

Wednesday, October 18, 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 5:30 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, Brian Schultz, Jeff Sayre, Shannon Hicks-Hankins (Alternate)

Regular Board Members Absent: Dave McNary, Steve Huff

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. Five people from the community in attendance.

- Pam Rudolph, local pilot. Upset over the current demolition and condition of the airport terminal. She has a pre-planned event on November 10<sup>th</sup> and is disappointed in lack of notification. Why is money being spent on terminal remodel and instead repair the runway and pavement in need of repair?
- Tom Stokely, Hangar 74. Thanked the board for addressing the termite problem; sounds like it will be resolved and appreciated that. Addressed concern over the loose gravel between Hangar 74 to 79. Concerned about a potential insurance claim for any damage that may occur to his aircraft whereby his insurance would go after the City for damages. Need to make adjustments on where money is being spent and get repairs done to asphalt. Second item is a survey of costs for hangar lease showing these costs are too high.

### 5. MINUTES

#### 5.1 Approval of September 20, 17 Meeting Minutes

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

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

#### **6.1 Airport Supervisor's Report**

Steve Johnston provided updates to various items:

- ADOT FOD grant is in for review. Funding anticipated later this year.
- Electrical Vault went to City Council on October 10<sup>th</sup> which was approved. Construction expected to begin 1Q18.
- MSD staff gathered estimates for taxiway and connector rejuvenation project. Will go to bid. Some taxiways will be closed for short periods and notifications in advance will be made.
- Discussions continue with Hangar24 regarding their AirFest scheduled for Saturday November 4<sup>th</sup>. TFRs (temporary flight restrictions) will be in place prior to, during and post the event.
- Continuing review of the permit airport vehicle parking area.
- D2 hangar development moving forward.
- Hangar Self Inspection fire department checklist has been revised (copy distributed by Scott Hartman, LHC-FD); will be further discussed.
- Public meeting for tenants regarding hangar inspections occurred on Saturday September 30<sup>th</sup>; well attended and a lot of questions asked.
- Working on draft plan for locator signs for airport directions at entrance.
- Scope of work for Airport Master Plan has been submitted for City review. Economic benefit analysis has been included in the scope.
- CID will manage the Master Plan process.
- AzAA conference was attended by Airport Supervisor and AAB Board Chairman. Learned about a CatEx (categorical exclusion) paperwork that needed to be submitted, which will be done.
- Runway 14 PAPI failed; replaced and have a spare.
- Two airline counters have been removed and moved offsite; archive material will be moved off site as well.
- According to recently attended AzAA conference, FAA will start to tie pavement airport care in to future grant funding. Expecting to see investment first in support of grant funding request. Taxiways with direct access will have to go-away. Called "Airport Geometry" which identify new design with FAA requirements. Will focus on planning around the airport to make sure no non-compatible uses interfere.
- ADOT will review CIP process.
- ADOT "sweep" about 1 ½ years ago halted all maintenance projects. State funding for grants and pavement work is on hold to 2019 and 2020. Going forward, plan is to encumber the granted funds so as to avoid a "sweep" of future funding.

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- There will be pressure on airport sponsors and contractors to move through grants to complete them rather than beleaguer the process.
- 99's Air Rally during the weekend of November 10<sup>th</sup>; destination is Lake Havasu.
- AirFest will be November 4<sup>th</sup>.
- *Comments: Chairman Stebbens: Airshow will be a real-live show. Parking is free; tickets for purchase. TFRs in place that limits airspace. Put this event on your calendar. Additional comments: Airline counters will be covered under Airport Maintenance; CatEx requirement – why didn't the CID department know about this in advance? Pointed out the need to ensure our airport supervisor is included in the airport projects. The electrical vault grant, C&S is the project manager; Scenic Electric is out of Mesquite. The taxiway sealant – four days is a long time. Request is to have this rejuvenator applied during off hours/days to minimize the impact. Supervisor mentioned the intention is NOT to close the airport during the rejuvenator. MSD Superintendent Mark Clark recognized to speak regarding the planned connector work. \$40-\$50k anticipated to be invested in this pavement rejuvenator.*

### **6.2 Upcoming Airport Events**

- Hangar 24 AirFest Saturday, November 4<sup>th</sup>
- 99's Air Race November 11<sup>th</sup>

