

SHOW LOW AVIATION ADVISORY COMMITTEE
REGULAR MEETING - TUESDAY, OCTOBER 7, 2025

PURSUANT to A.R.S. Section 38-431.02, notice is hereby given to the Show Low Aviation Advisory Committee and to the general public, that a **Regular Meeting** of the Aviation Advisory Committee will be held on Tuesday, October 7, 2025, at 4:00 PM in the City Council Chambers, 181 North 9th Street, Show Low, Navajo County, Arizona. The agenda for this meeting is as follows:

1. **CALL TO ORDER:**

2. **ROLL CALL:**

3. **APPROVAL OF MINUTES:**

A. Aviation Advisory Committee Regular Meeting of April 24, 2025.

4. **NEW BUSINESS:**

A. Open Meeting Law Training (Anna Atencio)

B. Noise Abatement Procedures (Jacob Allen)

C. Motor Vehicle Insurance Requirements for Tenants Operating Vehicles Within the Aircraft Operations Area (Jacob Allen)

5. **CALL TO THE PUBLIC:**

Any citizen desiring to speak on a matter that is within the jurisdiction of the Aviation Advisory Committee may do so at this time. Comments may be limited to three minutes per person and shall be addressed to the Committee as a whole, and not to any individual member. Issues raised shall be limited to those within the jurisdiction of the Aviation Advisory Committee. Pursuant to the Arizona Open Meeting Law, the Committee cannot discuss or act on items presented at this time. At the conclusion of the call to the public, individual committee members may (1) respond to criticism made by those who have spoken, (2) ask staff to review a matter, and (3) ask that a matter be put on a future agenda.

6. **SUMMARY OF CURRENT EVENTS:**

A. Committee Members

B. Public Works Director

C. Airport Manager

7. **NEXT MEETING:**

A. Joint Meeting with City Council - October 21, 2025

8. **ADJOURNMENT:**

Pursuant to the Americans with Disabilities Act (ADA), the Aviation Advisory Committee endeavors to ensure the accessibility of its meetings to all persons with disabilities. If you need accommodation for a meeting, please call the City Clerk's office at (928) 532-4061 at least 48 hours prior to the meeting for accommodation.

Council Chambers will open at least ten minutes prior to the meeting to allow public access to the room. Council Chambers has a maximum occupancy of 139 people.

Jacob Allen, Airport Manager
City of Show Low - Public Works Department

I, Jacob Allen, do hereby certify that the foregoing notice was posted on October 3, 2025.

MINUTES OF THE REGULAR MEETING OF THE SHOW LOW AVIATION ADVISORY COMMITTEE HELD ON THURSDAY, APRIL 24, 2025, AT 4:00 PM IN THE CITY COUNCIL CHAMBERS, 181 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA

1. CALL TO ORDER:

Jacob Allen called the meeting to order at 4:00 p.m. as no Chairman was available.

2. ROLL CALL:

COMMITTEE MEMBERS PRESENT: Member John Hannah, Member Gary Winslow, Member Patrick Krugh, Member Don Lusk, and Member David Murray.

COMMITTEE MEMBERS ABSENT: None.

STAFF MEMBERS PRESENT: Bill Kopp, Public Works Director; Jacob Allen, Airport Manager; and Kathy Clements, Assistant City Clerk.

CITY COUNCIL PRESENT: Councilman Derik Whipple.

GUESTS PRESENT: None.

3. APPROVAL OF MINUTES:

A. Aviation Advisory Committee Regular Meeting of February 24, 2025.

MEMBER WINSLOW MOVED TO APPROVE THE MINUTES OF FEBRUARY 24, 2025; SECONDED BY MEMBER KRUGH; MOTION PASSED 5 TO 0, WITH MEMBERS HANNAH, WINSLOW, KRUGH, LUSK, AND MURRAY VOTING IN FAVOR.

4. NEW BUSINESS:

A. Introduction of New Board Members

Mr. Allen introduced the new Aviation Advisory Board Members, Patrick Krugh, Don Lusk, and David Murray.

B. Election of Officers for the Aviation Advisory Committee (Chairman, Vice Chairman) (Jacob Allen)

MEMBER DAVID MURRAY NOMINATED MEMBER GARY WINSLOW FOR CHAIRMAN; SECONDED BY MEMBER LUSK; MOTION PASSED UNANIMOUSLY.

