

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
APRIL 15, 2013

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| A | CALL TO ORDER: Vice Chairman Day called to order the duly posted Airport Commission meeting at approximately 6:30 p.m. in the Payson Town Council Chambers. | Meeting Time & Place |
| B | PLEDGE OF ALLEGIANCE | Pledge of Allegiance |
| C | ROLL CALL: Bill Day, Dick Garmon, Jon Barber, Dan Nyhus, Bob Pearson, and Robert Henley were present. | Roll Call |
| | STAFF PRESENT: LaRon Garrett, Assistant Town Manager and Ray Law, Airport Coordinator were present. | Staff Attending |
| | OTHERS PRESENT: Several members of the airport community were present. | Others Attending |
| D | PUBLIC COMMENTS: Vice Chairman Day asked for any comments from the public on items not on the Agenda. There were no comments from the public. | Public Comments |
| E | MINUTES: Minutes from March 11, 2013 meeting were presented for approval. Member Nyhus pointed out some corrections to the minutes. Vice Chairman Day requested a motion to approve the minutes as corrected. Motion to approve was made by Member Henley and seconded by Member Pearson. Approved 6-0. | Minutes |
| F | ITEMS FOR DISCUSSION/POSSIBLE ACTION: | |
| | 1. Recommendations for bidding new leases for the Restaurant and Fueling FBO services -
Member Henley commented that he did not feel that he had the expertise to write a new lease and that the Town attorney or Airport Manager should make the first draft of a new lease, then let the Commissioners review it. Member Garmon agreed and then stated that since he was appointed to spearhead this effort he has been talking with the Town Attorney, Tim Wright. Mr. Wright said that if the Commissioners will simply come up with the terms they would like to see in the lease then he will write the verbiage of the lease. Member Garmon asked that the Commissioners just write down anything they noticed that might or might not be needed in the new leases and that he would bring them to the Town Attorney. He also said he was going to meet with Mr. Phil Cook to ask for his inputs to the leases. Member Pearce felt that the Restaurant Lease was a real "can of worms" and that perhaps there could be an extension to the lease that would allow some time to see if the Annabel's building could then be taken over by the Town. A discussion continued about Request For Proposals and | Recommendations for bidding new leases for the Restaurant and Fueling FBO services |

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the ownership of the restaurant building and the possible courses of action. Member Barber discussed whether a new building could be built if an RFP went out requesting it. Member Henley stated that the Restaurant lease would have to be extended to maintain continuity while a new facility might be built. Mr. Garrett stated that he agreed with Member Garmon about the terms of the leases being given to the Town Attorney for him to use to write the new leases regardless of what facilities might be used. He also mentioned a discussion he had with an aviation lawyer at the Arizona Airport Conference about this situation and that the lawyer had recommended perhaps a short-term extension to the existing lease might be possible and ultimately end up with the Town owning the whole building instead of just half. Member Garmon reiterated for the Commissioners to please send desired terms of the leases to the staff. A short discussion continued on the possible terms that might be covered. Member Nyhus questioned if the Restaurant lease was also in the same situation as the Fueling FBO lease, that it could not be extended since it was not bid in the first place. The discussion continued about what an RFP might ask for. Mr. Jim Garner commented that building a new facility would be quite expensive which might not be a supportable investment and that new parking space would have to be made available. In addition the downtime during the construction process might cause a loss of customers that might not be recoverable for a long time. He continued with other requirements that would be needed for a new fueling operation. Mr. Phil Cook commented that there may be a strong possibility that if a large FBO investor came in that they would have their own lease that would have to be considered. Vice Chairman Day summarized.

2. Leasing and/or sub-leasing of Hangars -

Mr. Law stated that he had incorporated the suggested changes from the previous Commission meeting. Those changes were reviewed and a discussion about them continued. Vice Chairman Day asked for a motion to accept the new lease as corrected. Member Pearson made the motion and it was seconded by Member Garmon.

Approved 6 - 0

Leasing and/or sub-leasing of Hangars

3. Commercial Through the Fence Agreement -

Vice Chairman Day stated that there had been a request from Mr. and Mrs. Oldenkamp to postpone discussion of this topic until they returned on May 10, 2013. Vice Chairman moved that the topic be tabled until all interested parties could be present. Member Henley seconded the motion.

Approved 6 - 0.

Commercial Through the Fence Agreement-

4. Overnight Parking Area -

Member Henley had requested a discussion about having a parking

Overnight Parking Area

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area at the airport designated for overnight parking. Mr. Garrett asked if the parking area would have to be a secure area. Member Henley stated that usually parking at other airports is not necessarily secure, so that probably would not be necessary. Mr. Law began a discussion of possible parking areas. The discussion included why the Observation Area parking could or could not be used. The gravel parking lot to the South of Crosswinds Restaurant was determined as the likely place for such parking. Mr. Garrett requested that if the area was designated that there should be a time limit set. Member Barber recommended that the gravel area be used for overnight parking instead of tying up the Observation Area parking. A discussion of the gravel parking lot's suitability was discussed. The limit of 10 days per month was agreed upon with the possibility of extending it by talking to the Airport Coordinator. A motion was made by Member Barber to designate the gravel parking lot as the overnight parking area for up to 10 day per month. The motion was seconded by Member Henley.

Approved 6 - 0

Management Report and Discussion

G

Management Report

Mr. Garrett reported the highlights of a meeting three weeks ago at the FAA Phoenix Field Office. Present at that meeting were Tim Morrison, our new Project Manager for the airport, also the ADOT Airport Engineer and the ADOT Grants Manager. Four topics were discussed: (1) The RSAT Grading project on North side of runway; (2) The Airport Layout Plan (ALP) which was submitted in 2009 and has not yet been approved; (3) The Environmental Assessment which has been in progress since 2008; (4) The taxiway relocation and a waiver for the separation. A discussion proceeded about whether the airport should continue forward for B-II or perhaps return to a B-I status. Mr. Law reported on items of interest that were accomplished at the airport including: FOD sweeping efforts, mower repair, and the arrival of the Forest Services' Command trailer that day. He also gave a status report on the installation of the new AWOS. Mr. Garrett gave an update for the ADOT repaving effort. The paving of the runway will result in a closure of the airport for about three weeks. The timing of the work will hopefully be late summer or early fall. We have given the engineering firm a list of dates to avoid if possible, Aerofair, EAA Young Eagles, etc.

Schedule of Future Meetings and Requests to Staff for the Placement of Items on Future Commission Agendas – No Discussion Permitted

H

Future Meetings and
Agenda Items

No new agenda items were requested. Vice Chairman Day wanted to confirm that the Commissioners would be willing to change the meeting dates on months when the Council Chambers were not available. It was agreed upon that the Commission meetings would be moved to the third Monday of the month if there was a conflict.

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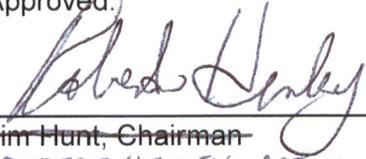
The next meeting will be held Monday, May 13, 2013 at 6:30pm.

Adjournment

Meeting adjourned at 8:00 pm.

Adjourn

Approved:



Date: 5-14-2013

~~Jim Hunt, Chairman~~
ROBERT HENLEY, ACTING CHAIRMAN

ATTEST:



Ray Law, Airport Coordinator

Certification

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Airport Commission of the Town of Payson held on the 14th day of January 2013. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 14th day of MAY, 2013.



Ray Law, Airport Coordinator

Affix Town Seal

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