

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
MARCH 10, 2014

- | | | |
|---|---|---|
| A | CALL TO ORDER: Chairman Jim Hunt called to order the duly posted Airport Commission meeting at 6:30 p.m. in the Payson Town Council Chambers. | Meeting Time & Place |
| B | PLEDGE OF ALLEGIANCE | Pledge of Allegiance |
| C | ROLL CALL: Jim Hunt, Bill Day, Dick Garmon, Jon Barber, Dan Nyhus, Bob Pearson, and Robert Henley were present.

STAFF PRESENT: LaRon Garrett, Assistant Town Manager and Ray Law, Airport Coordinator, were present.

OTHERS PRESENT: Three members of the airport community were present. | Roll Call

Staff Attending

Others Attending |
| D | PUBLIC COMMENTS: Chairman Hunt asked for any comments from the public on items not on the agenda. There were no public comments. | Public Comments |
| E | MINUTES: The minutes from the January 13, 2014 meeting were presented for approval. A motion for the minutes to be accepted as written was made by Member Henley and seconded by Vice Chairman Day.
Approved 7-0 | Minutes |
| F | ITEMS FOR DISCUSSION/POSSIBLE ACTION:

1. Updates to the 5 – year Airport Capital Improvement Program (ACIP)
Mr. Garrett reported that the FAA/ADOT meetings for updates to the ACIP were coming earlier in the year now so we needed inputs from the Commission for future projects. He stated that new projects were needed for the year 2020. Mr. Garrett explained the handout he had given the Commissioners showing ADOT projects. Chairman Hunt inquired about the design of the Echo ramp extension. Mr. Garrett replied that the design was almost finished and that they would be going out for construction bid probably in April. He continued that once they had hard numbers for building the project then the grant could be processed for the construction. Member Henley inquired about the grading project scheduled for the North side of runway six. Mr. Garrett stated that the grading project would be done concurrently with the paving project. Member Henley asked what the timing was for the project. Mr. Garrett stated that ADOT did not have the dates for us yet due to a delay waiting for them to hire a consultant firm. Chairman Hunt asked about the drainage project on the infield | Updates to the 5 – year
Airport Capital
Improvement Program
(ACIP) |

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
MARCH 10, 2014

between the taxiway and the runway. Mr. Law said that the actual drainage area should be between Alpha 3 and Alpha 4 turnoffs. Chairman Hunt reviewed the other ACIP projects through 2019. A short discussion continued regarding the ADOT and ACIP documents and the projects listed.

Chairman Hunt asked for ideas from the commissioners for new projects. Chairman Hunt suggested that repaving aprons would be a high priority. Mr. Garrett stated that existing apron paving would come under the category of maintenance and not be eligible for a grant from the FAA. A short discussion continued regarding maintenance of the ramps by ADOT. Mr. Garrett stated that ADOT had stopped providing pavement maintenance for about five years, but that now their Pavement Preservation Program was scheduled to work on the ramps in 2017, which is about six or seven years too late for our ramp. Mr. Garrett said that we could ask the FAA but he doubted that they would help us work on the ramps. A short discussion continued regarding pavement inspections that had been accomplished but no reports had been seen yet. Chairman Hunt stated that the ramps should be a priority now that the runway and taxiway will be in nice shape following the repaving project. Member Garmon asked how a ramp repaving could be funded if it is not under the ADOT maintenance. Mr. Garrett said that that would come under the Town general fund, but that the amount for the project is so high that there are many other projects ahead of it that are looking for those same dollars. A discussion of possible ramp expansions continued. Mr. Garrett reminded the commissioners that any expansions would have to be shown on the ALP. Mr. Garrett went on to say that the expansion of the Echo ramp might not have been funded by the FAA if the Forest Service did not use it for their helicopters.

