

I. PROCEDURES:

- A. Call to Order Vice-Chair John Ferrier called the meeting to order at 5:36p.m.
- B. Roll Call (Vice-Chair) John Ferrier, Mike Cowen, Frank Drake and Walter Whiteman were present and constituted a quorum. Laird Moody and Brad Olsen were not present. Howard Jackson, Assistant General Manager from Grand Canyon Airways attended (5:50 arrival). Administrative Assistant Pamela Galvan represented City Staff
- C. Approval of minutes: June 24, 2013 Frank Drake made a motion to approve the minutes. Mike Cowen seconded, and the motion carried 4-0.
- D. Adopt Agenda Mike Cowen made a motion to adopt the agenda as presented, Walt Whiteman seconded, and the motion carried 4-0.

II. AGENDA ITEMS:

- A. John Ferrier has invited Howard Jackson to come and speak about FBOs.
- Mr. Jackson introduced himself and gave us his background with Grand Canyon Airways.
 - He liked the idea of the installation of T-hangars.
 - He expressed the need of a good return in order for an individual to come and profit here.
 - Fuel cannot be a soul source of revenue for an FBO to exist. They need to be able to generate revenue for themselves.
 - John Ferrier asked, "How many planes did Mr. Jackson think need to be here in order to support an FBO?" He noted 20-25 planes in order to support an FBO; repair service and sales of parts.
 - Mr. Jackson also mentioned he thought awnings would be a good addition as well as the T-hangars.
 - Mr. Jackson spoke of how beautiful Williams is but how there is nothing to bring people here; because of the airport location out of town. There are no business here at the airport i.e. restaurant, rental car, whatever. In Valle, there is at least food close by.
 - Mike Cowen asked if perhaps Grand Canyon Airways might bring business to Williams. Mr. Jackson stated, "That all rocks have been turned, it won't be happening."
 - Mr. Jackson's last statement, we need to have a reason for an FBO to come.
 - There was additional discussion of monthly cost to lease an awning and discussion of fuel.
 - Mike Cowen presented a scenario that with enough

planes here and service needs in demand; this would have to exist in order for the airport to sustain and FBO.

- John Ferrier inquired about an on-call FBO.

IV. REPORTS AND INFORMATIONAL ITEMS

A. Council (ex-officio) and Committee Members

- There was discussion of fuel testing and reporting. Also certification to test.

B. City Staff

- While waiting for Mr. Jackson to arrive Pam Galvan informed the Committee of the current leases that have been completed.
- Pam Galvan will get back with Mr. Jackson on fuel certification program and exams, as to whether or not she can locate them. If unable, Mr. Jackson will do his best to provide a DVD program with the same content.
- The next meeting will be in the spring. Pam Galvan will make contact with Mr. Ferrier in late winter to schedule.

V. ADJOURN

John Ferrier made a motion to adjourn, Mike Cowen seconded, and the meeting adjourned at 6:49 p.m. on a 4-0 vote.

Chairperson

Attest

I. PROCEDURES:

- A. Call to Order Chairperson Eric Savage called the meeting to order at 5:15 p.m.
- B. Roll Call Committee members (Chairperson) Eric Savage, (Vice-Chair) John Ferrier, Laird Moody and Mike Cowen were present and constituted a quorum. Administrative Assistant Pamela Galvan represented City Staff.
- C. Approval of minutes: November 19, 2012 Mike Cowen made a motion to approve the minutes. Laird Moody seconded, and the motion carried 4-0.
- D. Adopt Agenda Mike Cowen made a motion to adopt the agenda as presented, Laird Moody seconded, and the motion carried 4-0.

II. AGENDA ITEMS:

- A. • There was discussion of moving the Open House to the Fall season when the conditions might be more favorable.
- Eric will check to see what other Open Houses are taking place in August, September and October at major fly-in sites.
- John spoke of adding “Wings program” and “Young Eagles” to the event.
- Eric added they could add a mini flight camp to the event; could bring in simulators.
- Eric posed the question, “Do we really want to hold an Open House?”
- John will contact Howard Jackson for Scouts participation.
- Mike agreed to contact Fred Gibbs to offer a Wings seminar at the Open House.
- John spoke of promoting the Open House as an EAA event and adding a wings seminar; felt it would be a big draw.
- Mike will check with the Chamber as to the events taking place during the Fall season; and perhaps the airport can have their Open House at the same time as another Chamber event.

IV. REPORTS AND INFORMATIONAL ITEMS

- A. Council (ex-officio) and Committee Members • Eric is going to contact Lisa from the FAA who is our Northern Arizona representative. She will advise us of all grant options available to us.
- It was noted that the City is taking care of the Airport in the absence of an FBO.
- There was discussion of having the AAC meetings

quarterly.

- It is noted that the painted numbers on the runway are crumbling and are in need of repainting.
- I (Pam) was asked if the City is advertising for the open positions on the Committee. I (Pam) will address this with Susan Kerley tomorrow.
- It is requested that the City Manager (Brandon Buchanan) attend next month's meeting; I (Pam) will invite Mr. Buchanan.

