

Wednesday, October 19, 2016 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 5:32 p.m.

2. Pledge of Allegiance

Chairman Stebbens led the Board in the Pledge of Allegiance.

3. Roll Call

Jamie Sida conducted a Roll Call of the Board members:

Regular Members Present: Shannon Stebbens, Louis Worthy, Mark McKenna, David McNary, Jeff Sayre

Regular Members Absent: Steven Huff, Benjamin Strader

Alternate Member Present: Bill Boyer

Council Member Absent: Cal Sheehy

Staff: Steve Johnston, Louis Martinez, Jamie Sida, Michael Bingham

4. Call to the Public

Chairman Stebbens requested a Call to the Public for any comments and issues to address. There were two (2) members of the public present.

5.1 Approval of September 21, 2016 meeting minutes.

Chairman Stebbens called for a motion to approve the minutes of the meeting held September 21, 2016. Mr. Bill Boyer made a motion and Mr. David McNary seconded. Unanimously approved.

Chairman Stebbens called attention to the approved minutes, Item 8- Future Agenda Items. These are items that the Board asked to be added to the October 19, 2016 meeting agenda. The items were Federal Aviation Part 139, Airport Vision Statement, Automated Weather Observation System (AWOS), Airspace Obstructions, Airport Changes, Projects and Staffing, Upcoming Airport Events, Report on State Airport Managers Meeting, Engineering Department Progress with Airport Grant Administration, Air Service Future, and Allowed Hangar Use Update. Many of the listed items are missing from the current agenda. Chairman Stebbens called to staffs attention that when agenda items are dictated by the Board, they are expected to be on the agenda and are not optional. Chairman Stebbens requests that staff coordinate future agenda items according to the requests of the Board at each meeting. In

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addition, agendas are required to be posted to the City's website seven (7) days prior to the board meeting date. To Chairman Stebbens knowledge, this agenda was never published to the City's website. He reminds the Board and they can discuss the items listed on the agenda, but cannot hold a vote on any items because of the obligation under Arizona Open Meeting Laws for the proper publishing of the minutes to inform the public.

6.1 Airport Supervisor's Report

- Mr. Steve Johnston presented the Board with four (4) handouts: The judgement in regards to the Glendale Airport Hangars, an Arizona Republic article on the Glendale Airport topic, a copy of policy for use on airport hangars, and an information item in regards to the difficulty in getting pilots for airlines which will tie into the Part 139 aspect for our Airport.
- Mr. Johnston gave a report on the Arizona Airport Managers Fall Conference which took place the week of October 17, 2016. There were three (3) people from the Airport in attendance- Paul Blazer, Chairman Stebbens and himself. FAA advised on their changes for 2017. ADOT ran payments that have been deferred for five (5) + months. All State-funded grants will be deferred and the State will evaluate their grant programs to determine which grants can be deprogrammed. This is as a result of the reduction of State grant funding by approximately sixty percent (60%). ADOT will continue the match shared with the City on FAA grant-funded projects which is roughly five percent (5%). ADOT's ninety percent (90%) grant funding for new grants will be placed on hold for an undetermined amount of time. It looks like there will be legislation on jet fuel tax where all tax revenues will go to the state. In our case, we only received approximately three thousand dollars (\$3,000.00) last year based on fuel sales. FAA's new focus will be on Airport revenue diversion. The ADOT project review process was discussed by their engineer and their expectations were communicated. ADOT will require airport staff to travel to Phoenix and meet with their staff for project review regardless of type of grant (ADOT and FAA). FAA hangar use policy was also reviewed. There were several questions from conference attendees and some good guidance was provided, but since there was not an FAA compliance officer in attendance, there are still a lot of gray areas. There was some common sense legal advice offered relating to tenants and proper use of airport hangars. Also discussed were drones/UAS systems, risk mitigation near airports, airfield safety inspections, and the airport consultant process.

Mr. Johnston also discussed the hangar use update. According to Glendale's Airport Manager, the class action lawsuit was a win-win for both the City and the airport tenants. The Maricopa County judge dropped the suit because Glendale had not

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inspected hangars regularly and enforced their rules; therefore, additional items stored in hangars, other than airplanes, are acceptable as long as the storage of the items does not violate fire codes and affect public safety. Further discussion at the conference consisted of the need for a public process to educate people as to the new rules for hangars. Mr. Johnston concurs with this and feels that it is necessary to convey the information to the public.

