

CEDAR CITY REGIONAL AIRPORT BOARD MEETING  
March 14, 2024

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, March 14, 2024, 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  
Jyl Schuler, Member  
Scott Phillips, Council  
Mike Bleak, Member  
Vaughn Montgomery, Member  
Maria Twitchell, Member  
John Appel, Member  
Tyler Galetka, Airport Manager  
Anna Hernandez, PW Executive Assistant

Blaine Nay – AOPA  
Kirt McDaniel - Woolpert  
Courtney Christensen – BLM  
JJ McGuire – Sphere One  
Tom McLeary - USDA  
Mike Mower - SUU

ZOOM

Vaughn Montgomery, Member  
Jessica Ardurra, T-O Engineers  
Chuck Taylor, Cyber Tech

ABSENT/EXCUSED:

Mark Leavitt, Member  
Ryan Marshall, Public Works Director

APPROVAL OF MINUTES

Schuler moved motion to approve, Poulsen seconded, and all I's were in favor, that the minutes from the February 8, 2024, meeting be approved.

INFORMATIONAL ITEMS

- SkyWest – No representation. Flights change in May, for AM & PM.
- T-O Engineers – Ardurra  
They have a public open house scheduled for April 10<sup>th</sup> at Festival Hall from 5 to 7 PM. They will be reviewing the facility requirements and then the draft.
- TSA – No representation
- BLM – Christensen  
Nothing to update, still should have the same contracts as they do every year. Type one helicopter for Dixie National Forrest with two seats and an air tac for the BLM. They will be coming on in mid-May depending on when fire season starts up.

- FBO – McGuire  
Going strong, they are getting their fuel tanks painted next week. Possibly another five Apache's coming to stay overnight tomorrow. SUU has been flying quite a bit and they have been seeing a pickup in GA. They had a good turnout for the Super Bowl. McGuire also mentioned that they expect to see a big turnout for the PGA tour that will be held in St. George.

Galetka brought up for the Super Bowl traffic the airport had aircraft coming in late at night. There was a rain snowstorm that came in, there was a lot of ice on the airport runway. The airport ops ran the sweepers non-stop, clearing some of the ice. Galetka was looking at using the De-Ice fluid from IFA. Maybe acquire a tote or two that will allow the airport to do two runway de-icings for about two thousand dollars. If the budget allows this year, try to purchase a tote to have on hand. IFA would have to come out and use their vehicle to de-ice it for the airport. That is one of the goals is to stock up on materials so that the airport does not end up in situations where the runway was iced up for VIPs. Especially if SkyWest goes to a night or early morning flights or for diversion flights. The airport would have to have some form of backup plan for those instances.

- SUU – Mower  
Galetka gave an update; SUU did do their temporary tower the past three days. It was successful. It was a good operation; the weather caused some issues with their operation and the students. They were able to get through all the training they wanted. It flowed smoothly and was FAA approved.
- Woolpert – McDaniel  
Last month the crack seal project on north Charlie was completed, then in the summer they will come back and do the seal coat.

The terminal expansion project issued the award to the contractor. They will be working with Tyler and the FAA on getting all the grants situated for that project.

The project for this year is the re-stripping of the main runway and getting a new snow blower for the airport. The bid will go out next month or so.

- USDA – McLeary  
No Updates

- Open Forum –
  - Phillips asked Woolpert when the expansion project is expected to start. When the time comes, Phillips would like to have a little bit of an announcement at the airport about the expansion. He would like to brand the airport and wants people to know that it is here. He would like a little lead time and a heads up. There are invitations designed to send out to everyone, commissioners, and councilmen.
  - McGuire announced that the FBO has started collecting landing fees on any plane that comes in over twelve thousand pounds, max take off way. That will be another source of revenue for the airport. They will be putting it in a separate category, so the airport and board can see the revenue it is generating each month.
  - Airport Operators Association Conference – Galetka and Marshall attended the conference in St. George and mentioned that the FAA does an update for the airport every year. They come out, Cedar has the best airport district office in the country, there are nine of them. All the other regions do not get that kind of interaction like Cedar does. Galetka and Marshall met with them and discussed all the grant items that need to be done and how we are going to navigate this terminal project. One of the things the FAA brought up was the FAA reauthorization. It goes through May 10<sup>th</sup> when they start issuing grants. The hold up would be the negotiations for Congress to reauthorize and have a consensus to pass to legislation to reauthorize the program.

