

CEDAR CITY REGIONAL AIRPORT BOARD MEETING  
DECEMBER 8, 2022

A regular meeting of the Cedar city Regional Airport Board was held on Thursday, December 8, 2022, at 8:00 AM in the Cedar City Regional Airport Conference Room located at 2560 West Aviation Way, Cedar City, Utah.

PRESENT:

Burt Poulsen, Chairman	Kirt McDaniel, Aviation
Jyl Shuler, Member	Casey Nelson, SkyWest
Vaughn Montgomery, Member	Jeff Frehner, Citizen
Terri Hartley, Member	
Maria Twitchell, Member	
John Appel, Member	
Ryan Marshall, Public Works Director	
Nick Holt, Airport Manager	
Tyler Galetka, Airport Operations	
Chris Reid, Airport Maintenance	
Kathy Dahl, Public Works Administrative Assistant	

ABSENT/EXCUSED:

Mike Bleak, Member  
Mark Leavitt, Member

APPROVAL OF MINUTES

Appel moved, Shuler seconded, and motion carried unanimously that the minutes from the October 13, 2022, meeting be approved.

INFORMATIONAL ITEMS

- SkyWest – Casey Nelson of SkyWest reported the crews and equipment are ready for winter. There will be another flight change next month with a pm flight and a midday flight. In answer to query, Nelson stated he thinks the changes in the flight schedule have to do with crews and aircraft. Nelson stated that here we don't really have anything to do with scheduling. It comes through the SkyWest network and planning.
- T-O – No one was present, but Sam Allen with T-O sent an email that Holt will discuss during the Airport Manager's Report.
- TSA – No one was present.
- BLM – No one was present.
- FBO – No one was present.
- MSC Aerospace – No one was present.
- SUU – No one was present.

- Jviation – Kirt McDaniel reported to the board that the new MB Broom has finally got the warranty inspection and all punch list items are completed. Jviation will be putting in the final documents to get the project closed out. They have been working with Holt on the projects for the upcoming year. They also still need to get the project from 2021, Taxiway Charlie and Charlie-1 closed out. Everything has been sent to FAA and we are just waiting for their final approval.

#### AIRPORT MANAGER'S REPORT

- Project Report
  - MB-3 Punch List Items and Warranty – Holt reiterated that all the punch list items have been completed and we asked the company to update and extend the warranty due to the issues with the equipment, etc. They have given us additional months on the warranty. The warranty period is 1 year.
  - Pavement Maintenance (Crack Seal & Paint) – Holt reported that the crack seal have been completed on Taxiway Charlie and the parallel Taxiway Alpha. Straight Stripe will be out to do the striping before the FAA inspection in February.
  - Wildlife Habitat Removal (South Flood Channel) – Airport crews have been cleaning the ditches and cutting down the trees that are in the ditches to help mitigate the wildlife. We had a couple of deer on the airfield and working with Division of Wildlife Resources to get them removed. We are trying to eliminate what we can so wildlife will not be attracted to the vegetation.
  - AIP-42 Taxiway Charlie (South & South Apron) – This is one of the projects on the airport in the coming year. We will do a seal coat and crack seal up to 8/26 – the south end of the Taxiway Charlie and also the terminal ramp, the south ramp adjacent to the SUU hangars and the FBO ramp. The work on the crack seal will start next month and the seal coat will be applied in the spring.
  - AIP-46 – ARFF & Taxiway Charlie (North) Maintenance – This grant will enable us to pavement maintenance – crack seal and seal coat - on Taxiway Charlie north of 8/26. Part of the grant is to purchase a replacement ARFF (Aircraft Rescue and Firefighting). Our current truck was purchased in 2007. Useful life is 15 years. We had a meeting with FAA and were told our airport does not meet the qualifications for the truck we currently have, but were told to submit a justification letter to see if we can replace our existing truck with the same equipment. The index for an ARFF truck is based on the length of the aircraft flying into the number of flights. The threshold for flights is 25. The size of the SkyWest plane currently falls into Index A, which would be a smaller truck. Our current truck has a 1,500-gallon capacity. The smaller truck would only have a 500-gallon capacity. We do have larger charters flying in, plus the firefighting

aircraft and the military aircraft, so we are going to try and use those flights as justification for the larger truck. We will work with Aviation on the justification letter. Holt stated that if we aren't qualified for the larger truck at this time, he would recommend that we hold off on the purchase of the vehicle because in 2025 SkyWest will be phasing out the smaller planes, and if we have larger planes coming in, we will need the larger truck. The board supported Holt's recommendation. The truck we have now is operational, it is just at the age when it is recommended for replacement. In answer to query from Marshall, Holt stated that the FAA inspector is pushing us to have a backup ARFF truck, so we will also work with that.

