

Wednesday, January 17, 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

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, Shannon Hicks-Hankins (Alternate)

Regular Board Members Absent: Dave McNary, Jeff Sayre

Council Member Present: Vice-Mayor Cal Sheehy

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

### 4. CALL TO PUBLIC

Chairman Stebbens requested a Call to the Public for any comments and issues to address. Five people from the community in attendance.

- Tom Stokley, City Hangar #73, spoke regarding the 4'x4' area in front of hangar with loose gravel (provided baggie for visual display). Asked for repairs.
- Tom Stokley, City Hangar #73, spoke regarding the need to develop the dirt lot and build a bathroom for easier accessibility to tenants at the north end.
- *Airport Supervisor Steve Johnston assigned to address and respond to concerns at next board meeting in February.*

### 5. MINUTES

#### 5.1 Approval of November 15, 2017 Meeting Minutes (no December meeting)

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

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

#### 6.1 Airport Supervisor's Report

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Steve Johnston provided updates to various items:

- ADOT FOD grant has funding available. Project to bid in February; possible construction start in summer.
- Electrical Vault construction project underway. Completion should be by May 2018.
- Taxiway A crack sealing will be scheduled around airport events this spring. Airport staff will share project details with tenants and businesses in coming weeks.
- The Hangar 24 AirFest will return on October 27, 2018.
- Airport staff will be moving forward on cleaning up the car parking lot in the central car parking area just north of the new large hangars by air freighter parking.
- D2 Hangar development moving forward. Construction to start next month.
- City hangar inspections have begun.
- Draft plan for airport replacement locator signs on airport access road in process.
- Airport Master Plan grant application submitted to FAA in December. Guess is that a grant will be offered by FAA in July/August 2018. The commercial air service section was left in.
- ADOT grant for partial funding of the design part of the electrical vault has been completed and closed out.
- ADOT grant for partial funding of the construction of the electrical vault has been completed and forwarded to ADOT for action.
- A portion of the central airport parking lot will be used as part of the light sport flyers operations off the Desert Skies FBO site in connection with the Balloon Fest at Windsor Park during the weekend of January 20<sup>th</sup>. A message on the AWOS and NOTAM will mention the five nautical miles south of the airport.
- *MSD Operations Director, Mark Clark added that he and new City Manager took a 3 ½ hour, 70-mile tour around the city which included a drive by at the airport. He suggests considering an informal meet and greet to include staff, a few board members, FBOs, and Vice-Mayor.*

### **6.2 Upcoming Airport Events**

- RCAF, January 20-February 4, 2018
- RV Group Formation Training, February 9-11, 2018
- RCAF, February 17-March 4, 2018
- Embry-Riddle Flight Training, March 23-25, 2018
- Hangar 24 Air Fest, October 27, 2018

## **7. PUBLIC HEARINGS**

### **7.1 Presentation Regarding Rate Determination for City Hangars – Admin. Services Department**

- Tabatha Miller, Director for the Admin Services Department and Sandy McCormack, Senior Accountant, provided overview and discussion of City fees and charges; when

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and how it started as well as how it has progressed to current rates. A rate study has not been done since 2005 and is considered to be flawed.

- *Public Comment by Tom Stokley is not so much to reduce the hangar rate but to be able to show investments of the property at the airport with the use of those funds. \$.17 cents per sq ft is high for the development of the land for general aviation use.*
- *Motion made by Board Member Schultz and seconded by Board Member Huff for staff to conduct a rate study of hangar fees and fees. Unanimously agreed.*

### **7.2 Update Regarding Airport Construction Projects**

- Airport Supervisor Steve Johnston provided overview of rejuvenator application to the five runway connectors. Contractor with previous airport experience selected. Application expected to begin in March.
- Request for qualifications has been published for crack sealing on taxiway Alpha. Airport staff will work with FBOs regarding partial taxiway closures.
- The electrical vault project began on January 3<sup>rd</sup> where conduit for wire runs adjacent to and across Alpha taxiway have been placed, filled and completed. A two month break will occur while vault is being built and work will resume in March for completion.
- ADOT has approved plans for the FOD (foreign object debris) and drainage project. Anticipating construction by mid-year. Project will incur some runway closure times. Discussion with engineering consultant to minimize impact will be ongoing.
- Contractor will be on-site in the coming weeks to conduct crack seal project in central parking lot.
- *Chairman Stebbens added kudos to the contractor handling the vault and generator project. Followed escort procedures and finished ahead of schedule. Clarified CID was in charge of the project but was never on site. Airport Supervisor Steve Johnston said he managed the project.*

### **7.3 Review Policies for Parking on Airport**

- Airport Supervisor Steve Johnston said upon review of the use and records on hand for the central airport parking lot, we are finding a lack of records, confusion regarding policies for parking and removal of vehicles from the airport. Airport staff found many inconsistencies with policies and practices. Airport staff suggests a small committee of staff and an Airport Board member or two review the policies and if needed, adjust the parking on nonflying vehicles on city controlled properties at the airport.
- *Chairman Stebbens acknowledged City Ordinances reflected in the Airport Regulations under 11.08.320-11.08.350 are sections devoted to parking at the airport. It outlines restrictions and authority.*
- *Alternate Board Member Hicks motioned to create committee to appoint two members; Board Member Schultz seconded. Chairman Stebbens and Alternative*

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*Board Member Hicks volunteered.*

### 8. FUTURE AGENDA ITEMS

- FOD review of north ramp area
- Bathroom consideration at north ramp area

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

- Wednesday, February 21, 2018
- Wednesday, March 21, 2018

### 10. ADJOURN

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