

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
SEPTEMBER 21, 2015

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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, Bob Pearson, and Robert Henley were present. Member Phil Cook arrived at 6:40 pm. | Roll Call |
| | STAFF PRESENT: LaRon Garrett, Acting Town Manager, Curtis Ward, Town Engineer, and Ray Law, Airport Coordinator, were present. | Staff Attending |
| | OTHERS PRESENT: Fifteen 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. Member Henley announced that a new flagpole had been put in place at the airport next to the Crosswinds restaurant. The flagpole had been paid for by EAA, Chapter 810 and the Payson Pilots Association. | Public Comments |
| E | MINUTES: The minutes from the May 11, 2015 meeting were presented for approval. No changes were made. A motion for the minutes to be accepted with the change was made by Member Henley and seconded by Member Pearson.
Approved 6-0 | Minutes |
| F | ITEMS FOR DISCUSSION/POSSIBLE ACTION:
1. Possible recommendation for a name change of the Payson Airport
Member Pearson stated that the intent was not to change the name of the Payson Airport but to add a "tag line" to the airport name of Rich Henry Field. He said there were many airports around the country who were named for pioneering aviators and Rich Henry was certainly a pioneering aviator to Payson Airport. Member Pearson went on to say that he and member Jon Barber had met with Mr. Paul Pitkin about the subject and Mr. Pitkin had a short presentation for the commission.

Mr. Pitkin stated that he has known Rich Henry for many years and that it was his vision that has brought Payson Airport to where it is today. Mr. Pitkin spoke of many instances where Rich Henry had improved the airport Payson Airport and also developed the industrial park at the west end of the airport. Mr. Pitkin continued with additional | Possible name change of the Payson Airport |

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
SEPTEMBER 21, 2015

stories of how Rich Henry had saved lives by counseling visiting pilots and that he had taught over 100 pilots to fly over the years. Mr. Pitkin stated that he could not see any reason why someone would not want to honor Rich Henry by naming the airport after him.

Member Pearson made a motion to present this idea to the town Council. Member Barber seconded the motion. Chairman Hunt said that he agreed 100% that Rich Henry has done everything that has made Payson Airport. He went on to say that if renaming the airport was only up to the people in that room who know Rich, it would be easy, but since the Town Council will make the decision it makes it a much tougher thing to do. Chairman Hunt went on to say that to commercially minded people naming the airport Rich Henry Field will not help the town that much. Names like Zane Gray Airport or Rim Country Regional Airport might have commercial impact, so as soon as you start putting out names of airports, there are going to be other people with other interests and other priorities that are going to want to say something about it. Chairman Hunt continued, saying that if the commission is going to take this to the town Council the case has to be cut and dried. The level of support has to be built so that there is no question to anyone that it is the right move. Also, naming the airport after someone who is still living makes it even more difficult; however there are many examples of airports were named after living individuals. The case must be put in terms of how Rich Henry single-handedly has built this airport and make it beyond a shadow of the doubt to the Council, so that they have to vote for it or they will feel bad. Chairman Hunt felt that they only have one chance for this, so it must be done perfectly the first time. Member Henley suggested that perhaps some individuals could sit down informally with each council member to get their feeling and their feedback to figure out how best to do this in a formal way.

A discussion continued about who might be willing to contact each council member and that a bullet – point presentation should be developed to ensure a consistent message is given to each council member. The presentation should be put in non—aviation terms so that anyone will understand it. Member Pearson amended his motion to include that the commission would prepare a case to present to the Council after proper preparation and due diligence. Chairman Hunt called for a vote on the motion as amended.

Approved 7-0

Following the vote, Chairman Hunt asked for a volunteer to be in charge of preparing the case. After some discussion it was decided that Member Pearson would be in charge of the project and Member Barber along with Mr. Pitkin would assist him in preparing the presentation for the Council. Member Pearson asked the audience to please contact him if they had inputs for the presentation. Chairman

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
SEPTEMBER 21, 2015

Hunt discussed the open meeting laws and cautioned members of the commission to ensure they did not violate any of those laws. Mrs. Margie Oldenkamp asked a question about someone not on the commission speaking with each commission member individually. Mr. Garrett replied that you would have to ensure that you did not relate another commission member's opinion to anyone else on the commission. Chairman Hunt stated that he would write down some questions that should be answered to help complete the project and that he would turn them into Mr. Law who could coordinate getting answers to each question.

