

Wednesday, October 17, 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)

---

### 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, Mark Zieff, Robbie Willis; Shannon Hicks (alternate), Ed Weber (alternate),

Regular Board Members Absent: Brian Schultz, Bill Boyer (alternate)

Council Member Present:

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.

- Doug Iverson tenant of Hangar 79, just south of Havasu Air and noticing a lot of Military Operations at the taxiway, and the tie down area behind their row of hangars. Not sure if that is customary, but they are blowing a lot of rocks all over the place and a lot of gravel and for anyone that has airplanes, knows that gravel is not good props. If the operations are going to take place there and when they are taxing out of there, then the City should provide some sort of sweeping apparatus that can come in there after Military operation and clean that area where they have to taxi. It's not fair for those tenants to have gravel blown all over the place and then have to take their aircraft across that area.
- Mr. Stebbens states there is a sweeper that belongs to the Airport and will look into it
- Mr. Tom Stokley hangar 74 would like to reiterate that yes, he has had the Chinooks go by and blow gravel, lift the gravel and hit the back of the hangar. Stated that either last night or today they were not pulled forward far enough and could not follow the taxi line to get their airplanes to their hangars and that's pretty much their only access. If "we are going to park there and allow Military to park there, something better needs to be done" rather it's get rid of the gravel.

**Wednesday, October 17, 2018 at 5:30 p.m.**

## **MEETING MINUTES**

### **5. MINUTES**

#### **5.1 Approval of September 19, 2018 Meeting Minutes**

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

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

#### **6.1 Airport Supervisor's Report**

Mark Clark provided these updates:

- Mark identifies himself and title of Public Works Manager.
- One of the key critical things being worked on is the replacement for Steve. It was advertised in mid-September for that position. It is an open advertisement, so as applications, they are reviewed and have scheduled interviews for the end of the month. The process is moving forward as quickly as we can. Mark stated he chatted with the City Manager and it's important even on his part to make sure they hire a qualified, good applicant. Can't guarantee the process will be quick, but do the best we can to replace Steve and move forward. This will be the 3<sup>rd</sup> Airport Manager in Lake Havasu since 1991, which is a pretty exceptional record for Airport Managers. Some Airports are replacing Managers every 2-3 years
- October 24, 25, 26 Rural Transportation Conference that rotates around the State and this is the 20<sup>th</sup> year. At the end of the conference on the 26<sup>th</sup> at 9:00 am, in the Council Chambers will be an ADOT Transportation Board Meeting, that is the State Transportation Board, Airports are covered in the process if anyone would like to sit in
- City is getting ready to celebrate 50 years of the purchase of the Bridge Saturday, October 20, 2018. 10:00 am is the presentation and discussions under the Bridge and 11:00 am the Bridge will be closed for a sheep drive. More information is on the internet

#### **6.2 Upcoming Airport Events**

- 10/27/18                    2<sup>nd</sup> Annual Hangar 24 Air Fest
  - Mr. Weber asks if there are any requirements for identification for the VIP parking
  - Mark states he is unsure and will have Paul get in touch with him.
  - Mr. Zieff states he has heard parking and transportation to the airport might be an issue, that maybe golf cart transportation, even for handicap people, not sure what is going to be offered.
  - Mr. Stebbens clarifies that the City has no part in parking and transportation.
  - Mark states this is not a City event we are just letting everyone know because it an activity in interest to the Airport, but stated Mr. Blazer is participating in that part of the process and both of the concerns will be passed on.
  - Mr. Shannon Hicks indicates that she has been working with the Hangar 24 people planning and knows there is supposed to be transportation from the parking lots

**Wednesday, October 17, 2018 at 5:30 p.m.**

## **MEETING MINUTES**

and there is handicap parking as well and there will be a VIP pass and you will have to be identified to be in the VIP parking

