

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
JANUARY 14, 2013

- 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, Robert Henley, Dan Nyhus, Jon Barber and Bob Pearson (new member) were present. Roll Call
- STAFF PRESENT:** LaRon Garrett, Assistant Town Manager and Ray Law, Airport Coordinator were present. Staff Attending
- OTHERS PRESENT:** Several members of the airport community were present. Others Attending
- D **PUBLIC COMMENTS:** Chairman Hunt asked for any comments from the public on items not on the Agenda. LaRon Garrett announced that there would be Open Meeting Law training on Wednesday, January 16, for anyone interested. Public Comments
- E **MINUTES:** Minutes from October 8, 2012 meeting were presented for approval. Chairman Hunt requested a motion to approve the minutes as presented. Motion to approve was made by Member Henley and seconded by Vice-Chairman Day. Approved 6-0. Minutes
- F **ITEMS FOR DISCUSSION/POSSIBLE ACTION:**
1. Selection of Chairman and Vice Chairman for 2013 - Selection of Chairman and Vice Chairman
Chairman Hunt called for nominations for Chairman. Member Henley nominated Chairman Hunt to continue in the position. There were no other nominations. Jim Hunt approved unanimously for Chairman. Chairman Hunt then called for nominations for Vice Chairman. Member Henley nominated Vice Chairman Day to continue in the position. There were no other nominations. Bill Day approved unanimously for Vice Chairman. There was a discussion regarding the term of the Commission Members. Jim Garner asked if the terms were one year. Mr. Garrett said that the after the initial term, all were then three year terms.
2. Potentially Renaming of Payson Airport- Potentially Renaming of Payson Airport
Chairman Hunt asked for comments from the staff or Commission. Vice Chairman Day reported that Paul Pitkin was going to meet with Alan Darr who had quite a bit of history on the airport. Once the information was collected, then a presentation could be made to the Council. Mr. Garrett requested that the Chairman prepare a letter to

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accompany the presentation that could be given to the Mayor. There was a short discussion about the process if the name change is approved by the Town Council. Chairman Hunt asked for any additional comments, there were none.

3. Leased Storage Space for Payson Pilots Association (PPA)-

Mr. Garrett reported that he had spoken to the Town Attorney regarding this topic and there were no issues since the use would be for Airport-related activities. Chairman Hunt stated that he wasn't sure that the PPA was ready to go forward at this particular time. Member Henley clarified that if the PPA decided to go forward then everything was ready for such an agreement. Mr. Garrett agreed and stated that the issue was minor enough that it would not require a bid process. Chairman Hunt then stated that he did not believe that anything further would be required from the Commission on this subject. Mr. Garrett agreed that if the Commission was in agreement then the PPA could work directly with the Town in the future. Chairman Hunt asked for other comments, there were none. He concluded that no motion/vote was required on this subject.

Leased Storage Space
for Payson Pilots
Association (PPA)-

4. Lease Expiration for the Restaurant and Fueling FBO services and recommendation on bidding for new leases-

Mr. Garrett pointed out that he had given the Commission members a brief summary of both existing leases. Both leases expire in December 2013. He stated that the Fueling lease has a clause in it stating that as soon as the Council decides to go to bid on the lease that it is automatically terminated and that the lessee needs to vacate the premises. Since this would cause a period of no services for some period, he has requested the Town Attorney to work on a small addendum which would remove that section from the lease, so that the Town could go to bid without affecting existing operations. Mr. Garrett also requested that any recommendations or changes that the Commission might desire in the new leases be presented in the next couple of months so the new leases could be "out on the street" for at least 30 days. The existing leases were originally written in 1993 so there is a need for updating. Member Nyhus stated that he wouldn't know what to suggest without seeing the existing leases first. Member Henley asked if the leases could be e-mailed to each of the Commission members. Mr. Garrett agreed to do that. Member Henley inquired if the addendum that was being created for the fueling lease would be needed for the restaurant lease. Mr. Garrett stated that the clause was not in the restaurant's lease. Member Barber stated that he would like to see in the fuel lease would be to get self-serve 100 Low Lead fuel and perhaps also alcohol-free auto fuel on the field. If not a requirement, then at least to have them as an option in the lease. Chairman Hunt agreed and stated that once the suggestions came back from the Commission members that then the business case for having self-serve fuel available could be studied and

Lease Expiration for the
Restaurant and Fueling
FBO services and
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bidding for new leases

