

AGENDA

THE AIRPORT ADVISORY COMMISSION REGULAR SESSION OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, HELD ON MONDAY, AUGUST 11, 2025, AT 5:30 PM, AT THE CITY OF BISBEE CITY HALL LOCATED AT 118 ARIZONA ST., BISBEE, AZ 85603.

MEETING CALLED TO ORDER BY: MARK AT: 5:30 P.M.

Roll Call:

COMMITTEE MEMBERS	<u>PRESENT</u>	<u>ABSENT</u>	<u>EXCUSED</u>
Dan Callaghan	<u>X</u>		
Mark Gray	<u>X</u>		
Dina Herrington			<u>X</u>
Amparo Gonzalez		<u>X</u>	
Cheri Chase	<u>X</u>		
Rod Burkert	<u>X</u>		
Richard Stein	<u>X</u>		
Juanetta Hill, City Liaison			<u>X</u>
Matthew Gurney, City Liaison	<u>X</u>		
Logan Dodd, City Liaison			<u>X</u>

CALL TO THE PUBLIC: NONE

APPROVAL OF ACTION AGENDA:

Approval of the Minutes of the Regular Session of the Airport Advisory Commission Meeting held on May 12, 2025.

OLD BUSINESS:

1. Discussion hanger development plan
A FLYER WAS PASSED AROUND SHOWING HANGER DEVELOPMENT PLAN FROM 2011 AMP-AIRPORT MASTER PLAN.
2. Discussion better visibility of fuel prices and fuel costs
**100 LL - \$5.50 - WAS SHARED TO THE COMMITTEE
ADD FUEL SALES TO THE AGENDA.
EVERY MONTH SEND OUT THE FUEL SALES FROM THE PREVIOUS MONTH.**
3. Discussion non-flying planes in hanger
**WE READ THROUGH 3A-3G IN A DISCUSSION
DOES IT AFFECT OVER FUNDING?**
 - a. These comments underscore that while non-flying aircraft may be tolerated locally, airports are not required to ignore FAA policy and are encouraged to enforce it.
 - b. Legal Enforcement
 - c. Policy enforcement rests with airport sponsors, not individuals
 - d. FAA may withhold AIP grant funding or disapprove hangar development if misuse is found
RedditFederal Aviation Administration+4Kaplan Kirsch LLP+4Reddit+4

- e. Airport sponsors are expected to maintain inspection programs and require compliance with lease provisions and FAA assurances
 - f. At federally obligated airports, FAA guidelines allow storage of non-flying (under repair) aircraft if active work is ongoing, but long-term storage of derelict aircraft is not permitted without FAA approval.
 - g. Personal items or vehicles may be allowed only if they do not interfere with the aeronautical use of the hangar.
4. Discussion on events
TABLED

NEW BUSINESS:

1. Discuss update on FAA & ADOT Aeronautics meetings on Funding
See the attached Exhibit A for the discussion regarding this item.
2. Discuss 5-year ACIP (Airport Capital Improvement Plan)
See the attached Exhibit B for the discussion regarding this item.
3. Discuss the bid process of Airport Engineer & Planner, the process, and what comes next
See the attached Exhibit C for the discussion regarding this item.

Member Comments: **N/A**

Staff Comments: **N/A**

Future Agenda Items:

- **GROUND LEASE**
- **CAN FUNDING BE AFFECTED BY NON-OPERATING PLANES**
- **IS MARILYN'S HANGERS AFFECTING FUNDING – MARK**
- **FUEL INFORMATION**

ADJOURNMENT: MEETING ADJOURNED BY: **MARK** AT: **6:44**

MOTION: **MARK** SECOND: **DAN** Approved: **ALL**

✈ Talking Points – Airport RFP & ACIP Update

RFP Status

- Both **Engineering** and **Planning** RFQs released on **July 23, 2025**
- **Bid closing date: August 28, 2025**
- Qualifications-based selection process in place for both contracts

ACIP & ALP Progress

#1

- **Final ACIP** submitted
- **Airport Layout Plan (ALP)** prepared for each of the five years in the plan
Planning tool / Map supports existing / future facilities & Planned Development
- Complete **5-year ACIP** now in place

