

CEDAR CITY REGIONAL AIRPORT BOARD MEETING
July 11, 2024

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, July 11, 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	Blaine Nay – AOPA
Maria Twitchell, Member	Kirt McDaniel - Woolpert
Scott Phillips, Council	Jeff Frehner - Citizen
John Appel, Member	J.J. McGuire - FBO
Mark Leavitt, Member	Chuck Taylor - SyberJet
Tyler Galetka, Airport Manager	Richard Madsen - SUU
Anna Hernandez, PW Executive Assistant	

ABSENT/EXCUSED:

Mike Bleak, Member
Vaughn Montgomery, Member
Jyl Shuler, Member
Ryan Marshall, Public Works Director

APPROVAL OF MINUTES

Appel moved motion to approve, Phillips seconded, and all I's were in favor, that the minutes from the June 13, 2024, meeting be approved.

INFORMATIONAL ITEMS

- SkyWest – No representation. Galetka gave an update on the enplanement numbers; the numbers are higher than last month and better than the last two years.

SkyWest is working through construction and working through lots of aircraft changes, delays and issues in the past month that have been challenging.

- Ardurra – No representation. Galetka gave an update; there are no changes, just working through the Master plan process. The next meeting will be held in January 2025. It is in the long-term part where they are getting all the plans together and finalized and run by the FAA.
- TSA – No representation.
- BLM – No representation. Galetka gave an update; they informed him they could not make it to the meeting. They have had a busy season the last couple of weeks. The airport has had more aircraft based here than they have had in a long time. Currently they have four large tankers, two MD87, and two BA146 four-engine. They have

pumped about five hundred thousand gallons of fire retardant this year, almost the last two years combined. We are on a heat wave and with the fire danger in extreme right now, the airport will probably see a lot of action from the tanker base.

The record in Cedar City for retardant is one million.

- FBO – McGuire stated that fire season has been busy, they have seen a lot more GA coming through. A week ago, at FBO they had three air attacks, two lead planes out on the ramp out front, two LATs, another air attack and two seats over at the east apron and tanker base was clear full.

On Sunday they had a diverted plane, it was the SkyWest/United flight was diverted because it was too hot to land in St. George. When they landed, they also had mechanical problems. They had to wait for a mechanic to come up, about half the passengers (25/30 people) opted to get off the plane and got rides from Cedar back to St. George rather than sit on the plane and wait.

The Utah Guard paid a visit, they are still moving forward. All the FBO is waiting on from them is how they want the ten thousand square footage of office space broken down on the back. The main hangar part, the ramp in front and the security for it, FBO already knows what they need and what they want for that part. They are working with Major McCarthy and Chase. It has been approved just waiting on a unit number to be assigned to.

- SUU – Madsen was just put in as the Director over the AMT. There are no updates and if there were any questions to take back to Mower.
- Woolpert – McDaniel stated that they continue to work through the expansion of the airport.

Two projects for this year, the blower and stripping of the runway. Just waiting for the grant from FAA, get the contractor going on the procurements of the vehicle and then move forward with the stripping in the fall time.

Taxiway Charlie north was to start the striping on Monday but had to postpone due to the action with tanker base. Postponed to September.

Phillips asked what is the lead time on the blower once the airport receives the grant?

It is five hundred days, most likely not this winter but by the end of the following winter. They have to wait for the grant before they can proceed.

Galetka added that they have been really impressed by the construction, they have been great to work with and with any construction have had some challenges they have worked through. He shared some pictures with the Board members on the screen of the progress.

- USDA – No representation
- Open Forum – No comments.

AIRPORT MANAGER'S REPORT

- Project Report
 - Water Line Replacement – The Dome hanger where Mr. Obering is located, the airport requested three quotes and only received two back. One was at twenty-five thousand dollars to replace the water line from Aviation Way the other at twelve thousand. They went forward with the one at twelve and will begin work on that on Monday. At some point they will have to have a road closure on Aviation way, once they find out they will coordinate that. The water line is on the other side of the street to dig access.
The other hangar affected by it as well was SUU in the cul-de-sac area. They have already taken care of that water line. Also, the old airport fire station which does not have any more water there. They will have it replaced next budget year if they can. It is not a huge priority currently they only have equipment stored there.
When they do get their new fire truck next year, the old one will be moved into the old building. They will look at getting the water restored by next year.
 - Lawn Mowing – The airport has gone over budget a little, trying to cut costs down. The FAA building they have all that grass there, eventually they are looking at taking out the grass so as not to waste water. Currently, the airport is paying one hundred and twenty dollars a week for lawn care services for that building. It is expensive for commercial buildings, with the costs over the course of summer, late spring and early fall they are looking at twenty-five hundred a year.
The airport is purchasing a mower for twenty-eight hundred dollars and so they will be doing that internally with the airport staff. It will be a bit more costly this year, however moving forward it will only cost them the maintenance, gas and airport staff's time. The weekends are slow, and they will assign someone

to do it weekly. Then for next year's budget the airport will be saving quite a bit more money each year.

