



NOTICE OF AIRPORT COMMISSION MEETING

July 15, 2024

City Hall Conference Room

21 Williamson Avenue

Winslow, Arizona 86047

4:30 p.m.

Doors Open at 4:00 p.m.

AGENDA

Pursuant to A.R.S. 38-431.02, notice is hereby given to the members of the Airport Commission of the City of Winslow, Arizona, and to the general public that the Winslow Airport Commission will hold a regular meeting on Monday, July 15, 2024 at 4:30 p.m. at Winslow City Hall, 21 Williamson Avenue, Winslow, Arizona 86047. **MEMBERS OF THE AIRPORT COMMISSION MAY JOIN THE MEETING IN PERSON OR TELEPHONICALLY BY DIALING 928-289-8412 AND ENTERING PIN #123321.**

- 1. Call to Order – (Please Remember to Silence All Cell Phones)**
- 2. Pledge of Allegiance and Invocation**
- 3. Roll Call - Excuse Absent Members**
- 4. Discussion and/or Action to Approve Minutes of June 17, 2024 Regular Meeting**
- 5. Status Reports**
 - A. Wiseman Aviation Which May Include Current Airport Activities and Operational Matters
 - B. U.S. Forest Service
 - C. Airport Manager Which May Include Updates from City Regarding Airport
 - D. Report by Airport Engineer Which May Include Airport Project Updates
- 6. Commission Consideration and Possible Action**
- 7. Current Events and Announcements**
- 8. Adjournment**

A copy of the agenda background materials already made available to the Airport Commission is available at City Hall, 21 Williamson Avenue, Winslow, Arizona between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday.

Pursuant to the Americans with Disabilities Act (ADA) the Airport Commission endeavors to ensure the accessibility of its meetings to all persons with disabilities. Assistive listening devices are available for the public's use for meetings. Reasonable accommodations will be made upon request for persons with disabilities or for those who speak English other than very well. If you need an accommodation for a meeting, please call the City Clerk's Office at 928-289-1416 at least 48 hours prior to the meeting so that an accommodation can be arranged.

Notice is hereby given that pursuant to A.R.S. 1-602. A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the Winslow Airport Commission are audio and/or video recorded, and as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. 1-602.A.9 have been waived.

These minutes are subject to approval and/or correction on July 15th, 2024.

Minutes of the regular meeting of the Winslow Airport Commission held on June 17, 2024 at 4:30 p.m. in the City Hall Conference Room, 21 Williamson Avenue, Winslow, Arizona.

MEMBERS PRESENT

Chairman Lazzarini
Commissioner Coolidge
Commissioner Kenna

MEMBERS ABSENT

Commissioner Patton

STAFF

Tim Westover, Airport Manager
Cynthia Villalpando, Recording Secretary

The meeting was called to order by Chairman Lazzarini at 4:30 p.m. The Pledge of Allegiance was recited and the invocation was given by Commissioner Kenna. Roll was called and Commissioner Patton was absent.

Motion: Moved by Commissioner Kenna, seconded by Commissioner Coolidge, to excuse Commissioner Patton. Motion passed unanimously with Chairman Lazzarini and Commissioners Coolidge and Kenna voting yes.

Discussion and/or Action to Approve Minutes – April 15, 2024

Motion: Moved by Commissioner Kenna, seconded by Commissioner Coolidge, to approve the April 15, 2024 minutes as presented. Motion passed unanimously with Chairman Lazzarini and Commissioners Coolidge and Kenna voting yes.

STATUS REPORTS

A. Report by Wiseman Aviation Which May Include Current Airport Activities and Operational Matters

Orville Wiseman provided his report that included information regarding fuel sales for the month of June and the addition of a staff member at the airport. Mr. Wiseman also noted an incident that occurred on June 15th involving damage to an aircraft possibly caused by a helicopter. Wiseman Aviation issued two Notices to Air Missions (NOTAMs) to the FAA. The first NOTAM restricts aircrafts under 7500 lbs. from utilizing the main ramp, while the second NOTAM states that there will be firefighting aircraft operations within a 5 nautical mile radius of the airport at about 3000 feet altitude. Both restrictions will remain in place until the end of the fire season.

