

CEDAR CITY REGIONAL AIRPORT BOARD MEETING  
JANUARY 12, 2023

A regular meeting of the Cedar city Regional Airport Board was held on Thursday, January 12, 2023, 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	Mike Bryant, Airports Ops
Terri Hartley, Member	Blaine Nay - Pilot
John Appel, Member	Tom McLeary – Dept of Agr.
Mike Bleak, Member	Chris Reid – Airport Maintenance
Mark Leavitt, Member	Robbie Paul - SUU
Ryan Marshall, Public Works Director	Kirk Willingham – Airport Ops
Nick Holt, Airport Manager	Ron Caldwell – Pilot/Owner
Tyler Galetka, Airport Operations	
Anna Hernandez, Public Works Executive Assistant	

ZOOM (Air Methods)

Jeremy McAllister-T-O Engineer	Mike Jenkins-Area Mgr.
Blaine Gemitt-Regional Aviation Mgr.	Corey Ellis-Area Mgr.
Joel Henley-Regional Aviation Dir.	

ABSENT/EXCUSED:

Maria Twitchell, Member

Introduction of the board and new member Anna Hernandez.

APPROVAL OF MINUTES

J. Appel motioned to approve, J. Shuler seconded, and motion carried unanimously that the minutes from the December 8, 2022, meeting be approved.

INFORMATIONAL ITEMS

- SkyWest – N. Holt reported the numbers are a bit lower this month, they continue to meet their essential air service. The schedules keep changing on a monthly basis to the point they have removed it off the City’s website of what the flight times are and just referring people to the SkyWest website. It’s a lot of work to try to maintain the website and keep up with all the changes. Currently flights are 1:00 p.m., 1:30 p.m. and 7:00 p.m.

Total Enplanements for 2022 are 11,452. The In-bound traffic was at 11,500 slightly higher on the in-bound traffic than the out-bound traffic. The Enplanements are the outbound traffic.

- T-O Engineers (Andurra) - J. McAllister stated T-O has been working on draft chapters for the master plan on the first couple of chapters, which entails of existing conditions, inventory, and socio-economic factors. It is coming along and with that they are working on the forecast as well. They plan to have the first few draft chapters distributed to all the appropriate stakeholders. They are planning to do some committee meetings. There are 2 committees: Technical Advisory Committee and a Community Advisory Committee. Meetings will be scheduled toward the end of January with a public meeting shortly thereafter.

The forecast will be sent to FAA to review the mythology, to make sure they agree with the forecast. Then they will wait for the FAA to approve the forecast before they move to the chapter. All the decisions made after the forecast are based off meeting the traffic needs that were anticipated through the forecast. A lot of data collection goes into that with a lot of number crunching, they are hoping to have a rough forecast completed to those committees in the meeting. The first 4 chapters are moving along. They should have some meetings towards the end of the month with the public meeting in early February. There are no specific dates yet.

- TSA – No representation.
- BLM – No representation
- FBO – No representation.
- MSC Aerospace – No representation
- SUU – J. Shuler inquired about open enrollment on mechanical end, the recruitment, students and waiting lists.  
R. Paul mentioned open enrollment for maintenance program has currently 60 active students in the program. They just had their biggest cohort of 25 new students come in for this semester, it will probably be lower in the summer but fall their projecting somewhere in the 80's new student range.  
Currently with their new facility with what they have will probably cap out at 250 in about a year and a half from now. The Fix wing they are right around 130 students right now, helicopter 210 students in the program.

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- Aviation – K. McDaniel reported to the board that the Broom project that was purchased last year that their putting in the final report this month. It was a bit delayed due to problems with warranty issues, but now has been resolved. That will be submitted this month with the FAA to close that project out.

They are working with N. Holt on the AIP 046 project, that's the project for this year. Seal coat and crack seal will go out today for the spring.

Another project they are working on with N. Holt is the fencing re-location staff terminal. With both of those projects they will be putting scopes together and send them out for review. With putting together a scope meeting schedule for the Terminal Expansion project as well.

- USDA – No updates.

AIRPORT MANAGER'S REPORT

- Project Report
  - Equipment maintenance – Snow season they have had more snow removal than past years. With that comes some equipment maintenance and breakdowns. The tractor 3. hitch arms broke and repaired those. The dump truck plow replaced the ram the arm broke on it and had to be welded back.

