

Minutes of the regular meeting of the Winslow Airport Commission held on May 15, 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**

David Coolidge, City Manager  
Jason Sanks, Planning & Zoning Officer  
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 Commissioner Gravier was absent.

Motion: Moved by Commissioner Kenna, seconded by Chairman Coolidge, 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 – April 17, 2023**

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

**General Plan Update Presentation by Planning and Zoning Hearing Officer (Jason Sanks)**

After a brief introduction, Jason Sanks provided a PowerPoint Presentation regarding the 2023 update of the General Plan. A copy of the presentation was provided to the Commission, and included information regarding the Winslow Airport Commission's role in the update of the General Plan.

The presentation contained aspects of a Vision Statement, Prospective Schedule, Review of General Plan Component / Possible New Elements, Elements of the General Plan, Assignment of Responsibilities, and Airport Component.

**Vision Statement**

The Vision Statement is an executive summary of the General Plan which outlines the City of Winslow's overall guiding principal and identity. Mr. Sanks noted that the airport is considered under the purview of broader-based employment and economic development.

**Prospective Schedule**

The prospective schedule for the General Plan update began in Spring 2023, and is forecasted to conclude in the Fall / Winter of 2023. During the length of the update process, internal deadlines for content review, changes, revised exhibits and reformatting are to be established. Periodic updates on content revisions will also implemented with input from City Boards and Commissions. Lastly, the Zoning Hearing Officer and City Council will hold open-house style meetings for input and consideration, followed by the update's adoption by City Council.

**Review of General Plan Component / Possible New Elements**

Addressing the structural composition of the General Plan, Mr. Sanks discussed the Introduction of goals and historical and themes of the document. The implementation of the General Plan also provides for the process of utilizing goals and methods to make amendments to both the plan and zoning ordinances. The Elements of the General Plan focus on Land Use, Circulation, Open Space, Environmental Planning, Cost of Development and Water Resources. Mr. Sanks also spoke regarding the addition of a new element titled as Community Character.

#### Elements of the General Plan

Mr. Sanks discussed Growth and Development and Cost of Development as key elements of the existing General Plan. Mr. Sanks also asked the Commission to consider adding material related to the development of the airport and available acreage. The circulation element focuses on street layout and roadway improvements.

#### Assignment of Responsibilities

The presentation provided information regarding Planning, Legal Counsel, and Engineering Consultant roles of the General Plan update. The entities noted work both individually and in a team effort to utilize examination, enhancement, formation, content entry and adoption of the General Plan revisions. Engineering will account for the preparation of an updated Land Use map, Context map, Circulation map and existing / proposed Open Space / Recreation map.

#### Airport Component

Mr. Sanks informed Commission members of several ways in which their knowledge and input as a Commission would be beneficial to the update of the General Plan. This also includes the goals, objectives and recommendations from the Winslow Airport Commission for the next ten years. The existing Aviation Facilities content is an example where Land Use information was utilized in the 2002 drafted General Plan to establish community character. Mr. Sanks requested that Commissioners review the elements noted in the General Plan presentation, and provide thoughts on updating language, descriptions and context.

Discussion occurred regarding description changes. Mr. Orville Wiseman provided Air Emergency Services information, and also noted the renewal of military contracts. Commissioner Kenna suggested including pertinent information regarding the Industrial Park Area and Airport Restaurant as a factor regarding growth and development which also includes the Airport District's enrollment on the National Historic Registry. Mr. Sanks noted that these suggestions were helpful.

Commissioner Coolidge also noted flight and freight services as part of future growth and development. Discussion occurred regarding the Airport Master Plan and the need for both documents to work synchronously to ensure a practical and feasible strategy and vision for the City of Winslow.

Concluding the presentation of content, Mr. Sanks discussed the Cost of Development Element and the Implementation of Short, Mid and Long-Range goals of the 2002 General Plan. The City Manager provided background information regarding the current consideration of 1200 acres, and the status of surrounding area planning goals.

In regard to long-term goals of commuter services, Mr. Wiseman noted that the Winslow Airport has potential to become a tri-city aviation entity. Mr. Wiseman discussed factors such as weather, lower elevation, and location which makes the airport a benefit to the Northern Arizona region. In response to an inquiry from Mr. Sanks, Mr. Wiseman also noted that a passenger terminal does not currently exist, and would need to be constructed.

Mr. Sanks concluded his presentation by thanking the Commission for their time, discussion, input and thoughts regarding the General Plan update. The Commission was invited to send any other thoughts or additional information to Mr. Sanks via email

## **STATUS REPORTS**

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

Mr. Orville Wiseman reported on the recently awarded Department of Defense Contracts. Mr. Wiseman provided background as well as program information regarding government entities and fuel utilization. Mr. Wiseman continued his report, noting current staffing issues. Eleven seasonal employees have been hired to cover operations and provide operational support.

### **B. Report by U.S. Forest Service**

Mr. Enrique Pacheco, Tanker Base Manager, began his report by noting that operations have been steady. Firefighting aircraft have been assigned to regional areas in anticipation of fire season. The Tanker Base Manger also noted an upcoming Base Readiness Review and that fire retardant contractors have also began operations.

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

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

In response to inquiry from Chairperson Lazzarini, the City Manager provided a brief update on the status of the airport restaurant restoration. Electrical, plumbing, flooring and HVAC elements were discussed. Commissioner Kenna noted the importance of preserving the mural on the north wall of the restaurant. The City Manager acknowledged this and indicated that the wall will remain intact.

### **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**

None.

## **Adjournment**

Motion: Moved by Commissioner Patton, seconded by Chairman Coolidge, to adjourn at 5:36 p.m. Motion passed unanimously with Chairman Lazzarini, and Commissioners Coolidge, Kenna, and Patton voting yes.

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Chairman Lazzarini

ATTEST:

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Larrilynn Oso, Recording Secretary