

Wednesday, November 14, 2018 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 5:31 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, Mark Zieff, Robbie Willis; Shannon Hicks (alternate), Ed Weber (alternate),

Regular Board Members Absent: Dave McNary, Brian Schultz, Bill Boyer (alternate)

Council Member Present: Cal Sheehy

Airport Operations Staff Present: Jess Knudson (City Manager), 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. Tom Stokley would like to discuss something he did a few weeks ago. Stated he heard the City Manager on the radio and called up the radio station with a few concerns of his own one being the RFP and what's going to happen with the hangars. Question asked was if someone came back with a proposal from the private sector that included their hangar area, would that be considered? Tom stated the City Manager stated that whatever is in the best interest of the City is what they would do. Tuesday night, City Council Meeting night he decided to go the City Council Meeting to raise his concerns. Mr. Stokley that before he went to the City Council Meeting he did call up the AOPA and had a discussion about what the options are if someone is potentially taking hangars away. He does feel confident that the AOPA would be there to help them. At the City Council Meeting he got up and stated the six (6) people feel threatened with all the rumors flying and that he had solicited support from the AOPA and they are willing to give it and waiting until there is a firm offer. But also advised that he felt threatened. He stated the City Manager came up to him after the meeting and promised this would be very transparent and that they will be able to see everything. Mr. Stokley voiced his concerns that most of them spent years waiting for hangars and those

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tenants don't want to stop progress, nobody does, but in any RFP or proposal if hangars could be included for them to move to that's all they are looking for. They understand growth is important. He was just wanting to tell the board to what he did and hopefully give some insight to this RFP and that the transparency is promised and that Mr. Stokley trusts these guys.

5. MINUTES

5.1 Approval of October 17, 2018 Meeting Minutes

- Board Member Hicks motioned to approve; Board Member Worthy seconded. Unanimously approved.

6. COMMUNICATIONS, ANNOUNCEMENTS, AIRPORT SUPERVISOR'S REPORT

6.1 City Manager Introduction

- City Manager Jess Knudson introduces himself
- Wanted to come to meeting to open up line of communication and talk about a few updates that are occurring
- Communication – whether it's one of the board members or users of the airport or anyone within the community, if you have questions or concerns with processes that are happening or update or activity either himself, Council or Staff as we all pride our self on being open and transparent. If a question is asked we will address it directly, sometimes you may not like that answer but you will always hear from us in terms or direction of the activity.
- He addresses Mr. Stokley's statement, he appreciates him coming to the meeting today and say the things he did. That's just part of that process of being able to trust the board, City Manager, the Staff and others out there. They did speak after the meeting in terms of the communication. Mr. Knudson states that if something comes up, give him a call and he'd be happy to address some of those concerns. He states this is the first they have heard about any type of rumors regarding the removal, movement or any along those lines of those six (6) hangars. He does state that caught him off guard and has no idea where that was coming from or what was occurring there. It is important to understand the process and where we are going. Just reiterating just pick up the phone, send him an email. He has called everybody back that has ever called him, met with anyone that has wanted to meet with him and will continue that open line of communication.
- Knows a lot of conversations have occurred in regards to the RFP, right now it is still in draft form and working on trying to identify a fair process that will allow the City to properly receive and score the proposals once they come through the process. Also, will be drafting the scope of the work tied to that RFP. What has been talked about to date is allowing the private sector to come to the City with proposals. The City is not in the best situation to identify what is best idea of economic activity to occur on the Airport. But would definitely want to involve the Airport Board and others in that

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decision making process to make sure what is being done at the Airport meets the parameters for continual improvement, economic development and meets the needs of existing and future users of the Airport. It is kind of hard to talk about in specifics without having a draft RFP to present and talk about in detail. When Mr. Clark and staff have a draft RFP it will be brought to the board for discussion. After that it will be finalized, brought to the public, different people within the community will be identifying proposals and the best use of that area. If anybody has any questions, they can reach out to Mr. Clark or the Mr. Knudson. He is hoping that within the next couple months they will have a draft RFP to present to the board.

