

Wednesday, September 19, 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](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 5:32 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 Brian Schultz, Mark Zieff; Shannon Hicks (alternate), Ed Weber (alternate), Bill Boyer (alternate)

Regular Board Members Absent:

Council Member Present:

Airport Operations Staff Present: Steve Johnston, Alondra Davis, Krystal Williams, Mark Clark, Public Works Manager

Chairman Stebbens welcomes new Board Members; Mr. Mark Zieff and Mr. Ed Weber.

### 4. CALL TO PUBLIC

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

- Mr. Tom Stokley rents Hangar 74 the North Hangars. There are 6 hangars up there, 74-79 and they understand that there is and RFP for the dirt across their hangars and to the other side where all the tie downs are. He is for growth of the airport; however, he is concerned about the taxiway. The company that is interested in leasing that property builds big hangars and put multiple airplanes in them and they see this company pulling out all these airplanes to get the one out they need leaving all others out. What he is requesting that through the design process, that it is taken into consideration that there are not multiple airplanes tied up all over it. Mr. Stokley wants to make sure during the design process this is addressed and that they can access the taxiways at anytime
- Mr. Stokley also wishes Steve good luck on his future endeavors.

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### **5. MINUTES**

#### **5.1 Approval of August 15, 2018 Meeting Minutes**

- Board Member McNary motioned to approve; Vice Chairman Worthy 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:

- The Electrical Vault construction is complete. The change order for replacing the radio receiver which activates the airfield lights are done. Some warranty work has also been completed and the project will be closed shortly.
- The taxiway connectors to the runway have been painted. The rejuvenation project is complete.
- The Hangar 24 Air Fest (show) is scheduled for October 27, 2018. Another detail meeting will take place this month.
- The D-2 Hangar development is moving along. Many of the units have been leased or obligated.
- City hangar inspections continue
- Operations department has installed new Airport Locator signs which mirror the new locator signs throughout the community.
- The initial Airport Master Plan meeting has taken place with staff and the consultants. A list of citizen and other interested parties is being drawn up and these individuals contacted to participate in the Master Plan process. The goal is to hold the first meeting with participants in late October.
- The draft policy regarding taxiway closures addressed by the Airport Advisory Board at the August meeting has been forwarded for City review and fine tuning.
- The FAA/ADOT CIP list was submitted to ADOT at the end of last month.
- The next FAA/ADOT grant project is the design for rebuild of taxiway Alpha for \$225,000. The Cat Ex for this project is underway and both the airport planning and engineering consultants are coordinating the information that forms the basis for the environmental assessment report due to FAA prior to October 1<sup>st</sup>. The 2020 FAA/ADOT grant construction project is the reconstruction of the taxiway Alpha at a current estimate of \$5,875,000. Both of these grants are 95% funded by FAA and ADOT.
- A draft RFP for hangars on the North Ramp has been drafted and forwarded to the City for review and action. A revised appraisal will need to occur. Preliminary discussions have taken place with an appraiser.
- Staff will order a recorder and new UNICOM radio for the Airport office.

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- Local Airport maintenance future projects for this year include completing the crack sealing of taxiway Alpha, painting edge and centerlines on taxiway Alpha and repainting some of the tie down markings on the central ramp.
- The annual City cost of services process is underway. Staff has surveyed other airports and forwarded that information to the City for review.
- The fence damage by the F-16 crash in April has been repaired. Repairs were funded by the U.S. Air Force at no cost to the City.
- On Tuesday, September 4 a home built aircraft impacted and severed the high voltage power lines Southeast of the airport. Fortunately, the aircraft successfully landed at the airport and there were no injuries to the pilot. Airport fire crews quickly and successfully responded. WPPA repaired the power lines.
- The Airport Supervisors last day of City service will be the 26<sup>th</sup> of September. He has accepted the Kingman Airport Manager position. I would like to take this opportunity to thank all present and past members of the Lake Havasu City Airport Advisory Boards for their service, input and cooperation in the development, enhancement and success of the airport in this community. The airport is one of the jewels of this area and has contributed to the growth and success of the community. Thank you for the eleven-year opportunity to be a part of this successful enterprise

### **6.2 Upcoming Airport Events**

- 10/27/18 Hangar 24 Air Fest

## **7. PUBLIC HEARINGS**

### **7.1 Discussion and Possible Action of Pre-Accident Plan**

- Mr. Stebbens states this topic was presented last month and pretty sure everyone liked it, however, it was not on the agenda to take action. So now it on the agenda whether or not to have staff submit this to the City for approval and inclusion in the overall accident plan.
- Nobody from the board has any comments
- Mr. Schultz motions for the plan to be referred to the City. McNary seconds motion. Unanimously approved

