

Item: ✓

**MEETING MINUTES OF
THE CITY OF ELOY
MUNICIPAL AIRPORT ADVISORY BOARD
Thursday, February 11, 2016
5:30 p.m.**

I. CALL TO ORDER

Chairperson Garcia called the meeting to order at 5:34 p.m.

II. INVOCATION

Chairperson Garcia asked for a moment of silence.

III. PLEDGE OF ALLEGIANCE

Chairperson Garcia led the Pledge of Allegiance.

IV. ROLL CALL

Members Present:

- Chairperson Jose Garcia
- Board Member John Peterson
- Board Member Wayne Marshall
- Board Member Toni Lorona
- Ex-Officio Council Member JoAnne Galindo

Members Absent:

- Vice Chairperson Kelly Weddle

Others Present:

- William Lewallen
- Don Copeland
- Tom Wilson
- Tom Snider
- Shawn Hill
- Steve Hill
- Julie
- Sandy Reid
- Zenia M. Cornejo, Management Assistant

V. MOTION TO APPROVE THE JUNE 11, 2015, MEETING MINUTES OF THE ELOY MUNICIPAL AIRPORT ADVISORY BOARD

Chairperson Garcia called for a motion for approval of the June 11, 2015 meeting minutes. Board Member Lorona made a motion to approve the minutes. Board Member Marshall seconded the motion. Motion was approved unanimously 4-0.

VI. COMMUNICATIONS:

There are no communications.

VII. OLD BUSINESS: DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING:

A. DRAFT COMMERCIAL OPERATIONS AGREEMENT:

Ms. Cornejo stated that during the June 11, 2015 the Advisory Board members approved the Through-The-Fence Agreement. She continued- the item in your packet is a revised version, technically it is the same Agreement except it has a different name; it is now called the Commercial Operations Agreement. This revised Agreement was reviewed and approved by the FAA. Three of the four through-the-fence operators have agreed to sign the agreement. The fourth operator should be signing the agreement within the next week or so. It is anticipated that this item will go before City Council for final approval in March of 2016.

Chairperson Garcia asked if there were any comments or questions from the board. He asked if the only change was the name and Ms. Cornejo stated that the revisions were minor and this revised agreement included a property purchase date and more information to the business portion was added, but the FAA had approved it.

Chairperson Garcia stated if there was no further discussion a motion was needed. Ms. Cornejo said that this item was for discussion only.

VIII. NEW BUSINESS: DISCUSSION AND/OR POSSIBLE ACTION ON THE FOLLOWING:

A. AIRPORT CAPITAL IMPROVEMENT PROGRAM (ACIP) FY 2017-2021:

Ms. Cornejo stated the ACIP fiscal 2017 through 2021 has been approved by the Arizona Department of Transportation (ADOT) and is being reviewed by the FAA for final approval. She further stated that they are consistent with the projects they submitted to FAA and ADOT for approval. She also stated that they

prioritized drainage improvement projects. In 2017 they are hoping to have four new improvement projects.

Every year moving forward, the projects are listed accordingly and it was made clear that drainage improvements are not a priority for the FAA, but they are a priority for ADOT. They will work together so that the Eloy Municipal Airport needs are met, but the projects are balanced either for the FAA or ADOT. She then asked for questions and Chairperson asked if there were any comments.

B. STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

Ms. Cornejo stated that a letter was received, last year, from the Arizona Department of Environmental Quality (ADEQ) and a storm water pollution prevention plan was needed for the airport. It is required to have a spill prevention controlling counter measures for any time there is an excess of 1,300 gallons of fuel or oil. Kimley-Horn and associates was hired for this project and they have created a draft SWPPP plan. They met with the current FBO and a final plan expected to be completed by mid-March. City staff will have training which will consist of a future maintenance plan as well as a procedure on how to address spills of hazardous materials. Adding these items to the airport and having them readily available will satisfy ADEQ requirements. This was a required task, but they are in the process of being in compliance.

Ex-Officio Galindo asked if the Board has talked to the fire department with this information so that they are prepared to handle and respond to any spills. Ms. Cornejo stated that no, the fire department has not been spoken to directly, but they are part of the contact list for the Airport along with the City staff, the police department, the fire district. Also, there is a kit that will be placed nearby the fuel farm for cleanup purposes should a fuel spillage occur.

C. TAXILANE FOR NEW HANGARS DESIGN AND CONSTRUCTION GRANT:

Ms. Cornejo stated that they received a grant for the design and construction of three new taxi-lanes for the new hangars. Scott Driver, the ADOT planner, will review the design, which is at 100% completion for final comments. Once we have an okay to proceed, from ADOT we will be able to move forward with the construction bids. Once the taxi-lanes are built, the construction of the T-hangars can be discussed.

Chairperson Garcia asked what the timeframe is and Ms. Cornejo stated that the construction of the taxilanes should be completed by the fall of 2016 and discussions on the T-hangars will happen later in the year.

Shawn Hill of Skydive of Arizona asked if the project was just for the three lanes and new t-hangars; or if this project will include the taxiway being moved? Ms.

Cornejo stated that this particular project is for the design and construction of three taxi-lanes for the construction of new t-hangars only.

Shawn then asked if the existing taxiway will be moved. Ms. Cornejo stated that no, not at this time, that is a future improvement project to relocate taxiway A.

