

**MINUTES OF THE REGULAR MEETING OF THE SHOW LOW AVIATION ADVISORY COMMITTEE HELD ON MAY 11, 2023 AT 4:00 PM IN THE CITY COUNCIL CHAMBERS, 181 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA**

**1. CALL TO ORDER**

Chairman Tom Cedarblade called the meeting to order at 4:01 p.m.

**2. ROLL CALL**

**COMMITTEE MEMBERS PRESENT:** Chairman Thomas Cedarblade, Member John Hannah, and Member Gary Winslow.

**COMMITTEE MEMBERS ABSENT:** Member Bruce Ironside and Member Roger Williams.

**STAFF MEMBERS PRESENT:** Morgan Brown, City Manager; Anna Atencio, City Attorney; Bill Kopp, Public Works Director; Jacob Allen, Airport Manager; Grace Payne, Communications Manager; and Rachael Hall, City Clerk.

**CITY COUNCIL PRESENT:** Councilman Jon Adams.

**GUESTS PRESENT:** Don Lusk.

**3. APPROVAL OF MINUTES**

A. Aviation Advisory Committee Regular Meeting of September 27, 2022.

Member Hannah asked for a clarification on a date which was missing a number in the year.

**MEMBER WINSLOW MOVED TO APPROVE THE MINUTES OF SEPTEMBER 27, 2022; SECONDED BY MEMBER HANNAH; MOTION PASSED 3 TO 0 WITH CHAIRMAN CEDARBLADE AND MEMBERS HANNAH AND WILSLOW VOTING IN FAVOR.**

**4. NEW BUSINESS**

A. Discussion Regarding Long-Term Parking of Unairworthy Aircrafts.

Member Winslow discussed long-term parking of unairworthy aircraft and abandoned aircraft. He said the aircraft were unsightly and asked if the aircraft were required to have certificates of insurance while being parked at the Airport. He asked if long-term parking of aircraft required a lease. He mentioned concerns regarding requirements of certificate of insurance.

Mr. Allen said long-term parking leases were not required with tenants. He said it was month-to-month parking. He said ground leases required certificate of

insurance, but long-term parking did not require the tenant to provide certificate of insurance.

Chairman Cedarblade asked if staff could look into other airports to see how they handled long-term parking. He believed Deer Valley required tenants to show certificate of insurance and registration for long-term parking of an aircraft but did not require a lease.

Mr. Allen read the rules regarding abandoned aircraft and said there were not any abandoned aircraft currently at the Airport.

Member Hannah said there could be damage due to long-term parking aircraft even if they were unairworthy. He said high winds or weather could impact the aircraft and the aircraft could cause damage to other aircraft or infrastructure at the Airport.

Mr. Allen said one concern was aircraft were not required to have insurance such as vehicles. He wasn't sure we could require insurance from aircraft for long-term parking. He mentioned that some of the aircraft only parked for weeks or months at a time so it would be difficult to keep up with making sure each aircraft had a valid certificate of insurance.

Member Winslow stated that aircraft in the State of Arizona required registration and thought that staff could require proof of registration for long-term parking.

Mr. Allen said long-term parking tenants were paying for the parking space and generated revenue.

Mr. Allen and Mr. Kopp said staff could review policies at other airports and report back to the Committee.

## **5. CALL TO THE PUBLIC**

Any citizen desiring to speak on a matter that is within the jurisdiction of the Aviation Advisory Committee may do so at this time. Comments may be limited to three minutes per person and shall be addressed to the Committee as a whole, and not to any individual member. Issues raised shall be limited to those within the jurisdiction of the Aviation Advisory Committee. Pursuant to the Arizona Open Meeting Law, the Committee cannot discuss or act on items presented at this time. At the conclusion of the call to the public, individual committee members may (1) respond to criticism made by those who have spoken, (2) ask staff to review a matter, and (3) ask that a matter be put on a future agenda.

None.

## **6. SUMMARY OF CURRENT EVENTS**

A. Committee Members

None.

B. Public Works Director

Mr. Kopp said the City was working with a private developer to construct a taxi lane and ten large hangars on the south side of the Airport. He said staff received a single bid for the airport hangar infrastructure improvements to accommodate for the ten new hangars and staff was checking references before awarding the contract.

C. Airport Manager

Mr. Allen said the Airport received a Federal Aviation Administration (FAA) Airport Improvement Program grant to conduct a focused planning study aimed at constructing a new crosswind runway including 25% design. FPS scoping has been completed in coordination with FAA. FAA would like to see public support for the project and he encouraged the Committee members to participate during the public outreach component of this project.

Mr. Allen said the Airport received an Arizona Department of Transportation (ADOT) grant for LED lighting on Runway 7-25. He said Armstrong had completed the design work and would be going to bid for the construction soon.

Mr. Allen said ADOT Airport Pavement Management System (APMS) program had identified two projects for FY23 which were a mill/overlay of Taxiway A and slurry seal on Runway 4-22. He said APMS had also identified a FY24 project, which would be a crack seal on Runway 7-25.

Mr. Allen said through the Bipartisan Infrastructure Law (BIL), the Airport received funding for the development of two large helicopter parking pads east of the A4 taxiway. These pads would be designed to accommodate large firefighting helicopters such as Chinooks and Sky Cranes. Environmental clearances for the project were underway.

Mr. Allen said the City was negotiating a lease with the General Services Administration (GSA) for a 15-year lease extension with Bureau of Indian Affairs (BIA) for the old terminal building. The lease would allocate funding for BIA to coordinate with the City to develop a SEAT Base apron that meets current environmental standards.

Mr. Allen said concerning operations tracking, 1,200 aero automated flight tracking equipment had been installed and used ADSB signal to track airport operations. He said in FY23, the Airport sold 161,056 gallon in jet fuel and 34,774.9 gallon in AVGAS.

Mr. Allen said staff held weekly calls with Southern Airways Express to discuss performance and what was being done to improve reliability. He said April performance showed a load factor of 49% from Phoenix to Show Low and 57% from Show Low to Phoenix. He said Southern Airways Express On-Time Percentage was 39% with a completion factor of 87%. Southern Airways Express expected the PC-12 to return to service on this route within the next two weeks.

Mr. Allen said he was recently elected to the Board of Directors for the Arizona Airports Association (AZAA) as an Executive Director. AzAA was a professional organization that provided opportunities for networking, continued education, and aviation industry guidance/updates. The organization also advocated for Arizona airports through the state and federal legislative process.

## 7. NEXT MEETING

Chairman Cedarblade said the next meeting for the Aviation Advisory Committee would be on August 17, 2023 at 4:00 p.m. in the City Council Chambers.

## 8. ADJOURNMENT

There being no further business to be brought before the Aviation Advisory Committee, **CHAIRMAN CEDARBLADE ADJOURNED THE REGULAR MEETING OF THE SHOW LOW AVIATION ADVISORY COMMITTEE OF MAY 11, 2023 AT 4:23 PM.**

### APPROVED:

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Thomas Cedarblade  
Chairman

## CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the **REGULAR MEETING** of the Aviation Advisory Committee of Show Low held on May 11, 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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Rachael Hall  
City Clerk