

CEDAR CITY REGIONAL AIRPORT BOARD MEETING
June 13, 2024

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, June 13, 2024, at 8:00 AM in the Cedar City Admin Conference room located at 10 North Main Street, Cedar City, Utah.

PRESENT:

Burt Poulsen, Chairman

Jyl Shuler, Member

Scott Phillips, Council

John Appel, Member

Vaughn Montgomery, Member

Tyler Galetka, Airport Manager

Anna Hernandez, PW Executive Assistant

Blaine Nay – AOPA

Kirt McDaniel - Woolpert

Jeff Frehner - Citizen

ABSENT/EXCUSED:

Mike Bleak, Member

Maria Twitchell, Member

Mark Leavitt, Member

Ryan Marshall, Public Works Director

APPROVAL OF MINUTES

Appel moved motion to approve, Shuler seconded, and all I's were in favor, that the minutes from the April 11, 2024, meeting be approved.

INFORMATIONAL ITEMS

- SkyWest – No representation.
- Ardurra – No representation. Galetka gave an update with no big changes to the Master plan. They are at the final stages of it going through the last chapters. Expected to be through that by December for final approval with FAA by springtime. The next public meeting will be held in January 2025.
- TSA – No representation. Phillips asked how it was going with the new renovation of the airport.

Galetka stated it was going well, there was no impact on them. They got a doorway at the end of the checkpoint so then they could lock it up. If they were to close early for some reason.

- BLM – No representation
- FBO – No representation

- SUU – No representation

- Woolpert – McDaniel

The maintenance project, they did the seal coat and temporary paint last month. They will finish that up with permanent paint after thirty days then that project will be complete.

The bid went out for the runway stripping project and the snow blower last month. Just waiting for the FAA grants for both those projects.

Phillips stated Galetka presented at City Council the day before and they are both on consent. It should not be a problem.

There was a question about what is the anticipated date on the terminal expansion project?

McDaniel answered eleven to twelve months by next spring.

- USDA – No representation

- Open Forum – Phillips wanted to discuss the data and get an update on the enplanements, the numbers are concerning.

Galetka mentioned he went over the numbers for the past four years and the effects due to COVID. The enplanements dropping down from April into May is concerning, year to date with forty-four hundred. Looking at the average each year the airport is about the same number as the past three years. Usually, the summer months are a bit busier, they had a flight schedule change several times.

Galetka has been waiting to put anything out advertising wise for the public. For the morning flights he wanted to see what the July schedule would look like, to make sure they are going to keep the morning flights before he publishes it. Galetka received the new schedule this week, he will post the advertisements out stating that the airport has a morning flight remaining through the summer. Hoping that the June numbers are better.

Phillip's mentioned notifying Gabbie to have it advertised in the Mayor's July Newsletter for the July first issue about the morning flights.

Galetka will start doing more Facebook advertising.

Shuler asked if there was any movement with the Utah guard?

Galetka has not heard anything. He is requesting a letter of intent to provide the FAA.

Shuler gave a shout out to Tyler, Thanking him for the quick improv kick-off groundbreaking. It went extremely well; everyone was so cooperative. She also Thanked everyone for attending, especially the department heads for supporting the project. It was also great to have it advertised in the Today newspaper.

Galetka also Thanked Phillips and Shuler for putting it all together.

Shuler suggested going down the road, perhaps at the halfway point of the whole building project to keep everyone informed and engaged of the progress. Galetka will look at the project timeline to see when it would be good to do so.

AIRPORT MANAGER'S REPORT

- Project Report
 - Gate Access Control Systems – As discussed previously about getting credential readers to get through the gates. Galetka went ahead and proceeded with the quote and is not sure when they will come out and install the card readers. For the gates he anticipates not until July, it will be for the three gates that the public accesses them the most. To help get a more secure airfield. Galetka just got a TSA circular pushed out a few days ago, recommending those practices for small airports that are not required to have access controls.

The three access points are at 1) tanker base; access for tanker base for the fuel farm and north hangars. 2) Sphere One gate which is the south gate south side of the airport 3) the North gate just northside of Sphere One east ramp. The other three are limited access with different control codes. The fire station is fire fighter access only, the terminal is access by airport ops and SkyWest only. SUU has their own gate access for maintenance technicians.

