

CEDAR CITY REGIONAL AIRPORT  
BOARD MEETING  
APRIL 14, 2016

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, April 14, 2016 at 8:00 AM in the Conference Room of the Airport located at 2560 West Aviation Way, Cedar City, Utah.

PRESENT:

Jyl Shuler, Chairperson	Blaine Nay, Citizen
Bill McVay, Member	J.J. McGuire, Sphere One Aviation
Karl Hugh, Member	Jeremy Lee, Aviation
Terri Hartley, Member	Kirt McDaniel, Aviation
Scott Truman, Member	Jeremy McAlister, GDA Engineers
Mark Leavitt, Member	Scott Jolley, ULA
Jeremy Valgardson, Airport Manager	
Brad Beadles, Airport Operations	
Kathy Dahl, Executive Secretary	

Shuler welcomed everyone and called the meeting to order.

APPROVAL OF MINUTES

Hugh moved, Truman seconded and motion carried unanimously that the minutes from the March 17, 2016 meeting be approved.

INFORMATIONAL ITEMS

- SkyWest – No one was in attendance

Valgardson reported that he has talked with SkyWest about their plan to bring the 70-seat jets into Cedar City. At the last conversation it seems that will not take place for another 3 years. When that happens, we need to have a year or two to prepare. The entire airport security plan will change, including installing an 8-foot fence with barbed wire on the top, and ID badges for everyone who has access to the field. The whole airport becomes secure, not just the ramp out front. We see our enplanements increasing, but we are still only about 35% capacity, so if SkyWest does bring in the larger jets, it would be for efficiency because they burn less fuel and climb better, not for capacity. Some of the flights out of Cedar City are full, but the 35% does not include non-revenue passengers.

- TSA – No one was in attendance
- BLM – No one was in attendance
- FBO

J.J. McGuire from Sphere One Aviation reported that things are going well. They have seen an increase in general aviation. May 1<sup>st</sup>, 2016 will be the start of fire season. She thought that the helicopter for fire support would be here then. Sphere One has hired

7 new employees and is gearing up for the upcoming season. The grand opening of Sphere One Aviation is scheduled for April 22, 2016. The new owners will be there to meet everyone.

- MSC Aerospace – No one was in attendance

Valgardson reminded the board that the kick-off for the Aerospace Pathways Program is scheduled for April 26, 2016 at the airport.

- Upper Limit Aviation

Scott Jolley of Upper Limit Aviation had nothing new to report, but was happy to take any questions from the board.

- Jviation

Kirt McDaniel and Jeremy Lee of Jviation updated the board on several of the projects scheduled for the airport. The new snow removal equipment should be delivered the first week of May, 2016. The snow plow truck will be picked up next week and taken to Salt Lake to have the new blade installed. We received the comments back from FAA on the design and contract documents for the new ramp project and Jviation will be addressing those comments and have them ready to send back to FAA next Wednesday. Advertising for the project is scheduled for May 8, 2016, and a meeting with prospective contractors for the project is scheduled for May 24, 2016. The bid opening is scheduled for June 7, 2016 to make sure everything is ready to present to the Airport Board on June 9 and Cedar City Council on June 15, 2016. Congress has approved ½ of FAA funding now, and they should have all their funding approved through Congress by the time the bids for the project are in.

- Enplanements
  - ❖ March, 2015 = 940
  - ❖ March, 2016 = 1,192

#### AIRPORT MANAGER'S REPORT

- Engineering Contract with Jviation for AIP-31

Valgardson presented to the board the proposed contract between Cedar City and Jviation for the engineering services for the Airport Improvement Project. The scope of the project has been previously approved by City Council, including the grant funding for the project. The total cost for engineering services is "not to exceed" \$168,452.00, of which \$70,452.00 is for preliminary and design services, with the remainder as construction management on a cost-plus basis. Valgardson recapped the project for the board explaining the work scheduled to be done, which includes replacing the existing air carrier ramp with a 75 x 150 foot concrete hard stand, a 3-inch asphalt overlay of the remainder of the apron and installing drains to take care of the drainage issues, removal of incorrectly painted lines then re-fog seal and paint new markings. There was some discussion on how the project will take place. The ramp will be done

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in 2 phases so it should never be closed for SkyWest. The construction is scheduled to be completed in 36 calendar days. We may have to send SkyWest down taxiway Charlie and Alpha, but it is 139 eligible so they can do that. There will be some time when the taxiway is closed, but it will be closed between SkyWest flights. The fog seal and paint will close Delta for a 5-day period, but other than that, Delta will be open. There was some discussion on the fact that Congress has not yet approved the entire FAA appropriation of funding that includes this project. Jeremy Lee of Aviation stated that they do not anticipate a problem with the funding, but there are other ways to take care of funding for this year, including working with the FAA for a grant to pay for engineering that has been done and postponing the remainder of the work until the next fiscal year, or moving existing approved funding from other airports that are not going to use the money this year to fund Cedar City's project. The City's legal department has not yet reviewed the contract, but Valgardson would like the board to recommend that the City Council approve the contract pending review and approval by legal. Levitt moved, McVay seconded and motion carried unanimously that the board recommend that the City Council approve the engineering contract in the amount of \$168,452.00 between the City and Aviation for the airport improvement project, pending review and approval of the contract by the City's legal counsel.

Valgardson also reported that engineering and staff are working on a pavement maintenance plan and inventory of the airfield. FAA came out and saw that we have an issue with the asphalt on the ramp. They would like to program our capital improvement program needs to include some asphalt projects to help maintain the airport.

### OTHER BUSINESS

The board discussed Brinkerhoff's concern over the terminal building stain and a sidewalk north of the terminal parking lot, and his stopping Iron County from sending their annual \$25,000.00 contribution to the City for the airport until these 2 items have been taken care of. Valgardson stated that the airport runs on an annual operating budget of approximately \$400,000.00, and because we don't make enough to cover the necessary budget, we have been pulling about \$20,000.00 annually from the airport general fund for operations. The money in that fund was set aside for the runway extension. The county receives a huge financial impact directly and indirectly from the airport. A sidewalk would be nice and the City is aware that the terminal needs to be stained, but right now our priority is the ramp and keeping the airport operating. Losing \$25,000.00 would mean there is not enough funding to maintain the airport. The quote for terminal staining is \$13,000.00 and we do not have a quote for the sidewalk. Valgardson put a request for 3 capital project items to the City Council for

next fiscal year that would be funded from the City's general fund: (1) \$25,000.00 for HVAC system software update; (2) \$13,000.00 for terminal staining; and, (3) 25,000.00 for asphalt and striping for the terminal parking lot. The HVAC system software is so outdated no one knows how to fix it. We are getting at least 200+ alarms from it daily. We have been told that it needs to be updated with new software. The board felt that the staining of the terminal building is a maintenance item that needs to be done and would pay off in the long run, but a sidewalk seems to be superfluous. The board discussed making a recommendation to the City Council stating that the Airport Board is in support of the capital projects that have been requested by the airport for the 2017 fiscal year. Leavitt moved, McVay seconded and motion carried unanimously that the Airport Board is in favor of, and strongly requests that the City Council approve at least the first 2 projects on the Airport Capital Project list, the HVAC system and terminal building stain for fiscal year 2017.

Shuler reported that the grand opening of the Beverley Center for the Arts will be held July 7-9, 2016 and invited the board to attend. The 3-day event is open to the community.

Our next meeting will be May 12, 2016 at 8:00 AM.

Hugh moved, Truman seconded and motion carried unanimously that the meeting be adjourned at 8:43 AM.