

Wednesday, August 15, 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 5:30 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, Vice-Chairman Louis Worthy, Dave McNary Jeff Sayre; Shannon Hicks (alternate)

Regular Board Members Absent: Brian Schultz

Council Member Present: Vice-Mayor Cal Sheehy

Airport Operations Staff Present: Steve Johnston, Alondra Davis, Krystal Williams, Ken Porosky (filling in for Mark Clark, Operations Manager)

Chairman Stebbens makes a couple announcements in regards to Board Members.

- A new board member Mr. Mark Zieff was appointed August 14, 2018
- Mr. Steve huff submitted his resignation
- Let the audience know there are open seats if anyone is interested and would like to volunteer and participate.

4. CALL TO PUBLIC

Chairman Stebbens requested a Call to the Public for any comments and issues to address. About 30 people from the community in attendance. No comments made.

5. MINUTES

5.1 Approval of June 27, 2018 Meeting Minutes

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

6. COMMUNICATIONS, ANNOUNCEMENTS, AIRPORT SUPERVISOR'S REPORT

6.1 Airport Supervisor's Report (Hand Out)

Steve Johnston provided updates to various items:

- ADOT FOD grant project is complete and under budget

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- Electrical Vault construction is near complete. A change order has been approved by FAA to replace the radio receiver which activates the airfield lights. The radio is 27 years old and works intermittently. There have been issues operation of the runway lights
- There was an unrelated issue with runway 14 REIL's and PAPIs which was partially resolved. The REILs for runway 14 are NOTAMed out of service until next year at this time. Staff is attempting to draw more life out of the units. The PAPI wiring was fixed.
- The taxiway connector's rejuvenation application on pavement is complete. Painting of edge and center lines will be scheduled by the Operations Department in future months.
- The Hanger 24 Air Fest (show) is scheduled for October 27, 2018
- The D-2 Hangar development is under construction
- City hangar inspections continue
- Operations Department is creating new Airport locator signs
- Grant receipt from FAA was received on August 8th for the Airport Master Plan and hand carried to City Hall for signature and action. CID and Master Plan consultants were advised.
- Meetings have been conducted with FBOs and City Staff regarding closure of taxiways. FAA and other airports have been contacted as well. This item will be discussed in detail under the movement area incursion report for this meeting.
- The FAAST Team pilot presentation on Military airport took place on July 12 and had about 30 attendees. It was very successful.
- The FAA CIP meeting occurred on July 24th at the terminal. FAA and ADOT representatives were on hand, our Airport consultants, the City Manager, Operations Manager, Airport Board Chairman, two representatives from CID Division and our City Council Airport Board Liaison. It was very successful. This year's final ACIP project grant list is being drawn up by Airport Staff for submittal to ADOT this month. The ambitious updated grant project list which was presented and was accepted with minor adjustments. Project costs were much higher than our normal entitlement grant amounts and did not generate any grant agency concerns. The next FAA grant project will be in 2019 and be a design project for rebuild of taxiway Alpha for \$225,00. An Environmental Cat Ex review for this project will be completed prior to October 1st. In 2020 the current schedule is for reconstruction of the taxiway Alpha at an estimate of \$5,875,000.
- City investment of Airport Maintenance projects at the Airport this past year have totaled \$75,860.
- FAA will be awarding supplemental discretionary airport grant funding for 100% Airport federal funded grants in coming weeks. Our airport might be eligible for the second phase of these grants in early October. Should FAA agree our next project (rebuild taxiway Alpha) this could fast track this project by a year. The pavement has

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failed on this taxiway. Staff is waiting for the next publication of this special grant process in the Federal Register to evaluate additional grant requirements.

- A draft ACIP project list was forwarded to FAA and formed the basis for the recent ACIP meeting.
- Staff has met with City management and the North Ramp RFP for hangars is being drafted. Additional RFPs for hangars have been gathered and will be plagiarized as needed. In addition, a revised appraisal is going to occur on this site as well and discussions begun with an appraiser.
- ADEQ has inspected the UGSTs. It appears that the tanks passed inspection. It appears the costs to upgrade the system are very high and this soon to be 30-year-old system will likely be difficult to insure. Staff is looking into ADEQ grant to remove the tanks at no cost to the City.
- Staff is working with a contractor to form a proposal to install equipment to record UNICOM radio transmission at the Airport.
- Local Airport maintenance future projects include completing the crack sealing of taxiway Alpha, painting edge and centerlines on 5 taxiway connectors to the runway, painting the edge lines for taxiway Alpha and repainting some of the tiedown markings on the central ramp.
- The annual City cost of services process is underway and staff will be surveying other airports as to their current comparable costs.

