

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
SEPTEMBER 10, 2012

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| A | CALL TO ORDER: Chairman Hunt called to order the duly posted Airport Commission meeting at approximately 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, Robert Henley, Dan Nyhus, and Jon Barber were present.

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

OTHERS PRESENT: Four 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. Member Henley requested to make a public announcement before any other comments. Chairman Hunt approved. Member Henley wanted to remind everybody that the local EAA Chapter 810 will be hosting our Young Eagle's Flight on Saturday, October the sixth, from 7:30am until 11:30am. It is first come, first served. Please remind everybody that has kids from ages 8 to 17 to come out to the airport and participate in this program that is at no cost to them. They just have to have a parent or legal guardian to sign a permission slip.

Chairman Hunt asked if there were any other comments from the public. There were none. | Public Comments |
| E | MINUTES: Minutes from August 13, 2012 meeting were presented for approval. Chairman Hunt commented that they were pretty extensive minutes. He asked for any comments from the Commission Members. There were none, so Chairman Hunt requested a motion to approve the minutes. Motion to approve was made by Vice Chairman Day and seconded by Member Garmon. Approved 6-0. | Minutes |
| F | ITEMS FOR DISCUSSION/POSSIBLE ACTION

1. Through The Fence Access Issues -
Chairman Hunt asked Mr. Garrett to explain the draft policy and three new RTTF agreements that had been sent to the Commission members. Mr. Garrett stated that the agreements had been updated to fit the three different criteria outlined on the draft policy sheet. He also stated that there seemed to be some confusion at the last meeting as to who each criteria applied to, so he had tried to explain it more clearly in the policy who would have to pay and who would not. Chairman Hunt asked for any comments from the members. Mr. Garrett added that he had incorporated the comments he had received from the Oldencamps at the last meeting. Member Henley made a comment stating that this is a draft FAA policy that we are trying to comply with and that the FAA has extended the comment | Through The Fence |

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period for the draft policy. He did not want to see the Commission make decisions based on a draft policy without the public comments to the FAA completed. He wanted to be sure that the Commission was following the final resolution from the FAA. Member Henley continued that there was one area that might be removed from the RTTF requirement due to the wording of the Bill that Congress had passed. He stated that the Bill did not require the FAA to approve the documents that the Commission has been discussing. He reiterated that he preferred that the Commission make decisions based on guidance that was actually in-place versus still in draft. Chairman Hunt asked Mr. Garrett if his interpretation was that once the Airport Commission approves this process and agreements that it goes to the Town Council for approval. Mr. Garrett responded that he was correct. Vice Chairman Day commented that even though Congress didn't include the requirement for the FAA to approve the agreements that did not preclude FAA from putting that in the regulation. Member Henley added that the requirement was in the draft FAA regulation now, he was doubtful that the requirement would remain in the final regulation. Member Barber commented that if the Commission were proactive and were among the first to turn in completed agreements then the FAA will review those and make their final requirements. The Commission could always modify the agreements if the FAA's final product is less restrictive. Member Barber asked Mr. Garrett to explain the process the FAA is going through. Mr. Garrett stated that regardless of whether the FAA requires copies of the agreements, they have already requested copies which he is obligated to provide to them. The FAA is looking at what various airports are doing in order to create a uniform policy. Mr. Garrett agreed that he would rather be "on the front end of that, instead of the back end" of that process. Member Nyhus stated he would rather our agreements were less restrictive and could be made more restrictive if forced to by the FAA. Member Barber felt our agreements weren't very restrictive compared to previous policies the FAA has had in the past and that is one of the reasons to turn ours in early to "stack the odds in our favor" of having the FAA be less restrictive in their policy. Member Henley stated that if the final regulation that comes out doesn't require agreements, then we can always change our requirements. He just hated to submit something to a governmental agency when he didn't really have to. Member Garmon asked Mr. Garrett how our agreements/policy matches up with what he has seen from the FAA. Mr. Garrett stated that ours follows what the FAA has told him. Member Garmon stated that the Commissions' biggest discussions have been about the fees and who should or shouldn't pay them. Mr. Garrett stated that he thought we were at the point where everyone was in agreement with the current policy and he doesn't think that is in conflict with what the FAA says. Vice Chairman Day felt that our latest policy and agreements line up very well with what has been discussed by the Commission and public comments. They have addressed the fairness issues previously discussed, such as Barbara Parish who has an airplane, but doesn't fly and the Oldencamps, who own a hangar, but rent it out to other aircraft owners who should pay the usage fee. He reiterated that he feels everything matches up to what the Commission talked about. Mr. Garrett reminded the Commission that this policy only pertains to the Residential areas though, and not the Commercial side like the Oldencamps have. Member Garmon asked if that was still of a personal nature since the individuals rent from the

