

Wednesday, April 20, 2016 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, Vice-Chairman Worthy called the Airport Advisory Board meeting to order at 5:33 p.m.

2. Pledge of Allegiance

Vice-Chairman Worthy led the Board in the Pledge of Allegiance.

3. Roll Call

R.N. Mendoza conducted a Roll Call of the Board members:

Regular Members Present: Louis Worthy, Jeff Sayre, Shannon Stebbens

Regular Members Absent: Balis Kelley, Mark McKenna, David McNary

Alternate Member Present: Bill Boyer

Council Member Absent: Cal Sheehy

Staff: Steve Johnston, R.N. Mendoza

4. Call to the Public

Vice-Chairman Worthy requested a Call to the Public for any comments and issues to address. There was none.

5.1 Approval of February 17, 2016 meeting minutes.

Vice-Chairman Worthy called for a motion to approve the minutes of the meeting held February 17, 2016. Mr. Bill Boyer made a motion and Mr. Shannon Stebbens seconded. Unanimously approved.

6.1 Airport Supervisor's Report

- The Royal Canadian Air Force (RCAF) had a successful time at the airport in March 2016. They flew 3-4 times the amount that they would have up in Canada. They left at the end of March 2016.
- On March 19, 2016, the Rio Colorado Chapter of the 99s held their first regional air race. It was very successful. There were 12 contestants that flew 600 nautical miles over two days. The winning racer was Mr. Shannon Stebbens.

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- The two large hangars on Site 4 have been completed and they are being utilized as we speak. There are three executive hangars at Havasu Air Center are nearing completion. D2 hangar A sold a sublease for the term of that lease.

7. Public Hearings

7.1 Summary of Wings, Wheels and Waves / Big Boys Toys Event March 5, 2016 – *discussion*

The Airport Supervisor, Mr. Steve Johnston reported that on the third year having the event, 8,000 people attended, based on car parking. There were four (4) other events happening in town and one in Las Vegas and one in Phoenix. The open house will work with the other events happening so there will not be any event taking away from attendance. There were 80 vendors up from 65 from the year before, 10 food vendors and three (3) beer gardens. The Royal Canadian Air Force did fly-bys and jet fly-bys while they were doing their missions. The B-25 from the Commemorative Air Force had successfully sold flights was very popular. Staff received positive feedback.

7.2 Recognition of Local Aviation Contributors to Recognition Plaque in Terminal – *discussion*

Airport Supervisor, Mr. Steve Johnston stated that staff is still in the process of gathering additional information on the person to be nominated from a number of people like board member Stebbens, the Civil Air Patrol and a few others. Mr. Johnston will be bringing it back to next month's meeting. Vice Chairman Worthy asked if the recognition was for George (Molitor) and Mr. Johnston affirmed yes.

7.3 Update of Airport Rules and Regulations – *discussion*

Board Member, Mr. Shannon Stebbens stated that this is the subcommittee that he, Mr. Johnston and Chairman Kelley have been working on. Mr. Stebbens stated that the subcommittee is satisfied at this point with the user agreements regarding the insurance and the current leases. Mr. Stebbens said that there are two more paragraphs that the subcommittee would like to clarify with staff before making a recommendation to the board in amending the airport rules and regulations. Mr. Stebbens added that he hopes the process will be completed next month and the subcommittee will have a final recommendation to the board.

7.4 Creation of Subcommittees-Open House and Airport Rules and Regulations – *discussion*

Mr. Steve Johnston stated in the past during the Wings, Wheels and Waves event that an administrative process was done were minutes were taken and sent for review and was time consuming. Mr. Johnston suggested and asked the Board that two subcommittees be created with no more than two (2) board members on any one subcommittee to avoid a quorum and undergo an administrative process. The two committees Mr. Johnston suggested are the Airport Rules and Regulations which will

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meet as things come up like the insurance item and the Airport Open House which will possibly meet every month. Vice Chairman Worthy and Mr. Shannon Stebbens asked questions and discussed about the frequency meetings and the urgency. Mr. Johnston responded that the Airport Open House planning has started. Vice Chairman Worthy asked the dates for next year's Open House. Mr. Johnston responded that it will be either first or second weekend in March but is not definite as of yet. Vice Chairman Worthy responded that he has another commitment right after the Open House and cannot commit at this time. Board Member, Mr. Jeff Sayre mentioned that since he is already involved with the committee, he volunteered for the subcommittee and Alternate Board Member, Mr. Bill Boyer also expressed his interest to volunteer to be the second person in the subcommittee.

7.5 Grant Status Update – *discussion*

Airport Supervisor, Mr. Steve Johnston explained the process in obtaining Federal and State airport grants. Airport staff at present is still working on selecting a planning consultant. Airport staff is hoping to have a grant for the Electrical Vault and the timeline is short. Mr. Johnston explained the process staff had gone through to complete the Engineering consultant selection. Mr. Johnston stated that the engineering firm that was highly ranked is C&S Engineering out of Phoenix, AZ. Mr. Johnston discussed what will be included in the agreement that will be negotiated that will be sent for City Council approval. Mr. Johnston said that C&S Engineering has been used in the past and has worked with the Airport since 2007 to present. Mr. Johnston further discussed the additional steps to complete the FAA and ADOT grant process.

The FAA has informed staff that in order for the City to be awarded the grant, they are requiring bid numbers from the City no later than July 31, 2016 due to the time constraints. Mr. Johnston added that the process involves the FAA and ADOT reviewing the General Services Agreement, Task Orders for the specific project, Design at 30% and 100%, the Bid Specifications and the Bid Book prior to advertisement. Mr. Johnston is awaiting response from City staff in regards to advertising bids for less than 30 days under the City procurement policy. Mr. Johnston stated that he might be able to request from the FAA a three week advertisement, but he is awaiting response what the City policy will allow. Mr. Johnston added that if staff meets the deadline, the process has to work without any delays due to the shortened timeline. Mr. Johnston mentioned that the worst case scenario is that the project is delayed for another year. Mr. Johnston added that there is a possibility of losing \$150,000 in

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entitlement funds if it does not get spent this year. The FAA allows entitlement funds to be banked up to \$400,000 or it goes back to the US Treasury.

Mr. Johnston stated that to his understanding, airport grant duties are now going to be split between the CID (Community Investment Division) division handling the bid process to the closeout process and the construction phase and the Operations division will be handling the application process to the design process. The ADOT grant for the Runway Lip, FOD (Foreign Object Debris) drainage improvements and the Fire Hydrant project will require a separate task order. Mr. Johnston added that with regards to a Planning consultant, that firm would be doing the Master Plan, Business Plan and Sustainability Plan for the airport which is two years away from commencing. The required action at the moment is entering into a general services agreement with a planning consultant.

Vice Chairman Worthy and Mr. Johnston discussed about the reason, the cause and the events that led to the compressed timelines. Mr. Johnston feels confident that the project is still doable. Board members and Staff had a discussion about who is responsible and who is the grant/project manager on the airport projects. Board members asked how they could help staff in this grant process. Staff explained different possible solutions and alternatives.

8. Future Agenda Items

- Airport Budget Presentation
- Grant Status Update
- Update of Airport Rules and Regulation Subcommittee
- Recognition of Local Aviation Contributors to Recognition Plaque in Terminal

9. Future Meeting Date – Wednesday, May 18, 2016 @ 5:30 p.m. Council Chambers

10. Adjournment

Vice Chairman Worthy asked for a motion to adjourn. Mr. Jeff Sayre made a motion to adjourn and Mr. Shannon Stebbens seconded the motion and was unanimously approved. The meeting adjourned at 6:01 p.m.