

**AIRPORT COMMISSION**

**COUNCIL CHAMBERS--
RIVERFRONT
1083 E. RIVERFRONT ROAD
COTTONWOOD, AZ 86326**

Wednesday, August 19, 2026

6:00 PM

cottonwoodaz.gov**I. CALL TO ORDER****II. ROLL CALL****III. PLEDGE OF ALLEGIANCE****IV. APPROVAL OF MINUTES**

1. [Approval of minutes regular meeting of May 20, 2026](#)

V. INFORMATIONAL REPORTS AND UPDATES:

Brief summary of current events by the Chairperson or Commissioners. The Commission shall not propose, discuss, deliberate, or take legal action on any matter in the summary unless the specific matter is properly noticed for legal action.

As a reminder, if you wish to speak to the Commission on a matter that is not listed on the agenda, you must submit a Request to Speak form to the City Clerk by the end of this informational reports and updates portion of the agenda.

DEADLINE TO SUBMIT REQUEST TO SPEAK CARDS
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VI. CALL TO THE PUBLIC

The public may address the Commission on matters directly relating to airport business that are not listed on the agenda during the Call to the Public by submitting a written "Request to Speak" form to the City Clerk no later than the conclusion of the informational reports and updates portion of the agenda. There is a three-minute time limit per speaker, and all comments shall be addressed to the Commission as a whole, not to any member thereof, staff, or audience. The Chairperson may direct a speaker to stop speaking and leave the podium or adjourn the meeting if anyone becomes disorderly or uncivil, makes personal attacks against any person or persons, or if the Chairperson determines that the speaker is speaking about items that are outside the Commission's legal authority to act.

Comments are limited to three minutes for each person.

VII. AIRPORT MANAGER'S REPORT

1. [Update on AVGAS sales for the Cottonwood Airport](#)

2. Report on the most recent Air Traffic count based on VIRTOWER Air Traffic Program.
3. Update on the Status of Various Airport Capital Improvement Projects.
4. Update to the Commission on Noise and Overflight Complaints.
5. Discussion of Eliminate Aviation Gasoline Lead Emissions (EAGLE)

VIII. OLD BUSINESS

1. Discussion and Potential Selection of a Recommended Date for an Airport Day Event.
2. Discussion and possible date selection to facilitate an Aircraft Orientation for First Responders.
3. Discussion and recommendation for a date for the Airport Commission to provide the City Council with an update of the Commission's activities as required by the Cottonwood Municipal Code.
4. Revised and Updated Pilot Guides.
5. Update of proposed Private Helicopter Operating Facility at the Cottonwood airport.

IX. NEW BUSINESS

1. Report to the Commission on the Fiscal Impact of Non-Aeronautical Airport Properties on the Airport Fund and discussion as appropriate.
2. Recognition of the Cottonwood Airport Beacon Tower as an original component of the lighted airmail route tower system, which made up the Transcontinental Airway System (TAS), and that a plaque be created and affixed to the tower so stating.

X. COMMISSIONER'S REQUEST FOR FUTURE AGENDA ITEM(S)

XI. ADJOURNMENT

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Passcode: CR7sy3zj

City of Cottonwood, Arizona
Agenda Communication



Meeting Date: August 19, 2026
Subject:
Department: City Clerk
From: Evette Skerrett
Strategic Pillar: 6. Not Applicable

ATTACHMENTS
[5-20-26 DRAFT.pdf](#)

MINUTES OF THE REGULAR MEETING OF THE AIRPORT COMMISSION OF THE CITY OF COTTONWOOD, ARIZONA, HELD MAY 20, 2026 AT 6:00 P.M., AT THE COUNCIL CHAMBERS LOCATED AT 1083 E RIVERFRONT ROAD, COTTONWOOD, ARIZONA.

Chairman Wade called the meeting to order at 6:00 p.m.

Roll call was taken as follows:

COMMISSION MEMBERS PRESENT

Bill Wade, Chairman
Ron Baird, Vice Chairman
Robert Cloutier, Commissioner
Randy Taylor, Commissioner

COMMISSION MEMBERS PRESENT

John Sutton, Commissioner

STAFF MEMBERS PRESENT

Rod Propst, Airport Manager
Evette Skerrett, Deputy Clerk
Mike Goodman, City Attorney
Ryan Bigelow, Director of Strategic Initiatives

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

Approval of minutes regular meeting of March 4, 2026

Motion: Vice Chairman Baird Move to approve the minutes of March 4, 2026 as written

Seconded: Commissioner Cloutier

Motion unanimously carried

INFORMATIONAL REPORTS AND UPDATES

Chairman Wade reported:

- Introduced recently appointed Airport Commissioners Randy Taylor and Robert Cloutier.
- Reminded Commissioners that they may not discuss items that have not been properly agendaized.
- Advised that members of the public may complete a Call to the Public card to speak on matters that are not listed on the agenda during the designated Call to the Public portion of the meeting.

Airport Manager Propst reported

- He will contact commissioners to setup a tour of the airport
- Reminder of the upcoming boards and commissions training being put together by the City Clerk's Office
- American Association of Airport Executive training for Airport commissioners and Board members

CALL TO THE PUBLIC

None

AIRPORT MANAGER'S REPORT

- Update on AVGAS sales for the Cottonwood Airport
- Report on the most recent air traffic count based on VIRTOWER Air Traffic Program
- Update on the Status of Various Airport Capital Improvement Projects
- Update to the Commission on Noise and Overflight Complaints

Airport Manager Propst:

- Provided an update on calendar year 2025 AVGAS sales, fuel operations, capital projects, and recent airport noise complaints received by phone and email.
- Reported that approximately 2,550 gallons of AVGAS were sold during the previous month. The airport maintains a 10,000-gallon storage tank and typically places an order when inventory reaches approximately 3,000 gallons.
- Stated that AVGAS was currently priced at \$7.08 per gallon, compared to the regional self-service average of approximately \$7.24 per gallon. Fuel prices are adjusted regularly based on fluctuations in the cost of oil rather than a fixed markup.
- Reported that during calendar year 2025, the airport sold more than 27,000 gallons of AVGAS, generating \$150,323 in revenue. Operating expenses totaled \$129,547, resulting in net revenue of approximately \$20,776.
- Explained that operating expenses include insurance, fuel tank inspections, and other costs associated with maintaining the airport's 10,000-gallon hazardous materials storage tank. The recent inspection found the tank to be in satisfactory condition, with the next internal inspection anticipated in approximately three years.
- Noted that operating the fuel system requires specialized knowledge and acknowledged the value of airport staff responsible for fuel system maintenance. Although AVGAS sales are not a significant revenue source, the operation remains self-supporting and provides additional revenue to the Airport Fund.

Chairman Wade emphasized the importance of Commissioners asking questions whenever they are uncertain or need clarification regarding information presented during the Airport Manager's Report.

Airport Manager Propst reported it had been a busy month at the airport, with 6,891 aircraft operations recorded. He noted that this time of year typically experiences increased activity due to Embry-Riddle flight training and visiting aircraft. While Embry-Riddle contributes significantly to operations, the majority of aircraft traffic consists of transient (visitor) aircraft rather than aircraft based at the airport.

He reported that the airport recorded 61,207 operations during calendar year 2025 and is currently tracking approximately 6.5 percent, or 1,625 operations ahead of last year's pace. If the current trend continues, the airport is projected to exceed 65,000 annual operations. He explained that each takeoff and landing counts as one operation, while a touch-and-go counts as two operations, illustrating the high level of activity at the airport compared to other general aviation airports.

