

Wednesday, June 21, 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, Steve Huff, Dave McNary; Bill Boyer (Alternate)

Regular Board Members Absent: Mark McKenna, Jeff Sayre, Ben Strader

City Council Member Present: Cal Sheehy

Airport Operations Staff Present: Steve Johnston, Rondi Lichtl

### 4. CALL TO PUBLIC

Chairman Stebbens requested a Call to the Public for any comments and issues to address. No one from the public was in attendance.

### 5. MINUTES

#### 5.1 Approval of May 17, 2017 Meeting Minutes

Chairman Stebbens called for a motion to approve the minutes of the meeting held May 17, 2017. Board Member Boyer made a motion to approve; Board Member McNary seconded. Unanimously approved.

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

#### 6.1 Airport Supervisor's Report

Mr. Steve Johnston provided updates to various items:

- ACIP (Airport Capital Improvement) meeting scheduled with City staff, ADOT, and Coffman & Associates for July 26<sup>th</sup> in Phoenix. CIP list dated 5/18/17 references a list of projects.
- FOD grant – 100% review expected 6/30, then go to bid (value about \$500-\$600k).
- Electrical Vault – in review; question on the scope. Review scheduled for end of

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June.

- Staff attended AzAA Airport conference in May in Prescott, AZ. A significant development was that due to ADOT sweeping funds, the pavement maintenance projects are now on hold until late 2019. Our FOD and Hydrant projects allowed to continue/complete.
- ADOT person in aviation division was the only one to put in pay requests for grants. He has since retired due to health reason. Replacement's responsibility will be to help with processing funds in order to safeguard from future budget sweep.
- Hangar information – policy has morphed overtime. Hangar cannot be used as a moving warehouse (e.g. retail business supplies being stored).
- Pavement rejuvenator applied on taxiway 3/2. Binder used on asphalt all dried up. Rejuvenator soaks in to bind and should extend life about 4 years. Alpha 2 is next.
- Terminal floor was waxed.
- Awaiting PCI pavement results, which may not come until end of year.
- C-130 damaged end of runway due to a sharp turn. Repairs pending.
- Street Renaming from Hangar Way to George Molitor Way goes before council on 6/27.
- Hangar 24 sponsoring AirFest on November 4<sup>th</sup>. Military fly-bys planned. Will require temporary, short-term closure (e.g. ~1-2hrs) of runway due to this planned event.
- Shade port tenant complaint regarding parked vehicle impeding space of parked aircraft. Policy to be developed to identify parking parameters.
- Parking lot clean up with new stickers for permit parking area.
- Sent letter to FBOs regarding intended C-17 landing here. Cautioned against it due to weight and size limitations cannot handle the load.
- Rotating street light to add evening light to gravel parking area adjacent to Hangar 24.
- Checking with engineering consultant regarding placing additional 3 tie-down spots to large shadeport near fire station for lease option.
- D2 moving forward with new hangar build: 3 small executive hangars, row of about 28 nested Ts spots and 6 shadeports.
- June 14<sup>th</sup> power outage at airport from 6/13 11pm through 6/14 at noon. UniSource wiring self-combusted. FBOs were without electricity for this period and could not operate their hangar doors; terminal went into backup generator use.
- Unique airplanes visited: Lockheed P-3, Ospreys, F-18.
- Repainted segmented circle.
- *Chairman Stebbens mentioned the local chapter of 99's will be hosting their 2<sup>nd</sup> Annual Havasu 600 air race in November. Two local 99's will be participating in 2,600 mile classic.*
- *Chairman Stebbens commented the hang glider tote operation here during spring break is not in accordance with FAA standards 14 CFR Part 101.*

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- Board member Huff questioned the operation of a jet pack at Sara Park where it can soar to 100 mph with an eight minute duration. Happened about 3-4 weeks ago. Steve Johnston acknowledged he has been here before but needs a special permit to operate from FSDO.

### 6.2 Upcoming Airport Events

- Hangar 24 submitted plans for air show on 11/4/17. Seeking approval for Military fly by. Will advise tenants about expected short duration of closures.

### 6.3 Civil Air Patrol Presentation

- CAP was not able to attend; plan to have this re-scheduled

## 7. PUBLIC HEARINGS

### 7.1 Election of Chairperson and Vice Chairperson for 2017/2018 Term

- Motion was made by Board Member McNary to re-appoint Shannon Stebbens as Chairman, and Louis Worthy as Vice Chairman. Board Member Boyer seconded the motion.
- Chairman Stebbens agreed to accept the nomination to continue as Chairman. Vice Chairman Worthy agreed to accept the nomination to continue as Vice Chairman.
- All members present provided a verbal vote:
  - Unanimous vote for Shannon Stebbens to be Chairman for the term 7/1/17-6/30/18.
  - Unanimous vote for Louis Worthy to be Vice Chairman for the term 7/1/17-6/30/18.

### 7.2 Review Draft Airport Vision Statement

- Board Member Huff presented Vision statement information. *Chairman Stebbens commented he liked the one proposed by the staff a few months ago. Master Plan coming; need a vision statement included.* Board Member Huff made motion to table topic until next month. Board Member McNary seconded. All in favor.

### 7.3 Review Draft Tenant Mailing Regarding Hangar Use Policy

- Steve Johnston reviewed proposed letter for a meeting in July with airport tenants. *Board Member Huff asked about consequence for infraction with regard to hangar inspections and use policy. Chairman Stebbens iterated the process is intended to educate on compliance.* Steve Johnston will schedule with Fire Department to participate in inspections. Motion by Chairman Stebbens was made to support the letter; Board Member Huff seconded the motion. Unanimously approved.

### 7.4 Review Pavement Condition Report

- Steve Johnston provided the overview of the 2014 ADOT pavement condition report of the PCI (Pavement Condition Index). Photos reviewed during the presentation showing current day visual of the conditions.

### 7.5 Discuss Airport Budget

- Chairman Stebbens is most interested in understanding what has been spent in the maintenance account code. Steve Johnston provided specific line information

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overview and insight. Chairman Stebbens asking for historical overview and projection. Topic to continue for discussion next month.

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

- Vision Statement
- Budget (e.g. Trend Analysis)

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

- August 16, 2017

### **10. ADJOURN**

- Board Member Boyer motioned to adjourn the meeting; Board Member McNary seconded the motion. Meeting adjourned at 6:27pm