CHAIRMAN GARY WINSLOW NOMINATED MEMBER DAVID MURRAY FOR VICE CHAIRMAN; SECONDED BY MEMBER KRUGH; MOTION

PASSED UNANIMOUSLY.

C. Consideration of Revised Schedule of Rates and Charges at the Show Low Regional Airport and Recommendation to the City Council (Jacob Allen)

Chairman Winslow asked if a parking space for an aircraft was utilized, why were there different fees for twin versus single-engine aircraft? Mr. Allen said larger aircraft typically took up more space on the apron, and larger companies more often operate twin-engine aircraft.

Mr. Allen said that in February 2018, the City Council adopted Resolution No. R2018-07, implementing a revised Schedule of Rates and Charges for the Show Low Regional Airport. This revision updated pricing structures and added new service rates.

Mr. Allen said that per City policy, the Aviation Advisory Committee was tasked with reviewing the airport rates and fees every five years. Following this review, and in comparison with rates at similar regional airports, staff identified and proposed adjustments to various fees, including aircraft parking, landing fees, and other airport services.

Mr. Allen said these proposed changes, developed in collaboration with the Aviation Advisory Committee, would be submitted for City Council consideration and approval.

Chairman Winslow asked if fueling rates were staying the same. Mr. Allen said yes, the fuel rates were staying the same. The City's standard upcharge was \$1.00 per gallon above what the City paid for the fuel. This fee helped cover some of the costs associated with handling the fuel.

Member Lusk asked if, under Article 5, landing fees, an aircraft weighing 12,500 pounds or less had to purchase 250 gallons of fuel to waive landing fees. Mr. Allen said the landing fees only applied to commercial operators, so for commercial operators, the answer was yes, they needed to purchase 250 gallons of fuel to waive landing fees. Non-commercial operators were not charged landing fees.

Chairman Winslow asked if the airport had a lot of commercial operators landing at the airport. Mr. Allen said the airline and charter operator were charged landing fees.

Chairman Winslow asked if the jets parked at the airport had to pay landing fees. Mr. Allen said that if the jets operated under General Aviation, Part 91, they were not charged a landing fee.

Member Krugh asked if flight instruction was considered a commercial

operation. Mr. Allen said that flight instruction operated under Part 91, so they were not charged a landing fee. Part 135 operators were charged landing fees.

VICE CHAIRMAN MURRAY MOVED TO RECOMMEND APPROVING THE PROPOSED CHANGES TO THE CURRENT RATES AND CHARGES FOR THE SHOW LOW REGIONAL AIRPORT TO SHOW LOW CITY COUNCIL FOR APPROVAL; SECONDED BY MEMBER LUSK; MOTION PASSED 5 TO 0, WITH CHAIRMAN WINSLOW, VICE CHAIRMAN MURRAY, AND MEMBERS HANNAH, KRUGH, AND LUSK VOTING IN FAVOR.

5. CALL TO THE PUBLIC:

Any citizen desiring to speak on a matter that is within the jurisdiction of the Aviation Advisory Committee may do so at this time. Comments may be limited to three minutes per person and shall be addressed to the Committee as a whole, and not to any individual member. Issues raised shall be limited to those within the jurisdiction of the Aviation Advisory Committee. Pursuant to the Arizona Open Meeting Law, the Committee cannot discuss or act on items presented at this time. At the conclusion of the call to the public, individual committee members may (1) respond to criticism made by those who have spoken, (2) ask staff to review a matter, and (3) ask that a matter be put on a future agenda.

None.

6. SUMMARY OF CURRENT EVENTS:

A. Committee

None.

B. Public Works Director

Mr. Kopp said the staff was very busy with infrastructure projects and working on preparing the budget for final adoption.

Mr. Kopp asked if any member of the Committee had a recommendation for an agenda item for a future meeting to contact him, Jacob Allen, or Shane Hemesath. Staff valued the Members' input.

Mr. Kopp introduced Shane Hemesath, who would be taking over the Director of Public Works position when he retired later this summer. Mr. Hemesath said he was looking forward to working with the Committee Members.

C. Airport Manager

Mr. Allen said 179,121.9 gallons of fuel were sold between July 2024 and March 2025. In January 2025, 20,313 gallons were sold; in February 2025, 12,044 were sold, and in March 2025, 15,194 gallons were sold.

