



NOTICE OF AIRPORT COMMISSION MEETING

March 18, 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, 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 January 22nd, 2024 Special Meeting**
- 5. Commission Consideration and Possible Action**
 - A. Discussion and or action regarding the 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 March 18th, 2024.

Minutes of the regular meeting of the Winslow Airport Commission held on January 22, 2024 at 4:30 p.m. in the City Hall Conference Room, 21 Williamson Avenue, Winslow, Arizona.

MEMBERS PRESENT

Chairman Lazzarini
Commissioner Kenna
Commissioner Patton
Commissioner Gravier

MEMBERS ABSENT

Commissioner Coolidge

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 Coolidge was absent.

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

Discussion and/or Action to Approve Minutes – October 16, 2023

Motion: Moved by Commissioner Kenna, seconded by Commissioner Patton, to approve the October 16, 2023 minutes as presented. Motion passed unanimously with Chairman Lazzarini and Commissioners Gravier, Kenna and Patton voting yes.

Commission Consideration and Possible Action

A. Discussion and or action regarding the proposed Winslow Arts Council Art Plane Project

Winslow Arts Council Chairperson Monique Chavez and Recording Secretary Jessica Lewis presented proposed planning for the Art Plane Project which includes a donated aircraft, noting that the project will aim to reflect the same type of design concepts and stationary construction as the First Street Art Cars.

Chairperson Chavez also stated that the Winslow Arts Council plans to seek assistance from the Winslow High School Industrial Arts program to create metal cut-out window designs for the aircraft.

The Winslow Arts Council will also schedule a future site visit to assess the condition of the donated plane. In response to an inquiry by Commission Kenna, Chairperson Chavez noted that members of the Airport Commission will be included and notified regarding the site visit. Mr. Wiseman stated his preference for the donated plane to be removed from the immediate airport grounds and relocated / stored on City property. Commissioner Kenna provided a map to those present for possible storage locations.

In response to inquiry from Mr. Wiseman, Chairperson Chavez noted that the Winslow Arts Council has not yet discussed the details of a comprehensive budget for the project. However, Chairperson Chavez also indicated that a tentative figure of \$5,000.00 was her current estimate. Mr. Wiseman stated that in the interest of project completion, he is personally offering to donate \$5,000.00 towards the project. Additional discussion initiated by Commissioner Kenna occurred regarding the funds donation, along with obtaining additional funding sponsorships.

Lastly, the Commission discussed other aspects of the project, such as installing information panels which include airport history and visuals. Commissioner Kenna also recommended building a wall with a mural, to provide a wind break, Chairperson Chavez noted the suggestion.

Motion: Moved by Commissioner Kenna, seconded by Commissioner Gravier to proceed with the proposed Art Plane Project from the Winslow Arts Council which includes a future site visit, project planning and the acceptance of a \$5,000.00 donation from Wiseman Aviation. The motion was approved unanimously with Chairman Lazzarini and Commissioners 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 provided a report regarding 2023 airport operational matters. 2023 Contract fuel sales finished 1% down from the previous year. Mr. Wiseman also noted that operations regarding the Department of Defense Contracts for military fuel have been steady.

Mr. Wiseman also reported details regarding an emergency incident that occurred on January 19th. The airport received an initial report of a NetJets aircraft diverting to Winslow due to a possible fire onboard. The call ultimately resulted in a false alarm and indication error onboard the aircraft. Before the incident, a call was placed by dispatch to emergency services for an elderly passenger in the aircraft who had to be taken by gurney for undisclosed reasons. Mr. Wiseman continued, noting that currently Winslow EMS does not have the capability to assist with aircraft related fires. To address this concern, Mr. Wiseman contacted Flagstaff Emergency Rescue Fire Station to request the coordination of future cross training with the Winslow EMS and Fire Department.

Concluding his report, Mr. Wiseman stated that Wiseman Aviation is continuing to actively recruit applicants. Mr. Wiseman also expressed that he was pleased with overall internal and external improvements being made to the airport on behalf of the City. Lastly, Mr. Wiseman also voiced his concern regarding the aesthetics of

the neighborhood near the airport, and inquired if there are any City codes or ordinances that could enforce improvement of this area.

Report by U.S. Forest Service

- A. The Tanker Base Manger reported that preparations have started for the upcoming fire season which includes two new employees starting in both March and April of this year. The Tanker Base Manager also noted difficulties in hiring staff due to lack of available government housing. The Airport Manager stated that the Public Works Department is planning a future career fair specifically for Winslow High School Students. The Airport Manager noted that recruitment for the Tanker Base could be included as an option for job seekers.

In response to an inquiry by Mr. Orville Wiseman, the Tanker Base Manager stated that the Tanker Base is scheduled to open on May 3rd with a projected close date of July 15th. The Tanker Base Manger also noted that the close date may extend beyond the projected date if needed due to fire season activity.

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

The Airport Manager reported that exterior paint was applied to the restaurant alongside the construction of a new ADA compliant ramp and entrance steps. Additionally, minor interior work is currently underway. The Airport Manager also provided updated information regarding APS permits for building electrical updates.

The Airport Manager stated that the Airport Engineer has contacted both Wiseman Aviation and the Tanker Base Manager regarding Visual Approach Slope Indicators (VASI), Precision Approach Path Indicators (PAPI), and Runway End Identifier Lights (REILS). The FAA requires that REILS are permanently removed from Runway 11-29. The Airport Manager requested input and direction from both Mr. Orville Wiseman and the Tanker Base Manager in order to provide an informed, corresponding response to the Airport Engineer.

The Airport Manager provided a response to concerns noted by Chairman Lazzarini regarding a newly installed fence adjacent to the restaurant. The concern notes that the current height of the fence obstructs the view of the runways to those sitting in the outdoor dining area. Chairman Lazzarini provided the Commission with photos of the location, presenting the fence height concern. The Airport Manager thanked Chairman Lazzarini for providing information, noting that he will address the concerns and report back to the Commission during the next meeting.

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

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

Current Events and Announcements

Chairman Lazzarini stated that he had personally received a Trimotor Aircraft display model as a gift and wished to have it properly displayed at the airport. Chairman Lazzarini also noted for reference, that a prior donated model is currently on display at the La Posada Hotel.

Chairman Lazzarini also shared that organization and coordination planning for this year's Annual Fly-In event has begun.

Adjournment

Motion: Moved by Commissioner Patton, seconded by Commissioner Kenna, to adjourn at 5:43 p.m. Motion passed unanimously with Chairman Lazzarini and Commissioners Gravier, Kenna and Patton voting yes.

Chairman Lazzarini

ATTEST:

Cynthia Villalpando, Recording Secretary