

CEDAR CITY REGIONAL AIRPORT BOARD MEETING
October 12, 2023

A regular meeting of the Cedar city Regional Airport Board was held on Thursday, October 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
Maria Twitchell, Member
Terri Hartley, Member
Mike Bleak, Member
Jyl Shuler, Member
John Appel, Member
Mark Leavitt, Member
Tyler Galetka, Airport Manager
Ryan Marshall, PW Director
Anna Hernandez, PW Executive Assistant

Gary Oura – TSA
Blaine Nay – AOPA/Pilot
Wayne Stubbs – Hangar Owner
David Dyches – SUU Aviation
Jon Jackson – AirLife Utah
Chris Cox – SUU
Jeff Frehner - Citizen

ZOOM (Air Methods)

Kirt McDaniel - Aviation
Jessica Andura – T-O Engineers

APPROVAL OF MINUTES

Appel moved motion to approve, Shuler seconded, and all were in favor, that the minutes from the September 14, 2023, meeting be approved.

INFORMATIONAL ITEMS

- SkyWest – No representation.

Galetka gave an update; Airport is still moving forward to December 1st, change of aircraft to the CRJ 900 with 75 seats. It will take place in December and will go about 9 months till August. The charter proposal is still not approved by DOT, looking at other options. Essentially the CRJ 550 with 50 seats is first class and economy, that will meet the requirements of Delta and will have the dual class update. It looks promising that the airport will not go to 30 seats.

Flights have changed, with arrivals at 10:30 AM departing at 11:30 AM in the mornings and 6 PM arrivals departing at 7 PM in the evenings. A little better scheduled time.

It will go to 75 seats in December then next year if they do the CRJ 550 then it will be 50 seats.

- T-O Engineers – Andura
They are working on the facility requirements section of the plan. They will have something ready for Galetka's review. They will be kicking off alternatives later this month.
- TSA – No updates
Shuler gave a Thank you to TSA and the team for being hospitable.
- BLM – No representation
- FBO – No representation
- SUU – Dyches
Keith Casey Jones of the Blue Angels will be speaking today at one of the hangars at 11 AM. All are invited to attend, just have to check in at the front desk of hangar one. Jones will be talking about the history of the Blue Angels; he was in charge of the Blue Angels during the late 70s. He has mentored several at the airport.
- Aviation – McDaniel
AIP 44 – Asphalt Maintenance project is completed. They are working on the close out report for completion.
There is another pavement preservation project on Taxiway Charlie which is in the northern part. All the contracts are in place with Straight Stripe, just waiting for the temperature to cool down. As the temperature cools down the cracks widen and that is the best time to start the crack sealing. They will get that started in the next couple of months.

AIP 47 project – Fence relocation south of the terminal. That is an on-going project.

AIP 48 project – The ARFF vehicle is currently being manufactured. They are now compiling and procuring of all the equipment to go along with the ARFF vehicle.

AIP 49 project – Terminal Expansion they have 60% review set, this is going to be out this week. They are still on track with this project looking at 90% plan set by the end of November then start bidding out that project.

They have also been working on updating the CIP with Galetka and FAA for the state.

As well as Build ATP, under the bill grant they have put in some competitive funds to be able to fund things like terminals and towers. They are working to put together an application to be able to go after those competitive funds. If the airport is able to get the funds, then use that to be able to put towards the terminal and take some of the build funds and put it somewhere else like a taxi lane or a SRE building.

