

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
JANUARY 25, 2016

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| A | CALL TO ORDER: Chairman Hunt called to order the duly posted Airport Commission meeting at 6:31 p.m. in the Payson Police Department Training Room. | Meeting Time & Place |
| B | PLEDGE OF ALLEGIANCE | Pledge of Allegiance |
| C | ROLL CALL: Jim Hunt, Bill Day, Jon Barber, Phil Cook, Dan Nyhus, and Robert Henley were present.

STAFF PRESENT: LaRon Garrett, Town Manager, Curtis Ward, Town Engineer, and Ray Law, Airport Coordinator, were present.

OTHERS PRESENT: Two 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. None were made. | Public Comments |
| E | MINUTES: The minutes from the September 21, 2015 meeting were presented for approval. Member Nyhus made about 12 corrections. A motion for the minutes to be accepted with the changes was made by Vice Chairman Day and seconded by Member Henley.
Approved 6-0 | Minutes |
| F | ITEMS FOR DISCUSSION/POSSIBLE ACTION:
1. Selection of Chairman and Vice Chairman for 2016
Chairman Hunt asked for nominations for Chairman. Member Henley nominated Jim Hunt to continue as Chairman. This nomination was seconded by Vice Chairman Day. No other nominations for Chairman were made.
Approved 5-0

Chairman Hunt then asked for nominations for Vice Chairman. Member Henley nominated Bill Day to continue as Vice Chairman. This nomination was seconded by Chairman Hunt. No other nominations for Vice Chairman were made.
Approved 5-0

2. Possible modifications to the Airport Courtesy Car forms and procedures
Chairman Hunt asked for inputs from the members and then the audience regarding the Courtesy Car. After all the suggestions were made and discussed, the following changes were made: (1) The minimum age for pilots to check out the car was reduced from 21 to 18 years old, (2) Maximum distance from 25 miles to "within the Town | Selection of Chairman and Vice Chairman for 2016

Possible modifications to the Airport Courtesy Car forms and procedures |

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
JANUARY 25, 2016

of Payson unless coordinated with Airport staff," (3) No smoking be allowed in car, (4) Proof of insurance to be required, (5) Airport driving rules will be laminated and kept in car, (6) Reservation for car will only be kept for one hour after requested time unless Airport Coordinator is contacted, (7) Car is to be locked when returned (8) Add statement about replacing fuel used to the Car Use Policy form (so it is on both forms), and (9) Add a statement about not abusing the privilege of having the car. Mr. Law will update the documents with the recommended changes.

No actions required

3. Possible modifications to Section 95.07 (k) of the Payson Town Code concerning use of leased areas

Mr. Jim Garner requested this to be on the agenda. He explained his request to change Chapter 95 to allow the use of his hangar for working on his personal vehicle. Mr. Garner pointed out that his maintenance hangar was not a storage hangar (S1 in the code) but was built to the factory code which made it different from the rest of the airport hangars. He stressed that no customer vehicles would be allowed in the hangar, nor would there be any commercial repairs of vehicles. Mr. Garner also brought up the fact that any non-aeronautical activities on the airport might need to be addressed, such as having a restaurant on airport property.

Possible modifications to
Section 95.07 (k) of the
Payson Town Code
concerning use of leased
areas

Chairman Hunt spoke about his research of the latest FAA proposed policy covering non-aeronautical use of hangars. He agreed with Mr. Garner that a letter should be sent to the FAA requesting a non-aeronautical waiver for the Crosswinds Restaurant to operate on airport property. Mr. Garner said that he thought that the original leases for his hangar and Crosswinds Restaurant were sent to the FAA for approval. Mr. Garrett said he did not recall that from so many years ago.