- Mr. Stebbens asks Ms. Hicks to speak about the upcoming Air race since it will be taking place before the next meeting
- Ms. Hicks states the Rio Colorado Chapter 99's, local Chapter is hosting their 3<sup>rd</sup> annual Havasu 600 Air Race which is Cross Country Air Race which totals 600 Nautical Miles. It starts November 9, 2018 which starts in Temecula, CA. Travels from Temecula, Sun Valley Airpark which is South of Bullhead, Cottonwood, down to Ryan in Tucson. Racers stay overnight in Tucson. Saturday November 10 they will fly back into Havasu. There will be a banquet that evening, tickets are available if anyone wants to purchase. Planning on distributing some scholarships. Can go to website [www.havasu600.com](http://www.havasu600.com) for more information. There are 20 racers, it's all about raising money of aviation scholarships
- Mr. Stebbens ask her speak about arrival times in case anyone wants to come watch them fly in
- Ms. Hicks states that the faster airplanes will be leaving about 9:00 am out of Tucson and possibly start showing up between 10:30-11:00 am
  - ❖ Mr. Stebbens asks Mark if he has a status update on the Master Plan Advisory Committee Selection Process
  - ❖ Mark states, yes and his recollection is October 30, 2018 is a meeting and invites went out within the last few days. He states that if you had volunteered for that and didn't get an invite to send him an email and he will check on the status of that. Times are from 1:30-4:30 pm

### **7. PUBLIC HEARINGS**

#### **7.1 Presentation and Discussion on Closure of Taxiways**

- Mr. Stebbens turns over to Mark so Mark can brief that audience
- Mark states there was a development of some clarification from the existing City Code which is 11.08.420 – which prohibits taxiways being closed, but obviously there is a need for taxiways to be closed. It is labeled draft but has been presented to the board and staff will be using it an operating enhancement. The policy talks about emergency situations or maintenance on the taxiway or construction or in the event of a special event like the Hanger 24 Air even where the whole Airport will be closed. We are moving forward with this
- Mr. Stebbens opens this item up for public hearing and asks if anyone in the audience would like to comment on this issue
- Pam Rudolph has been a tenant since 1997 and she also worked as an employee for the FBO when it was Sunwester Flyers. She states this is the third meeting and many months that she has attended where they are addressing the issue of Havasu Air Center illegally closing off taxiway Alpha to refuel airplanes. She states according to the Airport Operating Regulations, taxiway areas shall remain open to taxing aircraft

**Wednesday, October 17, 2018 at 5:30 p.m.**

## **MEETING MINUTES**

at all times and no aircraft shall be parked in taxiway areas or left unattended that would interfere with the free flow of traffic. It was also discussed at the August meeting, that because we are an airport that takes federal funding we sign agreements to comply with Federal rules. If you have attended any of these meetings, you know that Steve Johnston got us hundreds of thousands of dollars in grant money for the Airport. So if you refer to the FAA 51906B – the Grant Assurances it states that one the most important functions of the local regulations is control the use of the Airport in a manner that will eliminate hazards to the aircraft and people and structures on the ground. If aircraft are parked too close to an active runway, the aircraft themselves become a hazard. Also, at that August meeting, it was mentioned of the runway obstruction free area and that it was explained that there are standards for minimum distance clear zone from the runway center line. Taxiway Alpha at the North End is within this clear zone and the only thing that can be on this taxiway is a taxiing aircraft without closing the runway. So to her there are City regulations that have been in effect for more than 25 years, long before the Air Center was built and FAA regulations and advisory circulars prohibiting the closures of taxiway Alpha. She states her friend Shannon Hicks who has been a flight instructor here for more than 20 years, she has spoken of the safety issue where she has come up on a coned off taxiway that was not explained, was not NOTAMed and nobody out there to direct airplanes and she couldn't get anyone on the radio. Pete LaPlaca also had spoken about this and his family has been in aviation since the Airport was located on the Island and the Airport has his name on it – Joe LaPlaca Airport. Pete expressed safety concerns with student pilots or any pilots flying in and having to back taxi on the runway, which there is also a regulation on that in the Lake Havasu Operating Regulations that states all aircraft preparing to take off via that taxiway to the end of the runway, midfield or intersection take offs are prohibited. So as pilots they are supposed to have the available information pertaining to the flight, but how can they do this when a business owner decides arbitrarily to shut down a portion of the runway or taxiway. It has been said that there are over 10 acres of ramp space offered to Havasu Air Center to conduct the refueling without closing taxiway Alpha that would also allow, which is in Hangar 76 where the hangars are beat up by the gravel and all the stuff when the Military lands back there with the helicopters. The Lake Havasu Operating Regulations says the Airport Manager has the authority to enforce the rules and regulations but we no longer have an Airport Manager or have an Airport Manager, even though Steve's authority was ignored and they continued to close taxiway Alpha. She knows this board only have the authority to make recommendations to staff, but she wanted her voice heard as an Airport Tenant. Just wanted to be on record that it's time whoever in the City has the authority to enforce the City Regulations and should do it before the FAA gets involved and we take the chance of losing federal dollars. She feels discrimination her as part of the aviation community and depriving her the use of taxiway and runway

