

Wednesday, January 18, 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 5:31 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, David McNary, Jeff Sayre,
Benjamin Strader

Regular Members Absent: Steven Huff, Louis Worthy, Mark McKenna

Alternate Member Absent: Bill Boyer

Council Member Absent: Cal Sheehy

Staff: Steve Johnston, W. Mark Clark, 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 November 16, 2016 meeting minutes.

Chairman Stebbens called for a motion to approve the minutes of the meeting held November 16, 2016. Mr. Jeff Sayre made a motion to approve, Mr. Benjamin Strader seconded. Unanimously approved.

6.1 Airport Supervisor's Report

- Mr. Steve Johnston provided an update of the ADOT hydrant project. The project has been completed and the pay requests are being drafted.
- Design on the FOD and drainage grant project is at 30%. The design appears to be moving towards something similar to Deer Valley Airport which has large 3" or bigger rocks that are out between the runway and the taxiway. From a maintenance

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standpoint this design appears to be better route to go with than the soil cement which is difficult to maintain.

- The electrical vault grant funded project is at 100% design completion. Pay requests are forthcoming from both the consultant to draw down the grant.
- Within the next two weeks, staff will be meeting with ADOT in Phoenix for their required 30% and 100% design reviews on the electrical vault and the FOD grant-funded projects. Any adjustments that need to be made will be discussed and made at that time.
- Staff tested on the large crack on the Charlie taxiways with a new building product. It appears the test was successful and staff will move forward with requesting estimates to see how far we can progress with crack filling on the runways. It is expensive material, but the process does not take as long, and the lifespan of the product is supposed to be longer than the current product used. Staff will select key sights that appear to have heavy use. Crack filling will then become an annual process with filling of additional areas. Chairman Stebbens clarified with Mr. Johnston that the crack filling is a maintenance project and not subject to grants. Chairman Stebbens identified several areas, including a cargo ramp and some areas at the T hangars that are severe. Mr. Johnston is hoping that this product will hold up better than the processes used in the past. An additional test will be conducted out on alpha taxiway where the pavement has failed. A company will come in and do a 3x3 test patch so we can see if the product works.
- On Monday, January 23, 2017, the Airport will welcome a new administrative staffer, Rondi Lichtl. Rondi is filling the vacancy for the Administrative Specialist II position.
- FAA has requested a grant application for the electrical vault construction. The updated grant application total is \$611,000. This includes the City match which is about \$27,000. Chairman Stebbens asked where staff is at in the process. Mr. Johnston confirmed the grant paperwork has been drafted and will be submitted to the City within the next couple of days. Staff is hoping to have the resolution to Council by the second meeting in February. FAA requested the application by the end of January; however, Mr. Johnston does not believe that we can complete the City's process by that time. This should not be an issue with the FAA.
- The D2 Aero hangar plans were approved as part of a Part 16 investigation and settlement dating back to 2008. They will be placing hangars in, over and around the above-ground fuel station they have. Plans have been submitted to the City and are

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under review. This was taken to Council in July of 2016 and Mr. Johnston believes part of this is a lease extension on D2 sites 1 and 2.

- Upcoming events: Hangar 24 Restaurant will have their grand opening on Saturday, February 25, 2017. About that same time, the Experimental Aircraft Association (EAA) will have a B-17 in this part of the country. They will arrive on Thursday, February 23, 2017 for a press flight and exit Sunday, February 26, 2017. They will be in Kingman prior to their arrival in Lake Havasu and will move to Prescott afterwards. EAA will provide tours and rides on the aircraft while they are at the Airport. The RV Aircraft Formation Group will be returning on February 3, 4 and 5, 2017. The Royal Canadian Airforce (RCAF) will be arriving on Saturday, January 21, 2017 and will be here for two weeks. The RCAF will exit and return on Saturday, February 25, 2017 doing much of the same training as done in the previous year. Their traffic pattern will be on the opposite side of the Airport (over the mountains and to the east).
- Chairman Stebbens expanded on the EAA B-17 that will be at the Airport. The Aircraft will be on display and any Lake Havasu resident who is a veteran will be granted free tours of the display. The EAA can be contacted for ticket prices which are relatively reasonable to fly around for a half hour in a war bird. Chairman Stebbens extended the invitation for everyone in Lake Havasu to participate in this event.
- Chairman Stebbens has questions relating to the upcoming budget process and information related to the budget that was published in the newspaper. Mr. Johnston believes it will be beneficial to schedule time with Finance staff to meet with the Board members and explain the difference between the current budget process and priority based budgeting. Mr. Mark Clark, Maintenance Division Manager, addressed the board and explained that under priority based budgeting, Department budget will be allocated based on program rather than just a lump sum amount. The Airport divided its effort into programs and this is how it is evaluated, but priority based budgeting does not have a huge impact on projects for Water, Wastewater and the Airport because they provide singular programs that provide core critical activities. The other topic in the newspaper is related to the expenditure limitation. The expenditure limitation is as a result of the passing of a law in Arizona which was intended to control sales taxes; however, in Arizona, it effected how money was spent. Most cities have taken care of this over the last 30-40 years through provisions such as home rule and other exemptions. Lake Havasu City has not addressed the expenditure limitation because it did not really affect the budget until the past 3-4 years. As City Council goes through the process as to how to address the expenditure limitation, expenditures will be cramped for the next couple of years until a decision is made on the process.