Board Member Marshall asked if this project included the connection with the existing taxi-way. Ms. Cornejo stated there is an existing taxi lane that needs maintenance once the hangars and taxi lanes are completed. However, ADOT has a maintenance program and the Eloy Municipal Airport is on the list already. This particular project is a State Maintenance Program; therefore the City does not need to inquire about funding.

D. DRAINAGE IMPROVEMENTS GRANT:

Ms. Cornejo stated that there is an active grant for the design of airport drainage improvements. The design will be at 30% completion at the end of February. The current engineer will design five different projects, which will be phased, based on project priority and cost for the City. Two minor projects are anticipated for FY 2017.

E. NEW AIRPORT SIGNAGE AND DIRECTIONAL SIGN:

Ms. Cornejo stated that the City has a new community signage program and this program included the airport. Two monument signs were placed on the northeast and northwest corner of Tumbleweed and Frontier. In addition an airport directional sign was placed on Tumbleweed and Taylor Street. The directional includes the 11 businesses surrounding the airport. Each user paid a one-time installation fee of \$150.

Chairperson Garcia asked if any signage would be placed on Shedd Road and Tumbleweed. Ms. Cornejo stated that we are taking in consideration a new way-finding sign program that is up for discussion for next year's fiscal budget, along with a few more way-finding signs from I-10 on Houser and along Tumbleweed Road. This program would be a City wide program not just for the airport and City Council would make the final decision.

Board Member Peterson asked if there was any way to illuminate the signs. Ms. Cornejo stated it has a discussion to have solar lighting, along with faux plants has begun. However, funding is an issue so more likely it will be added to next year's budget. In addition, Ms. Cornejo stated that special consideration would be given to planting real plants because of the watering component. She also stated that Jon Vlaming the Community Development Director will take on this project and will be keeping her in the loop regarding Council's decision. However all options for lighting will be reviewed.

Sandy Reid stated that he was very pleased to see the culmination of the project and the signs look great. He went on to say that he saw about three skydivers getting their picture taken in front of the directional sign. He stated it was a very nice addition and a job well done.

Board Member Marshall inquired about signage directing patrons from I-10 to the airport due to the high traffic to Skydive Arizona. He stated that would definitely help those individuals trying to get to the airport.

Ms. Cornejo stated the in fact she contacted ADOT and she was informed that the airport must meet a certain distance between I-10 and the airport to be eligible for those signs. Because the airport is so close to I-10, it's not allowable. It would be ADOT's responsibility to put up those way finding signs. Shawn suggested that directional signs on Houser Road would be beneficial.

F. FIXED BASE OPERATOR (FBO) REQUEST FOR PROPOSALS (RFP):

Ms. Cornejo stated that a request for a proposal for a fixed base operator will be published, starting next Tuesday through Friday. Related documents will be available on the City's website starting February 16. The proposals are due March 14 at 3:00 p.m.

G. LAND APPRAISAL FOR LAND ACQUISITION:

Ms. Cornejo stated that a land appraisal was conducted by Dennis Lopez & Associates, LLC, for a few pieces of Airport property. When airports need to acquire property for airport improvement, the FAA has to approve the appraisers and Dennis Lopez is approved by the FAA. She went on to state that there are two projects that will benefit from this land acquisition. The two projects are the relocation of taxiway A and drainage improvement. After the land appraisal is completed an independent review of the appraisal will also be required.

Board Member Peterson asked a time period for when this land acquisition is needed. Ms. Cornejo stated that staff hopes to have this project completed by FY 2017 in order for other airport improvement projects to be eligible for funding.

Board Member Marshall asked what land was being discussed and Ms. Cornejo stated that there are approximately 15 acres that are needed for some of the projects for the next few fiscal years. She went on to say there are four pieces of property total and two are on the North end of the runway, and on the south end, which will be used for drainage improvements. She stated they can show the map to them after the meeting.

Mr. Hill stated that for the Taxiway A relocation part of the property that is on the northeast side of the airport will be needed. He went on to state that these are great improvements and to looks forward on them. However, part of what needs

to be addressed as a safety issue for the FAA prior to moving the taxiway A further distance from the runway and to improve safety at the airport is the runway should be lengthened. He stated that he feels this should happen before moving the taxiway further away from it. He went on to state they should look at other airports and that those taxi-ways are just as close as the Eloy Municipal Airport, this improvement would make everyone happier.

Mr. Hill also said that there is possibly a way to measure the distances on Google Map and you can compare it at different airports. Ms. Cornejo stated that they are planning on having the runway extended, which the design is planned for fiscal year 2020 with the expansion scheduled for 2021. However, the reason for relocating taxiway A is due to FAA standard issues. She stated that the distance between the runway and taxiway A is only 200 feet and that the standard is 240 feet. Before the FAA can approve a runway extension the relocation of taxiway A has to take place as it is considered a priority. This will improve the airport and allow the City to continue to receive funding from the FAA.

It was then asked if there is a plan to create another ramp for tie-downs at the south end of the runway at the same time. Ms. Cornejo stated once the taxi-way is relocated there would be a total of 13 spaces for tie downs and there could be further discussion with the planner regarding where aircrafts could be parked.

Chairperson asked if there were any more comments. No more comments were addressed.

IX. MOTION TO ADJOURN

Chairperson Garcia called for a motion to adjourn. Board Member Peterson made a motion to adjourn. The motion was seconded by Board Member Marshall. The meeting was adjourned at 6:07 p.m.

APPROVED BY:



Jose Garcia, Chairperson