

Wednesday, December 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 5:29 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, Robbie Willis; Shannon Hicks (alternate), Ed Weber (alternate),

Regular Board Members Absent: Bill Boyer (alternate)

Council Member Present: Cal Sheehy

Airport Operations Staff Present: Mark Clark (Public Works Manager), Alondra Davis, Krystal Williams

### 4. CALL TO PUBLIC

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

### 5. MINUTES

#### 5.1 Approval of November 14, 2018 Meeting Minutes

- Board Member Zieff motioned to approve; Board Member Worthy seconded. Unanimously approved.

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

#### 6.1 Airport Supervisor's Report

- Mark states interviews were held a week ago for the Airport Supervisor and there was three (3) candidates that showed up. Two were very qualified. The City will be tendering an offer but unsure if they will be able to make January 2019 AAB meeting. Pending acceptance, they should be in the position in 3-4 weeks. Hoping they will be able to attend the February meeting. Both candidates had some qualifications in Airports and familiar with Airports.

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- Since the first of December we have initiated Hangar Inspections of City owned Hangars and have completed five (5). Hoping to average two (2) a week. So far no issues with inspections.
- Finally pumped the fuel from the existing City owned tanks with the FBO. Tanks stopped functioning and some fuel that was privately owned and was able to get that out. Over the next six (6) months determine the status of those tanks. Do we decommission since the FBO has their own private tanks. Not really a need for those and it would be a significant investment for the City to upgrade those tanks which are 25-26 years old and technology has changed.
- Mark opens up to comments from the board.
- Mr. Stebbens states Hangar 61 as of yesterday (December 18, 2018) had a motorhome, fifth wheel travel trailer and a large additional trailer and no aircraft which has been that way for many years. And in regards to the fuel tanks which was discussed some time ago and he is hopeful we can get some sort of state funding or federal funding 100% to help take those away if that is the determination.
- Mark states that Yes, ADEQ program, that every time you go buy a gallon of gas in Arizona that you pay a cent to a fund that is used to fund decommissioning of leaking underground storage tanks and exploring the restrictions on that fund. Mark also states that he believes we started with Hangar 42 and so on and progressing up the numbering system. Also, trying to let people know a couple weeks out so they can correct rather than be caught, this is to educate.
- The goal is to have the RFP for the four (4) acres ready the middle of January

### **6.2 Upcoming Airport Events**

- Mark discussed about the Canadian's coming back and have spoken with both FBO's that their two weekends that are separated by a week and that there will be no conflicts
- Mr. Stebbens states hopefully a pilots meeting can be set up

## **7. PUBLIC HEARINGS**

### **7.1 Presentation and Overview of the Taxiway Closure Policy**

- Mark states the hand out is not any different than the draft policy that was discussed back in October. Mark did eliminate the word "Draft". Have it read more of paragraphs rather than bulleted items. The important part is that the City Code reads that the Taxiways will not be closed. This is also a recognition that there are special circumstances where taxiways will be closed.
- Mark states he will be happy to answer any questions regarding this policy but comfortable that it addresses the issues we need to address.
- Nobody from the board has any comments or questions.
- Chairman opens up discussion to the public. No comments. Public discussion closed.

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- Mr. Stebbens adds the Airport Operating regulations are also Lake Havasu City Ordinances and there are three (3) separate ordinances that support the policy 11.08.400 – Aircraft should be parked in designated areas administered by the City and in areas rented to commercial operators. Aircraft owners and operators may also park aircraft in privately owned hangars erected on land leased by the owner from the City.
- 11.08.410 – Parking in areas not under lease. Which prohibits any individual from parking an airplane on a place where they don't have an agreement with the City to be parked there.
- 11.08.420 – Parking in Taxiway Areas Prohibited. This one addresses it head on. Taxiway areas shall be maintained open to taxiing aircraft at all times and no aircraft shall be parked in such taxiway areas or left unattended in such a manner as to interfere with the free flow of traffic.
- Mr. Stebbens feels there are good ordinances on the books. The policy is in accordance with the ordinances. Also have within these ordinances the authority of the Airport Manager to close any portion of the Airport including the runway anytime they see a safety issue or any other maintenance issue. He feels this has been covered from head to toe and he is comfortable that everyone on the Airport understands that we can't park airplanes on taxiways.
- No further discussion.