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considered. He also wondered if the Town was interested in getting into the fueling business. Mr. Garrett stated that he had not heard of any interest or indication from the Town regarding this. Member Barber wondered if the FAA was in favor of the Town owning the fueling business versus private enterprise owning it. He thought there had been a recent push to keep municipalities from competing with private enterprise. Mr. Garrett did not know of such guidance. He stated that the Town hadn't considered the fueling operations since about 2003, so he wasn't familiar with it. Member Barber inquired if there had been any input from Mr. Oswald or Mrs. Annabel on changes to the leases. Mr. Garrett stated that Mr. Oswald had worked with prior Airport Manager, Ted Anderson on an improved lease years ago and that Mr. Oswald intended to give that to Mr. Garrett. Mr. Garrett also stated that he had not had any contact with Mrs. Annabel about the lease. Member Henley asked where they should start on the restaurant lease. He wondered what would be included in the lease, ie, building, kitchen equipment, etc. Mr. Garrett responded that currently the main building of the restaurant belongs to the lessee and the add-on to the west belongs to the Town. Member Henley then concluded that the new lessee would then have to purchase the existing building from the former lessee or bring their own building in. Mr. Garrett agreed that would be the case. He is going to try to get copies of similar leases from other airports to get ideas on how to proceed. Member Henley confirmed that the parking lot is included in the lease. Mr. Garrett agreed and then stated that the parking lot across the street is not included in the leased premises, but that a previous addendum states that it could be used for overflow parking. Member Barber asked about a "first right of refusal" for a current lessee if there was a new terminal constructed with a restaurant in it. Mr. Garrett stated that there was such a clause in the current leases. There was a short discussion regarding what might happen in the future with possible changes to the airport layout. Chairman Hunt asked for comments from the audience, there were none. He then summarized that if Mr. Garrett would send out the copies of the existing leases, then the Commission members could respond with suggestions. Mr. Garrett stated that once all inputs were in, then the final product would go to the Council for approval. Chairman Hunt reviewed which members were primary in the planning and development areas for the Commission.

5. Leasing and/or sub-leasing of hangars-

Mr. Garrett explained that the Town would like to have only one responsible party for the Box Hangars and would like to begin allowing sub-leasing. The Town doesn't want to be in the business of leasing "1/2 a hangar". He wants to create a lease that allows this. Chairman Hunt asked if there had been any discussion with the current lessees. Mr. Garrett said no, that he wanted to have the Commission consider it first. Member Barber stated that he thought the lease would have to

Leasing and/or sub-leasing of hangars

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be written that the primary lessee would be the "occupant" and then if they did not want to occupy the hangar, then the lease would be terminated. Mr. Garrett agreed that if the primary lessee moved out, then the sub-lessee would also have to vacate the hangar. Chairman Hunt asked for comments, then summarized the discussion. He was concerned about the current tenants and how that would be resolved. Mr. Garrett stated that they had not been approached at this time, but would have to be dealt with at some point. Member Barber stated that perhaps there could be an option for the sub-lessee to pick up the lease if the primary tenant left. Mr. Garrett agreed with that if there wasn't anyone on the waiting list for the hangar. A discussion ensued about the policies concerning the waiting list. Mr. Garrett stated that now would be a good time to put a new policy in place since there isn't anyone on the waiting list for Box hangars right now. Member Nyhus expressed some concerns he has for the current waiting list policy and stated that Falcon Field has a different policy for its waiting list. Mr. Garrett stated that the staff would work on a revised policy on the waiting list and a revised lease for the Box hangars and bring it back for the Commission to consider at the next meeting.

6. Airport Courtesy Car -

Mr. Garrett reported that the Town mechanics had been able to inspect the car that Dennis Romain had offered. It is a 2-door, 1998 Lincoln Mk VIII with a 138,000 miles. The mechanics believe that it only needs a transmission flush and pan gasket that would cost about \$200. He said that he had driven the car and it was very nice. It did have what sounded like something loose in the area of the left front wheel. The air-ride suspension had been disabled and replaced with standard springs which is common on this age/type car. Chairman Hunt confirmed that then the Town was okay with the car's condition. Mr. Garrett said yes, if there was just a way to fund it. Chairman Hunt confirmed the price of the car was \$1858 dollars. Member Henley mentioned that there might be some donations available to help. He also questioned whether a 2-door car would be appropriate for a Courtesy Car or if another, more easily accessible vehicle might be better. A discussion ensued regarding this topic. Vice Chairman Day wondered if there was a possibility of the Town providing an old police car that was going out of service. Mr. Garrett stated that was possible, but there wasn't any available at this time. He said that in the next few months new police vehicles would start to arrive and that one could possibly be available. Another discussion was made regarding who typically owns the Courtesy Car at other airports and if there could be any impact on the Crosswinds Restaurant business by having the car. There would be a benefit to other businesses in town that could be visited by pilots using the car. Member Barber brought up the need for written policy/procedures to govern the use of the car. Chairman Hunt asked who and how might the car be checked out by visiting pilots. Would the Airport Coordinator control it? Another

