

CEDAR CITY REGIONAL AIRPORT BOARD MEETING
MARCH 19, 2020

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, March 19, 2020 at 8:00 AM in the Cedar City Regional Airport Conference Room located at 2560 West Aviation Way, Cedar City, Utah.

PRESENT:

Jyl Shuler, Member	J.J. McGuire, Sphere One Aviation
Maria Twitchell, Member	Glenn Deitz, BLM
John Appel, Member	Rich Cannon, SUU
Burt Poulsen, Chairman – Phone In	Blaine Nay, Citizen
Terri Hartley, Member – Phone In	
Nick Holt, Airport Manager	
Chris Reid, Airport Maintenance	
Kathy Dahl, Executive Secretary	

ABSENT/EXCUSED:

Vaughn Montgomery
Mike Bleak
Mark Leavitt

The board members designated Shuler as the Chairman pro-tem to conduct the meeting as Poulsen was on phone-in status.

APPROVAL OF MINUTES

Appel moved, Twitchell seconded, and motion carried unanimously that the minutes from the February 13, 2020 meeting be approved.

INFORMATIONAL ITEMS

- SkyWest – No one was present.
 - SkyWest Enplanements – February, 2019 = 1,134 February, 2020 = 925
- T-O Engineers – No one was present.
- TSA – No one was present.
- BLM –

Glenn Deitz of the BLM reported to the board they have been training and preparing for the upcoming fire season. Unfortunately, with the COVID-19 outbreak, nationally, regionally and locally, they have held a lot of their meetings virtually. The BLM and Forest Service have emergency pandemic plans in place if needed. They do have the capability of setting up incident management teams also if there is a need.

The BLM have some helicopter flights going on in the west desert near Dugway and also some next week east of Cedar City and moving north to the Nevada border to conduct wild horse and burro census.

Deitz reported they still have a plan in place for a temporary air tanker base in St. George but have not yet received final approval or funding. In the meantime, they still have the capability of running helicopter base operations out of the air center here at the Airport. Deitz will remain here in this office unless there is a need to him to go to the Arizona strip or to Richfield.

Holt reported that the BLM did some crack seal on their leased asphalt area.

- FBO –

J.J. McGuire reported that things are slow with the runway shut down, with the exception of SUU who are still flying when weather permit. The shutdown has cut down on a lot of bigger aircraft coming into the Airport.

McGuire reported that the smoke jumpers will still be based out of Cedar City this year. Their aircraft will be able to use the open part of the runway. The National Guard unit scheduled to stop here on their way to Fort Bragg have been put on a 60-day hold due to the COVID-19 outbreak. They will keep her posted on their schedule. Scott Upton and the Colonel from this unit will be here on April 16, 2020 to check some things at the Airport. If possible, Mike Mower from SUU would like to visit with them while they are here.

Shuler asked if it would be possible to get an advanced notice of the unit's timetable to possibly let the local people know they are flying in so they could come out to the Airport fence and see the helicopters. She felt it would be a good publicity for the Airport during the runway shutdown. Twitchell felt it would also be good for people to know why they are here – that it is not an emergency situation. It could be posted on the Airport's Facebook page, the City's Facebook page and also the Travel Council's page. McGuire said she would check to see if they would be amenable to this and let everyone know.

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

Rich Cannon reported with the Airport a few days into the runway shut down, SUU has not yet had a full day of flying because of the weather, but there has not been any issues so far. He reported that they are the only portion of the university that is still allowing face to face instruction. They are taking steps to make sure they can continue that. They are testing everyone who comes in and also doing extensive cleaning of all aircraft and the hangar space throughout the day. They are hoping to remain open and operating through the whole COVID-19 situation. The A&P Program is also still running. All classes are online, but flight instruction is still one on one. The program only has 3-4 students right now.

- JVIATION – No one was present.

Holt reported that Kirt McDaniel of Jviation received national recognition as Engineer of the Year.

Appel reported that as some people here know, there is a Civil Air Patrol squadron and hangar on the Airport. In the last 8 years it has been what is known as a cadet squadron with youth between 12-21 receiving education in preparation for leadership. Right now, they currently have 40 cadets in their program. Years ago, the Civil Air Patrol was both search and rescue and also a law enforcement support aviation unit. So far, 3 pilots, including Appel, have joined the Air Patrol and are going to turn it back into a composite squadron to include search and rescue. They hope to have a Turbo 182 here in about a week and start training.

AIRPORT MANAGER'S REPORT

- Project Reports
 - Terminal Building Carpet

Holt reported that Reid met with the installer yesterday. Furniture will be moved today, and they will be installing the carpet tomorrow.

- Request for Proposal – Consulting

Holt reported that the funding for this will come from a grant the Airport received from the Iron County Tourism Bureau. Given how the public situation is right now, Holt would like to table any action on this for the time being. The proposal has been approved by the City Legal Department and is approved to be sent out when we are comfortable in doing so.

- Cherry Creek Radio Advertisement Campaign

Holt reported that the Airport has partnered with a couple of other City departments to have a charter position with the radio station for advertising. The Airport should have an ad running this month which will include information about the runway project, and when the Airport will reopen. This is one way we are trying to keep the public informed concerning the construction. Another thing the Airport staff is doing is creating a Facebook page to post information about the Airport and the construction project.

Shuler asked if the staff could post signs on the doors stating the Airport is closed for runway construction and when it will reopen.

