

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
JANUARY 13, 2014

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| A | CALL TO ORDER: Chairman Jim 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, Jon Barber, Dan Nyhus, and Robert Henley were present. | Roll Call |
| | STAFF PRESENT: LaRon Garrett, Assistant Town Manager and Ray Law, Airport Coordinator, were present. | Staff Attending |
| | OTHERS PRESENT: Three 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. There were no public comments. | Public Comments |
| E | MINUTES: The minutes from the October 14, 2013 meeting were presented for approval. A motion for the minutes to be accepted as written was made by Member Henley and seconded by Member Nyhus.
Approved 5-0 | Minutes |
| F | ITEMS FOR DISCUSSION/POSSIBLE ACTION: | |
| | 1. Selection of Chairman and Vice Chairman for 2014
Vice Chairman Day nominated Jim Hunt to retain the position of Chairman of the Airport Commission. Member Henley seconded the nomination. No further nominations were received. Chairman Hunt called for a vote. Chairman Hunt was elected Chairman of the Airport commission for 2014.
Approved 4 – 0 (1 Abstention) | Selection of Chairman and Vice Chairman for 2014 |
| | Member Henley nominated Bill Day to retain the position of Vice Chairman of the Airport commission. Chairman Hunt seconded the nomination. No further nominations were received. Chairman Hunt called for a vote. Bill Day was elected Vice Chairman of the Airport commission for 2014.
Approved 4 – 0 (1 Abstention) | |
| | 2. Airport Fueling and Restaurant Leases (No actions required)
Mr. Garrett reported that the self-serve fuel operation was up and running the first week of December and everything appears to be | Airport Fueling and Restaurant Leases |

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going fine. The Crosswinds restaurant lease was finalized and signed just before Christmas and everything seems to be going fine there. Vice Chairman Day inquired as to what the fuel sales had been since the self-serve fuel operation opening. Member Barber responded that they had sold approximately 1100 gallons last month. Member Henley asked how the fuel sales had been split between 100 LL and Jet A. Member Barber estimated two thirds 100 LL and one third Jet A. A short discussion continued on the types of aircraft using Jet A and single point fueling.

No actions required

3. Airport Capital Improvement Program and Status of Current Projects

Mr. Garrett explained that this was the same list that had previously been approved with the exception of one change. When the list went to ADOT for final review and approval, they rejected the item that had the service road in it. The service road is not an eligible capital item under their grant program. A short discussion continued on possible solutions. Chairman Hunt read the list of ACIP projects for the record:

1. Construct expansion of Echo apron – 2015
2. Evaluate and repair taxiway Alpha 1 and Alpha 2 infield drainage – 2015
3. Construct run-up areas and install noise abatement and density altitude signage – 2016
4. Construct wildlife deterrent fencing (approximately 790 feet) – 2016
5. Construct aircraft wash rack – 2016
6. Install taxiway edge lighting and runway 06 PAPI – 2017
7. Construct a snow removal equipment storage building – 2018
8. Acquire a dump truck with plow and truck mounted sweeper-2019

Member Nyhus asked if there were any projects scheduled for 2014. Mr. Garrett responded that there were two upcoming projects being worked on: one is a federal/state/local funded design of the expansion of Echo ramp and the other is a state/local funded RSAT safety grading project along the north side of the runway. That construction should take place at the same time as when the airport is closed for pavement maintenance. A short discussion continued about the approximate time the airport would be closed during construction. The estimated time for the airport to be closed is 4 to 5 weeks, occurring sometime in spring. Another discussion ensued regarding possible ways to keep the airport usable during that construction.

