

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
JUNE 10, 2013

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| A | CALL TO ORDER: Chairman Hunt called to order the duly posted Airport Commission meeting at 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: Three 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. Mrs. Margie Oldenkamp commented that she was surprised that the only service on the airport that would jump start an airplane with a dead battery would charge 1/2 an hour labor for that service. She felt that for the airport to be "aviation friendly" it should offer such services without the excessive charges. | Public Comments |
| E | MINUTES: The minutes from the May 13, 2013 meeting were presented for approval. No corrections were needed, so a motion for the minutes to be accepted was made by Member Henley. Member Garmon seconded the motion. Approved 6-0 | Minutes |
| F | ITEMS FOR DISCUSSION/POSSIBLE ACTION:

1. Recommendations for bidding new leases for the Restaurant and Fueling FBO services
Member Garmon reported that he and Member Henley had reviewed the existing leases for the two businesses. He pointed out the changes that should be made to the new Restaurant lease and questioned whether the Town's insurance requirements were sufficient. Mr. Garrett stated that the Town standard was one million dollars. Member Henley agreed with the recommended changes to the lease and also stated that he felt the new Request for Proposal (RFP) for the Restaurant should include provisions for a bidder to build a new restaurant building or continue using the existing building. Chairman Hunt reviewed the previous Commission decision to put out three RFPs covering the fueling operation, the restaurant operation, and a combined plan encompassing both operations and a new terminal facility. Mr. Garrett stated that the committee for the RFPs | Recommendations for bidding new leases for the Restaurant and Fueling FBO services |

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had met twice since the last Commission meeting and had lengthy discussions about them, especially the issue of the Town not owning the restaurant building. As a result of those discussions, and after meeting with the current restaurant proprietors, he now had a new proposal for the Restaurant lease that he wanted to present. The new proposal is to extend the present lease for two years and by adjusting the rent for the last 18 months of that extension, the Town would then end up owning the building at the end of the two years. At that point, the complicated ownership issues would be gone and a full RFP could then be sent out for either a new building or at least continued use of the present building. Some discussion continued about the proposal and other RFPs.

The subject of the fuel FBO lease was then brought up and Mr. Garrett read an e-mail from Mr. Bob Oswald, operator of the present fueling FBO. The letter summarized the operation since 2004 and stated that he did not feel that a two year extension would allow him to recoup any improvements or make up for the recent downturn of the economy. With this response, Mr. Garrett recommended that an immediate RFP be made ready to send out to ensure that no loss of fueling service would occur. A discussion continued about the possibility of another operator or investor coming into the picture in the future. A motion was made by Chairman Hunt to recommend to the Town Council that we negotiate a two year extension with the Crosswinds Restaurant and that an RFP for the fueling FBO be sent out as quickly as possible. A short discussion of the term of the fueling FBO lease followed. Member Henley seconded the motion.

Approved 6-0

2. Airport Capital Improvement Program, Airport Layout Plan, Future Airport Improvement Requests to FAA and ADOT, Ongoing Environmental Assessment

Mr. Garrett reported on a discussion during a meeting with ADOT last week. Sometime in August there will be an annual planning meeting with ADOT and FAA to put together the ACIP for the next five years. With the latest change in the airport status (remaining B-1 (small)) for the near future, the moving of the taxiway is not as high a priority, so Mr. Garrett would like to receive inputs for what other projects could be requested and planned. Member Henley suggested possible projects, including extending Echo Ramp, high speed turn offs, and larger run up areas. Mr. Garrett reminded the Commission that the grant application to switch from relocating the taxiway to completing Echo Ramp has already been submitted. A discussion continued about the new guidance that FAA has regarding run up areas. Chairman Hunt suggested that we put out the next agenda asking for public comments to expand the number of ideas that could be considered. Member Barber asked about the status of the existing Environmental Assessment if it had been cancelled and a short

Airport Capital
Improvement Program,
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discussion of that topic continued.

3. Commercial Through the Fence Agreement

Chairman Hunt summarized the previous history of this agenda item. He pointed out that the letter and FAA regulation Mr. Garner had given him had been copied and given to each Commission member. Each member also received a copy of the letter Chairman Hunt wrote to send to the Town Attorney, Mr. Wright, requesting his opinion on the subject and whether the Town is required to take action on this at this time. Chairman Hunt wanted everyone to be prepared to discuss the issue at a future meeting. A discussion of possible actions continued. Mrs. Oldenkamp made a few comments on the businesses that would be affected by such an agreement and reminded the Commission that there was no room on the airport property for their hangars when they began to construct them. Member Barber commented that all the existing aircraft-related businesses in the Skypark are already paying a monthly fee to the Town. Chairman Hunt agreed and said that perhaps formalizing the requirement for fees should be done at a future meeting.

4. Payson Aerofair

Mr. Law summarized recent actions taken in preparation for the Aerofair. He stated that the vendor applications have been updated to reflect the AeroFair information and are almost ready to be sent out. He has also been trying to make contact with the National Guard to request a Blackhawk helicopter, the climbing wall and perhaps a Humvee for display. Mr. Law also requested ideas for a theme for the Aerofair. Member Henley asked whether the airport website had been updated with the current information. Mr. Law stated that it had been updated. Member Garmon inquired about the possibility of having any other type of event that did not necessarily require having vendors and the associated issues such as insurance requirements, etc. Mr. Law said he had received a suggestion for having an aviation swap meet as part of the Aerofair. A discussion ensued about the insurance requirements and about who might be willing to provide the breakfast and lunch. Mrs. Oldenkamp gave some suggestions for increasing the public turnout by offering drawings for free meals, beauty shop visits, etc. The businesses that made donations could then receive advertising. Chairman Hunt stated that the theme of the event could affect whether the Army National Guard participates.

Payson Aerofair

Management Report and Discussion

G

Mr. Law gave an update on the grading and paving projects that were discussed at the meeting with ADOT this week. Due to the long lead time of the pavement contracting process, the paving and grading projects would probably not occur until Spring of 2014. A short discussion of the topic resulted. Mr. Law also spoke about the new

Management Report

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AWOS and its new format of announcing variable winds. He also confirmed that the old AWOS tower and equipment had been removed.

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

The commission agreed that the next meeting would be held at 6:30 pm on Monday, July 15, 2013, a non-standard date due to a conflict of the use of the Council Chambers. Agenda items are to include the ACIP (with public comments), Commercial Through the Fence, and AeroFair.

I **Adjournment**

Adjourn

Adjournment motion was made by Member Henley. Meeting adjourned at 7:30 pm.

Approved:



Chairman Hunt

Date: 18 Jul 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

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on the 10th day of June 2013. I further certify that the meeting was
duly called and held and that a quorum was present.

DATED this 19 day of JULY, 2013.



Ray Law, Airport Coordinator

Affix Town Seal
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