He explained that operational data is collected through the VIRTOWER system, which uses ADS-B aircraft tracking data to identify aircraft activity, including whether aircraft are based locally or visiting, arrival and departure patterns, flight directions, and peak operating days and times. Approximately 98 percent of the recorded operations were from transient aircraft, with a significant portion attributed to Embry-Riddle conducting touch-and-go training.

He stated that the airport's busiest days are Tuesday through Friday, with the highest activity occurring during the morning hours. While Embry-Riddle's published flight schedule is generally between 7:00 a.m. and 7:00 p.m., other flight schools also utilize the airport and may operate earlier in the day. He noted that Sierra Charlie Aviation Academy and other flight schools have conducted operations before 7:00 a.m. Commissioner Bigelow commented that early morning activity is not limited to Embry-Riddle.

- More than half of all departures were to the north, consistent with prevailing wind conditions. He explained that runway usage is determined by wind direction, which shifts between north and south throughout the day, resulting in aircraft operating in both directions depending on conditions.

Chairman Wade asked Airport Manager Propst to briefly explain the ADS-B data being made available and the VIRTOWER system.

Airport Manager Propst explained that ADS-B data tracks aircraft as they arrive and depart the airport by recording flight paths, points of origin, arrival and departure directions, frequency of operations, and daily aircraft activity. He stated that the data is useful in investigating aircraft noise complaints and has been used to identify Embry-Riddle aircraft operating

outside the agreed-upon training hours. He noted that the raw data is shared with Embry-Riddle to address those occurrences.

He further explained that a VIRTOWER, or virtual tower, uses cameras installed around an airport to allow air traffic controllers at a remote location, such as Tucson or Philadelphia, to monitor and control aircraft operations. He stated that while the technology is currently expensive and not yet widely standardized, the City has discussed evaluating it as a potential future option. He added that anticipated investments in air traffic control over the next several years may create opportunities for a virtual tower at Cottonwood Airport and that the airport's current level of activity could justify such a system.

Chairman Wade asked Airport Manager Propst to provide an update on the lawsuits involving ADS-B data.

Airport Manager Propst reported that proposed federal legislation is being considered by Congress that would prohibit the use of ADS-B data to assess landing fees for aircraft using airports. He stated that the outcome of the legislation remains uncertain and may affect the City's future rates and charges study.

He noted that airports such as Falcon Field in Mesa have adopted ordinances imposing landing fees and anticipated that aviation organizations would likely challenge the legality of those fees through litigation. He further explained that some airports currently use ADS-B data for commercial aircraft tracking and to assess landing fees. He stated that landing fees would be evaluated as part of the City's upcoming rates and charges study.

Chairman Wade commented that one concern surrounding proposed legislation restricting the use of ADS-B data is that pilots may disable their transponders to avoid detection and potential landing fees, allowing them to land and depart without their operations being recorded.

Airport Manager Propst agreed that this is a potential drawback but explained that many newer aircraft avionics systems rely on ADS-B technology to provide pilots with real-time traffic awareness through moving-map displays. He noted that the system enhances safety by identifying nearby aircraft that pilots might not otherwise see. He stated that VIRTOWER provides the airport with a highly accurate count of aircraft operations and is a significant improvement over previous methods that relied on tracking radio transmissions.

Commissioner Cloutier asked whether VIRTOWER is the system that uses artificial intelligence to track aircraft tail numbers.

Airport Manager Propst explained that VIRTOWER uses ADS-B data to identify aircraft and generate operational records, including aircraft tail numbers. He noted that the system can identify aircraft operators, such as Embry-Riddle University, and provides information similar to that available through FlightAware.

Regarding capital projects, he reported that installation of the Runway End Identifier Lights (REILs) had been substantially completed and that the Precision Approach Path Indicators (PAPIs) had been replaced. He stated that the PAPIs cannot be activated until they are inspected and certified by the Federal Aviation Administration (FAA). An application has been submitted for the required flight inspection, which is expected to occur within the next 30 to 60 days.

He explained that during the REIL and PAPI installation project, the contractor discovered that the approximately 10,000-foot runway lighting power cable was deteriorating, with exposed copper in several areas. He reported that the City Council approved a contract amendment of approximately \$53,000 to replace the entire cable. He noted that because the cable is installed in conduit rather than being directly buried, replacement will be more efficient. Coordination with the contractor will occur when the FAA completes the required flight inspection.

Commissioner Cloutier asked whether the PAPIs are the runway indicator lighting system.

Airport Manager Propst explained that the Precision Approach Path Indicators (PAPIs) provide visual glide path guidance to pilots by displaying red and white lights to indicate the proper approach angle. He noted that flight instructors commonly use the system for pilot training and that the new PAPIs will improve nighttime flight operations.

Regarding capital projects, he reported:

- Dibble Engineering, the airport's on-call engineering consultant, has begun design work for the removal of obstructions within the Runway Safety Area (RSA) and Runway Object Free Area (ROFA) using an Arizona Department of Transportation (ADOT) grant.
- The grant may also provide sufficient funding to level the former windsock hill, creating additional opportunities for future hangar development.
- Plans continue for the reconstruction of approximately 4,250 feet of Taxiway Alpha. The project will reconstruct, rather than simply repave, the taxiway by eliminating direct runway access and installing new connector taxiways.
- Although the FAA was unable to fully fund the project this fiscal year, approximately \$1 million has been allocated for drainage improvements. The project is expected to be advertised for bids in July, with construction anticipated to begin later in the calendar year following grant acceptance.
- The reconstructed taxiway will be narrowed from 50 feet to 35 feet and will include new LED taxiway lighting.
- The project will also address existing pavement deterioration, including extensive cracking and alligator cracking.

He reported that the airport has experienced an increase in NetJets traffic, averaging approximately one arrival per week. He noted that business jets generally produce less prolonged noise because they climb rapidly after departure compared to smaller training aircraft.

Regarding aircraft noise complaints, he reported:

- Twenty-one voicemail complaints were received during the month, including:
 - Seven from Clarkdale.
 - Nine from Cottonwood.
 - Five with no reported location.
- Thirty-one complaints were received by email, including:
 - Twenty-four from Clarkdale.
 - Six from Cottonwood.
 - One with no reported location.
 - Twenty-one were repeat complaints.

He stated that two Embry-Riddle aircraft operated outside the agreed-upon training hours and that he would address the issue with Embry-Riddle officials during an upcoming meeting involving the two mayors. He also noted that he and Commissioner Bigelow met with the university's chancellor the previous month.

He reminded the Commission that Kaufman and Associates, the airport's on-call planning consultant, completed the recently presented airspace study. He explained that the study evaluated airspace, traffic patterns, and runway operations but was not a comprehensive Part 150 Noise Compatibility Study. The Commission's recommendations were forwarded to the City Council for consideration.

He reported that the City Council approved the following changes:

- Reduced the maximum number of aircraft permitted in the traffic pattern for touch-and-go operations from four to three.
- Revised the Chart Supplement to remove inaccurate information.
- Removed the statement directing aircraft to climb to 1,000 feet before turning, noting that it conflicted with published traffic pattern altitudes for different aircraft types.

He further reported that the outdated permanent Notice to Air Missions (NOTAM) containing the incorrect climb instruction was successfully canceled after coordinating with Flight Service and the appropriate federal offices.

