

CEDAR CITY REGIONAL AIRPORT BOARD MEETING
FEBRUARY 13, 2020

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, February 13, 2020, 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	J.J. McGuire, Sphere One Aviation
John Appel, Member	Thomas Mathew, Sphere One Aviation
Terri Hartley, Member	Casey Nelson, SkyWest
Mike Bleak, Member	Kirt McDaniel, Aviation
Mark Leavitt, Member	
Vaughn Montgomery, Member	
Nick Holt, Airport Manager	
Chris Reid, Airport Maintenance	
Tyler Galetka, Airport Operations	

ABSENT/EXCUSED:

Jyl Shuler, Member
Maria Twitchell, Member

APPROVAL OF MINUTES

Appel moved, Vaughn seconded, and motion carried unanimously that the minutes from the January 9, 2020 meeting be approved.

INFORMATIONAL ITEMS

- SkyWest –

Casey Nelson representing SkyWest reported that performance-wise the numbers have been great, but since we have had the new schedule enplanements have been down. Leavitt stated that the serious complaints about the schedule are probably coming from people up north. You can't get to Cedar City until late afternoon so there is just no reason to come. Holt stated that usually our outgoing enplanements are higher than incoming, but this month we had more people coming in than going out. Both numbers are really low, and it could be a combination of things, the schedules, car rental, advertising. Holt stated that the advertising campaign ran out and he is trying to get that going again. SkyWest still has construction going on in Salt Lake and that will continue to September, 2020. We may see this schedule until then and can try to negotiate a different schedule. We can voice our opinion, but really don't have a lot of say.

- T-O Engineers – No one was present.
- TSA – No one was present.
- BLM – No one was present.

- FBO –

Thomas Mathew and J.J. McGuire of Sphere One Aviation reported to the board that things are going well, but wished it was a little busier. It has been slow due to the weather.

On April 23, 2020 the Utah National Guard stationed in West Jordan will stop here on their way to Ford Bragg. They have been deployed to Afghanistan. There will be 24 Apache and Blackhawk helicopters coming into the Airport. McGuire does not have an exact time of their arrival but will keep in touch to let the Airport staff know the exact time.

- MSC Aerospace – No one was present.
- SUU – No one was present.
- Aviation –

Kirt McDaniel of Aviation reported to the board he has been assisting Holt on the public meeting for the Airport Runway Project. Also, the drawings for the other project scheduled for this year, rehabilitation of Taxiway A & A1, have been sent to FAA and to Holt for review. Aviation would like to get it advertised the first part of March, 2020 and have a bid opening the first part of April, 2020.

The preconstruction meeting for the Runway Project will be held the first week in March, 2020.

AIRPORT MANAGER'S REPORT

- PROJECT REPORT
 - Fence Repair

Holt reported that both the wildlife fence and Prairie Dog fence just down from the Fire Station were hit by a drunk driver. Working with the City's legal department, he received approval to have it repaired. Request for quotes were sent and we received 2 back. The job was awarded to Taylor Made Fencing. Holt expects the work to be completed next week or the following week.

- FAA Building Carpet

The FAA building carpet has been installed. The terminal building carpet has been ordered and will be installed after the start of the Runway Project, so there will be a minimum of people in the terminal.

- Terminal Building Signs

There were a few informational signs that were apparently missed, so Airport staff have replaced the WIFI signs and restroom signs. They also had a banner made to advertise the space available. Our first advertising customer, Abbey Inn, has their banner in the baggage claim area now.

- MB Broom Repairs

This is the snow removal broom. The broom head was changed out with the help of the Fleet Division crew.

- County/City Zoning Maps

Holt reported that he has had several discussions with the Cedar City Planner and the Iron County Planner and met with the Iron County Commission last week to discuss some proposed changes to the zoning adjacent to the Airport. Holt has some concerns with the proposed changes. Holt stated that the City Ordinance states:

“Land within the Approach Zone which is north of 3000 North and/or east of Northfield Road may have residential uses as long as they are no more dense than one dwelling/five acres and are located as far as practical away from the centerline extended of the runway.” Chapter 26 Article XIV-5B

Holt stated that there were also questions about regulations of the zoning. FAA does not have jurisdiction, but through our grant assurances we say that we will protect the Airport and do what we can to mitigate any issues. Holt stated that there are discrepancies with the different maps, the City Zoning Map, the proposed future zoning map and the zoning map in the Airport Master Plan. He has reached out to T-O Engineers and the City planner to try and understand these maps and the written ordinance. Apparently, the map in the Master Plan shows a less restrictive residential use than the language. It shows 2 dwellings/1 acre. Holt has discussed this with the FAA and they are comfortable with the less restrictive zoning right now, but would probably not want it to be any denser. There are five different zones at and around the Airport with different height restrictions on building. The zone under question is the Approach Zone. Half of this zone is in the City and half in the County. In this zone, the City has deemed it industrial/commercial zoning. If the County is not willing to change their zoning to industrial/commercial, the property in question is quite far from the Airport and there may not be a problem. Holt also stated that anyone who wants to build in the Airport zones has to fill out an FAA form showing the height dimensions of their proposed construction that is then sent to the FAA for approval. Holt is not sure that the County is having proposed builders fill out this form. They need to because it is required if they are going to build in the airspace zones. Holt will continue to work on this and report back to the board.