The new sweeper had another hydraulic leak, Kirt mentioned he's been working with them and extended the warranty for another full year from the last break down. Will need to report this last break down to let them know they're still having issues with the hydraulic lines breaking.

Also, replaced the brushes on the old sweeper. There was quite a bit of hands on work with equipment lately.

- Terminal Welcome Sign – N. Holt wanted to Thank M. Twitchell of Iron County for providing the sign. It is a great addition to the terminal and welcomes people to the area. With the sign, Holt will need to provide power behind it, it has a light that is going to be back lit.

- Terminal Baggage Area Update – The terminal baggage is at the ticketing counter; they have ordered a new rollup door for the face of that. TSA has been pinching their fingers the way its set up, they cannot get in front of it to open the doors so they are having to stand on the side. They did receive the new door, now they need time to schedule to install it.
- AIP-47 Fence Project Scope meeting – Last week met with Aviation & FAA on the fence. They have a fence that exists now the perimeter fence just south of the terminal that runs down to 56 approximately 2 feet onto other people's property. They will be working with FAA to fund that project to relocate the fence onto airport property.
- Letter recognizing SkyWest's 50th anniversary – Board member J. Shuler wrote a letter recognizing SkyWest for their 50th anniversary. Appreciation goes out to Shuler for stepping in and helping with writing the letter.
- FAA Annual Inspection – The annual inspection is up for certification, which is scheduled for February 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup>. The airport ops team are out making sure everything is in place for the inspection.
- Snow and Ice Control Committee – During snow season it is written in the control plan that they have to bring up snow and ice control measures in the plan and discuss that in these meetings. They are constantly reviewing the plan and trying to follow it. The plan requires to remove snow off the runway within 30 minutes, that is why they have acquired another snow broom. Depending on the snowstorm it is still difficult to meet those requirements. With the extra snow broom, it does help.

The committee consists of the Airport Ops team, stakeholders on the airport SkyWest, SUU maintenance facility and the FBO. Open invitation for those who would want to attend.

- Action Items:
  - Leases – N. Holt mentioned that there are a couple of leases they are working on like the Western Rock Gravel Pit lease. It is up for renewal; the rates are being negotiated. Holt plans to enter another 5-year term with them on that agreement. At the point the pit will be close to being mined out. They have to look at what they are going to

do in the future to recap some of those revenues that they are receiving.

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The current lease is written in tonnage, so they have to convert yards to tonnage. Holt may look at changing that to go off of yards because the pits are surveyed and that is how they determine how much was removed. It would be easier to calculate and more accurate if they went off of the yardage.

- The BLM landing fee agreement is up for renewal. Airport is looking at raising those rates to current rates. They have done a market study, currently they are using Boise and Twin Falls numbers to adjust those rates. Holt is hoping to have that negotiated by the end of the week to take that through City Council next week.

They charge per thousand pounds, airports charges a flat rate on the fee schedule. A single engine air tanker is \$20, for the large air tankers its \$75 and for the very large air tankers anything over 100,000 airport is charging \$100. Holt is proposing to raise that to \$50 for single engine air tankers, roughly \$150 and then \$200 for the larger air tankers and those are based off of the \$1.65 at Boise per 1000 pounds and at Twin Falls \$1.61. Running the numbers off the aircraft that their running and those weights will be discounted airports large air tankers slightly.

Boise is charging \$255 for a large air tanker, for a single engine air tanker \$26. Airport is asking \$50, offsetting discounting the large aircraft to incentivized them to still bring them here. Airport is making more money off the fuel than they do off of landing fees. The smaller aircraft do not make as much off the fuel. Holt tries to adjust it to where they have a premium on the single engine airtanker and discount the large air tankers. They are still negotiating those prices to see what it adds up to be.

The agreement has been year to year, they would like to sign a 4-year agreement.

- TSA's lease is up for renewal for their office space and SkyWest will be in a couple of months.
- Air Methods Sublease – The disclosure Airport is still working on negotiating with Air Methods. They came back to airport with some changes in their agreements. The city council has the city attorney working on some other matters. He will not be able to get to those

agreements until the end of the month. Air Methods is wanting to start operating by February.