Mr. Allen said that in March 2025, Contour Airlines completed 104 legs, 69 were on time, 66.3%, and had a completion factor of 99%. There were 41 delays and two cancellations.

He shared the enplanement numbers: October 2024 - 697, November 2024 - 624, and December - 751, for a total of 2,072, and January 2025 - 642, February 2025 - 544, and March 2025 - 468 for a total of 1,654.

Mr. Allen said the airport's planning consultant, Dibble, completed the focused planning study for the crosswind runway project and submitted it to the Federal Aviation Administration (FAA). The FAA approved the scope and fees for the Environmental Assessment for the crosswind runway. The scope and fees were undergoing an Independent Fee Assessment as required by the FAA.

Mr. Allen said the Bipartisan Infrastructure Law funding was in place for the construction of two large helipads adjacent to Taxiway A and A4. The City's consultant, Lochner, would put the project out to bid on May 8. Construction was expected to begin in July or August. The project would take approximately 60 days and require closure of a portion of Taxiway A4 for the duration.

Mr. Allen said the Arizona Department of Transportation grant agreements for two projects have been accepted by the City Council and should be completed this summer. The Replacement LED Runway Signage on Runway 7-25 and the Replacement Precision Approach Path Indicators/Runway End Identifier Lights on Runway 7-25. The projects were expected to be completed this summer.

Mr. Allen said several new hangar development leases had been executed, and new private hangar developments were erected at the airport recently. He said a Request for Proposals for non-commercial ground leases for hangar development was advertised in November 2024 with a due date of December 11, 2024. The City received three proposals. City staff reviewed the proposals and coordinated new leases for new hangar developments. The City, in coordination with Big Dog Development, completed the hangar infrastructure project for Phase I and was preparing for Phase II.

Mr. Allen said staff completed an insurance audit. Letters, including an insurance checklist, were sent to airport leaseholders requesting that they provide current certificates of insurance meeting the minimum requirements. We have received over 30 responses. Follow-up letters would be sent until all leaseholders complied.

Mr. Allen said the roof of the Bureau of Indian Affairs building had been replaced. The exterior of the terminal building would be repainted on May 7. The remodel of the terminal restrooms was scheduled for later this year.

Vice Chairman Murray asked if the Dibble consulting report was presented to the Aviation Advisor Committee. Mr. Allen said Dibble presented their report to the City Council in 2023, and the environmental assessment was underway. Mr. Kopp said if the Aviation Advisory Committee wanted the environmental assessment presented, staff could arrange a presentation.

Chairman Winslow asked if there was anything pressing that the Committee Members needed to be aware of, as the next meeting was not scheduled until October. Mr. Kopp said if the environmental report was completed before October, a special meeting could be scheduled if the Committee was interested.

Vice Chairman Murray said, based on his experience, the FAA took a hard look at the Board Members and their knowledge of what was going on at the airports they represent. Mr. Kopp said there was a public outreach component to these studies, and the Committee should be a part of the public outreach. The more the Members knew about the projects, the better they could communicate with the community.

Vice Chairman Murray asked what the Phase Two Hangar Development was. Mr. Allen said Phase Two was a copy of Phase One and offered Vice Chairman Murray a tour of the airport.

Chairman Winslow asked if the City was happy with the response received on the insurance audit. Mr. Allen said the City was getting many responses and clearing up any confusion regarding the required insurance. Follow-up letters would be sent to those Lessees the City had not heard from.

Vice Chairman Murray asked if the City received insurance renewals. Mr. Allen said renewal certificates were sent to the City since the City was named as an additional insured.

7. NEXT MEETING:

Chairman Winslow said the next meeting of the Aviation Advisory Committee would be on October 9, 2025, at 4:00 p.m. in the City Council Chambers.

8. ADJOURNMENT:

There being no further business to be brought before the Aviation Advisory Committee, **CHAIRMAN WINSLOW ADJOURNED THE REGULAR MEETING OF THE SHOW LOW AVIATION ADVISORY COMMITTEE OF APRIL 24, 2025, AT 4:29 P.M.**

ATTEST:

APPROVED:

Jacob Allen, Airport Manager

Signature

Name

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Aviation Advisory Committee of Show Low held on February 24, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this _____ day of _____, 20__.

Jacob Allen, Airport Manager