Commissioner Cloutier noted that the airport mapping information appeared to include some schools while omitting others. He suggested that all schools in the area be included to provide a more complete representation.

Airport Manager Propst stated that he would review the FAA mapping portal to determine whether additional schools could be added. He noted that making changes through the FAA system can be cumbersome but would investigate the possibility.

He then reviewed the recently published Chart Supplement and discussed several revisions requested by the airport, including:

- Removal of references to parachute operations, which no longer occur at the airport.
- Removal of references to glider operations, noting that while one glider remains based at the airport, it is rarely flown.
- Removal of the instruction directing aircraft to maintain Vy airspeed until reaching 1,000 feet.
- Replacement of the term "patterned flight training" with "touch-and-go operations," which is the FAA-recognized terminology.
- Revision of language stating that certain flight activities were "not authorized" to instead indicate they are "discouraged," noting that the City does not have the authority to authorize or prohibit flight activities.
- Confirmation that Runway 32 remains designated as the calm wind runway.

He noted that the Chart Supplement is updated every 56 days and that the next publication is scheduled for July 9, 2026.

The following individual addressed the Commission regarding the Update to the Commission on Noise and Overflight Complaints:

- Mary Lou Rose

Airport Manager Propst stated that he has not added additional information to the Automated Weather Observing System (AWOS) broadcasts because pilots have indicated they primarily listen for wind and altimeter settings. He noted that previous AWOS broadcasts included extensive information that pilots generally did not listen to but stated that additional messaging could be added if desired.

Chairman Wade explained that, in the past, the AWOS broadcast included lengthy information covering topics such as altitude and noise abatement. He noted that pilots typically switched radio frequencies after obtaining the wind and altimeter settings, often before hearing the remaining information. He stated that the shortened AWOS message is more effective and increases the likelihood that pilots will hear important operational information.

OLD BUSINESS

- Continued discussion of the Cottonwood Airport P-52 Supplement and NOTAMS
- Update on the Gravel Operation on Leased Parcel near the Airport operations Area
- Discussion of logistics needed to be able to host a Potential Airport Day Event

Airport Manager Propst reported that concerns regarding dust from the gravel sorting operation adjacent to the airport hangars have been addressed. He explained that the operation, now owned by B&B Trust, had been operating under a Temporary Use Permit to sort gravel.

He stated that the Community Development Director and Code Enforcement staff have inspected the site and extended the Temporary Use Permit through August 18. However, the operator has been directed not to bring additional material to the site or continue gravel sorting or crushing operations. He advised that any future violations should be reported to Community Development so that Code Enforcement can respond. He noted that the company has relocated its gravel sorting activities to its site along State Route 260 near the Thousand Trails roundabout and expressed optimism that the red dust affecting the hangars will no longer be an issue.

Chairman Wade commented that the City's original lease agreement allowed the gravel operation to continue for an extended period and noted that the agreement did not appear to include a defined expiration date.

Airport Manager Propst clarified that the discussion involved the gravel crushing operation located uphill from the airport, not the borrow pit. He explained that the operation is located on property subject to a 100-year lease and that he and the Community Development Director reviewed the lease agreement in detail. He noted that the agreement restricts the City from changing the property's light industrial zoning without the consent of all leaseholders and that gravel crushing is a permitted use under the existing zoning.

He further stated that the 100-year lease also includes an RV park located on airport property where recreational vehicles are occupied for extended periods. Because the borrow pit was not an agenda item, he indicated he could not discuss it further during the meeting but would address it individually with Commissioners or at a future meeting.

Chairman Wade remarked that the City's 100-year leases, dating back to the 1980s, have created long-term challenges for the future development of the airport.

Airport Manager Propst agreed and reported that, as part of the upcoming rates and charges study, he has requested a pro forma analysis to determine the financial impact on the Airport Fund if the 100-year leases did not exist and the City were able to charge fair market rental rates for the airport's non-aeronautical properties.

He also provided an update on the possibility of hosting an Airport Day. He explained that the last event was held in 2021 and was well received. The proposed event would be a one-day static aircraft display, rather than an airshow, held in conjunction with a car show to give the public an opportunity to experience the airport from inside the secured area. He stated that, due to limited staff resources, he recommended the Commission determine how it wished to proceed with planning the event.

Chairman Wade stated that planning an Airport Day would require assistance from both Commissioners and community volunteers. He noted that participation from local car show enthusiasts and aircraft owners representing a variety of aircraft types would help create a successful event. He added that planning would require selecting a future date and significant coordination.

Airport Manager Propst agreed that organizing the event would require considerable planning. He referenced the recently completed Boards and Commissions Handbook prepared by the City Clerk's Office and explained that forming a Commission subcommittee would be subject to Arizona's Open Meeting Law requirements. He recommended that, if the Commission wished to proceed, the Chair request a special meeting dedicated solely to planning Airport Day.

Commissioner Cloutier asked whether the Open Meeting Law requirements applied when three or more individuals were involved.

Airport Manager Propst responded that if a working group consisted of one Commissioner and non-Commission members, it would not be required to comply with the Open Meeting Law.

Chairman Wade agreed with Commissioner Cloutier's understanding and requested clarification.

City Attorney Goodman explained that the Open Meeting Law generally applies when a quorum or majority of a public body discusses Commission business outside a properly noticed public meeting. He further explained that an exception exists for a small working committee consisting of one Commissioner and non-Commission members, allowing the group to carry out planning activities without becoming a separate public body subject to the Open Meeting Law.

Commissioner Cloutier asked whether a working group consisting of one Commissioner and community volunteers could coordinate with vendors, car show participants, and other stakeholders to organize Airport Day.

City Attorney Goodman confirmed that such an arrangement would generally be permissible. He cited the Historic Preservation Commission's annual event planning committee as an example, noting that it consists of one Commissioner and City staff. He explained that, while there are circumstances where the level of interaction between the working group and the Commission could raise Open Meeting Law considerations, a committee consisting of no more than one Commissioner may generally conduct planning activities and report its recommendations back to the Commission.

Chairman Wade asked whether three or four Commissioners may gather together provided they do not discuss Airport Commission business.

City Attorney Goodman responded that Commissioners may be together socially or at public events without violating the Open Meeting Law, provided they do not discuss Commission or City business. He noted that, when a majority of a public body may be present at an event, the City typically issues a notice of possible quorum to inform the public that members may be in attendance but will not be conducting Commission business or holding a meeting. He emphasized that simply being together does not constitute a violation of the Open Meeting Law.

Commissioner Taylor commented that the airport has successfully hosted events in the past, including Santa's arrival, which attracted approximately 100 attendees, and suggested there have been other well-attended events.

Airport Manager Propst responded that during his time at the airport, the Experimental Aircraft Association (EAA) has hosted Eagle Flights, which have attracted approximately 50 or more participants during the event. He noted that the airport has not sponsored any airport- or City-hosted public events during his tenure and expressed support for the Chair's proposal to hold an Airport Day. He stated that such an event would provide the public with an opportunity to experience the airport from a different perspective beyond simply seeing aircraft flying overhead.

He concluded by stating that he would await direction from the Commission and the Chair regarding how they wished to proceed with planning the event.