2. Updated ACIP

Mr. Garrett explained the Airport Capital Improvement Program (ACIP) listing and stated that it had been turned in to ADOT. He had not received a response from them yet but that after they reviewed the list it would be sent to FAA. Once it is in the FAA system then we can begin the grant application process. Member Henley asked about the status of the fiscal 2016 project. Mr. Garrett said that the drainage project for 2016 was presently underway.

No actions required

Updated ACIP

3. Possible modifications to Chapter 95 of the Payson Town Code concerning "tampering"

Mr. Garrett stated that there was a request for this to be on the agenda this time. He had spoken with the Town attorney and had him review the way the code is written right now and the way it is defined. In his opinion the definition is okay the way it reads is okay. Processes in the past may not have been the best, but the way the code reads is okay.

No actions required

Possible modifications to Chapter 95 of the Payson Town Code concerning "tampering"

4. Location of USFS uses on the airport

Member Henley requested this agenda item so the commission could discuss the location of the USFS trailer and helicopter parking. He questioned whether their facilities could be moved further east to the new portion of Echo ramp. Mr. Law explained that the positioning of the trailer was driven by the location of the utilities for it. If the trailer were to be moved the utilities would have to be moved also. He went on to explain that his reason for keeping the trailer in its usual place this year was so that any Forest Service firefighting helicopters that came in could be parked on the eastern end of Echo ramp and therefore allowed Mr. Law to retain use of the western end of Echo ramp for overflow aircraft parking when Delta ramp was full. Member Henley asked what the Forest Service paid for this year. Mr. Law explained that the Forest Service pays by the day and not by square footage and that a visiting firefighting helicopter paid a separate daily rate.

A discussion continued regarding the utilities and who paid for

Location of USFS uses on the airport

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
SEPTEMBER 21, 2015

installing them, which originally was the Forest Service. Member Barber explained the difficulty in the past of having to close off the western end of Echo ramp when a firefighting helicopter would come in on short notice. Chairman Hunt agreed that the present plan of parking visiting helicopters on the east end was probably the safest way to do it. Mr. Garner explained the original plan for the extension of Echo ramp and that it was unfortunate to have to keep it closed off during fire season. He was concerned that no income could be made on that new portion of ramp while it was closed off. Mr. Law reminded Mr. Garner that there are not any overnight tie down fees charged by the town anyway so there had not been a loss of income due to the closure of the ramp. A discussion of other locations for the trailer continued. Chairman Hunt felt that keeping large visiting helicopters completely separated from other aircraft was most likely the safest way. Mr. Garner suggested using a portion of the closed off eastern entrance to Echo ramp as an additional run up area for aircraft.

No actions taken

5. Possibility of an airport courtesy car

Member Cook asked Mr. Law how often there was a request for a courtesy car. Mr. Law stated that he probably gets at least one call per week for a courtesy car. Chairman Hunt briefly reviewed the previous actions taken by the commission regarding a courtesy car and that the subject had pretty much come to a standstill due to the Town not wanting to insure it. Mr. Garrett confirmed that at that time that was correct, however that has changed. He stated that now the Town's insurance company is willing to insure a courtesy car as long as we have a reasonable check out procedure. A discussion continued on the subject of how to procure a suitable courtesy car. Mrs. Oldenkamp confirmed the high demand for a courtesy car at the airport. She stated that her fuel company, MPG – East, would be willing to donate \$2000 towards a purchase of a car as long as there is a good check out procedure provided.

Possibility of an airport
courtesy car

A discussion continued about what type of vehicle would be the best to purchase, some suggested check out criteria, and where to keep the courtesy car parked. Mr. Garrett also confirmed that the Town would maintain the courtesy car. Member Henley thanked Mrs. Oldenkamp for her generous donation. Member Cook volunteered to be responsible for locating a car to purchase and working with the Town and Mrs. Oldenkamp to complete the purchase and develop checkout procedures for the vehicle. Mr. Law confirmed with Member Henley that the donations collected earlier towards the car were still available.