- Mr. Clark states that shouldn't be a problem that tentatively they had discussed waiting for the Airport Supervisor to be on board to be part of that process but that's not looking as realistic as they initially hoped and that topic will be covered in his supervisor's report.
- Mr. Zieff asks will the RFP be amendable? Will there be able to be changes implemented to it if people aren't satisfied with the draft?
- Mr. Knudson states certainly. We will take all thoughts, comments, the more eyes on it, the more thoughts that are generated by the document, the more bullet proof it is which means we will be in a better situation. When he talks about being transparent, that is part of the process he's talking about. Wants to make sure we are within all legal parameters that we must abide by, state statues, City Codes, Procurement codes.
- Mr. Stebbens states he has an observation, he has been studying the Master Plan that we operate under today and the area that is in question, all the area from the existing six (6) hangars to the access road is on the Airport Layout Plan in that Master Plan for Hangar Development. However, that ramp area which is between those hangars and runway is not listed as hangar development and while he doesn't think the FAA has any problem with that but he thinks before we move forward with a RFP it might be good of us to send a letter to the FAA to say we would like to amend the ALP to allow this development. He is told they won't have any problem but they would like to be asked.
- Mr. Clark states we will take that information, but with addition to that we are in the middle of the Master Plan update and one of the things that became obvious was that we had somewhere near 100 public tie downs and we don't have anywhere near that use of tie downs so that represents a fact that tie downs identified in the Master Plan previously was a high need but that need isn't there. He thinks one of the things that are occurring is hangars are of higher value to this area for whatever reason and he thinks that's coming to come across the new Master Plan.
- Mr. Stebbens states the reason for that is of course the sunshine. It is really detrimental on the airplanes. He is sympathetic with the Master Plan process, but the Master Plan that has just been kicked off is probably 24 months away from being presented to the council. So if we want to go forward with a RFP prior to that Master Plan being approved, his understanding is we operate under the Master Plan we have

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today and he agrees with Mr. Clark's comment that there should be no reason not to do that other than it appears to Mr. Stebbens in their language that they want permission. He doesn't think for an instance that they won't give it, but just thinks we should ask for it.

- Mr. Clark states as part of the what the City Manager pointed out is that those are assumptions that seemed obvious but that doesn't mean those assumptions would actually carry forward through the RFP process. In other words, everybody may focus on the unimproved area and say that's plenty to meet the existing need or we may get back information that states that it needs to be a much larger area. Regardless, we can explore that issue before hand, but one of the thought processes will also be there is no reason to ask for permission to change that area if none of the responses indicate that they want that area. He thinks we have some opportunities and one of the things that he very pleasantly pleased about is the FAA and ADOT aeronautical is interested in helping the Airports. He stated the City received a call last week that we were late on an opportunity for a grant and we needed to get some other things done and it was all in a mode of "hey we need this information" so they can proceed with doing things.
- Mr. Stebbens states he agrees completely and he thinks the Phoenix's Airport offices and Havasu has a very good reputation with them and feels they are here to help at this point. He does feel that if the RFP is going to cover that area then maybe we can just explore. Just a suggestion.
- Mr. Clark states what is important is to find out what the time line is on that. If they state it's going to take six (6) years and an archeological study to get something done, then that is a totally different process, then if it's a few weeks and a letter of approval. But yes, we explore that issue.
- Mr. Knudson gives thanks for those kind of comments and states it will help guide the RFP process. He also adds that is that he has talked with other boards and commissions and what the City has and what the roles are of the boards and commissions. Just wanted to bring that up as well with the respect the council, community and City staff has for all the boards and commissions and thinks that all the process of how that works out we look forward to conversations that the boards and commissions have that guide the council. Whatever type of board it may be, those different activities that with regards to direction and approval and the votes that take place, should be geared towards the recommendation that goes through council. Just something he tries to talk with about with all the different boards as he travels around the meetings.
- Last item he wants to discuss is the recruitment of the Airport Supervisor. He stated he appreciates the Chairman's efforts to sitting on the panel. He stated they interviewed a few people a couple weeks ago and also had the Airport Director from Flagstaff that joined that panel as well. The City still continues to recruit for the position. Hoping for more applications, but right now the City has elected to keep that recruitment open and continue to look. It's going to be important for the City to identify the right individual for that position and more important for us to find that

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right individual than to fill that position quickly. So it will take some time for us to find that person that has the knowledge and skill set and the passion for Airports and aeronautics as well as that person is going to have the administrative skill set and the ability to work with diverse groups of people.

