



NOTICE OF AIRPORT COMMISSION MEETING

May 19, 2025

Development Services Conference Room

119 E First Street

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, May 19, 2025 at 4:30 p.m. at Winslow Development Services Conference Room, 119 E First Street, Winslow, Arizona 86047. **MEMBERS OF THE AIRPORT COMMISSION MAY JOIN THE MEETING IN PERSON OR TELEPHONICALLY BY DIALING 928-289-8411 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 April 21, 2025 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, 102 E Third Street, 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 May 19, 2025

Minutes of the regular meeting of the Winslow Airport Commission held on April 21, 2025 at 4:30 p.m. in the Development Services Conference Room, 119 E First Street, Winslow, Arizona.

MEMBERS PRESENT

Chairman Lazzarini
Commissioner Coolidge
Commissioner Kenna
Commissioner Patton

MEMBERS ABSENT

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 Chairman Kenna. Roll was called and all Commissioners were present.

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

Motion: Moved by Commissioner Kenna, seconded by Commissioner Patton, to approve the March 17, 2025 minutes as presented. Motion passed unanimously with Chairman Lazzarini and Commissioners Coolidge, Kenna, and Patton voting yes.

STATUS REPORTS

A. Report by Economic Development Director on RFP Development at the Airport

Economic Development Director Jack Fitchett provided an update on the Request for Proposals (RFP) issued for development opportunities at the Winslow Airport. The RFP was officially released on April 16, 2025, and will remain open through May 9, 2025. The city anticipates awarding one or more proposals by July 8, with a goal of finalizing a master development agreement by late summer.

Mr. Fitchett confirmed that the RFP is consistent with FAA guidelines and aligns with the goals identified in the airport's master plan, including infrastructure and development priorities such as parking, access, and drainage. He noted that approximately 700 acres are included within the airport overlay area, but proposals are expected to vary in scope and size.

As of the meeting date, two interested parties have contacted the city, one of whom has committed to submitting a proposal. Mr. Fitchett emphasized that selection will be based on the proposer's ability to align with airport development goals and to demonstrate feasibility, infrastructure investment, and job creation potential.

The Commission raised several questions regarding infrastructure readiness, communication with tenants, and the practicality of issuing such a broad RFP. Mr. Fitchett clarified that development would be funded by the developers themselves and that the city is not offering subsidized infrastructure. He also stated that any

awarded projects would be vetted for realism and alignment with local workforce and utility capacity.

Commissioners expressed a desire for transparency and suggested that a member of the Airport Commission participate in the proposal evaluation panel. Mr. Fitchett welcomed this suggestion and confirmed that Commission input would continue to be part of the evaluation process.

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

Mr. Orville Wiseman reported strong year-to-date fuel sales, with activity now approaching historical baseline levels comparable to early operations in Flagstaff. He announced the hiring of a new full-time customer service representative (CSR), who will undergo training in Flagstaff before assuming duties in Winslow. Mr. Wiseman also noted the continued search for an additional lineman.

To improve connectivity, Mr. Wiseman recently installed a commercial-grade Starlink system, replacing an unreliable T1 line. He reported excellent results and significant cost savings. Additional updates included facility improvements and general maintenance activity, supported by his staff's daily operations reports.

Mr. Wiseman praised recent upgrades to the airport and expressed continued concern about the RFP process and lack of communication with airport tenants. He emphasized his long-term commitment to the airport and voiced hopes for more collaborative planning going forward.

C. Report by U.S. Forest Service

Mr. Enrique Pacheco, Tanker Base Manager, provided updates on fire season preparations. The base remains on track to open May 3, with staffing fully in place, including two new seasonal employees from the local community.

Although no official confirmation has been received, it is anticipated that aircraft will be distributed throughout the region during the fire season. The tanker base will also host refresher training for personnel on May 7 and a base readiness inspection on May 9. Mr. Pacheco expressed confidence in the crew and facility readiness.

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

The Airport Manager provided a brief update, highlighting recent facility work at the restaurant building. Repairs were made to plumbing vent lines to eliminate sewer gas odors, including pipe replacement, floor restoration, and wall repairs.

The work was completed on short notice to accommodate a Netflix film crew visit on April 19. The Airport Manager commended the City's Facilities department for their timely and thorough response, noting the successful turnaround and improved conditions in the restaurant restroom area.

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

The Airport Engineer reported that bids for the Precision Approach Path Indicator (PAPI) project were received, with two submissions. Costs exceeded the original grant funding due to inflation since the grant was awarded in 2020. The city is working with both ADOT and the FAA to secure additional funding.

The engineer also reported that Independent Fee Estimates (IFEs) have been completed for upcoming design work on drainage improvements and apron reconstruction. The engineering team is working to reconcile the scope and fee structures with FAA requirements. Once finalized, separate grants will be issued to begin these projects.

He confirmed that no major construction will take place during fire season to avoid disruptions to tanker base operations.

Commission Consideration and Possible Action

Commissioner Kenna inquired about the status of the Art Plane project and its educational elements, including historical panels. The Airport Manager reported that the Winslow Arts Council is still finalizing design plans and contractor involvement. The Commission expressed support for the inclusion of historical panels and agreed to invite the Arts Council to return once plans are further developed.

Current Events and Announcements

Adjournment

Motion: Moved by Commissioner Patton, seconded by Commissioner Kenna, to adjourn at 5:19 p.m. Motion passed unanimously with Chairman Lazzarini and Commissioners Coolidge, Kenna, and Patton voting yes.

Chairman Lazzarini

ATTEST:

Cynthia Villalpando, Recording Secretary