



**NOTICE OF SPECIAL MEETING OF
THE WINSLOW AIRPORT COMMISSION**

January 22, 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 special meeting on Monday, January 22, 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 October 16th, 2023 Regular Meeting**
- 5. Commission Consideration and Possible Action**
 - A. Discussion and or action regarding the proposed Winslow Arts Council Art Plane Project.
- 6. 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
- 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 January 22nd, 2024.

Minutes of the regular meeting of the Winslow Airport Commission held on October 16, 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 Patton

MEMBERS ABSENT

Commissioner Gravier

STAFF

Tim Westover, Airport Manager
Larrilynn Oso, Recording Secretary
Cynthia Villalpando, Admin. Assistant

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 Gravier was absent.

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

Discussion and/or Action to Approve Minutes – August 21, 2023

Motion: Moved by Commissioner Coolidge, seconded by Commissioner Patton, to approve the August 21, 2023 minutes as presented. Motion passed unanimously with Chairman Lazzarini and Commissioners Coolidge, Kenna 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, Tanker Base Manger, began his report by discussing the 2023 fire season. The Tanker Base fire season was extended by one month due to local fires in the area. The Tanker Base Manager concluded his report by stating that the Tanker Base is currently preparing for winterization the upcoming May 2024 fire season.

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

The Airport Manager introduced Ms. Cynthia Villalpando, Administrative Assistant for the Public Works Department as the new Recording Secretary for the Airport Commission. The Airport Manager thanked Ms. Larrilynn Oso for her time and assistance as the previous Recording Secretary.

The Airport Manager began his report by noting that the City has hired a project manager whom will oversee the renovation of the airport restaurant. The Airport

Manager also provided information for ongoing upgrades to the electrical panel to allow for more efficient heating and cooling modifications. The Airport Manager also stated that exterior painting of both the restaurant and the terminal is scheduled within the next few weeks and prior to the winter months. Chairman Lazzarini reiterated his request that the terminal and the restaurant blend both in style and color to maintain a uniformed appearance.

In response to inquiry from Commissioner Kenna, the Airport Manager noted that he will provide a cost analysis for the restaurant renovation project at a future meeting. Further discussion occurred with the Airport Manager responding to the Commission's inquiries regarding the airport master plan, as well as a proposed art-plane project by the Winslow Arts Council. The Commission requested that representatives from the Winslow Arts Council attend a future meeting to discuss the proposed project with the Commission and provide project status information.

The Airport Manager noted that updating the City General Plan will precede the Airport Master Plan to ensure that there is cohesive development and strategy. Commissioner Kenna reiterated prior requests for the Airport Commission to be actively involved with aspects of airport tourism, grounds management and development. Commissioner Coolidge also expressed interest in proposed land usage and development near the airport.

In response to discussion regarding directional signage replacement and historical picture installation from Chairperson Lazzarini, the Airport Manager noted that the historical pictures may be displayed in the restaurant. The Airport Manager continued, noting that he will work to find replacement directional signage.

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

The Airport Engineer began his report by noting that his office would be available to provide 3-D renderings of placement sites for the proposed Art-Plane Project. Also, in response to Chairman Lazzarini and the Airport Manager's discussion regarding replacement directional signage, the Airport Engineer stated that Coronavirus Response and Relief Supplemental Appropriations (CRSSA) funding may be utilized for this purpose as it is considered a maintenance project. The Airport Engineer also addressed the Airport Manager, indicating that CRSSA funding may also be applied to the maintenance of air systems within the restaurant.

The Airport Manager continued with his report, noting current project status for the design reconstruction of Runway 11-29. Also, the Airport Engineer stated that the master drainage plan will be submitted within the next few weeks. Lastly, the Airport Engineer noted planned coordination with the FAA regarding the use of airport Bipartisan Infrastructure Law (BIL) funding to complete the construction of the west apron, and also for the approval of the Precision Approach Path Indicators (PAPI) project and equipment.

Commission Consideration and Possible Action

A. Discussion and or action regarding possible cancellation of November 20, 2023 and December 18, 2023 meetings.

The Recording Secretary noted that the purpose of this item was to plan ahead for the upcoming holiday season. Discussion occurred regarding current projects and possible attendance issues.

Motion: Moved by Commissioner Coolidge, seconded by Commissioner Kenna to cancel the November 20, 2023 and December 18, 2023 meetings. Motion passed unanimously with Chairman Lazzarini and Commissioners Coolidge, Kenna and Patton voting yes.

Current Events and Announcements

Chairman Lazzarini announced the cancellation of the 2023 Annual Fly-In. Chairman Lazzarini noted his plans for possible organization and coordination of next year's event.

Adjournment

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

Chairman Lazzarini

ATTEST:

Larrilynn Oso, Recording Secretary