

CEDAR CITY REGIONAL AIRPORT BOARD MEETING
JUNE 11, 2020

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, June 11, 2020 at 8:00 AM in the lobby of the Cedar City Regional Airport located at 2560 West Aviation Way, Cedar City, Utah.

PRESENT:

Burt Poulsen, Chairman	Kirt McDaniel, Aviation
Jyl Shuler, Member	Blaine Nay, Self
Vaughn Montgomery, Member	Mike Mower, SUU
John Appel, Member	Ryan DeJong, SUU
Maria Twitchell, Member	Gary Oyra, TSA
Mike Bleak, Member	J.J. McGuire, Sphere One Aviation
Terri Hartley, Member	Chuck Taylor, MSC Aerospace
Mark Leavitt, Member	Andrew Scanlon, Kimley-Horn
Nick Holt, Airport Manager	
Tyler Galetka, Airport Operations	
Kathy Dahl, Executive Secretary	

APPROVAL OF MINUTES

Shuler moved, Bleak seconded, and motion carried unanimously that the minutes from the March 19, 2020 meeting be approved.

INFORMATIONAL ITEMS

- SkyWest – No one was present.

Holt reported that SkyWest will be back at the Airport July 1, 2020 and will be operational by July 19, 2020 for the Airport reopening.

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

Gary Oyra with TSA reported that they are going to have additional screening for in-house personnel, i.e., SkyWest, or anyone who has access to security. They will also be doing a couple of different types of spot checks and will have new signage at all points. This is part of the changes being made due to Covid-19. They are practicing this in St. George now. All TSA employees will be required to wear masks and gloves while screening passengers and will be doing disinfection. In answer to query, Oyra stated that passenger counts in St. George are normally about 470 per day and they are at about 170 right now.

- BLM – No one was present.

Poulsen reported that we received an email from Glenn Deitz, Unit Aviation Manager with the BLM, stating that they have had an early start to the fire season in our area and south in Arizona. The temporary airtanker base in St. George has been busy loading large airtankers and SEATs (single engine air tankers.) The single engine air

tankers are operating out of Richfield. As soon as our runway is reopened, they will come back here. They are also looking forward to the seal coating of the parking area.

- FBO –

J.J. McGuire of Sphere One Aviation reported they are trying to limit the number of people in their building to protect everyone from COVID-19. There has been an increase in the number of general aviation planes coming here since several states have started opening up a little more, the majority has been from California. McGuire will be starting their summer lunch menu July 18, 2020. She feels they should have a good idea by that time of where we stand with the pandemic.

- MSC Aerospace –

Chuck Taylor of Syberjet reported that their facilities have been fortunate to have no COVID-19 cases inside their facilities and have been trying to keep everyone healthy. They are fully operational and there have been no changes to the schedule in Cedar City. Since March 15, 2020, the engineers in San Antonio that have been operating remotely from their homes have returned to the work site this week. They are considered essential personnel. Work is continuing in both locations and the avionics will be produced here in Cedar City.

- SUU-

Mike Mower and Ryan DeJong of SUU reported that the pandemic has not really had the same impact on their program as it has in other areas. They have received permission to add 5 more helicopters to their fleet which will add another 30 students to their program. SUU logged approximately 30,000 flight hours between January and April of 2020. They are also launching corporate training. The 160th Special Operations Aviation Regiment will also be sending pilots to spend some time here in July, 2020 in training operations. They have been also reaching out to the high schools with their curriculum and they have been teaching in several high schools including some in St. George, Utah.

In an effort to find additional hangar space, SUU will probably be bringing a proposal to the board to purchase the existing agricultural hangar. Another option they are working on is housing some of their fixed wing planes in "T" hangars.

In answer to query regarding job prospects for their students, Mower stated that the pandemic has had the majority of the impact on the fixed wing side and it could take 1-2 years before there is a massive uptake in hiring, though in the last 2 months SUU has placed 5 fixed wing pilots and 6 rotorcraft pilots in positions that are not with the standard airlines.

Mower updated the board on SUU's aircraft maintenance program. They received Northwest accreditation in December, 2019 and FAA certification December 31, 2019. Unfortunately, that did not leave them any time for marketing the program. They anticipate by the first of September, 2020 they should be back on track and have about 350 students enrolled in that program. They have set up online training for the maintenance program for the general knowledge portion of the course. Within 5 years SUU anticipates a minimum of 500 students. Right now, they anticipate 350 flying students this fall.

- Aviation –

Kirt McDaniel of Aviation reported that the Runway Project (AIP-35) is $\frac{3}{4}$ completed and we are on track to have it completed and back in service by July 19, 2020, about 5 weeks away. The rehabilitation of the intersection of 8/26 will also be done during this same time and both projects will be completed and opened together.

The rehabilitation project of Taxiway A & A-1 (AIP-36) was awarded to the low bidder, Mel Clark Construction and we are waiting on the grant approval for this project.

AIRPORT MANAGER'S REPORT

Holt reported that the state aeronautics group was here this week to visit the Airport. Holt is trying to get additional funding to seal coat the section of Runway 8/26 that is not being rehabilitated. He is hopeful that that will take place.

- PROJECTS

- Terminal Furniture

Holt expressed thanks to Maria Twitchell of the Iron County Tourism for the purchase of the new furniture in the terminal area. They also assisted with funding portions of the new carpet, new pictures, etc. in the terminal area.

- Terminal Lighting

Holt stated that Airport staff has added new chandeliers down the hallway in the terminal building, and are looking at adding additional lighting on the beams in the waiting/lounge area to make it brighter at night.

- Airport Mowing

Airport staff has mowed all the areas of the Airport that normally are done and weed spraying has been completed. Staff will start mowing again and continue to keep the areas mowed down.

