

**Wednesday, November 18, 2015 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)

**1. Call to Order**

A quorum being present, Chairman Kelley called the Airport Advisory Board meeting to order at 5:30 p.m.

**2. Pledge of Allegiance**

Chairman Kelley led the Board in the Pledge of Allegiance.

**3. Roll Call**

R.N. Mendoza conducted a Roll Call of the Board members:

Regular Members Present: Balis Kelley, Louis Worthy, Jeff Sayre, Shannon Stebbens

Regular Member Absent: David McNary, Mark McKenna

Regular Alternate Present: Bill Boyer

Council Member Present: Cal Sheehy

Staff: Steve Johnston, R.N. Mendoza

**4. Approval of October 21, 2015 meeting minutes.**

Chairman Kelley called for a motion to approve the minutes of the meeting held October 21, 2015. Jeff Sayre made the motion to approve. Louis Worthy seconded the motion. The motion carried unanimously.

**5. Call to the Public**

Chairman Kelley requested a Call to the Public for any comments and issues to address. Mr. Ernie Swanson introduced himself to the board as he is a new tenant.

**6. Council Action Update**

Chairman Kelley requested a Council Action Update. Councilmember Sheehy mentioned there is none to report at this time.

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### **7. Chairman Report**

Chairman Kelley introduced Mr. Shannon Stebbens as the new member of the Airport Advisory Board.

### **8. Airport Supervisor Report**

- Staff has completed the ADEQ on the Airport Underground Storage Tank inspection items.
- U.S. Navy from Corpus Christi visited the airport and expressed interest in doing training here at the Airport as an ancillary field from January 2016 - March 2016.
- Royal Canadian Air Force contacted the staff and expressed interest in doing training here at the Airport the last two weeks of January 2016 and February 2016. They will be sending representatives to tour the airport on November 27, 2015. It appears the Royal Canadian Air Force might select Lake Havasu City as the training facility.
- Staff is working with City staff regarding Airport Agreements that are being reviewed and standardized and also reviewing the insurance requirements for aircraft. Staff conducted a survey of 47 airports in (3) three different states (9) nine airports in Arizona do not require insurance. Staff has been accepting in the past the industry standard is \$1 Million dollars general liability naming the City as additional insured. City is requiring a \$2 Million dollar insurance policy. Staff provided City staff comments and a copy of the survey of airports regarding insurance requirements. Mr. Stebbens requested staff to provide a copy of staff comments to the board. Chairman Kelley requested staff to place the item on a future agenda item.

### **9. Discussion Items & Possible Action**

#### **a. RFP Engineering & Planning for Airport – discussion**

Staff distributed copies of the two RFPs for the Engineering and Planning for the Airport. Staff has received the concurrence of ADOT and waiting for the FAA in a couple of days for their approval. The public advertisement and publishing will occur December 2015. The deadline for submission will be the first week of January 2016.

#### **b. “Wings, Wheels & Waves” ~ March 5, 2016 – discussion**

Chairman Kelley the process has been moving along to obtain funds to be able to bring the aircraft for the event. Chairman Kelley invited the other members of the board to attend the Open House committee meeting Thursday at 5:30pm.

#### **c. Recognition of Local Aviation Contributors – discussion**

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Staff is attending the EAA (Experimental Aircraft Association) meeting this weekend and will discuss with group. Members of the board expressed their willingness to obtain contact information for the proposed local aviation awardee.

**d. Commercial Air Service** – *discussion*

Staff has contacted the consultant previously and will continue to contact the consultant and the PED (Partnership for Economic Development) to discuss what occurred on the grant application process. Staff and the board members discussed different ideas of the types of service and aircraft used in the type of commercial air service needed.

**10. Future Agenda Items**

- a. “Wings, Wheels & Waves” ~ *March 5, 2016 – review of event*
- b. Recognition of Local Aviation Contributors – *discussion & possible action*
- c. Commercial Air Service – *discussion & possible action*
- d. Insurance Requirement for Aircraft and Ground Vehicles – *discussion & possible action*

**11. Future Meeting Date** – Wednesday, December 16, 2015 @ 5:30 p.m. Council Chambers

**12. Adjournment**

Chairman Kelley asked for a motion to adjourn, Bill Boyer made the motion to adjourn and Jeff Sayre seconded the motion and was unanimously approved. The meeting adjourned at 5:55 p.m.