No actions required

4. Review of User Fees for 2014 and Possible Modifications/Additions

Mr. Garrett explained that annually the town updates the user fees for all departments. He said there are two areas that need clarification or change: one is to change the verbiage for self-fuel flowage, now that

Airport Capital
Improvement Program
and Status of Current
Projects

Review of User Fees for
2014 and Possible
Modifications/Additions

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we have self-serve fueling, and the other is for Aero Fair vendor fees. The verbiage for self-fueling flowage fees needs to be changed to "fuel purchased off airport" or something similar, so there is no confusion that a flowage fee would have to be paid if using the self-serve pumps. Concerning Aero Fair vendor fees, Mr. Garrett commented that last year the Town was not able to charge vendor fees since they were not listed in the fee schedule. He said the Commission would need to decide if they want to add vendor fees for future Aero Fairs. A discussion continued about Aero Fair fees and possible changes to the insurance rules for future Town activities, followed by a discussion of self-fuel flowage fees. Member Barber also suggested that the words "and hangar leases" be added to the note regarding gate cards. A consensus was reached to wait for final wording before voting to approve these changes.

No actions taken

5. Recommended Budget Requests for Airport Maintenance Funds in 2014 – 2015

Mr. Garrett commented that in about 2 ½ months the Town would be starting the budget process and any requests would need to be in by then. He also said that funds would be very limited this year.

Recommended Budget
Requests for Airport
Maintenance Funds in
2014 – 2015

Member Henley began a discussion about crack sealing the ramps on the airport. Chairman Hunt commented that crack sealing every one or two years was definitely needed and he wished a slurry seal could be applied to Delta ramp which is the "show ramp". Member Henley asked if the car parking areas were included in crack sealing. Mr. Garrett responded that only the campground parking lot would be crack sealed and that Crosswinds restaurant parking lot was their leased area and therefore it was their responsibility. Member Barber reminded the commission that ADOT likes to see airports taking care of their pavement on their own which raises the airport to a higher priority for the Pavement Preservation Program projects.

Member Nyhus suggested having a sidewalk installed between the West stairs sidewalk from Crosswinds and the Delta ramp. Mr. Law suggested that there was also a need for an ADA wheelchair ramp between Delta and Charlie ramps. He had noticed a need for that during last year's Aero Fair. Member Nyhus suggested that both items could be combined to meet the requirement.

Chairman Hunt began a discussion about a replacement for the old Philips fuel sign next to the fuel office. Mr. Law commented that he had received a bid for a replacement sign that was approximately \$2000. Member Henley suggested that the commission request \$2000 for a new sign in the new budget request.

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Member Henley also recommended that the cost of replacement carpet for the new Operations office (old fuel office) be another budget request item. Vice-chairman Day asked what was going to happen to the old Operations office. Mr. Law responded that he was planning to turn it into a pilot lounge/student pilot planning room.

A short discussion on the cost of crack sealing followed, then Chairman Hunt asked the commission to prioritize the budget request items. A consensus was reached for the following priorities:

1. New airport sign
2. Crack seal ramps
3. New ADA ramp/sidewalk
4. New carpet for operations office

Member Henley made a motion to recommend that the Town add the prioritized list to the airport budget. Vice-chairman Day seconded the motion. Chairman Hunt called for the vote.

Approved 5 – 0

G Management Report and Discussion

Management Report

Mr. Law reported that Dennis Dueker, the airport maintenance worker, was still doing an excellent job. Items that had been accomplished since the last commission meeting included: grading the lot around the new AWOS, replacing ceiling tiles in the West end of the Crosswinds restaurant (following the installation of the new metal roofing), the removal of the Phillips fuel sign, the wind sock at the west end of the runway had been reinstalled, and new AvFuel wind socks had been installed on the other locations. He also reported that the Opticom on the Alpha gate was inoperative and repairs were underway.

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, March 10, 2014. Aero Fair and its insurance was requested as an agenda item for the next meeting.

I Adjournment

Adjourn

Chairman Hunt adjourned the meeting at 7:21pm.

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Approved:


Chairman Hunt

Date: 10 MAR 14

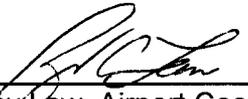
ATTEST:


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 13th day of January, 2014. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 10th day of MARCH, 2014.


Ray Law, Airport Coordinator

Affix Town Seal
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