#### AIRPORT MANAGER'S REPORT

- Project Report
  - Airport Boneyard Clean-up/Disposal – The old stuff that is at the west side of the airport by the fence piled up from the runway project four years ago. Airport Ops has been taking them out to be recycled and disposing of the items.

Taxi Way Alpha – Airport Ops is continuing to change out the light process. If the budget allows, continue with it next year. Dispose of old-style lighting.

- Snow and Ice Control Committee (SICC) – Per regulations this needs to be discussed once a month. There really has not been much this past month. The equipment is ready to go and is prepared to be used.

- Airline Advisory Committee (AAC) – This committee was formed to discuss airline development needs and ways to navigate issues. How to improve the service that the airport has now and build a better partnership with SkyWest. As well as future projects.  
They are still planning to have their meet and greet with SkyWest on the 26th of March.
- Duty/On-Call Operations Phone – Galetka purchased a duty cell phone for his staff, so that there is one phone number that can be called instead of all individual phone numbers. It will be used for the On-call staff for situations that happen that there is a designated phone to call and someone always available to assist. This phone number will be posted on the website and sent out to the FAA, SkyWest and everyone who needs it.
- Airport Title VI Requirements – Is part of the Civil Rights Act, Non-Discrimination, and hiring practices which the city already follows these requirements. However, Galetka just learned through other airports that Cedar City airport is required to have a written Title VI Plan, a Community Participation Plan and Posters posted throughout the buildings for Title VI reporting. As well as all the contracts and agreements on the airport are going to have Title VI requirements. Title VI is required if you receive Federal funding. Currently the airports in Utah do not have a Title VI Plan established, only now Salt Lake City and Provo do. In spring and summer, FAA will provide training. Galetka will be working with HR Natasha on putting a plan together based on requirements and the training with staff. This will be airport specific and different from the city's plan. Posters will be posted, and lease contracts, agreements and construction contracts will be amended to include that so it can be followed.
- Airport Access Controls – The terminal expansion is going to put more access control systems on the secure side of things. There will be badge readers and pin combinations once the project is completed. That would be a step towards having more secure access in and out of the terminal. There will be a couple of doors that Galetka will have to find some budget funds to do outside of the project area, to add those access card readers tied into the system. He is looking at different secured access programs to improve security and accountability that can be utilized that are cost effective.

For BLM there will have to be a work around on access code. How to navigate with Tank base. Put a plan in place for them.

- Chris Reid's Retirement – Chris has decided to hang up his hat and retire from the airport ops team. He has worked with the airport for 15 years in Cedar City. His last day will be April 5<sup>th</sup>. Galetka is working on getting something sent out for his retirement party. With his wealth of knowledge and experience as an air traffic controller he has brought a lot to Cedar City. Everyone Thanked him for his years of service and will be greatly missed by all.

Action Item:

- SUU/Cedar Building Associates (CBA) Sublease – Galetka has drafted that; he needs to forward it to SUU/CBA to fill out the last part of it. It is a set of four hangars next to hangar three.

Taylor of Cyber Tech mentioned that CBA currently subleases to Cyber Tech in that hangar, and that they are going to sublease a portion of it to SUU part sixty-five training which is periodic not every day and is also the FAA certify repair station. Cyber Tech will still lease it but will be doing a sub-lease and split with SUU.

Galetka re-reviewed the Cyber Tech's sub-lease for the hangar. Galetka stated per the sub-lease agreement, without prior permission written consent of the Lessee, it is required to receive a written approval from CBA to allow Cyber Tech to re-sublet that to SUU.

Taylor will pursue that and forward a copy of written consent to Galetka.

- Air One Hangar Lease Extension
- Boyd Hall Hangar Lease Extension
- Orton Hangar Lease Extension

All three leases have expired since 2020 & 2021 and the extension periods are long overdue. At the time the contracts were built a couple of years ago there were partial increases up to the five-year period to get to the current rate. Currently they are all sitting at the six to nine cent range what it used to be. Going from that to the current rate is a lot for them to take, it is a big jump. The goal was to go over five years and do a small increase to get to the current rate annually. However, since they have not been extended, they have been given a grace period of a couple of years at the old rates. This extension will only get them until next year because it is the end of the five-year extension which is overdue. Their new contracts will be up to date to the current contract agreement. This will set precedence on how contracts will be extended moving forward.

The board's recommendation is thirty cents for the remainder of the five-year extension, then following renewal go to the forty cent (to current) going rate.

Twitchell motioned to move with Bleak to second and all I's were in favor.

As there was nothing further, the meeting adjourned at 9:48 AM.