

CEDAR CITY REGIONAL AIRPORT BOARD MEETING
MAY 9, 2019

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, May 9, 2019 at 8:00 AM in the Cedar City Regional Airport Conference Room located at 2560 West Aviation Way, Cedar City, Utah.

PRESENT:

Jyl Shuler, Chairperson	Kirt McDaniel, Aviation
John Appel, Member	Glenn Dietz, BLM
Bill McVay, Member	J.J. McGuire, Sphere One
Burt Poulsen, Member	Blaine Nay, Citizen
Terri Hartley, Member	Courtney Christenson, BLM
Ryan Marshall, Public Works Director	Clint Coates, U.S. Forest Service
Nick Holt, Airport Manager	David Dykes, SUU
Tyler Galetka, Airport Staff	
Chris Reid, Airport Staff	
Tyler Romeril, City Attorney	
Kathy Lynn Dahl, Executive Secretary	

Shuler welcomed everyone.

APPROVAL OF MINUTES

Hartley moved, McVay seconded, and motion carried unanimously that the minutes from the April 11, 2019 meeting be approved.

INFORMATIONAL ITEMS

- SkyWest – No one was present. SkyWest enplanements for April 2019 = 1,244.
- T-O Engineers – No one was present.
- TSA – No one was present.
- BLM –

Glenn Dietz from the BLM reported to the board that at the present, we are not in fire danger yet, but with all the wet weather, there is a bumper-crop of fuel. They are doing everything they can to have their aviation assets ready. Down on the Arizona strip the fire danger is a little higher and they have a couple of fires in the wilderness area right now. The air attack platform and a couple of planes will be coming in on June 3, 2019 and the retardant contract starts May 15, 2019. The Forest Service has had the sky crane on contract since May 1, 2019. It is here and available.

BLM has not yet filled the permanent position of the Air Tanker Base Manager. Courtney Christensen is the Assistant Tank Base Manager.

- FBO –

J.J. McGuire reported that they are getting ready for the St. George shutdown at the end of May, 2019. They expect to see an influx of people the week before the shutdown. They are making and putting up signs to help Airport Operations with parking and tiedowns. The board requested that 8-10 tiedown spaces be left open for transient pilots and these will be the spaces closest to the FBO and the fuel pumps. There have been 16-17 spaces presold to date. There will also be signs informing all pilots that they will be required to check in with the FBO prior to tying down. McGuire reported that the hangar owned by Scott Johnson will be available for 3 planes. Johnson will be sending a letter to the Airport regarding this, stating that the FBO will manage the hangar for him.

The FBO staff will be doing some 139 training with the Airport Operations staff so they can assist with the late-night runway inspections. With the FBO contract with SkyWest they will always be on the airfield when they come in. So, for the 11:15 PM flight and the 9:00 on Saturday the FBO will do the runway inspections. Holt stated that this is something that is done in other airports, particularly Price and Moab. The Airport staff will do some official training and there will be documentation of the training for FAA. The FBO as well as the Airport keeps logs and the FBO logs and daily reports are part of the FAA 139 inspections. Marshall also stated that the FAA considers the FBO as an extension of the airport staff because of their operations and contract with the Airport.

McGuire also reported that she has set up some security cameras on the north side of their new hangar so they can see the tanker base and any aircraft coming to park in the transient tiedown area.

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

David Dykes from SUU reported that SUU is moving forward with their 147 A & P (Airframe and Powerplant) Mechanic Program. They have acquired the hangar previously owned by Colonel Matheson to house the static aircraft for that program. They anticipate having the first students in this new program for Spring semester. The 147 Program will start with a cohort of 25 students, then add an additional cohort of 25 students each semester. They will have to get approval for the additional students but anticipate they will have 500 students in the next 3 years. This is a 4-semester program. The minimum qualifications are a high school diploma, with military conversion available for veterans who have worked on aircraft in the military. This program will have zero effect on the Airport and most of the classroom instruction will be at Southwest Tech.

Shuler asked about future parking plans for the flight school. Dykes stated that SUU has a cooperative agreement with one of the businesses on Aviation Way, plus students are parking not only on the street, but most of the A & P students will be parking outside the FBO. SUU doesn't feel the new A & P Program will add to parking problems on Aviation Way.

