

**MINUTES OF THE REGULAR MEETING OF THE SHOW LOW AVIATION ADVISORY COMMITTEE HELD ON THURSDAY, SEPTEMBER 28, 2023 AT 4:00 PM IN THE CITY COUNCIL CHAMBERS, 181 NORTH 9TH STREET, SHOW LOW, NAVAJO COUNTY, ARIZONA**

**1. CALL TO ORDER:**

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

**2. ROLL CALL:**

COMMITTEE MEMBERS PRESENT: Chairman Thomas Cedarblade, Member John Hannah, Member Bruce Ironside, and Member Gary Winslow.

COMMITTEE MEMBERS ABSENT: Member Roger Williams.

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

CITY COUNCIL PRESENT: Councilman Jon Adams.

GUESTS PRESENT: None.

**3. APPROVAL OF MINUTES:**

A. Aviation Advisory Committee Regular Meeting of May 11, 2023.

**CHAIRMAN CEDARBLADE MOVED TO APPROVE THE MINUTES OF MAY 11, 2023; SECONDED BY MEMBER GARY WINSLOW; MOTION PASSED 4 TO 0, WITH CHAIRMAN CEDARBLADE AND MEMBERS HANNAH, IRONSIDE, AND WINSLOW VOTING IN FAVOR.**

**4. NEW BUSINESS:**

A. Introduction to Crosswind Runway Focused Planning Study - Dibble

Jacob Allen introduced Charlie McDermott, Senior Project Manager and Jenny Watts, Senior Planner with Dibble, who were hired to work on the proposed Crosswind Runway Focused Planning Study (FPS).

Mr. McDermott said the project team was comprised of the City of Show Low, the Federal Aviation Administration (FAA), Dibble, SWCA Environmental Consultants, Lean Technology Airspace Consultants, and Armstrong Consultants.

Mr. McDermott said the FAA required the FPS to determine the appropriate environmental clearance under the National Environmental Policy Act (NEPA) and establish federal action. The FPS must demonstrate the project's

purpose and need and include pre-planning documentation leading to either an Environmental Assessment (EA) or an Environmental Impact Statement (EIS). Mr. McDermott said that an EA was anticipated for this project.

Mr. McDermott said the 2021 Airport Master Plan proposed the closure of the existing crosswind runway 4/22 and the development of a new crosswind runway. The justification for closing the existing crosswind runway was based on four key factors: poor pavement condition, it did not meet the FAA's 95% wind coverage requirement, the existing runway length was not optimal for most small aircraft, and it did not meet several FAA safety area design standards.

Mr. McDermott said the FPS included the following components: the development of preliminary FAA environmental clearance documentation components and validation of runway length, orientation, and location as depicted on the 2021 Airport Layout Plan. After the preferred location of the new runway was identified, the FPS would include screening of environmental resources, airspace analysis, 25 percent preliminary engineering design, documented Categorical Exclusions (CATEX) for the fill borrow sites, public outreach, and FPS submittal for FAA determination.

Ms. Watts said it was essential to engage with the community early and through this process foster buy-in and understanding. As part of the public outreach process, up to four public workshops would be hosted in an open-house format. The Dibble team would work directly with the City to determine the best locations and how to best share this information with the public via press releases, newspaper advertising, social media, and Show Low TV.

Ms. Watts said the outcome of the FPS would not change the types of aircraft using the facility, the airfield capacity, or the introduction of additional commercial services. The outcome of the FPS would allow the commencement of the NEPA environmental clearance process, and the new crosswind runway would enhance the safety of the airfield for users.

Chairman Cedarblade asked what the time frame was to get started on the process. Mr. McDermott said they would like to hold the first public meeting before Thanksgiving. Chairman Cedarblade asked when the 12-month time period would start. Mr. McDermott said that would begin when the Environmental Assessment started. The FAA would provide a Determination letter stating it was okay to move forward with the Environmental Study, and that was when the clock started.

Chairman Cedarblade asked how many of the four public meetings would take place before the EA. Mr. McDermott said all the public outreach meetings and the Focus Planning Study would be done and submitted to the FAA before the EA. Then, the FAA would let the City know when it could proceed with the EA. Ms. Watts said there would be additional public engagement programs for the EA process.

Chairman Cedarblade asked at what point tentative documentation would be ready to present at these public meetings. Mr. McDermott said boards showing where the proposed flight tracks would be compared to the current ones would be ready for the first meeting. The first group of public meetings aimed to have all issues vetted and community concerns addressed before the Environmental Assessment began.

Member Winslow asked if Dibble looked into the airport's history, all the way back to 1948, as part of the FPS. Mr. McDermott said yes, they would look at the airport history. It had to be considered as part of the FPS and carried over into the Environmental Assessment.