NEW BUSINESS

- Discussion of timing of the Airport Commission update to the City Council on Commission's activities and to obtain City Council input
- Discussion of facilitating an Aircraft Orientation for first responders
- Discussion of timing of the airport commission update to the city council on commissions activities and to obtain city council input

Airport manager Propst the chair asked about meeting in July we have fully seated commission although Commissioner Sutton is not here we hope he's back next month but July could be difficult to have quorum theres nothing that says you have to meet in July and its at te request of the chair

Chairman Wade is anyone having difficulty if we miss July meeting we will have June 17, 2026 the we will be back in August does anyone have a problem with that at all

Motion: Vice Chairman Baird moved that the July 5, 2026 meeting of the Airport commission be canceled

Second: Commissioner Cloutier
Motion unanimously carried

Airport Manager Propst reported that he and Chairman Wade have discussed developing aircraft familiarization training for first responders. He explained that the training would focus on aircraft orientation rather than crash response and would familiarize emergency personnel with the locations of master switches, fuel shutoffs, and other aircraft-specific safety features, including Cirrus aircraft parachute systems. He stated that the training would be offered to local public safety agencies and suggested recording the training so it could be used for future personnel who are unable to attend. He also emphasized the importance of first responders

understanding airport operations, noting that without an air traffic control tower they must exercise caution when responding to incidents on the airfield. He stated that he would need the Commission's assistance in identifying aircraft owners and establishing a date for the training.

Chairman Wade expressed support for the proposal and noted that additional aircraft from neighboring airports, such as Sedona, may be needed to provide a broader range of aircraft types. He recommended inviting law enforcement and fire agencies from surrounding communities to participate and supported recording the training for future use by new personnel.

Airport Manager Propst stated that he was willing to coordinate the effort but would need assistance from the Commission.

Commissioner Cloutier asked whether aircraft contain standardized safety signage identifying the locations of emergency shutoffs and other critical systems.

Airport Manager Propst responded that the airport has a good working relationship with Cottonwood Police, Cottonwood Fire, Verde Valley Fire, and Copper Canyon Fire, whose personnel are familiar with the airport because of regular medical helicopter operations. He noted that other agencies, including Clarkdale Police and the Yavapai County Sheriff's Office, have fewer opportunities to respond at the airport and would benefit from the proposed training. He also recommended developing handouts explaining airport access procedures and reminded the Commission that while most public safety agencies have access to the airport through the Knox Box system, responders occasionally leave gates open after entering, requiring airport staff to return and secure the gates.

Chairman Wade stated that, during an aircraft accident, the highest priorities are shutting off the fuel supply and electrical power to the aircraft to reduce potential hazards.

Commissioner Taylor stated that selecting a specific training date was less important than ensuring the training is recorded. He noted that although it may be difficult to gather every aircraft type for an in-person demonstration, a recorded training would provide a valuable resource for first responders and could be incorporated into required training hours.

Airport Manager Propst stated that the timing of the training would depend on the Commission's ability to coordinate aircraft owners and participants. He suggested bringing the item back to the Commission at a future meeting to allow additional time for planning and scheduling.

Chairman Wade stated that he would work with Airport Manager Propst to identify potential dates and bring the item back for further discussion.

Airport Manager Propst reminded the Commission that its primary role is to serve in an advisory capacity to the City Council. He noted that the Council has requested a presentation from the Commission regarding its recent accomplishments and suggested topics including:

- Completed airport capital improvement projects.
- Efforts to address aircraft noise and overflight concerns.
- Revisions to the Airport Chart Supplement.
- Elimination of outdated Notices to Air Missions (NOTAMs).
- Ongoing studies related to airport fees and charges, including potential landing fees and possible exemptions for qualifying aircraft such as medical transport operations.

He stated that the Commission had accomplished a significant amount over the past year and that these efforts would provide the basis for a meaningful presentation to the City Council.

Chairman Wade stated that he would coordinate with Airport Manager Propst and the City Council to schedule the presentation and ensure it is organized and comprehensive.

Airport Manager Propst noted that the City Council wanted to hear directly from the Commission regarding its accomplishments rather than from airport staff.

Chairman Wade thanked Airport Manager Propst for his report and expressed the Commission's appreciation for the information provided.

COMMISSION REQUEST FOR FUTURE AGENDA ITEM(S)

- Commissioner Cloutier requested an update from Kaufman & Associates regarding the ongoing airport planning and rates and charges studies.
- Chairman Wade requested an update on helicopter traffic patterns and new development activity occurring at the airport.

ADJOURNMENT

Motion: Vice Chairman Baird moved to adjourn.

Second: Commissioner Cloutier

Motion unanimously carried

The regular meeting was adjourned at 7:01 p.m.

City of Cottonwood, Arizona
Agenda Communication



Meeting Date: August 19, 2026
Subject: Update on AVGAS sales for the Cottonwood Airport
Department: Airport
From: Rodney Propst

Strategic Pillar: 1. Fiscal Optimization

REQUESTED ACTION

Receive update and discuss.

SUGGESTED MOTION

N/A - Discussion only

BACKGROUND

The City owns and operates a 10,000-gallon AVGAS self-fuel facility at the Airport. Staff sets the price per gallon based on AVGAS pricing in the region.

JUSTIFICATION/BENEFITS/ISSUES

In spite of the volatile pricing of oil worldwide, AVGAS remains available for self-service fueling and the price is \$6.75 per gallon. Staff will report on how many gallons of AVGAS were sold in the months of June and July.

COST/FUNDING SOURCE

Airport Fund

City of Cottonwood, Arizona
Agenda Communication



Meeting Date: August 19, 2026
Subject: Report on the most recent Air Traffic count based on VIRTOWER Air
Traffic Program.
Department: Airport
From: Rodney Propst
Strategic Pillar: 4. Meet Residents Where They Are

REQUESTED ACTION

Receive, Review, and Discuss.

SUGGESTED MOTION

NA - Discussion only.

BACKGROUND

VIRTOWER monitors key airport operational parameters including takeoffs, landings, touch-and-gos, pavement utilization, and based aircraft operations. Additionally, VIRTOWER provides data to the City on who the airport users are.

JUSTIFICATION/BENEFITS/ISSUES

Records every take off, landing, and touch and go, including helicopters from designated helipads, in real-time. Staff will report on monthly operations and compare with 2025 and 2026 operation counts.

COST/FUNDING SOURCE

Airport Fund

City of Cottonwood, Arizona
Agenda Communication



Meeting Date: August 19, 2026
Subject: Update on the Status of Various Airport Capital Improvement Projects.
Department: Airport
From: Rodney Propst
Strategic Pillar: 2. Invest in Existing Infrastructure

REQUESTED ACTION

No Commission action - presentation by airport manager and discussion regarding the same.

SUGGESTED MOTION

NA - discussion only

BACKGROUND

The Airport Master Plan establishes a schedule for implementation of the proposed development plan, and this is a report on progress thereof.

JUSTIFICATION/BENEFITS/ISSUES

To establish a realistic schedule for implementation of the proposed development plan and to identify a realistic financial plan to support the development. Staff will be providing updates on the installation of new guidance signs, precision approach path indicators (PAPIs) and runway end identifier lights (REILs) to include the pending FAA flight check of the PAPIs, replacement of 10,000 feet of Runway power cable, Taxiway "A" reconstruction, and Airfield Obstruction Mitigation Plan. Of significant importance related to this item is the fact that the Cottonwood Municipal code tasks the Commission with the following responsibilities: B. To monitor the airport master plan and recommend updates and amendments thereto, C. To recommend to the City Council plans for the regulation of future growth, development and beautification of the airport and its immediate environs, J. To recommend priorities for grant projects that may be available from state or federal governments for city council for approval. This item is meant to assist the Commission in fulfilling those duties.