**Wednesday, October 17, 2018 at 5:30 p.m.**

## **MEETING MINUTES**

- Mark clarifies from staff standpoint that the Airport Advisory Board provides recommendations to the City Council and don't actually provide recommendations to the staff. Second clarification is reason for emergency situations, however we don't have control over the military and the staff did speak with the military flight commander during the event and it was explained to staff that he made that decision to stop there due to the winds and some other circumstances. Staff did go out and address the issue, did participate and discuss with the business owner and found that we were comfortable with the decisions that were made at that time. But that doesn't mean we are not looking for solutions to the issues. The City did go through the process and evaluate and were comfortable with that it wasn't Havasu Air Center that closed taxiway Alpha, that it was the decision of the flight commander and the circumstances related to the broken down helicopter which was the one parked in the middle area and then the two birds that didn't want to get stuck there. He would be happy to any specific questions
- Mr. Stebbens states we have a history of two years of closing this taxiway. He also makes a couple comments. He states he spent 20 years as an Army pilot and Army pilots don't go to an Airport they don't own and make parking decisions. The pilots only park there because that's where they were told to park. It's his position that a business owner should tell them that they can't put fuel in there because it's not a legal parking place. He's aware there are two sides to this
- Mr. Weber comments that is it possible that the Airport could mark the area of taxiway Alpha "No Aircraft Parking or Landing" in this area. He knows he has been to other airports around the country where they have had markings that sort "No Parking" or "No Landing" and could the Airport look into marking that area, then the Military can't land there if it's marked.
- Mark states the City Staff into all kinds of options and solutions. We recognize that there are some concerns and trying to address those
- Mr. Tom Stokley of Hangar 74 states first thing he sees that bothers him is that you have an ordinance with no back bone to it. There's no fines attached and he would like the board to recommend to the City Council that fines be attached to these things when it's found that this was done unnecessarily. He states that he was actually at the Airport and watched the one aircraft come in, but wasn't paying attention to closure, but the other two airplanes stopped on the taxiway and he was leaving and they were stopped for about 4-5 minutes and those engines were still running. At that point, by then somebody could have moved them or have done something to get the taxiway open. He has a hard time believing that's what they were doing. Furthermore, he is feeling that maybe it's time for the FAA to be notified.
- Mr. Doug Iverson states that on the subject of Military Operations is that one thing maybe the board should consider, is that if they are going to be using, he comes here intermittently and he often sees helicopters behind his hanger so it's not this is a one-time event. It was an emergency situation of course anyone can go anywhere, but if

**Wednesday, October 17, 2018 at 5:30 p.m.**

## **MEETING MINUTES**

there is going to be constant Military Operations at the Airport, why don't they have a member up front concerns can be talked about to them.

- Quick conversation back and forth between Mr. Stebbens and Mr. Iverson. Mr. Stebbens is asking who Mr. Iverson is referring to. Mr. Iverson states a representative for the Military and who allows them to come here.
- Mr. Stebbens states anyone who takes Federal funding is required to allow all Military Operations. Part of the Grant Assurance is the Military have the right to be on our Airport. Mr. Stebbens states again about being in the Army and he can guarantee that never a transit aircraft where he made the decision to park wherever without asking everyone he could ask first. It's just SOP in the Army, it's not the Army causing the problem, guarantee from his perspective.
- Mr. Iverson clarifies that the problem is being caused by?
- Mr. Stebbens states one of the FBO's
- Mr. McNary asks Mark, so there was a question asked by one of the people of the audience as to who can enforce the codes in the City? He knows that the Police can. Is there a Code Enforcer or can the Staff enforce the codes? Mark states "Yes". Mr. McNary also states the gentleman states there are no fines attached and he hasn't checked the Code but knows more City Codes have a fine attached to them and he believes that's true to this case.
- Mark states not necessarily and that there are a lot of City Codes that don't have fines attached to them
- Mr. McNary clarifies then it would be an action of City Code Violation Notification
- Mark states that could be one of the options. The City's goal is not to be punitive but to find a solution
- Mr. Stokley recites Article 9 – Violations and Penalties 11-08-960. "Any Person violating any provision of the chapter shall be deemed guilty of a Class 1 Misdemeanor and upon conviction, thereof, shall be punished by a fine not to exceed \$1,000.00. Each day that the violation continues shall be a separate offense punishable adhere above as described. He stats the first issue with this – "upon conviction" – nothing will ever be done if we have to drag somebody to court because it is going to cost more money than the \$1,000.00 the City is going to make. So that needs to be modified. So now he is requesting to the board to make a recommendation to the City Council to modify 11-08-960.
- Mr. Stebbens responds with he's not sure where the court is that would hear this, the local court and we already have a City Attorney and Prosecutor on staff to do it. He would assume it would be the same court that handles traffic fines. He admits that he's guilty and hadn't read that and thinks that it probably applies, but the object of a fine is not for the City to make money but to change behavior. He thinks this adequate to change behavior the way it's written.
- Mr. McNary states there is no cost to the City for enforcing it, it's a criminal violation at that point. So whoever handles Criminal Prosecution at the police department so