No actions taken

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
SEPTEMBER 21, 2015

6. Use of the airport for parachute landing and air drops

Mr. Jim DuFriend, owner of Bravo Partners, began his presentation stating that his company would also like to donate \$1000 towards the courtesy car fund. Mr. DuFriend explained that the Federal Aviation Regulations state that any airport who accepts FAA funding must allow any legitimate aviation business to operate here. What he wants to do is teach four men how to pack parachutes, put them on a cargo load, place the cargo securely in an airplane, and how to properly position the airplane to drop the cargo to the correct spot on the ground. Mr. DuFriend stated that he is probably the best qualified person in the state to perform this activity and instruction. He went on to say that he has made 6,200 parachute jumps in over 60 years and that he has dropped everything from trucks to livestock to blood to men on the ground. He does not intend to make personnel parachute jumps here but only drop small boxes for training purposes. Mr. DuFriend continued saying that he would be sure to conduct the operations when the airport was least busy. He stated that he was ready to provide \$1 million dollar liability for the Town's insurance requirement if he would also be allowed to perform tandem parachute jumps to try to recoup the cost of the insurance policy.

Use of the airport for
parachute landing and
air drops

Member Henley asked the airport staff what rule or regulation was prohibiting Mr. DuFriend from starting this operation already. Mr. Garrett read an excerpt from the FARs that says: *"No pilot in command of a civil aircraft may allow any object to be dropped from the aircraft in flight that creates a hazard to persons or property, however this does not prohibit the dropping of any object if reasonable precautions are taken to avoid injury or damage to persons or property"*. Mr. DuFriend agreed that the regulation had been in effect for many years. Member Henley stated that it seemed that the commission did not need to do anything other than give Mr. DuFriend assurances that he would not be prevented from going forward with his operation. Mr. DuFriend said that after living in Payson for 22 years he knew the importance of having permission from the Town.

Mr. Garrett stated that he would need to check further into the insurance requirements since Mr. DuFriend would be operating as a business on the airport. Member Henley asked what altitude the cargo drops would be made from. Mr. DuFriend replied that it would be from 300 to 500 feet depending on the configuration of the parachute. He continued by explaining the process that the loadmaster would go through preparing for the drop. The type aircraft used would be a Cessna 182 or Cessna 207. A discussion continued about where the drop zone might be located. Chairman Hunt requested that Mr. DuFriend write up a very brief TTP (Tactics Techniques and Procedures) that covers the parameters of the cargo drop operation including particulars like drop zone location, what days you plan to do the drops, maximum wind speed, radio calls, what kind

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
SEPTEMBER 21, 2015

of coordination you would do with Mr. Law on the days you are going to drop, just something to say "Here are my rules". Chairman Hunt also suggested that Mr. DuFriend consider using the East half of the airport for his drop zone since there are less things that could be damaged. Mr. DuFriend agreed to consider that and also said he would begin working on the TTP immediately. Mr. Garner added that the TTP should also include cleanup procedures after the drop. Chairman Hunt summarized the discussions and closed the item.

No actions taken

7. Possible locations for additional aircraft hangars at the airport
Chairman Hunt summarized previous actions regarding hangars or Port-a-Ports on the airport. Mr. Garrett said that he had included the Airport Layout Plan (ALP) so that the commissioners could see where the planned hangar locations were. Mr. Law reported that he had received many inquiries about building a hangar on the airport and he was hoping that the possible locations for hangars and the bidding process could be better defined so that when someone asked about building hangars he could have a more exact response for them. A discussion continued regarding possible locations and the fact that many locations would require a large amount of "dirt work" which might even be more expensive than the cost of the hangar. Member Nyhus asked about the bidding process which started another discussion about bidding requirements.

