

Thursday, January 21, 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, Mary Seay, Roi Saunders, Pete Manderfield, Stan Usinowicz and Jeff Gardner

**Absent:** Lake Havasu Drag Race Association–Bob Hughes, Civil Air Patrol–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 5:33 p.m.

### 2. Approval of Meeting Minutes from December 17, 2015 and January 7, 2016

Mr. Balis Kelley made a motion to approve the minutes and it was seconded and unanimously approved by the committee members.

### 3. Discussion Items

#### a. Publicizing

Murphy Broadcasting staff mentioned that the radio advertising has been running. Stan said that he drafted the press release and will forward to Murphy Broadcasting for comments. Constant said that the website is up and running.

#### b. Administration & Miscellaneous Items

Murphy Broadcasting will setup the event program/itinerary. Shannon received verbal confirmations for volunteers during the event. Murphy Broadcasting received 30 vendor confirmations for the event. Service Dogs are allowed. Airport Staff will ask Fire Department if they can have an EMT at Fire Station 6 if available.

#### c. Airport Services

Airport staff will handle FAA/NOTAM/AWOS notifications. Airport staff will borrow fencing for the event and will produce barricades. Airport staff received a call from the Veteran's Court group to volunteer after the event to assist cleanup. It was discussed that all vendors will provide their own electricity and water source. Special events signs for the event will be available one on each side of Highway 95. Handheld radio will be borrowed for volunteers. Airport staff received a quote for 24 total portable stations.

#### d. Vendor & Sponsor Sales

Murphy Broadcasting has 30 vendors confirmed. Balis mentioned that a privately owned T-28 will come and B-25 will be on display for the VIP night and a possible media flight. Committee members discussed that some aircraft will have rides available, some will not.

#### e. VIP Night

Committee members said that Constant will be in-charge of the the gravel parking area by Desert Skies will be the parking area. Jeff said that the Desert Skies hangar is available for use during the VIP night. Committee members said that the VIP night is open to the aircraft sponsors and the public. The committee members said that the B-25 will be on display.

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**f. Aircraft Display**

Committee members said to remind the pilots to bring their own tow bars as long as there is an aircraft tug available for the FBOs to pull them. Several airport tenants have expressed interest and signed up to display their aircraft and people from out of state has contacted airport staff to display and fly-in during the event. Shannon said there are several flight schools and companies she had contacted for display.

**g. Airport Layout Mapping**

The airport layout event map was shown to the committee members. Committee members requested if Constant can update with three to four overlays that shows barricaded area (Red), portable toilets/trash cans, parking and buildings/ramp area (Green) as reference points.

**h. Event Layout**

Members of the Rio Colorado 99s have submitted their special event liquor application. Murphy Broadcasting will submit their special event application next week. It was also discussed there are 8 food vendors currently signed up. It was also discussed that each food vendor needs their own food handling permit and a county permit. Committee members also discussed the need for tables and chairs for the food area.

**i. Event Activities**

Murphy Broadcasting will have the Crosscut band from 11am-2pm on the main stage. There will be an itinerary and announcements throughout the day to announce the activities.

**j. Opening Ceremony**

Committee members said it will start at 10:00 a.m. Color guards, National Anthem, Invocation and Opening Speech and will happen at the main stage area.

**k. Parking & Admission**

Committee members discussed that there should be a van to shuttle the pilots. Frances has volunteered a vehicle to be used to shuttle guest pilots. Shuttle vans and Shuttle golf carts are needed at least 6 shuttle vans and 6 golf carts.

**l. Event Operations**

Ed will have the timeline and schedule for the fly-bys and will have a safety meeting for the pilots. It was also discussed that the north ramp will be used for transient and fly in general aviation aircraft. It was also discussed that several entities will be here doing regular aircraft operations. Airport staff will discuss with PD regarding volunteer security personnel who can be present during the event.

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

**5. Adjournment**

Ms. Pam Rudolph made the motion to adjourn and was seconded and unanimously approved by the committee members. The meeting adjourned at 7:35 p.m.