

Minutes of March 22, 2010 Meeting

City of Williams Airport Advisory Committee (AAC)

Meeting was called to order by Walt Eastland at 6:30 pm

Members Present: Paul Cook, Eric Savage, Mike Cowen, Walt Eastland, Laird Moody

Also present Glen Cornwell and Councilman Bill Miller

A motion was made to accept resignation from Mike Helms by Paul Cook and 2nd by Mike Cowen and was passed unanimously.

There was introduction of new member Eric Savage who brings a background of Aviation Administration and a multitude of aviation skills to our committee in addition to being a Faculty member at Embry Riddle Aeronautic University.

There was a motion to adopt the agenda by Mike Cowen seconded by Eric Savage which passed unanimously.

There was a motion to approve the minutes of November 16, 2009 Mike Cowen, seconded by Paul Cook and passed unanimously.

Agenda Items were then discussed with the following actions:

- A. Discussion of Operations Manual project involving Embry Riddle University students. Eric Savage he would follow up on the manual progress and report back.
- B. Airport snow removal. Discussed the snow removal plan for the airport. Overall it went well with one occasion where a pilot could not get his plane out. Glen Cornwell explained the airport was at the lower end of the list for snow removal in the City's overall plan. He also explained that exceptions can be made when there is a demonstrated need for more immediate snow removal. Eric suggested the airport snow removal plan should be an integral part of the Operations Plan, with signed off accountability by the snow plow operator to insure needs are met and minimize any airport damage. Walt Eastland related there was minimal damage to two runway lights this year during our snow season.
- C. There was discussion to set future meeting dates and times. A motion by Paul Cook and second by Mike Cowen to set the meetings for the 3rd Monday of every month at 5:30pm passed unanimously

- D. Glen Cornwell and Walt Eastland gave fuel status report. Walt has been performing fuel sampling on a regular basis, recording his findings in a written record. He is looking for fuel contaminants every 7-10 days. We have received our second full load of fuel . The sampling procedure will also be incorporated into our Ops. Manual. There was discussion of fuel pricing and it was the consensus we are priced midway of the current market.
- E. Discussed obtaining Fixed Base Operator (FBO). It was determined we could make space for such a position in our recently acquired hangar should we have the opportunity. There would be many advantages to having an FBO including having a responsible presence on the airport property providing fueling assistance and information to visiting pilots.
- F. Hangars are still a "hang up". Everyone agrees our next major project should work towards development of aircraft hangar storage with room for (20) aircraft. Financing is the hold up.
- G. G. The Ops Manual was discussed earlier in the meeting with Eric Savage to follow-up on it's development process at Embry Riddle Campus.
- H. Terminal amenities were discussed. Walt will try to get a (already donated) computer on line for the Pilot's lounge along with other communications of value to visiting pilots. It appears that the local taxi service is handling airport transportation adequately. The vending machines are now operable however not a lot of business.
- I. Glen Cornwell reported that the taxi way lighting has been completed, however there was major damage to the gated security entrance to the airport a result of a intoxicated driver crashing into the security gate. City staff is working to have it repaired.
- J. Taxiway lighting is complete with the exception of snow damaged light which are being repaired by Walt Eastland.
- K. Fire fighting equipment has completed it's (50) hour inspection and the Williams Fire Dept. has had some training with it.
- L. We have approval and funding to begin planning GPS approaches thru ADOT. ADOT has commissioned a company out of Utah to plat 5 sites in Arizona our airport being one of them.
- M. Glen Cornwell reported on the Yavapai Land Exchange involving future airport property. An archaeological survey discovered Indian artifacts on 23 acres that have been removed from the proposed Exchange.

N. We discussed a Spring Fly In to the airport and preliminary planning will begin. The idea is to get our feet wet with a small event and then build on it depending on our success. We have yet to set a date and begin formal planning.

Mr. Eastland adjourned the meeting at 8:30 pm.