

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
MAY 13, 2013

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| A | CALL TO ORDER: Acting Chairman Henley 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: Dick Garmon, Robert Henley, Dan Nyhus, Jon Barber and Bob Pearson were present. | Roll Call |
| | STAFF PRESENT: LaRon Garrett, Assistant Town Manager and Ray Law, Airport Coordinator were present. | Staff Attending |
| | OTHERS PRESENT: Four members of the airport community were present. | Others Attending |
| D | PUBLIC COMMENTS: Acting Chairman Henley asked for any comments from the public on items not on the Agenda. Mr. Law announced that there would be volunteer pilots taking the Rodeo Queen contestants for airplane rides on Saturday, May 18 th . | Public Comments |
| E | MINUTES: Minutes from the April 15, 2013 meeting were presented for approval. Member Nyhus pointed out one correction. Acting Chairman Henley requested a motion to approve the minutes as corrected. Motion to approve was made by Member Pearson and seconded by Member Garmon. Approved 5-0. | Minutes |
| F | ITEMS FOR DISCUSSION/POSSIBLE ACTION: | |
| | 1. Recommendations for bidding new leases for the Restaurant and Fueling FBO services -
Mr. Garrett reported that a request to remove the current clause in the Fueling FBO lease that would cause the lease to terminate immediately when a request for a new lease went out was being submitted to the Town Council on June 4th. If approved, this would allow the present lease to continue to its original termination date of November 30, 2013. Commission members then discussed their ideas concerning lease requirements and possible extensions to the current leases. Member Barber pointed out that if the current leases were extended, then there should be a termination clause included which would allow for unforeseen contingencies. He also felt that the current clause which states that the restaurant lessee has first right of refusal if a new building is constructed should not be included in the new lease. The members also discussed what kind of Request For Proposals (RFPs) for the new leases should be created and sent out. A motion was made by Member Barber and seconded by Member | Recommendations for bidding new leases for the Restaurant and Fueling FBO services |

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Pearson to create three different RFPs; one for a complete package of fueling FBO and restaurant, one for a fueling FBO only, and one for a restaurant only.

Approved 3-2

Two groups were identified to work with Mr. Garrett and Mr. Law to write up the specific details of the RFPs and new leases. There was further discussion regarding topics such as keeping the restaurant operating if construction on a new building was underway, where such a new building could be placed, and that the new leases would need to be made regardless of what the outcome of the RFPs was. More discussion ensued about RFPs, the need for updating the content of the present leases, what the requirements should be for a new fueling FBO lease, and how to rate the proposals that may be received. A review of the timing for sending out the RFPs was also discussed.

A motion was also made by Member Pearson and seconded by Member Barber to allow Mr. Garrett to enter into discussions with the current lessees regarding possible extensions of their leases for up to two years (including a 30-day early termination clause.)

Approved 5-0

2. Airport Capital Improvement Program, Airport Layout Plan, Future Airport Improvement Requests to FAA and ADOT, Ongoing Environmental Assessment

Mr. Garrett reported on a letter he had received from Mike Williams, Assistant Manager of the FAA Phoenix Field Office. The letter stated that the Airport Layout Plan (ALP) should show that Payson Airport is currently a B - I (small) Airport Reference Code (ARC) instead of a B - II ARC. The Draft ALP may show that a B - II ARC is a "future" desire for the airport. With the change made to B - I (small), the draft ALP approval process can continue. The letter also stated that the FAA would not seek any reimbursement for previous construction grants that may have been made under the B - II future designation. If the airport were to officially be designated B - I (small) then grant requests can be changed to possibly procure money to design and work on extension of the Echo Ramp. There was a discussion of the positive and negative effects of this action. Acting Chairman Henley made a motion that the Commission approve Mr. Garrett to change the ALP to reflect B - I (small) ARC for the airport, cancel the grant request for the Environmental Assessment to purchase of 13.5 acres adjacent to the southwest side of the airport, and to request a grant for the design and possible construction of the Echo Ramp extension. The motion was seconded by Member Pearson.

Approved 5-0

Airport Capital
Improvement Program,
Airport Layout Plan,
Future Airport
Improvement Requests
to FAA and ADOT,
Ongoing Environmental
Assessment

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3. Payson Aerofair

Payson Aerofair

Mr. Law announced that after checking with nearby airports, he had determined that the second Saturday of September should be designated for the Aerofair event. The previously advertised Aerofair date of the third Saturday of September conflicted with Sedona Airport's Family Fun Day, so hopefully the new date would not interfere with other aviation events in northern Arizona. Therefore, the 2013 Payson Aerofair will be held on September 14, 2013 from 7:30 am to 2:00 pm. Mr. Law also asked for volunteers to help plan the event and for advice from the Commissioners on all aspects of the event. Member Nyhus asked whether the insurance requirement for vendors was still in effect. Mr. Garrett confirmed that it was. Acting Chairman Henley volunteered to handle the "airlift" portion of the Aerofair which sells airplane rides to Aerofair attendees.

G **Management Report and Discussion**

Management Report

Mr. Law gave highlights of what had occurred since the last Commission meeting. These included the repairs made to the mower and the status of the new AWOS installation which is expected to be complete near the end of May. Mr. Garrett reported that the RSAT grading would now be planned to go to the fence line which would actually exceed the B - I (small) requirements. Mr. Garner asked if the grading could be covered with crushed granite that could be sprayed once a year and not have to be mowed. Mr. Garrett responded that he would look into it.

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

Future Meetings and
Agenda Items

The commission agreed that the next meeting would be held at 6:30 pm on Monday, June 10, 2013. The July meeting will be moved to the 15th due to a conflict with the use of the Council Chambers. Also, Mr. Garrett informed the Commission that he would not be able to attend the June 10th meeting, but that Mr. Law would be in attendance. No specific requests for Agenda items were made.

I **Adjournment**

Adjourn

Meeting adjourned at 7:57 pm.

Approved:

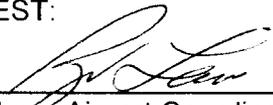


Acting Chairman Henley

Date: 6-10-2013

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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 13th day of May, 2013. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 10th day of June, 2013.



Ray Law, Airport Coordinator

Affix Town Seal
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