**Wednesday, October 17, 2018 at 5:30 p.m.**

## **MEETING MINUTES**

whoever handles that would handle this and there would no extra cost into enforcing it

- Mr. Robbie Willis states he was in a previous meeting where the whole terminal area was offered for things like this, where there is not a lot of GA stuff happening up there, there is no hangars being beaten on, why is it not happening?
- Mark states the current designated area for fueling is the North Ramp area and there will be discussion on it in a bit and a map, but that's how it's been, doesn't mean that's how it needs to be in the future but that's the current operations and have Steve operated all those years. But doesn't mean we can examine the issue and as part of the Master Plan this may be a significant topic and these kinds of questions
- Mr. Willis states with an outsider looking in with the rotor wash and people driving their vehicles would make more sense to have it off and away from the GA stuff
- Mr. Stebbens states the rotor wash issues that if they are ground taxied. But at this time recommend to have designated Military parking area that is available to both FBO's. Park the military there and let them choose which FBO they want to have fuel
- Mark states this all kinds of thing the City Staff can look in to and we will take some of this stuff as suggestions
- Mr. Stebbens closes the public hearing and states from what he heard and some of the comments from the board is we have the proper documents and that it appears to him that if we close the taxiway we are under obligation of a Grant Assurance of operation and safety to close the runway simultaneously. So in his opinion, if an aircraft is parked for refueling on taxiway Alpha we then have to immediately close the runway for all activities until that is removed. He thinks what everyone wants to know is, when is it going to stop?
- Mark states that he's not a pilot, he's not an Airport Manager by trade skill set so he doesn't feel qualified to make those determinations at this time but he will pass this information on.
- Mr. Stebbens states that maybe it's time to go to City Council as a board because they are tired of this.
- Mark states the City Manager is going to try and make the new couple meetings and make these discussions, but this board is an advisory board to the City Council, so that would be the proper process.
- Discussion issue only so requires no action to be taken.

### **7.2 Presentation, Status and Discussion on Hangar Development SOI/RFP**

- Mark has map of the area in question that will be available for RFP, some concerns addressed by the public that they would be landlocked and that will not occur. They will keep in mind that the existing hangars will have to have public access. So part of the RFP process this is a preliminary sketch that identifies taxiways that would probably remain public for a couple of reasons; It allows us to get grants for that work area and doesn't require a private expenditure. The entire area will need to be surveyed. The City Manager's intent to not be restrictive of the Airport purposes, not

**Wednesday, October 17, 2018 at 5:30 p.m.**

## **MEETING MINUTES**

to prejudge what should go here. The RFP will be a public process that allows for those to be reviewed and developed. For informational purposes, this area has been drawn up for tie down for a long time, there is about 30 or 40 spaced and currently one tie down under lease that we started to relocated several months ago but the ball got dropped, to the south location. Because since about February or March this area has been designated for a fueling area.