Member Ironside asked how the topic of the borrow site would be addressed during the outreach process, as that information would most likely not be available for the November meeting. Mr. McDermott said that at the first public meeting in November, the project would be introduced to the public and include what the project was, what the City was trying to accomplish, present data gathered, and get initial feedback from the community. They would not have all the answers at the first public meeting.

Member Ironside said there would probably be people concerned about what the borrow site would look like, and the City should try and have some information to present to the community as soon as possible. Mr. McDermott said Armstrong Consultants was responsible for identifying the borrow site, confirming the material at the site was adequate, and how it would be transported to the airport. Mr. Allen said the airport and two other sites were under consideration for the borrow sites.

#### B. Airport Capital Program Review (ACP)

Mr. Allen presented the approved Airport Capital Improvement Program (ACIP). He said the report included proposed FFA and Arizona Department of Transportation (ADOT) projects. Not all projects had received funding but were approved as part of the five-year plan. Regarding federally funded projects, the City of Show Low was considered an economically disenfranchised community, so the FAA paid 95 percent, ADOT matched 2.5 percent, and the City had to match 2.5 percent. Regarding state-funded projects, the state funded 90 percent, and the City match was 10 percent.

Mr. Allen said the projects that were included as part of the ACIP were the construction of two large helicopter pads to support firefighting operations, the replacement of signs with LED lighting on runway 7/25, and the replacement of the Precision Approach Path Indicators and Runway End Identifier Lights on runway 7/25 with LED units.

Mr. Allen said in 2025, the Environmental Assessment to construct runway 2/20 would follow the Focus Planning Study. That would be followed by the construction of the new proposed runway 2/20 and the construction of a

parallel taxiway along that runway. He said that in 2027, there were plans to reconstruct Taxiway Bravo. The airport also must acquire a new Aircraft Rescue and Fire Fighting truck. The last ACIP project, scheduled for 2029, was the reconstruction of the north apron.

**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 Members

None.

B. Public Works Director

Mr. Kopp said the City's capital improvement planning was starting. The first meeting would be held on October 25, 2023. He invited the Committee Members to share any projects they would like to nominate for the Capital Improvement Program.

Mr. Kopp said the City was advertising a Request for Proposal for hangar ground leases and had one interested party. Staff held a pre-bid meeting for the 10-Hanger Infrastructure project, and it was well attended.

C. Airport Manager

Mr. Allen said Armstrong Consultants was conducting surveying, geotechnical work, and boring in support of the Focus Planning Study. The grant funds for the ADOT-approved LED Runway Lighting project for runway 7/25 were received. The design was complete, and the contractor was waiting for materials. He said Public Works had been working on pavement maintenance at the airport. The Annual Part 139 Inspection was conducted on August 31, and the airport was found to be in compliance with all requirements.

Mr. Allen said there were a couple of projects that were supposed to start in July as part of the ADOT Airport Pavement Management System (APMS) program which included crack seal and seal coat on the primary runway 7/25, a mill and overlay of Taxiway Alpha, and slurry seal of runway 4/22. However, these projects were postponed until Spring 2024 due to contractor issues.

Mr. Allen said in March, the airport subscribed to 1200.aero, tracking operations software that allowed the airport to automatically track airport activity 24 hours a day. The system tracked daily operations, weather conditions, and operations by runway, aircraft type, and origin airport. Previously, staff tracked data by hand and only between 7:00 a.m. to 7:00 p.m. He shared the operations report from May 1, 2023, through September 28, 2023. In that period, the airport had 8,541 operations, 3,984 landings, 4,050 takeoffs, 179 go-arounds, and 328 overflights.

Mr. Allen said shared fuel sales for the following months: May - 19,659 gallons, June - 24,413 gallons, July - 45,913 gallons, and August - 35,385 gallons. He said the last three months' sales were five-year records.

Mr. Allen said Matt Smith and Luther Quintana retired last month. Austin Donald was now the new Senior Airport Lineman and three new linemen were hired: Kelly Sharping, Dean Higginbotham, and Tad Thurell.

7. **NEXT MEETING:**

A. October 17, 2023

Chairman Cedarblade said the next meeting of the Aviation Advisory Committee would be on October 17, 2023, 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 CEDARBLADE ADJOURNED THE REGULAR MEETING OF THE SHOW LOW AVIATION ADVISORY COMMITTEE OF SEPTEMBER 28, 2023 AT 4:56 PM.**

ATTEST:

  
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Jacob Allen, Airport Manager

APPROVED:

  
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Tom Cedarblade, 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 September 28, 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 4<sup>th</sup> day of March, 2023

  
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Jacob Allen, Airport Manager