

## Provo Airport Board Meeting

Wednesday, March 27, 2024  
Provo Airport View Lounge  
1331 S Sky Way, Provo UT 84601

### Attending:

Board Member – Ann Calder  
Board Member – Wendy Newman  
Board Member – Bill Hulterstorm  
Board Member (Vice Chair) – Greg Perry  
Board Member (Chair) – Mario Markides

Proposed FBO Representative - Jeff Demille  
Municipal Council Liaison - Craig Christensen  
Interim Public Works Director - Gordon  
Haight

Provo Airport Director – Brian Torgersen  
Provo Airport – Donavon Cheff  
Provo Airport – Brandon Garcia  
Provo Airport – Rustie Weinberg  
Provo Airport – Adrienne Jensen  
Provo Airport – Derek Killian  
Provo Airport – Casey Neer  
Provo Airport – Emma Brignone  
Provo Airport – Matt Jensen  
Provo Airport – Ashley Suyak

Provo Airport Tower – Frank Elsholz  
USDA – Nason Saltsgaver

### Visitors:

David Taylor – Versala LLC  
Brett Wimmer – Guru's  
Dean Judd – Guru's  
Brooke Barnes – Neighborhood District 3  
Chair  
Alex Fitzgerald – ATP Flight School  
Ethan Christensen – ATP Flight School  
Britny Densley – 311 Customer Service  
Lindsey Rasmussen – 311 Customer Service  
Jeremy McAlister – Ardura  
Antonio Parker – Signature  
Jen Cobia – Pilot Makers  
Moses Fletcher – Pilot Makers

Conducting: Mario Markides, Chair

The meeting was called to order at 9:00 AM.

### **1. Welcome and Introductions:**

Introductions-

Craig Christensen: joining the board as the Municipal Council Liaison.

Ann Calder: Airport Board Member

Mario Markides: Airport Board Chair & Utah Valley University Representative

Jeff Demille: Airport Board Member & Signature flight support General Manager

Greg Perry: Airport Board Member & PVU Hangar Tenant

Brian Torgersen: Director of the Provo Airport

Gordon Haight: Interim Public Works Director

Wendy Newman: Airport Board Member

Bill Hulterstrom: Airport Board Member & United Way

### **2. Approve Minutes from September 2023 Airport Board Meeting:**

Motion to approve the minutes of September 13, 2023, moved by two members of the Airport Board. Minutes approved unanimously by Board members in attendance.

### **3. Provo Control Tower Update – Frank Elsholz:**

There are three main training facilities here at the Provo Airport: ATP, UVU, and Pilot Makers. Pilot Makers has 10 airplanes. ATP started with 2 airplanes and now has 8. UVU has 18 airplanes.

In 2019, Provo had 1,493 air carrier operations. Last year, we had 5,169 with a gain of 3,700 flights. General Aviation there was 9,000 in 2019. Last year we had 13,135 with a gain of 4,000. VFR itineraries had Landing and departures of 35,647 in 2019. Last year there was 42,374 with a gain of 7,000 in operations. Airport lot and training facilities 58,306 in 2019. Last year there were 77,405 with 20,00 additional operations in 5 years. In the last 5 years, the Airport operations has grown by 40,826. In the Salt Lake District, there are 10 other facilities. Out of those facilities we are #2 in air traffic control. In Salt Lake they run 320,000. At Provo Airport we run just under 150,000.

Question: Is there a projection of total capacity? Answer: FAA matrix single runway caps at 240,000 operations a year. At Provo Airport we are in the mid 160,000 with 67% on single runway capacity here with runway 13/31.

We are an FAA Contract tower. We have a total of 4 controllers and 1 manager here at Provo Airport Tower. Brian has started planning with the FAA on a parallel runway. We need a secondary runway. There are environmental impacts with adding additional runways. There is an inherent risk in our valley with being near the mountains. There is significant communication in Salt Lake with Provo Airport and its interface with Spanish Fork. There are conversations with FAA from the Provo Airport. Tower is open 7AM-9PM for 7 days a week. There is a congestion issue for departures and arrivals currently at Provo Airport. Thank you to Frank and his

controllers in the tower. Anyone who has friends or relatives with tower experience, send them Frank's way as we are hoping to add another traffic controller in the future.

As far as equipment goes in the tower, there were new shades ordered in February. The current equipment in the Tower doesn't receive a lot of customer service support. We are working on some items of equipment. We have a full-time IT professional that is helping us look at the tower equipment which needs to be replaced.

Question: Is there a desire to have an instrument approach for 31? Answer: They know the wording needs to be changed, but it will be until Fall that the updates will be enforced.

#### **4. Master Plan Finishes**

The look and feel of the Provo Airport Environment have changed overtime. Historically it was required that there was Blue Trim and white hangars in the past. We still want a sense of uniformity where hangars fit a standard of white paneling and earth tones.

