

COUNCIL DECISION REQUEST

SUBJECT: Proposed Trailer Location

MEETING DATE: 5/11/06

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

o
EXHIBITS: A – Site Plan for Proposed Trailer Location; B – Map of Adjacent Airside Areas Outside BRL; C – Minutes from April 5, 2005 AAC Meeting; D – Minutes from March 23, 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:

This item was previously scheduled for the April 13, 2006 Council meeting. It was pulled from that meeting's agenda. The Council requested during this year's budget process to review and approve the location for the Airport Office Trailer. This CDR only addresses the proposed location for the trailer. The bid recommendation for the trailer is planned for the May 25, 2006 Council 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 and budget increase if necessary at its April 5, 2005 meeting with a 6-0 vote. The present Committee recommended its approval of the proposed location at its March 23, 2006 meeting with a 4-3 vote.

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.

There has been some discussion that the trailer's location should be accessible by both the public and airport users. There is no suitable location that can meet this requirement while having accessibility to airside users and an immediate response to an emergency. Staff recommends that there be no change in the accessibility to the airport office at this time. This accessibility need will be met when a new terminal is constructed. Staff has not heard of any accessibility problems with airport staff, the fuel operations, the maintenance facility or tenants providing aerial flights.

There has been some opposition by some airport tenants and pilots in providing a trailer for the airport staff. The present office is a small tuff shed that measures about 7 feet by 15 feet. Both the Airport Manager and Maintenance person share this space. Staff feels that it would be more appropriate to readdress the need for the trailer at a future meeting when the Council considers the bid recommendation.

MAY 11 2006 *H.2*

COUNCIL DECISION REQUEST

PROS:

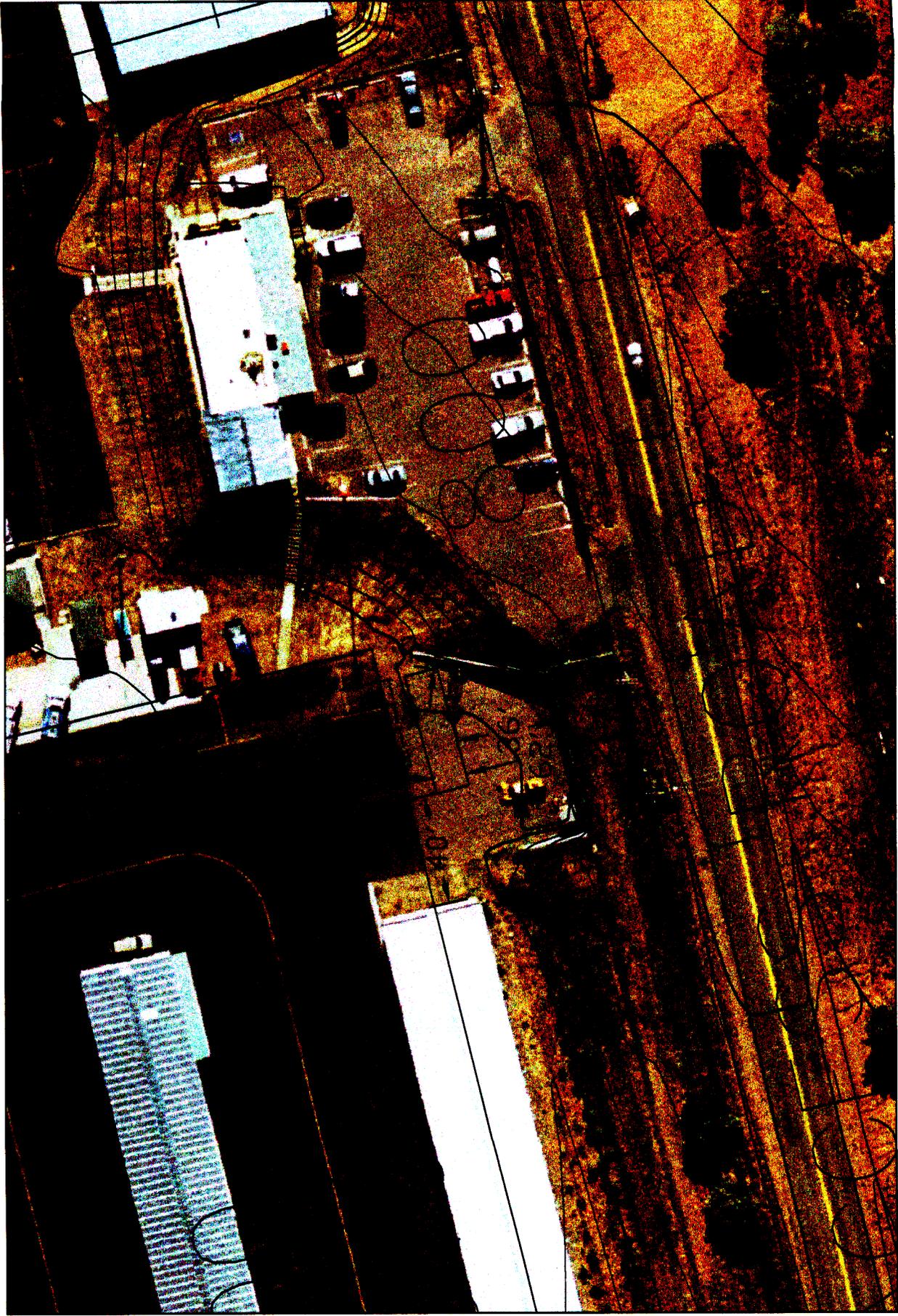
1. Provide 24/7 public restrooms that meet the ADA standards, administrative offices for airport staff, pilot's lounge and vehicle parking spaces.
2. The location is placed outside the BRL that makes it in compliance with future airport development.

