

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

- A **CALL TO ORDER:** Vice Chairman Bill Day 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:** Bill Day, Dick Garmon, Jon Barber, Dan Nyhus and Robert Pearson were present. Roll Call
- STAFF PRESENT:** LaRon Garrett, Assistant Town Manager and Ray Law, Airport Coordinator, were present. Staff Attending
- OTHERS PRESENT:** Four members of the airport community were present. Others Attending
- D **PUBLIC COMMENTS:** Vice Chairman Day asked for any comments from the public on items not on the Agenda. Public Comments
- Mr. Paul Pitkin complimented Mr. Law and Mr. Dennis Dueker, the new airport maintenance worker, on the great job they did preparing the campground for the Arizona Pilots Assoc./ Recreational Aviation Foundation camp out the past weekend. Mr. Pitkin was very impressed with Mr. Dueker's people skills and called him a great "ambassador" for the airport.
- Mrs. Margie Oldenkamp gave an update on the fuel lease proceedings with the Town and said that the construction on the new self-serve fueling area had begun. She also asked that anyone with ideas about promoting the new service to please contact her. Mrs. Oldenkamp also spoke about her intended lower fuel prices and that she would like to meet with the local pilot community once the self-serve facility is finished so that everyone can be made aware of it and the intended traffic flow through the area.
- Mr. Pitkin added there would be a Payson Pilots' Assoc. road clean up on November 1st and that would be a good time for Mrs. Oldenkamp to talk to the pilots.
- E **MINUTES:** The minutes from the September 14, 2013 meeting were presented for approval. A motion for the minutes to be accepted as written was made by Member Pearson and seconded by Member Nyhus. Minutes
- Approved 5-0**

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F ITEMS FOR DISCUSSION/POSSIBLE ACTION:

1. Leases for the Airport Restaurant services

Leases for the Airport
Restaurant services

Mr. Garrett informed the Commissioners that there was only one response to the Request for Proposal (RFP) for the Restaurant Lease that closed on September 27. The respondent was the Annabels, the current lease holder. Their proposal increased the rent by five cents per square foot per year which gives the Town an extra \$1056 per year rent. Member Pearson asked what the length of the lease was. Mr. Garrett said the lease was to be 10 years with two five year extensions for a total of 20 years. Member Pearson was concerned that the current building was already in poor condition and would be even worse at the end of the proposed lease. A question was asked about what would happen if a new building was ever built by the Town. Mr. Garrett responded that the Annabels would have "first right of refusal" to move into a new building.

Member Nyhus asked if there was anything in the new lease about the restaurant building becoming the Town's property at the end of the lease. Mr. Garrett replied that there was not, unless the Annabels built their own new building, in which an update to the term of the lease would be negotiated and the building would become Town property at the end of that lease.

Member Barber asked whether the proposal had any upgrades to the existing building. Mr. Garrett stated that the Annabels did propose building a patio on the North side of the building in the future.

Vice Chairman Day explained that they needed a motion to send the existing proposal to the Town Council for approval. A discussion continued regarding the condition of the building and the Town's ownership of the West add-on. Some members were concerned that the split ownership would continue for the life of the new lease. The discussion turned to the possibilities of the Town building a new building in the future, which Mr. Garrett thought was improbable in the foreseeable future. Member Pearson continued to voice concern about the airport being stuck with an aging building. Mrs. Oldenkamp suggested that perhaps there could still be negotiations before the lease was signed that could alleviate some of the members' concerns.

Member Garmon made a motion to recommend that the Annabel's proposal be sent forward to the Town Council. The motion was seconded by Member Barber. Member Nyhus asked if some provision could be added during the negotiations so that the Town would have ownership of the restaurant building at the end of the lease period. Mr. Garrett reiterated the term of the lease of 10 years and two five year extensions that was in the RFP. He also stated that he was unsure whether the Town would be willing to give up that much

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revenue during the lease period. Vice Chairman Day summarized the motion with Member Nyhus' caveat and a discussion continued about the conditions of the lease. Member Garmon stated he would not accept that amendment to his motion.

Another discussion ensued regarding the legalities of changing the conditions stated in the RFP. Mr. Garrett reminded the Commissioners that the present building was not the same building that was there when the expiring lease was started 20 years ago.

Member Barber explained that the lease required that a restaurant be operated for the term of the lease period regardless of what building was used. Therefore, he expected that if the current building became unserviceable, then the lessee would be expected to do what was necessary to maintain operations. Mr. Pitkin commented on how great the restaurant was and that the Annabels were very good proprietors and that he was confident they would keep the restaurant in good condition. Member Nyhus withdrew his amendment to the motion, so Vice Chairman Day called for a vote on it.

Approved 4-1

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

Mr. Garrett reported on the ACIP planning meeting that had been held with ADOT and FAA. He provided a finalized list of ACIP projects to the Commission. The list indicated the fiscal year for each project and whether it was funded by Federal, State, or Local grants. Mr. Garrett stated that the order had been adjusted somewhat and a few of the projects were not eligible for FAA funding so would have to be funded by the State and Local funds. The finalized list with year and funding source is as follows: (Abbreviations for funding sources are: F-Federal, S-State, L-Local)

Airport Capital
Improvement Program,
Airport Layout Plan,
Future Airport
Improvement Requests
to FAA and ADOT

1. Construct Echo Ramp Expansion - 2015 (F/S/L)
2. Drainage Improvements to Infields on west end of Airfield - 2015 (S/L)
3. Design and construct Run-up Areas, install Noise Abatement Signage and Density Altitude Signs - 2016 (F/S/L)
4. Design and construct an access road to the West T-hangars, relocate fence and design and install an Aircraft Wash Rack - 2016 (S/L)
5. Taxiway Edge Lighting and Signage - 2017 (F/S/L)
6. Install PAPIs on Runway 6 - 2017 (S/L)
7. Snow removal equipment building - 2018 (F/S/L)
8. Replace snow removal equipment - 2018 (F/S/L)

No Actions Taken

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G Management Report and Discussion

Management Report

Mr. Law reported that Mr. Jesse Wallace has moved to the Streets Department and Mr. Dennis Dueker has been hired as the new Airport Maintenance Worker. Mr. Law stated that he is doing an excellent job. Mr. Law gave a short report on Aero Fair and Young Eagle events. He also reported that a request had been made to try to smooth out the gate track crossing of Bravo Gate. Mr. Law also reported that the construction on the self-serve fuel facility had begun at the Fuel Farm area. Finally, he told about a Cessna 182RG that had blown a tire on landing last Saturday. The aircraft did not sustain any damage.

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, January 13, 2014. No new agenda items were requested.

I Adjournment

Adjourn

Vice Chairman Day adjourned the meeting at 7:15 pm.

Approved:



Vice Chairman Day

Date: 1-13-14

ATTEST:



Ray Law, Airport Coordinator

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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 October 2013. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 13th day of JANUARY, 2014.



Ray Law, Airport Coordinator

Affix Town Seal
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