Airport Courtesy Car

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discussion followed regarding how the car could be checked out during non-business hours. Member Barber mentioned that he also knew of someone that was going to perhaps bring in more rental cars that might be available on weekends. Member Henley remembered that there previously was around \$550 of possible donations available toward the car if the people were still willing. Jim Garner stated that his possible donation had expired once the tax year had ended and that he would not know until July whether they would be able to make a donation toward the car. Member Pearson inquired about who would maintain the car. Mr. Garrett stated that the Town would maintain the car, but could not purchase it unless money for it was budgeted in the new year. The Town could donate a police car since no money would be needed for it. Chairman Hunt asked for other ideas to help fund the car. Ideas included soliciting businesses and visiting pilots for donations/advertising. Member Henley brought up possibly having a 501-C3 organization such as PPA or EAA take donations and then donate it to the Town. This might enable donations to be tax deductible. He said he would have to consider the legal ramifications first. Chairman Hunt requested Member Henley to please check the legal aspects and asked for volunteers to look into more fund raising ideas. Mr. Oswald stated that if he ended up renewing the fuel lease that he would be willing to purchase the car for the airport. Chairman Hunt asked that the subject of fund raising for the car be placed on the next meeting agenda. Member Barber stated that they need to consider whether the car could be taken out over night. The consensus seemed to be that if someone came in late in the day that might be allowed. Chairman Hunt stated that the policies could be created once money for the car comes available. Mr. Romain stated that perhaps the Airport Coordinator could send out an e-mail to other airports asking for donations for the car. Chairman Hunt said that could possibly be part of their fund raising discussion in the future.

7. New criteria for aircraft tie-down space for Group I and Group II aircraft -

Mr. Garrett stated that recently the FAA had updated the definition for tie-down spaces. Previously, it had been a fixed size, but now it is based on the type of aircraft group that you want to tie down. The bottom line is when you follow the revised Advisory Circular the tie down space gets larger along with the taxi lane between the spaces gets larger and this results in reducing the number of tie-downs. This became evident during the planning for moving the taxiway. This new criteria could result in us losing as much as half of our tie-down spaces if we do not expand the ramps. This was just informational for the Commission. Mr. Garner asked if you have to have a certain amount of each Group size or do they all have to meet Group II size? Mr. Garrett responded that you do not have to have a specific number of each kind. The airport will have ensure that it considers this during

New criteria for aircraft tie-down space for Group I and Group II aircraft

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planning for new ramps. A discussion followed regarding the planning using the new criteria.

Management Report and Discussion

Management Report

G Mr. Law reported the highlights of what had been accomplished since the last Commission meeting and gave credit to Jesse Wallace for a large majority of the work accomplished. This work included re-striping of the ramps and tie-downs, re-painting the Compass Rose, and painting "No Parking" signs in the green areas of Delta ramp. Also, some of the stumps in the new AWOS area have been dug up to facilitate mowing in the future. He also reported that the airport mower's lights had been repaired but that the mower attachment needed major rebuilding during the winter months. He also reported on the airport fence condition and that the south side still needs work to ensure it keeps out animals. There has been a particular problem with coyotes entering the airport. Next, Mr. Law stated that there is an area of pavement "spalling" (separation of the upper layer of paving) on Charlie ramp that will need repair. Mr. Law also reported that the final recurring inspection on the old AWOS had been accomplished by Phil York and that the AWOS was operating normally. Other items included training new CAP members for driving on the airport and a familiarization training with Houston Mesa Fire Dept. crew. Also, the replacement of the green/white noise abatement signs is being studied to bring them up to current standards. Chairman Hunt commented on how good the PAPI lights looked since they had been cleaned and thanked the airport staff for the good work. Member Henley asked for an update on the timeline of the new AWOS installation. Mr. Garrett responded that the mounting hardware for the foundation is supposed to be here by the first part of February and the final equipment in March. Once the foundation hardware comes, it will be installed along with the electric. Then the equipment can be installed when it is available. Chairman Hunt brought up the pavement spalling issue again and Mr. Garrett stated that this would best be repaired when hot mix paving is available and the whole section around the failing area could be milled out and replaced. He said that a thin repair would just spall off again. Chairman Hunt agreed with Mr. Garrett. Member Nyhus questioned the reason for replacing the noise abatement signs. Mr. Law explained that the green and white signs were hard to read and that the current standard is for reflective yellow background with black lettering and new frangible attachment bases. Chairman Hunt stated some of the other sign locations and sizes being considered.

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

Future Meetings and Agenda Items

Chairman Hunt stated that the next agenda items should include the

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Airport Courtesy Car fund raising and re-naming the airport if there are inputs from Mr. Pitkin. Member Henley suggested that the lease expiration discussion should be included. Chairman Hunt said that if the Commission inputs for the leases are back in to LaRon and he wants to discuss them then that will be included on the agenda. Member Nyhus added the leasing/sub-leasing of hangars if the staff was ready to discuss it. Chairman Hunt agreed. He also stated that since there was so much going on that there should be a February meeting. The other item that he felt needed to be discussed in February or March would be for next year's budget. Mr. Garrett agreed and said probably in February. Member Henley wanted to confirm that the Commission would keep their same meeting schedule of the second Monday at 6:30pm. Chairman Hunt asked the other members if that is acceptable to them and everyone agreed that was present. The next meeting will be February 11th at 6:30pm.

Chairman Hunt called for any additional agenda items or comments. There were none.

I **Adjournment**

Adjourn

Adjournment motion was made by Member Henley. Meeting adjourned at 7:40 pm.

Approved:



Chairman Hunt

Date: 3/11/13

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 14th day of January 2013. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 11th day of MARCH, 2013.

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Ray Law, Airport Coordinator

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