CONS:

1. Two aircraft tie-down locations will be lost.
2. Some airport tenants and pilots are opposed to the trailer.

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 and March 23, 2006 meetings are attached.



TRAILER LOCATION EXHIBIT A

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 **ROLL CALL:** David (Dick) Mumma, Chair; Members, Lynda Papaioanu, Clyde (Dick) Walker, Hilda Crawford, John Nelson, Gary Spragins (arrived 4:05 p.m.). **ABSENT:** Member Larry Kennedy and Ex-Officio Member Pat Walker. Roll Call
- C **STAFF PRESENT:** Ted Anderson, Airport Manager. Staff Attending
- D **OTHERS PRESENT:** 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 **approved, by consensus, the Minutes from the Regular Meeting of January 25, 2005.** Consensus to Accept Minutes of January 25, 2005 Meeting
APPROVED; 5 - 0
- F Member Spragins joined the meeting. Member Spragins

PUBLIC COMMENTS

- G There were no comments from the public. No Public Comments

AIRPORT STAFFING LEVELS

- 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
Runway Extension
Background/Impacts
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

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 14th, 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

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AIRPORT ADVISORY COMMITTEE
REGULAR MEETING MINUTES
MARCH 23, 2006

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| A | The duly posted Airport Advisory Committee meeting was called to order in the Council Chambers at approximately 4:00 p.m. by Dick Walker, Chair, followed by the Pledge of Allegiance. | Meeting Time & Place |
| B | ROLL CALL: Chair Dick Walker, Vice Chair Ward Johnson, Members, Hilda Crawford, Gary Spragins, Donovan Thornhill and Barbara Schneider. | Roll Call |
| C | STAFF PRESENT: Ted Anderson, Airport Manager. | Staff Attending |
| D | OTHERS PRESENT: Tim Wright, Deputy Town Attorney and Gaye Stidham, Deputy Town Clerk. | Others Attending |
| E | Open Call to the Public. There were no comments from the public. | No Public Comments |
| F | Discussion and/or possible action on the Fuel Operations Business Plan – Discussion and/or possible action on a recommendation to Town Staff to initiate negotiations for the possible purchase of the airport FBO Fuel operations. | Fuel Operations Business Plan – Purchase of FBO Fuel Operations |
| G | Ted Anderson, Airport Manager, presented the proposed Fuel Operations Business Plan for the Committees review. James Garner noted items he believed were lacking in the proposed plan. Mr. Anderson answered questions from the Committee. | James Garner
Comments |
| H | Member Spragins suggested to table the Fuel Operations Business Plan and any proposed negotiations for the possible purchase of the airport FBO Fuel operations and go back and incorporate the Fuel Operations Business Plan into the overall business plan and be able to review Mr. Garner’s comments and have Mr. Oswald present. | Member Spragins
Suggests to Table |