McVay expressed concern when SUU's program is at full capacity, citing issues encountered with the former flight school being consistently out of compliance with agreements and arrangements for flight patterns and maximum number of aircraft in a pattern at any one time. Local and other GA pilots don't really know what the arrangements are with SUU and the Airport. Marshall pointed out that there are printed publications put out by SUU outlining their training areas and radio procedures, and SUU has held several town meetings to try and better educate the community and local pilots. He feels they have been very cooperative. McVay commended SUU and pointed out that SUU instructors and pilots are very accommodating to incoming traffic but would like to see some kind of venue or opportunity to communicate to local pilots some of the standard operations for SUU flight training, especially for rotocraft, including training patterns, approach and departure patterns and radio procedures. Holt suggested putting together a planning meeting with himself, SUU and McVay to put together some type of interactive, instructive meeting, possibly quarterly, to keep local pilots and anyone who would like to attend, informed of the training here at the Airport. McVay felt this would be a good move considering all the St. George Airport users that will be here during the construction. Galetka informed the Board that the Airport staff is building a Facebook page that could also contain some of this information in a simplified form that could be easier to understand than the NOTAMs. There are also maps of the training areas and frequency call signs available from SUU and Sphere One.

- Aviation –

Kirt McDaniel from Aviation reported that his firm has been working with Holt and Marshall on updating the Airport's PFC (Passenger Facility Charge) application. That application was submitted to the FAA and has been approved, so the Airport will continue to collect these fees on all passengers flying out of the Airport. This money is used to reimburse the City for projects at the Airport that deal with the runway, taxiway, terminal, snow removal, etc., anything that can be attributed to use by the commercial flights. Projects must be submitted to and approved by the FAA. The PFC charge is \$4.50 per passenger based on paid departures from Cedar City.

McDaniel stated that right now we are just waiting for the grant to be awarded by FAA for the Runway Project. Marshall stated that there were a few changes to the initial design which is going through a small environmental assessment. That assessment should be done within the next 30 days. Once that is approved, FAA will release the grant funding and we will be able to start the force account work. The City is obligated to pay 5% matching funds for the Runway Project and FAA is allowing us to do it with sweat equity. The City's Street Division will be doing a lot of work at the Bauer Pond area. The fence is not in compliance and has to be moved out to put it in compliance. The Street crews will be doing the earth work to move the fence over and the City will get credit for the work which will account for our portion of the matching funds for the Runway Project. Marshall stated that this is the large wildlife fence and there will be a Prairie Dog fence installed in this same area as part of the Runway Project.

AIRPORT MANAGER'S REPORT

Holt introduced Tyler Galetka, our new Airport Operations Specialist.

- PROJECTS REPORT

Holt reported to the Board on the following projects:

- Tiedowns

There are 5 tiedown hooks that are broken. They were core-drilled yesterday, and Airport staff will get them recemented in before the middle of next week. Along with that, we are planning to do some seal coating up in the keyhole and on a portion of the East Ramp. The keyhole doesn't qualify for FAA funding and we don't expect FAA funding for the East Ramp for at least 3 years, so we are going to use the remainder of our asphalt budget to get as much done this year as possible. We will use GSB-88, which is approved by the FAA, and the Street Division will put it down. We can probably do about 1/3 of the East Ramp and would like to have it done within the next couple of weeks before we get the St. George traffic. Once that is done, Straight Stripe will come in and restripe the lines on the East Ramp and Taxiway Bravo.

- Sidewalk

We have been talking about putting a sidewalk between the south Airport parking lot and the overflow parking area. We had Schmidt Construction come in and under the Exchange of Services Agreement between them and the Airport, they took down the fence, put up a temporary fence and poured the sidewalk, placing conduit underneath for any future needs.

- Lighting in Overflow Area

Holt reported Airport staff is still working on lighting for the overflow area, trying to determine the best option within our budget. They have looked at portable light plants and also the possibility of putting up temporary poles. Holt has contacted Rocky Mountain Power and is working with them to see if they will require a meter. If not, putting in temporary poles is something staff can do.