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Oldencamps. Mr. Garrett considered that a commercial operation and also that their hangar was not in the Mazatzal Airpark. Chairman Hunt asked Mr. Garrett a process question. If someone applies for an exemption to the fees, who determines whether the exemption is granted? Mr. Garrett responded that it would be himself and Mr. Law working together. Chairman Hunt agreed with that but commented that there might come a time when the members of the Commission might want to advise Mr. Garrett on certain exemptions that might have extenuating circumstances. Chairman Hunt cited a possible theoretical situation in which the Commission might be a part of the discussion to aid Mr. Garrett in the decision process. Vice Chairman Day agreed. Mr. Garrett stated that this administrative policy is not something that would typically go to the Council, which means the process could be amended if necessary to accommodate adjustments. Chairman Hunt asked Mr. Garrett if the policy/agreements would have to go the Council for public readings. Mr. Garrett stated that it would only have to be approved on a Council Decision Request. Chairman Hunt then summarized the situation as whether the Commission wanted to have the documents ready to hand to the FAA as soon as the Public Comment Period is over and the FAA rule comes out in the Federal Register, or do we want to wait for the rule to come out in the Register and then go through this whole process again. That is what it boils down to. Member Henley asked exactly what is being submitted to the Council for approval. Mr. Garrett stated that it would be the three agreements. The policy which states when to use each agreement is an administrative policy and would not have to be approved. Chairman Hunt stated that he subscribes to the philosophy that "if you're not the lead dog, the view never changes". Chairman Hunt continued, saying that if the day comes that the FAA comes out and says "this is how we're going to do business" and wants see our agreements, then we can show that we already have agreements approved by the Town Council and ready to execute. He feels that the Town would then be in a position of advantage as opposed to waiting for the FAA to dictate. Vice Chairman Day agreed with what Chairman Hunt was saying and that the current documents which reflect previous discussions were ready to go. Margie Oldencamp then requested to make a comment. She felt that the three agreements looked fine, but she wanted to know what the Town's recourse was if a home owner refused to complete an agreement or pay the fee. She did not see anything in the agreements about that. Mr. Garrett explained that Chapter 95.13 requires these agreements of the home owner and carries a civil penalty if not complied with. Mrs. Oldencamp suggested that Chapter 95 be mentioned in the agreement also in case residents do not want to comply. Chairman Hunt asked if there was any further discussion on this topic. Member Garmon made a motion that the three agreements as presented be used for RTTF and presented for Town Council approval. Member Barber seconded the motion. Approved 6-0.

Mr. Garrett also added that the changes that were discussed at the last meeting have been incorporated into Chapter 95 so that it reads the same as what the Commission is reading tonight. Member Henley asked when Chapter 95 would be approved by the Town Council. Mr. Garrett stated that Chapter 95 went for "first read" last week and would go for "second read" next week. Member Barber asked if the Commission also needed to

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approve the policy agreement. Mr. Garrett stated that would be fine. Chairman Hunt called for a motion to approve the administrative policy. Member Barber so moved and Vice Chairman Day seconded. Approved 6-0.

2. AWOS Replacement-

AWOS Replacement

Mr. Garrett reported that the process was moving forward. He said the bids came in lower than expected. They have plenty of funding to accomplish the project. The bids were submitted to FAA and the Town received the grant paperwork last week and it also went to Council last week and has since been returned to FAA for final approval so the award can be made. ADOT has also indicated that they will issue a companion grant to pay their 4.92% (he believed that was the correct number.) ADOT will issue the grant as soon as the final paperwork was returned from FAA. Once everything is approved there is a twelve week lead time to get the equipment. Chairman Hunt asked what the total costs were on the project and what the cost to the Town was. Mr. Garrett stated the total cost was \$221,000. That included the equipment and designs. So the cost to the Town would be just under 5% of that amount. Chairman Hunt commented that was good news and confirmed we are locating the AWOS according to the ACIP.