COST/FUNDING SOURCE

FAA Airport Improvement Program (AIP) grants and ADOT grants, with local match participation, or local funding only.

City of Cottonwood, Arizona
Agenda Communication



Meeting Date: August 19, 2026
Subject: Update to the Commission on Noise and Overflight Complaints.
Department: Airport
From: Rodney Propst
Strategic Pillar: 4. Meet Residents Where They Are

REQUESTED ACTION

That the Airport Commission Receive, Review, and Discuss any noise and overflight complaints.

SUGGESTED MOTION

NA - discussion only.

BACKGROUND

The City of Cottonwood is committed to monitoring airport-related noise in the surrounding community and is dedicated to helping stakeholders understand regulations associated with airport flight operations and noise in a transparent, clear, and accessible way.

JUSTIFICATION/BENEFITS/ISSUES

The City's goal is to minimize the effects of flight operations on the surrounding community while ensuring the long-term success of the Airport. Compliance with our voluntary noise abatement program is extremely important in maintaining goodwill between the Airport and the surrounding communities. Single Engine Traffic Pattern Altitude of 800 feet above ground level was reaffirmed; Chart Supplement for P-52 was modified to reflect only three (3) aircraft in the pattern doing "touch & go" training, and unnecessary language was removed. Noise and Overflight Complaints for June and July will be presented.

COST/FUNDING SOURCE

NA

City of Cottonwood, Arizona
Agenda Communication



Meeting Date: August 19, 2026
Subject: Eliminate Aviation Gasoline Lead Emissions (EAGLE)
Department: Airport
From: Rodney Propst
Strategic Pillar: 5. Balance a Sustainable Community with Quality of Life

REQUESTED ACTION

Receive

SUGGESTED MOTION

NA - discussion only

BACKGROUND

The **Eliminate Aviation Gasoline Lead Emissions (EAGLE)** initiative is a collaborative effort between the Federal Aviation Administration (FAA), the aviation and petroleum industries, and other stakeholders to transition general aviation (GA) to **unleaded aviation fuels** by the end of 2030 (2032 for Alaska) without compromising safety or operational efficiency.

JUSTIFICATION/BENEFITS/ISSUES

Eliminate Aviation Gasoline Lead Emissions (EAGLE) responds to public health concerns over lead emissions, as identified by the Environmental Protection Agency (EPA), and the eventual phase-out of tetraethyl lead (TEL), the additive in 100LL aviation fuel. During this year's EAA AirVenture, the CEO of the National Air Transport Association, Curt Castagna, led a discussion with aviation stakeholders and the representatives of the FAA regarding the transition general aviation (GA) to unleaded aviation fuels.

COST/FUNDING SOURCE

NA

ATTACHMENTS

[NATA at Oshkosh comments on EAGLE.jpg](#)



July 21, 2026

NATA Highlights Industry Priorities and EAGLE Collaboration at AirVenture

NATA President and CEO Curt Castagna, C.M., and VP of Government Affairs Karen Huggard are at EAA AirVenture Oshkosh this week representing NATA, connecting with members, and meeting with industry partners, aviation stakeholders, and FAA officials.

As Industry Co-Chair of the Eliminate Aviation Gasoline Lead Emissions (EAGLE) initiative, Castagna welcomed about 200 attendees to the EAGLE Forum alongside FAA Co-Chair Caitlin Locke, Associate Administrator for Aviation Safety. The forum featured updates on candidate fuel progress, comparative testing of fuels, transition planning, and the continued improvement industry/agency collaboration necessary to achieve a safe and efficient transition to unleaded aviation fuel.

Castagna emphasized the importance of completing the FAA's comparative testing and advancing peer-reviewed ASTM International specifications. These critical steps will help fuel distributors, FBOs, airports, and aircraft operators understand fuel compatibility, infrastructure requirements, and operational impacts before making deployment decisions.

City of Cottonwood, Arizona
Agenda Communication



Meeting Date: August 19, 2026
Subject: Discussion and action regarding a Potential Airport Day Event.
Department: Airport
From: Rodney Propst
Strategic Pillar: 4. Meet Residents Where They Are

REQUESTED ACTION

Receive, review, discuss, and take action.

SUGGESTED MOTION

"It is moved to recommend to the City Manager the date of _____ for an Airport Day event, so that the planning process may be initiated for such an event."

BACKGROUND

The Airport hosted an "Airport Event" in 2021. Aeronautical special events are popular and provide benefits for the Airport and the local community. These events require a great deal of planning to be successful. They enhance public awareness of the airport and showcase the value of the airport to the community. Preparation for aeronautical special events includes four phases: 1. Planning, 2. Organizing, 3. Event itself, 4. Return to normal operations and event analysis. Typically, the planning horizon for aeronautical special events is one year.

JUSTIFICATION/BENEFITS/ISSUES

An airport day that does not involve flying events is typically less costly than an "airshow" event and static display aircraft can be the highlight of an airport day or open house. Focusing on a "family friendly" event will enhance the turnout and generally create a much more positive result. Inviting military static display aircraft along with medevac aircraft and simultaneously having a "car show" creates a diversified attendance. The benefit of an airport day or open house at the Cottonwood Airport would allow the local constituents the opportunity to see a different perspective of the airport and its operations. Included in the duties of the Airport Commission per the Municipal Code is "To promote, support, and enhance the overall image and benefits of the airport, to airport tenants, users, and city residents alike."

COST/FUNDING SOURCE

In the proposed FY 2027 Airport Budget \$2,500 was added for an Airport Event.

City of Cottonwood, Arizona
Agenda Communication



Meeting Date: August 19, 2026
Subject: Discussion and possible action to facilitate an Aircraft Orientation for First Responders.
Department: Airport
From: Rodney Propst
Strategic Pillar: 3. Collaborate on Shared Goals

REQUESTED ACTION

Receive, Discuss, and take appropriate action.

SUGGESTED MOTION

"It is moved to recommend the date of October ____, 2026 for an event in which first responders are shown the specifics of different aircraft as relevant to an emergency response."

BACKGROUND

The Cottonwood Fire Department provides fire, EMS, rescue, hazardous materials and disaster response and mitigation. The department's staff is trained in emergency disaster response and provides incident management and scene mitigation during man-made or natural disaster situations such as severe weather, flooding, hazardous materials, confined space, mass casualty and technical rescue. The Cottonwood Police Department, as part of their Mission Statement, have an "unwavering commitment to reduce crime and protect life." Both of these departments may, as first responders, have to deal with aircraft incidents or accidents. Cottonwood Fire Department is available for this training on three separate dates to ensure that all crews are able to participate and go through the training opportunity; October 19, 21, and 23.

JUSTIFICATION/BENEFITS/ISSUES

Providing an orientation to various aircraft types, with different equipment and configurations, shall be beneficial in the efforts provided by first responders and may save lives.

COST/FUNDING SOURCE

NA

City of Cottonwood, Arizona
Agenda Communication



Meeting Date: August 19, 2026
Subject: Discussion and action regarding a meeting between the Airport Commission and the City Council to provide the Council with an update of the Commission's activities.
Department: Airport
From: Rodney Propst
Strategic Pillar: 3. Collaborate on Shared Goals

REQUESTED ACTION

Receive, discuss, and take appropriate action.

