Heber City Corporation
75 N Main Street
Heber City, Utah 84032

Airport Advisory Board Meeting
October 19, 2023

6:00 p.m. Regular Meeting

TIME AND ORDER OF ITEMS ARE APPROXIMATE AND MAY BE CHANGED AS TIME PERMITS

Present:	Chairman Jason Talley Board Member Jay Henry Board Member Jeff Peterson
Remote:	Board Member Bill Tew Board Member Rocco Tomanelli Alternate Board Member/City Council Member D. Scott Phillips
Absent:	Board Member Bart Mounteer
Staff:	Airport Manager Travis Biggs Deputy Recorder Robin Raines-Bond
Attending:	Ryan Leick, Aeroplex Group

I. Roll Call (Deputy Recorder Bond)

The meeting started at 6:06 p.m. by Chairman Jason Talley. Deputy Recorder, Robin Raines-Bond called the Roll for Board members.

II. Pledge of Allegiance (Board Member Jay Henry)

Board Member Henry led the pledge.

III. Approval of April 13, 2022, Airport Advisory Board Minutes (Deputy Recorder Bond)

Motion: **Board member Peterson motioned to accept the minutes. Board member Henry seconded the motion. Yes:** Chairman Jason Talley, Board Member Jay Henry, Board Member Jeff Peterson, Board Member Bill Tew, Board Member Rocco Tomanelli, and Alternate Board Member/City Council Member D. Scott Phillips **No:** none. **Motion passed.**

IV. Public Comments: (Please limit comments to three (3) minutes per person.)

No Public Comments.

V. Airport Manager Quarterly Report (Biggs)

Airport Director Biggs reported on events and maintenance at the airport. He reported the following:

- The snow caused problem for the AWOS (Automated Weather Observing System).
- Volunteers and staff sandbagged for potential flooding
- A Taste of Heber Event was held successfully.
- UAOA (Utah Airport Operators Association) met at UVU Wasatch Campus.
- Youth groups toured the museum and airport.
- Annual dance held in the museum hangar.
- Several flyovers, including the 100-year refueling anniversary flyover took place.
- No accidents this year.
- The FAA (Federal Aviation Administration has approved the ALP (Airport Layout Plan) contingent on the environmental study.
- There is a new mural at the airport depicting women in aviation.
- Phase II of the environmental study was underway.
- EA (experimental aircraft) Chapter events – Bob Baird, event coordinator.

Board Member Peterson and Tomanelli thanked Mr. Biggs for his work in keeping the airport functioning well.

Board Member Phillips asked about updating the new city logo. Travis replied that he did not yet have a new airport logo.

VI. General Business

1. Update and Changes to Airport Advisory Board Bylaws (Jeremy Cook)

Mr. Biggs informed the Board of recent updates to the Bylaws which included Mr. Nadim from OK3 (the airport FBO (Fixed Base Operator)) having a place on the Board.

Chairman Talley clarified that OK3 had to have a named representative as a board member and could not substitute another person from their organization. Mr. Biggs said that was a question for Mr. Cook, City Attorney.

Mr. Biggs stated that Mr. Duggin had resigned from the Board. There would be a position for a member of the Daniel community to be on the Board if desired.

2. Report on Comparable Airports and Rate Fee Study (Ryan Leick, Aeroplex Group Partners)

Mr. Leick went over the financial feasibility study that the City requested. It concluded that it would cost the City as much as $87.5 million to operate and maintain the airport over the next 20 years if the City chose not to accept federal and state grants to maintain the airport.

He outlined four areas about grant assurances:

1. Recover cost
2. No excessive surplus
3. No revenue diversion

4. Economic non-discrimination

He used the Airport Compliant Manual FAA 5190.6B for his reference.
Chairman Talley asked if the current airport standards for non-commercial pilots were enforceable. Mr. Leick recommended talking to the City Attorney.

Mr. Leick stated that ground rent, fuel flowage, and landing fee accounted for more than 90% of revenue at the airport.

Chairman Talley asked about the registration fees paid to the State of Utah in lieu of property taxes and how that represented what the base owners contributed to the airport.

Mr. Biggs commented that the money came through discretionary funds or capital projects.

Board Member Peterson asked how the State associated his aircraft with the Heber City Airport. Mr. Biggs believed it was tracked through ADS-B (Automatic Dependent Surveillance–Broadcast) technology.

Mr. Leick compared market-based rates with similar airports.

Chairman Talley asked about how the comparison airports were chosen. Mr. Leick said it was based on similar usage of the airport and the destination.

Discussion ensued about how to increase revenues at the airport.

Council Member Phillips asked about the minimum standards agreed upon in the settlement agreement. Mr. Biggs said they agreed to revisit them and the settlement agreement would affect some minimum standards.

Chairman Talley commented that the settlement agreement would apply to FBO activities and not to other aeronautical activities. Mr. Biggs concurred.

Discussion continued about rates and fees and their future increases.

Discussion about other sources of revenue for the airport followed.

Council Member Phillips said he appreciated the varied viewpoints.

3. Discuss Update and Next Steps to the Airport Master Plan (Matt Brower, City Manager)

- The Airport Master Plan (AMP) and Airport Layout Plan (ALP) have been approved and accepted by the FAA upon contingency of the environmental assessment.
- The City would work on Phase II of the environmental assessment.
- An RFQ (Request for Qualifications) has been issued for engineering and planning. Ardurra Engineering has been awarded a five-year contract for engineering.

- The City would scope an environmental assessment plan over the next 18 months. After receiving a FONSI (Finding of No Significant Impact) from the EPA (Environmental Protection Agency), the airport can proceed with the ALP.
- Navigation and land easements would follow.
- ALP action plan for displaced hangar owners, hangars, taxiways, and runway.
- The City looked at hiring a company such as Vector to collect landing fees.
- Replacing the AWOS is a priority. Engineering would prepare the scope and fees. The City would follow small procurement procedures to obtain a new AWOS.

Board Member Tomanelli commented that OK3 Air was currently collecting landing fees and asked why a new company was being sought. Mr. Biggs replied that often planes came when OK3 was not open. Council Member Phillips clarified that the invoices for the landing fees came from OK3 and needed to be identified as City fees. Board Member Peterson agreed that an outside agency would be more appropriate.

Chairman Talley informed the Board that he had been approved for a temporary commercial permit at the airport for Elemental Aviation by the City Council. Secondly, he was concerned about aircraft coming in from the right traffic. Our airport is a left traffic airport. He wondered if the airport should be changed to a right traffic airport. He asked Mr. Leick for advice.

Mr. Leick suggested contacting the ADO (Regional Airports District Office).

Chairman Talley called for last questions.

Council Member Phillips inquired about submitting development requests. Mr. Biggs answered that no development request were being taken at this time, but commercial requests could be submitted.

VII. Adjournment

Motion: Board member Phillips motioned to adjourn. Board Member Peterson seconded the motion. The meeting adjourned at 7:44 p.m.

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Robin Raines-Bond, Deputy Recorder

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