

CEDAR CITY REGIONAL AIRPORT BOARD MEETING
November 09, 2023

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, November 09, 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
John Appel, Member
Tyler Galetka, Airport Manager
Ryan Marshall, PW Director
Anna Hernandez, PW Executive Assistant

David Dyches – SUU Aviation
Blaine Nay – AOPA/Pilot
Kirt McDaniel - Aviation
Joh Jackson – AirLife Utah

ZOOM (Air Methods)

Robert Davidson - Pilot
Jessica Ardurra – T-O Engineers

ABSENT/EXCUSED:

Jyl Schuler, Member
Vaughn Montgomery, Member
Mark Leavitt, Member

APPROVAL OF MINUTES

Hartley moved motion to approve, Appel seconded, and all were in favor, that the minutes from the October 12, 2023, meeting be approved.

INFORMATIONAL ITEMS

- SkyWest – No representation.

Galetka gave an update; the enplanements compared to last year with SkyWest, the numbers are expected to reach 10,000 needing a couple hundred over that. The football charter will provide another 800 to 900 enplanements taking it to mid-11,000.

They are on track to bring in the CRJ900 on December 1st, the airport will be manning that to watch the ramps when the flights are here. Also, have an LEO staged at the check point of those flights which is a requirement for the larger aircraft.

It was brought up last month that there may be an alternative aircraft to take the seats out and still do the 50-passenger jet moving forward about next summer.

- T-O Engineers – Ardurra
They are wrapping up the facility requirements documentation. They are hoping to have it finalized and up on the website soon. They are shifting into drafting some of the alternatives, which will also involve coordinating a technical advisory committee and citizen advisory committee. Meaning they do not anticipate having the public meeting until after the holidays, pushed until January depending on the weather.
- TSA – No representation
- BLM – No representation
- FBO – No representation
- SUU – Dyches
No updates
- Aviation – McDaniel
AIP 47 Project – The fence project started last month and finished last Thursday with the final inspection; they will be closing that project out.

The paint maintenance on Taxiway Charlie from runway 8/26 to the end of the runway will be done with the crack seal in the wintertime and seal coat next summer.

AIP 48 project – The ARFF vehicle and equipment is being manufactured now.

AIP 49 project – For the Terminal Expansion, the submittal will be coming up in the middle of the month to Galetka and Marshall for the plans. The project is at 95% and will be bidding it out starting the middle of December for an open bid in the middle part of January.

Galetka mentioned that they have been trying to work with all the issues they have been having.

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

AIRPORT MANAGER'S REPORT

- Project Report
 - Airport Mowing – The tractor has finally been repaired and is back in service. Airport Ops is making progress, mowing the weeds back down before the tumbleweeds start lining the fence again like last year.
- Snow and Ice Control Committee – There has not been any snow this month, the airport is ready for it. They have both of their sweepers up, and their dump truck with the plow ready and waiting till they know a storm is coming.
- Action Items:
 - Airport Rules, Regulations & Minimum Standards Amendments – There were some amendments that were discussed last month.

First page to include the airport vehicles, Galetka added; "Excluding airport operations and emergency vehicles for the speed limit of 15 miles per hour". That way they can perform their duties on the airport, actively do the runway and taxi way inspections and not cause safety issues by delaying aircraft from landing.

Page 12 to 28, revisiting the discussion on the fuel onto the airport. It was broken down to where the airport has aviation in the top three paragraphs. "No more than five gallons of aviation fuel may be brought onto the airport property at any given time unless the operator has applied for self-fueling permit, their government contracted fuel provider for helicopters for firefighting or FBO certificate for the airport."

As well as "The aviation fuel is not permitted to be stored inside a hangar."

"All aviation fuel over five gallons must be kept in a fuel form facility."

"No aviation fuel over five gallons shall be stored on airport property unless approved in the lease agreement."

In the next paragraph, "Non-aviation fuels must be stored in containers no larger than five gallons and must be stored in flammable liquid cabinets."

