

MINUTES OF THE REGULAR MEETING OF THE CASA GRANDE MUNICIPAL AIRPORT ADVISORY BOARD OF THE CITY OF CASA GRANDE HELD SEPTEMBER 22, 2015 IN THE PUBLIC SAFETY FACILITY, COMMUNITY ROOM 122, 373 E. VAL VISTA BOULEVARD, CASA GRANDE, ARIZONA, AT THE HOUR OF 6:00 P.M.

MEMBERS PRESENT:      Richard Calcaterra      Member  
                                 Donald Domeyer      Member  
                                 David Goss              Member  
                                 Lindsey Goss          Member

MEMBERS ABSENT:      Brad Sharp              Member

OTHERS PRESENT:      Richard Wilkie          Airport Manager  
                                 Kevin Louis              Director of Public Works  
                                 Jim Thompson          City Manager  
                                 Mark Graffius          City Attorney

**A. CALL TO ORDER**

Chairman Goss called the meeting to order at 6:00 PM.

**B. ROLL CALL**

Airport Manager Richard Willkie called the roll. Chairman David Goss and Members Domeyer, Calcaterra and Goss were present. Member Sharp was absent.

**C. ELECT CHAIRMAN AND CO CHAIRMAN**

Chairman Goss called for nominations for the chairman of the board. Member Lindsey Goss motioned to nominate Dave Goss as chairman of the board. Chairman Goss asked the board if there were other nominations. No additional nominations were received from the board. Member Calcaterra seconded the motion and the vote carried with a 3-1 voice vote with Member Domeyer opposed. Chairman Goss called for nominations for co-chairman of the board. Member Lindsey Goss motioned to nominate Richard Calcaterra as co-chairman of the board. Chairman Goss asked the board if there were additional nominations. No additional nominations were received from the board. Chairman Goss seconded the motion and the vote carried with a 3-1 voice vote with Member Domeyer opposed.

**D. APPROVAL OF MINUTES**

No minutes to approve.

**E. PRESENTATIONS**

**E.1 Airport Advisory Board Authority Review**

Airport Manager Richard Wilkie read chapter 2.28 Airport Advisory Board of the City Code sections 2.28.010 through 2.28.060 to the board. The City Code to which reference was made may be found on the City of Casa Grande website. After Manager Wilkie read the chapter to the

board, Chairman Goss invited questions from the board regarding the chapter overview. No questions or comments were offered by the board.

### **E.2 Open Meeting Law**

Assistant City Attorney Mark Graffius introduced himself to the board and provided an overview by Power point presentation of Open Meeting Law and how it informs and protects the public, the board, maintains government integrity and builds trust between the public and government.

Assistant Attorney Graffius told the board by definition of ARS §38-431.01 (A) the board is a “public body” and must abide by Open Meeting Law to conduct a meeting. He noted to have a quorum of the Airport Advisory board three members must be present. He went on to explain three members together, did not violate open meeting law as long as the members did not discuss board business. Assistant Attorney Graffius said violation of open meeting law also extended to the use of electronic communication (telephone and computer) and cautioned the board on text messaging and email communication. He told the board if they should be aware of the perception of violating Open Meeting Law and if there was any question whether their appearance together, discussion or other communication violated the Open Meeting Law, they should disperse (spread out) and discontinue their discussion or communication.

Assistant Attorney Graffius informed the board, an agenda for the meeting must be posted twenty-fours prior to the meeting or a meeting cannot be held. The agendas are posted at City Hall, the Public Safety Facility and the City website as soon as a webmaster is hired. The agenda must provide the notice of time, date, location and items that will be discussed, considered or decided (ARS §38-431.09). The public bodies which must comply with the law are: Legislature, all boards and commissions of the State or political subdivision, multi member governing bodies, and quasi-judicial bodies. Going back, Assistant Attorney Graffius said a meeting can occur anytime there is a quorum of a public body which includes telephone, email and text communications. Assistant Attorney Graffius went over the Open Meeting Law Enforcement Team (OMLET) a section of the Attorney General’s office. He told the board it is a felony to intentionally violate open meeting law, City would be fined for such violation. Board members may contact the City Attorney’s office to ensure no violations have occurred unintentionally.

Assistant Attorney Graffius provided a brief overview of Executive sessions which are generally for City Council meetings. The general public does not attend sessions, no vote is taken and only specific items are discussed during Executive Sessions such as: personnel matters, confidential records, legal advice, pending or contemplated litigation, negotiations with employee organization, international and interstate negotiations by a city with tribal City Council, negotiations for the disposition of real property.

Assistant Attorney Graffius discussed the Call to Public agenda item by saying the public may speak at a meeting, the chairman may thank the speaker for their comments and said the board may request city staff to review a matter or request a matter be placed on a future agenda for discussion. Again, he reiterated the board cannot discuss items that are not on the agenda but may respond to general questions. In response to question on public speaker time limit, Director

of Public Works Kevin Louis replied public comments should be brief and is limited to three minutes or less at City Council meetings. Director Louis added there are numerous ways for the public to request an item for the agenda, contacting city staff, the board, City Council and through the on line service request prior to the agenda posting which is twenty-four hours before the meeting. City Manager Jim Thompson added depending on the request an item may have to be placed on a future agenda as some items may require city staff to research and prepare information.

In response to Member Domeyer regarding additional workshops or committees for the advisory board and general public attendance of such, Director Louis reported the airport board established a subcommittee to address airport improvements; agendas were prepared and posted for the subcommittee meetings to meet the requirements of the law.

