



## **NOTICE OF AIRPORT COMMISSION MEETING**

**October 16, 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, October 16, 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 928-289-8412 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 August 21<sup>st</sup>, 2023 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**
  - A. Discussion and or action regarding possible cancellation of November 20, 2023 and December 18, 2023 meetings.
- 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 October 16th, 2023.*

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

**MEMBERS PRESENT**

Commissioner Coolidge  
Commissioner Kenna  
Commissioner Patton

**MEMBERS ABSENT**

Chairman Lazzarini  
Commissioner Gravier

**STAFF**

Tim Westover, Airport Manager  
Larrilynn Oso, Recording Secretary

The meeting was called to order by the Airport Manager at 4:30 p.m. At the Airport Manager's request, the Commission designated Commissioner Kenna to run the meeting in the absence of Chairman Lazzarini.

The Pledge of Allegiance was recited and the invocation was given by Commissioner Kenna. Roll was called, Chairman Lazzarini and Commissioner Gravier were absent.

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

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

Motion: Moved by Commissioner Coolidge, seconded by Commissioner Patton, to approve the July 17, 2023 minutes as presented. Motion passed unanimously with Commissioners Coolidge, Kenna, and Patton voting yes.

**Scheduled Presentations**

**A. Presentation by the following Firms for Airport Planning & Environmental Services:**

The following firms made presentations and answered questions from the Commission, Airport Manager and Mr. Orville Wiseman.

- Armstrong Consultants & Coffman Associates

**B. Presentation by the following Firms for Airport Engineering Design & Construction Management:**

The following firms made presentations and answered questions from the Commission, Airport Manager and Mr. Orville Wiseman.

- Armstrong Consultants & C&S Engineering

**Commission Consideration and Possible Action**

**A. Discussion Regarding Recommendation to City Council Regarding Airport Planning & Environmental services and Airport Engineering Design & Construction Management.**

The Airport Manager responded to questions from the Commission and Mr. Orville Wiseman. After discussion occurred between the Airport Manager, Commission and Mr. Orville Wiseman regarding each firm's submittal review, presentations and qualifications, the following motions were made:

Motion: Moved by Commissioner Coolidge, seconded by Commissioner Patton to recommend Coffman Associates to provide Airport Planning and Environmental Services. Motion passed unanimously with Commissioners Coolidge, Kenna, and Patton voting yes.

Motion: Moved by Commissioner Coolidge, seconded by Commissioner Patton to recommend Armstrong Consultants to provide Airport Engineering Design and Construction Management. Motion passed with Commissioners Coolidge, and Patton voting yes and Commissioner Kenna voting no.

### **Current Events and Announcements**

The Commission expressed well wishes and a speedy recovery for Chairman Lazzarini.

### **Adjournment**

Motion: Moved by Commissioner Coolidge, seconded by Commissioner Patton, to adjourn at 7:36 p.m. Motion passed unanimously with Commissioners Coolidge, Kenna, and Patton voting yes.

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Chairman Lazzarini

ATTEST:

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Larrilynn Oso, Recording Secretary