- Mark also shows a Draft of the RFP. This RFP will be for aviation purposes only. There is approximately 3.5 acres covered under this RFP.
- Mr. Stebbens asked if there is a timeline on when this is going to come up formation?
- Mark states the City Manager has tasked them with getting everything ready to go as soon as possible there is some discussion depending on how the hiring process goes through if it is going to be fairly quickly then we would like to have him/her to participate in this process but we also don't want to sit here and wait and realize the hiring of the Airport Supervisor may take longer. The intent is to move forward as quickly as possible because we hear from the public that is an interest in hangars and we don't want to quash that opportunity and then recognize that as part of the Airport Master Plan process that other areas can be opened up for RFP
- Mr. Tom Stokley wants to know if the fueling area is that strictly not going to be in the RFP?
- Mark states we have not identified that. It is one of the key questions to the discussion
- Mr. Stokley states that it is called a fueling area but then he sees an RFP and it was pointed to the survey for the RFP and that's why he's asking because he wasn't sure.
- Mark states for clarification purposes that the current area that is being used as a fueling area is the front down where the tie downs. So one of the discussions that will have to occur at staff level and for the public to feel free to send us comments that whether the survey area is enough of a viable area to go out to an RFP or is there reason to evaluate the lack of tie downs as a commercial enterprise. Example being Mark was surprised that there are 30-40 tie downs that aren't being used in the central area. So we have 70 tie downs that aren't being used and may not be used for a long time, is that really the best economic use. So that will have to some of the things discussed as part of the process.
- Mr. Stokley wants to know if the six north hangars; would that be available in the RFP? Or will those continue to be rented to the tenants?
- Mark states we are not planning on changing any of the status of the existing of stuff, this is for development of land only.
- Mr. Stokley states that the tenants are a little concerned with rumors flying around that there is somebody interested in it is also interested in those hangars. Mr. Stokley states the all the leases are month to month and the City can kick them out at any time.
- Mark states that the staff's goal is to recognize the vacant land that is available for development in a RFP.



**Wednesday, October 17, 2018 at 5:30 p.m.**

## **MEETING MINUTES**

- Mr. Stokley then asks if restriping of the fueling area to better benefit refueling?
- Mark states, Yes, that one of the things that has come out of this whole process is the City has designated some areas for uses, but didn't really change any of the processes that we are utilizing them for.
- Mr. Stokley also states there are two lights in between the Apron and Alpha taxiway and/or signs that that if moved to help facilitate aircraft a lot better. And he is thinking that if it was restriped and redid it, it would help facilitate the helicopters better and those six tenants access better and to make it so that situation that just occurred. Maybe we can get a grant to move signs and/or lights.
- Mark states that a good point. We are not in a situation where we have to wait for grants to do these type of things. We spent \$50,000-\$60,000 of City money on pavement maintenance. We are intending to do a similar spending on City resources. One thing we paid for by a grant last year was the relocating of the fire hydrants and it probably ended up being more costly for it being a grant since it was such a small size instead of sending someone out to do that.
- Mr. Stebbens closes the public hearing as no other comments.
- Mr. Stebbens states he hopes that we can quit closing taxiway Alpha and depriving people use of the runway and that if it is an emergency then we will immediately close the runway and taxiway. He can't believe that we can't work out a win-win situation for all the parties involved and to accommodate with no issues. If the issue is who is going to get to fuel it, then maybe we need to get together and let them know the Military is going to tell you who they want to fuel and they all are going to park here. The only other remark is that while he is firmly aware that they make recommendations, they have enjoyed the relationship with staff that has made it a non-issue on going to council, he hope that we can continue that kind of working relationship and that we don't need to go council. Unfortunately, Mr. Sheehy is not here which is usually the avenue of information directly back to the council.
- Mr. Zieff states he has been on the board for just a little while, but from what he has seen it might be time to make a recommendation, from what he has seen, everyone's aggravation for something so trivial but very important. He's not sure if anyone else feels that it is time to make a recommendation.
- Mr. Stebbens states this item is on the agenda for presentation and status of discussion so the board doesn't have the availability to take a vote or any recommendations. He asks the board if there is anyone on the board that doesn't think the closure of taxiway alpha needs to stop and no one responds.
- No more further discussion

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

- Closure of Taxiway Alpha

**Wednesday, October 17, 2018 at 5:30 p.m.**

## **MEETING MINUTES**

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

- Wednesday, November 24, 2018 (Day presiding Thanksgiving, Mr. Stebbens suggests seeing about moving meeting to November 14, 2018)
- Wednesday, December 19, 2018

**10. ADJOURN**

- Motion to adjourn by McNary; seconded by Zieff. Unanimously carried. Meeting adjourned at 6:20 p.m.