



Town of Payson  
303 N. Beeline Highway  
Payson, Arizona, 85541-4306

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## MEMORANDUM

DATE: June 9, 2009

TO: Mayor  
Town Council  
Town Manager

FROM: LaRon Garrett   
Public Works Director

SUBJECT: Payson Airport

At the December 11, 2008 Town Council meeting the Town Council reviewed the status of the Towns lease with the Payson Regional Airport Authority (PRAA). At that time the Council gave the PRAA approximately 90 days to correct the issues considered to be in non-compliance. Attached is a summary of the current status of those items listed as being in "non-compliance" at the December 11<sup>th</sup> meeting. It appears that all non-compliant items have either been resolved or, are being worked on and will be resolved shortly.

In addition to the attached summary other changes in the PRAA are as follows:

Jon Barber has been elected president of the PRAA.

The PRAA has instituted monthly meetings to receive input from airport users concerning any airport related issues.

JUN 18 2009 C.1

ITEMS THE PAYSON REGIONAL AIRPORT AUTHORITY IS RESPONSIBLE FOR

Item	Lease Section(s)	Dec. 08 Status	Current Status	Comments
Maintain a Current Airport Layout Plan (ALP)	5.6.16	Out of Compliance	In Compliance	Updated ALP completed with the Airport Master Plan. The ALP must be maintained by the Airport Sponsor (the Town).
Lessee shall post notice of all scheduled board meetings in at least 4 locations within Town Limits (2 on Leased Premises)	12.6.1	Out of Compliance	In Compliance	
Board shall only take action at a scheduled board meeting	12.6.2	Out of Compliance		Still being resolved
Scheduled Board Meetings shall be open to the public	12.6.3	Out of Compliance	In Compliance	
All financial accounts shall be audited annually by a CPA at Lessee's expense	13.2	Out of Compliance	In Compliance	Audit completed March, 09
Draft Audit Report shall be provided to the Town no more than 120 days after the conclusion of the Lessee's fiscal year	13.2	Out of Compliance	In Compliance	Audit completed March, 09
Town shall pre-approve the CPA used for the audit	13.2	Out of Compliance	In Compliance	Audit completed March, 09
Within 120 days after the conclusion of the Lessee's fiscal year the Lessee shall deliver a complete report to the Town summarizing the financing, refinancing, construction, operation and maintenance of the Leased premises in a form acceptable to the Town.	13.3	Out of Compliance		PRAA has agreed that these reports will be submitted beginning at the end of the June 30, 2009 fiscal year.
Pay Annual Lease of \$1 to Town by July 1st Annually	4.1.1	Out of Compliance	In Compliance	Paid
Perform Towns Obligations under Existing Leases	4.3	Out of Compliance	In Process	Potential solution to be discussed by the Sanitary District Board at their June 11th Meeting and the Payson Town Council at their June 18th Meeting.
Pay All Utility Charges	5.7	Out of Compliance	In Process	Potential solution to be discussed by the Sanitary District Board at their June 11th Meeting and the Payson Town Council at their June 18th Meeting.
Prepare & Update 5-yr. ACIP for Town Approval	6.2	Out of Compliance	In Process	This is an annual process with ADOT Aeronautics. They will only recognize the Town as the Sponsor and will only accept official input from the Town. The Town does receive input from PRAA

ITEMS THE PAYSON REGIONAL AIRPORT AUTHORITY IS RESPONSIBLE FOR

Item	Lease Section(s)	Dec. 08 Status	Current Status	Comments
Consult with Town on all Planning, Polices, Management and Administrative Decisions and provide periodic activity reports to the Town as Requested	8.0	Out of Compliance	Ongoing	PRAA will provide more timely reports to the Town.