

Wednesday, September 21, 2016 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 5:30 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, Louis Worthy, David McNary, Jeff Sayre, Benjamin Strader

Regular Members Absent: Mark McKenna

Alternate Member Present: Bill Boyer

Council Member Present:

Staff: Steve Johnston, Jamie Sida, Mike Bingham,
Louis Martinez, Kelly Garry

3.1 Introduction of new Board Member: Chairman Stebbens introduced and welcomed Benjamin Strader as a new Pilot Board Member and local business man.

4. Call to the Public

Chairman Stebbens requested a Call to the Public for any comments and issues to address. There were members of the public present, but none wished to address the Board. Chairman Stebbens recognized City Staff in the audience Mr. Louis Martinez, Director of Operations, and Kelly Garry, City Attorney. Mr. Martinez introduced members of his staff: Jamie Sida, his Administrative Assistant, and Mike Bingham who has several roles and here today as part of our Grants Writing Team and to fill in about 10 hours a week as needed at the airport until a replacement is found for RNs position.

5.1 Approval of July 20, 2016 meeting minutes.

Chairman Stebbens called for a motion to approve the minutes of the meeting held July 20, 2016. Moved, seconded and approved.

6.1 Airport Supervisor's Report

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- RN moved on to another job and his position has been opened for internal recruitment. In the meantime, as Mr. Martinez stated, Jamie Sida and Mike Bingham will fill in from time to time as directed.
- There will be new hanger development on the central ramp near D2 and by the fuel island. Final plans are in process.
- ADOT has encountered some issues on grant reimbursements. Their funds were raided by the legislature. They are paying down on existing grants that are out there, of which we have two, but not timely.
- FAA Electrical Vault Grant for design was approved by City Council August 9. Final design should be to FAA for their review by late this year and the goal is to go to bid by early next year.
- Survey crew was on site in August collecting survey data for the ADOT grant for FOD, runway lips, and drainage on north half of the field.
- Policy regarding hanger use to be on the agenda for State Airport Managers Group the second week of October in the Phoenix area. A panel of airport managers and the FAA. A more clear definition of allowed use is expected to come from this meeting.
- Receiving quotes for a storm water plan update.
- DBE plan to be updated and paid for as part of the Electrical Vault Grant.
- Airport Master Plan update general services agreement going to City Council for approval.
- ACIP project list is submitted to ADOT annually in late August or early September and ours was submitted and further coordination with our CIP grants priorities is being finalized.
- Mr. Stebbens asked for an update on AWOS status. At suggestion of Ms. Gary, no discussion should be done on this matter as it is not an agenda item.

7. Public Hearings

7.1 Update of Airport Rules and Regulations

And

7.1.1 Review and Recommendation of Amendment to City Code 11.08.220 Financial Responsibility

Ms. Gary gave a report of the proposed change to the city ordinance on financial responsibility. Ms. Gary said this report is a continuation of a previous discussion on insurance limits and standard contract language relating to contractual airport activities. Ms. Gary said a question was raised regarding city code section 11.08.220 as relates to financial responsibility at the airport. A handout was given to the Board Members with an

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underline-strike thru proposed ordinance change that may help clarify confusion regarding financial responsibility of airport tenants. A guideline of insurance requirement will be forthcoming from staff for this Board to review and approve.

Chairman Stebbens made a call to the public for comments. There being no public comments, a motion was made to approve the proposed new language being sent to City Council for their consideration, seconded and approved.

7.2 Update of Airport Changes

Mr. Martinez noted that as Mr. Johnston reported earlier, RN is no longer with us and we are in the process of internal recruitment to fill that position. Another change is that Steve will be reporting to him at the corporate office on London Bridge Road before arriving at the airport office. His assignment is not changing. We are entering this phase with our engineering contracts. The relatively new Community Investment Department will manage engineering functions. We still have the grant function within my department. I am improving our coordination and contact with the airport and having Steve report to me every morning for updates is part of the communication and coordination improvement for me to have more contact with the airport. We have a really good start with our contact with the FAA and ADOT with respect to the engineering contracts and CIP reports. Mr. Martinez restated the issue with ADOT and deferral payments and that other airports are experiencing and he had a call from the Yuma airport expressing the financial situation they are in being more than a million dollars behind in payments from ADOT. We are not in that position as we have yet to invoice for work completed. Ms. Sida will be making sure our payment requests and reports get downtown to be processed in a timely manner when that time comes. Mr. Martinez also informed the Board that he would add an AWOS update to the agenda for next meeting.

Chairman Stebbens made a call to the public for comment. There was none.

7.3 Update of Airport Grant Status

Mr. Johnston reported that they met with CID today and everyone has a better understanding of how grant process is going to work in the future. CID will be administering the contracts. Mr. Johnston will still be involved in the CIP process and continue to interact with C&S, with the contractors and conflict coordination with airport users, tenants, and FBOs during construction activities. The Fire Hydrant construction activity is not expected to be a conflict issue. The FOD improvements will require a closure when that goes to construction and C&S will assist with coordination and timing of construction as well as assisting Mr. Johnston with making the closures the least possible inconvenience to the airport users, tenants, and FBOs.

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On the grants matter, it appears like we are near awarding the Fire Hydrant contract for construction. The Electric Vault is in final design and when done it will go to the FAA for review later this year or early next year. In November, Mr. Johnston said he expects to be back before the City Council with a grant application for Electric Vault construction. The design includes a new air conditioned vault with fire suppression system and a new generator. Mr. Johnston reported that as a bid alternate, we will be keeping the old generator and having it converted to mobile use on a trailer to be used as a spare should there be an issue with the new generator and also to be used should there be a power failure at the terminal. It will be outfitted such that a qualified technician can power up either the field needs or the terminal needs from this mobile generator during a power outage.

Mr. Johnston reported that both the Electric Vault and FOD work should be under construction by mid 2017.

Chairman Stebbens asked if staff was comfortable with engineering. Mr. Martinez responded that he was now feeling confident with the engineering commitment today following his meeting with the City Engineer and that the City Engineer would be the project manager for the C&S contract. The Coffman master plan agreement is still under review. Engineering is adding additional staff to relieve some of the work load pressure on them.

Chairman Stebbens noted he would like to have this matter as a continued agenda item, not because the Board has a say so, but to have a forum to discuss issues, where help might be needed, and keep it within the public domain to be a help, not a hindrance to accomplish goals.

Chairman Stebbens made a call to the public for comment. There was none.

7.4 Local Aviation Contributors Recognition

Chairman Stebbens said this was addressed at the July meeting by Mr. Clark and asked Mr. Martinez if it was correct to assume that the City Council has yet to determine the criteria for moving forward. Mr. Martinez reported that staff is trying to put together a list of all categories and types of recognition within the City and it is not known when this will be before City Council for consideration although there is some urgency as street and alley naming is among the items and is a little broader context than just the airport. Could be six months.

8. Future Agenda Items

- Federal Aviation Part 139
- Airport Vision Statement
- Authorized Use of Hangers and
- AWOS
- Airspace Obstructions

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- Airport Changes, Projects and Staffing
- Upcoming Airport Events
- Report on State Airport Managers Meeting
- Engineering Department/CID progress with airport grant administration
- Air Service future
- Allowed Hanger Use Update

9. Future Meeting Date – Wednesday, October 19, 2016 @ 5:30 p.m. Council Chambers

10. Adjournment

Chairman Stebbens asked for a motion to adjourn. Mr. Bill Boyer made a motion to adjourn and Mr. Jeff Sayre seconded the motion and was unanimously approved. The meeting adjourned at 6:07 p.m.