

CEDAR CITY REGIONAL AIRPORT BOARD MEETING
May 11, 2023

A regular meeting of the Cedar city Regional Airport Board was held on Thursday, May 11, 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
Jyl Shuler, Member
Terri Hartley, Member
John Appel, Member
Ryan Marshall, Public Works Director
Nick Holt, Airport Manager
Tyler Galetka, Airport Operations
Anna Hernandez, PW Executive Assistant

Kirt McDaniel, Aviation
Blaine Nay – AOPA/Pilot
Courtney Christianson - BLM
Angie Tom - BLM
Gary Oura– TSA
Jon Jackson – AirLife Utah
Clayton Cheney – Southern Skies
Chris Reid – Airport Ops
Michael Bryant – Airport Ops
Kirk Willingham – Airport Ops
Taylor McReynolds – Airport Ops
Jared Britt – SUU
Jeff Kelley – SUU
Boyd Hall - Citizen

ZOOM (Air Methods)

Jessica Andura – TO Engineers
Tom McCleary - USDA

ABSENT/EXCUSED:

Maria Twitchell, Member
Mark Leavitt, Member
Vaugh Montgomery, Member
Mike Bleak, Member

SPECIAL ANNOUNCEMENT

Marshall announced that it is Holts last board meeting, he has moved on to another position. He Thanked Holt for all the hard work he has done for the airport. The Airport Manager position has been offered to Galetka, as of Monday the 15th of May he will be taking over the position. Congratulations to both in their new roles.

APPROVAL OF MINUTES

Meeting minutes were not approved due to insufficient Board members in attendance to have a quorum.

INFORMATIONAL ITEMS

- SkyWest – Holt reported the flight schedule changed to later in the afternoon at 2:40 PM. Which is the most recent change.
- T-O Engineers – Jessica
The latest update would be the forecast which was submitted to the FAA on May 1st. A draft is available on the Project website at cdmasterplan.com. Timeframe is 45 days hopefully with no delays.
- TSA – Gary
Had nothing to report.
- BLM – Christensen & Tom
Contract start dates are June 1st, they will have their 2 seats and air attack show up then and potentially a Type-1 helicopter for the state same one as last year. Just waiting for fire season to show up. They will support St George area as well.
- FBO – No representation
- SUU – Britt & Kelley
Startup will begin again on the 15th; it will be in full operation and might be a little low this week. They have quite a few incompletes. They are moving stuff around out of the Sphere One hanger for the Fire jumpers.
- Aviation – McDaniel
FAA finally reviewed the project close out report for the Taxiway C/C1 reconstruction project, it's now basically closed.

Finished final report for the drew, that project closed.

The seal coat on the ramp Taxiway C will be done by Monday, depending on the weather.

The Fencing location project & Taxiway C north of runway 8/26 is out to bid now. Bid opening is May 23rd. Had a pre-bid meeting on Tuesday and last week the FAA gave Cedar City approval for an ARFF truck which is out to bid. The bid opening is May 31st. Also, will be getting quotes from suppliers for the equipment.

FAA approved the layout for the terminal expansion project.

J. Shuler questioned the location of the Fencing location, how that came about?

N. Holt stated it was in the scope to have it surveyed, which did not happen. Back in 2002 when the fence was installed after 9/11, fencing was not an issue. It was a farm fence before and chose to just relocate the fence where the existing fence was, and the existing fence was on the wrong spot. Once the development came in the owners of the property made it aware that it was not in the right location. In order to make it right it was decided to relocate onto airport property.

- USDA – McCleary - No updates.
- Airlife Utah – Jackson Lead Pilot
No huge issues or anything pressing to discuss.

AIRPORT MANAGER'S REPORT

- Holt wanted to welcome Tyler as the new Airport Manager and is excited about having him be the new manager. He has the knowledge of where he can take the reigns and lead the airport well.

Holt gave Thanks to the Board for all the support for his efforts in being able to accomplish so much in the last 4 years. Appreciations go out to the Board. Holt provided his phone number for the state 435-590-0276 and new email; nmholt@utah.gov. His office will be in Salt Lake International, while also traveling the state looking at airports. He will be overseeing the airports team who include state engineers and a group of individuals that go out and inspect the airports. As well as the Grant funding that passes through the state, all the Federal Grants that the airports have will pass through his office.

With all the changes with Holt leaving and Galetka being appointed, the airport has a new employee Mike Bryant who is now a full-time airport operations specialist. Bryant has a degree in Aviation, has worked in Boulder City in Henderson and is a pilot. He will be able to relate well and step in and help with some of the responsibilities that Galetka has been taking on.

Kirk Willingham is also a full-time Ops specialist, for which they will be splitting the responsibilities. Willingham will be taking care of things out in the airfield, maintaining the maintenance and documents. Bryant will also assist on the airfield but will do more of the office responsibilities that Galetka was doing.

