

TOWN OF PAYSON  
AIRPORT COMMISSION  
REGULAR MEETING MINUTES  
MAY 9, 2016

- A **CALL TO ORDER:** Chairman 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, Phil Cook, and Bob Pearson were present. Roll Call
- STAFF PRESENT:** LaRon Garrett, Town Manager, Curtis Ward, Town Engineer, and Ray Law, Airport Coordinator, were present. Staff Attending
- OTHERS PRESENT:** One member of the airport community was present. Others Attending
- D **PUBLIC COMMENTS:** Chairman Hunt asked for any comments from the public on items not on the agenda. Member Pearson gave a summary of how the Airport Renaming Committee was progressing. Public Comments
- E **MINUTES:** The minutes from the January 25, 2016 meeting were presented for approval. No corrections were needed. A motion for the minutes to be accepted as presented was made by Member Pearson and seconded by Vice Chairman Day. Minutes  
**Approved 5-0**
- F **ITEMS FOR DISCUSSION/POSSIBLE ACTION:**
1. Review Draft Request for Proposals for additional private hangars at the airport. Review Draft Request for Proposals for additional private hangars at the airport  
Chairman Hunt summarized the topic and offered some suggestions to add to the Request for Proposals (RFP). He noticed that a schedule was not included in the draft RFP. Also, he questioned what "Special Services" were in the evaluation criteria. Member Barber suggested that "Utilities development" be included in the requirements so prospective bidders would be forced to investigate the costs and processes involved in bringing the required utilities to their hangar. A short discussion continued about the possible locations of hangars and that prospective bidders use places designated by the Airport Layout Plan.  
**No actions required**
2. New Airport Terminal building and Restaurant New Airport Terminal building and Restaurant  
This topic was requested by Member Cook, so Chairman Hunt asked him to begin. Member Cook stated that he was concerned that the airport did not have a terminal. He offered to lead a committee to research the issue and make a presentation to the Town Council about it. Member Cook and Chairman Hunt cited examples of small

TOWN OF PAYSON  
AIRPORT COMMISSION  
REGULAR MEETING MINUTES  
MAY 9, 2016

airports that had built nice terminal facilities. Chairman Hunt spoke about the possible ways to finance a terminal. A discussion followed about how to form the committee to avoid problems with the Open Meeting rules. It was determined that no committee would be formed but Member Cook would work on this project and that he would be assisted by a staff member (Mr. Law most likely) and then a few volunteers that were not on the Airport Commission. Member Barber suggested that Member Cook contact Darla Annabel since her restaurant and its lease might be affected by building a new terminal.

A discussion followed about the plans that were created a few years ago for a terminal by Gary Spragins and that something like that would be helpful to sell the idea to investors. Other short discussions continued about bringing in an FBO and about using bonds to raise money. Chairman Hunt felt that this was a worthy undertaking and suggested that Member Cook contact Bobby Davis at the Town's Economic Development Office to see if he had some ideas to help. He also said that the other Commissioners could look for volunteers to help and to give their names to Mr. Law to pass on to Member Cook. Member Barber reiterated that they needed to ensure that Darla Annabel's restaurant would not be adversely affected by any of the actions taken. Various ideas and points were briefly discussed then Chairman Hunt summarized the topic and concluded it.

**No actions required**

**G Management Report and Discussion**

**Management Report**

Mr. Law's report included the following items:

1. Another patch was done on the west entrance to Echo Ramp – asphalt failing.
2. Had office treated for termites and replaced trim at base of walls
3. Installed new Elevation and Noise Abatement signs at both ends of runway (yellow/black signs mounted on three large frangible couplings so they shouldn't blow over.) Also, a new "No Takeoff from here" sign was installed at mid-field.
4. Streets Dept crack sealed all ramps (except East half of Alpha)
5. Replaced all wind socks with donated ones (Air Methods and AVFuel)
6. Repainted tie down markings on Delta Ramp
7. McCauley Construction from Winslow was low bidder on Drainage Project – should begin soon.
8. USFS helicopter came in Apr. 4<sup>th</sup> temporarily on standby until needed elsewhere. USFS mobile office moved in Apr. 12 plus extra camp trailer for helicopter pilot/maint. crew – USFS paying extra \$25/day for it. Also had a Skycrane come in on Apr. 14<sup>th</sup> to be on standby until needed.
9. Gave tour to 10 JRE 5<sup>th</sup> grade students from after-school aviation program (Ernie Milton instructor)
10. Governor Ducey flew in Apr. 4<sup>th</sup> for a Fund Raiser at Mazatzal

TOWN OF PAYSON  
AIRPORT COMMISSION  
REGULAR MEETING MINUTES  
MAY 9, 2016

Casino

11. Waiting for Suddenlink to install cable for internet connection to office. Will give us better speed and allow access to security camera. IT department also has better computers for both offices. Many websites we use require newer versions of IE than our old computers can run.

12. Humane Society making plans to hold benefit dinner in ATW hangar.

13. Replaced rotating beacons on Bravo Gate with new strobe lights.

14. Now have Kubota tractor with loader and mower permanently at airport!

15. In process of getting Dennis his applicator license so we can treat weeds faster when needed.

16. Attended AzAA conference in FLG last week. Thanks to Ralph Larkins' write up, we won the Aviation Safety Advisory Group safety award for 2015. Received large travelling trophy and wall plaque. Will show it to Town Council tomorrow night.

17. ACIP review meeting with FAA/ADOT scheduled for May 18<sup>th</sup> down in Phoenix.

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

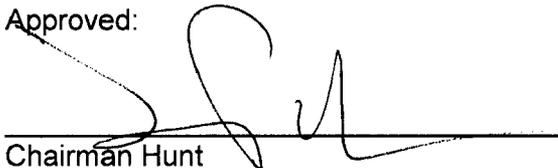
The Commission agreed that the next meeting would be held at 6:30 pm on Monday, September 12, 2016. Agenda items requested were for the Airport Renaming Committee report and the new Terminal Building Committee report.

I **Adjournment**

Adjournment

Chairman Hunt adjourned the meeting at 7:15 pm.

Approved:

  
Chairman Hunt

Date: 12 SEP 16

ATTEST:

  
Ray Law, Airport Coordinator

TOWN OF PAYSON  
AIRPORT COMMISSION  
REGULAR MEETING MINUTES  
MAY 9, 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 9<sup>th</sup> day of May, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 12<sup>th</sup> day of SEPTEMBER, 2016.

  
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Ray Law, Airport Coordinator

Affix Town Seal

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