A discussion continued regarding possible projects. Member Nyhus suggested adding additional runway turnoffs. Mr. Garrett stated that since those were listed on the ALP they could be put in the ACIP. Mr. Jim Garner asked about the amount of time the runway would be closed during the repaving project. Mr. Garrett stated that the expected time was 5 weeks total. Three weeks of that time they would be doing the repaving of the runway, but that after that the runway might possibly be open at night when they were not grading. Mr. Garner also suggested that perhaps a vehicle entry gate to the Charlie and Bravo ramps might be added. A brief discussion continued regarding the entry gate at Echo ramp. Finally, Mr. Garrett stated that we did not know when the meetings with FAA and ADOT would occur but that they were expected to be soon.

No actions required

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
MARCH 10, 2014

2. Commercial Through the Fence Agreements and Activities

Commercial Through the
Fence Agreements and
Activities

Mr. Garrett asked that the Commission review and approve the Commercial Through the Fence agreements so they could be forwarded to the Town Council and then placed into the Town code. Chairman Hunt asked for comments about the agreements. Member Henley asked if transient aircraft going into Sky Park would be affected by these agreements. Mr. Garrett stated that the agreements were only for aircraft housed there, not transient aircraft. A discussion began regarding gate fees for transient aircraft. Chairman Hunt called for a motion to approve the new agreements and send them to the Town Council. Member Barber made the motion and it was seconded by Member Pearson.

Approved 7 – 0

3. Review of User Fees for 2014 and Possible Modifications/Additions

Review of User Fees for
2014 and Possible
Modifications/Additions

Chairman Hunt introduced the topic and stated that Mr. Garner had requested that the Commission consider through the gate fees for commercial businesses in Sky Park. Member Barber stated that there were two businesses located in Sky Park that had been repeatedly denied the opportunity to base their businesses on the airport so therefore they had established their businesses in the Sky Park. He did not feel that, in the interest of fairness, they should now be forced to pay for access to the airport. Member Henley wondered if those businesses should be required to pay an access fee for their customers to come and go. He felt that since residential Airpark residences had to pay for access that it was fair for businesses to pay also. A lengthy discussion ensued regarding access and fees.

Mr. Garner asked to make comments since he had sent a letter to the Commission about this issue. He discussed FAA Compliance Manual 5190.6b, Section 12 and its requirements for off airport businesses that compete with businesses located on the airport. He felt that the airport's grants could be in jeopardy if the Town failed to comply with the FAA requirements. Mr. Garner felt that the Town should contact the FAA to get their guidance on this issue.

Mr. Jim DuFriend, from Bravo Partners, made comments next regarding his willingness to comply if customer fees were required. He did not feel that airport grants would be in jeopardy and he made various points regarding barriers he had to overcome conducting business in the Sky Park. He asked the Commission to please maintain fairness in their decisions.

Mr. Garner returned to make more comments about the disadvantages of being located on the airport including the fact that at the end of his lease his hangar reverts to Town ownership. Vice-Chairman Day replied to Mr. Garner that he knew what the requirements of his lease were when he built his hangar and he

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
MARCH 10, 2014

continued with establishing his business. Chairman Hunt suggested that the town contact the FAA to discuss this issue and determine whether this would pose a threat to the airport grants.

Chairman Hunt then turned the discussion to the Fee Schedule and asked for discussion regarding it. Mr. Garner questioned why government agencies only pay 50% of the published rate on hangars? A discussion continued regarding this point. A motion was made by Member Barber to accept the fee schedule as written and send it to the Town Council. The motion was seconded by Member Garmon.

Approved 7 – 0

4. Recommended Budget Requests for Airport Maintenance Funds in 2014 – 2015

Mr. Garrett reminded the Commissioners of the list of budget requests from the previous meeting. He wanted to ensure that there were no additional requests before the budget process began. Chairman Hunt reviewed the list of budget requests:

1. New airport sign
2. Crack seal ramps
3. New ADA ramp/sidewalk
4. New carpet for operations office

Vice Chairman Day began a discussion about the possibility of providing charts and other pilot supplies in the airport office. Mr. Garrett replied that the Town did not want to get into the retail business nor compete with private businesses. Member Garmon asked if an outside vendor would be allowed to sell supplies within the airport office. Mr. Garrett replied that it was a possibility and a good idea. He said space could be rented to the vendor for the use of selling pilot supplies. Chairman Hunt said he had seen a chart vending machine at Scottsdale airport and he wondered if something like that might work. Mr. Garrett said that a bid might be required for vendors.