Chris Reid is also with airport ops.

Taylor McReynolds is the current airport's Skills Bridge intern; airport has been working with SUU that has a Skill Bridge program. McReynolds is a radio specialist in the Marine Corp, he is looking to exit out of the Marines and will be with the airport through August helping on the airfield. Appreciations go out to McReynolds for helping and serving. The Skill Bridge is much like an internship program.

Jeff Kelley from SUU is the one who set this up and has been working with airport and oversees the program.

Marshall mentioned that there will be a part-time position opening. Bryant was the part-timer, with him moving up to full-time has left a part-time position open.

- Project Reports
 - FAA Flight Service Station Road Barriers – Barricades have been placed at the tower at the flex service station located down on Kitty Hawk and Aviation Way at the Tech ops building. The tower has been hit twice by vehicles, so barricades have been put into place to protect it.
 - FAA Flight Service Station Fire Alarm Upgrade – Airport has gone out and has done a bid. They have received bids back on the Flight service station fire alarm upgrade. Tytan Security was the lowest bidder and they have awarded the contract to them to do the work. Airport is hoping to have it completed before the fiscal year is over.
 - Retention ponds and water channels – The Streets dept, Public Works has been out cleaning up and pulling out a lot of the gravel and debris. They have water jetted the pipe that goes into the water retentions and opened up the water canal that crosses the runway over to the west side by the Bulloch Pit. Feeding into the farmers field over there. Still working and continue to make progress on that.
 - Approach Lighting System MALSR Conduit Damage – The MALSR lights were reconstructed during the runway project and those are the orange light poles that are out on the north end of the runway. It crosses the road at Coal creek and in that Coal Creek channel there has been some erosion and damage to one of the conduits for the electrical line that feeds that half of the MALSR lights. FAA is aware and is responsible for maintaining that. Airport has also

worked with Meryl Hancock over at the FAA Tech Ops and has reported back that they do have funding and a crew available to come in and repair that.

They want to wait until water is a little low so that it can be concreted in and help to try to help prevent it from happening in the future. They do know that they must work with the County to gain proper access to it.

If they do get damaged, it is going to raise the minimums that the pilot can come in to make a decision of whether they continue on the approach into the runway. It affects the airport during poor weather conditions, but it will not shut down the runway if they do get damaged and no longer operational.

Shuler asked if the lights are operational right now?

Holt stated that they are.

- Weed Abatement – The airport ops crew has been working on the weed abatement. It is springtime which is the perfect time to get it done.

Reid mentioned that the airport went with a different chemical this year and it's been amazing. He has read about it; it is a chemical called "Oust". It's been the most effective the airports had. Reid will suggest the product to the Parks dept.

- A Revitalization Grant was received from the state of Utah last year. Airport purchased materials to have it cleaned out. Take the old gravel out and Parks will re-plumb the watering for the trees, put cloth down then put new gravel in to the first four looking better in front of the airport.

- New Holland Tractor Repair – The airport ops crew were doing their inspection on the tractor recently after the snow removal season. They found that there is a major crack in the transmission of the tractor. It is being evaluated by the Fleet department whether it can be repaired in-house by Fleet or if it needs to go out to an outside shop that deals with New Holland tractors. The tractor is used year-round, it is an important piece of equipment for spring mowing and snow removal, so it needs to be repaired.

- AIP 44 – Asphalt Maintenance Project

The report is that this Monday they plan to do the seal coat on Taxiway Charlie in front of the terminal up to the FBO (8/26) and all the 3 ramps (commercial, south and FBO ramp) will all receive seal coat. That project will be on-going Monday through Friday next week, check the NOTAMs there will be notices pushed out. Galetka has

been good at pushing emails out to the tenants as well and making sure everyone is aware where the closures are and how you must route to access different parts of the ramp.

Galetka mentioned that he will get the NOTAMs out, he just needs to coordinate with the company that's doing it to make sure to get that aligned. He sent out the email of the maps for the phases. He will also coordinate with SUU to make sure it does not cause the least amount of interruption.

- Airlife Utah Fuel Tank Discussion – They want to discuss putting a temporary fuel tank or portable fuel tank on the airfield.

Galetka mentioned that with their operation in the north hanger area, in which their operation runs 24-7 and the fuel company is not. The fuel company does have call outs available at night but there is a time gap. So, for that response Airlife would appreciate the fastest response they can get. If they need more fuel in the nighttime for a longer haul, they would like their own means of just a quick top off for whatever they need, something small. They want to present to the Board first to see how they feel about it before pushing it forward. Their upper management has not been briefed on it yet, they want to see what the Board thinks.