- USDA – No representation.
- Airline Utah – Jackson
No Updates/No issues
- Open Forum – No comments or open discussions

AIRPORT MANAGER'S REPORT

- Project Report
 - New Holland Tractor/Mower Issues – Airport still has issues with the tractor, they had to send it back to Richfield to get repaired once again. One of the original problems did not get fixed the last time.
 - Dirt work Project – Been wrapping up for end of the season and getting ready for snow season. Time for dump trucks and other equipment for snow removal. Airport has been working on putting the asphalt millings in certain areas that need it. They are going to put some roads out for the runway so they can access the Precision Approach Path Indicators (PAPIs) without getting muddy. The corner of Kitty Hawk and Airport Road they have been cleaning that up. There were piles of boulders that were left out there, they are finishing up that project tomorrow to get it completely cleared off. So, they can mow it, when they get their mower back.
 - Emergency Radio Upgrades - The AIP-48 grant for the ARFF truck, the airport was fortunate to receive three of the eight hundred megahertz radios. They will be getting those in a couple of months. They got one donated from the iron county emergency management last year. They are transitioning to emergency radios so they can coordinate during emergency drills and emergencies at the airport.
Next year the airport will be getting their own frequency on the radio for airport staff.

They were looking at having their aviation radios, emergency radios and personnel radios. That will not work with having three radios for one person is a little too much.

The airport also received a couple of donations from AirComm at Salt Lake. They gave them some older radios under eight hundred megahertz that they can use right now. They will be obsolete in about a year or two, it will carry the airport over until they receive their new radios and get situated.

- Airport Name/Branding Discussion – Continued – Galetka reiterated that the mayor wanted to get a committee together and wait for the name change until that has been established. Galetka wanted to get the boards input on that. There was an agreement that the Cedar City name should remain to alleviate or create confusion for tourists.

Twitchell brought up that the board's job is to manage expectations and we are not. There could be some trouble if the board is not managing the expectations of the people who are flying into Cedar. This would be more of a marketing committee discussion in which some research is being done and conducted to see what is best and make a recommendation to the board. To see what the research is and have some data to back it up.

Twitchell also recommends applying for funds through the county office so that the board can put a committee together and hire some marketing research to see what would be best then move from there. Rather than the members trying to sit around in these meetings to flush out and not really know and grabbing out in the air, that would not be the best use of the board's time.

Galetka asked what grants are available.

TRT and TRCC, one is open right now and the other will be opening in a couple of weeks.

Marshall mentioned that there are two engineering firms on-call for the city that they have gone out and vetted. They have indicated that they have done this in other places and has helped quite a bit. Whenever they see it, that is where the idea came from. What the board would have to do is use one of them to go out and do that study and vet that out.

Twitchell made a motion to have discussion removed from agenda until the board can see what the research is and have the data to back it up. Then bring it back for discussion. Leavitt seconded the motion; all I's were in favor.

Galetka also brought up the branding discussion, updating the website adding videos of the area. Maybe SUU can assist with some Go-pros on the helicopters and planes and do some air procedures around Cedar City. Also adding all the benefits that we have in Cedar City like the Sherriff's helicopter, air medical, and tanker base, all the public services that are based out of the airport. What Cedar City has to offer and still hit on the branding side of things. Possibly look in the future for a new logo.

Galetka mentioned utilizing the SUU marketing interns to assist with this.

- Vector Airport System Discussion – They partner with airport tower data tracking that is already in place at the airport and paid for by the state. Now Vector does the landing fee as discussed previously. Currently the airport is at \$1.30/1000lbs. after 12,500 pounds for commercial aircraft and charter operations. The airport has been working with them and St. George, in which they have signed a contract with St. George, Provo and Ogden. They have dropped the landing fee down for a lot of airports to 6,000 and above for non-local aircraft. The based aircraft would not pay anything for landing fees.

Lowering it would need City Councils approval. Galetka will have to present to City Council to change the fee schedule. If the airport goes down to 6,000, they can add about anywhere from ten to fifteen thousand dollars in revenue in landing fees. Part of those probably have not been collected in the past for those 12,500 pounds and above aircraft as required.

The Vector system collects 25% of revenue, they do all the back billing, the follow up, the calls and sends the airport a check once a month.

It would raise the expected revenue by at least ten thousand.

Poulsen questioned paying Vector the 25%, will it be worth it to have them track it and do the work?

