise is horrible. She said it affects her mind and causes fatigue and stress, and that because her husband has dementia, they cannot move. She asked the commissioners to please do what they can about moving traffic to other nearby airports. Ms. Metz said she now has to wear sound-canceling headphones.

Hunter Bachrach of Cottonwood said he bought a home aware of the proximity to the airport. He said he had contacted Embry-Riddle about the Cottonwood Airport, and said if he had known about the 53,000 flights per year, he would have thought twice about living here. Mr. Bachrach said in his opinion, the goal for the airport is not to make profit. What can the commission do, he asked? He said it was hard to believe "we have no arrows in our quiver."

Laura Jones from Clarkdale asked what is subject to open meeting laws, and that if the "gentleman's agreement" really exists, this is problematic. Mr. Tripp explained the "gentleman's agreement" from May 2022 and said there were no backdoor deals. Ms. Jones interjected that it was not good to use terminology like "gentleman's agreement."

Mary Lou Rose requested a copy of the safety plan and asked what it was. She wondered where a student pilot lands if an engine goes out. She asked about insurance requirements and what happens if they slam into her house? Ms. Rose said eight students in pattern does not sound safe to her.

## **VI. CALL TO THE PUBLIC**

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

## **VII. ADJOURNMENT**

Commissioner Baird moved to adjourn; Commissioner Sutton second the motion. The regular meeting adjourned at 6:56 p.m.

**Cottonwood Municipal Airport**  
**AIRPORT MANAGER'S REPORT**  
**May 1, 2024**



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**a. Airport Administration**

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- a. Hangar Wait List & Covered Tiedown Wait List – There are 38 customers on the hangar wait list and 13 on the Covered Tiedown Waitlist.

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**b. Airport Operations & Maintenance**

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- a. Sparklight / Internet Broadband – Sparklight has completed the installation of the conduit to the airport terminal. The IT Department is working to establish the Sparklight account.
- b. Mowing & Weed Spraying Operations – Airfield mowing and weed spraying has commenced.

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**c. Airport Capital Improvement Program**

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- a. Taxiway A Rehabilitation (Design) – *The 100% Plans and Specifications documents are nearing completion. FAA has indicated that they will fund this project in fiscal year 2026. With the plans at 100% and “ready to go “on-the-shelf”, in the event there is FAA discretionary grant funding available at the end of fiscal year 2025, this project could be funded sooner.*
- 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 were due to ADOT 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 was discussed at the April 3 Airport Commission meeting. The City will be meeting with FAA and ADOT officials this summer to review the

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#### **d. Airport Budget & Finance**

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- a. **Avgas 100LL Fuel Sales** - The Avgas 100LL self-service facility sold in March was not ready in time for this report. Staff continues to monitor self-service fuel prices at Prescott, Flagstaff, Williams, Payson, Wickenburg, and Winslow (Sedona does not have self-service fuel).

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#### **e. Airport & Airpark/Business Park Development**

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- 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



City of Cottonwood, Arizona  
Agenda Communication



Meeting Date: May 1, 2024  
Subject:  
Department: Public Works and Transportation  
From: Jeff Tripp

REQUESTED ACTION

Review and discussion.

SUGGESTED MOTION

ATTACHMENTS

[Airport Operations and Noise Abatement Report - May 2024.pdf](#)

# Cottonwood Municipal Airport

## AIRPORT OPERATIONS & NOISE ABATEMENT REPORT

### May 1, 2024



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#### 1. Monthly Operations & Noise Abatement Report

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- a. March 2024 report is attached. The Airport Operations & Noise Abatement Reports are posted to the [airport website](#).

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

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##### 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.

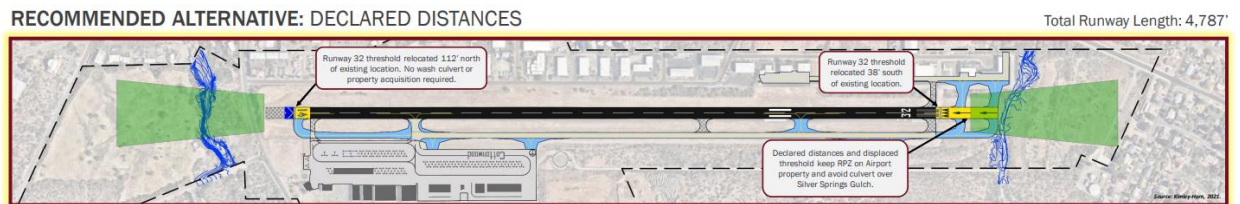
**STATUS: OPEN.** The Airport Commission drafted and approved a letter to the County Board of Supervisors on March 2, 2022 requesting Yavapai County to be an active participant and provide the necessary support to make this goal a reality and/or support another airfield in the Verde Valley to accommodate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