Galetka stated that there are plenty of lots on the northside hanger area. Airlife is hoping that maybe they can lease one of the lots on a year-to-year basis. That they can put a fuel cube on (picture of cube was presented). It is a 250-gallon tank that is mobile double wall so it would pass EPA minimum standards and can be moved at any time. They want to put gravel down and put it in the middle of the lot across away from their hanger or to the side of it. It can be rolled out at night if they need an extra 20 gallon. They anticipate purchasing all fuel from Sphere One aviation.

Jackson (Airlife) who provided more photos with specs to the Board has been working with Galetka. He mentioned that Airlife did not want to get a huge one, the one they want to present holds about 240-gallons. As it gets warmer, Airlife's performance is limited by weight with the density of the altitude. They want to be able to service Panguitch, Beaver and Brian Head, late hours of the night and fuel without delay. They want to inquire on what the Board thinks about it and, if it's something they would approve then they can set it up and do everything on their end to meet requirements.

Airlife has a lot of safety procedures, they would be monitoring and checking everything daily as well as performing a monthly audit that is required. They would always have a spill kit next to it, tethered down.

Hartley questioned if this is something that they do with other operations around?

It varies, FBOs will park a truck at night next to a base where they train operators to do it. Usually there is a fuel bowser or a truck that they purchase, and the fuel comes from a different vendor. All the fuel for this portable tank will be supplied by Sphere One, there will also be a log. As they use it and it starts to get low, Sphere One can come fill it up in the morning. They figured it is one of the cheaper options.

Marshall asked if they would use Sphere One during their regular hours? And, If they have figured out a way that it would be monitored and get the fuel flowage fee from that?

Yes, and will continue to use them during regular hours and as long as they purchase their fuel from the FBO then the airport can collect their fuel flow.

There was a question, if they have looked into the operations manual about secondary fueling or their own fueling? As well as Is there a requirement for an outside containment area, for spillages that would not contaminate the ground?

Galetka said that they would have to apply for a self-fueling permit if it is decided to go this route. There is that option.

Jackson stated that with their SPCC (Spill Prevention Control) there must be an outdoor fire extinguisher as well.

Airlife will look into the requirements for containment for that area, and what the limitations are. Also checking with FAA airport district office to make sure the environmental process is all clear for that type of use.

Holt spoke to Mike Shurtz and there were some concerns about distance away from different hangers. Airlife might want to enter into a short-term lease, as the development there increases, they might want to put an exit clause that they can get out, so they do not stop the hanger growth in that area.

A suggestion from Marshall was that if the FBO is providing the fuel there should be a discussion with them to see if they want to install this as a self-serve somewhere. It would all still be under them, they would maintain it and would give access, that would be the cleanest way to do it.

Another option, Holt stated that they do have trucks at some of the other locations. If they had a truck, they could potentially lease ground in the fuel farm to park their truck and then bring the truck over to the hanger.

- Traffic Pattern Elevation Requested Change – Galetka has taken on the project. He mentioned that the traffic pattern is 777 feet AGL it's definitely not a standard which was established sometime back. Airport does not have the fleet mix that they did then. They have received a lot of complaints about noise even from pilots' charter pattern elevation being non-standard which is below the normal. The normal is at 1000 feet AGL. Moving forward they are raising that to 1000 feet just the standard, there is no justification to have it non-standard.
- Holt mentioned that the night before at City Council, they had approved the lease for Boyd Hall for a set of T-hangers, so the airport will receive a new set of T-hangers. In the same discussion the mayor is proposing to have the rates increased. That is something the airport will be reviewing and working through the right channels to see if a rate increase is warranted.
- Holt mentioned that there were several projects going on:
 - The AIP 045 Airport Master Plan project is underway.
 - AIP 46 Seal Coat Taxiway Charlie North that's being reviewed.
 - The Re-locate Fence project is out for bid, they have worked with FAA and got approval on that.
 - Met with the Fire Dept and gone over the equipment list needed for the new fire truck. Airport will be acquiring a new ARFF vehicle fire truck. The FAA has approved that they are allowed to receive the size of fire truck. There is an equipment list that goes with the fire truck that is being submitted.
 - Terminal Expansion project.
- Southern Skies Aviation Parking Lease – C. Cheney. Holt mentioned that there is an easement for electricity. The current fee schedule is \$.20 cents for the land lease. Access will have to be granted for repairs on the easement.
- Hoffman Family Trust Park Lease – Holt mentioned that this is not an electrical easement. They own the lot at the end of the taxi lane. Next to the access road is a piece of property that will never be built on. A new garage door was installed to the brand-new hanger, and they have asked to lease additional space to access the garage door on the side.

Galetka stated that it was discussed to have an L shape extension, an extra 5 feet to the east with a 20-foot-wide paved driveway to the access road.