6.2 Airport Supervisor's Report

- As the City Manager stated, interviews were held on October 26 and the City has elected to continue that advertisement. Did add some advertisement in the Airport Owners and Pilots Association internet website and also the Arizona Airport Association website to help spread our net out a little more and increasing that knowledge. One of the important things that came from the panel is we wouldn't settle, want somebody that will make a long term commitment. Did state the Airport has had Krystal out there for six (6) months for full time now doing those things and it has been very helpful.
- Hangar 24 event which was held on October 27 was very successful. Also that Havasu 3rd Annual Air race finished up November 10
- Staff is currently updating the FAA website for National Based Aircraft which was last updated in 2016. Had over 100 planes listed on previous list, figures about 110 planes on current list and that doesn't include any of the FBO information. FBO's have been contacted by the Master Plan Consultant to get some of that information. Will be just type and size since they are a little more sensitive with that information. One important issue is; what size of aircraft are actually using the Airport.
- The radio recorder will be installed somewhere in the January-February time frame. We missed the August-September window when the gentlemen was out here. All the paper work is done; checks have been cut. But in addition to all this, we are researching some other options. This was kind of a stop-gap measure of making work with what we have now. Some of the research done shows there has been significant technology change related from digital radios and computer systems can do not only logging radio traffic but information related to number of landings. Looking at \$ 5,000 to \$ 10,000 for these devices.
- Staff is reviewing the leases. Krystal is going through and checking leases as far as payment records, simple things. One of the things we are finding out is that we need to update our contact information. We have tried to contact a couple of lease holders and have not been successful due to phone numbers have changed or addresses have changed.
- Additionally, as staff is out there, they have been counting planes just to kind of get an idea of what's going on. We have counted 23 different time periods, usually about half hour at a time. We track the exact time and when and random spacing as early as 8:30 am and as late as 4:30 pm starting September 5. Those numbers after you take them, multiply them by how many hours then assume 12 hours of day use and when talking with the consultants they say about 1% of night use. Right now with that 23 time periods and about 15 hours of total counts, we are about 44,500 take off and

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landings at our Airport. Pretty much matches up with the information that has been historically shown. The only thing that information doesn't pick up is there is seasonal issues. What was interesting about the data is the counts ranged from a low of two (2) and one-time period where we had 28 landings in that hour of counting. The average was six (6).

- On October 30, the first of four Plan Advisory Committee was held. The second one will be held sometime in January. There were 21 participates, including staff, Mr. Mark McKenna from Dorato Jets, Mr. Shannon Stebbens our Chairman, Ms. Shannon Hicks, Brian Scott and Chip Romer. Reps from the Military, both Luke Air Force Base and Twenty-Nine Palms, FAA and ADOT and the Consultants. It was an excellent opportunity to kick off and gather information. There will be four (4) of those meetings over the next year and a half

6.3 Upcoming Airport Events

- Mr. Stebbens asks Ms. Shannon Hicks to give update on Havasu 600 Air Race.
- Ms. Hicks states the Rio Colorado Chapter 99 hosted the 3rd Annual Havasu 600 Air Race. They raised money for aviation scholarships and was very successful this year. Initially have 20 airplanes that entered by the time the race finished, there was 15 that actually completed the race. Several dropped out for various reasons prior to the race, a mechanical that had to pull out. Ended up having to change the routing a little bit this year due to weather. Originally it was French Valley to Sun Valley to Cottonwood then to Tucson and home on Saturday to Havasu. But due to weather they ended up having to come into Havasu twice which was good for fuel sales. It did a little bit of economic impact, to give an idea of revenue brought into City for just the one night, there were 20 planes, several different volunteers, support planes and participants, with the accommodations, dining at Hangar 24, fuel, aircraft maintenance, banquet catering approximately \$7,671.46 but they are still working through some numbers as well. The chapter raised quite a bit of money for scholarships and they were able to give three (3) scholarships away this year. A total of \$12,000 they were able to give to some future pilot