Possible locations for additional aircraft hangars at the airport

Mrs. Oldenkamp suggested that shade hangars might be a more economical and that there was room for them on Alpha ramp. She also suggested that if individuals wanted to build hangars that the Town consider only leasing the land to the hangar owner and allow them to sell the hangar at the end of the lease. The Town could collect a transfer fee when the hangar is sold. This would encourage more people to build hangars if they knew they could sell them and recoup some of their investment instead of having to relinquish ownership to the Town. Vice-chairman Day liked the idea of shade hangars but they would still revert to the town in 20 or 30 years whatever the lease said. Chairman Hunt pointed out that it is completely subject to the agreement that you make with the investor, you could do whatever you want to as the Town. Mr. Garrett said that they would have to see if there were any grant issues with that. Chairman Hunt thought that shade hangars would be a good idea if they were standardized, however the paving is so bad on Alpha ramp that it would have to be improved first. He didn't think that any further action was necessary on this subject at this time.

No actions taken

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
SEPTEMBER 21, 2015

G Management Report and Discussion

Management Report

Mr. Garrett began the report by saying that with his change in duties as Town Manager, that he will not be as involved with the airport. Curtis Ward, the Town Engineer, will be doing more of that now and stepping up into that position. He said that he loves the airport and will still be responsible for it, but that Mr. Ward will be doing the day-to-day activities with the consultants and others. Member Henley asked if Mr. Garrett would continue to be the Airport Manager. Mr. Garrett confirmed that at this point in time he would continue to be the Airport Manager.

Mr. Law apologized that his report was rather lengthy since the commission has not had a meeting since May. His report included the following items:

1. Maintenance performed on the AWOS system and the request for bids for the next year's maintenance contract for it.
2. The Streets Department crack sealed most of the airports ramps.
3. The replacement of the flag pole at Crosswinds Restaurant.
4. Replacement of the carpet in the airport office and installation of vinyl flooring in the West T bathroom.
5. The runway pavement was completed July 22nd.
6. The USFS helicopter and crew departed July 16th thanks to the low fire danger from all our rain.
7. August 13th Channel 3 came to the airport for a few minutes filming Scott Pasmore taxing in with his Cirrus aircraft and then they went up to Crosswinds and interviewed Darla.
8. The words "Not Certified" was painted on the Compass Rose per the commission's guidance.
9. A temporary helipad was set up on Echo ramp for the Native Air helicopter after Banner Health took over the hospital and brought in PHI helicopters.
10. MD Helicopters asked to bring their 900 series NOTAR helicopter up here for testing in high density altitudes; however the Town insurance carrier has asked for a contract from MDH along with a certificate of insurance; which we are still waiting for.
11. The surveying of the infield between A1 and A2 for the 2016 ACIP drainage project was done September 10th.
12. Last Wednesday, September 16th a Citation jet landed and was taxiing into the old entrance to Echo ramp, he cut the corner somewhat and his left main landing gear tire sunk into a soft spot in the asphalt. Dennis and the Town mechanics were able to cut out the other asphalt and create a ramp for the aircraft to drive out of the hole. The Streets Department is working on repairing the asphalt.
13. Sadly last Friday was Dennis Dueker, the airport maintenance worker's last day at the airport. He has transferred to the Parks and Recreation Department to work at the Event Center.
14. A reminder that the campground Ramada dedication is this Saturday, September 26th at noon. There will be campers coming in

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
SEPTEMBER 21, 2015

from APA and RAF organizations and Paul Pitkin's cooking hamburgers after the ceremony.

15. Coming up on October 3rd is the EAA Young Eagles Rally.

16. On October 27th a Stearman aircraft will be coming in to give rides to WWII veterans from the local care centers.

17. Finally, we are still having trouble with the Bravo gate and working to get it operating more reliably.

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, December 14, 2015. There were no agenda items requested.

I **Adjournment**

Adjournment

Chairman Hunt adjourned the meeting at 8:05 pm.

Approved:


Chairman Hunt

Date: 2/3/16

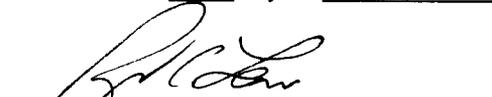
ATTEST:


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 21st day of September, 2015. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 3 day of FEBRUARY, 2016.


Ray Law, Airport Coordinator

Affix Town Seal

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