| I | Mr. Garner said that Mr. Oswald and he were not noticed of the meeting until late the Friday before and was not available because of previously planned business and family obligations. Mr. Oswald had provided written comments for the Committee. Mr. Garner said this was a common problem for Airport Advisory Meetings. He stated that Mr. Carpenter assured the pilots that the Airport Advisory Meetings would be noticed by a mail list, posting at the Airport Manager’s Office, the FBO, and Town hall. He said this had not happened. | James Garner
AAC Meeting Notice |
| J | Peter Beasley, Treasurer of North Shore Aero Club in Beverly, Massachusetts concerning his experience with fuel sales. He did not | Peter Beasley |

EXHIBIT D

believe there would be a profit made unless the airport sold jet A fuel.

Fuel Sales

- A Member Crawford **moved, seconded by Member Mumma, to table Items 2 and 3 until Robert Oswald could be present.** Members Spragins and Mumma requested further legal department review. They believed the purchase of the fuel operations violated some FAA assurances. Member Spragins also asked for this to be in the overall business plan. Member Thornhill asked the motion be amended to allow Mr. Anderson and the Town to initiate the negotiations with Mr. Oswald before bringing it back to the Committee. Member Crawford agreed with Member Thornhill and withdrew her motion. Member Spragins **moved, seconded by Member Mumma to table Item 2 until Robert Oswald could be present, determination of fair market value could be presented and what the proposal might be, Item 2 be folded in and made a part of the overall business plan, and have an opinion in writing from the legal department.** Member Thornhill asked to amend the motion to proceed with Item 3 before going forward with Item 2. Member Spragins did not agree to the amendment. Motion approved; 4 – 3. Members Schnieder, Crawford and Thornhill dissenting.

Motion to Table Item 2
Members Schneider,
Crawford and Thornhill
Dissenting.

- B Discussion and/or possible action on a recommendation for a proposed location for an airport administration trailer.

Airport Administration
Trailer Location

Jim Garner disputed that the Council had approved the purchase, the public posting of the item, the need for an administrative trailer and the cost estimates. He asked the item be tabled and asked for the Committee to review other locations.

James Garner
Disputed Need for Trailer
and Cost Estimates

Paul Pitkin did not approve of the proposed location saying it was the only place to maintain and wash aircraft at this time.

Paul Pitkin
Disputed Placement

- C Member Thornhill **moved, seconded by Member Crawford to approve the proposed location for an airport administration trailer.** Motion approved; 4 – 3. Chair Walker, Members Mumma and Spragins dissenting.

Motion to Approve
Location of Administration
Trailer
APPROVED; 4 – 3
Chair Walker, Members
Mumma and Spragins
Dissenting

- D Peter Beasley was concerned about having to go inside the security fence to get to the Airport Manager's office.

Peter Beasley
Access Concerns

ADJOURNMENT

- A The regular meeting of the Airport Advisory Committee adjourned at approximately 4:30 p.m. Adjournment

Approved:

Clyde “Dick” Walker, 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 23rd day of March 2006. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this ____ day of _____, 2006.

Gaye Stidham, Deputy Town Clerk

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