

Wednesday, October 23, 2019 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

Cindy Herzog conducted a Roll Call of the Board members:

Regular Board Members Present: Chairman Shannon Stebbens, Louis Worthy, Robbie Willis, Shannon Hicks-Hankins and, Ed Weber (alternate) and Raully Ballas (alternate)

Regular Board Members Absent: Dave McNary, Brian Schultz, and Mark Zieff (alternate) and Raully Ballas (alternate)

Council Member Present: Jim Dolan

Airport Operations Staff Present: Cindy Herzog – Airport Administrative Specialist

4. CALL TO PUBLIC

Chairman Stebbens requested a Call to the Public for any comments and issues to address. There being no statements from the public, Chairman Stebbens closed the Call to the Public.

5. MINUTES

5.1 Approval of September 18, 2019 Meeting Minutes

- Chairman Stebbens entertained a motion to approve the minutes; Ed Weber motioned to approve the minutes and a second by Shannon Hicks. Without objection, minutes of September 18, 2019 meeting approved.

6. COMMUNICATIONS, ANNOUNCEMENTS, AIRPORT SUPERVISOR'S REPORT

6.1 Supervisor's Report

- Damon reported that gate near the restaurant repair is complete.
- Military Parking, Taxiways Alpha, Bravo and several stripes on the apron completed
- AWOS reporting again was down due to a clock issue and is now working again.
- Economic benefit study done and follow up survey will be done in the near future.

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- Week of November 4th Geo-tech and surveying will be done for Taxiway Alpha project. Most will be done at night, but some will be done during the day.

6.2 Upcoming Events

- Shannon spoke regarding the Havasu 600 Race November 8, 2019 out of Sedona finishes on Saturday November 9, 2019 in Lake Havasu, with 17 race teams participating.
- FAAST Team presentation on November 23, 2019 at 10 am in the main terminal, regarding uncontrolled airspace operation.

7. PUBLIC HEARINGS

7.1 Discussion continued operations on Holding Bays

- Damon Anderson talked about redoing the taxiway alpha project, the holding bays are not eligible for grant funding, because we do not meet the criteria of needed for funding. They will fund the tear out and the City is looking into how much to maintain the holding bays. The holding bays are important during the heat of the summertime and if someone is down there, it is nice to go around them instead of being stuck behind them in the heat. The City will need to determine how much it will cost to maintain.
- Shannon Stebbens mentioned that for flight instruction, the holding bays are critical and the staff will need to review the finances before a decision can be made on what it will take to maintain it.
- Shannon Stebbens opened up for public comments, with no comments from the public, hearing closed.
- Shannon discussed that both ends of the runway will no longer be maintained by Federal Grant Money and will be self-maintained.
- Any questions are to be directed to Damon Anderson 928-764-3330.
- Robbie Willis shared the importance of keeping the holding bays.
- Shannon Hicks also mentioned the necessity and importance of the run up area.
- Shannon asked about other possible areas to maintain on the runway as a run up area.
- Damon replied about the possibility of using another pavement area, by changing paint and not changing taxiway connectors.
- Robbie Willis shared from a safety point about proper run up.

7.2 Security Gate Usage and Security

- Damon asked that users wait for the gate to close before driving off, to help eliminate unauthorized entry. Signs will be posted to wait for the gate to close before driving away.
- Shannon Stebbens opened up for public comments, with no comments from the public, hearing closed.
- Ed Webber asked about parking permit stickers for authorized vehicles.

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- Damon replied with we are working on the parking permits.
- Shannon Stebbens reiterated that we are no longer a part 139 Airport any longer, but security at the airport is priority at the airport. Once you go through the gate and wait until the gate closes behind you.
- Shannon Hicks said that having a sign that indicates to stop and wait until the gate closes before one drives off.
- Damon shared that we are working on gate card reader and that should help solve unauthorized entry.
- Damon said that with the upcoming mailing to the tenants, we intend capture updated tenant information, vehicle information, parking stickers and hangar inspection information.

7.3 Discussion of Airport Rates and Fees

- Shannon Stebbens would like to propose a committee of three Board Members and Damon Anderson to go through where the airport stands on fees and recommend adjustments as needed.
- Damon would like to get an appraiser to the airport to assess our airport, terminal space, hangar square foot rates for rent and get a current appraisal. Appraisals are based independently on each airport.
- Shannon Stebbens opened up for public comments, with no comments from the public, hearing closed.
- Jim Dolan discussed the process between Airport Advisory Board and Finance and then on to City Council for approval all fees.
- Shannon Stebbens commented about the input to council about the budget.
- Jim Dolan reiterated the process about airport agenda items so not to violate the open meeting laws.
- Jim Dolan shared the possibility of quarterly meetings and even having informal times to meet with Damon Anderson where airport users can ask question without being in violation of the open meeting laws.
- Jess Knudson City Manager shared in more detail about the open meeting laws and how the feedback and guidance from this Board to Damon and then on to City Council.
- Jim Dolan discussed how items are discussed and recommended to the City Council regarding items about the airport, by the Airport Advisory Board.
- Jim Dolan suggested that we have another avenue for open discussions with a bigger audience with more back and forth dialogue.
- Shannon Hicks reiterated the type of items that can be discussed with Damon Anderson in an informal setting verses items that would go on to City Council during an Airport Advisory Board Meetings.

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- Shannon Stebbens shared responsibilities regarding rates and fees based on the City Code.
- Jim Dolan clarified the Board Member responsibilities regarding agenda items.
- Shannon Stebbens understands the staff operations and items placed on the agenda.
- Jim Dolan shared about the Advisory Board advises to City Council and not to Staff. Making the Board more efficient by having an open forum for more in depth discussion.
- Shannon Stebbens shared it is important for people to feel comfortable to be able to have their views heard.
- Jim Dolan agreed that people could express their concerns during City Council Meetings.
- Shannon Stebbens shared that the communication is important and suggests that these meetings are postponed until the City Council Retreat.
- Cal Sheehy, City Mayor shared about what makes this board most efficient, as community outreach for users at the airport and citizens as a whole in Lake Havasu City and want to make sure that's used in the most effective way in all Boards, Committees an Commission.

8. FUTURE DISCUSSION ITEMS

- What makes the Airport Advisory Board efficient
- Send requests to the Airport Supervisor Damon Anderson or Chairman Stebbens.

9. FUTURE MEETINGS (third Wednesday of each month)

- Wednesday, November 20, 2019
- Wednesday, December 18, 2019

10. ADJOURN

- Chairman Stebbens entertained a motion to adjourn the meeting; Ed Weber motioned to adjourn with a second Louis Worthy. Without objection, the meeting was adjourned at 6:05 p.m.