## **7. PUBLIC HEARINGS**

### **7.1 Hangar Fire Self Inspection**

- Scott Hartman, LHC-Fire Marshall. Distributed copies of the Self Inspection checklist regarding fire safety. This revision appears to be much more user friendly. This checklist is designed to enforce fire code, not dictate FAA requirements. 11.08.800 City code rule read aloud. Fire Marshall Hartman says intent of inspection is to ensure safety. Board member Sayre questioned how this notification will be made? Fire Marshall Hartman says a mailing will be sent out by them to each person. *Comments: Tom Stokely – what's the timeframe of this? Hartman said at first of the calendar year. Stokely asked if attaching a picture of the fire hydrant tag to send in is ok? Stokely asked to have a general area of greasy rag disposal – can there be some containers put around the airport property? Stokely asked about a what-if regarding liability/truthfulness. Fire Marshall Hartman noted the personal inspection requires signature. No-notice spot inspections can also be done by the fire department. Annual airport inspection allows communication to the fire department regarding inadequate findings. Motion by Board Member Sayre recommends resolution to support this program. Seconded by Board Member Schultz. Chairman Stebbens acknowledged motion and will put forth information to finalize.*

### **7.2 Proposed Airport Fees**

- Board Member Schultz discussed the current arrangement of the hangars. Calls

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made to Ryan Field, Deer Valley and Falcon Field to discuss their arrangements, and this airport seems to be in alignment. Comparables not available. *Comment: Stokely questioned for clarification; Stebbens responded to the uniqueness of the private structures. Airport Supervisor Johnston clarified the uniqueness of the private structure becoming airport property at the end of a 50 year lease. Chairman Stebbens notified audience to consider addressing any concern to City Council.*

### 7.3 Aviation Pre-Accident Plan

- Chariman Stebbens noted this is probably a long term goal to work toward. Suggests each of the public safety departments come together to address aviation how-to on handling such an event. MSD Superintendent Clark acknowledged the need to create process and procedures along with updated contact information. Intent is to have a manual available for each discipline with policies and procedures. Chairman Stebbens asked how to move this forward. Superintendent suggested to maintain this as a topic to bring up. Suggests have a board meeting or work session that can focus on such an item. Board Member Jeff Sayre offered his assistance. Chairman Stebbens would like to see this on future agenda.

### 7.4 Airport Maintenance

- Chairman Stebbens indicated this topic is intended to provide notification of goings-on with the Airport.
- Superintendent Clark identified issues surrounding termite concern, which was addressed with the City Attorney. Decision was that if it were residential property, it would be addressed as a concern for life. This being commercial property, we decided to address the issue with a maintenance O&M policy. Appreciated the tenant agreeing to assume some ownership. Chairman Stebbens wishes to take a pragmatic approach that hangar tenants own regular maintenance without altering the hangar is their responsibility (e.g. spider or mice control).
- Superintendent Clark said the terminal update includes removing the kiosks and repairing the floor prior to the use of the property for the upcoming air race event. Looking to open up the terminal area for a broader use which may ultimately include display cases that focus on aviation.
- Chairman Stebbens sharing comments of feelings regarding expending any money at the terminal prior to showing improvement of the pavement. Superintendent Clark explained there are very little dollars being expended. Looking to move archives off-site to open up space in order for admin and supervisor to be in closer proximity. Not trivializing the needed investment of airport property.
- Superintendent Clark said maybe we can avail ourselves to developing a newsletter to note the goings on at the airport.
- Chairman Stebbens noted from the AzAA conference that ADOT indicated 67% of budget is aligned to go to pavement replacement (not repair). Future funding will be dependent on what has been done to preserve the pavement prior to asking for

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replacement.

- Chairman Stebbens mentioned the Master Plan coming soon is needing a committee to participate. Aside from Airport Supervisor along with Superintendent Clark, also seeking public support for this airport endeavor.
- Noted the airport email for comment or any other concerns can be sent to [airport@lhcaz.gov](mailto:airport@lhcaz.gov)

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

- Airport Masterplan and the Economic Statement
- Aviation Pre-Accident Plan

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

- November 15, 2017
- December 20, 2017

### **10. ADJOURN**

- Board Member Sayre motioned to adjourn; Vice Chairman Worthy seconded; all in favor. Meeting adjourned at 6:51pm