6.2 Upcoming Airport Events

- 10/27/18 Hangar 24 Air Fest

7. PUBLIC HEARINGS

7.1 Presentation and Discussion of Airport Movement Area Incursions

- May 2017 the Airport Manager submitted a memo to the board based complaints he received about closing of Taxiway Alpha on the North end to refuel helicopters.
- The board unanimously supported his words in this memo, it was not in accordance with federal regulations and could not be done
- Since that time and followed up with letters, Taxiway Alpha has since been closed and more letters have been sent and now we are presented with more complaints about the closures of Taxiway Alpha
- Mr. Stebbens opens up for Public Hearing on this issue – No one addressed issue
- Mr. Stebbens states Airports in the United States that take Federal funding and sign agreements to comply with Federal Rules – FAA Order 5190.6B – Grant Assurances about 39 of them and about 600 pages. Have to read the whole document as it is no specific order
- Basic concepts – to allow a private entity to close a Taxiway Alpha is in violation of about 4 of them if not 5 of the Grant Assurances of these general concepts

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- Two of them which violates economic discrimination. Another violation would be discrimination of class of user which would be everyone else that wants to use Taxiway Alpha or Runway 14
- If we allowed that to occur, we would be in violation of several Grant Assurances. If a complaint is issued to the FAA they will investigate. First thing they do once they find complaint is valid is they put all our grant money on hold. So all the money we talked about will be on hold.
- As a result of this, and the ACIP meeting there is some question on the distance from the Runway to Taxiway Alpha. In the investigation and reference the Advisory Circular 150/5300-13A – It is a very complicated advisory circular and meant for airport planners –in this document they talk about the “ROFA” Runway Obstruction Free Area and what it encompasses the lateral limits of Taxiway Alpha.
- If we park something on Taxiway Alpha, then we have to close the runway down. The Airport no longer meets the safety requirements to have the runway in operation.
- Another memo from the Airport Manager that the Airport Sponsor – The City – must comply with the Federal Grant Assurance Program as the Federal Laws prohibit us from closing or having an individual close the taxiway for refueling operation. Not only does that prohibit us the Airport Sponsor – The City – from closing the taxiway for refueling operation
- Board Member Shannon Hicks states everybody’s concern is about losing grants and not following FAA procedures. We are a relaxed, non-towered airport and everyone gets a little lackadaisical every once in a while.
- Ms. Hicks states where she has been in a situation where she was taxing and cones appeared out of nowhere, there was no aircraft and she couldn’t get anybody on the radio. She also states being a flight instructor it’s a safety issue and one gets defensive as to “why my taxi is being closed” is closed for no good reason
- Believes there better be a good reason as to why the taxiway is closed when there is plenty of tarmac space available to accommodate special fuel circumstances from what she understands. She also hoping this has become a moot point at this point and that it has been rectified and everyone can agree
- Mr. Stebbens states the Airport Proposal that the Airport Manager has given to them in this case there is over 10 acres of ramp space available – including the North Ramp, Ramp at Terminal Building and part of the Main Ramp and his now available to the Commercial users at the Airport 24/7 if they need to get access to those areas.
- Mr. Stebbens states that the City Sponsor – The Airport – our hands are tied due to the Federal Law that states we can’t do this and can’t be allowed to be done.
- Mr. Stebbens opens up discussion to the members of the audience.
- Mr. Tom Stokley – his hanger is down by the North Ramp and every time those helicopters pull in it’s not too bad when the single rotors are brought in but when the double rotors are brought in it shakes a lot in the buildings and there could be

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damaged to the buildings, it's that bad. Dust comes down, pictures just sitting there on the periling's come down.