- o Furniture –

We received delivery of the tall chairs that will be placed next to the windows and 4 couches for the terminal area. We are still waiting for the smaller tables for the concession area. There will also be a flat screen TV installed that will rotate advertisements for Iron County. Holt expressed thanks to Iron County, especially Maria Twitchell for funding this and ordering the furniture. Holt is also working with the City and SUU on the 4 cases in the terminal building. The City has agreed to allow SUU 2 of the cases with one of those set aside for the Shakespeare Festival. The other 2 the City will use.

- o Spring Clean-up Letters

Blanket clean-up letters were sent to all tenants on the airfield, giving them 30 days to clean up their areas. A roll-off dumpster has been placed next to the T-hangars. The Airport staff is also working on cleaning up our areas and will also start mowing.

- BLM – Type One Helipad Addition

Clint Coates of the U.S. Forest Service reported to the Board on the Helipad Project. The helipad will be constructed south of the FBO fuel farm. It will consist of a concrete pad and aggregate gravel to help cut down on the rotor wash. It will accommodate a Type I helicopter, the largest one used by the Forest Service or BLM in this area. It will also benefit the Airport as it will free up parking across from the FBO. In the construction, they hope to leave a majority of the native vegetation to also help with dust. There is about \$75,000 available for the construction and the bids for the concrete, asphalt and road will amount to about \$60,000, leaving the remainder for gravel to be taken out as far as possible. The construction site is within the current BLM property lease, so no new approvals are needed from the Board. An environmental assessment has already been done. The wildlife biologist still needs to come and do an assessment for Prairie Dogs. The pad will be about 300 feet south of the FBO fuel farm and about 200-300 feet from the existing roadway. It should be far enough from the road to mitigate any issues with dust. In regard to the starting date of the project, it is in the contracting phase. The next step will be out for bid, then a contractor will be awarded the project. Coates did not believe it would be usable this summer. It is considered a helipad which limits aircraft parking to Forest Service and BLM and anyone with these agency's permission to park there. A heliport is open to anyone, first come, first served. Holt stated that this has already been through the Board several years ago and was approved, so no action is needed by this Board.

- SUU – Request for Hangar Lease at 2261 West Kitty Hawk Drive

Holt reported that we have received a letter from Colonel Matheson requesting that we terminate his hangar property lease. SUU has acquired this hangar and the Board needs to approve a new lease for this property. The new lease will be at the current rate approved through the City Council of 30¢ per square foot for 20 years with 5 5-year renewal periods. Appel moved, Poulsen seconded and motion carried unanimously

that the Board approve the termination of the Matheson lease and approve a new lease for this property between the Airport and SUU at 30¢ per square foot for 20 years with the additional 5 5-year renewal period.

- Amendments to Airport Rules & Regulations

Holt stated that staff has noticed there are a few changes that need to be made to our Airport Rules & Regulations to keep us current and up-do-date on airport standards. The Board asked Holt to send out information in conjunction with the minutes and agenda so it can be reviewed prior to the meeting, such as these proposed changes to the rules and regulations, new leases, etc. Holt will get this information to Dahl who will attach it and send it out with the minutes and agenda for the Board's review prior to the meetings.

The Rules & Regulations Amendments item has been postponed until the next meeting. The information will be sent to the Board for review, though Holt went over the proposed changes.

- Construction requirements for following the International Building Code relative to fire protection.
- Leases of City-owned property – tying the lease to a specific person dba as....
- 90-day notification of special events on the Airport. Whenever we have commercial service arriving at the Airport our commercial ramp is considered a secured ramp. We have a security plan in place, and this is a required change that will require us to inform TSA of the event if it is happening when the commercial flight is at the Airport. The planners of the event will have to get approval from the Airport Manager who will then decide if the event will be taking place during the time the commercial flight is at the Airport and TSA will need to be informed of the event.
- There are also some changes that need to be made to the section on the FBO including providing oxygen, a hangar space for a jet, number of planes they are required to have.