The cost is about fifty-five hundred to get it implemented. Full implementation for usage, there are two options for the gates where they can either use a card access which is the traditional means to get in and then there is an Ap for the phone that is accessible within twenty-five feet of the gate. Not everyone likes to use Aps technology. The airport is going to limit the use of one or the other, because the concern is they do not want people giving out credentials to other people. The Ap would definitely be easier, it would be paired to the users' phone and cannot be shared.

With the terminal expansion project, the airport will receive a free card reader system that they can make badges included in the project. However, they will not get that until later in the project. It is hard to implement this change until they have that means to be able to produce access credentials. The airport is going to wait a couple of months until they fully implement the access control systems. This will help increase with airport security which is well overdo.

There will be further discussion before it is fully implemented. Galetka would like to get feedback on that.

The airport will be setting up video training courses with a test, it is going to be a big workload. They will be getting additional part-time staff, which will help with that this year. The airport is trying to work to where it is more self-sustaining. So, they would not have to rely on other partners to do their job.

With the Ops phone that was implemented last month, the airport now has their phone number on the gates. If the gate fails and they hear about it, they can maintain it directly versus hearing about it second hand. Same intentions for the accesses, the airport will also be taking that on. There will be badging hours and a call to schedule for each individual that needs to get in.

Phillips asked if there are any funding sources for that as a security measure? He mentioned that the council has been very supportive of cameras in the different city locations like parking garage and aquatic center. He thinks that would be something they would be favorable towards.

Galetka stated that there are grants which are hard to get. He is looking into pursuing that further. He was recommended a couple of grants to look into for access control and security.

- Airport Duty Phone – As discussed, the airport has implemented that. Galetka will send a mass email out; they have already been updating signs things with the FAA. They will have someone on-call 24/7 for any issues. He will limit the number only to tenants and still have the office number for the general public.
- Taxi Lane/Taxiway Markings – There are still a couple of markings that are not up to standard right now. They did some asphalt work on the keyhole to maintain the old asphalt to smooth it out. They can only do so much this year, they will continue to asphalt projects on old asphalt that cannot be replaced at

this time. The Streets department has done a great job for the airport, there is still a bit more touch up that needs to be done.

- Terminal Expansion Updates – As previously discussed, it is going well. The kick-off meeting was fantastic. SkyWest has been really impressed with the changes. There is not a lot to report on; they have torn down the block on the wall where they are expanding and digging into it. They are still doing demos right now. Within the next two weeks they are looking at pouring the concrete footings.

McDaniels asked what was the schedule on the chillers?

Galetka answered with the chillers they are looking to pour concrete next Tuesday, then they will start transitioning the chillers over. There will not be any interruption of service on the air conditioning at all. They will be moving one at a time.

- New Fuel Vehicle Parking Location – Galetka brought up a map on screen showing the location. Historically with Sphere One's fuel trucks, there used to be a great parking location where their hangar is located. Years ago, Jeremy Valgard had them moved to a location (demonstrated on the map). The problem with that is there is a slope for vehicle parking. It caused a bit of conflict for aircraft taxiing by. The biggest issue is that the asphalt is really old and will not receive funding from the FAA because it is a non-standard design, it is too close to hangars, and it would have to be funded by the airport or other grants to reconstruct the asphalt.

Evaluating the asphalt where the fuel trucks park, there is a lot of sinking. Not only are there issues with parking, but entering the area there is a slope and with the weight of the fuel, the weight shifts causing a lot of sluffing (the moguls) in the asphalt. They did have that patched with the last skin patch project, it is not the most opportunistic place for fueling vehicles causing premature wear on the asphalt. It was decided to relocate them out to the aircraft apron in the area identified by Galetka on the map. Outside the object free area of the taxi way and it is fifty feet away from the building. Currently there are six trucks parked out there just for summertime only.

The decision to put them there, they have the fire station identified on the map. The airport is going to be putting the old fire truck in the building in the spring. So, it will be blocked off for airport parking, there will not be any aircraft parked in the identified section demonstrated on the map. There is a blank patch in

Sphere One's hangar. The airport has decided to park the trucks identified on the map to where there is still room for the ARFF truck to pull in and out. It will prevent any aircraft from parking in the area because there are fuel trucks now. It is only impeding on Sphere One's own hangar temporarily.

The airport is looking at painting permanent markings and still holding off as a trial run to put cones out to see how much it is going to interfere. The biggest impact will be with Mark's hangar for Leavitt Group. Is the aircraft taxiing in and out to make sure there enough room for the aircraft to maneuver around the fuel vehicles that are parked in that location. In the East apron there is plenty of space to park the aircraft not impacting much on aviation.

