

Wednesday, July 19, 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

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

Rondi Lichtl conducted a Roll Call of the Board members:

Regular Board Members Present: Chairman Shannon Stebbens, Dave McNary, Steve Huff, Brian Schultz, Jeff Sayre, Shannon Hicks-Hankins

Regular Board Members Absent: Vice Chairman Louis Worthy

Council Member Absent: Cal Sheehy

Airport Operations Staff Present: Steve Johnston, Rondi Lichtl; Mark Clark, MSD Superintendent

- Chairman Stebbens welcomed the two new board members: Shannon Hicks-Hankins and Brian Schultz. They each provided a brief introduction.

4. CALL TO PUBLIC

Chairman Stebbens requested a Call to the Public for any comments and issues to address. Two community members from the public were in attendance.

5. MINUTES

5.1 Approval of June 21, 2017 Meeting Minutes

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

6. COMMUNICATIONS, ANNOUNCEMENTS, AIRPORT SUPERVISOR'S REPORT

6.1 Airport Supervisor's Report

Steve Johnston provided updates to various items:

- Meeting scheduled in Phoenix with FAA, ADOT, C&S, Kauffman and Associates and city staff on 7/26 for CIP meeting to discuss future grant projects.
- Awaiting go-ahead on FOD grant project; 100% review is near. Going to bid soon. Plan is to move ahead by August.

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- Electrical Vault project has received approval for advertisement and will expedite advertisement in local and business sections of newspapers the next couple of weekends. A non-mandatory pre-bid meeting on 8/3 at airport conference room.
- ADOT had a board meeting and advised their 4.5% share for federal grants (91.6% Federal; 4.5% State; 4.5% Local), the state will go up to 15%; additional will come out of our budget.
- Pavement rejuvenator will be applied to Alpha 2 taxiway connector due to the C-130 making a tight turn and damaging the pavement. This is meant to help protect the pavement from raveling.
- July 15th windstorm took out a tree and damaged some cars.
- The AWOS was inspected and is working properly.
- Air conditioning units at terminal under repair.
- June 27th a request was made to the City Council to change Hangar Way to George Molitor Way; the sign is in production.
- Staff continues discussion with Hangar 24 regarding the Airfest event scheduled for Saturday, November 4th. Military flyby paperwork has been signed. Meeting scheduled for Friday, July 28th at 10am. 99's, EAA, Civil Air Patrol and staff invited to attend the meeting. Will discuss plans with the FBOs.
- Staff working up policy for shadeport tenants regarding parking concerns.
- Staff working on cleaning up the central parking lot due to non-permitted parking concerns.
- Acknowledged couple of long time tenants have passed away.
- Overview of organizational changes presented by Mark Clark, MSD Superintendent:
 - As of July 1st, the Airport operations was placed under the leadership of the maintenance services department.
 - Overview of multiple plans to draw from broadened support group like signage, etc.
 - Complemented Steve on coordinating with procurement the expedited need with posting bid advertisements.
 - Direction has been to focus on Airport activities as a top priority.
- Will be rotating a street light in order to illuminate the gravel parking area utilized by Hangar 24 for overflow parking.
- Talking with consultant engineers to put tie downs in the large shadeport; not priority.
- D2 hangar development is moving forward.
- C-130 and Sky Crane (supporting fire efforts) came into airport.
- Tree trimming around airport completed.
- Awaiting documentation from Fire Department regarding hangar self-inspection checklist. Airport staff will be doing inspections (without fire department help) according to the new FAA regs established as of July 2016 without additional

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requirements. First set of inspections will start with city owned hangars.

- *Chairman Stebbens (CS) asked: Has ADOT provided go-ahead on the FOD project? Steve Johnston (SJ): Once we get the 100% review, we anticipate going forward. Plans and specs are done and advertisement will occur. (CS): Is it your sense that we are prepared to self-fund the difference? (SJ): For the FOD grant, it is 90% state funded and 10% local funded, so we are good for that. (CS): Do you anticipate closing the runway to overlay the pavement? (SJ): There are three projects at hand: The Electrical Vault – don't anticipate runway closure; most work done at night; The FOD project – yes, could be runway closures but most work to be done at night; The application of pavement rejuvenator will be to apply in early morning hours and dry by daylight with staff coordinating through hand-held radios to communicate with aircraft. (CS): In reference to the George Molitor Way sign, can we coordinate a date to have a formal dedication with EAA to participate? Mark Clark: Certainly; we have a cover available for unveiling. Pick a date and we can arrange it. (CS): Okay; will get with airport staff to coordinate maybe at next EAA meeting. (CS): In reference to the recent passing of two significant community members, they will be missed. (CS): Asked for quick input regarding the upcoming EAA event. Board Member Shannon-Hicks provided overview of the Havasu 600 air race to be held November 9th thru 11th.*

6.2 Upcoming Airport Events

- 99's have air rally at airport November 9th thru November 11th
- Hangar 24 will have their Airfest November 4th

7. PUBLIC HEARINGS

7.1 Review Draft Airport Vision Statement

- Board Member Huff presented a re-focused draft vision statement for consideration. Discussion over content and suggested statement. Chairman Stebbens read the two proposed options. Brief discussion occurred. Board Member Sayre motioned to table discussion until next meeting; Board Member McNary seconded; all agreed. Topic tabled to next meeting in August.

7.2 Discuss Airport Maintenance Budget

- Was requested last month to see where budget money is or is not being spent. In reference to the brief summary of a few airport categories, Chairman Stebbens said he finds Mr. Clark's comments "refreshing." Mark Clark said he and Steve Johnston are expecting to meet with airport engineer to discuss maintenance of runway, etc. Plan to prioritize areas of need and in preparation for the upcoming master plan, try to establish a baseline of recommendations. Asking pilots and users to advise of any innovative ideas being done in other various airports. Chairman Stebbens said he is happy to see a way forward. Board Member Sayre appreciated the input and focus for airport priority.
- Chairman Stebbens: Would like to learn more about the budget process and learn more about the budget and breakout the personnel costs and see where we are at.

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Mark Clark said the information can be provided. Haven't spent a lot of money on materials and contracting out, and the answer is that is probably the area we will be focusing on. Chairman Stebbens: My view is the airport board should become aware of these budget items. The goal of the airport board is to provide support to you and the city council to justify the budget for the airport. Mark Clark: that support will be useful as it relates to the level of pavement maintenance and budget. Chairman Stebbens: Takes the responsibility of the airport board to be able to have a closer contact with the airport and understand the needs and seek further support for MSD with the city council.

8. FUTURE AGENDA ITEMS

- Airport Vision Statement
- Hangar Use Policy
- Civil Air Patrol (CAP) – Presentation of Flag

9. FUTURE MEETINGS (third Wednesday of each month)

- September 20, 2017
- October 18, 2017

10. ADJOURN

- Board Member Huff motioned to adjourn; Board Member McNary seconded; all in favor. Meeting adjourned at 6:17pm