There was a discussion from the last meeting about people bringing gas for their equipment or if they have an aircraft that they put regular gas in it. The airport wants five-gallon containers and for it to be stored in a flammable cabinet if they are to have that.

Galetka spoke to the Fire Marshal; they are the big yellow cabinets that are approved by OSHA. Keeps the vapor inside and does not let it escape.

All the airport's gas cans at the hangar are stored in the yellow flammable cabinets per the OSHA standard and FPA.
FBO and AirLife has them as well.

Poulsen questioned transferring fuel with auto fuel from the vehicle to aircraft.
For aircraft that uses auto fuel, does that apply to fuel trucks?

Yes, applies from fuel truck to aircraft.

For the next amendment what was discussed last time, for when there is a construction project. The airport wants to be able to have the tenant and contractor schedule a pre-construction meeting with the airport staff to coordinate the construction, discuss the applicable rules and regulations they must follow. As well as adding that they must provide a timeline for their construction. To estimate how long closures are, if applicable and what NOTAMs need to be posted.

They must coordinate with airport as to which the project will not interfere with the safety of flight whether on the ground or in the air. They are not going to be in the object free areas, any safety areas or any of the part 77 air space. They must run it by the airport and get approval from airport officials. Additionally, they must have FOD prevention to keep areas clear and clean for accountability.

Marshall suggests in the rules and regulations to refer to the individual lease and put them into the leases. There are still some older leases that are still in effect for another several years. That way what it does it refers it back to the actual lease, then do not have to worry about updating this and the leases and have discrepancies between them.

Hartley motioned to approve the amendment to the standards as outlined, with Bleak seconded and all I's were in favor.

Marshal stated that whatever is put in the lease reversion refers to the contract. Make sure it is put in before the meeting with Council, so Galetka does not have to go back for just one item. Include final changes before it's presented to council.

- Vroom.Me Car Rental Lease – Based out of St. George and Mesquite, they rent sprinter vans and other vehicles. They are very serious to have an operation at Cedar City Airport. There will be more opportunities for car rentals,

especially with the sprinter van concept. It is very popular with the next generation to travel within the national parks for large families. They will be leasing a 5-year contract taking the third car rental counter, which has been open since Hertz left. They will be occupying five parking spaces to begin with and when they are ready will do more with a lease amendment.

Appel motioned to approve with Poulsen seconded all I's were in favor.

- O&O Investment Hangar Lease Agreement – J. Obering wants to pursue the hangar lease at the airport for a 100 x 100 hangar located next to Clayton Cheney's new lot on the north taxi lane. Galetka pulled up a map for all to see the location of the hangar. Last year there was a lease for the exact lot, the airport has not heard back from them in a year. Per regulations, they have one hundred and twenty days to move forward on the lease agreement once the initiation fee is down, have not heard back. Mr. Obering would like to take that opportunity and lease out that lot. The rate is what was approved by the City Council last go around for .40 cents per square foot.

Marshall questioned if the airport has to give notice to the person who took the lease. Maybe send a letter stating that the airport is terminating the lease.

Galetka stated that there is nothing in the rules and regs that state that. He will send a notice out.

Hartley motioned to approve the lease agreement with Twitchell seconded and I's were in favor.

- Lease Reversion language – Section two of Article one, Option to Renew. It discusses the option for five separate successes terms of five years each, subject to reevaluation of consideration. They get proper sixty days in advance. Additionally, it was added prior to the expiration of the final successes five-year renewal term, lessee may request to extend the agreement for an additional ten years, subject to reevaluation of consideration. Pursuant of article one of section four of the document and subject to the following terms.
 - A- States: Lease holder permits must be in a condition that is acceptable to the lessor.

- B- Lessee will ensure that continuous maintenance will be made to the leasehold improvements throughout the remainder of the contract and not to leave them in a state of disrepair.
- C- Lessee understands the extension of the lease will not be approved if the land may impede on any future airport expansion or development projects identified in the airport master plan.

