

MINUTES OF THE REGULAR MEETING OF THE SHOW LOW AVIATION ADVISORY COMMITTEE HELD ON TUESDAY, OCTOBER 7, 2025, AT 4:00 PM IN THE CITY COUNCIL CHAMBERS, 181 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA

1. CALL TO ORDER:

Chairman Winslow called the meeting to order at 4:00 p.m.

ROLL CALL:

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

COMMITTEE MEMBERS ABSENT: Vice Chairman David Murray.

STAFF MEMBERS PRESENT: Anna Atencio, City Attorney; Shane Hemesath, Public Works Director; Jacob Allen, Airport Manager; and Kathy Clements, Deputy City Clerk.

CITY COUNCIL PRESENT: Councilman Derik Whipple.

GUESTS PRESENT: None.

2. APPROVAL OF MINUTES:

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

MEMBER KRUGH MOVED TO APPROVE THE MINUTES OF APRIL 24, 2025; SECONDED BY MEMBER LUSK; MOTION PASSED 4 TO 0, WITH CHAIRMAN WINSLOW, AND MEMBERS HANNAH, KRUGH, AND LUSK, VOTING IN FAVOR.

3. NEW BUSINESS:

A. Open Meeting Law Training (Anna Atencio)

Ms. Atencio provided an overview of Arizona Open Meeting Laws A.R.S. 38-431.09. The presentation was attached to these minutes.

Chairman Winslow asked what could be discussed in the Current Events section of the agenda. Ms. Atencio said that Committee members had quite a bit of latitude to bring up items under the Current Events section of the agenda. However, these items would not be up for discussion; it was a place to share information, such as an event at the airport. Committee members should not bring up items that were intended to elicit a discussion or response from others.

Member Lusk said that there were instances when more than three Committee

members attended various events and inquired whether this was something they should be concerned about. Ms. Atencio said that it was okay for them to attend the same events or be in the same location, as long as they were not discussing Aviation Advisory Committee (AAC) business. She said they could still discuss City business, such as the sports and event center, but their discussion could not relate to something that might be brought before the AAC.

Councilman Krugh said he thought that if a quorum was present outside of a meeting and an item was discussed that appeared on a future agenda, a reporting process was in place. Ms. Atencio said that if an item appeared on an AAC agenda that had been previously discussed among Committee members outside of a meeting, it should be disclosed at the time the agenda item came up for discussion that the Committee members had discussed it prior to having knowledge that this item was coming before the AAC.

Ms. Atencio said Committee members could always check with her if they were concerned that a conflict might exist or a violation occurred. It was always appropriate to check if something needed to be disclosed or might be an issue, as long as it was city-related.

B. Noise Abatement Procedures (Jacob Allen)

Mr. Allen said Member Krugh asked that the Noise Abatement Procedures be placed on the agenda for discussion, as he wanted to know if the AAC should consider a noise abatement procedure.

Mr. Allen said that there was a noise abatement procedure in place, although it was not formalized. As a non-towered field, the Show Low Regional Airport was unable to enforce any procedures. Once aircraft were airborne, pilots were expected to abide by the standard non-towered airport pattern procedures and maintain minimum safe altitudes over populated areas. The recommendation was that aircraft turn north upon departure to avoid flying over populated areas. Any noise abatement procedure created by the City or the airport would be merely a recommendation. The airspace at the airport was technically controlled by the local air traffic control center, which was Albuquerque Center.

Member Krugh said that he brought this up for discussion because, based on his extensive flying experience, it was better to be proactive about noise abatement rather than reactive. He wanted to discuss the possibility of installing signage at Runway 22 to direct pilots to turn left and avoid flying over the homes in Show Low Bluff. When he gave the pilot briefing for the Young Eagle events, he instructed the pilots to attempt to turn left before reaching Penrod Road. He said the Payson Airport, which was an uncontrolled airport, had a noise abatement procedure that was included on its runway signage. He wanted to explore doing the same thing at the Show Low Regional Airport.

Member Krugh asked if the Show Low Regional Airport noise abatement procedures were printed anywhere or included on the Federal Aviation Administration (FAA) website. Mr. Allen said he did not think the airport's noise abatement procedures were on the FAA website, but they were posted in the airport office, near the radio.

