

Wednesday, June 15, 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 5:31 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, David McNary, Shannon Stebbens

Regular Members Absent: Mark McKenna, Jeff Sayre

Alternate Member Present: Bill Boyer

Council Member Absent: Cal Sheehy*

Staff: Steve Johnston, R.N. Mendoza, Mark Clark

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 April 20, 2016 meeting minutes.

Vice-Chairman Worthy called for a motion to approve the minutes of the meeting held April 20, 2016. Mr. Bill Boyer made a motion and Mr. Shannon Stebbens seconded. Unanimously approved.

6.1 Airport Supervisor's Report

- Staff attended the ARC Flash training last week for a new OSHA requirement Citywide. The inspections were done today 6/15/16 and four locations at the airport were identified.
- Staff is preparing to attend the ACIP meeting on 6/22/16 with FAA, ADOT, C&S Engineers and Coffman Associates regarding airport projects for the next five years.

*An amendment was done to the approved minutes as Councilmember Sheehy was present at the meeting

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- Last weekend 6/10/16-6/12/16, Two Marine heavy helicopters (CH-53E Sea Stallions) were here for training from Friday through Sunday. They spent about \$36,000 in the local economy in fuel, hotel rooms and food.
- Memorial Day weekend, Civil Air Patrol performed Search and Rescue training missions out at the airport all three days.
- Mid-May, Staff participated the Fire Department conducted training at the airport responding to aircraft incidents.
- All City Boards will undergo training on June 29, 2016 from 2-4pm.
- Couple C-130 aircraft visited the airport in mid-May and late May 2016.
- Staff received a complaint letter from tenants regarding non-aeronautical use of hangars. Airport Supervisor drafted compliance letters for the Legal department to review. Staff will review and discuss with the City Attorney.
- Staff received a new five year lease agreement from Avis that was finalized a couple days ago.
- New red and white “No Authorized” access signs were placed on the airport fence to replace old signs that were installed in 2002.
- Staff received new phones and phone numbers. The new phone numbers will be distributed to the board.
- In mid-May, Airport office was down to one staff (Steve) for two weeks while administrative staff (RN) was on vacation.
- Staff received final rule from the FAA regarding hangar usage at the airport, which is included in the Board’s packet.

7. Public Hearings

7.1 Nomination and Appointment of Chairperson and Vice-Chairperson for FY 16/17

Vice Chairman Worthy opened the floor for nominations of Chairman. On a motion made by Mr. David McNary and seconded by Mr. Bill Boyer, Mr. Shannon Stebbens was appointed Chairman of the Airport Advisory Board. Unanimously approved, motion passed. Vice Chairman Worthy opened the floor for nominations of Vice Chairman. On a motion made by Mr. David McNary and seconded by Mr. Bill Boyer, Mr. Louis Worthy was appointed Vice Chairman of the Airport Advisory Board. Unanimously approved, motion passed.

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7.2 Airport Budget Presentation

Airport Supervisor, Mr. Steve Johnston requested that this item be tabled until next month's meeting. A copy of the airport budget will be handed out prior to the meeting for review and a representative from the Finance division will be asked to explain should the board have detailed questions.

7.3 Grant Status Update

Mr. Steve Johnston reported that C&S Engineers was selected about a month ago with a three (3) year agreement with two, one year options. Two weeks ago, a planning firm was selected, Coffman Associates with the same terms of three (3) year agreement with two, one year options. Last night, staff went to City Council with a general services agreement. Three task orders were also received from C&S Engineers for the Fire Hydrant Relocation, Runway FOD and drainage, and the Electrical Vault Design. City Council approved \$165,000 in design work last night. Timelines for the projects anticipated will be the Fire Hydrant will be designed, built and will be done by the end of the calendar year 2016. The Electrical Vault design will take five (5) months and we anticipate to be bid in March 2017 and the grant offer will be around June/July 2017. The ADOT grant for the Runway lips and FOD improvements will take six (6) months to design.

Mr. Shannon Stebbens asked the total grant money from the FAA next year. Mr. Johnston stated that as of September 30, 2016 we will get another \$150,000 in entitlement funds, we will have \$500,000 to be used towards the Electrical Vault. Mr. Johnston added that the total estimated project cost (design and construction) is \$610,000. Mr. Stebbens and Mr. Johnston had a discussion on the general aviation FAA entitlement funds were \$40,000 was saved from the \$150,000 and the remaining \$110,000 once signed by the City, will be transferred to the City of Winslow. In addition, Mr. Stebbens and Mr. Johnston had a discussion on how all the projects will be completed utilizing current city organization chain of command.

7.4 Update of Airport Rules and Regulations

Mr. Johnston requested this item to be tabled until next month's meeting. Mr. Johnston will be working with Mr. Stebbens regarding the insurance to address some concerns. Mr. Stebbens added that the airport regulations still reflect the insurance policy from 10-12 years ago which is in the City ordinance. The language in the current tenant agreement, reflect the updated insurance requirements. Mr. Stebbens would like to meet with staff regarding two paragraphs for review before making a recommendation to the board next month.

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7.5 Local Aviation Contributors Recognition Plaque in Terminal

Mr. Steve Johnston requested this item to be tabled. Mr. Johnston has been researching on the information. Mr. Mark Clark added that the City is undergoing a review of the recognition plaques and looking into putting a policy in place. Board members and Staff had a discussion of the history and process of the recognition plaques and street renaming and how other entities have asked to place recognition plaques in City facilities and streets. Mr. Clark added that he estimates the City-wide process will be done sometime before the end of the summer.

8. Future Agenda Items

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

Mr. Shannon Stebbens requested to receive an update on the FAA Final Rule on Hangar Use Policy on the Airport Supervisor's Report.

9. Future Meeting Date – Wednesday, July 20, 2016 @ 5:30 p.m. Council Chambers

10. Adjournment

Vice Chairman Worthy asked for a motion to adjourn. Mr. Bill Boyer made a motion to adjourn and Mr. David McNary seconded the motion and was unanimously approved. The meeting adjourned at 5:55 p.m.