A masterplan is evaluated every five to eight years, and that will identify what timeline the airport has and what to be reconfigured in those areas. It is identified by the Technical Advisory Committees and the Community Advisory Committees. Then included in the masterplan for either a ten-year or twenty-year project.

Hartley questioned if the masterplan is done every five to eight years, what if it is in the seventh or eighth and there is an active discussion but in the process of doing a masterplan. Someone's renewal comes up, does the board want that limited to be enlisted in the masterplan? Or can it have a little more flexibility, even if it has to be identified through the legal terms used, through discussion in the board meetings or minutes.

And it gets to the end of that, there can be plans on the airport that are not officially in the masterplan yet, that the airport would have to renew someone's lease.

Something that will give the airport a little bit of flexibility.

Marshall clarified, implement on any future airport expansions or redevelopment points included in the airport masterplan or that the city has identified.

Also, if need be, make a note that it would be negotiated of the current lease prices listed.

Galetka stated it would be for a generic lease template. To have it provided in the lease to see what it would actually look like. The format of this would be in one lease.

Randall (attorney) will provide legal language.

Action Item – Fine tune and bring in a completed template of the lease, bring it in and have it approved. Include something in the rules and regs referring to this maybe stating any renewal of leases will go to the latest version of the lease contract. That way when they come up for renewal it will have all of this added to it.

- Capital Improvement Plan (CIP) – For the FAA that is due on the 17th. There have been a lot of issues with funding. With all the bill funds that came in for the airport of 5M, it has caused issues with the budget with the FAA on the discretionary funds, that they give out for big projects. Galetka met with FAA and Jviation on this. There are not a lot of discretionary funds that will be used in the next three years.

In 2024 the airport has plans to expand the snow removal equipment with the snow blower, that project will be ok. The year after 2025 taxiway Alpha, there will be reconstruction the entire length with new lighting. It is beyond twenty years and the FAA recommends that after twenty years that is reconstructed. It is about a 10M dollar project, sounds like there may not be enough funding for that project. The airport might need to **a)** push it out or **b)** split it up. Part of that would be adding a connector between Alpha One and 8/26 locations. Phase over two years, Galetka will propose it to the FAA and see if they approve it or not.

East apron is not in great shape, airport was hoping to get funds in 2027. Taxi/aprons are considered low priority with FAA with discretionary funds. The East apron reconstruction is about 9M according to FAA that is not going to happen in 2027 probably pushed till about 2032. The airport may not be able to rely on FAA to provide funds and will have to look at other options down the road.

In 2026 if things stay the way they are, the airport is planning to do a resealing of Runway 20 with new paint.
Half of the funds go towards designing the apron.

There is talk about increasing the entitlement from 1M to 1.3M in the next few years.

The terminal project is not affected by this, will be based solely on the bill funding that the airport was guaranteed. Project costs are still seeing some variations and hopefully the bids can be true what they are estimated at this point.

Hartley asked where we are in that process and what is the projected timeline?

Galetka stated that around Christmas time is when they will get bids back in mid-January. If they do go that route, it will be about the beginning of April is when they see construction start and take about a year timeline.

There are concerns about the air conditioning over the summertime. They are trying to figure out how to move forward with that. The project would take out the air conditioners for about four months as they are reconstructing. Airport is looking at options to get mobile ones on a trailer and pay the cost for that or push the project out till fall.

- Access Controls – Airport is hoping to have access controls for the doors in the terminal. The cost came in a lot higher than they thought, the quote was eighty thousand and gives the option to have ten doors to have more secure access controls if they are to go with a larger airline. In the near future, they will be required to have access control systems that are more advanced in the terminal building and at the gates at the airport. Eighty thousand for just the building and the licensing cost every year is five thousand. That is only for the terminal building.

Galetka will try to pursue some external grants from the state and from the Federal Government for security. He has been talking to Mountain West computers, there are grants out there for things like access control and cyber security as well. Galetka intends to go after those grants to help cover the costs.

As there was nothing further, the meeting adjourned at 8:39 AM.