Mr. Allen said that the chart supplement could be updated to include the noise abatement procedures in the airport publication, and he would look into getting that done. However, as a Part 139 Commercial Service Airport, signage was subject to regulations and had to adhere to specific standards. He said that at general aviation airports, such as Payson, they did not have FAA inspections to ensure compliance with standard signage regulations.

Member Krugh asked if, at flight events, he could create his own noise abatement requirements for the pilot briefing. Mr. Allen said he thought that was a good idea.

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

Mr. Allen said that the insurance requirements were put forth by the City's Risk Pool. The AAC had previously voted on those requirements, which the City Council subsequently approved. Regarding motor vehicle insurance, the risk pool recommended to the City that proof of vehicle insurance be provided for vehicles operating in an aircraft operations area. At Show Low Regional Airport, aside from Corporate Way up to the restroom and a few other areas, most of the paved area was designated as aircraft operations areas.

Mr. Allen said that individuals with ground leases must drive their vehicles in aircraft operations areas to access their hangar, so they were required to provide proof of state minimum motor vehicle insurance. The City did not require that the City be named as additional insured.

Mr. Allen said that for an event at the airport, such as an Experimental Aircraft Association (EAA) event, participants were not leaseholders and should not be driving in an aircraft operations area. The proof of automobile insurance was required for those people who owned and leased hangars and drove on taxiways.

Member Krugh inquired whether the Wings and Wheels event was a problem, as antique cars were parked in the aircraft operations area. Mr. Allen said that at events like Wings and Wheels, organizers should collect proof of insurance from vehicle owners, even if they arrived on the day of the event; a photo of the insurance card could be taken.

Member Lusk said that for the Wings and Wheels event, they had obtained a special event permit from the City and secured insurance. He inquired whether that coverage extended to the cars that participated in the event. Ms. Atencio said she would need to see the insurance to confirm coverage, but it was likely covered since Ashley Ryan was very diligent about ensuring all insurance requirements were met.

Chairman Winslow asked if there was a way for tenants to be notified once their insurance documents had been accepted. Ms. Atencio said the system was set up to send emails when insurance had expired or was no longer in compliance. Once the insurance was updated, those emails should stop. With the updated insurance requirements, staff was in the process of updating insurance, bringing everyone into compliance, resulting in a delay in updating information.

Mr. Allen stated that when the Certificate of Insurance was issued and the City was named as an additional insured, the insurance company should send the policy directly to the City before the policy expired. As a result, tenants would not receive emails requesting insurance information.

4. 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.

5. SUMMARY OF CURRENT EVENTS:

A. Committee

Member Lusk said he felt there was a very healthy general aviation environment at the airport. Many people were training to obtain their private pilot's license, and the airport continued to have pretty high attendance at events and Chapter gatherings. He said there was now a rental plane at the airport, which was flown almost daily, sometimes multiple times a day.

Member Lusk said that the EAA chapter had one individual participating in the program who received an \$11,000.00 scholarship. They had just awarded two additional scholarships: one for \$12,000.00 and one for \$3,000.00. He said the Wings and Wheels event was a success, raising approximately \$5,500.00.

Chairman Winslow said Mayor Leech attended the annual pancake breakfast at the airport, where they discussed getting other City representatives to attend future airport events.

B. Public Works Director

Mr. Hemesath said that October marked the month the City initiated the Capital Improvement Planning (CIP) process. This was the City's five-year plan for projects. The City took citizens' requests throughout the year, but October was when staff really dialed in on those requests. Staff would meet with the CIP committee in November and take the recommended projects to the City Council for acceptance in December.

Mr. Hemesath said the airport CIP reflects the Airport Capital Improvement Projects (ACIP). However, there was an opportunity to add city-funded projects to the ACIP. The airport parking lot in front of the terminal was an example. If the members hear of any requests, they should contact Mr. Allen. It did not mean they would get funded, but it could be included in the plan.

Mr. Hemesath said that, with the upcoming joint City Council meeting on October 21, 2025, he would like the AAC board members to consider how the City could assist with infrastructure, procedures, and developments at the airport. Additionally, it was a good opportunity for the City Council to learn about the AAC's accomplishments over the past year.

C. Airport Manager

Mr. Allen said the year-to-date airport activity included 5,474 commercial operations and 8,422 general aviation operations, for a total of 14,037 general aviation operations. Local operations accounted for 24%, and itinerant operations accounted for 74%. He said 194,525 gallons of fuel were sold between January 2025 and September 2025.

