

Wednesday, February 20, 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 5:30 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, Dave McNary, Brian Schultz
Mark Zieff, Robbie Willis; Shannon Hicks (alternate), Ed
Weber (alternate),

Regular Board Members Absent: Vice-Chairman Louis Worthy

Council Member Present: Jim Dolan

Airport Operations Staff Present: Damon Anderson (Airport Supervisor), Mark Clark (Public
Works Manager), Krystal Williams

4. CALL TO PUBLIC

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

5. MINUTES

5.1 Approval of January 16, 2019 Meeting Minutes

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

6. COMMUNICATIONS, ANNOUNCEMENTS, AIRPORT SUPERVISOR'S REPORT

6.1 Staff Introduction

- Mr. Stebbens introduces Damon Anderson

6.2 Airport Supervisors Report

- Damon updates on Coffee w/the Mayor that was held February 1, 2019 at the Airport Terminal, went well and everyone was happy with it.
- Updates on Runway Lights and being on all night long. The board that was replaced is bad, so we are waiting on new board. The lights will come on with three (3) clicks to the 30% rating. If you continue to the clicks, the south end of Taxiway Alpha will come

Wednesday, February 20, 2019 at 5:30 p.m.

MEETING MINUTES

on to its full capacity and then the REIL's will come on but runway lights will not go back 30%.

- Update on Canadians, they are back and here for another couple weeks.
- Taxiway Alpha project, spoke with Lance with C&S and everything is on track, they sent in the Scope of Work to the FAA, which they got back and was approved. Now just waiting for the Airport to get a copy. Once that is received then we can continue with the Independent Fee negotiations, but everything is on track.
- Mr. Stebbens also introduces Mr. Jim Dolan who is now our Lake Havasu City Councilmen and representative to this board and will carry any messages back to the City Council

6.3 Upcoming Airport Events

- Mr. Stebbens states the Young Eagles day on March 16, 2019, the local EAA Chapter provides free airplane rides the kids between the ages of 8-17. Website to register is yeday.org. It will give you a time slot, as of date there is 61 slots and 51 signed up

7. PUBLIC HEARINGS

7.1 Discussion and Update Regarding Privately Owned Shadeport Appearance

- Brian Schultz states that Civil Air Patrol will donate and help out as part of their Civic project and would like to do it March 23 & 24, 2019. One of the members from the Bullhead Chapter is also the County Maintenance Supervisor and he is the one that hopefully gets the supplies donated from Sherwin-Williams for the paint. They were able to secure two (2) lifts to help out, quite a few of adult members from Civil Air Patrol said they volunteer and they will take as many volunteers as possible. Brian will reach back out to all Airplane owners to get the planes moved the Friday night before the project.
- Mr. Stebbens asks Mark that if they can't get paint donated, does the City have any extra paint around?
- Mark says we would be more than happy to help with that. He also states in the time that Damon has been here he has also noticed the condition of the hangars and the old Civil Air Patrol trailer that is tucked off in a corner with no steps. As part of the upcoming RFP draft, we have pirated some verbiage from Tacoma Airport and that document had included an O&M Manual and Damon asked Mark if he have one of those. Mark states that we do not but that will be on the list of things for Damon to do. Some of the things in that manual were standards for maintenance of facilities on the Airport.
- Mr. Stebbens this project is one of the first aviation projects that he was aware of at the Airport and his hat off to Brian for getting this planned. He also stated the Airport Maintenance staff stated there is a water tank that is usable for pressure washers and can get two (2) pressure washers without any issues.
- Mr. Ed Weber asks any idea what time on March 23?
- Brian states he assumes like 7:00 a.m. to start as early as possible

Wednesday, February 20, 2019 at 5:30 p.m.