SUGGESTED MOTION

"I move to recommend a date to the City Manager for the purpose of scheduling an Airport Commission update to the City Council, as required by the Municipal Code."

BACKGROUND

The Cottonwood City Council created an airport commission to advise the City Council on promotion, support, and enhancement of the Cottonwood municipal airport and its operation, so as to deliver the optimum services and safety to the users of the airport and the citizens of Cottonwood. The Airport Commission shall be appointed by, and report to, the City Council. At the City Council meeting of May 5, 2026, the City Council requested that the Airport Commission brief the City Council on the Airport Commission's activities and obtain Council input.

JUSTIFICATION/BENEFITS/ISSUES

The duties of the commission shall include that the Airport Commission shall meet semi-annually or as requested by the City Council to update the Council on the commission's activities and to obtain City Council input.

COST/FUNDING SOURCE

Airport Fund

City of Cottonwood, Arizona
Agenda Communication



Meeting Date: August 19, 2026
Subject: Revised and Updated Pilot Guides.
Department: Airport
From: Rodney Propst

Strategic Pillar: 5. Balance a Sustainable Community with Quality of Life

REQUESTED ACTION

Receive, Discuss, and Propose Changes.

SUGGESTED MOTION

"I move to accept the Pilot Guides [or to recommend to the staff and consultant that they be modified by _____]"

BACKGROUND

Prior to March 2025, Kimley-Horn, the previous "on-call" airport planning consultants, prepared "draft" pilot guides for the Airport Commission's consideration. These "draft" guides have been updated to reflect the changes to the Chart Supplement and condensed onto a single page for "fixed-wing" aircraft and a single page for helicopters.

JUSTIFICATION/BENEFITS/ISSUES

The revised pilot guides will help to minimize the effects of flight operations on the surrounding community while ensuring the long-term success of the Airport. As part of the City's voluntary noise abatement program, these pilot guides will be as widely distributed as possible, including on the Airport Website and in social media.

COST/FUNDING SOURCE

Airport Fund

ATTACHMENTS

[Pilot Guide 2026 - Fixed-Wing.pdf](#)

[Pilot Guide 2026 - Helicopter.pdf](#)

Pilot Guide | Fixed-Wing



RECOMMENDED NOISE ABATEMENT PRACTICES

The Airport is surrounded by noise sensitive areas. The following noise abatement practices are voluntary; some may not be advisable for every aircraft in every situation. Flight safety is our #1 priority. Noise abatement practices should NEVER compromise safety. Voluntary compliance with the requested noise abatement practices is greatly appreciated by the Airport and the Community.

ARRIVALS

- Maintain traffic pattern altitude until necessary for landing.
- Avoid low altitude, high RPM approaches on extended downwind, base, and final.
- Follow the PAPI to indicate a safe glidepath and allow a smooth, quiet descent to the runway.

DEPARTURES

- Avoid flying over residential areas with the propeller set to low pitch and high RPM.

GENERAL REQUESTS

- Runway 32 is the preferred runway for noise abatement.
- Avoid touch & go flight training operations between 6:00 p.m. and 8:00 a.m. weekdays and 6:00 p.m. and 9:00 a.m. weekends and holidays.
- Conduct full-stop taxi backs before 8:00 a.m. weekdays and before 9:00 a.m. weekends and holidays.
- No more than 3 aircraft conducting touch & go flight training operations in the traffic pattern at any time.
- Stop-and-go, midfield and intersection departures prohibited.
- Piston aircraft operators are requested to use AOPA "Noise Awareness Steps."
- Turbine/jet aircraft operators are requested to use NBAA "Noise Abatement Program" procedures or comparable procedures of the aircraft manufacturer.

STANDARD PROCEDURES

GENERAL NOTES

- Runway 32 is designated a calm wind runway.
- Use extreme caution to avoid the potential approach and landing of skydivers, hang gliders, paragliders, and ultralights.
- Use caution for medical and aerial tour helicopters operating to/from the airport and hospital heliport.
- Use caution for heavy flight training activity.
- Operation "Lights On" at all times.

TRAFFIC PATTERN DIRECTION

- Runway 14: Left-hand rectangular pattern
- Runway 32: Right-hand rectangular pattern

TRAFFIC PATTERN ALTITUDE

- Helicopters: 4060 MSL / 500 AGL
- Single-Engine: 4360 MSL / 800 AGL
- Multi-Engine: 4560 MSL / 1000 AGL
- Turbine: 5060 MSL / 1500 AGL



THANK YOU FOR FLYING FRIENDLY

Learn More



This pilot guide is provided for informational purposes only. All information is subject to change. Always verify flight information through official publications.

Pilot Guide | Helicopter



RECOMMENDED NOISE ABATEMENT PRACTICES

The Airport is surrounded by noise sensitive areas. The following noise abatement practices are voluntary; some may not be advisable for every aircraft in every situation. Flight safety is our #1 priority. Noise abatement practices should NEVER compromise safety. Voluntary compliance with the requested noise abatement practices is greatly appreciated by the Airport and the Community.

ARRIVALS

- When 10 miles from Airport, provide your position, altitude, and arrival intentions on CTAF 122.700.
- Approach entering midfield for Runways 14 or 32 headings depending on wind and traffic.
- Maintain appropriate altitude until assured landing.
- When landing and parking, use caution to avoid parked fixed wing aircraft.

DEPARTURES

- Provide departure intentions on CTAF 122.700.
- Depart NE on Runway 32 heading or SE on Runway 14 heading (depending on wind and traffic). Use best rate of climb until reaching 500 AGL.
- Be aware of fixed-wing aircraft departures on Runway 32 (calm wind runway most often used).

GENERAL REQUESTS

- Be advised of student training fixed-wing aircraft using the right traffic pattern for Runway 32 at 800 AGL.
- Avoid flight training operations between 6:00 p.m. and 8:00 a.m. weekdays and 6:00 p.m. and 9 a.m. weekends and holidays.
- To the extent possible, avoid flying over residential areas.
- To the extent possible, avoid directly flying over the Town of Clarkdale (north of Airport) and Town of Jerome (west of Airport).



STANDARD PROCEDURES

GENERAL NOTES

- Runway 32 is designated a calm wind runway.
- Use extreme caution to avoid the potential approach and landing of skydivers, hang gliders, paragliders, and ultralights.
- Use caution for medical and aerial tour helicopters operating to/from the airport and hospital heliport.
- Use caution for fixed-wing flight training activity.
- Operation "Lights On" at all times.

TRAFFIC PATTERN DIRECTION

- Runway 14: Left-hand rectangular pattern
- Runway 32: Right-hand rectangular pattern

TRAFFIC PATTERN ALTITUDE

- Helicopters: 4060 MSL / 500 AGL
- Single-Engine: 4360 MSL / 800 AGL
- Multi-Engine: 4560 MSL / 1000 AGL
- Turbine: 5060 MSL / 1500 AGL

Learn More



THANK YOU FOR FLYING FRIENDLY

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City of Cottonwood, Arizona
Agenda Communication



Meeting Date: August 19, 2026
Subject: Update of proposed Private Helicopter Operating Facility at the Cottonwood airport.
Department: Airport
From: Rodney Propst
Strategic Pillar: 6. Not Applicable

REQUESTED ACTION

Receive, Review, and Discuss.

