



NOTICE OF AIRPORT COMMISSION MEETING
August 21, 2023

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, August 21, 2023 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 928-289-1482 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 July 17, 2023 Regular Meeting**
- 5. Scheduled Presentations**
 - A. Presentation by the following Firms for Airport Planning & Environmental Services:
 - Armstrong Consultants & Coffman Associates
 - B. Presentation by the following Firms for Airport Engineering Design & Construction Management:
 - Armstrong Consultants & C&S Engineering
- 6. Commission Consideration and Possible Action**
 - A. Discussion Regarding Recommendation to City Council Regarding Airport Planning & Environmental Services and Airport Engineering Design & Construction Management
- 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 August 21st, 2023.

Minutes of the regular meeting of the Winslow Airport Commission held on July 17, 2023 at 4:30 p.m. in the City Hall Conference Room, 21 Williamson Avenue, Winslow, Arizona.

MEMBERS PRESENT

Chairman Lazzarini
Commissioner Coolidge
Commissioner Kenna
Commissioner Gravier
Commissioner Patton

MEMBERS ABSENT

STAFF

Tim Westover, Airport Manager
(telephonically)
Larrilynn Oso, Recording Secretary

The meeting was called to order by Chairman Lazzarini at 4:31 p.m. The Pledge of Allegiance was recited and the invocation was given by Commissioner Kenna. Roll was called and all Commissioners were present.

Discussion and/or Action to Approve Minutes – April 17, 2023

Motion: Moved by Commissioner Coolidge, seconded by Commissioner Patton, to approve the May 15, 2023 minutes as presented. Motion passed unanimously with Chairman Lazzarini and Commissioners Coolidge, Kenna, Gravier and Patton voting yes.

STATUS REPORTS

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

Mr. Orville Wiseman not present; therefore, no report was given.

B. Report by U.S. Forest Service

Mr. Enrique Pacheco, was not present; therefore, no report was given.

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

The Airport Manager reported that a previously scheduled project pre-construction meeting regarding sealing and striping has been delayed. However, another meeting will be rescheduled for a later date by the contractor. The Airport Manager ~~also~~ provided information regarding on-going renovations at the restaurant and responded to questions from the Commission.

Chairman Lazzarini stated that he would like to maintain a similarity between the front of the terminal and the restaurant. The Airport Manager stated that he would be open to design discussions with Chairman Lazzarini.

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

The Airport Engineer was not present; therefore, no report was given.

COMMISSION CONSIDERATION AND POSSIBLE ACTION

A. Review Submittals for Request for Qualifications for Airport Planning and Environmental Services.

The Recording Secretary provided information to the Commission regarding the review of RFQ Submittals for both Airport Planning and Environmental Services and Airport Engineering Design and Construction Management. Per the City Manager's request, commissioners are being asked to review and score each submittal based on the criteria shown on the scoring sheet that was distributed to the commission members.

Submittals from Coffman Associates and Armstrong were provided to Commissioners with instructions to return their scoring sheet and materials back to the Reporting Secretary when completed and prior to the next meeting.

B. Review Submittals for Request for Qualifications for Airport Engineering Design and Construction Management

Submittals from Armstrong and C&S Companies were provided to Commissioners.

At the request of the Commission, the Airport Manager provided clarification regarding the meaning of 'general availability and responsiveness'. Commissioner Kenna briefly commented on the prior review process that occurred approximately two years ago.

The Recording Secretary also noted that both the Airport and City Manager are available to answer questions the commission may have during their review of the RFQ submittals. Lastly, the Recording Secretary advised that each firm will be scheduled to provide a brief presentation at the next Airport Commission meeting.

Current Events and Announcements

Chairman Lazzarini reiterated a previous announcement, stating that Ann Mary Lutzick will no longer spearhead the Fly-In. Chairman Lazzarini noted that he is awaiting response from other potential coordinators. Chairman Lazzarini also informed the Commission that he will be absent at future meetings due to upcoming surgery.

Citing current restaurant renovations and the upcoming selection of Environmental and Design firms, Commissioner Kenna also expressed a wish for the Commission to consider discussion regarding future growth and development of the airport. Commissioner Gravier noted that the Commission could set a date to meet at the airport to gain a visual understanding of current and future project needs. Commissioner Kenna acknowledged this suggestion and further discussed historical signage and input regarding the general plan.

Adjournment

Motion: Moved by Commissioner Coolidge, seconded by Commissioner Gravier, to adjourn at 5:05 p.m. Motion passed unanimously with Chairman Lazzarini, and Commissioners Coolidge, Kenna, Gravier and Patton voting yes.

Chairman Lazzarini

ATTEST:

Larrilynn Oso, Recording Secretary