

***I. PROCEDURES:***

- A. Call to Order                      Chairperson John Ferrier called the meeting to order at 5:31p.m.
- B. Roll Call                              Chairperson John Ferrier, (Vice-Chair) Brad Olson, Mike Cowen, Frank Drake and Walter Whiteman were present and constituted a quorum. Laird Moody arrived late at 5:35. City Manager Brandon Buchanan, Public Works Director Kyle Christiansen and Administrative Assistant Pamela Galvan represented City Staff. Also present was Jason Engelke of Williams Aviation Services, LLC.
- C. Approval of minutes: April 21, 2014                      Brad Olson made a motion to approve the minutes. Mike Cowen seconded, and the motion carried 6-0.
- D. Adopt Agenda                      Brad Olsen made a motion to adopt the agenda as presented, Mike Cowen seconded, and the motion carried 6-0.

***II. AGENDA ITEMS:***

- A. Introduction of Kyle Christiansen, Public Works Director; Airport Liaison (*Brandon Buchanan*)
- Brandon introduced Kyle to the Committee noting that he is the official liaison for the City, as well as provided a brief background, noting some of the departments Kyle handles for the City.
- B. Discuss proposed Independent Contractor Service Agreement between City of Williams and Jason Engelke (*Brandon Buchanan*)
- Brandon pointed out exhibit A and provided a brief description of what the City and Jason were looking to engage into agreement.
  - Jason announced some of the work has scheduled to do between now and April 2015. He spoke of West Wind doing flights out of H.A. Clark Memorial Field. He spoke of a courtesy car being available next month (August.) When asked who would be overseeing the car he said that he would manage it Monday-Wednesday and another (GCN) individual Thursday-Saturday. He continued with his list of plans once he finalizes his contract with the City. He mentioned that he is an EDMO dealer.
  - Brandon explained that in exchange for his services at the airport, the City would provide Jason with a hangar space to do his work on planes.
  - Mike asked who would do the NOTEMS. Brandon said, "The City continues to do them."
  - Brandon explained that he is primarily looking to obtain the acceptance from the Committee based on the idea of having an individual overseeing the airport on a daily basis; he will then take this to Council for final approval with their recommendation.
  - The Committee unanimously approved the idea and made a motion to accept the agreement between the City of

- C. Update of the approved Airport Hangar loan  
(Brandon Buchanan)
- Williams and Jason Engelke to entering into agreement with his overseeing the airport. The motion carried 6-0.
- Brandon announced that ADOT has approved the hangar loan and it would go next to the Attorney General. He said that Council has already approved it and the engineer is ready to go.
  - Brandon said that he and the City Attorney are in the process of creating a pre-lease hangar deposit form. In addition, if we lease up all the hangars then the City will go back to ADOT for another 10 hangars.

**IV. REPORTS AND INFORMATIONAL ITEMS**

- A. Council (ex-officio) and Committee Members
- John Ferrier announced his resignation from the Airport Advisory Committee.
  - Jason would like to provide jet fuel at the airport next year.
  - Brad suggested having quarterly meetings; no disagreement within the Committee members.
- B. City Staff
- The apron project will take place next summer.
  - The perimeter road postponed for one year.
  - The runway extension will be (8,000) eight thousand feet.
  - Ramp expansion is going to take place when the hangars go in.
- C. Schedule next meeting
- Tentative for Monday, October 20, 2014

**V. ADJOURN** The meeting adjourned at 5:55

\_\_\_\_\_  
Chairperson

Attest

\_\_\_\_\_