In conjunction with the Airport closure, Holt stated that the car rentals are still open and scheduling leases. Holt stated he talked with both company's owners and they will try and fix the problems and issues there have been in the past. They will try and make it better for customers to get car rentals.

- Runway Project
 - Runway Project Work

Holt reported that the contractor, Sunroc, has started work on the south end of the runway. They have been milling up the asphalt. They were able to get the lights left on for the section of the runway that is open and have disabled the lights in the construction area and are starting to remove them. So far, there have been no issues and they are on schedule.

- Force Account Work

Holt reported that with the amount of work the City's Street Division has put in, we have met our in-kind match of \$800,000.00 and will be able to utilize the entire amount of the federal grant funds for the runway project. There is still a little work that needs to be done for the present time, but that should be completed in the next week or two, and there will be some finish-up work at the end of the project.

- Fixed-Wing Aircraft Pattern

Holt stated that he has received questions about aircraft taking off on the shortened runway. He has been thinking about this over the past several days. He stated that we have the approach plates for instrument approaches and have built the displaced threshold, so we have distance between the construction area. Climbing distance is available and pilots can climb to 6,100 before turning in the crosswind runway. The pilots in the meeting agreed that the safest thing would be to overfly while building speed and altitude and 6,100 is a good altitude before turning.

- SUU Standard Operating Procedures During Construction

Holt stated that SUU has created an SOP for each phase of flight during construction. The Airport staff has reviewed it and accepts what they are proposing.

- Capital Improvement Plan

Holt reported that they met with the State Aeronautic Agency and FAA last week and went over the 5-year capital improvement plan.

- 2020

- ❖ Rehabilitation of Taxiway Alpha and Alpha-1 intersection. The grant for this has been sent off and is being reviewed. We do not have the funding awarded yet, but FAA is planning on the project, so we anticipate receiving the funding. To try and limit tying up this area twice, we are trying to schedule this work in conjunction with the work on the east side of the crosswind runway, so the intersection will only be affected once.
- ❖ Rehabilitation of the helipad. This will be a seal coat and fresh paint.
- ❖ Payment of the relocated beacon. The beacon was relocated a few years ago and that was paid for by the FBO. We are asking to be reimbursed for this to repay the FBO.

- 2021
 - ❖ Additional snow removal broom. It would be helpful to have 2 broom trucks when we start removing a 1/2 inch of snow when it covers the runway striping. That little amount of snow is best removed by a broom and it would be good to have 2 brooms working to get it cleaned in the time frame imposed by the FAA.
- 2022
 - ❖ Rehabilitation of Taxiway Delta with a seal coat.
 - ❖ Update the Airport Layout Plan. The City and Iron County have been making changes for a few years and when everything is said and done, we will be ready to update the Airport Layout Plan. During the runway project, all the taxiways will be renamed. What is on the list now is how they are currently named, but at the conclusion of the project, the names will be changed.
- 2023
 - ❖ East Apron Rehabilitation. Holt reported that he is not sure if we are going to receive full funding for this project. It is anticipated that it will cost about \$5.5 million.
- 2024
 - ❖ New AARF truck. The present fire fighting truck is a 2004 and we are looking at replacing it in 2024 when it is 20 years old.

- Snow and Ice Control Plan

Holt stated that we are continuing to post NOTAMS and make sure that the Airport staff is watching the weather. In response to Holt's question, there were no comments or concerns from those present. All felt the Airport staff is doing an excellent job of snow removal.

- Action Items

- Brian Schultz Lease Agreement

Holt reported that Mr. Schultz owns a couple of planes and he is also the designated examiner for FAA and does check rides for fixed wing pilots. He has put down a deposit to start the lease for the property across from Clayton Cheney. This is a typical lease of 20 years with 5 5-year renewal periods. Cannon from SUU stated that they are looking forward to having this individual here. He can dramatically assist their fixed wing program. Holt also stated that he would be able to do the bi-annual reviews for other pilots. Appel moved, Twitchell seconded and motion carried unanimously that the board recommend to the City Council that they approve this lease.

➤ SUU Aviation Lease Agreement

This is a raw land lease for land up in the keyhole behind the brick building SUU currently uses for simulator training and will be transitioning into their maintenance program. There is no pavement on this property, and they have agreed to clean it up and put down gravel. There will be aircraft fuselages housed there for the students to work on. This will support their aviation maintenance program and allow the students to do training on different types of aircraft. There will be no permanent structures built, but SUU is proposing to put a container on the property that will be removable. McGuire pointed out that this is the area the FBO uses for disposing of their lab services, and this is also the area they use to park their fuel trucks. Holt stated that we can figure out a different area for parking the fuel trucks. When the FBO gets their new hangar built, they will park the fuel trucks behind it. This could be a temporary situation for SUU as they are planning to build a building to house all their aviation program. It would be a large facility not at this location. Because it could be temporary, SUU has asked that the lease be written on a year-to-year basis. Holt discussed this with the City's legal counsel, and he agreed to this by putting a clause in the lease stating that it could be terminated with a 30-day notice. Holt stated that from the Airport's perspective, if this causes issues with the storm water prevention plan or anything else, the 30-day clause would allow us and/or SUU to exit the lease. The City attorney also put in a clause that SUU must install a catch basin for any oil, fuels or liquids. Appel moved, Poulsen seconded and motion carried unanimously that the board recommend to the City Council that this lease be approved.

In other business, in response to query, Cannon of SUU stated that they have not put anything in place for student parking yet. Part of their 5-year program for their building would be to also have a substantial parking area.

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