

Wednesday, January 20, 2016 at 5:30 p.m.

## MEETING MINUTES

Lake Havasu City Police Council Chambers  
2360 McCulloch Blvd N., Lake Havasu City, AZ 86403

[www.lhcaz.gov](http://www.lhcaz.gov)

**1. Call to Order**

A quorum being present, Chairman Kelley called the Airport Advisory Board meeting to order at 5:35 p.m.

**2. Pledge of Allegiance**

Chairman Kelley led the Board in the Pledge of Allegiance.

**3. Roll Call**

R.N. Mendoza conducted a Roll Call of the Board members:

Regular Members Present: Balis Kelley, Louis Worthy, Jeff Sayre, Shannon Stebbens

Regular Member Absent: David McNary, Mark McKenna

Alternate Member Absent: Bill Boyer

Council Member Present: Cal Sheehy

Staff: Steve Johnston, R.N. Mendoza, Louis Martinez

Kelly Garry, Charlie Cassens

**4. Approval of December 16, 2015 meeting minutes.**

Chairman Kelley called for a motion to approve the minutes of the meeting held December 16, 2015. Mr. Jeff Sayre made a motion and Mr. Shannon Stebbens seconded. Unanimously approved.

**5. Call to the Public**

Chairman Kelley requested a Call to the Public for any comments and issues to address. There was none.

**6. Council Action Update**

Chairman Kelley requested a Council Action Update. Councilmember Sheehy said he is happy to report to a resolution about the insurance issue that will be discussed at a later item.

**7. Chairman Report**

Chairman Kelley stated there is none to report at this time.

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### 8. Airport Supervisor Report

- The Royal Canadian Air Force (RCAF) is at Havasu Air Center doing intermediate flight training. Flight training pattern is east of the airport for both RCAF and U.S. Navy for safety and noise abatement purposes.
- Staff completed a \$500,000 grant application and will be submitting shortly to the FAA (Federal Aviation Administration) for the Airport Electrical Vault.
- The deadline for submittal of SOQ (Statement of Qualifications) packets for Airport Engineering and Planning ended last week. City Clerk and Procurement staff received three submissions for each.
- The North Ramp area is being graded for temporary tie-downs for transient aircraft during the Airport Open House.
- A test sign for the airport addressing project has been posted. Staff will be working with fire staff to conduct testing at night.

### 9. Discussion Items & Possible Action

#### a. Revised Airport Template Insurance Requirements – *discussion only*

During the last Airport Advisory Board meeting in December 2015, there were a lot of concerns that were brought up during the Call to the Public. Staff worked with other city departments, AOPA (Aircraft Owners and Pilots Association) and surveyed other airports regarding the insurance requirements. City Attorney stated that the insurance requirement item was removed from the agenda previously as it was not ready for discussion by the Board and presentation to the public. Ms. Garry added that upon further review, the insurance requirements have been revised to industry standard requirements to resolve any issues. Mr. Shannon Stebbens had asked for clarification in regards to the minimum insurance requirements that is currently in the city code. City Attorney responded that the current city code reflects the minimum requirement for airport users. Depending on the situation, use or agreement insurance requirements often are higher than the city code minimum. It was suggested that the Airport Board could recommend for a future agenda, the discussion of updating the airport operating regulations in portions or entirety, to reflect the current insurance standards.

#### b. Setting the Agenda – *discussion and presentation*

City Attorney Garry presented about the background, history and establishment of City Council-appointed Boards and Commissions under City Code Chapter 2.04. Ms. Garry added that the specific city department oversees the appropriate city board in setting an

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agenda. The board may request for an item to be placed on the agenda and be referred back to City Staff for review. Ms. Garry added that an item requested will be determined by City Staff to be ready for discussion or not. Ms. Garry cautioned the Board to not discuss items that are not on the agenda to avoid violating the Arizona Open Meeting Law.

**c. Wings, Wheels & Waves/Big Boys Toys Event – March 5, 2016 – *discussion***

Chairman Kelley, invited the public for the subcommittee meeting at the airport terminal January 21, 2016 and opened the discussion to the public. No public comments were received.

**d. Recognition of Local Aviation Contributors – *discussion***

Mr. Shannon Stebbens presented to the board that he was presented a letter by the Experimental Aircraft Association to nominate George Molitor who passed recently. Mr. Molitor was a major with the Civil Air Patrol and a FFAST (FAA Safety Team) Team safety counselor. Mr. Molitor served previously as Chairman and Vice-Chairman of the Airport Advisory Board. Local EAA chapter requested that Hangar Way be named as Molitor Way. Staff will research the item and mentioned that there is a City process that takes place and for approval by the City Council.

**10. Future Agenda Items**

- a. "Wings, Wheels & Waves" ~ *March 5, 2016 – review of event & discussion*
- b. Recognition of Local Aviation Contributors – *discussion & possible action*
- c. Discuss Airport Operating Regulations – *discussion*

**11. Future Meeting Date – Wednesday, February 17, 2016 @ 5:30 p.m. Council Chambers**

**12. Adjournment**

Chairman Kelley asked for a motion to adjourn, Vice Chairman Worthy made the motion to adjourn and Mr. Jeff Sayre seconded the motion and was unanimously approved. The meeting adjourned at 6:03 p.m.