SUGGESTED MOTION

NA - discussion only

BACKGROUND

This project encompasses a 7.5-acre leasehold located west of the airfield and S Aviation Way, which will include helicopter operating areas, helicopter storage hangars, office space, and associated infrastructure. These facilities are specifically designed to support the operational needs of local helicopter business operators, including tourism, medevac and first responders, storage, and maintenance functions. The main update on this project is Phased Civil Construction Plans to first deliver the Medevac Base (per approved entitlements) in the initial phase. The project has been reworked so the previous Tour Hangar Building area will accommodate emergency & forest fire response aircraft. A Self-Serve Jet-A kiosk for Emergency Response rotor-wing aircraft has been added to the project. Financing is coming to fruition, anticipating project start this Calendar Year.

JUSTIFICATION/BENEFITS/ISSUES

This development is expected to significantly enhance emergency response capabilities and strengthen the air medical infrastructure serving Cottonwood and the broader Verde Valley Region. The addition of 24/7 Self-Serve Jet-A fuel for emergency rotary wing aircraft is a vital improvement for first responders.

COST/FUNDING SOURCE

NA

ATTACHMENTS

[CTW Heliport Phase 1 Slide Deck to City 8-4-26.pdf](#)

Cottonwood Heliport

A build-to-suit air medical base and the Verde Valley's first self-serve Jet A fuel facility

PROTECTING & SERVING THE VERDE VALLEY



Closing the Verde Valley's emergency response gap



Faster air medical response

A based, fueled Native Air aircraft in Cottonwood cuts response and turn times across Cottonwood, Clarkdale, Jerome, Sedona and Camp Verde.



After-hours fuel for the dead zone

Most emergency flights happen when nothing in the valley is open. Self-serve Jet A lets a crew refuel and return back to bases in Phoenix, Flagstaff, Winslow, Kingman, and other areas they were dispatched from.



Ground-to-air trauma transfers

An on-airport heliport gives ambulance crews a dedicated transfer point for Level I trauma and time-critical patients. Multiple FAA approved helipads next to each other for Arizona DPS hoist helicopter to Medevac helicopter patient transfer for Medevac delivery to Phoenix or Flagstaff Trauma 1



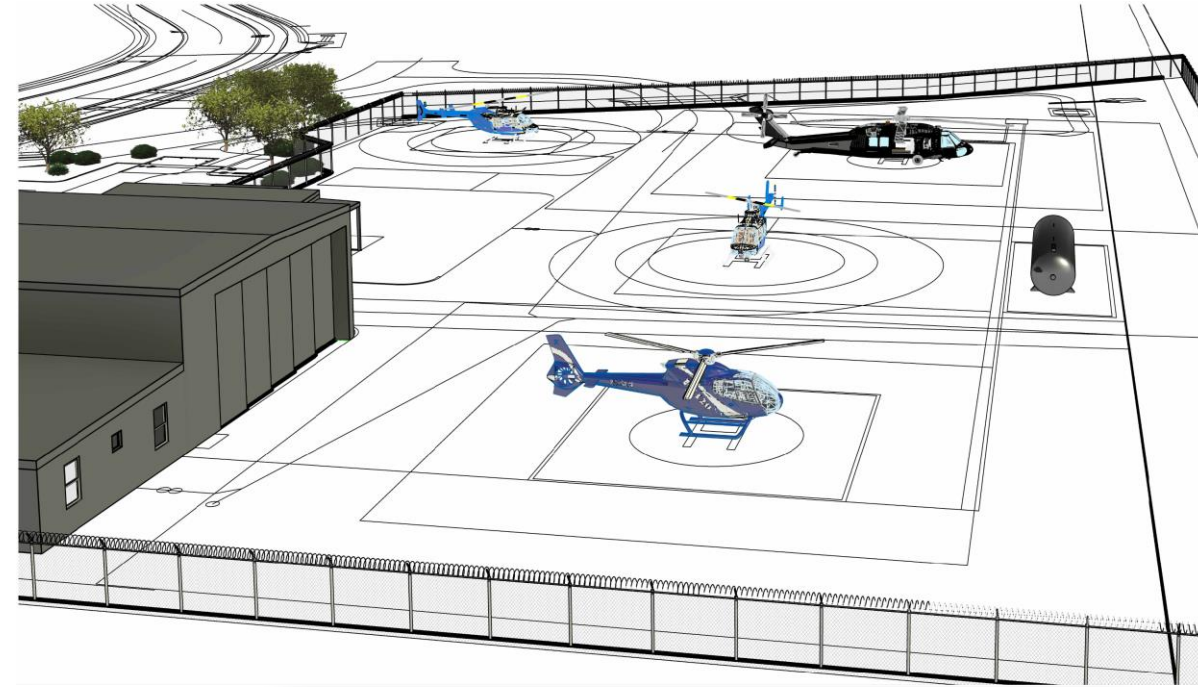
Rotor traffic off the runway; a safer Cottonwood Airport

Dedicated helipads away from fixed-wing flight path separate rotor-wing operations from a runway in constant use by flight training from surrounding schools.



Class 1 pads — up to Blackhawk

Pads and pavement sized for Class 1 helicopters through UH-60 class give state, federal and military rotorcraft a place to land and refuel.



Why it matters here

The Verde Valley sits between four fuel markets and belongs to none of them.

Prescott • Flagstaff • Kingman • Phoenix

Aircraft launched from any of them arrive in need of fuel to return to their respective home base and currently must go out of their way to refuel. That is the gap this heliport closes — for medevac, law enforcement, search and rescue, military, utility and wildfire aviation alike.

THE REGIONAL PICTURE

Jet A availability and regional response times

KIGM Kingman

Jet A \$7.45 self-serve

Verde Valley Medical Center — NAH (Level IV trauma)

99 nm · 46 min

Flagstaff Medical Center (Level I trauma)

KFLG Flagstaff

Jet A \$8.21 self-serve, 24/7

30 nm · 14 min

Winslow air tanker base

KSEZ Sedona

Jet A \$7.96 — full service only, 7am-8pm

45 min

KPRC Prescott

Jet A \$9.80 — full service only, 6am-9pm

30 min

Prescott air tanker base

19 nm · 9 min

15 min

P52 CTW HELIPORT — PROJECT SITE

Today: 100LL self-serve only — no Jet A in the Verde Valley

Proposed: 24/7 self-serve Jet A at \$6.24 retail

HonorHealth Deer Valley Medical Center (Level I trauma)

KDVT Phoenix Deer Valley

Jet A \$9.82 — full service only

63 nm · 29 min

LEGEND

- CTW Heliport — proposed 24/7 self-serve Jet A
- Self-serve Jet A available
- Full-service only — staffed hours, no after-hours fuel
- Hospital — trauma center designation shown
- ▲ Air tanker base
- Flight-time rings from CTW at 130 kt

*No one between Phoenix & Flagstaff sells Jet A self-serve — the nearest is 30 minutes away out of normal flight operations

WILDFIRE PROTECTION FOR PUBLIC LANDS

A fueled staging base upwind of 1.25 million acres of National Forest

SEDONA / OAK CREEK

CTW HELIPORT · COTTONWOOD AIRPORT (P52)

Jet A fuel farm · Air Methods / Native Air base

VERDE VALLEY

CTW → Mingus ridge ≈ 5 nm · 3 min

CTW → south fire line ≈ 12 nm · 6 min

Round trip under 15 minutes — fuel and retardant on site

PREVAILING SOUTHWEST WINDS

Fire runs downwind toward Cottonwood, Clarkdale & Sedona

MINGUS MOUNTAIN

Prescott National Forest — 1.25 million acres

FUEL & RETARDANT SHUTTLE

Minutes to the fire line — turn and burn from the base

Wind pushes fire our way

Prevailing southwest winds carry a Mingus Mountain fire downwind toward Clarkdale, Cottonwood and Sedona.