3. Airport Capital Improvement Program -

Airport Capital
Improvement

Chairman Hunt asked Mr. Garrett for comments. Mr. Garrett said that he had a telephonic meeting with ADOT and FAA following the previous meeting. A couple of Commission members were also present during the meeting so Mr. Garrett asked for comments from them. Vice Chairman Day commented that the discussion went very well and was very productive. He thought the FAA was very cooperative and that the taxiway project schedule was moving forward. Mr. Garrett agreed and stated that the FAA agreed to do things that he had been trying to get them to do for years. Mainly, we don't have an approved Airport Layout Plan (ALP) or at least the one we have is 2001 vintage. He has been trying for over two years to get a current plan approved and this meeting with the FAA "broke it loose". He received an e-mail today saying that FAA had everything they needed to get it approved. Vice Chairman Day complimented Mr. Garrett for the way he handled the meeting and kept urging the FAA for approval. Member Henley agreed that Mr. Garrett had the strongest command of the information and the data that they were discussing. The other participants had bits and pieces, but Mr. Garrett had a much more complete knowledge of the issues. He thought Mr. Garrett did an excellent job of representing the airport. Member Henley was also pleased with the priorities for the future projects. One side note that he mentioned was that after the meeting he was taking the Armstrong representative back to the airport and the representative mentioned that the taxiway and Echo Ramp were both higher than the runway and that FAA preferred the taxiway and ramps to all be roughly the same height as one another. Therefore the representative's point was that the pavement on Echo ramp might not be able to be preserved if it had to be excavated to a lower grade. Mr. Garrett stated that that is the general criteria, but that since our runway was not level to begin with, he didn't know if you actually wanted the taxiway to follow the runway. Member Henley stated that it really would be nice if the pavement could be preserved but

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the representative thought the taxiway and ramp would need to be five feet lower. Mr. Garrett stated that was the first time he had heard that about the Echo ramp. Member Henley said that was why he brought up the subject but stated that he might have misunderstood what the Armstrong representative was saying. Chairman Hunt inquired what the general thinking was about funding and getting the project moving. Mr. Garrett stated that the next major item they would be funding would be the design of the taxiway which dictates everything beyond that. The FAA doesn't like designs "sitting on the shelf" very long so that will give emphasis to keep them moving on the construction. Once the taxiway is designed, then we need the ramp relocation designed and constructed before we can then construct the taxiway. Chairman Hunt summarized that the designs must be done in order and then followed up quickly with construction before they get too old on the shelf. Vice Chairman Day asked Mr. Garrett if the FAA had reviewed the ALP yet. Mr. Garrett stated that the ALP was not approved, but that the FAA had stated that they had everything they needed to approve it. Member Barber commented that we have been pushing the taxiway design for two years and that nothing can be done until that is finished. He asked if the FAA representative "Mark" was the one Mr. Garrett had been working with. Mr. Garrett stated that it was and that Mark had told him that the Town could request a waiver and keep the taxiway in its current position. Mr. Garrett stated that a waiver has been discussed in the past with both the Town and PRAA and that they had decided they did not want a waiver for safety reasons. Member Nyhus asked if there had ever been a discussion about re-contouring the runway to make it more level. He stated that at night you could not see the red runway end lights until you are almost to the end. Mr. Garrett stated that to his knowledge, there had never been such a discussion. Chairman Hunt commented that it would be a big project to do that. Member Henley brought up another point that the current FAA people that we were working with right now, might not be there in the near future with the opening of the new Arizona airport office. Mr. Garrett stated that the projects that are currently underway will stay with the current project manager until completion, like the AWOS for example. But after the new Federal fiscal year, which is October first, they will be opening a new field office in Phoenix and new projects will be done through that office. Member Barber asked if that was just for airport projects or if it we would come under a different FAA representative than Tony Garcia. Mr. Garrett stated he believed we would still come under Mr. Garcia, but he wasn't sure. Our project manager would be in Phoenix rather than Los Angeles. Member Henley stated that perhaps the project manager would get to visit us more often once they are located closer to us. Chairman Hunt also commented that once the Phoenix office is in place, that perhaps we should send a delegation to meet them and personally invite them up to Payson. Chairman Hunt called for any more discussion on this topic. Since there was none, he continued to the next topic.