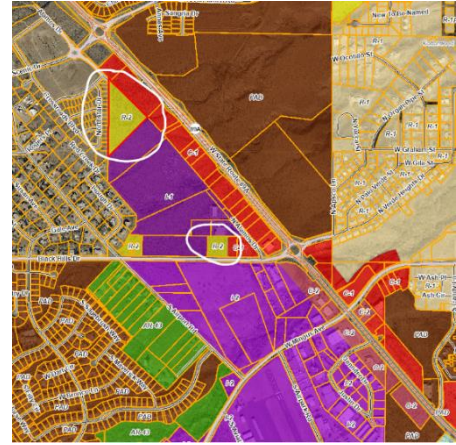
**STATUS: CLOSED.** The final Airport Master Plan Update Planning Advisory Committee (PAC) and public meeting was held on January 19, 2023. The Airport Master Plan and Airport Layout Plan set (ALP) have been submitted to FAA for review and comment. FAA does not approve/disapprove the Master Plan but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

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### 3. Additional Noise Abatement Action Items & Information

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- 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** – 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.

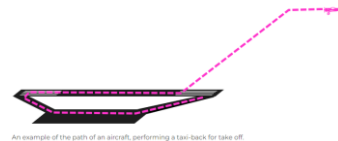
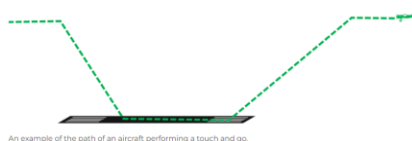
For helicopter operations, the intent is to also establish, in cooperation with helicopter operators, more establish routes and reporting points for flying to/from the airport and/or the hospital helipad.

g. **Pilots Guide – Helicopters** – *Airport Commissioners Bill Wade and John Sutton will be leading the efforts to draft a new helicopter pilots guide.*

h. **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.



i. **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.

j. **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.

*The first two meetings have been held and the Chair and Vice Chair selected (Laura Jones, Joe Bob Grisham). The Airport Noise Working Group will meet the 4<sup>th</sup> Thursday of every month at the Council Chambers. The meetings will also be hosted on ZOOM.*

k. **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](#).*



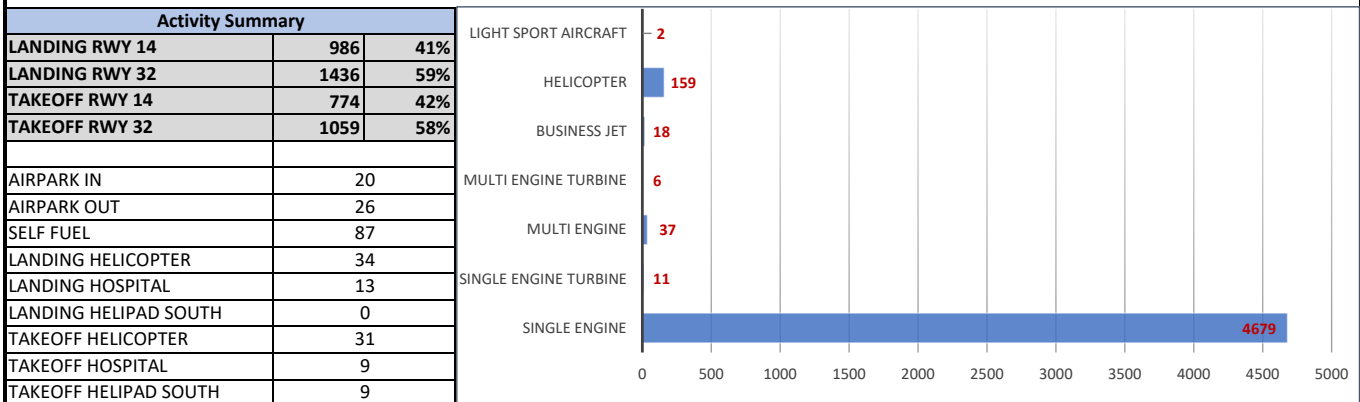
# COTTONWOOD MUNICIPAL AIRPORT

## AIRPORT OPERATIONS & NOISE ABATEMENT REPORT

# MARCH 2024

### Airport Operations Monthly Summary

Landings		Take-Offs		Totals	
Single Engine	2345	Single Engine	2334	Single Engine	4679
Single Engine Turbine	6	Single Engine Turbine	5	Single Engine Turbine	11
Multi Engine	17	Multi Engine	20	Multi Engine	37
Multi Engine Turbine	3	Multi Engine Turbine	3	Multi Engine Turbine	6
Business Jet	9	Business Jet	9	Business Jet	18
Helicopter	88	Helicopter	71	Helicopter	159
Light Sport Aircraft	1	Light Sport Aircraft	1	Light Sport Aircraft	2
<b>TOTAL</b>	<b>2469</b>	<b>TOTAL</b>	<b>2443</b>	<b>TOTAL</b>	<b>4912</b>



### YEAR-TO-DATE

Type	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Single Engine	2348	4798	4679										11825
SE Turbine	6	8	11										25
Multi Engine	39	52	37										128
ME Turbine	5	1	6										12
Business Jet	4	10	18										32
Helicopter	59	138	159										356
LSA/Glider	3	5	2										10
<b>TOTAL</b>	<b>2464</b>	<b>5012</b>	<b>4912</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12388</b>