- Domed Hangar Lease

City Attorney, Tyler Romeril, met with Board to discuss the City-owned domed hangar. The original lease was done 20 years ago on a standard land lease agreement for a 20-year period with 5 5-year lease options at \$214.89 per month. Last year the City started eviction proceedings for lease violations for non-payment. Romeril stated that there were some issues with the legal owner of Heli-Ventures, the lessee of the hangar. Part of the problem was the company changed hands but did not inform the City, and the City did not follow through on the procedures to terminate. When the correct

owner, Curtis Olsen, was notified of the termination procedure, he was given 30 days to cure and he paid the past due rent. The City had been allowing the lease on this hangar to be paid annually instead of monthly. The 20-year lease has come to an end and Mr. Olsen has informed the City he wants to engage the hangar for the next 5-year lease. The only way the City can proceed with an eviction is if the lessee violated the lease covenants and the City has the correction documentation to support that. An amended lease has been drafted in the name of Curtis Olsen, doing business as Heli-Ventures, and providing some addition language including no sub-leasing of the hangar, changing the lease amount to \$700.00 per month and the provision that the lessee of the hangar has to have an operable aircraft in the hangar registered in their name. The lease agreement also will not allow the lessee to utilize the hangar as a maintenance facility or a SASO or any type of non-aeronautical business. The original lease does allow sub-leasing, but if he signs the agreement as drafted we can move forward. Holt will be tracking the lease payments to make sure they are paid on a monthly basis on this hangar and all the City-owned hangars.

Romeril stated that the City is giving Olsen the opportunity to lease the hangar at this new rate approved by City Council, with these requirements. If he does not choose to do so, the hangar can then go out for bid. If the agreement is signed and the covenants are violated, the termination process can proceed. It is a frustrating process, but it all must be done legally. Romeril stated that himself, Olsen and Holt will sit down and go over the lease.

A discussion on the monthly fee ensued. Several members of the Board felt that \$700 per month was too low for the lease amount. Holt stated that in checking with other airports, the only thing he was able to find was a hangar in Spanish Fork that was leased out at \$300.00 a month per plane.

McVay suggested that a reasonable and fair monthly lease rate would be at least \$1,000.00 per month. Marshall stated that the \$700.00 has already been approved by the City Council, and if the Board would like it raised, it will have to back to the City Council. A recommendation from the Airport Board would be sent to the City Council who will set the lease rate.

McVay moved, Appel seconded, and motion carried unanimously that the Board recommend to the City Council approval of the Dome Hangar lease as re-written by the City Attorney, to Curtis Olsen, doing business as Heli-Ventures, with a change in the lease rate of \$1,000.00 per month for the 5-year renewal option.

- Parking Lot Fee Change (Car Rental Lease Renewal)

Holt reported to the Board that the car rental lease is expired and needs to be renewed. In reviewing the lease, a portion of the monthly fees collected from the car rentals pays for spaces in the Airport parking lot for their vehicles. The spaces are restricted to use by the car rental companies only. The current rate in the City Fee Schedule is 6¢ per square foot, which equates to \$9.72 per year per space. Holt said that the rental fee in St. George and at other airports is \$5.00 per month per stall. Holt wanted to bring this to the Board's attention and would like this changed to a flat fee instead of per square foot, one of the reasons being that the stalls are not all uniform in size. This change would bring the airport in line with what other airports are doing.

Because this would be a change in the City Fee Schedule, it would be a recommendation from the Airport Board to the City Council to move to a monthly fee per stall of \$5.00 instead of the 6¢ per square foot.

There was some discussion on the possibility that this will cause the car rental agencies to move their cars from the Airport or cut down on the number of spaces they have reserved. Holt stated that right now, we are limited on the spaces in the parking lot, if the rental agencies want to keep their cars staged downtown, it would free up spaces at the Airport. Marshall stated that we will give notice to the car rental agencies that a proposed change is being taken to the City Council so they can attend the meeting and give their input.

Poulsen moved, McVay seconded and motion carried unanimously that the Airport Board recommend to the City Council that a change in the charge for car rental stalls at the Airport be made from 6¢ per square foot to \$5.00 per stall per month. Holt will come back to the Board with the lease agreements including whatever fees the City Council approves.

OTHER BUSINESS

Shuler asked about potential bird problems on the detention ponds. Holt reported that Airport staff has strung out new CDs over the ponds. The reflection of the sun off the CDs scares the birds. This has helped with the number of birds we are seeing on the ponds. Marshall stated that the Airport has a wildlife mitigation plan that is approved by the FAA that we follow which includes CDs, hazing and some takes.

As there was nothing further, meeting adjourned at 9:44 AM.