Galetka stated that if the airport does not drop down to 6,000, he does not think it will be worth their time or the airport's time to work with them, so they will be turned down.

They would also charge for tie downs. Currently the airport charges \$10 per night, \$35 a month and \$300 per year.

- Airport Car Garages – Galetka was approached by a rep who does vehicle garages at airports for long-term lease parking for people who have second homes here in Cedar. (Example was presented on screen) photos were passed around for all to view. They have them in Moab since 2009 which have been successful and is a destination area and at other locations. If perhaps the airport would be interested in pursuing leasing some land out. They would provide electrical outlets and lights.

Propose overflow parking lot at the southwest end, there is some designated land that can be leased out to them. If the board decided to go this route, then it would need to be presented to the City Council to get a non-aeronautical fee. The airport does not have one now. Then Galetka will need to check with FAA to see if this is something airport lay out plan that can be done for vehicle parking expansion. Also look at the rules and regulations and see if there is a section for it, to add non-aeronautical uses.

Perhaps start small with one building with six bays and see how that goes, do a twenty-year lease. If it is successful, expand to more in the future.

Marshall asked if this is something that can be built inside the fence on a hangar space?

No, Galetka would like it outside the fence. So it can be used for commercial service and for private hangars, as well as multi-use and does not want to put in place of a hangar. It would be outside the fence not aeronautical.

Galetka wanted to get feedback from the board and see if this were something they would like to pursue.

There was no negative response, the board thought it was a good idea to look into and pursue further.

Marshall mentioned that they would have to do their own setting and figure out if it is cost effective for them to put it. They have some more storage units up the road from where that proposed spot would be. Those units are big enough they can park a car there. It would be up to them if they want to come to the city and propose that the airport lease a portion of the city own property. It would have to go to City Council and get them to look at it. If they are not allowed inside the fence, they would have to find private property to do so.

Galetka's concern about this, there will have to be a solid contract in place. He does not want it to turn into a storage unit. There is plenty of storage down the road.

Moving forward Galetka will look at FAA requirements and make sure the airport can have that land established and present to City Council as well.

Marshall will look at ALP to see what it states about the property.

- DOD Skill Bridge Intern – Galetka thanked SUU; they have their DOD Skill Bridge it is a transitioning military personnel. For the last couple of months of their service, they will go and do an internship with a program. Where they will come to the airport and intern as airport operations. Taylor, who was working with airport ops, left a couple of months ago. He was with the airport for a couple of

months and landed a job in Georgia before completing his time in Cedar City. There is a new intern by the name of Roman Lucero, he will be a great addition to airport ops.

Galetka is excited to help SUU with the DOD skills bridge program which has been a great help to the airport as well. The airport's goal is to train them like they train one of their own staff except for the airport access. They want them to be able to transition into a job if they find something right after and step into the roll.

- Snow and Ice Control Committee – Season Kickoff Meeting – The airport will be conducting their snow season kick-off meeting next Thursday, October 19th at 2:00 PM. Everyone is welcome to attend if they would like to. They do their pre-season snow meeting with the staff to get ready and plan things out and at the kick-off meeting they invite all the big stakeholders on the airport. The airport will talk about the snow season and things that happened last year and understand everyone's operations to make that they are being as efficient as possible. Give a better understanding of how the airport runs their operations during this time. The airport is prepping their equipment this week and hopes to be completely ready next week for the snow season. They will continue to hold the Snow and Ice Control Committee topics each month as they are required to per FAA standards in the Airport board meetings.
- Lease reversion language – proposed change discussion – There is still no specific language proposed yet. Galetka wants to work with the city attorney to draft something up to revisit with the board. Galetka presented an example on the screen of St. Georges lease about the reversal clause they have in place. The way they have theirs written; they want things to be in a "like new condition". To extend that 45-year lease, keep moving forward. The clause states that.

