

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.

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Chairman Lazzarini

ATTEST:

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Larrilynn Oso, Recording Secretary