

Thursday, February 4, 2016 at 5:30 p.m.

## MEETING MINUTES

Lake Havasu City Municipal Airport  
5600 Hwy 95 N., Lake Havasu City, AZ 86404

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

**Present:** Ed Weber; Rio Colorado 99's–Shannon Hicks-Hankins, Frances Irwin, Pam Rudolph; Murphy Broadcasting–Dominick Dragone, Leah Ireland; Airport Advisory Board–Balis Kelley; Civil Air Patrol–Jeff Sayre; Constant Stoepler, Stan Usinowicz and Jeff Gardner – Desert Skies Executive Air, Jim Russell, Kim Wierman – Calvary Crossroads Car Show, Bob Hughes-Lake Havasu Drag Race Association

**Absent:** Louis Worthy, Bill Boyer, Mary Seay, Bill Guitar

**Airport Staff Present:** Steve Johnston, R.N. Mendoza, Paul Blazer

### 1. Call to Order

Mr. Balis Kelley called the Airport Open House Committee meeting to order at 5:30 p.m.

### 2. Approval of Meeting Minutes from January 21, 2016

No motion was made and was not approved.

### 3. Discussion Items

#### a. Publicizing

Stan and Murphy Broadcasting are working on the final draft of the press release. Murphy Broadcasting staff mentioned that they have a 30 and 60 second ads starting next week and need a list of the aircraft sponsors for their 30 second ads. Committee members also discussed about the A-frame sponsors.

#### b. Administration & Miscellaneous Items

Murphy Broadcasting has drafted the event program and will be in charge of printing. Airport staff mentioned that Food vendors/handlers will be required to have a valid county food handler's card during the event. Airport Staff, Murphy Broadcasting and Shannon have been receiving applications for exhibits. Airport Staff spoke to the Fire Department and will have an EMT on site. Airport staff received a call, and will coordinate with the Mohave Community College Nursing/Paramedic program, as they mentioned they are willing to assist for the first aid station.

#### c. Airport Services

Airport Staff have produced barricades and will borrow other traffic control devices like cones and fencing from other departments. Committee members also discussed the logistics of the vendor setup to be setup by 8:00 a.m. It was discussed that Exhibitors and Vendors should show receipt as proof. Airport Staff and Constant will meet regarding the signage. Airport staff received approval on the trash receptacles. Jim Russell will bring the sound system and radios. The Veteran's Court will also assist during the after event clean-up.

#### d. Vendor & Sponsor Sales

Balis said that currently the tentative aircraft available for the event will be the B-25 bomber, C-45 Beechcraft and a BT19.

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**e. VIP Night**

Constant mentioned that he has not seen anybody sign up for the VIP Parking. Airport staff will tape off the Avis rental car area for the event. The committee members said that the B-25 will be on display and will have a press flight available. Murphy Broadcasting has met with Lin's Little China and will have a menu available closer to the event. Jeff mentioned that the FBO terminal will be available for the VIP night.

**f. Aircraft Display**

Shannon said that she has received several registrations from private aircraft owners and the US Navy. Airport staff received tentative confirmations from different exhibitors as well.

**g. Airport Layout Mapping**

The airport layout map was posted during the meeting.

**h. Event Layout**

Airport staff will follow up and check on the liquor license application of the 99s. Murphy Broadcasting will try to get food donations for the volunteers. Airport staff received approval for tables and chairs to use during the event. Committee members discussed about vendor/exhibit demonstrations.

**i. Event Activities**

Murphy Broadcasting will have the Crosscut band on the main stage. Murphy Broadcasting will have a live radio music stream during the event. Murphy Broadcasting mentioned the same food vendor is interested to bring additional activities like a rock wall/bungee activity area.

**j. Opening Ceremony**

The pilot briefing will be at 8:00 a.m. and the committee members suggested that the program should start earlier at 9:30 a.m. Fly-bys will start at around 10:00 a.m. and will have a 30 minute interval throughout the day. Airport staff will call and remind participants to come 30 minutes earlier.

**k. Parking & Admission**

Committee members discussed about the shuttle route points. Constant mentioned that 6 shuttle vans are needed total. Car show participants are expected to have around 70 vehicles total. Murphy Broadcasting and LHDRA will be giving away t-shirts to the car show participants. We will have 7 golf carts available for use.

**l. Event Operations**

Ed would like to hold the pilot briefing at 8:00 a.m. on Saturday 3/5/16. Ed discussed about the fly-bys that are scheduled. Committee members discussed about traffic patterns and altitude. The Arizona Rangers was brought up as possible security for the event.

**4. Future Meeting Date – Thursday, February 18 2016 @ 5:30 p.m. Airport Terminal**

**5. Adjournment**      The meeting adjourned at 7:00 p.m.