

# COUNCIL DECISION REQUEST

SUBJECT: Proposed Trailer Location

MEETING DATE: 4/13/06

CSP ITEM: Yes  No  KRA # 10, Objective 1

ITEM NO.:

TENTATIVE SCHEDULE: N/A

SUBMITTED BY: Ted Anderson *Ted*  
Airport Manager

AMOUNT BUDGETED: None

SUBMITTAL TO AGENDA:

EXPENDITURE REQUIRED: None

APPROVED BY TOWN MANAGER:

CONT. FUNDING REQUIRED: None

*2*

EXHIBITS: A – Site Plan for Proposed Trailer Location; B – Map of Adjacent Airside Areas Outside BRL; C – Minutes from April 5, 2005 AAC Meeting

## RECOMMENDED MOTION

I move to approve the proposed location for the Airport Office Trailer in an area between the Airport Restaurant and the Town-owned Box Hangars.

## SUMMARY OF THE BASIS FOR RECOMMENDED MOTION:

The Council requested during this year's budget process to review and approve the location for the Airport Office Trailer. The original thought was to present both the proposed location and bid recommendation at one meeting on April 27, 2006. Staff decided that it would be more appropriate to schedule the decision on the proposed trailer location prior to the bid recommendation meeting. The bid recommendation is still scheduled for the April 27, 2006 meeting.

The Airport Advisory Committee has recommended that the proposed location be approved at two different meetings. A previous Committee recommended approval of the proposed trailer location at its April 5, 2005 meeting. The present Committee recommended its approval at its March 23, 2006 meeting.

The Development Services Committee approved the site plan for the trailer at its March 22, 2006 meeting. The proposed trailer site is located outside the building restriction line (BRL) on the south side of the runway. The existing Hangar One, Fuel Shack and present Tuff Shed used as an office will eventually be relocated and/or removed from inside the BRL.

## PROS:

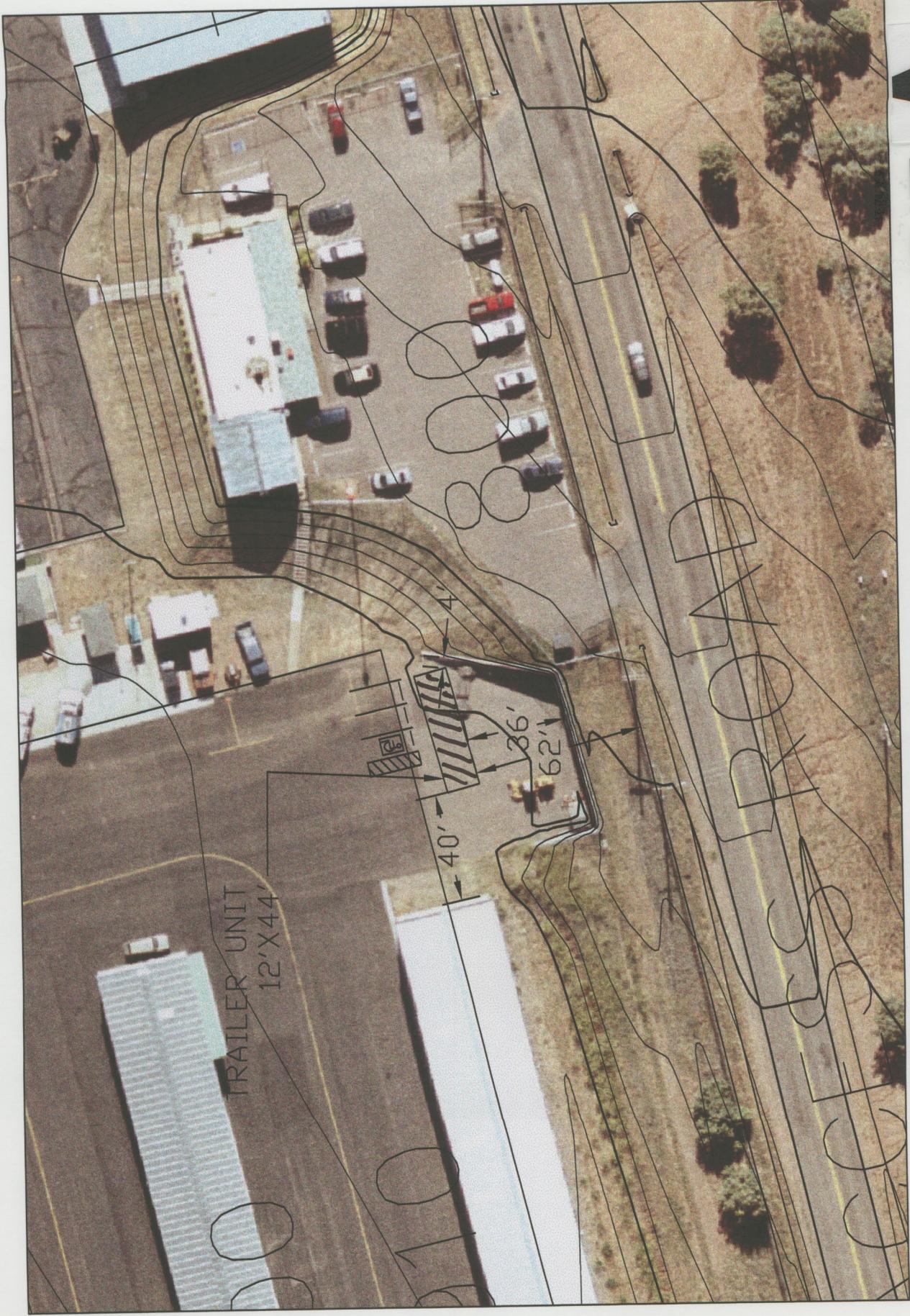
1. Provide adequate accessible 24/7 public restrooms, administrative offices, pilot's lounge and vehicle parking spaces.
2. The location is placed outside the BRL that makes in compliance with the future airport development.

