

Wednesday, August 16, 2017 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](http://www.lhcaz.gov)

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### 1. CALL TO ORDER

A quorum being present, Chairman Stebbens called the Airport Advisory Board meeting to order at 5:34 p.m.

### 2. PLEDGE OF ALLEGIANCE

Chairman Stebbens led the Board in the Pledge of Allegiance.

### 3. ROLL CALL

Rondi Lichtl conducted a Roll Call of the Board members:

Regular Board Members Present: Chairman Shannon Stebbens, Vice Chairman Louis Worthy, Steve Huff, Brian Schultz, Jeff Sayre, Shannon Hicks-Hankins (Alternate), Bill Boyer (Alternate)

Regular Board Members Absent: Dave McNary

Council Member Absent: Cal Sheehy

Airport Operations Staff Present: Steve Johnston, Rondi Lichtl; Mark Clark, MSD Superintendent

### 4. CALL TO PUBLIC

Chairman Stebbens requested a Call to the Public for any comments and issues to address. One person from the community was in attendance; no comment.

### 5. MINUTES

#### 5.1 Approval of July 19, 2017 Meeting Minutes

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

### 6. COMMUNICATIONS, ANNOUNCEMENTS, AIRPORT SUPERVISOR'S REPORT

#### 6.1 Airport Supervisor's Report

Steve Johnston provided updates to various items:

- Meeting with FAA, ADOT, C&S Engineers and Coffman for the annual CIP review in Phoenix on July 26th. Many projects submitted have shifted in timeframe. Next grant is the Master Plan which we should get a grant offer around June 2018. Design Taxiway Alpha reconstruction; design construct distance to go signs; design runway overlay; design construct PAPI for Runway 32; construct runway overlay,

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design construct flush mount fire hydrants, design construct hazard markings.

- Shared failing sample of the runway pavement along with photos.
- New developments discussed are significant and also require increase in cost to adhere to the requirements.
- Pavement levels discussed. The PCI results which normally come out in December, we asked for and received in August.
- Awaiting for go-ahead for ADOT / FOD grant. Paperwork will be in to ADOT to process.
- CM scope with C&S and the costs are in hand. Will get independent estimate and negotiate with C&S along with the bid to take to City Council in early September.
- Pre-bid meeting for Electrical Vault was held 8/10/17. 6 interested parties; 3 bid.
- MSD, engineering consultants and airport staff toured airfield to discuss maintenance options on existing pavement conditions. Plan is to apply rejuvenator ASAP to extend life span of pavement; crack sealing on taxiway Alpha; few other projects as well. Pavement rejuvenator on Alpha 2.
- New antenna to be installed on existing AWOS system to extend range; to be completed in mid-September.
- A/C units at terminal under repair.
- Street renaming sign for George Molitor Way to be installed this weekend.
- We continue to have discussion with Hangar 24 for Airfest on November 4<sup>th</sup> with military fly-bys, static display of aircraft. Tentative closures for the airport air traffic for practice and event.
- Working on shade port policy regarding tenant parking.
- Ongoing work to clean up vehicle parking areas.
- Will rotate street light adjacent to Hangar 24 gravel parking area to increase lighting.
- Previous thought was to install multiple tie downs under the large shade port area near terminal, but design doesn't allow for it.
- D2 hangar development moving forward; construction to begin around November/December.
- Number of military aircraft come in for fueling.
- Navy recruiter and CAP utilize old TSA room for meetings.
- Repaired antennae on terminal roof that CAP uses.
- Underground storage tanks in need of repair; will get estimate.
- Hangar rates from other airports included in your packet.
- In process of drafting replacement plan for the various signs around the airport.
- The PCI report was requested to be received early instead of waiting for the end of the year. The various numbers clearly indicate the poor pavement quality.
- The electrical vault had three bidders; expecting to award soon.

### **6.2 Upcoming Airport Events**

- 99's have air rally at airport November 9<sup>th</sup> thru November 11<sup>th</sup>

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- Hangar 24 will have their Airfest November 4<sup>th</sup>
- *Chairman Stebbens extended an open invitation to the street renaming to George Molitor Way.*

### 7. PUBLIC HEARINGS

#### 7.1 Review Draft Airport Vision Statement

- Committee Representative Board Member Huff reviewed the proposed Vision statement. Board Member Dave McNary's version also reviewed. Motion made to accept the emailed version by Board Member Schultz and seconded by Board Member Huff; Chairman Stebbens abstained; all others voted to approve.

#### 7.2 Discuss Hangar Self Inspection

- Airport Supervisor was delayed in mailing out to hangar tenants the policy on hangar self inspection due to the fire department including their checklist for self inspection.
- Chairman Stebbens voiced concerns over various wording in the format. Discussion with various board members continued including MSD Superintendent Mark Clark. Concern raised as to if the City Attorney has reviewed the content and the need to discuss the authority of the form and if it relates to any specific ordinance.
- Board Member Schultz suggested Chairman Stebbens create a bullet list to review and discuss with City Council Member Sheehy and perhaps he can present to City Attorney for vetting.
- Motioned to have this Hangar Self Inspection topic tabled until next board meeting by Board Member Sayre; Seconded by Board Member Huff; all in favor.
- *Public Comment: Bill Rudolph, Hangar #76: Previous inspections and forms did not include a number of the items on the current checklist.*

#### 7.3 Discuss Proposed Airport Fees

- Airport Supervisor Johnston mentioned fee adjustments occurred annually based on CPI increase.
- MSD Superintendent Clark interjected the fee increases encompass a large number of categories, however, a few fees were analyzed in depth to understand a comparison with other airports and how rates ranked.
- Chairman Stebbens observed hangar rates reflect HII with the highest rate in the airports compared. We should consider lowering rates. Push-back from the general aviation community would be expected if rates are comparatively high.
- In response to Chairman Stebbens question on recommendation to proceed, MSD Superintendent Clark encouraged attendance at the council meeting public portion of the fee rates discussion and perhaps draft correspondence from the board to the Council.
- Motion made by Board Member Schultz for Chairman Stebbens to draft correspondence regarding concerns; motion seconded by Board Member Sayre; all in favor.

#### 7.4 Review of Budget History

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- Chairman Stebbens mentioned purpose of the agenda topic to review the use of airport funds and grant spending.
- MSD Superintendent Clark discussed the plan to spend initial \$50k to address needed airfield repair and maintenance.
- Further action underway by staff to identify and define revenues.
- Chairman Stebbens pleased with hearing the projected plans to invest in the airport and in better understanding the budget flow of funding the airport.
- Chairman Stebbens asked for MSD Superintendent Clark to participate with educating the AAB Board on the next budget planning session for FY2018.
- Board Member Schultz commented on the unknown/unmeasurable revenue boost due to home owners, lodging, entertainment, etc. utilizing the airport for ease of commuting.
- Motion by Board Member Sayre to include Budget on future agenda; seconded by Board Member Huff; all in favor.

### **8. FUTURE AGENDA ITEMS**

- Lake Havasu City Fire Department Self Inspection
- Update on Hangar Inspection
- Civil Air Patrol (CAP)
- Budget

### **9. FUTURE MEETINGS (third Wednesday of each month)**

- October 18, 2017
- November 15, 2017

### **10. ADJOURN**

- Board Member Boyer motioned to adjourn; Board Member Huff seconded; all in favor. Meeting adjourned at 6:50pm