- Bipartisan Infrastructure Law (BIL) – Fence Relocation Project – Holt reported that we will be using some of the funding allocated to the airport from the Bipartisan Infrastructure Law (BIL) to relocate airport fence from the terminal south to Highway 56. A recent survey of the property showed that the fence is located 2 ½ feet inside the property line of private parcels in that area, so it needs to be moved. We are currently working with FAA on that.
- Bipartisan Infrastructure Law (BIL) – Terminal Expansion Project – Holt reported that we will also be using the BIL funding, plus funding from CRRSA (Coronavirus Response & Relief Supplemental Appropriations Act) and our ARPA (American Rescue Plan Act) to fund the terminal expansion. He is working with FAA and Aviation to draft a scope of work and draft the allocated funds into a grant to be used for construction. At the last City Council meeting, Holt presented 2 different designs. Both designs expand the current hold room and incorporate a new baggage claim area. There would also be the addition of a multi-use restroom replacing the single-use restroom. In answer to query from Shuler, Holt and Galetka explained that deplaning passengers would come through the hold room to the baggage claim area, similar to other airports. In answer to query about a possible jet bridge, Holt stated that the expense is too great, over \$1,000,000 for one bridge and this type of construction is not covered under any grants. After approval of the design from city council, staff will work with Aviation to get the grants for the project drafted. After reviewing the 2 proposals, the majority of the board stated they would recommend design #2 for the aesthetics of the design. Both designs are functionally the same. Holt will take the recommendation back to the city council.
- SUU Temporary Tower – SUU has asked to put up a temporary tower for pilot training. It would be here and active for 2-3 days. SUU would pay for it. It is a mobile trailer that is set up to do this and moves to different airports. The company is Tower Tech. Holt approved it and said we would try it once and see how it goes. FAA will be here Monday to certify and sign this off for our airport. The controllers who will handle the tower are certified controllers.

- NOTAMS have been sent out letting all pilots know that there will be a temporary tower on the airport that will be controlling the airfield Monday, Tuesday and possibly Wednesday. The tower frequency is 133.2785. The ground frequency is 126.425. The tower will be placed by the segmented circle by the windsock. Everyone who utilizes the airport will have to utilize it as an active tower. Galetka stated that the information has already been sent to the airport tenants and signs have been placed on the gates.
- CATEX for New Proposed T-Hangar Development – Holt reported that staff has been working with Aviation on Boyd Hall's proposed T-Hangar development. FAA is requiring a CATEX to be completed before the development can be approved. Aviation is working on that. In answer to query, Holt explained that a CATEX or Categorical Exclusion is the lowest level of an environmental assessment, and can be done in this case instead of the full-blown NEPA (National Environmental Policy Act) because there is existing development already in that area.
  - Master Plan Update – Holt reported on the email received from Sam Allen with T-O Engineers regarding the Airport Master Plan. They are almost done with the inventory and socio-economic chapters. They will send out those chapters to Holt for review when completed. They are trying to finish these up before Christmas. The forecast chapter and associated calculations have been delayed due to delays on other forecasts with the FAA. T-O will get a more information and get a revised scheduled out to Holt soon. We have had the kick-off meeting and another meeting was schedule for some time in January, 2023, but with the forecast delay, Holt is not sure when the next meeting will be held.
  - Environmental Protection Agency – SPCC Update and Progress – As previously reported, Galetka has been working on updating the airport spill prevention plan as required by the EPA. When the update is complete, Holt will have the plan reviewed by City Engineer, Jonathan Stathis. The plan needs a Professional Engineer stamp.
  - Airport Employment Opportunity – Holt reported that the airport's part-time employee has terminated his employment and left the area. There is an opening for a part-time worker. Please have anyone interested apply through the city's human resources.
  - Snow & Ice Control Committee – This item is on the agenda as a part of the airport's regulations. Holt stated that the committee meets monthly to discuss any issues with the snow and ice removal on the airport. The priority areas include the runway, the parallel taxiway and the commercial ramp. All other areas are secondary. No one had any issue to report.

- Action Items
  - Airlife Utah Sublease – Holt reported that this is an air life-flight medical program under Air Methods. Their research into the market in this area has found that the IHC life-flight is only able to get to 1 out of every 3 calls where a helicopter is needed at an accident, freeway rollover, etc., so they feel there is a need in our area. Their helicopters would come in and land on the airport runway or taxiway. The hangar they would be working out of is now owned by Matt and Danielle Steingraber. They have a lease drafted between the 2 entities, but in discussing this with the city’s legal department, we need to draft a sublease separate from the lease that was submitted to the board for review and discussion at this meeting. Holt requested that this item be tabled until the next board meeting in order to have the correct documents drawn up. The board concurred.
  - 4 Flight T-Hangar Lease Agreement – This would be the agreement for Boyd Hall’s T-Hangars. The CATEX for this lease was discussed earlier. There would be between 10-12 units. Holt is requesting that the board approve the lease subject to the CATEX being completed and approved. The lease rate would be 30¢ per square foot for the footprint of the building. There would be no charge for the remainder of the lot, but the lessee would be required to maintain the asphalt, etc. Montgomery moved, Appel seconded, and motion carried unanimously that the lease be approved subject to the CATEX being completed and approved.

#### OTHER BUSINESS

Shuler reminded everyone of the “Wreathes Across America” ceremony that will be held December 17<sup>th</sup>, 2022, at the cemetery honoring our military veterans.

Holt stated that the “Santa Flight” would be on the airfield today between the hours of 9:30 AM – 12:30 PM down by Sphere One.

As there was nothing further, meeting adjourned at 8:48 AM.