CONS: Two aircraft tie-down locations will be lost.

PUBLIC INPUT (if any): The proposed location was discussed at two different Airport Advisory Committee (AAC) meetings. The discussion at the most recent AAC meeting appeared to focus on the need for the office trailer rather than the location.

BOARD/COMMITTEE/COMMISSION ACTIONS/RECOMMENDATIONS (if any) (give dates and attach minutes): The Airport Advisory Committee recommended at two different meetings to approve the proposed location for the trailer. The minutes for the April 5, 2005 meeting are attached. The draft minutes for the March 23, 2006 were not available when this CDR was completed.

APR 13 2006 J.S.



# TRAILER LOCATION EXHIBIT A

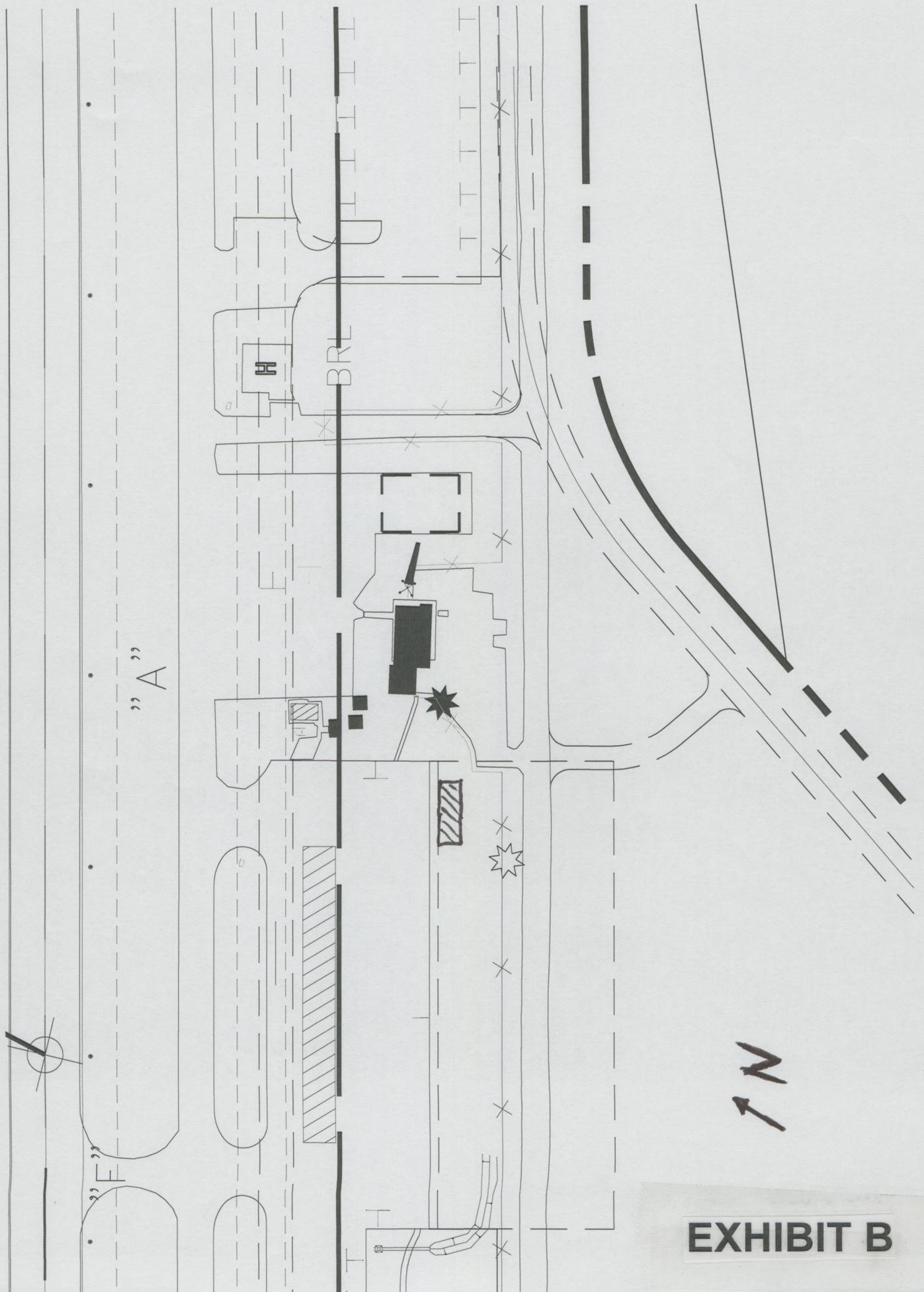


EXHIBIT B

AIRPORT ADVISORY COMMITTEE  
MEETING MINUTES  
APRIL 5, 2005

- |                                |  |  |
|--------------------------------|--|--|
| A                              | The duly posted Airport Advisory Committee meeting was called to order in the Council Chambers at approximately 4:00 p.m. by Dick Mumma, Chair. He led the Committee in the Pledge of Allegiance.  | Meeting Time & Place   |
| B                              | <b>ROLL CALL:</b> David (Dick) Mumma, Chair; Members, Lynda Papaioanu, Clyde (Dick) Walker, Hilda Crawford, John Nelson, Gary Spragins (arrived 4:05 p.m.). <b>ABSENT:</b> Member Larry Kennedy and Ex-Officio Member Pat Walker.  | Roll Call  |
| C                              | <b>STAFF PRESENT:</b> Ted Anderson, Airport Manager.   | Staff Attending  |
| D                              | <b>OTHERS PRESENT:</b> Mayor Barbara Brewer and Gaye Stidham, Deputy Town Clerk.   | Others Attending   |
