HEBER CITY CORPORATION
75 N Main St
Heber, UT 84032
Airport Advisory Board Meeting
April 14, 2021

6:00 p.m. Regular Meeting

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

I. Call to Order/Roll Call (Chairman Talley)
The Meeting was called to order at 6:03 p.m. by Chairman Talley. Chairman Talley asked Deputy Record Robin Raines-Bond to call the roll.

Present:	Chairman Jason Talley Board Member Mike Duggin Board Member Lonnie Woodard Board Member Bart Mounteer Board Member Jeff Peterson Board Member Scott Phillips Alternate Board Member/City Council Member Ryan Stack
Staff:	Airport Manager Travis Biggs Recorder Trina Cooke Deputy Recorder Robin Raines-Bond IT Director Anthon Beales
Attending:	Jeremy McAlister, TO Engineers

Attending remotely: Darryl Bosshardt, resident

II. Pledge of Allegiance (Mike Duggin)
Board Member Mike Duggin led the Pledge of Allegiance.

III. Approval of January 13, 2021 Airport Advisory Board Minutes (Robin Raines-Bond)
Motion: Mr. Duggin motioned to approve as printed. Council Member Ryan Stack seconded the motion. Aye: Chairman Talley, Board Member Duggin, and Council Member Stack. **Motion passed 3 to 0**.
1.13.2021 Draft Minutes

IV. Public Comments: (Please limit comments to three (3) minutes per person.)
No Public Comments.

V. Introduction of New Board Members (Travis Biggs)

1. Jeff Petersen and D. Scott Phillips

Airport Manager Travis Biggs introduced the two new Board Member who were approved by the City Council and asked them each to address the Board. Board Member Jeff Petersen stated he had been involved with the Airport since he learned to fly in 2001. He indicated he loved the Airport industry and had grown up around it. Chairman Talley welcomed them and stated Mr. Petersen was involved in the T-Hangar project.

Staff Report AAB New Members As presented at the City Council Meeting.

VI. Airport Manager Quarterly Report (Travis Biggs)

Mr. Biggs commented on the AWOS (Automated Weather Observation System) repair status. He expressed his appreciation to the OK3 employees who had been helpful with the AWOS.

He met with authorities about the Gyrocopter incident. Physical inspection was almost complete. Users and tenants of the Airport talked of what they could do for the family.

The snow season was near completion. It was successful due to Mr. Dakota Mahn, Bart Mounteer, and Jeff Dowling and his staff at OK3.

Board Member Scott Phillips organized the second Adopt-A-Highway event where the users and tenants picked up litter on the Highway, which was much appreciated by the community.

The Airport Master plan moved forward. The second Public Open House was held April 1st. Question were emailed before the meeting and also received at the meeting. City Manager Matt Brower committed to stay until all questions were addressed.

Question and Answer sessions had been held at the Airport Office and more would be scheduled to help educate the public on the Airport.

Radio interviews and newspaper and social media article on the Airport have been published.

City department heads, City Council, and County Department heads met in the Airport offices for their annual meeting.

The City sweeper trucks cleaned the airport. Preparations were made for the summer mowing season. Final top coat of paint for the taxiway, runway and apron was planned. The company would give two weeks' notice before they come. It would be a one-day closure in May.

Chairman Talley asked if there were any questions. Mr. Woodard clarified that the highway cleanup was organized by the Hangar Owners Association. Mr. Biggs said Mr. Phillips made arrangements with UDOT, organized the users and tenant for the cleanup and provided breakfast. The main volunteers for the cleanup were the users and tenant of the Airport. A sign would be placed on the side of the Highway that said it was maintained by Heber Airport Pilots and Friends.

Chairman Talley stated that the noise from the airport was an issue at the Open House. A new departure option was being allowed in good weather on runway 2 2, which should reduce noise. He also commented on questions asked at the Open House about specific users of the airport. He suggested a meeting where those type of questions could be addressed. Board Member Petersen commented that he attended the whole Open House and thought it went well. He would be willing to help organize those questions for the FAA and other Airport Master Plan panelist. Chairman Talley said it may be a future agenda item.

Board Member Scot Phillips was introduced and told about himself.

VII. General Business

1. Discuss Continuing Virtual Meetings Or Returning To In-Person Meetings

Chairman Talley would like to continue a hybrid Board meeting that is in person with a virtual option. Board Members Duggin and Mounteer agreed. Board Members will attend in-person or virtually, at their discretion.

