

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
MAY 11, 2015

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| 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, Jon Barber, Phil Cook, Dan Nyhus, Bob Pearson, 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: One member of the airport community was present. | Others Attending |
| D | PUBLIC COMMENTS: Vice Chairman Day asked for any comments from the public on items not on the agenda. Jim Garner requested that the issue of tampering with aircraft be placed back on the agenda for the next meeting. He also requested that perhaps the legal department could review the tampering subject. Member Henley announced that, as a community service project, the Experimental Aircraft Association (EAA) and Payson Pilots Association (PPA) are planning to replace the flag pole at the Crosswinds restaurant. Each group will be paying around \$1000 each to purchase and install the flag pole and obtain a flag for it. He has confirmed with Mr. Garrett that such a project is allowable and has contacted Mr. Law for assistance with removing the old flag pole. Member Cook also requested the topic of procuring a crew car for the airport be placed on the agenda for the next meeting. | Public Comments |
| E | MINUTES: The minutes from the February 9, 2015 meeting were presented for approval. No comments or corrections were made, so the minutes were approved as written.
Approved 6-0 | Minutes |
| F | ITEMS FOR DISCUSSION/POSSIBLE ACTION:
1. Possible name change of the Payson Airport
Vice Chairman Day asked for staff inputs on the subject. Mr. Garrett stated that the topic was brought up by a Commission member and that historically the Council had not been receptive to naming any Town facility for anyone. Member Cook asked if the naming rights could be sold for a profit to help the Town. Vice Chairman Day and Member Henley did not think that the naming rights could be sold. Member Henley thought the endeavor was to name the airport for | Possible name change
of the Payson Airport |

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Rich Henry. Member Barber stated that he was the one who wanted the topic put back on the agenda. He went on to say that the name could be added to the airport name without changing the identifier. Member Pearson asked Mr. Garrett if the Council had ever talked about the name change at all. Mr. Garrett replied that they had talked about other facilities like the Event Center, but not the airport specifically, and that they had not been receptive to naming any facility. Member Henley inquired as to whether that was the current Council or a previous one. Mr. Garrett stated that it was about 50/50 of the Council members.

Member Pearson felt that the circumstances in this case might be more favorable for naming the airport. Vice Chairman Day stated that since Rich Henry had been such a major player in the development of the airport such an action should be warranted. A discussion followed regarding what information would need to be collected to bring to the Council. Vice Chairman Day asked Mr. Garrett what the procedure would be to get it to Council. Mr. Garrett stated that if the Commission wanted to proceed, then he would get the request to the Mayor to see if they wanted to put it on the Council's agenda. If they do, then he would put together a Council Decision Request (CDR) and then the Commission members could speak to the subject at that point. Member Barber suggested that they contact Paul Pitkin to see if he had information about Rich Henry's background at the airport. Member Barber and Member Pearson said they would work on preparing a package for the Council. Member Henley suggested that the topic remain on the agenda for the next Commission meeting.

No actions required

2. Private Hangars on the Airport

Vice Chairman Day asked Mr. Law for the status on the previous issue of the Portable Hangars. Mr. Law stated that no other activity had occurred on that subject. He also stated that he had received quite a few inquiries about hangars or building hangars on the airport. Member Pearson inquired if Mr. Law had a list of names of who had inquired about hangars. Mr. Law responded that he had a few names. Member Barber stated that perhaps a group of investors could be assembled, then perhaps they could build hangars on a piece of leased airport land. Mr. Garrett stated the location would have to be in accordance with the Airport Master Plan and Airport Layout Plan (ALP) and that the lease would have to be put out for bid. A discussion continued regarding possible locations for hangars. Mr. Law stated he wished that there could be more specific requirements laid out so when someone inquired about building a hangar he could have a better response for them. Another discussion continued about why a lease must be bid and how the base price would be determined. An additional discussion continued about finding a location and developing a Request for Proposal (RFP) to advertise for investors.

Private Hangars on the
Airport

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Member Henley moved that an RFP should be created for building hangars on the airport. Member Pearson seconded the motion. Member Barber thought that before an RFP was created, they should explore the various locations that can be used on the airport. Member Pearson asked what the vacancy rate was on the Alpha Ramp. Mr. Law responded that it was probably less than fifty percent. Member Henley inquired about the waiting lists for the existing hangars. Mr. Law stated that there were five people on the waiting list for a Tee hangar, and no one on the list for a Box hangar. Member Henley made an amended motion that the Commission should determine the location for where private hangars could be built on the airport, then following that an RFP could be developed. Member Pearson seconded that amended motion. Vice Chairman Day called for a vote on the motion.