Hartley brought up that the city owned property is different than the 45-year leases. The only time the city is holding the tenant to this standard is if they want to continue their lease. If they want to renew a new lease, then they must show that it is maintained. If the tenant wants to extend their lease and does not maintain their property, we don't want to extend it for another 30 years.

Marshall stated that the "like new" is a bit tough, but if a satisfactory where the city can see there have been some improvements and kept up on it. Some type of comment on continuous improvement.

From the city standpoint, what they would like to see is something like: continuous improvements, the tenant is in good standing with the city, and some kind of

clause that says if there is a significant replanning of the airport layout, that we need to take in. Those would be the three conditions the city would want to see. If those three conditions are met, then automatic renewal.

Leavitt also suggests stating that if the city would work with the tenant to find a satisfactory solution whether at another spot or location. Maybe expand the language enlightening condition listing the criteria of the 3 conditions or state of disrepair and board will review.

Hartley mentioned that the problem that the city runs into on the lease rates demonstrates the urgency to get it resolved.

Galetka said that the way the contracts were written was somewhat the standard for lease reversion nationwide. The FAA, when they have decided for the airport to be as self-sustaining as possible, is part of that. Also protect the airport for the reconfiguration of aprons, safety areas and ramps.

45 years is not the standard for the airport, to hold them to a good standard. The airport does not get into where there are buildings that are aging.

Galetka questioned the board about timelines. At the end of that 45 years there gone through five 5-year renewals. Does the board want to enter another 20 years with the same five 5-year renewal? Or then do ten-year increments after that?

Leavitt is requesting as it is being drafted to send it out for review rather than letting it linger into the next meeting.

He would like to see once a lease owner is done with the 45, then ten years increments look at the criteria after that the standard is not in a state of disrepair.

- Action Items:
 - Airport Rules, Regulations & Minimum Standards Amendments – Galetka mentioned there were a couple of minor changes.

First, page 12 of section 4 the speed limit. It includes all vehicles, he added; to exclude airport operations and emergency vehicles. The speed of 15 miles is reasonable on the aprons, however when they go on the runway, taxiways, and they are responding to or doing a runway inspection while aircraft is in the air, they cannot go 15 miles per hour they need to go faster than that. Galetka wanted to include that in the rules and regulations so that it is stated, and rules are not broken as the airport itself to do their job.

Second, talks about bringing no more than five gallons of fuel to be brought onto the airport property at any given time. That is supposed to be "No more than five gallons of aviation fuel to be brought onto airport property at any given time unless the operator has applied for and received self-fueling permit issued by the airport manager. Is a fuel provider for government contract firefighting aircraft or operates as an FBO". Adding no more than five gallons of aviation fuel storage or fuel truck, can be added as well.

There were questions on the type of fuel and proper storage, needing more clarification.

Galetka will talk with the Fire Marshall to see if there is a better way to write this that will protect the airport.

The section with the airport leasing policy will not be amended until there is better language. That will be revisited.

On the construction standard section, Galetka added a couple of paragraphs. "Prior to start of construction, a pre-construction meeting shall be held with the tenant, the head contractor, and airport manager or his/her designee to discuss all applicable rules and regulations for construction. The tenant has the responsibility to schedule the pre-construction with airport staff".

There has not been a lot of construction during the past 10 years, recently there has been and the airport is running into a lot of issues. The biggest issue Galetka has seen is that the contractor and sub-contractors do not know what they are supposed to do. Example, if there is a sign to say "stop and wait for gate to close" they do not do that.

Galetka would like to sit down with the contractor and the tenant, that they understand the rules and regs. They are required to have all their workers obtain their own gate codes instead of using the general one or if they are to be escorted so that they can be held responsible for their staff or employees do.

There is always an issue. There is a building permit process and a lease signed, and when they break ground there are all these people at the airport not following the rules.

Twitchell asked if they do not provide Galetka with the construction timeline? And if Galetka would like them to require to?

Galetka stated that they are not required to but would like to add the start date into the rules and regs as well as providing a construction timeline.