### **7.2 Discussion about Creating a Designated Transient Military Parking Area**

- This discussion is coming from some issues with aircraft parking and blocking areas – Military aircraft specifically. There is an ordinance that states a Lease holder, meaning an FBO, cannot park an aircraft on areas that they don't have under lease hold. For the time being, the North Ramp is an authorized parking for both FBO's for military aircraft. That is the same area that is covered by the RFP. The idea is that we there is quite a bit of area that is not under lease by and FBO that belongs to the City and is under control of the City on the Main Ramp, also the area around the terminal and to include Taxiway Charlie if we needed an overflow situation. There could be some positive elements in designating a military transit parking area that could be serviced by both FBO's. Then the Military Aircraft can say who they want fuel from and the City would not be in between either FBO and could potentially stop some of the Military Aircraft parking where they shouldn't be. Both FBO's have a certain amount of area and depending on how much business they have, they can accommodate certain military aircraft.
- Mr. Stebbens opens up the discussion to the audience for comments/questions.
- Mr. Tom Stokley states the area to the East of their hangars has been used pretty regular for refueling which is fine but they have to taxi right next to their hangars and the big twin rotor helicopters tend to throw a bunch of rock. If it is going to be left like that, he's all for it but really do need to move the lights that are between Alpha and that area which is painted green. It should be turned into an area where those

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helicopters or whatever have some area that they can get to and not pushed against the hangars, because the actual taxiway is right at the back of the hangars. That's the only problem he sees, otherwise he thinks it's fun to see them over there.

- Mr. Ed Weber states that since the Airport Terminal area is not used anymore and not a restricted area, there are many reasons for using that area for Military. There are restrooms at the terminal, the restaurant. He states the only area where there might be a problem would be the Fire Department and blowing rocks around that area. He thinks that is an area that should be looked at primarily. It would be easily available for both FBO's for their fuel trucks and would not have to on any of the taxiways of the transient parking area to get to that parking area for the Military.
- Mark states a couple things (A) we are in the start of an of Master Plan, so he thinks this will be a topic as part of that (B) we were recently contacted by an outside business that is showing some interest in additional RFP's in the future and they noticed quickly there was nothing occupying near the terminal and some of those areas around as well as Taxiway Charlie. Mark believes that possibly over the next six (6) months or so in addition to that Master Plan process and some other ideas of land use, we will also be looking at number of shade ports, number of tie downs and what is the right mix and possibly identify things we haven't even thought about.
- Mr. Stebbens states the current Master Plan we have in effect today was really forward looking and there is a lot of area that can be developed for aviation use that is beyond Taxiway Charlie and purposed Taxiway running towards Highway 95 from near the water tank and there is still area beyond the water tank that has not been improved as far as grading. In Mr. Stebbens view, that Master Plan is significantly well done and shows room for lots of hangars. The elevated space by Taxiway Charlie was the location for the new terminal, that really ten (10) years later we really don't have the need for. We have the room but one challenge we face is how do we get Taxiway's and water, sewer and electric to those areas as a precursor to a RFP for someone who wants to build hangars? And how do we defray those expenses or recover them on lease rates?
- Mr. Stebbens addresses the light poles. Knows that is an issue "near and dear" to Mr. Stokley's heart. It however it not an issue that Mr. Stebbens doesn't share his solution for. Reason being a twin rotor helicopter would then think about hovering across that area and that could cause some problems. If they can ground taxi, they can use that North Ramp area without blowing any rocks. Whether or not the light poles are there doesn't stop them from getting right in there.
- Mark states one of his goals is the soil cement has hit its expiration date and starting to crumble and one of the positive things about the taxiway design and taxiway projects, it creates a huge resource of mill material and can be utilized in places to support areas where you don't have the FOD (Foreign Object Debris). Might be a good solution to eliminate that but how do you designated or delineate that so it doesn't appear to be a taxiway and don't drop into that.

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- Mr. Stebbens states he asked for this to be put on the agenda for the purpose of seeing what the general thoughts were. There are two (2) members on the board that are part of the Master Plan Committee and that can certainly be brought up at the planning committee if they feel there is support for it. Mr. Stebbens would like to know if it's a good idea or not and whether or not we should move forward with it. He states this is a good time for new fresh set of eyes with the new Airport Supervisor because there are some challenges.
- Discussion between board members and giving their thoughts. But they are all in agreeance that a designated area for Military Aircraft is a good idea.
- Mr. Stebbens closes discussion

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

- Discussion on City Ordinances and how enforced
- Discussion on Remote Communications Outlet (RCO)
  - Mr. Sheehy proposes we table the RCO topic for when the new Airport Supervisor comes on board, this way we aren't having to repeat the topic

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

- Wednesday, January 16, 2019
- Wednesday, February 20, 2019

### **10. ADJOURN**

- Motion to adjourn by Schultz; seconded by Zieff. Unanimously carried. Meeting adjourned at 5:57 p.m.