Chairman Hunt stated that since they had previously approved the list of budget requests and that there were no more additions that they would let that approval stand.

No actions required

5. Aero Fair Planning and Insurance

Mr. Law reported that he was preparing to invite military aircraft to the Aero Fair but he realized that since Aero Fair is so near the end of the military fiscal year and flying hour program that there was only a small possibility of having military aircraft attend. He also wanted to ask for increased support this year for Aero fair and he would like to create a Planning Committee if possible. Mr. Garrett said that if the Planning

Recommended Budget
Requests for Airport
Maintenance Funds in
2014 – 2015

Aero Fair Planning and
Insurance

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
MARCH 10, 2014

Committee was not associated with the Commission that it would be fine. Chairman Hunt recommended that Mr. Law contact the local EAA and PPA organizations to request members for the committee. Mr. Law recalled the lack of assistance he received at last year's Aero Fair and was hoping to improve this year. He thanked all the Commission members for their assistance last year.

Mr. Garrett stated that he and Mr. Law were checking with other towns and airports to see what their insurance carriers required for town events. He hopes to find another carrier that will not have such stringent requirements for vendors. A discussion continued regarding insurance for aircraft being displayed at Aero Fair versus transient aircraft that just fly in. Member Henley offered his opinion as to why there wasn't very much participation last year blaming a lot of it on the unreasonable insurance requirements. The discussion continued with several members offering suggestions and opinions. Mr. Garner commented on the historical reasons for roping off taxiways and aircraft movement areas which had been required by the FAA at previous Aero Fairs. Mr. Law reported that he had contacted Casa Grande airport to ask about the Copper State and Cactus Fly-In events, but he had not received a reply yet. He also asked for suggestions for a new location to host the children's events since box hangar one was not vacant anymore.

No actions required

6. Airport Courtesy Car

Airport Courtesy Car

Member Henley requested this item be on the agenda so he could find out what the status of the courtesy car issue. The collection jars at the restaurant and old fuel office had been pulled and he had up to this moment collected \$196 towards a vehicle. Mr. Garrett reported that due to liability concerns the Town Manager has stated that we will not be providing a courtesy car for the airport. The cost of insuring the car was not a major factor; it was the fact that it would be a Town-owned vehicle that would be driven by someone that the Town would have no control over. A discussion continued about who else might provide a courtesy car and about the disposition of the collected money.

No actions required

G Management Report and Discussion

Management Report

Mr. Law reported that the Streets Department had been crack sealing the airport ramps this past week. Delta ramp was completed and about 90% of Bravo ramp was complete. Also, the West half of Alpha ramp had been sealed. He stated that the airport budget could only afford four pallets of crack sealing material which was approximately \$4000. Mr. Law also said that an Applied Pavement technician had come to the airport on Saturday with a testing machine which took readings of all the pavement areas. Finally, Mr. Law reported that the

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
MARCH 10, 2014

Bravo gate had a problem with a broken roller on Saturday afternoon. He said the gate should be repaired by Tuesday. Mr. Garrett also reported that the Airport Layout Plan (ALP), which was submitted to the FAA in 2009, had been approved as of last Thursday.

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 9, 2014. There were no agenda items requested for the next meeting.

I **Adjournment**

Adjourn

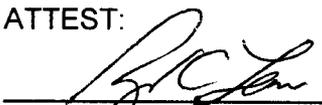
Chairman Hunt adjourned the meeting at 8:01pm.

Approved:


Chairman Hunt

Date: 16 June 14

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 10th day of March, 2014. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 16th day of JUNE, 2014.


Ray Law, Airport Coordinator

Affix Town Seal

rl