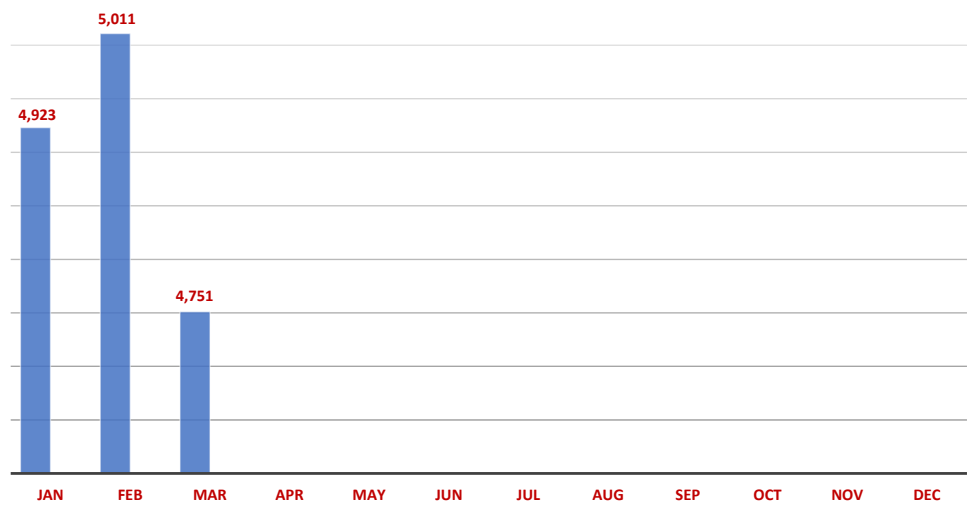
### Complaints Monthly Summary

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
# total complaints	43	48	52										143
Cottonwood	11	3	15										29
Clarkdale	32	45	37										114
Cottonwood	26%	6%	29%										20%
Clarkdale	74%	94%	71%										80%
# households	20	15	23										58
Cottonwood	9	3	14										26
Clarkdale	11	12	9										32
Cottonwood	45%	20%	61%										45%
Clarkdale	55%	80%	39%										55%
Aircraft	43	48	52										143
Helicopter	0	0	0										0

## Airport Operations

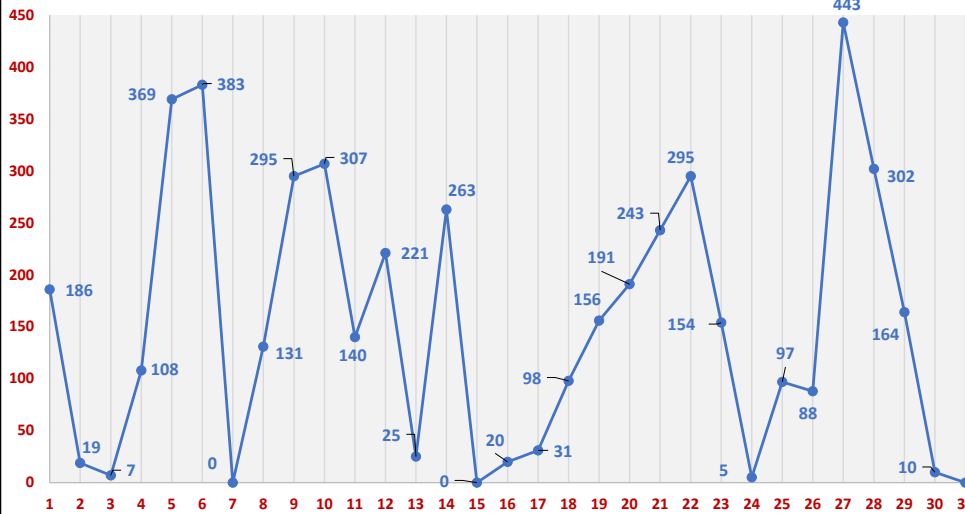
MONTH	Operations
JAN	4,923
FEB	5,011
MAR	4,751
APR	
MAY	
JUN	
JUL	
AUG	
SEP	
OCT	
NOV	
DEC	

### CY2024 Operations



Total	14,685
AVG/Month	4,895
AVG/Day	163
Est. Annual	59,556

### MARCH



DAY	MAR	Operations
FRI	1	186
SAT	2	19
SUN	3	7
MON	4	108
TUE	5	369
WED	6	383
THU	7	0
FRI	8	131
SAT	9	295
SUN	10	307
MON	11	140
TUE	12	221
WED	13	25
THU	14	263
FRI	15	0
SAT	16	20
SUN	17	31
MON	18	98
TUE	19	156
WED	20	191
THU	21	243
FRI	22	295
SAT	23	154
SUN	24	5
MON	25	97
TUE	26	88
WED	27	443
THU	28	302
FRI	29	164
SAT	30	10
SUN	31	0

4,751	Total Operations
158	Average Operations per Day
79	Average Number of Takeoffs per Day

*Note: An operation is defined as 1 takeoff or 1 landing*

## 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	4,751										14,685
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