- Mr. Stokley states in his personal opinion, the North Ramp is not well suited with the way it's laid out now. The lights need to move, make a wider access so they don't have to come close to the hangars. Definitely some changes there and maybe something that we go after in the future
- Mr. Stokley states he understands about the competition between the two fueling companies as he owns his own convenience store and he has seen them out on Alpha, fuel truck parked in the green, guy standing in the middle of Alpha flagging them down to keep them from going to Desert Skies. North Hangar is not really good for helicopters
- Mr. Pete LaPlaca wants to speak on the safety issue of it. He has been there for 4-5 years and sees what is going on. There are a lot of student pilots flying in and when they close the taxi way it causes people to back taxi and you have a lot of people coming in that have no idea where they are or where they are going. He has seen a lot of near misses and near incidences. It's mainly a safety factor and not even the FAA factor. Evidently, there will be an incident and we will lose everything
- Mr. Stebbens states that after himself and Mr. Johnston doing extensive research that we cannot close that portion of taxiway Alpha for refueling operations without closing the whole entire runway. The only other option that may be possible is closing 3000 feet of the runway, but it would have to have special markings, but would end up being a catastrophic nightmare. He says be the Airport Designs regulations, they allow an airplane to taxiway on Alpha that's fine because it allows aircraft movement, but very specifically the moment you allow something to park on that taxiway, it no longer meets the safety requirements for the Runway Obstacle Free Zone. They agree now that they can't close a portion of Taxiway Alpha without taking things to the runway as well
- Mr. Johnston adds that at the backend of the packet, there is a drafted policy in regards to taxiway closures, if there are any changes to let him know.
- Mr. Stebbens reads the policy. Please see attached document.
- Mr. Stebbens entertains a motion to support staff. Mr. Stebbens inform audience that the board has no authority to tell Airport Staff to do something or not to do something. They can make a recommendation to Staff, to the City Council through Mr. Sheehy. The main purpose of the Board is providing a public process, so the public can come and speak their mind and tell the board what one thinks, rather than relying on those interested in the Airport and try and make decisions on your best behalf
- Mr. McNary motions to Support Airport Staff and Ms. Hicks 2nds. Unanimously approved.

7.2 Presentation and Discussion of Airport Pre-Accident Plan

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- Mr. Stebbens states this is coming that came up about 8-9 months ago that raised some issues that we had or didn't have a single source document to tell us, the City Fire Department, The City Planners and the Police Department what to do in the event of an aircraft accident. Mr. Sayre volunteered to take on this project and based on the fact that he was a City Emergency Planner and he spent many of hours on this. Please see attached copy.
- Mr. Sayre states he got with the Police Department and Fire Department and got copies of their internal response plans. He also states what drove this was an incident that happened off site, and nobody from the Airport was contacted or involved with the incident and they wanted to remedy that. People figured that the Airport wasn't needed
- Procedures with the military as we just had an incident there and it covers on site and off site. The incident command system; who will be involved in that and who be in charge of the incident, what agencies are to be called, who can notify those agencies.
- This is basically a final draft. Mr. Sayre did send out to both the Police and Fire Department and he hasn't heard any negative comments. Steve and his staff have also approved it.
- Mr. Stebbens opens up the topic for public discussion.
- Mr. Ed Weber, question about after hours and is anybody there monitoring like the Fire Department at the Airport or Desert Hills the 122.70 or 121.50, what if a pilot had an emergency coming inbound and needs to make an announcement on 122.70 after hours or even 121.50, is there anyone that is able to respond?
- Mr. Stebbens believes that the Fire Station located the Airport has 122.70 on all the time and it is a 24 hour a day Fire Station but he doesn't think they have the emergency frequency up
- Steve states that is a guess that 121.50 doesn't think so and 122.70 not all the time. He doesn't believe it's monitored 24/7
- Mr. Weber wants to know if it is possible to have it monitored 24 hours at the Fire Station and maybe even Desert Hills Fire Station which is a 24 hour now, no longer a volunteer Fire Department, making sure the radio is on 122.70 at all times.
- Steve states we can look into that.
- Mr. Sayre suggests that we talk with the Police and Fire to maybe have that done in dispatch because of the fact there are people on duty 24 hours a day and in a Fire Department there are people that do sleep at night, doesn't think having the equipment on 24 hours in a fire station would be the best option. So his suggestion is to get with Police and Fire and see about dispatch.
- Mr. Stebbens asked that Steve put that on a list of things for him to check into.
- Mr. Jim Holmes, Pilot/aircraft owner/hangar owner two questions. First question, how far offsite does an accident need to be before Airport Staff and local fire

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responders are not involved? Mr. Sayre makes it clear that he is asking Not Involved.