Concluding his report, Mr. Wiseman expressed satisfaction with the internal and external improvements being made to the airport largely due to the knowledgeable efforts of the Public Works Director/Airport Manager Tim Westover. In response to an inquiry from Commissioner Kenna, Mr. Wiseman noted that the new restaurant has not yet had an impact on business since it just opened.

B. Report by U.S. Forest Service

Enrique Pacheco, Tanker Base Manager, reported that the fire season has started earlier than usual, with activity picking up around mid-May instead of mid-June. He noted that there were two tankers, based at the airport for about a month, which

have recently been sent to California. Since the base opened, they have supported fifteen fires across the state and in New Mexico, including desert fires around Phoenix.

Mr. Pacheco provided information regarding gallons of retardant pumped at the Tanker Base and stated that there is a possibility of more tankers being stationed at the base again, given that the fire season is ongoing. Mr. Pacheco also expressed gratitude for the collaboration with the fixed-base operator (FBO) and the City to keep at least one runway open.

C. Report by Airport Manager Which May Include Updates from City Regarding Airport

The Airport Manager provided detailed updates on the current Taxiway A project that should be completed mid-June, the upcoming Runway 4-22 project and the upcoming Displaced Threshold project. With regard to the Displaced Threshold project, the Airport Manager reported that although it is a smaller project, it will significantly impact airport operations as both Runway 4-22, as well as 11-29, will need to be closed for approximately 2 – 3 days.

After providing an update regarding the ADOT Five-Year Capital Improvement Program (ACIP), the Airport Manager responded to a question from Commissioner Kenna related to possible plans to purchase land to extend Runway 4-22.

The Airport Manager also responded to a question from Commissioner Kenna regarding the Arts Council Art Plane Project wherein the decision was made that Commissioner Kenna would contact the Arts Council and extend an invitation for them to provide an update at a future meeting.

In response to the Airport Manager's announcement that Romo's Mexican Grill opened on June 8th, Mr. Wiseman suggested that a sign be placed outside the patio area cautioning guests of possible debris and wind gusts.

D. Report by Airport Engineer Which May Include Airport Project Updates

The Airport Engineer began his report by discussing Runway 4-22 and the proposed extension to the west, which is included in the Airport Master Plan with designated protected surfaces. The Airport Engineer stated that regardless of whether Runway 4-22 is eventually extended, it is prudent to secure land now to prevent incompatible development.

The Airport Engineer provided information regarding the need to update the Airport Master Plan which was last done in 2010. The Airport Engineer stated that it may be possible to include the update in the ACIP and explained that if an improvement is not shown on the Airport Layout Plan, which should be updated every five to seven years, the improvement is not eligible for FAA funding.

The Airport Engineer also responded to a question from Mr. Wiseman regarding upgrading communications and transitioning runway lights to LED that may qualify as safety improvements which are prioritized for FAA funding.

consideration within the ACIP. The Airport Engineer advised that he will collaborate with the Airport Manager, as well as the Commission, to identify key priorities for inclusion in the ACIP, which is expected to be finalized by August.

Continuing his report, the Airport Engineer discussed the ongoing internal quality control assessments that are underway for Runway 11-29 and explained the process moving forward including the bidding process and funding options.

The Airport Engineer responded to additional questions from Mr. Wiseman regarding construction of the center portion of the runway and Commissioner Kenna regarding potential funding for the Art Plane Project.

In conclusion, the Airport Engineer provided an update regarding the completed drainage report that will be reviewed by the city prior to forwarding to the FAA and ADOT. Once the report has been approved by all parties, drainage improvements can begin.

Current Events and Announcements

Chairman Lazzarini announced that there are on-going efforts to organize the 2024 Fly-In scheduled for September 21st.

Adjournment

Motion: Moved by Commissioner Kenna, seconded by Commissioner Coolidge, to adjourn at 5:46 p.m. Motion passed unanimously with Chairman Lazzarini and Commissioners Coolidge and Kenna voting yes.

Chairman Lazzarini

ATTEST:

Cynthia Villalpando, Recording Secretary