Minutes of the board meeting may be a written or recorded record of the meeting and available for review within three working days. After the minutes are approved by the board and City Council, they will be posted on the city website for public view.

The Power Point document to which reference was made in the presentation can be found with the minutes records.

### **E.3 Airport Driving and Parking**

Airport Manager Wilkie stated the rules for driving and parking at the airport was implemented to enhance safety at the airport. He went on to say driving on the airport is permissible with authorization by airport staff and justification for the need (to service aircraft); tenants have use of gates to access hangars, etc. In response to Chairman Goss' question of liability if an accident occurs between a vehicle and aircraft, Manager Wilkie, Assistant Attorney Graffius and City Manager Thompson said it depends on consideration of all the factors, most likely the City would not liable for damage caused between vehicles and aircraft accidents.

Chairman Goss allowed comments on the agenda item from the following:

Mr. Jack Dixon told the board he has two planes at the airport (hangar and shade). Mr. Dixon drives from one plane to the other and did not see a problem with that practice.

Member Goss noted while having lunch at the airport café, she observed the student pilots pulling out close to the terminal. Member Domeyer appreciates the safety aspects implemented by Manager Wilkie and said the board should focus on high hazard areas. City Manager Thompson said the board could be asked to take this item under advisement and ask for input from the tenants, users of the airport for discussion at a future meeting. Manager Wilkie said he has plans for a comment box on the website for such remarks. Manager Wilkie said the rules will remain in place until further discussion and added the rules were previously sent to the tenants. Assistant Attorney Graffius reiterated the duties of the board to the audience.

### **F. REPORT BY OFFICERS**

### **F.1 Process for Developing Airport Code of Conduct**

Manager Wilkie reported the purpose of the airport is to provide support to active aviation, tenants, users of the airport and the community. Manager Wilkie proposes to create an environment that is professional, welcoming and positive. He went on to say he would like to see a graduated recourse to offenses; currently his recourse is to have a non-tenant removed by the police department or terminate a tenant's lease.

Member Domeyer stated round tables used by tenants for socializing were replaced by two person tables. He would like to see other tables placed away from the café for individuals to gather as the snowbirds would soon be arriving to Casa Grande. He recalled the senior vice president of a large corporation entered the terminal and enjoyed conversation with the group.

Assistant Attorney Graffius recommended placing the item on the agenda until a code has been established.

## **G. NEW BUSINESS**

### **G.1 update on Airport Projects**

Manager Wilkie gave a brief update on completed and future airport projects:

- Resurfacing of the parallel taxiway
- Construction on the southern ramp area
- Rehabilitation of the oldest two hangars
- Milling of pavement to reduce flooding
- Renovation of the terminal building
- Relocation of PHI Medical Evac
- Taxiway Echo, 100 % designed
- New ramp space next to PHI Medical Evac, relocation of helicopter
- Security enhancements, staff obtaining quotes to install cameras
- Pavement maintenance of the North and west ramps, repair cracks
- Exterior of airport, enhance airport entrance sign
- Paving to the shade and tie downs areas
- Filling in cracks by the hangars

Manager Wilkie noted this year the FAA issued an acceptance of the Through the Fence program. The acceptance will assist the City in marketing the acreage in the airport industrial park for aviation related businesses. Some of the money from the sales of property in the industrial park will go back to the municipal airport.

## **H. PUBLIC COMMENTS**

Public comments were received by Mr. Jack Dixon and unidentified audience member on agenda items E.3 and I.

An unidentified audience member expressed concern in the amount noise caused by student pilots and asked the board to consider the number of students flying over.

A few unidentified audience members expressed concern that there are two members of the same family of the board and suggested one member resign. City Manager Thompson told the audience the members of the board went through a selection process by the Mayor that is outlined in the City charter.

Mr. Jack Dixon addressed the board saying the airport belongs to the people that live in Casa Grande and is important to remember the city is here to serve the public.

Council Member Dick Powell expressed appreciation for the effort of City Manager Thompson to have an airport advisory board and was thrilled to attend the first meeting. Council Member Powell went on to say the airport is a great asset to the community and congratulated the new board.

Mr. Jim Burdge addressed the board as a tenant of the airport and resident of the city. He would like to see the bulletin board in the terminal building replaced. Manager Wilkie is working on an open display of information, a kiosk and possibly bringing back the bulletin board. Mr. Burdge also requested the hangar waiting list be displayed in the terminal again.

## **I. REPORTS BY BOARD MEMBERS**

Member Domeyer observed a jet performing a “missed approach” and recommended the guides changed by the FAA as the aircraft fly directly over homes near the airport causing complaint for noise. City Manager Thompson said the homeowners in Villago were given notice of the flight path of the aircraft. Manager Wilkie said airport staff posts approach information on the city website.

Member Domeyer requested city staff to review the use of solar power at the airport. Manager Wilkie said the item can be placed on the agenda for discussion at a future meeting. City Manager Thompson reminded the board and audience to limit comments to comments and not to engage the board members in discussion not of the agenda. The board can consider items for placement on the agenda at a future meeting for discussion.

## **J. ADJOURNMENT**

Chairman Goss entertained a motion to adjourn the meeting, Member Goss motioned to adjourn, Member Domeyer seconded the motion and the vote carried unanimously. The meeting adjourned at approximately 7:41 PM.

Submitted by Christine Perez, Recording Secretary to the Municipal Airport Authority of the City of Casa Grande, to the City Council, subject to the Airport Advisory Board's approval.

Approved this 27th day of October 2015 by the Municipal Airport Advisory Board of the City of Casa Grande.

ATTEST:

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Chairman of the Municipal Airport Advisory  
Board of the City of Casa Grande