- Mr. Sayre states this since this a municipal airport, anything within City limits would fall under that. He knows that Desert Hills Fire Department and Lake Havasu Fire Department have mutual aid that they respond together. It's possible as far as I-40 and down to the Bill Williams Bridge that the Airport Staff would be notified because the Lake Havasu Fire Department does respond to those areas along with Desert Hills. It is possible they could implement this plan during an incident like this and would be up to the Airport Supervisor to respond but wouldn't be required since it is out of city limits
- Mr. Holmes also asks and concurs with what was mentioned early. However, if you are coming in at off hours, maybe limping in with a bad engine, and you run 122.70 after about 9:00 doesn't think the fire department is going to respond.
- Mr. Sayre states the Fire Department will respond 24 hours a day as long as they get notified
- Steve concurred with that and also states that the station at the Airport the guys could be asleep, so the idea of dispatch would take care of that since they are open 24 hours
- Mr. Holmes asked if they have something more than just a receiver?
- Steve states we need to look into that
- Mr. Holmes states that if someone is having problems, they need all the help they can get
- Mr. Stebbens states that they will look into it but his best guess is that it would be cost prohibited to have somebody other than dispatch 24 hours a day to monitor
- Mr. Sayre also stated it could be the fire department could be out on another call with accidents on the highway and they take care of all the commercial buildings and any residential areas. They also run with Desert Hills if they get a structure fire, so it could be they are out of the station. That is why he suggested Dispatch.
- Mr. Stebbens states the Emergency Response Plan is the framework of who to notify, how to set up a response team for it. It's not the anything was done incorrectly in the past and this predated the F16 accident by several months at least. But it did draw more attention that something needed to be put together
- Mr. Stebbens asked Mr. Sheehy if they can make a motion to ask staff to put this into the City system for implantation at their discretion.
- Mr. Sheehy ask for this be a future agenda item and the board can make a recommendation of such. Today was just for the purpose of presentation
- No further discussion

7.3 Presentation and Discussion of Rate Determination Study of City Hangars

- Mr. Stebbens states this was to be included by Brian Schultz

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- The document basically states in writing what was discussed about a year ago which is that our square foot rates are well above anybody else's in the state and upon advice of the Council Representative about a month ago, the board decided the best thing to do is provide this information to us and when the City Council takes this up, to either present it through Mr. Sheehy or a board member comes and make a presentation to the council and ask them not to raise the hangar rates or shadeport rates and allow us to gradually get back. We are currently .28 cents a square foot, basically .16 cents a square foot at Goodyear .22 cents a square foot at Deer Valley, so we are considerably the almost expensive in the state
- Mr. Stebbens opens up to the public. No one from the public speaks
- Mr. Sheehy states this and Steve's report can be forwarded over to finance so it can be put in the consideration report before it appears before the Council
- Steve states the Airport is in the process of doing a resurvey of the rates
- Mr. Stebbens states for the audience this topic was discussed about a year ago and because it was brought up and documented, those rates were not increased and the board hopes they can make it happen it again. He states this is something they need to be cognizance's of and the Airport Board needs to be proactive and present this stuff to finance for their consideration
- No other comments made

7.4 Presentation and Discussion of Hangar Development SOI/RFP Status

- Mr. Stebbens states this issue has been brought up twice in previous meetings by members of the audience who had the desire to build hangars and was referred to Mr. Johnston
- Steve states he has been talking with an appraiser and working through details of the RFP. The first thought was just the property that was surveyed and appraised in 2014 which is roughly 2.4 acres. However, there is an idea now of expanding that to some of the tie down ramps as it was mentioned where some of the heavy helicopters park and get fueled that tie down ramp is over 20 years old and it could be redeveloped.
- The other aspect to this as well is we are getting ready to start the Master Plan process with heavy public input shortly – within the next month or so. It has morphed a little bit, the value of the property at the time back in 2014 was .16 square foot. The appraiser will come out and do another appraisal and the most recent appraisal there would be a development fee we would want to get back from whoever develops the site. There appears to be a lot of interest in this site
- Steve states he needs to guidance from above him in regards to what the size of the area is that we are going to have appraised. An estimate has already been made on what the appraisal will cost and if we are going to add additional property on the North Ramp to this then that would have to be surveyed, again at another cost. It's being narrowed but the more being dug into it, more facts are found