Marshall questioned if it states anywhere in the documents that they must go through the building permit process?

Galetka will investigate and check the documents thoroughly. They do get an occupancy certificate once it has been completed.

The next paragraph: "All construction must minimize impact to use of the airport and the safety of flight. All vehicles, construction equipment and materials must be stored in the designated area discussed in the pre-construction meeting. It must be cleared of all aircraft movement areas and safety areas and object free areas and Part 77 airspace unless approved by the airport manager".

As well as verbiage on: "All construction debris must be kept to a minimum and all refuse must be disposed of properly. The project must include a Foreign Object Debris (FOD) prevention and cleaning procedures. Any FOD generated by construction must be cleaned up by the tenant as soon as possible enough to exceed 24 hours."

This has been a real issue at the north end of the airport.

Marshall discussed any complaints, would be submitted to the FAA if there were any issues with contractors not following procedures.

Motion to accept changes except for aviation fuel with changes to add a clause subject to approval and authorized by airport manager and/or maybe the fire marshal and add a paragraph about non-aviation fuel. As well as the reversion language.

Hartley motioned to table discussion on the airport rules until they are well defined, Appel seconded, and all I's were in favor.

- Nigro Development Right-of-Way Lease – There are a couple of changes. Todd Nigro's building hangar lease on 1400. He is looking to lease the utility easement for the right of way access to his hangar, just to the west and half that section of the hangar. This is just like the others that have been done. Galetka will need to change the lease rate on that. Appel motioned to approve, Hartley seconded, and all I's were in favor.

- Rader Johnson T-Hangar Lease – Sphere One left their hangar the T-hangar spot 5 in the backside. Radar Johnson came in third on the list who accepted the hangar. He wants to lease out the new T-hangar. Leavitt motioned to approve, Bleak seconded, and all I's were in favor.
- Update on the Utah Prairie Dogs – Airport Ops is still working through that, they got authorization for unlimited take by the Fish and Wildlife and DWR. It is a continuous problem with them keep coming onto the airport. As well as the Larks (bird) they like the runway because it is warm. Airport is trying to keep them off the runway and will be looking at options to keep them away.
- Car Rental Agency – Vroom.Me based out of St. George; they want to lease out the third rental counter. They are the only company that has reached out. Galetka will start working with the City Attorney to draft a lease, the board should see that next month. The airport is looking at leasing spots in the parking lot for them as well. Avis and Enterprise both lease 15 spots. Galetka will propose that next month.
- Terminal Project – The airport will be moving forward with the design. They will be looking into trying to get access control systems put in part of the terminal a new camera system as well. The design they are matching existing with a modern touch for example the restrooms. They want to have it match to tie in with the rest of the airport with a wood design and paint colors.

The new terminal expansion will accommodate 174 seats that is airport seating, keeping the existing seats and get airport seating like benches that are designed for terminal holders. The FAA will not fund seating, that is something that with the new terminal expansion will have to look at purchasing additional ones under the city budget or apply for grants.

Galetka thinks with the existing seats to keep them in there around the perimeter of the room and purchase the airport benches that are seen in most terminals. Do a combination where they complement each other moving forward. The City Engineers are quoting \$200,000 to install all airport seating for 174 people. There will be some costs associated with that, Galetka will do some shopping around and find ways to pay and get all the seating.

Hartley asked if there is a projected timeline for when it will start?

Galetka stated that it will go out to bid starting in December and ends in January. Then get a grant secured and estimated start date they guess March/April timeframe.

Shuler questioned the Food vending machines is there any movement on putting a credit card reader on those machines?

Galetka mentioned that the vendor who owns the machines informed him that he will be moving to a credit card machine. The vendor will be removing those machines (both food and drink) and putting in a combination machine. They currently do not have a valid lease. Galetka moving forward will be putting one into place for that, it will be presented next month.

With the terminal expansion there will be two locations for vending machines as well.

As there was nothing further, the meeting adjourned at 9:30 AM.