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The proposal to the board is the standard agreements. If the board is willing to sign those then they can move forward, otherwise their operations will be delayed because Airport will not be ready by February if the board is not ready to sign the standard agreements. The proposal is to allow the city and Airport to enter the agreement to sub-lease Matt & Danielle Steingrabber's property, that will allow them to enter into a lease agreement with Air Methods.

- SASO Agreements - The second action item is the SASO agreement which is a specialized operating agreement for all businesses operating on the airfield. It would be like an operating business license.

T. Hartley asked if they are the standard agreements attached to the agenda. Holt stated the sub-lease is with Matt & Danielle Steingrabber. Air Methods made some changes to that because it does not fit the lease agreement that they are wanting to enter with the Steingrabbers. The board would need to make sure the two lease agreements are consistent with each other. That is why it is taking more time to review them and to ensure that it is done right.

T. Hartley stated that in the sub-lease agreement, it says they will not do anything different without consent of the Lessee. On the SASO it says they will not do anything different on the premises without the consent of the Lessor (the city). There was a question about a conflict. The sub-lease states it goes to the owners of the premises, but SASO states they have to go to the city if they want to change their use. Holt made a motion for both to be consistent.

Holt mentioned that Air Methods is an air ambulance to service Cedar City. They are bringing in 1 helicopter and a crew that will rotate. It is the same company that operates out of Mesquite call Mercy Air operating under a different branch.

C. Ellis of Air Methods mentioned they will fall under the name Airlines Utah. They are running a AS350, they have one aircraft in Ogden and one in Orem and this will be their third aircraft. They are an independent company where they do not have any contracts, they are called a CBS (Community Based Service). They are here for the community, they drop off and take to any

hospital facility. They have one nurse, one paramedic and one pilot doing 12 hour shifts then rotate. Their commission will be 48-hour shifts, so they will be there 48 hours then rotate on to new clinicians every 48 hours.

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Their Headquarters is in Denver, Colorado. They operate 350 bases across the country, just about in every state. They started back in the 80s with one operating base out of Colorado and it has grown from there. At this base they will have 2 maintenance team members to support as well. Air Methods operates a fleet of Fixed wing as well as Rotor aircraft.

Air Methods also owns and operates United Roto craft, which designs and develops parts and retro fits aircraft for other people like Cal Fire helicopters as well as tourism out of Hawaii (Blue Hawaiian). They are high level overview, their primary operation is air medical.

The community base is not tied to any hospital, it is owned and operated by Air Methods.

Holt mentioned they will be staying in the hanger while on duty. If not on duty it is not permitted. It will be a permanent base with permanent employees. Air Methods will have employees come in and will be licensed and have certifications for Utah and Nevada to pick up. Airport safety classes will be provided so they are aware of where to go and not to go.

M. Bleak stated he was familiar with them. They are great to their employees and their quality and service will be an asset to Cedar locally.

T. Hartley made a motion to approve the subject sub-lease agreement page 1 section 1 to note the "Lessor needs to give permission for other uses" to correspond with the SASO agreement page 1 article 1.

M. Bleak has seconded the motion to approve both, and all are in favor.

One other discussion Holt brought up, because Air Methods will respond to remote areas. They would like to have a trailer that has fuel on it so that they can take out to those remote areas to fuel and get back. Similar to the airports FBO with the fuel trucks. They would have to find a place that meets FAA requirements where they cannot be within 50 feet of a building 10 feet

above any other vehicles. They are required to have a double wall tanks so that there is added protection and work with the fire marshal to ensure that they have agreed to buy fuel from the FBO when they are here on the airfield and to fuel their trailer to take out to remote locations.

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J. Shuler inquired about any update on the National Guard on their timeline finalizing anything.

Holt stated they are in a holding pattern due to changes to management which has delayed them. The understanding they still want to come, they are still working with FBO to build out the hanger and have a place.

J. Shuler questioned the second hanger behind the new hanger.

Holt mentioned that they still have plans to build that out for them. They are waiting to figure out what office spaces need to be inside the hanger and if it needs a hoist to work on their equipment inside the hanger. They are waiting on the Guard to make those decisions so they can get it to the architecture and get the building designed for them and how they need it.

As there was nothing further, the meeting adjourned at 8:34 AM.