| E                              | Approval of Minutes from the Airport Advisory Committee Meeting of January 25, 2005. The Committee <b>approved, by consensus, the Minutes from the Regular Meeting of January 25, 2005.</b>  | Consensus to Accept<br>Minutes of January 25, 2005<br>Meeting<br>APPROVED; 5 - 0   |
| F                              | Member Spragins joined the meeting.  | Member Spragins  |
| <b>PUBLIC COMMENTS</b>         |  |  |
| G                              | There were no comments from the public.  | No Public Comments   |
| <b>AIRPORT STAFFING LEVELS</b> |  |  |
| H                              | Member Crawford distributed her letter that evaluated the need for additional Airport staff. She believed that an interim goal of one additional person in each of the next two years would be a good start for increased staffing. An evaluation after four years to determine an ultimate staffing level would be needed. Manager Anderson answered questions from the Committee. Member Spragins questioned whether it was appropriate for the Committee to address this issue. Manager Anderson explained it was appropriate for the Committee to make a recommendation to the Council but not appropriate to direct the everyday management of the Airport. | Manager Anderson<br>Runway Extension<br>Background/Impacts<br>Committee Discussion |

Mayor Brewer explained that Street Department employees had been helping the Airport in the past but were not always available when needed. Manager Anderson further explained he believed the Airport

**EXHIBIT C**

needed a full-time maintenance person in “phase one” and a full-time administrative person for “phase two”.

