

Wednesday, January 16, 2019 at 5:30 p.m.

MEETING MINUTES

Lake Havasu City Police Council Chambers
2360 McCulloch Blvd N., Lake Havasu City, AZ 86403
www.lhcaz.gov

1. CALL TO ORDER

A quorum being present, Chairman Stebbens called the Airport Advisory Board meeting to order at 5:29 p.m.

2. PLEDGE OF ALLEGIANCE

Chairman Stebbens led the Board in the Pledge of Allegiance.

3. ROLL CALL

Krystal Williams conducted a Roll Call of the Board members:

Regular Board Members Present: Chairman Shannon Stebbens, Vice-Chairman Louis Worthy, Dave McNary, Brian Schultz Mark Zieff, Robbie Willis; Shannon Hicks (alternate), Ed Weber (alternate),

Regular Board Members Absent: Bill Boyer (alternate)

Council Member Present:

Airport Operations Staff Present: Mark Clark (Public Works Manager), Alondra Davis, Krystal Williams

4. CALL TO PUBLIC

Chairman Stebbens requested a Call to the Public for any comments and issues to address.

- Mr. Stokley – Hangar 74. He’s been considering the RFP that is coming out and he’s for it. He has been looking at the different FBO’s while out here and what they are doing. And there is one particular one that is always full of cars, motorhomes. Another hangar full of cars. And another hangar full of other things. If we are needing more hangars, then why aren’t we using these hangars for what they are designed for. He is pretty sure they will be one of the one’s that are bidding. He thinks that before the City accepts any proposal, the City should complete the inspections for the hangars that are already there. Make sure that the FAA’s guidelines are being followed and make sure they are executed before we move on and lease out that other property

5. MINUTES

5.1 Approval of December 19, 2018 Meeting Minutes

- Board Member McNary motioned to approve; Board Member Schultz seconded. Unanimously approved.

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6. COMMUNICATIONS, ANNOUNCEMENTS, AIRPORT SUPERVISOR'S REPORT

6.1 Airport Supervisor's Report

- The new Airport Supervisor, Damon Anderson, will start Monday January 28, 2019
- Seven (7) Hangar Inspections. These completed have been City Owned and once those are completed then we will move on to Private and then to the FBO's. One thing in common that the Airport has noticed is the lack of Fire Extinguishers.
- Coffee with the Mayor will be held at the Airport Friday February 1. Coffee, Donuts and bagels will be served. Taking this opportunity to showcase the Airport terminal and Airport functions. Event starts at 8:30.
- The Budget process is starting. Preliminary budget goes in by February 15, 2019. Mr. Anderson will have a couple weeks to look at that.
- If you are out North, although we don't anticipate flushing during the day, but we will be flushing hydrants at the North End of the runway as well both inside and outside of the fence line. Both lines are dead end lines. Will notify everyone in advance when that does occur.
- Couple problems with runway lighting recently, it is back working; however, if you notice anything, please immediately call us.
- Submitted a Grant Application to the FAA for the design of Taxiway A. Was submitted before the December 28, 2018 deadline but we have not heard back, possibly everyone on furlough which is why we haven't heard anything back.
- Currently working through the RFP process. Was going to try and be done around this time, but discussion about trying and have the new supervisor part of the process and have some input.
- Admin has updated the first time since about 3-4 years, the FAA website for the fixed based aircraft. New numbers of about 148 aircraft which is about 32 more than the previous report. Due quarterly, so we will make sure it's update quarterly.
- Mr. Stebbens asks if the Fixed Based Aircraft report includes what is based at the FBO's as well.
- Mark states as long as we have that information. But sometimes the FBO's don't share specific information. It is all public information.
- Mr. McNary asked where that information can be retrieved?
- Mark states it's on the FAA's website, Fixed Based Aircraft Website.
- Mr. Stebbens states the Arizona Requirement mirrors the insurance requirement that if the airplane spends 30 calendar days in the state of Arizona, then it is subject to Arizona Airplane tax.
- Mr. Stebbens ask Mark about the Canadians and are they still coming?
- Mark states yes they will be here. Be here for two weeks, then a gap and then back again.
- Brian Schultz states he's pretty positive they show up Sunday

