

TOWN OF PAYSON
AIRPORT ADVISORY COMMISSION
Monday, April 9, 2018, 6:30 PM
Town Council Chambers

A. **CALL TO ORDER:** Chairman Hunt called to order the duly posted Airport Commission meeting at 6:30 p.m. in the Payson Town Council Chambers.

B. **Pledge of Allegiance**

C. **Roll Call:** Jim Hunt, Bill Day, Jon Barber, Dan Nyhus, Bob Pearson, and Fred Peters were present.

Staff: Sheila DeSchaaf, Public Works Director (Arrived later), Curtis Ward, Town Engineer, and Ray Law, Airport Coordinator, were present.

Others Present: Boe Bergeson, Venn Construction, Dennis Dueker, Payson Airport Maintenance, and three members of the airport community were present.

D. **Public Comments - Comments concerning items not on the agenda.**

Chairman Hunt asked for any comments from the public on items not on the agenda. Mr. Paul Pitkin reported on the successful camping event held the previous weekend by the Arizona Pilots Assoc., the American Yankee Club, and Recreational Aviation Foundation. He reported that 34 aircraft and about 60 people had attended the event. He also thanked the airport staff for their support of the event. Next, Mr. Law announced that he would be retiring from his position as Airport Coordinator on July 1st of this year.

E. **Minutes**

The minutes from the January 8, 2018 meeting were presented for approval. No changes or corrections were needed. Motion was made to approve the minutes by Vice-Chairman Day and seconded by Member Nyhus.

Approved 6-0

F. **Items for Discussion/Possible Action**

1. Selection of Chairman and Vice Chairman for 2018

Chairman Hunt asked for nominations for Chairman. Vice Chairman Day nominated Jim Hunt to continue as Chairman. This nomination was seconded by Member Barber. No other nominations for Chairman were made. Chairman Hunt called for the vote.

Approved 5-0, Chairman Hunt abstaining.

Chairman Hunt then asked for nominations for Vice Chairman. Member Nyhus nominated Bill Day to continue as Vice Chairman. Vice Chairman Day declined the position at this time since he plans to move out of Payson soon. Member Pearson then nominated Member Peters for Vice Chairman. This nomination was seconded by Vice Chairman Day. No other nominations for Vice Chairman were made. Chairman Hunt called for the vote.

Approved 5-0, Member Peters abstaining.

2. Venn Construction presentation for new hangar construction

Mr. Boe Bergeson from Venn Construction gave a presentation outlining their plan for constructing hangars at the east end of the airport. He reported that they had hired the services of DOWL Aviation Consultants to design the hangar project. They are initially planning for three nested T-hangars (six aircraft each) and one Box hangar (3 aircraft) in the area to the east of the Echo Ramp, as depicted on the Airport Layout Plan (ALP.) He said that they were hoping to build more hangars east of the ALP locations on the area that had been set aside for the "relocated campground", but that area was not suitable for hangars. Mr. Bergeson said that he and the DOWL consultant had attended the Town's planning meeting recently which enabled them to talk with the utility providers and Town planning personnel. He stated that their first step now was to submit and get approval from the FAA on a Categorical Exclusion (CATEX) before going any further with the construction. The FAA review process for the CATEX is up to 75 days. He continued that if an actual Environmental Assessment (EA) was required by the FAA "that probably changes the deal materially from our perspective". He stated that an EA would be very expensive and time consuming process. They are optimistic that the CATEX will be approved. Following the

CATEX approval, then he would work with the Town to get the contract/lease firmed up. Next, he summarized the other steps that would follow this. He said that the original intent was to sell the hangars as "condos", but the requirements for firewalls and sprinklers would be cost prohibitive, therefore they would only be leasing out the hangars instead. A discussion continued about what the Fire Code required and placement of the hangars to avoid having to install external firewalls. Member Barber brought up a couple of questions regarding time limitations for getting a building permit and placement of the restroom. Another discussion continued on these topics plus possible bank requirements and how the leasing would be handled. Mr. Bergeson stated that he felt a separate LLC could be created to administer the leasing. Chairman Hunt summarized what would be expected in the future and thanked Mr. Bergeson for his time.