Member Spragins voiced his concern that maintenance personnel, separate from the Streets Department, would be building an unnecessary bureaucracy. He saw the need for an administrative assistant, but felt the airport runway was just as much a part of the streets in the Town as Tyler Parkway, Manzanita or McLane. He stated that if the manager was having trouble getting people from the Street Department to come out and take care of the airport, then he saw the need for an administrative solution from the Council. He said he would rather see the Town staff-up for the maintenance of the airport with the department that is already together, otherwise we would be needing to duplicate equipment, etc., which he did not believe would be efficient.

Manager Anderson explained that increased airport staffing would provide more adequate control over response to snow removal needs, etc. at the airport. He stated that the airport was currently #4 on the Street Department’s snow removal schedule. He believed he needed more control over airport maintenance personnel.

- A After further discussion, Member Nelson **moved, seconded by Member Papaioanu to authorize the Chair to write a letter to the Council recommending additional manpower for the airport to be determined at their discretion and at the need of the Airport Manager. Motion carried, 6-0.**

Motion to Send  
Recommendation for  
Additional Manpower for  
Airport  
APPROVED; 6-0.

- B Member Papaioanu requested that copies of the letter be sent to Committee members.

Copies of Letter for Committee

#### AIRPORT ADMINISTRATION TRAILER

- C Manager Anderson explained his need for a larger office. He believed a new trailer, approximately 12 feet by 44 feet, would meet the need for office space, handicapped accessible restrooms, and a lobby. He believed the trailer would be around \$38,000 with minor infrastructure costs to place it at the airport. After discussion, Member Spragins **moved, seconded by Member Papaioanu to concur with Council and the Airport Manager’s plans to put a trailer at the airport for the administration area and to recommend the location as shown on the map attached to the agenda packet and to make budget increases for infrastructure work associated with purchasing or placing the trailer in that location if needed. Motion carried; 6-0.**

Motion to Approve  
Placement, Location, &  
Budget Increase If  
Necessary for  
Administration Trailer  
APPROVED; 6-0.

**AIRPORT FUEL TRAILER**

- D Manager Anderson explained the need for emergency use of a fuel trailer containing JetA fuel. The Committee discussed the different possible uses for such a trailer for both emergencies and after hour commercial. Mr. Anderson estimated the capacity to be between 500 to 700 gallons at a cost of approximately \$7,000. Mayor Brewer explained that Mark Essary, Whispering Pines Fire Chief, had offered a military fuel trailer but it was restricted to only one type of truck to pull it. Mr. Anderson had done research to find something more suitable. Member Spragins **moved, seconded by Member Crawford, to authorize the Town staff and recommend to the Council to proceed to investigate a multi-use fuel trailer. Motion carried; 6-0.**

Airport Fuel Trailer  
APPROVED; 6-0.

**AIRPORT MANAGER'S REPORT**

- A Mr. Anderson reported that he AWOS problems had been corrected, the gate problems had been solved, a grant application had been submitted to FAA, the Forest Service initial attack facility agreement would go to Council on the 14<sup>th</sup>, and last year's agreement for Echo Ramp and use during the Willow Fire will also go at that time. Mr. Anderson said he would get a copy of the CSP update to the Committee next month. He said it included a mandate for the airport to be self-sufficient within the next 4 years. Mr. Anderson referenced a letter attached to the packet that explained the police department's stance that only Bravo Taxiway could be used by fuel trucks. Screener cards had been requested that would allow the Town to purchase surplus property from the federal government.

Manager's Report

**ADJOURNMENT**

- B The Committee meeting adjourned at approximately 5:24 p.m.

Adjournment

Approved:

\_\_\_\_\_  
David "Dick" Mumma, Chair

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Gaye Stidham, Deputy Town Clerk

**Certification**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Airport Advisory Committee of the Town of Payson held on the 5th day of April, 2005. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2005.

\_\_\_\_\_  
Gaye Stidham, Deputy Town Clerk

Affix Town Seal  
gls