- Mr. Johnston discussed upcoming Airport events. The Royal Canadian Airforce (RCAF) will return this year and will be in flight training the first few months of the new year as they did last year. Mr. Johnston will be meeting with the RCAF and requests a volunteer from the Board to join him. The purpose of the meeting is to make minor adjustments to their altitude when flying over town. The goal is to address and minimize the few complaints received from the community. The EAA will be conducting Eagle Flights on Saturday, October 22, 2016 out of the Desert Skies FBO. Mr. Johnston was contacted by the Airport Open House Committee and they advised they will not be holding their event in March 2017.
- Mr. Johnston gave an update on current Airport grant projects. Staff received quotes for the hydrant project and one was accepted. Utilities have been blue staked and the pre-construction meeting should be scheduled for late October. The award letter should go out soon followed by a notice to proceed. Construction should begin by November. The FAA electrical vault is ongoing and plans are expected for review as required by ADOT by the end of October or December at the latest. The grant match has been requested and there are no anticipated issues with grant funding. The state match is likely to be deferred, but due to the low dollar amount it should not be an issue. The DBE addition to the grant has not been acted on at this point. Staff is expecting final ADOT and FAA review on this project in December. In the meantime, Mr. Johnston will be working on drafting the grant application for the construction piece of the project which will be approximately five hundred fifty thousand dollars (\$550,000) and will submit to Council for the approval process. Mr. Johnston anticipates submittal to the FAA by November or December, at the latest early January. Mr. Johnston reminds the Board that given the legislative sweep on the aeronautics fund, grants will be deferred and many of the ninety percent (90%) state grants will be terminated. It is not clear if the FOD, drainage or runway projects will be some of the grants terminated. According to the Airports consultant, there is certainty that if the Airport gets a thirty percent (30%) design submittal into ADOT by November, the Airport should be able to keep the grant. In the event ADOT wants to terminate the grant because of the runway lip, they will have a liability and the Airport will have a liability because there should not to be lips on the runway at three (3) to four (4) inches. Mr. Johnston believes there is a bit of inertia there to get the projects

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done. Per the consultant, if the Airport spends the twenty thousand dollars (\$20,000) on the engineering piece of the project, ADOT should issue payment; therefore, Mr. Johnston will move forward with the project. Per the ACIP project list submitted in July, the four (4) projects that were state-local will be placed on hold until the State finalizes their funding dynamic. Staff will resubmit the Replacement of the Distance-to-Go Signs, Removal/Replacement of the Fire Hydrants located on the AOA, Replacement of two (2) Vehicle Gates, and Design for Helicopter Parking on Ramp projects in March or April 2017 when they meet with FAA and ADOT for the next years ACIP review. If there is money available, Mr. Johnston can try to package these projects in with other FAA grants so that the Airport can proceed.

- Mr. Johnston explained to the Board that the vacant Administrative position has not yet been filled and it is an ongoing process.
- Chairman Stebbens asked Mr. Johnston to explain the thirty percent (30%) review process to the Board. According to Mr. Johnston, ADOT conducts project reviews at thirty percent (30%) and at one hundred percent (100%) completion. ADOT's premise for these reviews is to ensure that they are directly involved in the design of grant-funded projects and to ensure that the grant-funds that are awarded are utilized for the project on record. FAA is also invited to participate in this review process. Once a project review for design has been reviewed at one hundred percent (100%), the project goes to bid, at which time ADOT performs a bid review and will also select the lowest bidder.
- Chairman Stebbens reminded the Board that due to the items on the State report that were not included on the agenda, they will be unable to discuss any of the items at this meeting; however, the items will be on the agenda for the next scheduled meeting. He also informed the Board that it was his privilege to attend the Arizona Airport Association Board meeting, which he did so at his own expense. The conference was organized by Mr. Johnston, who is the Vice President of the organization and who is considered to be one of the main experts in the State of Arizona on FAA funding issues and grant assurance issues with airports. Chairman Stebbens thanked Mr. Johnston for his service at the Airport and for the opportunity to attend the conference.
- Board member Mr. David McNary asked Mr. Johnston a question on the rating of the grants. He questioned where the money went to if it did not go to the airports. Mr. Johnston stated that he does not know where it went and a response has not been received from ADOT.

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7. Public Hearings

7.1 Update of Automated Weather Observing System (AWOS)

At Chairman Stebbens request, Mr. Johnston offers a history on AWOS up to 2014, but cannot provide a current update as he is not involved in the project. In 2007 the AWOS did not work properly. In 2008, there was a lightning strike that fully disabled the AWOS and the manufacturing company would not repair it. Staff was also unable to locate the parts needed for repairs. At that time, the Airport still had airline service in addition to corporate use so the AWOS was, and still is, very important. In 2008, the Airport received an FAA and an ADOT grant to replace the AWOS and it was placed, constructed and tested on base standards per their advisor circular. Per the advisory circular on AWOS's, the operating radius established by the FAA is usually 25 nautical miles and the lifespan of an AWOS is typically fifteen (15) to twenty (20) years. In 2013, the AWOS was updated to the national system allowing any corporate pilot or anyone else can get the information on any computer anywhere in the US. In 2012, the Airport was receiving complaints in regards to signal expansion. January of 2013, Mr. Johnston obtained a twenty-four (24) page report from the vendor who maintains the AWOS which provided information on AWOS options, costs and results on trying to upgrade the signal. He recalls six (6) or (7) different options presented that were quite costly. Due to the inability to get a gain at Crossman Peak, it was determined that the Airport would not proceed with any of the options in the report. In the first quarter of 2014, Mr. Johnston, with assistance from the vendor, took his personal plane up and completed a small signal boost and documented signal locations. The signal boost was one (1) to one and a half (1 1/2) watts due to weather conditions. The focus was directly east from Crossman Peak in a straight line from the location of the AWOS. At ten thousand five hundred (10,500) going westbound above ground-level altitude, the signal was lost at twenty-eight (28) miles directly east of the Airport. Going eastbound at eleven thousand five hundred (11,500), the signal was lost at thirty-one (31) nautical miles. It was determined that the signal loss is only occurring at shorter distances at Crossman Peak. In all other areas, the signal is available at sixty (60) nautical miles, and sometime beyond, depending on altitude. Throughout this process, City Managers were provided results, and given the expense, the results received, the small result of signal gain, and FCC requirements to request radio boost, Mr. Johnston chose not to pursue any upgrades to the AWOS.