Chairman Hunt stated he had created a revision to Chapter 95 using the wording from the FAA rule which would satisfy Mr. Garner's request and ensure that the Town meets the FAA requirements. Mr. Garner reiterated that he was not requesting storage of a vehicle, but just the incidental use of the hangar to allow working on personal vehicles. A motion was made by Member Henley, and seconded by Vice Chairman Day, to recommend to the Town Council that Chapter 95 be modified with the proposed wording discussed. Chairman Hunt asked if there was any other discussion, then called for a vote.

Approved 6-0

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
JANUARY 25, 2016

4. Possible recommendations for issuance of a Letter of Agreement for unmanned aircraft use within 5 miles of the Payson Airport
Mr. Bob Oswald requested this agenda item so the commission could discuss the need for an agreement. Chairman Hunt stated that since the Town does not control the airspace around the airport that it doesn't have anything to do with it and that Mr. Oswald must go to the FAA for a Section 333 waiver.

Possible
recommendations for
issuance of a Letter of
Agreement for
unmanned aircraft use
within 5 miles of the
Payson Airport

No actions taken

5. Possibility of issuing a Request for Bids for additional private hangars at the airport

Mr. Garrett stated that if additional hangars were to be built in areas not already shown on the Airport Layout Plan (ALP) that the FAA would first have to approve a change to the ALP. Chairman Hunt asked if the ALP would have to be changed before the Town could send out a Request for Proposal (RFP) for someone to build a hangar. Mr. Garrett replied that the Town could not accept a proposal until the ALP was amended, which could take 6 months to a year. A discussion continued about possible areas for hangars that are already shown on the ALP.

Possibility of issuing a
Request for Bids for
additional private
hangars at the airport

Member Henley suggested that an RFP could be sent out for building privately owned hangars in the presently approved areas to see if anyone was willing to do the necessary work to make the areas usable. Chairman Hunt suggested that if someone proposed building a hangar in an area not shown on the ALP, that it would provide us with the necessary inputs to request changes to the ALP. A discussion continued about where suitable areas were located and whether an RFP was really necessary.

Mr. Garrett stated that the Town could not accept an unsolicited proposal so that an RFP would be needed to get the necessary bids. He suggested that the Town put out a very simple, open RFP to see where interested parties were willing to build, then we could pick one from that. Before the Town could accept the proposal, we would then have to see if the FAA would agree to the location. Chairman Hunt agreed that putting out an RFP would help us see who is really serious about building. A motion was made by Member Cook and seconded by Member Nyhus that the Town issue a very open RFP for construction of new hangars.

Approved 6-0

G Management Report and Discussion

Mr. Law's report included the following items:

1. Main Electric line into airport shorted out 10/31/2015 – APS ran a temporary line in until line repaired.
2. Courtesy Car ready to go 11-14-2015

Management Report

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
JANUARY 25, 2016

3. Replaced circuit boards, power supplies, and controllers for both sides of Bravo Gate 11-17-2015
4. Ordered new elevation and noise abatement signs and mounting hardware. Now just need good weather to install them.
5. Replaced Courtesy Car battery 12-19-2015
6. Trackless tractor broke down during last of snow plowing in first snow storm 12-14-2015 (Lost hydraulic oil and steering)
7. Pavement failing in middle of entrance to Echo Ramp (closed it by NOTAM and barricades.) Waiting for weather to dry out so Streets Dept can fix it.
8. Received big snow 1-7 and 1-8-2016 (15" total.) Had to plow with just Ford PU and backhoe.
9. Trackless tractor repaired and ready for next storm.
10. Ford truck seat and door mechanisms repaired.

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, May 9, 2016. There were no agenda items requested.

I **Adjournment**

Adjournment

Chairman Hunt adjourned the meeting at 7:44 pm.

Approved:


Chairman Hunt

Date: 5/9/16

ATTEST:


Ray Law, Airport Coordinator

TOWN OF PAYSON
AIRPORT COMMISSION
REGULAR MEETING MINUTES
JANUARY 25, 2016

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 25th day of January, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 9th day of May, 2016.



Ray Law, Airport Coordinator

Affix Town Seal
rl