4. Pavement Maintenance & Preservation-

Chairman Hunt stated that the handout he provided to the Commission members on this subject was a document he had created about a year ago. He feels it is important to plan for the future. Chairman Hunt asked Mr. Garrett if he would like the Commission to work on a plan for pavement maintenance or if there is already one in progress. Mr. Garrett stated there

Pavement Maintenance &
Preservation

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are actually two different issues; one is the runway/taxiway and the other is the ramps. The runway/taxiway are scheduled in fiscal 2014 as part of the state pavement/layment program, to be crack sealed or with some kind of seal coat for both runway/taxiway. So anything done to those isn't bad, but may not give us the most "bang for the buck". If we work on the ramps, which need it badly, it would be more beneficial at this point to crack seal them. Chairman Hunt agreed and commented that the runway was crack sealed last year. He stated that the taxiway has a couple of spots that need work, but if it was going to be done in fiscal 2014 it may only need a touch up before then. He stated that the ramps are badly in need of work. Chairman Hunt's document stated that West Alpha Ramp and Echo Ramp needed crack sealing the worst. Delta ramp would be next after Alpha and Echo. He commented that he had seen pictures of RV-12s in EAA Magazine sitting on the Delta Ramp and the ramp really looked terrible. Member Barber stated that they had crack sealed all the ramps two years ago, but some of them have "moved quite a bit since then". Chairman Hunt asked if the new hangar ramp (west T Hangar) had ever been crack sealed. Neither Member Barber nor Mr. Garrett thought that ramp had been crack sealed. Chairman Hunt asked Mr. Garrett if perhaps the money from the Forest Service could be used to help pay for crack sealing. Mr. Garrett responded that the Town has not received the money from the Forest Service yet. Chairman Hunt mentioned that the fuel flowage income might also be used. Mr. Garrett stated that the income from the fuel flowage would probably exceed the estimate. Chairman Hunt asked about perhaps using an "Indefinite Quantity" contract with someone for crack sealing. The contract would be set up as "by the linear foot or square yard". Mr. Garrett said the Town could do that, but they can only hold it for one year and then it must be re-bid. Chairman Hunt asked for other comments and then moved on.

G

Management Report

Management Report and Discussion

Mr. Law reported on his first couple of days in the job. He commented on mowing operations. Member Garmon asked Mr. Garrett if there was a rotary mower available that could mow faster and cover a wider swath. Mr. Garrett stated that the Town had generally stopped using rotary mowers due to the hazards of thrown debris. There was a short discussion about the airport mower. Chairman Hunt commented that they were glad to have Mr. Law in the Airport Coordinator position. Member Henley asked Mr. Garrett about the plan to replace Mr. Law's position on the Airport Commission. Mr. Garrett replied that interested parties should get their applications in as soon as possible. He had spoken with the Vice-Mayor last Thursday about the open position and he had wanted to get together to review the applications toward the end of the current week or next week. Member Garmon asked Mr. Garrett if the original applications were still valid. Mr. Garrett stated that the Town keeps applications on file for at least a year so those would still be considered. Member Henley asked Mr. Garrett if the e-mail contact list that he used had every person that the Town had agreements with. Mr. Garrett answered that the addresses are from the list of aircraft based at Payson Airport. Member Garmon added that initially the list included even people with Gate Cards that might not

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have an airplane, but had a reason to be on the airport. Member Henley asked if Mr. Garrett or Mr. Law could send out an e-mail regarding the open position on the Airport Commission. Mr. Garrett responded that we would send that out. Chairman Hunt asked for any further comments then moved to the next item.

H Schedule of Future Meetings and Requests to Staff for the Placement of Items on Future Commission Agendas – No Discussion Permitted

Future Meeting

The commission agreed that the next meeting would be held at 6:30 pm on Monday, October 8, 2012. Requests for Agenda items for that meeting should include the Airport Courtesy Car, possibly re-naming the airport, and the possibility of leasing an area to erect a storage unit for the Payson Pilots' Association use.

I Adjournment

Adjourn

Adjournment motion was made by Member Henley, seconded by Member Garmon. Meeting adjourned at 7:15 pm.

Approved:



Chairman Hunt

Date: 10/8/12

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 September 2012. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 8th day of OCTOBER, 2012.



Ray Law, Airport Coordinator

Affix Town Seal
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