New master plan finishes have a North Elevation roll up door for vehicle access. Store front door for office access. Door on the south side. High power door like Greg Parry's hangar. Exterior Structural Truss that supports the weight of the door as it goes.

Question: Is there a staging process when you are building hangars? Answer: Hangar builds need to be staged bigger than where the Hangar will be.

Suggestion of ramp area is not used by Fagoaga to be used for staging. We have a vehicle gate for construction to bring materials through and man that gate as they use it. We will work with Bill once he has a contractor on board.

Vote to approve the finishes for this plan. We will verify the white shade to make sure it's the correct color. Earth tones need to be used for the trim. Griftwood which is a slight gray (arctic white is used often) is the proposed shade. We will get a sample of the griftwood shade. The vote was seconded, and all members are in favor.

#### **5. KUJDS Hangar finishes – Dallas**

The Hangar is currently under construction. When we started the Board Meetings, the colors were reviewed. There is a light white color, light gray trim, dark gray panels for office space. This is located in the corporate area. Vote to approve the recommendation by the board was approved. There is a wayfinding sign that we will relocate, but we need to keep the signs. We will put a radius on both corners.

The fence relocation is being worked on with Donavon. Parking lot entrance, roll up door entrance. It will be landscape like R. The apron will be concrete. The taxiway will be asphalt. From taxi lane edge to the building is concrete.

## **6. Master Plan Kick-Off – Jeremy McAlister**

Jeremy McAlister is with our master plan consultant ARDURA. We are in the contracting stage. We are creating a scope to take to the FAA to approve and will then move in through contracting. Pete is not with Jeremy today, but Pete was involved with our most recent plan, but is now with ARDURA. Jeremy is with Utah Aviation located in Heber and Draper.

Pete is our aviation planning director for our northwest region with 10 offices with 2 in Utah, 2 in Wyoming, 4 in Idaho, 2 in Washington. Aviation is a large focus of what they do. They have 50 aviation professionals. Pete leads a team of 5 aviation planners. Boise, Pocatello, Idaho Falls are other airports we are working with. Jeremy is an engineer. Pete will be the creative force behind the project.

We are in the introductory stages where we are scoping the priorities. With the master plan effort, we are tailoring it to what the airport needs. Pete was involved in the 2019 effort. We are doing a master plan 5 years out, but there has been a lot of changes at PVU in those years. There was a meeting with Brian, Matt, and Jared.

Land use and development will be updated based on current needs. Development goals. Land lease development streams. Capital Improvement Program (CIP) how to fund. The number of operations and increased traffic calls for passenger forecasting with scenario-based forecasting. We can liken it to trigger planning dependent on having more operations or getting another air carrier. This will help us assist with the congestion of the airport. We will validate the current expansion plans and look at the different demand levels.

Secondary parallel runway, Flood plain mapping. Options with the levy, looking to build. Last master plan started to show the parallel. The utility of the parallel is heavy. Expanding the land print with a reconstructed levy. All the forecasts in 2019 are already exceeded. Looking at the 2<sup>nd</sup> parallel, the FAA sees this as appropriate. There is a lot of demand here compared to 5 years ago.

The terminal expansion is like scenario-based planning. Validating current expansion and hitting trigger points. We will look at how much land and area we need to set aside as we grow. The public involvement was discussed with Peter. The last plan was a less intense effort. We are casting a broad net of stakeholders. We are looking at specific committees, looking at a CAC advisory committee looking at economic development and how we are serving the community.

Technical advisory committee of operations and users on the airfield. We will look at how those impacts will work on the airfield itself.

We will make sure we implement these and emphasize the importance of stakeholders. We want to explore a self-served fuel line and where that could end up at the airport. Planning for helicopters. Land development in non-aeronautical functions at the airport.

The plan looks 20 years out. There are 3 periods within the master plan: 1-5 years (short term), 6-10 years (mid-term), 11-20 (long term). FAA encourages new plans every 10 years. When there is a lot of growth at an airport, a 10-year plan may be too far out.

Question: How do you account for a lot of growth at the airport? Answer: GA Traffic isn't what we are talking about with the growth. COVID had a large impact on travel. But after COVID, there was a large increase in traffic.

Trend wise nationally and on a state travel and operations there has been a lot of increase. (ULCC) Ultra Low-Cost Carrier has been unique to Provo. Scenario based planning with trigger points is important and what we are focusing on.

Question: Do we expect the growth to continue? Answer: Right now, we have leveled out, but we just announced a new flight yesterday with Breeze's new route to Fort Worth. That is with a 2-day service. If they add another carrier, we will grow more.

With the FAA, we have 5 years of data. They review the forecast methodology. We expect a more aggressive forecast. We see an increase in specific types of traffic. Salt Lake international had 27 million passengers last year. We are the fastest growing county in the fastest growing state in the nation. We have a facility we have never had before. The lack of a facility hampered any growth.