Mr. Allen said that in September 2025, Contour Airlines completed 104 flights, carrying a total of 2,036 passengers. The on-time arrival rate was 81%. The on-time arrival rate was 79.8%. There were 21 delays and zero cancellations, resulting in a completion factor of 100%.

Mr. Allen said that passenger enplanements were huge for funding. He said there was now a sliding scale in place for how much funding an airport could receive based on enplanements. For years, the magic number was 10,000 enplanements, which made the difference between receiving \$150,000.00 per year and \$1,000,000.00 per year. The airport received entitlements from the federal government.

Mr. Allen said that with Contour Airline operating, passenger enplanements between October 2024 and September 2025 totaled 9,751. Enplanements only count for departed passengers. Show Low should see an increase in

funding in two years, as enplanements were calculated two years from the most recent enplanements. He said the numbers he presented were just Contour Airlines enplanements and did not include the numbers from charter companies that utilized the airport. He did not have those numbers yet.

Mr. Allen said the Show Low Regional Airport passed the FAA Part 139 Certification Inspection. The FAA was on-site August 6 through August 8, 2025. The markings on RWY 7-25 were failing, and a warranty claim was submitted to the Arizona Department of Transportation (ADOT), which was coordinating with the contractor.

Mr. Allen said that the Fiscal Year 2027 through 2031, five-year ACIP, was held on May 5, 2025, for FAA and ADOT approved projects. A copy of the approved projects was included in these minutes.

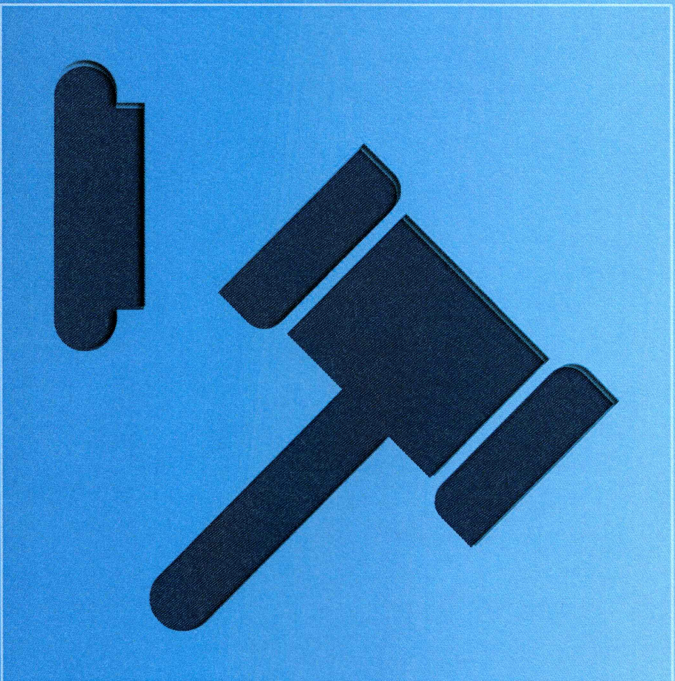
Mr. Allen said that the airport planning consultant, Dibble, completed the Crosswind Runway Focused Planning Study, which included 30% design plans. The plans had been submitted to and approved by the FAA. The next step for the crosswind runway was an Environmental Assessment. The consultant's scope and fee were approved by the FAA, and an Independent Fee Estimate was completed. The study was scheduled to begin in November.

Mr. Allen said that in September, the City received a Fiscal Year 2025 grant for the construction of two large helicopter parking pads adjacent to TWY A and TWY A4. The engineering consultant, Lochner, issued a bid solicitation for the project on May 8, 2025. The City Council awarded the project to a local contractor, and construction was expected to begin in the Spring of 2026. The project timeline was 60 days and would require the closure of a portion of TWY A4 for the duration of the project.