Approved 6-0

3. Compass Rose Certification

Vice Chairman Day summarized the discussion from the previous Commission meeting about certifying the Compass Rose. Mr. Law stated that Chairman Hunt had inquired with a company in Colorado about certifying the Compass Rose and that it would cost approximately \$5,000 to magnetically survey the Compass Rose site to meet the Advisory Circular requirements. Mr. Law was afraid that there was no guarantee the site would pass a certification survey. A discussion, including Jim Garner, continued about whether the present location of the rose had originally been certified, and about aircraft mechanics using the Compass Rose. Mr. Garner suggested that to avoid liability, perhaps the Compass Rose could be marked as "Not certified, use at your own risk". Mr. Garner felt that a mechanic could still use the Compass Rose to swing a compass without it being certified. Mr. Law stated that he had heard that the Flagstaff Airport had recently developed a Compass Rose and that he would contact them to ask how they did it. A discussion about what was required to survey the Compass Rose continued. Mr. Garrett thought that going forward with marking the Compass Rose as not certified was a good move. Member Barber moved that the Compass Rose be designated as "non-certified" and post it as such. Member Henley seconded the motion. Vice Chairman Day called for a vote.

Approved 6-0

Compass Rose
Certification

4. Airport Capital Improvement Plan (ACIP) 2017 - 2021

Mr. Garrett explained that the ACIP meeting with FAA/ADOT was scheduled for next week and some of the projects needed to be moved/postponed due to Town funding capability. He stated that the wash rack project in FY2016 could not be funded and need to be moved to FY2017. He had been told that only one project per year could be funded. The FY2017 projects needed to be moved later to accommodate the funding constraints. A discussion of the priority of

Airport Capital
Improvement Plan
(ACIP) 2017 - 2021

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projects ensued. Member Barber thought that since the Commission would be discussing this topic next year, the projects could be pushed farther out if funding constraints remained. The outcome of the discussion resulted in following priority of ACIP projects: FY2016 – Construct wildlife deterrent fencing on recently acquired airport property. FY2017 – Construct bypass taxiways at end of runways and, if funding allowed, install taxiway lighting, PAPI on runway 6, and new signage. FY2018 – Construct a Snow Removal Equipment (SRE) building, and if funding allowed, construct an aircraft wash rack. FY 2019 and FY2020 remained the same.

No action required

Management Report

G Management Report and Discussion

Mr. Law reported the following items:

1. Paving project status: Runway & Taxiway were crack sealed at night. Taxiway was seal coated and re-striped. Paving now scheduled for June 29 – July 1 followed by some grading and temporary striping, then 2-3 weeks after that, the permanent striping would be applied.
2. The campground pavilion dedication is scheduled for this coming weekend, weather permitting. Members from the Arizona Pilots' Assn. and Recreational Air Federation will be coming in for camping that weekend also.
3. The Short Wing Piper club is scheduled to camp over the Memorial Day weekend.
4. The Forest Service's (USFS) mobile home is in place on Echo ramp, along with the AS-350 helicopter for the Helitack crew.
5. The FAA Form 5010 inspection of the airport was done in April by Jim Bildilli, from Aviation Technologies, LLC. The only issues were a few scrub oak bushes getting a little tall at the approach end of runway 24 and the west piece of fencing on the helipad – both have been corrected.
6. The airport purchased and received a new FOD*Boss sweeper mat.
7. Mr. Law attended the Arizona Airport Association Spring conference in Lake Havasu (last Sun-Wed.)
8. The Town Streets Department was in last Friday and again today to crack seal more of the Echo ramp (old part) and Charlie ramp.

Mr. Garrett announced that training on the Open Meeting Law was coming soon for those that wanted a refresher or initial training on the subject.

Future Meetings and
Agenda Items

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

The Commission agreed that the next meeting would be held at 6:30 pm on Monday, September 14, 2015. Member Henley requested that a discussion of the Forest Service leased area on Echo Ramp be

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added to the agenda for the next meeting. The other previously mentioned items of aircraft tampering, a crew car, and possible airport name change were also reviewed for inclusion in the agenda.

Adjourn

I **Adjournment**

Vice Chairman Day adjourned the meeting at 7:30 pm.

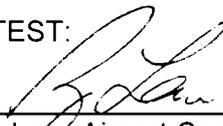
Approved:



Vice Chairman Day

Date: 9/21/15

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 11th day of May, 2015. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 21 day of SEPTEMBER, 2015.



Ray Law, Airport Coordinator

Affix Town Seal
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