- Request for Proposals – Consulting

Holt and his staff have drafted a request for proposal for an airline consultant. He has sent it to Public Works for review and will also send it to the City Legal Department for review before sending it out. The Airport was awarded a \$25,000 grant from Iron County to hire a consultant to assist in tracking our enplanements – where people are coming from and going to, to help us better utilize our advertising funding and try and increase our enplanements. The person will also work to try and get additional flights at the airport.

- Cherry Creek Radio Advertisement Campaign

Holt reported that he partnered with several other City Departments for advertising spots on Cherry Creek Radio. They will give us multiple spots throughout the year, probably at least every other month. During construction, our ad will give community updates on the Runway Project, and as completion of the project get closer, it will advertise the flight schedule. The Airport still has advertising funds in the budget, and it is contemplated that it will be used for more digital advertising to reach out to people outside of the community. The digital advertising can also give us hard data as to how many people are reading the ads.

- VOR Approach Letter

Holt reported he sent off the letter to the FAA about the importance of the VOR approach to the Airport. He received confirmation they received the letter but is still awaiting a decision.

- Taxiway Alpha Crack Sealing

Holt has scheduled the City's blanket contractor to come Tuesday to finish the remainder of the crack sealing on Taxiway Alpha.

- AIP-36 Grant – Taxiway A/A-1 Intersection

This project will include work on the Taxiway A & A-1 intersection, a seal coat on the helipad and repayment to the FBO for their purchase of the rotating beacon. In discussing this project with Aviation, it is hoped that we can schedule the work on the Taxiway intersection to coincide with the work on the Crosswind Runway, 8/26. This should be around the end of July 2020. We have not received the funding yet, but FAA has approved the scope of work and is reviewing the bid documents.

- 2020 RUNWAY PROJECT

- Force Account Work

Holt reminded the board that the force account work being done by the City Street Division is the City's match portion for the FAA grant. The work is being done on the north end of the Airport just outside of the fence area. We are well on our way to reaching the \$800,000 required local match with the amount at over \$300,000 to date. Holt expressed confidence that we will be able to reach our match goal.

- MALSR Lights

Another portion of the Runway Project is the MALSR lights. Initially, FAA was requiring that this portion of the project had to be done by them, but after looking at the threshold lights and the concrete bases needed in the area that our contractor would be working, FAA agreed to issue a change order and allow our contractor to do the work. It will save us about \$90,000 on the cost of the project.

- Public Runway Project Meeting

Holt reported that they held a community meeting for pilots and anyone who had an interest in the Runway Project. They talked about the phases of the project, what portions of the runway would be closed during each phase and the operation of the Airport during the project.

- SUU Standard Operating Procedure During Construction

Holt reported that a meeting with SUU's Flight School is scheduled for April, 4, 2020 to go over everything to do with the Runway Project and what changes they will need to make during the project. Radio communication will be of major importance to all pilots.

- Sign & Marking Plan Amendment Submitted

The Airport will be getting all new airfield signs and lighting under the Runway Project. We have a sign and marking plan in the Airport Certification Manual. The plan under the project has been sent off to the 139 Inspector for review to make sure there are no issues with the amendments and changes before the signs are installed.

- Airport Website – Construction Page

Holt reported that a Runway construction page has been created under the Airport portion of the City website where updates on the construction will be posted. He stated that anyone who receives questions on the project can direct people to the website.

- SNOW & ICE CONTROL PLAN

Holt reported that the Airport staff has been doing snow removal on the Airport, including the runways, taxiways, etc. Also, the Street Division has been clearing the Airport parking areas. Nelson with SkyWest stated that the parking areas have been very well cleared for the morning passengers. No one had any concerns with ice and snow removal at the Airport.

OTHER BUSINESS

Leavitt asked if Holt had found out anything on the old terminal parking area. Holt reported that portions of it are owned by the City, and portions have been leased back to airport tenants. The FY 2021 budgets are being assembled and Holt has put into the Airport Capital Budget a request for funding to maintain this portion of asphalt.

As there was nothing further, meeting adjourned at 8:50 AM.