Another alternative recommended would be west of the east ramp of the airport (Dirt patch) location where there is a drain that flows from east to the west low point. If it were to be implemented, then create a sort of catch for the potential fuel spills and maybe some curbing.

All agreed it was a good potential location. As there is no impact to the apron.

- SkyWest Aircraft Changes – There is confirmation that the airport will start transitioning to the CRJ550 beginning July 1st. All the afternoon flights for the month of July show that aircraft and that is just for the CRJ700 with fifty seats instead. The airport will be downgrading a bit of their duties, which would be a nice break for airport ops and the police department. Due to each flight had to have staff from both departments monitoring the flights because of the capacity.

The morning flights will stay for larger craft and the afternoon flights will go to the smaller. The airport does not know exactly when the morning flights will transition. TSA has granted an extension for the procedure the airport is doing called the A-Mock until December 31st.

- Fire Season Update - There has not been a whole lot of action. The airport has three large air tankers, two single engine air tankers, and three large helicopters that are ready to go. They have been on two to three fires so far in the past week and a half. Great Basin is a great region to stage aircraft it is centralized.

The airport has a lot of resources readily available; it is great to have them here.

SUU has changed their run-up procedures, typically they do their run-ups before they depart on two-zero right by tanker base. Now they do it on the east apron, just off the taxi lane. To ease the burden on tanker base so there are no conflicts.

- Airline Advisory Committee (ACC) – The airport is still waiting for the Essential Air Service (EAS) contract to come through the DOT. Then start scheduling meetings again.
- Airport Tower/Air Traffic Control – There was a great meeting with the FAA Contract Tower program representatives. They talked about the airport situation with the application process to get into the program and the steps moving forward. There are a couple of Woolpert consultants that used to work for the FAA that are assisting the airport with the program process. The airport could potentially get into the program, they would pay full compensation for the controllers, wages and benefits. The only thing the airport needs to do for the program is to get the tower secured, funded and built as well as maintaining it.

There is an evaluation that is based on the fleet mix, how busy the airport is, and they get a number they base on the risk factor and that determines if they are fully funded or not.

The airport is starting the application process through the FAA, it should be submitted within the next month. With the Master Plan update, they have identified a couple of spots for a control tower. Once the airport is in the control tower program they will start pursuing funding through the state legislatures, FAA, potentially congress if needed.

There was a question if they will do a temporary tower structure?

Galetka does not think so, typically the only time they will do that is if there's a genuine risk to where there has been an accident to where they really need to get a tower in immediately.

Best case scenario is if the airport gets into the airport tower program they pursue funding. Hopefully next year they can see that funding come through with the tower being built. With the contract tower program one to six years estimated. With the application it can be a lengthy process, Galetka will have it submitted as soon as possible.

The idea of bringing in a temporary tower is off the table due to FAA delays. The airport is better off with a full-on control tower.

Phillips needed clarification on the extension project. When it is all done and construction is completed, does the airport need to look at furnishings or is that included in the project?

Galetka stated that it does not include seating, which is one of the biggest costs. Since there is currently limited seating, they are going to add onto that as they go. That was not part of the project that was included. He is looking at means like grants through the county. The TSA improvements the upgrade for machines were covered by TSA.

There will be a new vending area, that will go out to bid to get some new vending machines in there.

Galetka's goal with TRCC and TRT grants to pursue will be requesting for airport seating. It would be helpful to provide TRCC with plans for how the funds will be used and how it will look like.

Shuler brought up the fact that there will be a need for some kind of charging station.

Galetka mentioned that with the new expansion they have included outlets in the middle of the foreplan. That way with the new airport seating that has the charging receptacles built in that will already be grounded outlets to plug into. They planned for that.

Other options that have come up are requesting funding through congress for control towers. The airport will start by going through the state legislature then to congress.

- Restaurants near or at the airport – Take a look at all avenues to add, whether it be a restaurant or food truck. Perhaps have an investor lease space at the airport. It would service not only the airport but the industrial businesses in the surrounding areas.

Shuler questioned how the car rental is doing coming out of St. George?

It has been a slow progress, they got into St. George and have been busy. There are three vehicles they have at Cedar, the airport is still waiting on the five they said would be there.

As there was nothing further, Phillips motioned to adjourn with Appel to second and all I's were in favor the meeting adjourned at 9:10 AM.