6.2 Upcoming Airport Events

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7. PUBLIC HEARINGS

7.1 Discussion Regarding Privately Owned Shadeport Appearance

- Mr. Stebbens states the Private Shadeports are in dire need of maintenance – total rust. Brought to his attention over a year ago by the previous Airport Supervisor and has been brought to his attention again. At that time, Brian Schultz and himself tried to organize to get it repainted that the project would not cost the City or Tenants or an inconvenience.
- Brian Schultz states he spoke with Civil Air Patrol again and they are still up for helping. Brian reached out to all Shadeport owners and said they were helpful as far as moving the airplanes out. When he approached a couple of the local paint stores previously and explained that it would be a civil air/civil patrol project they were interested in helping out as well.
- Mr. Stebbens opens up to public for comments – None
- Mr. Stebbens states that the structure that appears to be brown is not really brown that it is rust. The plan 12-14 months ago was to get the paint donated and Civil Air Patrol with the supervision of the board and get it repainted. He is hopeful that they can get this completed to the satisfaction of the sponsor without any cost.
- Brian states by the next meeting he will have firm information from Civil Air Patrol on dates that work for them.
- Mr. Stebbens states if this is something we can put together, as there were problems last year getting together with all the different parties that own property there to get their permission to move the airplanes. It definitely needs attention.
- Mark states that since it is private property the City really has no involvement in that action, but he would suggest that this lend itself towards the new Airport Supervisor exploring some of the rules and regulations about up keep and requirements and hopefully we won't get to the point where we have to rely on volunteers, encourage the owners of their private property to maintain it.
- Mr. Stebbens agrees with Mark's statement and has done some research and can't get his hands on something that says what the maintenance status has to be, but there has to be some City Code that has to be involved.
- Mark states one of the challenges the new Airport Supervisor will deal with is contracts between the FBO's, contract on the hangars that were moved up and here and done on such a different level that sometimes it would be difficult to force actions on the property owner initially. But it is the City's goal to identify those old leases and bring them up to some kind of lease standard and in those lease standards start identifying those things.
- Brian asks that technically they aren't recognized as a structure that essentially the people there pay the same rent as a tie-down.
- Mr. Stebbens states he does not know

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7.2 Presentation and Discussion on City Code Section 11.08.960, Enforcement

- Mr. Stebbens states this came about, about three (3) months ago by Board Member Dave McNary and asking questions about we go about and not talking about any specific event, but the Airport Operating Regulations state that the Airport Supervisor will enforce all this. So the question is, how do you go about invoking this code? Mark has put together a short presentation
- Mark presents – **11.08.960 Penalty for Violations** – Any person violating any provision of this chapter shall be deemed guilty of a Class 1 misdemeanor and, upon conviction thereof, shall be punished by a fine not to exceed \$1,000. Each day that a violation continues shall be a separate offense punishable as hereinabove described.
- He was discussing with the City Attorney who has been upgrading City Codes. She most of the wording is being changed from Criminal to Civil and when changes are made to the Airport Code, that will be one of the first changes made. However, right now if a violation occurred and it couldn't be handled in an Administrative way, then the staff would have to contact the City Attorney's office, provide the information. The City Attorney's office would then complete a long form complaint, basically like a ticket being issued by the City Attorney, the prosecutor would then evaluate that and then it could potentially go to court. Haven't had to do that and even with Code Enforcement issues they don't really do that as they find it cumbersome and there are more effective ways to get one compliant.
- Mark also states that the current regulations do have a lot of places in them where they talk about the authority of the Airport Supervisor and what they can and can't do. So, within those areas of the City Code of the Airport section he highlighted the one area under section **11.08.06 Duties and Powers of the Airport Manager** – The Airport Manager shall at all times have authority to take such actions as may be deemed necessary to safeguard the public in attendance at the airport. Every fixed base operator, pilot, airman, mechanic, or other person employed on or using the airport shall cooperate to enforce these rules and regulations and to see that all persons upon the premises use care to prevent injury to persons or damage to property.
- Mr. Stebbens opens up for public discussion.
- Mr. Ed Weber ask if the Sheriff's office has jurisdiction over the Airport since it is in the City Limits?
- Mark states no this is currently as it stands, this is a City Ordinance.
- Mr. Weber states that let's say there was a vehicle accident on the property, would the Sheriff's office be legal to come into the Airport?
- Mark states they would be legal in regard to the mutual aide, but as a practice, the Lake Havasu Police is the one responding within the City Limits.
- Mr. Stebbens states the part Mark highlighted on the Airport Rules and Regulations is also supported by the FAA. Says is right out of 51.90.6B.

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- Mark quotes part of **11.08.040 – Compliance with Applicable and Laws** – All persons using the Airport shall be subject to, and governed by, the rules and regulations contained herein, and all other applicable provisions of city ordinances and resolutions, county ordinances and resolutions, state and federal laws, and the Federal Aviation Regulations. So as part of any updating of the City Code, there is a new way of referencing those kinds of things, then we will include those updates as well.
- Mr. Stebbens asks if the City Attorney has any time line when this might get changed to Civil?
- Mark states depending upon whether we just decide to change that section and then motor on with this as it is and then do everything. Mark also states she's pretty aggressive at getting stuff done and that if we indicated that was something we wanted done, then she could get it done pretty quick.
- Mr. Stebbens states that the board several months ago had a separate committee that went through the rules and regulations with the Airport Supervisor and came back and discussed it. It seemed as if everyone was happy with the rules and regulations, but they would be happy to do it again with the new supervisor.
- Mark states that's good to hear and the only reason he would suggest we look at all of them is if there is a feeling they weren't adequately addressing what we need them to do. If the general consensus is just changing from Criminal to Civil then we can definitely make that correction and continue on as the City Attorney has plenty to do.
- Mr. Stebbens states it is clear now as we can go forward with this and it addressed his questions/concerns

8. FUTURE AGENDA ITEMS

- Brian mentions the update on the Shadeport item and he will have an update
- Discussion between Mr. Stebbens and Mark about the RFP and there should be an update to share at next meeting. Possibly sharing a draft of where we are heading with it

9. FUTURE MEETINGS (third Wednesday of each month)

- Wednesday, February 20, 2019
- Wednesday, March 20, 2019

10. ADJOURN

- Motion to adjourn by Hicks; seconded by Worthy. Unanimously carried. Meeting adjourned at 5:58 p.m.

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