B. City Staff

- The next meeting is scheduled for Monday, March 25, 2013.

V. ADJOURN

Mike Cowen made a motion to adjourn, John Ferrier seconded, and the meeting adjourned at 5:56 p.m. on a 4-0 vote.

Chairman

Attest

I. PROCEDURES:

- A. Call to Order Chairperson Eric Savage called the meeting to order at 5:38 p.m.
- B. Roll Call Committee members (Chairperson) Eric Savage, (Vice-Chair) John Ferrier, Laird Moody and Mike Cowen were present and constituted a quorum. Council member Lee Payne attended as ex-officio. City Manager Brandon Buchanan and Administrative Assistant Pamela Galvan represented City Staff.
- C. Approval of minutes: February 25, 2013 Mike Cowen made a motion to approve the minutes with an amendment under *Reports and Informational Items*. Change "Lisa" to Nancy Wiley from ADOT. Laird Moody seconded, and the motion carried 4-0.
- D. Adopt Agenda Eric Savage made a motion to adopt the agenda as presented, Laird Moody seconded, and the motion carried 4-0.

II. AGENDA ITEMS:

- A. Nancy from ADOT will provide information on grants.
- Nancy opened with the FAA's and ADOTS's Capital Improvements over the next 5 years for H.A. Clark Memorial Field.
 - She went over some of the improvements in process and those up and coming.
 - She mentioned monies (\$2,000,000.) available to borrow for building hangers. The cost is entirely up to the city to pay; there is no match. The current loan interest rate is 4.45% for a 10 to 30 year loan.
 - The Aviation fund receives monies from the state fuel tax and divides it between airport projects. Generally, projects that have safety or drainage issues are considered priority and are funded first.
 - Lee Payne asked if the Committee felt by building hangers would it generate revenue. The Committee agreed that it probably would bring business to the airport.
 - The Committee agreed that shades would not be sufficient; that in our climate the airport requires T-hangers.
 - John Ferrier is going to research the cost to build a hanger and present it to Brandon Buchanan. Brandon noted the window of time is limited as the City is in the end process of putting together its budget for 2013-2014.
 - Mike Cowen will contact airports: Prescott, Flagstaff, Havasu etc.
- B. Review Chamber
- Eric printed out a schedule of events taking place at

events taking place in the fall.

various airports during the fall season. He ran through the list of events and felt that September may be a good choice to have the Open House. September is lite as far as activity.

- Eric noted the Paul Cook had done a great job with the Open House two years ago and that last year was a bust. He felt the group really needed to think and decide if it is worth it; the time it takes to put it together.
- Laird Moody suggested maybe not.
- John Ferrier suggested something smaller perhaps.
- Eric suggested maybe the group should focus on the development of the airport i.e. hangers instead of an Open House in the fall.
- The Committed decided to not hold an Open House this year; will address it next year.

C. Update from John on contact/ arrangements for Scouts to participate at the Fall Open House 2013.

D. Report from Eric on possible fly-ins taking place during the Fall season at other airports.

- Eric went over this when the discussion took place regarding Chamber events in item B.

IV. REPORTS AND INFORMATIONAL ITEMS

A. Council (ex-officio) and Committee Members

- Eric expressed his conflict with scheduling and presiding as the Chairperson for the AAC. He gave a verbal resignation to the Committee to be effective immediately.
- Lee Payne asked what we are lacking here at the airport. How are we going to move forward in generating money?; these are questions the Council is going to ask.
- John Ferrier and the Committee feels that building hangers and hiring an FBO will assist in generating money.
- Laird Moody and Mike Cowen spoke of previous years when the airport had traffic and it was busy.
- There was further discussion of development of the airport.

B. City Staff

- The Committee decided it would wait until the additional members' come on board to appoint a new Chairperson.
- Next meeting will be scheduled for Monday, April 15, 2013.

V. ADJOURN

Mike Cowen made a motion to adjourn, Laird Moody seconded, and the meeting adjourned at 7:01 p.m. on a 4-0 vote.

DRAFT

I. PROCEDURES:

- A. Call to Order Vice-Chairperson John Ferrier called the meeting to order at 5:37p.m.
- B. Roll Call Committee members (Vice-Chair) John Ferrier, Mike Cowen, Brad Olson, Walter Whiteman and Frank Drake were present and constituted a quorum. Committee member Laird Moody was not present. Council member Lee Payne attended as ex-officio. City Manager, Brandon Buchanan and Administrative Assistant Pamela Galvan represented City Staff.
- C. Approval of minutes: March 25, 2013 Mike Cowen made a motion to approve the minutes. John Ferrier seconded, and the motion carried 5-0.
- D. Adopt Agenda Mike Cowen made a motion to adopt the agenda as presented, John Ferrier seconded, and the motion carried 5-0.