Michael Becker called the yellow graph the flood gates of awesomeness. Provo and Utah rebounded from COVID quicker than many other states. Allegiant's route to Mesa was their biggest route through COVID. Even with a trend up and down, we live in a unique area where many people are attracted to traveling on our low-cost carriers. We are growing more rapidly than Mesa Arizona Airport. There are a lot of new start ups and technology in Provo. We are focusing on Commercial now and GA.

The maximum we have with the land we own; we could maybe have 15 gates. We are limited to the space we have. We aren't at capacity now. Certain times of the day we are at capacity. If we get a network carrier, we will see more early departures and arrivals. We plan on doing an extensive environmental review.

Question: Is it categorical exclusion or EA? Answer: There is airfield parallel runway planning, Capital Improvement planning and financial planning. This is going to be a 2-year process. Environmental impacts with 2 Parallel runways need to consider the operations with Parallel Taxiway Productions are important to look at with access to the runway. There is a suggestion to review parallel taxiway productions along with having 2 parallel runways. Signature has a building that we would love to see pushed back. The fuel farm location has been in question for years.

## **7. Airport Update - Brian**

In December we welcomed our 1 millionth passenger into PVU. In the last 6 months, we flattened out a little bit. Last March had a huge uptake in traffic. Right now, we compete against 3,000 airports nationally for funding from the FAA. We are classified as a primary non-hub. We need to be closer to 500,000 enplanements until we can become a small hub classification.

Our current routes with Breeze and Allegiant can be seen. Breeze's initial bookings to Dallas are large in number. The idea to get from PVU to anywhere in the world. Breeze has a breeze through with a lot of connecting flights that you must coordinate on your own. We are looking for a network to connect to anywhere in the world. Right now, we have 4 flights a day to the valley. We are focusing right now on-air service security. The pilot situation is that with COVID 7,000 pilots left the commercial system. It is taking time to get pilots back in the system. SkyWest had their first profitable quarter in 4 years last quarter, so things are going back up.

North Charlie hangar expansion on the north end. On the far left is the end of 550 s street in Provo. There is a cul-de-sac we are looking to develop with Snow Removal Equipment. We are in design and are receiving proposals from 5 contractors. The building will be ½ funded by the FAA and ½ funded by PFC's (Passenger Facility Fee's (\$4.50 per in plane passenger). Our first PFC application was approved by FAA and a second application will be submitted in April. These fees are collected by the airline and sent back to the airport.

There is a ditch that runs along the east side of our boundary. We have a storm drain trunk line plan that will replace the ditch. We got environmental approval through categorical exclusion to fill in that ditch. We have an engineer permit for it. This will facilitate the hangars and SRE building. Our water lines are set up to provide service to the hangars. There will be a temporary lift system with gravity sewer. There will be a gravity sewer main in 10 years at 550 South that will provide more. There are costs with the development of taxi lanes.

We will be providing additional hangar plans. We went through the waitlist and updated it and these hangars have been designated. Our current airport boundary shows some parcels that we don't own and want to own so we can further expand. The parcels aren't ready to sell. It would be a three-way swap for property. Our long-term goal is to provide another 10-12 hangars on

that side of the airport. If needed, we would need some appropriation that we would bring before Municipal Council. We currently own parcels that we can't do anything with other than rent the house. There is a process to acquire parcels. We want an opportunity to acquire the property before someone pays with cash. We must get an appraisal to obtain the properties. Part of this deal includes that the parcels owned by others is that it helps them with green belt status.

There have been at least 4 people that have approached Brian about developing as an investor. There will be a conversation with Provo City about this. Snow Removal Equipment (SRE) is a garage for our snowplows and space for our operations personnel. This will get the operations personnel out of the ARFF building. Airport Layout Plan (ALP) is a plan that FAA must be approved. Main gate and vehicle gate update with the north ramp.

The North Gate is the most used gate at the airport, but we would like to make some updates. The gates have been ordered, but we are waiting for better weather to implement. There is a spindle gate going in by Fagoaga. There will be updated gates by Bill's Hangar. We have been put on notice by TSA. There have been 11 times within the last 5 years where people have gotten into the airport through open hangars. We are on a federally secured facility and have an obligation to comply with. There are large fines if we don't.

Our goal is to clean the airport between hangars. Mountain West is a majority business related and some not. With Mountain West we have allocated a different location to have their trailers. Casey is working on hangar inspections and there will be a checklist of things we are looking for. Make sure you respond to the email you will receive about hangar inspections. There are QR codes you can scan at the airport to schedule your

The next board meeting will have 3 vacancies and a vacancy by Kris Whitehead. Kris's position is the FBO's position. The FBO will provide a representative, and we are hoping to get Jeff Demille with Signature to fill that position. Fill out an application and the Mayor will review your application. The Mayor may reach out to Brian, there will be a background check, and you are required to be a Provo resident unless you are a representative of the FBO. The airport board is an advisory board.

Next meeting is June 19 at 9AM at the Airport View Lounge.

Meeting adjourned.