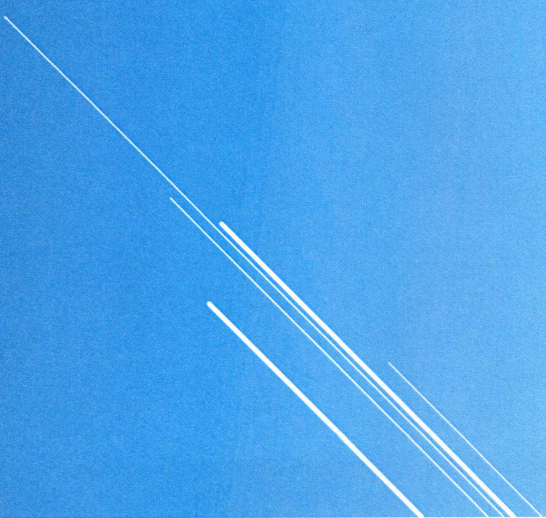
Mr. Allen said ADOT issued two grants to the City for airfield lighting projects, Replacement LED Runway Signage RWY 7-25 and Replacement PAPIs / REILs RWY 7-25. The projects were scheduled to be completed in the Spring of 2026.

Mr. Allen said that regarding hangar development, several new leases had been created, and private hangar developments had been constructed at the airport. 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 met with all three, and the City Council had since approved the leases for new hangar developments. The City, in coordination with Big Dog Development, completed the hangar infrastructure project for Phase I and were preparing for Phase II.

Mr. Allen said that regarding airport facilities, the construction of the Airport Parking Lot Expansion Project was scheduled to begin next week. The number of parking spaces would double. The roof replacement for the City of Show



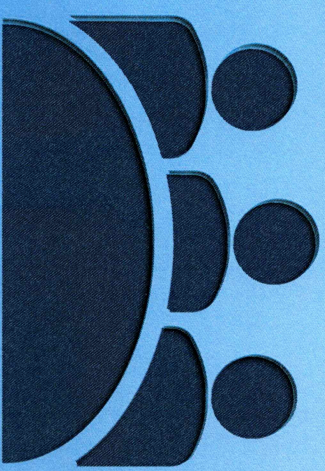
OPEN MEETING LAW HIGHLIGHTS



PURPOSE OF OPEN MEETING LAW ARS 38-431.09

It is the public policy of this state that meetings of public bodies be conducted openly and that notices and agendas for those meetings contain such information as is reasonably necessary to inform the public of the matters to be discussed or decided.”

Interpret the OML in favor of open and public meetings.



The public has a right to observe and potentially participate in open discussions about decisions being made by public entities.

Meetings of the public body are to be conducted openly.



Public Bodies. The legislature, **all boards and commissions of this state or political subdivisions**, all multimember governing bodies of departments, agencies, institutions and instrumentalities of this state or **political subdivisions**, including without limitation all corporations and other instrumentalities whose boards of directors are appointed or elected by this state or political subdivision. ARS 38-431 (6)

A city or town is a public body.

WHO MUST COMPLY WITH OPEN MEETING LAW?

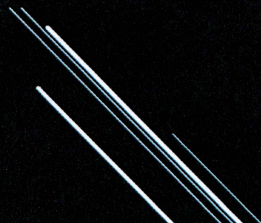
WHAT CONSTITUTES A MEETING ?

A meeting is a gathering of a quorum of a public body at which they discuss, propose, or take legal action, including deliberations.

ARS 38-431 (4)

OPEN MEETING LAW REQUIRES:

- ▶ **Agendas** – so people will know what you will talk about and can decide whether or not to attend. This is why you cannot speak about items not on the agenda.
- ▶ **Posting** – 24 hours or more in advance. This makes sure people will know with enough time to decide whether or not to come to the meeting.
- ▶ **Minutes** – due within three working days of the meeting in draft form. This makes sure that people know what occurred even if they could not or did not attend the meeting. Must be in written form or recorded.



**WHAT
CONSTITUTES A
PROPER OML
MEETING?**

Posted, agendized
meeting of a
quorum.

WHAT CONSTITUTES AN IMPROPER/ ILLEGAL OML MEETING?

An interaction of a quorum on an issue without an agenda (or off agenda discussion)

Polling before meetings

Individual members of a public body individually discussing business with a majority of other members, often to gauge opinions or take preliminary actions without a formal, public meeting

Serial meetings (in person and by email)

a series of private, unannounced conversations between a quorum of members of a public body to discuss or take action on official business

EXECUTIVE SESSIONS A.R.S. §38-431.03

There are narrow exceptions to when public entities are to hold discussions without the public allowed to attend/participate. Each option for an executive session must be listed in the agenda in advance.

A1 – employment/potential employment issues. Person being discussed has right to notice and request the discussion happen in open session.