- Perimeter Fence/Sidewalk

The City's Street Division came out last week and poured the portion of the sidewalk between the terminal and the snow removal hangar. Holt worked with TSA on getting approval to move the fence in to allow the sidewalk to be put in place. Funding for the sidewalk came from the Street Division. Because of the utilities in that area, the dirt couldn't be sloped back, so staff is looking at putting in a block wall to dress it up.

- Runway Project Report (AIP-35)
 - ❖ Runway Project Work

Holt stated that the contractor on the project has been good to work with. Any minor issues or concerns have been addressed and taken care of quickly. As reported by Jviation, the project is on time and possibly a little ahead of schedule.

- ❖ Airport Sign and Marking Plan

Holt reported that we are changing all the airfield signs and renaming some of the taxiways. The contractor is pouring the concrete slabs this week for the new signs. The changes will be made all in one day to keep confusion at a minimum because Taxiway Delta will now be Taxiway Alpha. Pilots need to check the NOTAMS on the signage changes. The changes should happen within the next 2 weeks.

- Taxiway A/A-1 Rehabilitation (AIP-36)

Holt reported that we applied for the grant for this project and are now waiting for the grant to come sometime in July, 2020. We will be able to give the contractor, Mel Clark Construction, the Notice to Proceed as soon as the grant has been signed by Mayor Wilson-Edwards.

- Taxiway A/D Marking Maintenance

In addition to changing the signage as reported previously, there are a few areas that need to be refreshed before our next FAA inspection. Staff will have the painting contractor take care of this.

- Tanker Base Asphalt Maintenance Project

Airport staff has been working with the tanker base staff to get additional funding for the asphalt maintenance. The funding was approved this week and the oil has been ordered. The seal coating at the tanker base will be completed today.

- Terminal Parking Asphalt Maintenance

The contractor who has the City's crack seal contract this fiscal year, came out and did crack sealing on half of the Airport's parking lot yesterday. The west side parking lot will be scheduled over the next few weeks. Holt will coordinate with the car rental agencies to move the rental cars to get the work completed.

- Sphere One Parking Asphalt Maintenance

Holt reported that due to COVID-19, the increases in the budget Holt presented to the City Council were not approved. The parking lot was one of these items. However, hopefully, we will be able to take these budget items back to the City Council within the next 6 months, as we see how the revenues are affected by the pandemic. This area would include the main road coming into the Sphere One parking area, the parking area where their employees park and the area in front of the Leavitt and Hughes hangars.

- Cherry Creek Radio Advertisement Campaign

As previously reported, the Airport has partnered with several other Cedar City Departments for radio advertisement on Cherry Creek Radio. The Airport ad will be revised on July 1, 2020 to include some of the precautions that will need to be taken due to COVID-19. FEMA has shipped 4,000 face masks to the Airport for use by traveling passengers that need them. We are awaiting that shipment. Holt has not seen an actual requirement at this time for passengers flying out of Utah to wear masks; right now, it is more of a suggestion. Holt is watching this closely to make sure we have the current requirement posted.

- Terminal Rent Deferrals – SkyWest and Avis

Holt reported that he has received requests from SkyWest and Avis to defer their rent payments because of COVID-19. SkyWest provided a proposal with an agreement that they will make up their rental payments by the end of the year. Their proposal was approved by the City Council. Avis will have to provide a proposal to the City Council for rent deferral. This will be the same procedure for other businesses on the Airport. If any business is struggling to make their rental payments due to COVID-19, they can present a proposal to the City Council. Every request will be taken on a case-by-case basis.

- Commercial Service Reopening Procedures

Holt reported that he is working with TSA and SkyWest on the Airport reopening procedures. He has also been having weekly conference calls with multiple airports throughout the nation on their procedures and the number of passengers they have. In watching the national trends, at the beginning of the pandemic passenger numbers dropped by 94%. As reopening continues throughout the nation those passenger numbers continue to increase and currently, they have climbed to about 43%. Projections are for normal passenger numbers within 2-3 years. Holt has also been discussing this with Maria Twitchell of Iron County Tourism. It seems that people are ready to travel, but are being cautious. They are staying with families instead of in hotels and a lot are driving instead of flying.

Hartley reported that Cedar City has received funding through the CARES Act (Coronavirus Aid, Relief, and Economic Security) that can replace revenue lost due to the pandemic. A proposal can be submitted to the City Manager for funding for operation and maintenance expenses and equipment related to COVID-19. Holt stated that the Airport has also received CARES Act funding. It is not a lump sum, but the Airport will have to request reimbursement for operation & maintenance costs.

- ACTION ITEMS

- Sterling Orton Lease Renewal – New Rate

Holt presented to the board a proposed Lease Extension for Sterling Orton. His lease has reached the end of the 20-year lease and will now move into the 5 5-year extension phase. In working with the City's legal counsel, the extension has been drafted for the new lease rate to be placed at the current rate of 30¢ per square foot per year. The old rate was 6¢ per square foot.

The board felt that raising the rate of an original lease going into the 5-year extensions should only be raised as it had previously been done, based on the CPI and not based on the current fee schedule. If a lease is transferred or a new lease is entered into or there is new construction, those type of leases should be based on the existing current fee schedule, but not an original lease entering into its 5-year extension phases of the lease. Leavitt moved, Montgomery seconded and motion carried unanimously that the board table the Orton Lease Extension. Holt will go back to the City legal department and the City Council with the recommendation proposed by the board and bring this item back at a later date after it moves through the City Council. Leavitt requested to be informed when this item will be discussed by the City Council.

As there was nothing further, meeting adjourned at 8:52 AM.