Funding Overview

- **FAA Entitlement Funds:** \$150,000 per year, with \$450,000 currently available
- **IIJA Grant Funds:** \$1,016,000 available, must be used before 2027
- **ADOT Aeronautics:** No state grant funds until 2027
- **Annual award funds:** \$500,000

Recent Meetings

↑
start

- Met with **FAA** and **ADOT Aeronautics** on **June 18, 2025**
- **TTFA** (Tentative Time Frames for Approval) cleared by FAA
- Waiting for FAA to schedule ACIP review meeting

Next Steps

1. Meet with ADOT to prioritize ACIP projects
2. Initiate **new ALP** development
3. Issue RFQs for Airport Engineering & Planning (currently in process)



4. Engineer to complete **NEPA clearance** by **October 1, 2025**
~~NEPA~~ *May need to hire separate engineer for this*
5. Meet with Ken Hall to review 2027-2031 ACIP and funding needs

✦ Talking Points: Five-Year ACIP Overview (FY 2027–2031)

1. Purpose of the ACIP

- The ACIP is a strategic planning tool used to identify and prioritize capital projects at the airport.
 - It ensures alignment with FAA and ADOT funding programs, including the Airport Improvement Program (AIP).
 - Projects are selected based on safety, regulatory compliance, pavement condition, and long-term airport needs.
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2. Project Highlights – FY 2027 to FY 2031

FY 2026 (2027 Grant Cycle)

- Runway lighting and Constant Current Regulator (CCR) replacement
- Precision Approach Path Indicator (PAPI) replacement
- Rotating beacon replacement

FY 2027 (2028 Grant Cycle)

- Apron reconstruction (Design Phase)

FY 2028(2029 Grant Cycle)

- No capital project planned – may serve as a grant deferral year or for closeout activities

FY 2029 (2030 Grant Cycle)

- Airport Master Plan update, including a new ALP and long-range planning components

FY 2030 (2031 Grant Cycle)

- Taxiway A Realignment/Relocation (Design & Construction)
- Fuel Tank Replacement (Design)



3. Funding Structure

- Most projects are anticipated to be funded through the FAA's AIP with a typical **90/5/5 split**:
 - 90% FAA
 - 5% ADOT
 - 5% local match (City of Bisbee)
- Maintaining eligibility and timely submissions is essential to securing these funds.

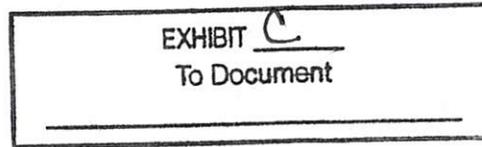
4. Coordination and Next Steps

- The ACIP is submitted to ADOT and the FAA for review and programming into their statewide capital plan.
- Project implementation depends on FAA approval, environmental clearance (as needed), and engineering design.
- Selecting the Airport Engineer and Planner will enable us to move forward with the projects as funding becomes available.

5. Commission Role

- The Airport Commission's input is critical in validating project priorities and supporting the long-range vision for the airport.
- Your endorsement helps demonstrate local support to FAA and ADOT.

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Airport Commission Advisory Board

Talking Point: RFQ Process for Airport Engineer & Planner

We've officially released Requests for Qualifications for both our Airport Engineer and Airport Planner. These are two separate five-year contracts, following FAA Advisory Circular 150/5100-14E and our City's procurement procedures.

The RFQs outline project scopes based on our ACIP, include evaluation criteria, and maintain the City's standard contract terms. We're currently in the open solicitation phase, with a submission deadline of August 28, 2025.

After the deadline, a selection committee will review and score the qualifications submitted. No pricing is considered at this stage — it's strictly a qualifications-based selection.

Once the top-ranked firms are selected, we'll move into contract negotiations, beginning with tasks tied to our highest-priority capital projects.

The next steps include confirming the selection panel, preparing for evaluation, and — if needed — scheduling interviews with shortlisted firms.