A2 – discussion/examination of confidential records (as set by law, not opinion).

A3 – legal advice (with a lawyer participating, not as potted plant).

A4 – negotiations of contracts, claims, and settlements.

A5 – negotiations with employee organizations (unions).

A6 – negotiations of interstate/international/tribal matters.

A7 – negotiations for purchase/sale/lease of real property.

EXECUTIVE SESSION-POLICY AND PHILOSOPHY

The narrow exceptions exist to allow a public entity to not be harmed by having to discuss everything in public session.

EXECUTIVE SESSION

- ▶ **Discussions** may occur in executive session, but **action** must always occur in open session.
- ▶ If direction is given in executive session, confirm it in open session (“Staff/Legal Counsel is instructed to proceed as described in Executive Session”)
- ▶ Minutes are still taken for executive sessions, but are not published like open sessions

EXECUTIVE SESSIONS ARE NOT FOR DISCUSSION OF ISSUES YOU JUST DO NOT WANT THE PUBLIC TO HEAR. IT MUST FIT A SPECIFIC LEGAL BASIS OR BE HANDLED IN AN OPEN SESSION.



FAA - FY

**Federal Aviation Administration and Arizona Department of Transportation
Five-Year Capital Improvement Program
Project Request Data Sheet**

Airport Name: Show Low Regional Airport Sponsor Signature:  (Required) Date: 8/18/2025 9:19:18AM

Fiscal Year	Project Map Identifier	Project Category	Project Total Amount	Project Component		
				Description	Justification	
2027	27-1	Federal, State, and Local	\$475,000	Runways-Construct Runway [Includes Relocation] - Standards Const: Rwy 1836 (60 ft x 4,712 ft) and Twy D (25 ft x 4,712 ft) with Edge Lighting and Signage (Design Only)	Based upon wind data, a north south aligned Rwy provides the best wind coverage at the airport and will increase airport safety by allowing more aircraft to land directly into the prevailing winds	Project shown on approved ALP? Phase Project? FSL Pavement Maintenance Pjt.? Environmental Review Status? Y N N EA
			\$200,000	Other-Install Miscellaneous <NAVAIDS/Approach Aids> - Standards Relocate Windscone w/Segmented Circle (AIG)	The existing windscone and segmented circle is in the way of future development and has reached the end of its useful life. Continued maintenance will not extend the life of the windscone.	Project shown on approved ALP? Phase Project? FSL Pavement Maintenance Pjt.? Environmental Review Status? Y N N CatEx
2027	27-3	State and Local	\$425,000	Weather Reporting Equipment, Install (New) Replace AWOS III P/T	The existing AWOS is older than 20 years and is no longer supported by the manufacturer and is having reliability issues. It needs to be replaced.	Project shown on approved ALP? Phase Project? FSL Pavement Maintenance Pjt.? Environmental Review Status? Y N N CatEx
			\$4,500,000	Runways-Construct Runway [Includes Relocation] - Standards Const: Rwy 1836 (60 ft x 4,712 ft) and Twy D (25 ft x 4,712 ft) with Edge Lighting and Signage (Ph 1 Grading)	Based upon wind data, a north south aligned Rwy provides the best wind coverage at the airport and will increase airport safety by allowing more aircraft to land directly into the prevailing winds	Project shown on approved ALP? Phase Project? FSL Pavement Maintenance Pjt.? Environmental Review Status? Y Y N EA
2028	28-1	Federal, State, and Local				
27						

**Federal Aviation Administration and Arizona Department of Transportation
Five-Year Capital Improvement Program
Project Request Data Sheet**

Airport Name: Show Low Regional Airport Sponsor Signature:  Date: 8/18/2025 9:19:18AM
(Required)