Minutes, not hours, to the line

Roughly 5 nm to the ridge and 12 nm to the south fire line — more drops per flight hour, less time in transit.

Retardant and Jet A in one place

A hard-surface pad with fuel on site is what makes a helibase work when the incident scales up.



SITE, SURVEY AND ENTITLEMENTS

A graded, entitled pad on a long-term airport ground lease

LOCATION

Northeast corner of Happy Jack Way & Mingus Avenue,
Cottonwood Airport (P52 / CTW)

SITE

±2.32 acres · 101,613 SF · ground lease from the City of
Cottonwood purchased in November 2024

ZONING

Heavy industrial — proposed use: aviation, revenue and
heavy commercial

ENTITLEMENTS

Planning & Zoning Commission approval September 2025
ALP Update Completed & Approved by FAA
Civil plans 2nd submittal August 2026

DOCUMENTS

Ground Lease Title recorded in November 2024
Topographic, Boundary, & Aerial Imagery survey by
Etcheverry Land Surveying RLS

DESIGN

Architectural Base Plans Completed
Fire Sprinkler, Structural, Mechanical, Electrical, & Plumbing
Engineering Plans underway

57 years remaining

on the City of Cottonwood airport ground lease — term
runs through 2083.

FAA submittals complete

Airport Layout Plan pen-and-ink update submitted and
completed.



Current site condition — clear & grub complete



City of Cottonwood, Arizona
Agenda Communication



Meeting Date: August 19, 2026
Subject: Fiscal Impact of Non-Aeronautical Airport Properties
Department: Airport
From: Rodney Propst
Strategic Pillar: 1. Fiscal Optimization

REQUESTED ACTION

Receive and Discuss

SUGGESTED MOTION

NA - Discussion only

BACKGROUND

The Cottonwood Airport Commission will be rendering a report to City Council in the near future. As part of the report to the City Council, the Commission anticipates reporting the fiscal impact airport properties have on the local economy as well as in-field activities such as improvements, usage, and future plans. To collect and evaluate the fiscal impact of more than 30 businesses situated on airport properties, the Airport Commission sent out letters requesting each business provide the number of employees, average wage, and any future development plans. We will not request identifying information from businesses, to encourage candor and allow the results to be treated as anonymous.

JUSTIFICATION/BENEFITS/ISSUES

Assessing the fiscal impact is regarded as particularly important: airport properties contribute much more to the Cottonwood economy than just transient visitors, rapid medical evacuations, and a convenient location to park an aircraft. More than 30 businesses are situated on airport properties, under long-term or other leases from a third party. Business operations contribute more to the Cottonwood economy than the rent paid to a third party. The wages of employees are spent largely in local businesses here. Those expenditures in turn provide incomes for employees of other businesses.

COST/FUNDING SOURCE

NA

ATTACHMENTS

[Cottonwood airport survey \(002\).docx](#)



Cottonwood Airport Commission

July XX 2026

X

Y

Z

Dear,

The Cottonwood Airport Commission will be rendering a report to City Council in the near future.

The Commission anticipates reporting the fiscal impact airport properties have on the local economy as well as in-field activities such as improvements, usage, and future plans.

Assessing this impact is regarded as particularly important: airport properties contribute much more to the Cottonwood economy than just transient visitors, rapid medical evacuations, and a convenient location to park one's aircraft.

More than 30 businesses such as yours are situated on airport properties, under long-term or other leases from a third party. Your business operations contribute infinitely more to the Cottonwood economy than the rent you pay that third party. The wages of your employees are spent largely in local businesses here. Those expenditures in turn provide incomes for employees of other businesses.

We request your assistance in our preparation of this report. ALL responses will be confidential with NO identifying information as to the specific business that provided data.

Please help us by providing just three pieces of information:

- Number of employees _____
- Average wage _____
- Any future expansion plans _____

If yes, what are the expected expansion _____

Responses will be aggregated into a summary designed to illustrate the cumulative positive impact businesses on airport properties have on the Cottonwood economy and their benefit to the entire community.

Send the information to:

Rod Propst, Airport Manager
1003 S. Airpark Rd, Cottonwood, AZ 86326
rpropst@cottonwoodaz.gov

If you have any questions regarding this Commission activity, please contact me at 808.747.5975 or email rbaird@cottonwoodaz.gov

Thanks very much for your assistance in this task!

Ron Baird
Vice-Chair
Cottonwood Airport Commission

City of Cottonwood, Arizona
Agenda Communication



Meeting Date: August 19, 2026
Subject: Cottonwood Airport Lighted Airmail Route Tower
Department: Airport
From: Rodney Propst
Strategic Pillar: 6. Not Applicable

REQUESTED ACTION

That the Airport Commission receive a report on the topic, discuss the matter, and take appropriate action.

SUGGESTED MOTION

"I move that the Airport Commission recommend the recognition of the Cottonwood Airport Beacon Tower as part of the lighted airmail route tower system, which made up the Transcontinental Airway System (TAS), and that airport staff seek approval, as appropriate, to expend airport funds to create a plaque to be affixed to the tower."

BACKGROUND

In 1923, the United States Congress funded a sequential lighted airway along the transcontinental airmail route. The first nighttime airmail flights started on July 1, 1924. By eliminating the transfer of mail to rail cars at night, the coast-to-coast delivery time for airmail was reduced by two business days. Eventually, there were 284 beacons in service. The rotating beacons were 24 inches in diameter, mounted on 53-foot-high towers, and spaced 10 miles apart. Towers were built of numbered angle iron sections with concrete footings. Some facilities used concrete arrows pointing in the direction of towers. In areas where no connection to a power grid was available, a generator was housed in a small building. Some buildings also served as weather stations. In Arizona, you might find remnants of these towers or related concrete arrow markers along old airmail routes, especially in mountainous or remote areas where they were spaced closer. By the 1930s, navigation and radio technology had improved to allow flight without land-based visual guidance. The airmail beacon program would continue to operate full-scale until 1933.

JUSTIFICATION/BENEFITS/ISSUES

As a vital piece of aviation history in Cottonwood, Arizona and as a remaining part of a pioneering air navigation system, the airport beacon tower was originally built as CAM #34 New York NY - Los Angeles CA, Los Angeles-Amarillo Airway Winslow-Albuquerque Section, Transcontinental & Western Air TAT. A plaque should be affixed to the airport beacon tower so stating the significance of tower in early transcontinental aviation.

COST/FUNDING SOURCE

Airport Fund

ATTACHMENTS

[Cottonwood Airport Beacon Tower.jpg](#)

[airmail-beacon-8.pdf](#)



Cottonwood Airport

Arizona: Yavapai County

CAM #34 New York NY - Los Angeles CA
Los Angeles-Amarillo Airway
Winslow-Albuquerque Section
Transcontinental & Western Air TAT

[34.735197, -112.039576](https://www.faa.gov/air_traffic/flight_info/aeronav/digital_products/cam/cam34)