### **7.2 Discussion of Status of Rate Determination Study of City Hangars**

- Mr. Stebbens states this topic was discussed last month and Mr. Schultz brought this item up and that the City staff has done another survey and the same figures they had from last year prevail.
- Deer Valley and comparable are .22 cents a square foot, we are .28 cents a square foot on hangar space
- Staff has submitted this information to finance along with a request not to increase rates of the City owned hangars or tie downs

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- Along with that, people with Private owned hangars, the square foot is substantially lower and possibly below the Fair Market Value based on grandfathering those in and there is nothing the board can do about those rates.
- Mr. Stebbens open up for public discussion – No comments from Public
- MR. Stebbens asks Steve if he knows where this is at as far as his knowledge
- Steve states he believes it is with the Finance Department and he has not heard back from anybody of where the process is. Steve does believe it will be going before the City Council at some point
- Mark Clark states that the because it is rate process, there will be an introduction to the City Council in either late September or Early October, then a month – 45 days later there will be another council meeting and they will adopt the rates. That gives two chances to make comments
- Mr. Stebbens states they should be advised when the City Council meeting is so they can show up and let the council know what they think about it.
- Mark didn't think this topic was on the agenda for the September council meeting so the next chance would be the October meeting and he advised Mr. Stebbens we can keep an eye on the date and give plenty of advanced notice
- Mark doesn't think that finance is against the recommendation from staff, that every three years they try and do a detailed analysis and this probably was not the year to have a detailed analysis due to being in the middle of a software conversion.
- Mr. Stebbens advises board that if finance doesn't accept recommendation from staff then as a board make comments in front of City Council and advise them which is their charter.
- No further discussion on this issue

### **7.3 Discussion of Status of Hangar Development SOI/RFP**

- Mr. Stebbens asks the public if anyone else would like to speak on this issue as Mr. Stokley already has.
- Steve adds a couple details. The acreage was backwards, the dirt area is 3.4777 acres is not 2.48 and of course the additional area
- In 2014 that area ran at .16 cents a square foot and the appraisal was done by a firm that focuses on Airports within the state down in Tucson
- That draft RFP is off for review, once it is reviewed, the City will move forward to publishing it – no timeline at this point
- Mr. Stebbens asks if this RFP includes the dirt area Northwest of the existing hangars and the ramp to the East
- Steve states the areas that he has suggested is the original dirt area, the small area that Mr. Stebbens was speaking of – the North end of the City hangars and some of the tie down area to the East. His suggestion is that the taxi lane which is sort of a "C", on the West side of Mr. Stokely's hangar running up there and capping

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off that small dirt area to remain City Property, all due to depending on what kind of hangars are built there and aircraft stationed there, the City can go after grant opportunities to “beef up” that pavement. If that is put on someone else, then that’s extra cost they have to endure, so the idea is we control the taxi lane.

- Mr. Stebbens states he shares Mr. Stokleys concerns and fully understands because if a commercial entity blocks and clogs those taxiways then those hangars become useless.
- Mr. Stebbens asks Mark Clark if they can get a presentation made to the board on the basic tenant so this RFP prior to be it being published so they can apply the public process to Airport Patrons.
- Mark states the City Attorney has reviewed it and didn’t find any problems with it, so now City Staff will take it back and format it a little differently and get it sent over to procurement and include some comments. He states she found some formatting from Washington State she likes that we are going to make those incorporations. Mark states if there are any specific comments just email them to Staff and we will try and include those in the process also.
- Mr. Stebbens states that the occupants of all six of those hangars share the same questions that Mr. Stokley has and the same concerns.
- Mark states that we aren’t going to create a situation where someone is landlocked. An RFP would not be created that would not provide public access to all of those areas.
- All Mr. Stebbens is asking that if the City Attorney approves can it presented here with the board so that it gets the public exposure everyone gets a buy in to it.
- Mark states, that he needs to run this by the City Manager because it’s a new part of the process, there may be an incentive to get the RFP prepared and ready to go but obviously with the transition of a new Airport Manager there may be a reason to hold off and let that person have some discussion on this as well.
- Mr. Stebbens asks if there are any other questions by board members – none.

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

- RFP by the staff – tentatively
- Taxiway Closure Draft for discussion and update

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

- Wednesday, October 17, 2018
- Wednesday, November 21, 2018

**\*\* Just before meeting is adjourned Mark advises that the rate study is on the September 25, 2018 agenda – Item 18.17-68**

**Mr. Schultz verifies that Mr. Stebbens would want the board members in attendance for that meeting. Mr. Stebbens states an email through Krystal will be sent**

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### **10. ADJOURN**

- Motion to adjourn by Board Member McNary; seconded by Boyer. Unanimously carried. Meeting adjourned at 5:57 p.m.