fiscal Year	Project Identifier	Project Category	Project Total Amount	Project Component
2028	28-2	State and Local	\$650,000	Taxiway Lighting, Install (New)
			Rehab. Twy A Edge Lighting	
			Justification: The edge lighting for Twy A have reached the end of their useful life. The project will replace the lights and regulator in the vault. The project will also include grounding the twy circuit via installing ground rods and connections for each	Project shown on approved ALP? Y Phase Project? N FSL Pavement Maintenance Proj.? N Environmental Review Status? CatEx
2028	28-3	State and Local	\$125,000	Guidance Signs, Rehabilitate
			Rehab. Twy A Signage	
			Justification: The signs for Twy A have reached the end of their useful life. The project will replace the signs.	Project shown on approved ALP? Y Phase Project? N FSL Pavement Maintenance Proj.? N Environmental Review Status? CatEx
2029	29-1	Federal, State, and Local	\$3,500,000	Runways, Construct Runway [Includes Relocation] - Standards
			Constr. Rwy 1836 (60 ft x 4,712 ft) and Twy D (25 ft x 4,712 ft) with Edge Lighting and Signage (Phase 2 Paving)	Project shown on approved ALP? Y Phase Project? Y FSL Pavement Maintenance Proj.? N Environmental Review Status? EA
			Justification: Based upon wind data, a north south aligned Rwy provides the best wind coverage at the airport and will increase airport safety by allowing more aircraft to land directly into the prevailing winds	
2029	29-2	Federal, State, and Local	\$1,500,000	Taxiways, Rehabilitate Taxiway - Reconstruct
			Reconst. Twy B (35 ft x 750 ft), Twy B3 (35 ft x 135 ft), and Twy B4 (35 ft x 135ft)	Project shown on approved ALP? Y Phase Project? N FSL Pavement Maintenance Proj.? N Environmental Review Status? CatEx
			Justification: Twy B has a PCI of 5 and needs reconstruction. The twy serves as the access to Runway 25 from the GA area and as access to the new hangar development area.	

**Federal Aviation Administration and Arizona Department of Transportation
Five-Year Capital Improvement Program
Project Request Data Sheet**

Airport Name: Show Low Regional Airport Sponsor Signature:  (Required) Date: 8/18/2025 9:19:16AM

Final Year	Project Mar. Identifier	Project Category	Project Total Amount	Project Component	
2029	29-3	State and Local	\$155,000	Rotating Beacon, Install (New) Replace Airport Rotating Beacon and Tower	
28			Justification: The beacon and tower are very old and it has the climbing style tower. Maintenance and safety of maintenance folks is becoming a concern. This project will install new equipment on top down pole. Description: Runway: Construct Runway [Includes Relocation] - Standards Constr. Rwy 18/36 (60 ft x 4,712 ft) and Twy D (25 ft x 4,712 ft) with Edge Lighting and Signage (Phase 3 Lighting)	Project shown on approved ALP? <input type="checkbox"/> Y Phase Project? <input type="checkbox"/> N FSL Pavement Maintenance Proj? <input type="checkbox"/> N Environmental Review Status? <input type="checkbox"/> CalEx	
				Justification: Based upon wind data, a north south aligned Rwy provides the best wind coverage at the airport and will increase airport safety by allowing more aircraft to land directly into the prevailing winds. Description: Apron: Rehabilitate Apron - Reconstruction Reconstruct North Apron (Approx. 21,000 sq)	Project shown on approved ALP? <input type="checkbox"/> Y Phase Project? <input type="checkbox"/> Y FSL Pavement Maintenance Proj? <input type="checkbox"/> N Environmental Review Status? <input type="checkbox"/> EA
2031	31-1	Federal, State, and Local	\$5,000,000	Justification: The north apron has a PCI 49 and is in need of repair. A geotech evaluation will determine if the pavement can be salvaged with a mill and overlay project or if it will be reconstructed. Description: Reconstruct North Apron (Approx. 21,000 sq)	Project shown on approved ALP? <input type="checkbox"/> Y Phase Project? <input type="checkbox"/> N FSL Pavement Maintenance Proj? <input type="checkbox"/> N Environmental Review Status? <input type="checkbox"/> CalEx
30					

Low's three-bay commercial hangar was underway. The Bureau of Indian Affairs building's roof replacement project was completed, and it was scheduled to get new windows and doors. The exterior painting on the terminal building was completed this summer.

Mr. Allen said the upcoming projects for terminal renovations included remodeling the terminal bathrooms to meet ADA standards, installing new flooring, and adding a new airport entry sign.

6. **NEXT MEETING:**

Mr. Allen said there would be a Joint Meeting with the City Council on October 21, 2025, at 7:00 p.m.

7. **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 OCTOBER 7, 2025, AT 5:00 P.M.**

ATTEST:

APPROVED:



Jacob Allen, Airport Manager



Gary Winslow, Chairman

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 October 7, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 20th day of April, 2026



Jacob Allen, Airport Manager