7. Public Hearings

7.1 Badging Requirements for a Part 139 Airport

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Chairman Stebbens explained that the Airport Advisory Board created a subcommittee prior to the holidays which has been inactive. He will coordinate with the subcommittee members, Mr. Boyer and Mr. McNary, along with the rest of the board members and Mr. Johnston to address this issue. Chairman Stebbens asked Mr. Johnston to briefly address the badging requirements of a Part 139 airport.

Mr. Johnston gave a brief history on badging requirements based on other airport facilities. Typically general aviation airports are not exempted to badging requirements; however, they are not held to as high of standards as a Part 139 airport. Mr. Johnston does not anticipate an issue for the Airport, but there may be differences for carriers, even if it is a small aircraft. There has not been much in-depth research on this topic and the information provided is from other local airports.

Based on a conversation Chairman Stebbens had with a board member of the Kingman Airport, who ceased scheduled service, they require badging for any unescorted access beyond the fence. They are rapidly moving forward with the requirement of badging for anyone with gate access allowing them to log entry and exit times. This includes all man gates, as well as vehicle gates. The cost points for the Airport would be staff time for tracking and logging, the computer system, and the gate reading system, which he is estimating at \$100,000 outlay to comply with the Magic System. The issue then becomes that both of the FBO's would have to implement changes with regard to allowing access through the FBO to secured areas by un-badged persons. Chairman Stebbens believes badging will not be a big issue if we provide education and changes to the way that we currently conduct business.

7.2 Presentation of a Draft Airport Vision Statement

Chairman Stebbens clarifies that this agenda item should be a discussion of a draft Airport Vision Statement rather than a presentation. It is his understanding that the Operations Director has appointed Mr. Mike Bingham as the point person for the City on developing a vision statement. Chairman Stebbens requested that Mr. Strader and Mr. Huff schedule time to meet with Mr. Bingham and prepare a presentation for the February board meeting.

7.3 Local Application of the New FAA Hangar Use Policy

Chairman Stebbens requests that this topic be continued as an agenda item of the next few of AAB meetings, because it is necessary to draw attention to the fact that this is a new policy, it is relaxed over the policy that is in effect today, and it is a policy that is getting ready to be put into effect at the Airport. The Airport has a few compliance issues that will need to be addressed. The basic genesis of the new policy is that an airport hangar on a federally obligated airport must be used primarily for aviation. The new policy does not exclude other items from being stored in hangar space. For example, vehicles have not historically been allowed to be stored in hanger

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spaces. Any additional items stored in the hangar cannot encroach on the footprint of the aircraft. Nothing stored in the hangar can affect the ingress or egress of the aircraft to or from the hangar. At no times can you overnight in the hangar or have a trailer that is camped out in. The only exception is for an FBO providing commercial activities. You can never store any household goods within the confines of a hangar. This is a general overview of the policy and if there are additional questions, the public can contact Mr. Johnston at the Airport or any member of the board.

8. Future Agenda Items

- Airport Hangar Use Policy
- Part 139 Badging Requirements Discussion
- Airport Vision Statement Discussion
- Budget Education Presentation
- Street Renaming Policy- Renaming of Hangar Way to George Molitor Way

9. Future Meeting Date – Wednesday, February 15, 2017 @ 5:30 p.m. Council Chambers

10. Adjournment

Chairman Stebbens asked for a motion to adjourn. Mr. Jeff Sayre made a motion to adjourn and Mr. Benjamin Strader seconded the motion and was unanimously approved. The meeting adjourned at 6:03 p.m.