7. PUBLIC HEARINGS

7.1 Discussion on Non-Aeronautical Use of Aircraft Hangars

- Mr. Stebbens states that for about nine (9) months the board had this item every month as an agenda item and mostly for educational purposes and to get the word out to everyone and followed up with a mailing to everyone and now since we are getting to the point where we will be inspecting hangars. The reason it's on here again is to call the attention to it and that hangars are a big issue and there are some issues that by and far aren't too bad.
- Mr. Stebbens opens up for public discussion. No one comes up. Public discussion closed.

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- Mr. Stebbens makes a comment about in the middle of conducting inspections and of course with the change of the Airport Manager it has certainly hampered that. We have two (2) city hangars that are not in compliance and probably three (3) private hangars at the central part of the Airport that are in non-compliance. Doesn't feel that is too bad. Not sure where we are at in regards to moving forward on inspections and that is going to depend on personnel availability.
- Mr. Clark says it not our intent to stop. However, with the Hangar 24 event we concentrated on that. But Paul and Mr. Clark have discussed starting that back up and doing the remainder of the City Hangars. The one thing that he and Paul discussed is each individual who is responsible for leading that effort might have a different view on things so we are trying to figure out how to try and stay consistent with what we have started but while not having the same people and go down that road. One challenge is the fire issues, so if we identify things that we think are in question then we are going to turn those over to the Fire Department but for the rest of it, we are going to concentrate on this kind of discussion and yes we are intending to move forward.
- Mr. Robbie Willis asks, how are you notifying the tenants when you are going to be inspecting?
- Mark states he can find out, but we will continue doing whatever we were doing before. We are needing the tenants participating in the process and we will be contacting for when it's a good time. This is not about "gotcha" we are just seeking compliance.
- Mr. Stebbens states our intent to express with this board with all those meetings was there was a large discussion should Lake Havasu policy be even more restricted than the FAA and unanimously they all recommended they stay within the FAA guidelines which he is sure what the Airport has done. And he seconds Mr. Clarks statement whole heartedly – that it is not a "gotcha" but in compliance. So we don't have a FAA violation and they can come in and take the grant money from us or miss opportunities for future grant money.
- Mr. Zieff states this doesn't have anything to do with that topic, but he thought there was a talking point for this meeting for an update on whether or not the end of the runway issue where people were fueling up or closing the runway, he thought we were supposed to discussing that or if not he thought there was supposed to be some sort of update on whether or not the council has done anything.
- Mr. Sheehy states that is not on the agenda. But for the future agenda items if he wants to request it and it can be discussed at the next meeting
- Mr. Zieff states that is what he believes he requested at the last meeting. What he wanted to bring forward, not sure if he was clear or not but did mention that maybe it's time for the board to make a recommendation
- Mr. Stebbens states that if he missed that he does apologize and to feel free to put forth any agenda requested items via email as well. He did not realize that and to his

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knowledge there is a policy that was discussed last month and it is implemented as far as he is aware. It can't be talked about tonight.

- Mr. Sheehy states that yes it has to be an agenda item to have any future discussion. When we get to that point we can be more specific as to what he is looking for and to make sure staff is prepared to bring it forward

8. FUTURE AGENDA ITEMS

- Update on Taxiway Alpha Closure Policy

9. FUTURE MEETINGS (third Wednesday of each month)

- Wednesday, December 19, 2018
- Wednesday, January 16, 2019

10. ADJOURN

- Motion to adjourn by Zieff; seconded by Worthy. Unanimously carried. Meeting adjourned at 6:05 p.m.