MEETING MINUTES

7.2 Discussion and Update on Request for Proposal (RFP)

- Mr. Stebbens turns the presentation over to Mark.
- Please see attached RFP presentation.
- Mark does state there will be a committee that will consist of City Manager, Airport Supervisor, possibly a couple public people and they will help rate the proposals, reviewed and then taken to the City Council.
- Mark anticipates this being the start of several RFP's for the Airport. One discussion him and Damon have had is City staff is in a City Hangar doing Non-Airport stuff, non-airplane stuff, so they will be needing to provide for a construction of a storage and equipment use place. There is a lot of unused space for RFP's and development.
- Mark does state that the purposed area in the map does not have electric & services readily available but it is fairly close in the area. Area's near the terminal have those services readily available and areas by Taxiway C don't have those services available.
- Mr. Tom Stokley, Hangar 74, he has the bottom, up for potential usage in the RFP. First question he has is relocation or mitigation – he wants to know if they are going to be moved or not? Will that have to be decided when a RFP, in other words when someone wants those hangars are they going to be guaranteed a spot somewhere on the Airport or a spot within their facility? Is there anything at all, seems wide open to him that the City is pretty much do whatever we want and he is feeling like they are going to be getting kicked out of there.
- Mark states he feels it is too early to know any of those answers, but what he does suggest is currently, the City is currently receiving rent for those hangars and that we won't take the tact of those hangars disappearing is a good thing, however in the mitigation is those hangars go to some other location or the proposers proposes leaving those hangars there and doing something different. It is too early to tell and we do not know.
- Mr. Stokley states he is looking at the taxiway and he measured it and it's 83 feet wide, is that approximate four (4) acres going to encroach and narrow that taxiway? Not that is matters, but the drainage is there and there is about 12 feet you can narrow it. Mr. Stokley states he also measure other taxiways within the Airport and most of them run about 73 feet wide. These are just a few things he wanted to point out but he knows we need to wait for proposals and he is just concerned.
- Mr. Stebbens request that when the City get the point of accepting a RFP and long before it goes to the City Council, he would like to see if go before the board and have a public hearing and let this board make recommendations to the City Council along with Staff and he thinks that's the way the board is set up.
- Mark states he doesn't know if that is an official part of the RFP process but we can sure include that comment into the discussions staff has with the City Manager.
- Mr. Stebbens states he not suggesting this board be participants in the RFP process but certainly once the staff has a tentative plan it should go before the board to allow the board to talk about it and have a public presentation and the board would be

Wednesday, February 20, 2019 at 5:30 p.m.

MEETING MINUTES

exercising their sole authority to advise the City Council on their thoughts. He has not heard any negative comments about developing any of this, the only angst comes from the six (6) hangars which are not underutilized and have been occupied since he's been here since 2010 and having no City Hangars unoccupied to his knowledge.

- Mr. Stebbens also states there are issues with discrimination concerning kicking someone out of those hangars without mitigation. Basic tenants of 5190.6B, says you can't discriminate against this group to facilitate another group. But he does agree that we have to wait and see what we are presented with.
- Mr. Zieff was wondering if this is just for public proposals or the City isn't going to be interested in going forward with buying that property and creating more hangars.
- Mark states the City owns the property and the City is not in a place to invest its own money and do the work due to budgetary concerns. Obviously that will always have been an option if the City decided it was a priority through the CIP process to construct City Hangars. One of the benefits to this is it frees up City funds on things that can't be privatized. The City also don't want to be in a position to figure out what is the best use of this property.
- Mr. Zieff states that tentatively if someone were to buy or lease that land and put up more hangars – Mark states its lease only, it is not a purchase it is still City owned land and all they are doing is leasing the rights to do something on top of the City parcel. Mr. Zieff states the concerns of the rent were discussed for the existing people with leases in those hangars and he would hate to see a new facility come in, build hangars and make competitive rent from the City because the private business wouldn't have the budge like the City.
- Mr. Stebbens states he thinks that is the concern of all of them and how we protect the present status quo of the occupants. No one can answer those questions until we get proposals.
- Mr. Stebbens gives some background that no Airport land that is of aviation use can't be sold. That is a federal requirement. There is a process to identify non-aviation use property that might be located at the Airport and there is a process to get the FAA agree to allow it to be sold but it is a long drawn out process and all the rules are in place to protect aviation. The Federal Government has a lot of money invested in the Airport and it is their desire to stay an aviation facility. He is not suggesting that the board have a yes or no say on the RFP, just the opportunity of public comment.
- Mark says the City Council always has the right and does occasionally avail themselves to using Advisory Boards to add a step to the public process for a review so it's not untypical.
- Mr. Stebbens is just suggesting using the Advisory board to put out the word and depending on how the board feels, they can advise the City Council. This board doesn't have the scope to say yes or no, it's not in the charter.
- Mark states that even the mitigation doesn't have to be a final mitigation. For example, someone could temporarily locate new hangars and have them there for six

Wednesday, February 20, 2019 at 5:30 p.m.

MEETING MINUTES

(6) months, until either the City or someone else constructed hangars by Taxiway C and that is why it has been left vague as possible because we can't tell someone what is the best way or cheapest way to accomplish certain activities and that is what we are relying on the private sector to do.