Cheney mentioned that they would like to go 5 & 1/2 feet further than what is already there of the 7 & 1/2 feet, so there will be a hard surface from the taxi way to the back of the hanger 12 feet wide and then a 20-foot access going over to the back of the hanger.

Marshall asked if that would be considered an approved leased rate? And If all the roads are controlled by the master plan, will it allow another connection onto that road?

Holt stated what airport was doing parking space is the unapproved rate does not have a building on it just has access to it. It would be all private and they would be responsible for doing all the snow removal on the private lease and maintaining that asphalt.

Marshall suggested checking with T-O and seeing what the ramifications of having additional access points on that road would be.

- Todd Nigro Development 60'x60' hanger lease – Holt mentioned it was an individual, who has an investor with him and potentially want to build 4 hangers. This one would be for his private use. He is out of Las Vegas and owns property on Cedar Mountain and comes out often. They would like to have a hanger here; it would be a 60'x60' hanger lease.

Nigro introduced himself to everyone. Gave a background of himself to the Board.

The acquired lease has access and has plans to lease additional space for parking. Utilities would be similar to Hoffman lease.

- SUU Maintenance Existing Lot-New Structure (Revisit) – SUU is moving the Conex's over and putting metal covers that are removable and detachable. Since they will lose the Sphere One hanger in the summer, they cannot park in front of the AMT hanger because their aircraft has to turn around. So, this would be the best option to still be able to serve their students for the program. Photos were submitted to Holt.

Hartley asked if that would only be up during the summer months or year-round?

No, it would be year-round but as soon as they build a hanger. They will move it to another location. At the last meeting it was discussed about having a modular classroom. SUU has purchased the Vivint building, and they will have a couple of

classrooms in there. So, they will be abandoning the modular idea from previous meeting discussion. SUU would like to get an approval to move forward and order the structure materials. Structure will be able to hold the snow load in the wintertime.

A question came up whether a permit will be required for the temporary structure?

SUU mentioned that they found a place for the 2 helicopters. Mick in Parowan is going to utilize those. They are working on the logistics of getting them to him.

- Shuler questioned SkyWest's flight schedule. Any possibility of a late-night early morning schedule?

Holt mentioned that SkyWest schedule is not workable and were not taking requests. The reasoning behind it is that they are short on pilots, that their schedule, flexibility and what the portion they can control versus what the partners and major airlines are controlling and wanting them to set certain schedules for certain airports.

Marshall also mentioned that SkyWest is trying to re-do all their operations. They are restructuring a lot of their processes, especially with the EAS contracts. For contract 2024, they have dropped 17 EAS airport services. When the contracts are up, we are going to have to see where they are and what they are going to commit back to. If SkyWest gets some of the changes that they want, it might help them with their pilot shortage and might come back and apply and have better flights or more flights. Or, they may say they are not in the EAS service anymore. The airport may have to go to another carrier to get that service. We are just waiting for them to decide what the model will be.

It was proposed in next year's budget to hire a consultant that will come in and help with advertising the airport and selling it to other airline carriers. Also, going back to SkyWest as they develop their plan for the 2024 contract. If this budget is approved, then a consultant will be hired to do so.

The FAA had stated that they will not be pulling the EAS service from Cedar Airport, we may just lose SkyWest as a carrier for the EAS and some other carrier will come to service.

M. Bleak phoned into conversation to vote for lease quorum.

- Southern Skies Aviation Parking lease – Additional parking space next to a hanger over utility easement. They would pay the ground lease at the unapproved rate for that ground lease for the space that they need for parking.

Marshal asked if it is written in the lease that airport has access to that if it has to be dug up?

Holt confirmed with a yes.

Hartley motioned to approve the Southern Skies Aviation Parking lease, Appel seconded, and all I's were in favor.

- Hoffman Family Trust Parking Lease – The only difference is it is at the end of the taxi lane. It is on ground that will never be built on and they would like to have access into a side garage door for their hanger.

With a contingent that access to that side road will need to be verified before permission is granted. If access to the access road is not granted, then access from the taxi lane that is permitted will be granted.

Hartley motioned to approve the Hoffman Family Trust Park Lease, Shuler seconded, and all I's were in favor.

- Todd Nigro Development hanger lease – Include parking next to his hanger.

Appel motioned to approve the Nigro Development hanger lease, Paulsen seconded, and all I's were in favor.

- SUU Maintenance Temporary Structure – They would have their existing Con Exes there configured to have a shaded roof over the top of them. It would be a short-term lease that the airport would have access to getting out of it. Based on minutes from the last meeting they were supposed to provide an exit clause and define what the terms were for the length of time that would be temporary. 1- year term.

Hartley motioned to approve the SUU Maintenance New Temporary Structure, Shuler seconded, and all I's were in favor.

As there was nothing further, the meeting adjourned at 9:10 AM.