II. AGENDA ITEMS:

- A. Introduce and welcome new Committee members.
- Pam Galvan welcomed the new Committee members to the Committee.
 - Mr. Olson inquired upon Mr. Savage's departure and provided his background as well as the others.
- B. Discuss hanger proposal.
- Mr. Olson after reviewing the proposal felt the cost to build the hangers is reasonable but questioned the number to be built.
 - There was discussion on the practicality of installing 10 rather than the 6 proposed because of the pads existence.
 - Mr. Buchanan went over the proposal to build, pointing out the missing cost for concrete work etc.
 - Mr. Olson explained how the T-hangers are cost effective for the existing space here at the airport. He further discussed the size of the building, relevant to the pad and the number of hangers that could be built.
 - There were concerns of renting out a greater number of hangers than the proposed six.
 - Monthly rates were discussed for hangers.
 - Mr. Olson explained how the monthly cost to the city for building and actual rental income could be offset by fuel sales.
 - Mr. Olson suggested we do a pre-lease for hangers and to encourage the lease, provide a discount card for fuel as a part of the pre-lease construction.
 - Mr. Drake inquired on the number of hangers and the

cost to build; \$362.00 and rental to be \$300.00 a month.

- Mr. Cowen inquired as to whom would be doing the general work. Mr. Buchannan stated that all the work will be subbed out.
- Councilman Payne agrees that we need to do something because of the monies that has been put into the airport thus far.
- Mr. Buchannan suggested that the Committee attend the next Council meeting and propose the installation of hangers at the airport to the Council.
- Committee members Cowen and Olson will attend and present at the next Council meeting.
- Tabled until next meeting; representatives did not make it to present the program.

C. Discuss ground school.

IV. REPORTS AND INFORMATIONAL ITEMS

A. Committee Members and Council (ex-officio)

- Mr. Olson mentioned a complaint he had received regarding pappy lights being down and general maintenance.
- Mr. Buchannan noted that a board is on order to repair the pappy light issue and should be ready by the months end.
- Fuel pricing and life was discussed.
- The need for an FBO at the airport was discussed.
- Mr. Olson inquired on water lines and use of the existing tank. (It was noted that the tank is for fire suppression)

B. City Staff

- Next meeting will be scheduled for Monday, May 20, 2013.

V. ADJOURN

Mike Cowen made a motion to adjourn, Ferrier seconded, and the meeting adjourned at 6:54 p.m. on a 5-0 vote.

Vice-Chairperson

Attest

I. PROCEDURES:

- A. Call to Order Vice-Chair John Ferrier called the meeting to order at 5:30p.m.
- B. Roll Call (Vice-Chair) John Ferrier, Mike Cowen, Laird Moody (arrived at 5:40), Brad Olsen (arrived at 5:35), Frank Drake and Walter Whiteman were present and constituted a quorum. Principal Tristan Heisley from Williams High School attended. City Manager Brandon Buchanan, Administrative Assistant Pamela Galvan represented City Staff
- C. Approval of minutes: April 15, 2013 Mike Cowen made a motion to approve the minutes. Frank Drake seconded, and the motion carried 6-0.
- D. Adopt Agenda Mike Cowen made a motion to adopt the agenda as presented, Frank Drake seconded, and the motion carried 6-0.

II. AGENDA ITEMS:

- A. Discuss and vote in a new Committee Chairperson.
- John Ferrier suggested that if he fill the Chairperson position someone else take the Vice-Chair position.
- Mike Cowen made a motion to place current Vice-Chair John Ferrier as Chairperson and Brad Olsen as Vice-chair. Laird Moody seconded the motion and it carried 6-0.
- B. Discuss ground school. (*John Ferrier*)
- John Ferrier introduces Tristan to the Committee and the idea of adding aviation to the curriculum at the high school.
 - Tristan felt it is a good idea as there are several individuals interested that he is aware. He will poll students to get a better idea of interest. He noted that this could not be made available until the 2014-2015 school years.
 - An age restriction was mentioned.
 - John Ferrier has a flight simulator that he would make available.
 - Tristan mentioned that a CTE class could be funded. He will talk to the Superintendent and board about this.
 - Tristan will be in contact with John Ferrier.
- C. City Manager requests the Advisory Committee to draw up an outline of “rules” for use of hangar and airport; to be incorporated into new hangar
- Brandon went over what the city needs from the AAC regarding rules. The rules are to be a supplement to the lease agreement and it has to be turned in with the hangar application as a part of the loan process.
 - Brad Olsen thought the lease looked good.
 - Brandon reiterated that he needs the Committee to look and see if the city missed anything.
 - The Committee discussed the hangar lease.

leases.

- A few items discussed, each hangar to have its own electrical; yes. Fuel not allowed to be stored within the hangars; electrical only, no water or gas; not allowed to run plane within hangar; no subletting; no working on others planes within the ones rented hangar and there was further discussion on rules and regulations.
- Frank Drake confirmed that only the registered plane is permitted to occupy the hangar.
- The Committee briefly discussed the monthly rate.

IV. REPORTS AND INFORMATIONAL ITEMS

A. Council (ex-officio) and Committee Members

- Brad Olsen mentions the need to repair the broken tie-downs.

B. City Staff

- Next meeting is scheduled for Monday, August 19, 2013.

V. ADJOURN

Mike Cowen made a motion to adjourn, Frank Drake seconded, and the meeting adjourned at 6:05 p.m. on a 6-0 vote.

Chairperson

Attest