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- Mr. Stebbens states that what Steve just discussed, Grant Assurances are brought up again in regards to building things at the Airport, so this whole process has got to be transparent and is governed by Grant Assurances, so no short cuts can be taken
- Mr. Stebbens opens up for public discussion
- Mr. Stokley asks if 2.4 acres, is that directly across from his hangar in the dirt area? Steve states that is correct.
- Mr. Stokley then asked that it was mentioned it would be encompassing some other areas, where would that be? Steve states the undeveloped area just North of Mr. Stokleys hangar, the dirt strip there, and possibly some of the tie down ramp that is North & East of his hangar.
- Mr. Stokley also wants to know if their access will be kept into the gate? Steve states that yes there will be a taxi lane and they won't lose access to their hangars
- No further comments from public or the board

7.5 Presentation and Discussion of Airport Revised Capital Improvements

- Steve reads off handout – Please see attached
- Mr. Stebbens opens up for discussion from public and board. No comments made

7.6 Presentation and Discussion of Airport Unicom

- Mr. Stebbens states this item came up a couple months ago which was brought on by the F16 accident. 1227 was the host frequency for the FAA instructor and students to talk back and forth about 35 miles out and was heard by one of the board members and others heard bits and pieces of it. Unfortunately, we had no way of recording it, if we had a way and had documentation to provide with the accident investigation it would have helped
- In addition, there have been some problems with improper use of the Unicom frequency and feel that a recorder would document that and probably would cut down on the improper use.
- Mr. Stebbens opens up for public discussion
- Mr. Ed Weber ask if there any avenue for the Airport to request from the FAA or FCC for some relief from out 1227 because it overlaps with Boulder City as we are getting more and more overlap even in our traffic pattern with them doing parachute and all kinds of other operations because they have the same frequency and was wondering if there any avenue for us to request for a change in the frequencies so we don't get the overlap? Mr. Weber thinks that is a safety factor
- Steve states we can definitely look into it. Boulder in the past because of all the commercial operations there, their commercial operations with their Papillion on/off routine and the Grand Canyon flights, they have asked us in the past if we would change our frequency! Steve believes there are only five (5) or six (6) frequencies on non-towered airports. Steve states that we can even get Imperial, CA traffic. Steve states it would be a matter of seeing what frequencies that aren't in the area that might work

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- Mr. Weber states it would almost be better if we went to 122.90, with the same frequency as Chemehuevi since there is hardly any traffic over there.
- Mr. Stebbens recommends Steve continue to explore the avenue of a low cost Unicom.
- Steve states we have a proposal which will be run by his boss. Looks “doable” and is under \$5,000.00
- Mr. Sheehy asks about the Recording system we had about nine years ago in his report and it failed seven years ago, so it only worked for two years?
- Steve states it was equipment that came out of a casino and so did the cameras and the equipment did not last. This is a far simpler approach to the issue. This doesn’t tie to dispatch or go down to the City and for now trying to keep local and simple
- Mr. Sheehy asks if there is money in the budget for it?
- Steve states we will dig the money up, yes.
- Mr. Stebbens states like Mr. Weber suggested changing our frequency to the same as the Chemehuevi makes sense stating that it would put both traffic patterns on the same frequency.
- Ms. Hicks agrees that it would be helpful. She stated a lot of her students get distracted when listening to Boulder. She also states that they do go practice over at Chemehuevi and it’s a matter trying to figure out do you switch frequencies or not and if you don’t have two radios to monitor both, you can run into some issues. She believes it might be a very convenient, sharable frequency for us and them

8. FUTURE AGENDA ITEMS

- Airport Accident Plan

9. FUTURE MEETINGS (third Wednesday of each month)

- Wednesday, September 19, 2018
- Wednesday, October 17, 2018

10. ADJOURN

- Motion to adjourn by Board Member Huff; seconded by McNary. Unanimously carried. Meeting adjourned at 6:24 p.m.

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