- Mr. Stebbens states that he thinks the big problem with the six (6) occupants of those hangars is they want their airplane out of the weather and the sun. Not sure they are tied to that physical location as much as the protection of their aircraft.
- Mark states that is an important point and doesn't think there is anything in the discussion about discrimination and treating everyone unfairly and uniformly, it talks about the location. It's easy to quantify a shade cover versus a hangar – there's a big difference, those hangars are closer or further or more desirable location that becomes a little more difficult to quantify when the answer is no, sometimes the Airports have to do that all the time saying no, we are lengthening the runway or we are doing something and this is how this has to go.
- Mr. Stebbens addresses Mark's comment on the maintenance use of the hangar and that was a concern of Mr. Stebbens early on and the previous Airport Supervisor contacted the FAA compliance people and got verbally from them that they felt that was of aviation use of the hangar. However, it would certainly be quantified better if we had a shop somewhere. Our guys do a great job at the Airport and they need and deserve a shop that they can house stuff in and have decent offices. He doubts anyone on the board would champion getting a shop built.
- Mark states preliminary discussions about a metal building, approximately 60X40 is only about \$25,000-\$30,000 and another \$20,000-\$30,000 for a slab. Those things aren't unmanageable. He is positively pleased with the RFP discussions, Taxiway design contract discussion and grants, shop discussions, so positive things are happening at the Airport.
- Mr. Stebbens states that previously it was thought the State would mitigate the fuel storage area at some point and that might be a grant and that would be a great location to put a maintenance area.
- Mr. Schultz goes back to Mark Zieff's comment about the ground lease that it can't be sold because it's a ground lease and for someone to come in and really undercut them it's basic numbers if he understands correctly and when they do this RFP, the lease they are going to get would be hard for them to come in and come under what the City rates are and other rates already out there and break even based on what other people he has to talk to on other hangar projects.
- Mark states what the concern would be is they would be the opposite and wanting to charge higher than the current city rate and say that is a mitigation and he doesn't think anyone would agree that is a mitigation. What he found interesting about the Tacoma RFP is it identified the baseline rate for the proposal, which we have identified the same as a FBO land lease which we would expect for this location, but then it also allowed for a proposer to say that they will kick in another \$.10 or \$.05 a square foot

Wednesday, February 20, 2019 at 5:30 p.m.

MEETING MINUTES

or a cut of the fuel flowage, and that is what we are expecting from this. But we don't know. Be interesting because the City has heard from 3-4 groups that are interested.

- Mr. Stebbens states it will be interesting because sewage, electricity and water are not that far away, however, the Master Plan identifies a vast amount of area between the runway and the road at the South End of the Airport and the develop that area, we will have to do something as the City to put in a Taxiway, water and electricity and that's all part of a RFP and how it's done and recouped and maybe the City puts some of the bill upfront and recovers in rent or if the developers puts in and it comes off lease rent. He believes if we had the infrastructure there the prime area for development is below where the new terminal was supposed to go. It's a large area and has easy access. The RFP process is interesting and his goal is that there are six (6) hangar occupants that he would like to see protected through this RFP process.
- Mr. Zieff states he would like to stay in the loop as the committee moves forward with the proposals. States maybe as the board meets it can be a highlight over the next couple months.
- Mark states that as the regular Supervisor's report we can give an update. What they will see is a finalization of the RFP, then a public process; it will be on the City website, then the review process which is not a public process, then the recommendation which is a public process and it will come back to the board with staff recommendation, then goes before City Council.
- Mr. Zieff also asked about the Pros and Cons of solar paint for runways. Noticed it on the Internet.
- Mark states there are placed where they have experimented with solar panels embedded in pavement and it has not been approached anywhere useful or reliable and nobody is building solar highways. He does as Damon suggested solar panels constructed on top of additional Shadeports and hangars being built and sure that will be brought up in the Master Plan.
- Mr. Stebbens states that Runways and Taxiways that are paid for 95% by the Federal Government will dictate what it is, it won't be "us"

8. FUTURE AGENDA ITEMS

9. FUTURE MEETINGS (third Wednesday of each month)

- Wednesday, March 20, 2019
- Wednesday, April 17, 2019

10. ADJOURN

- Motion to adjourn by Schultz; seconded by McNary. Unanimously carried. Meeting adjourned at 6:09 p.m.

Wednesday, February 20, 2019 at 5:30 p.m.

MEETING MINUTES