2. Master Plan Review - Forecast Chapter and Up Coming Steps (Jeremy McAlister)

Mr. McAlister spoke on the following points:

- Reminded the Board that the final coat of paint would be applied in mid-late May during a one-day closure.
- He felt the Q&A of the Master Plan was well attended. He apologized for the amount of technical information and felt they could present the information to the public better. He felt they needed more time to revitalize the Master Plan.
- He asked everyone on the Board and special committees to submit a SWOT (Strengths, weaknesses, Opportunities, and Threats) analysis.
- Forecast chapter would be submitted to the FAA (Federal Aviation Administration).
- He asked for questions on the Inventory and Forecast Chapters.
- He was pleased that the chapters and information about meetings was out at least two week before the meeting.

Board Member Petersen, Duggin and Mounteer complimented Mr. McAlister on the meeting and content.

Mr. McAlister talked about the upcoming steps:

- Submit to FAA for review. They approve the Forecast Chapter and accept the Master Plan.
- Mr. McAlister expects some minor feedback and changes from the FAA.
- Facility requirements would be the next chapter. This would identify what the Airport has and what the Airport needs.

- The CAC (Community Advisory Committee) and TAC (Technical Advisory Committee) committees and the Airport Advisory Board would contribute to what the Airport Master Plan would be.

Chairman Talley asked about an additional meeting to discuss SWOT Analysis. Mr. Duggin agreed more meetings might be needed.

Mr. Duggin inquired about Mr. McAlister's schedule. Mr. Biggs commented that he wanted individual ideas first, then they would talk about it as a group.

3. SWOT Analysis (Strengths, Weaknesses, Opportunities and Threats) (Jeremy McAlister and or Katie Franco)

Mr. McAlister stated that they wanted ideas and insights from all the individuals on the committees for the SWOT analysis. Mr. Biggs would send a templet out to the members. Mr. Biggs would like the analysis returned as soon as possible. Chairman Talley asked if the Board Member would return their analysis by April 23, 2021. The Board Members agreed they could. Chairman Talley asked is Mr. McAlister would he share the ideas of the other Committees. He said he would share the results of the SWOT. Chairman Talley asked when the Board would get the SWOT analysis results returned to them. Mr. McAlister said April 30, 2021.

Mr. Duggin asked to go back to item 5 on the agenda.

Motion: Board Member Duggin made a motion to accept and welcome both Jeff and Scott to our committee. Board Member Mounteer seconded the motion. Aye: Chairman Talley, Board Members Duggin, Mounteer, Woodard and Council Member Stack. **Motion passed unanimously**.

Board Member Duggin asked Mr. McAlister when the City Council would be voting on the Airport Reference Code. Mr. McAlister stated he had never had a Council vote on the Airport Reference Code (ARC). Mr. Talley agreed with Mr. Duggin that he thought the Council would be voting on ARC. Mr. Duggin indicated that after chapter 4 of the Master Plan, all decisions would be based on the ARC. Mr. McAlister agreed. Mr. Talley asked Mr. Biggs to send an email to the City Council and find an answer. Mr. Biggs agreed to find out. Council Member Stack was not aware of a vote on ARC. Mr. McAlister stated the Forecast Chapter showed the airport at C II and that would be reviewed by the FAA. Two Board member felt the issue would be determined by the City Council. Mr. McAlister and Mr. Biggs felt the FAA would be determining the ARC after reviewing the Forecast Chapter. It was decided that the issue would be looked into by Mr. Biggs and Council Member Stack and reported back to the Board.

VIII. Adjournment

Motion: Board Member Scott Phillips moved to adjourn the meeting. Board Member Jeff Petersen seconded the motion. Meeting adjourned at 7:08 p.m.

Ordinance 2006-05 allows Heber City Council Members to participate in meetings via telecommunications media.

In accordance with the Americans with Disabilities Act, those needing special accommodations during this meeting or who are non-English speaking should contact Robin Raines-Bond at the Heber City Offices 435.657.7887 at least eight hours prior to the meeting.

Posted on April 08, 2021, in the Heber City Municipal Building located at 75 North Main, the Heber City Website at www.heber.ut.gov, and on the Utah Public Notice Website at http://pmn.utah.gov.

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Robin Raines-Bond

Robin Raines-Bond
Deputy Recorder