Mr. Stebbens did a flight check at a lower altitude out to the north. The twenty-five (25) nautical miles is the advertised maximum service volume of an AWOS by the FAA. At 6,500 MSL, Mr. Stebbens had adequate AWOS signals all the way around the compass, twenty-five (25) nautical mile circle around the Airport except for on the 090 radial from the Airport, which is the direct radial on the antennae to Crossman Peak. He then flew

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inbound on that radial to nineteen (19) miles at which point he gained adequate signal coverage.

Chairman Stebbens explained that the Board does not run the Airport, but rather make recommendation to the City Council. This Board does provide for the public process when there are issues such as the AWOS. If the AWOS would have been brought to the Board, they could have determined and advised the staff that this is a non-issue. Chairman Stebbens questions staff if money is being expended at this time to further investigate the expansion of the AWOS. Mr. Louis Martinez informed the Board that money is not being expended, but the AWOS is in the Master Plan being reviewed due to the technology changes that are expected to occur.

Board member Mr. Louis Worthy explained the reason for the FAA using the twenty-five (25) miles for the AWOS is because once an aircraft enters thirty (30) miles, they are considered entering the airport airspace. The standard FAA twenty-five (25) mile offers a five (5) mile buffer.

7.2 Requirements and Costs to Offer Air Service

Chairman Stebbens believes this item is broad and will need to be divided up over time. As the Airport moves forward, if the City of Bullhead's scheduled air service is successful, the Airport can anticipate that they may be offered scheduled air service. The Airport is going to have to have knowledge of what is expected of staff and what funds are going to have to be expended to meet the requirements of a Part 139 airport. In addition, staff will need to identify the impact of the requirement on users of the airport today and the citizens that access the airport. Chairman Stebbens asks staff for direction on each aspect of this item as we go along and develop guidance that can be part of the Master Plan moving forward. Mr. Johnston explained that he has not started adequate research on this and he agrees that this is a vast topic and it does need to be compartmentalized due to all of the requirements of a Part 139 airport.

Chairman Stebbens explained that it is his sense that the Mayor and City Council are interested in moving towards putting the Lake Havasu City Airport into a position to offer scheduled air service and that affects every facet of the Airport including the users, fixed based operators, and the City. Chairman Stebbens believes that it is the responsibility of the Board to start to come up with answers to these questions to provide to the City Council so they are able to make informed decision on the future direction of the Airport and achieve their goal of establishing scheduled air service.

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Chairman Stebbens asks the Board if there are no objections, he would like to proceed with continuing to discuss this item in stages at future meetings.

7.3 Creation of Airport Vision Statement

Chairman Stebbens was able to attend the coffee with the Mayor and had an opportunity to discuss the Airport Vision Statement. It became apparent that the Airport does not currently have a vision statement which is something from the City Council directing the Board as to where they see the Airport going. Part of the answer that Chairman Stebbens was given was that the development of the vision statement is a part of the upcoming revision to the Master Plan. It was suggested that as a responsibility of the Board, they develop a vision statement to present to Council for their consideration. This is a worthy endeavor that warrants a subcommittee to include staff and Board member participation. The subject was opened to the Board for further comments.

Board member Mr. Bill Boyer commented that he too was at the coffee with the Mayor and it was suggested by the Mayor that the Board develop the Airport vision statement.

Chairman Stebbens requests volunteers for the subcommittee to develop the vision statement. Mr. Dave McNary and Mr. Bill Boyer volunteered to serve on the subcommittee and Chairman Stebbens requested Mr. Johnston commit to representing staff to provide input. Mr. Johnston asked for time to research the requirements under Roberts Rules of Order for subcommittee organization and meetings.

Chairman Stebbens tabled this item until the November meeting.

8. Future Agenda Items

- Federal Aviation Part 139
- Airport Vision Statement
- Airspace Obstructions
- Airport Changes, Projects and Staffing
- Upcoming Airport Events
- Air Service Future
- Allowed Hangar Use Update

9. Future Meeting Date – Wednesday, November 16, 2016 @ 5:30 p.m. Council Chambers

10. Adjournment

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Chairman Stebbens asked for a motion to adjourn. Mr. Bill Boyer made a motion to adjourn and Mr. Jeff Sayre seconded the motion and was unanimously approved. The meeting adjourned at 6:18 p.m.