No actions taken

3. Discuss airport budget items for FY2019

Mr. Law introduced the topic and began the discussion by listing the items that were requested on the airport's budget for 2018/2019 fiscal year. One of the items requested was a heavy duty "flat tire dolly" that would enable the airport staff to move an aircraft off the runway in the case of a flat tire. He stated that the current light duty dolly they had was not sufficient for an aircraft such as a Cessna 195 or twin engine aircraft. Other items requested were: a replacement pickup truck for the 1992 Ford that has the snowplow mounted on it, a lightning protection system for the AWOS, a replacement gate operator for one of the drive-through gates, and matching funds for having a new, updated Master Plan created. Chairman Hunt and Ms. DeSchaaf discussed the budgeting process. Member Barber suggested that perhaps in future years, the Airport Commission could discuss proposed items to purchase well ahead of the start of the budget process. A discussion continued regarding this idea. Ms. DeSchaaf asked if there were any other items we had missed. Mr. Ward mentioned the additional matching funds for the FAA/ADOT grants to reconstruct the rest of the Alpha Ramp and Delta Ramp. Chairman Hunt said that the Commission had not been involved previously with airport budget requests, but that they would be happy to review requirements prior the start of the budget process. Mr. Ward brought up the idea of perhaps using new methods to fund improvements to the airport in the future.

No Action Taken

4. Discuss status of Aero Fair planning

Mr. Dennis Dueker, Payson Airport Maintenance, is the coordinator for the AeroFair/Airport Open House. He gave a brief update of AeroFair planning thus far. He felt that due to the minimal insurance available they should start small this first year of re-establishing the event. A discussion continued regarding invited vendors and the insurance required from them. Member Barber stated that Ms. Oldenkamp's insurance company had still not provided a final Certificate of Insurance which would confirm what could and couldn't be done. Mr. Ward asked if the date of October 6, 2018 was going to work with the timing of the reconstruction of the Delta Ramp. Mr. Law stated that he had informed our consultant firm about the event and that they were going to work around that date for their construction schedule. Additional discussions continued regarding what would draw visitors to the event and what had previously been done before. Mr. Pitkin, from the audience, mentioned that the Recreational Aviation Foundation might want to bring a static display and hand out information on their organization. A discussion continued about what constituted a vendor.

No Action Taken

G. Management Report and Discussion

Mr. Law reported the following items:

1. Navajo aircraft from Aviation Services Inc. (ASI) came in early January to begin LIDAR mapping for USGS. Frosty mornings slowed their departures each morning. Here about two weeks.
2. Streets Dept did more crack sealing on ramps.
3. Dennis and I plowed snow during snow storm on Jan. 20th, 10:30pm to 4:15am.
4. AWOS Uninterruptible Power Supply (UPS) replaced.
5. Had some issues with Alpha Gate operator. OK now.
6. Had annual inspection of fire extinguishers by Rytex (Feb. 8)
7. Have had at least three more people sign up for Hangar Waiting list – 18 now.
8. Had at least two times when aircraft going opposite directions at same time and another couple times when aircraft landed without being on frequency.
9. Dennis has made at least a dozen new chocks for the ramps.
10. Had Sunshine Cleaners clean carpet in airport office.

11. Had the Flights for Life organization hold their annual meeting at airport campground. Had 16 aircraft and 50 people come in.
12. Navajo aircraft from ASI back March 29 to continue LIDAR mapping.
13. March 30th, ASI Navajo had nose wheel collapse on landing (7:00pm.) Right main also collapsed as it left the edge of pavement. Ended up about mid-field facing north with 10' of aircraft tail over runway. FD and PD responded. Dennis, myself, and Ed Fandrich from Against the Wind responded. Houston Tatum from streets department was on call and brought wheeled loader (with forklift attachment) to lift aircraft. Runway closed about 2.5 hours. Pilot and passenger not injured. Darren and Jim DuFriend came to assist and Darren inspected aircraft for FAA/NTSB.
14. Donated lawn tractor had become inoperative and was no longer needed since we purchased the new John Deere lawn tractor last year, so it was sold on Govt. Surplus site. (\$121)
15. Had the Arizona Pilots Association/Recreational Aviation Foundation fly-in campout last Friday through Sunday. About 34 aircraft came in for it.
16. Andrew Ward is going to build horseshoe pits for the campground as his Eagle Scout project.

H. Schedule of future meetings and requests to Staff for the placement of items on future Commission Agendas – No Discussion Permitted.

The Commission agreed that the next meeting would be held at 6:30 pm on Monday, July 9, 2018. No additional items were requested to be placed on the agenda for that meeting.

I. Adjournment

Meeting adjourned at 7:40 p.m.