There has also been a lot of weed spraying. They did pre-emergent last fall, then spring and are still battling with weeds. They went through pretty much all their chemicals for the last year. The airport is waiting for the budget to roll over to purchase more. They will continue to spray some more.

- Access Control Keypads – The airport keypads have been changed out for the tanker gate, north and south gate. It has proven to be easy to change the codes internally with their staff. It is more modern updated equipment, it is cellular. Galetka can access it from his computer to open, close it or block it, whatever else he needs to do. He is still looking for in the fall potentially to have a more access control style, credentials, access card or phone ap to get through the gates. That would be only for vehicle access only. Galetka understands that the walk-through gates and man gates they are not going to require that. They do not require badging on the airport it is mainly for vehicle access right now. Due to the issues seen in the past for a lot of time they do not know who is out on the airport. It is a challenge to keep track of that just using a code access.

Galetka will be looking more into the rules and regulations, then later discuss the steps to move forward.

McGuire asked the question about how many badges will be distributed to individuals and businesses?

Galetka said perhaps issuing three or four for general hangars and if more are needed would be under a special request. With businesses, meetings will be set up and will see what their needs are moving forward. For the FBO it will be every employee to have access to drive in and out.

Thankfully the badge readers are included with the terminal expansion project and covered by the FAA, so the airport would not have to pay for them.

With the phone ap seems to be more secure it would be tied to and restricted to the individual's phone number only. There are limitations to that, there will be a twenty-foot diameter radius for access control.

- HVAC Chiller Repairs – With the chillers at the terminal there have been some issues with them. The HVAC representative came out from the city who does

the preventative maintenance contract. He found a lot of issues with both chillers. The representative spent three days diagnosing the problems, he found seven issues that needed repair.

Moving forward Galetka will be increasing the preventative maintenance on the chillers because of it. The cost for repairs was seven thousand dollars. They now are fully functional.

- Airline Advisory Committee (AAC) – They are still holding off on their meetings, just waiting for the EAS contract to go through. They will see that by the end of the month July 31.
- Progress update for new hires – With the new budget season, the airport will hire two part-timers. They have been performing interviews this week. Galetka will be extending one offer today. He will have more interviews next Tuesday and Wednesday to fill the remaining positions. Galetka will be looking at filling in morning positions for part-time maintenance and operations. Then for the afternoon shift moving the full-timer Mike to middle shift once the new hires are trained.
Since SkyWest has been bringing in the bigger planes, the airport ops have been covering the afternoon flights. Galetka's goal is to keep that in effect permanently, to always have someone at the airport when they have an airline coming in. That is an FAA's expectation that airport was not able to meet. With the new staff they will be able to accomplish that, so they will always have someone available. Especially in the winter season when they have snow removal at night, it will help a great deal.
- Title VI Plan Update – The offices of Civil Rights with the FAA, the airport has gone back to Woolpert (Jviation) who will be amending one of the contracts and take on the project. There were funds left over from the FAA entitlements that can be spent on the Title VI plan.
FAA has requested that the airport needs to have this plan in place by September 30th, 2024. Deal with the demographics of the area, adapt the airport to make sure they are covering anything in regard to civil rights and that they are in compliance with that. It will be presented to the City Council next week for a contract amendment.
- SPCC Plan Update/Compliance Issues – The airport hired Ardurra, planning engineers to complete a spill prevention plan for them that the airport did most of the work and they finished. It was sent off to the EPA, they came back last week stating that there are four issues that need to be addressed. The airport is in the

middle of completing them, where three of the issues have been taken care of. They are due at the end of the month. The last issue they are still working on the secondary containment for fuel trucks.

- Contract Tower Program Update – Awaiting Documents/Letters of Support – The airport is still in the application phase, awaiting documents and letters of support from Utah Guard. Galetka has followed up sending them emails and has been working with SUU Chris Cox the Director of Flight Ops. They are going to share their documentation of incidents, and near misses in the air at the airport. To provide the airport with more supporting documentation to the FAA.

Phillips questioned if there have been any conversations at all with our legislators about this?

Galetka answered that he had spoken to Cindy in Celeste Maloy's office two weeks ago about funding from legislation. Had a conversation about getting some funding for the tower and the first stage is to get the application submitted into the program.

She has advised to also obtain letters of support, start working on letters from the community right now so they can be submitted to state legislators as they get closer to that time. The open timeframe for submission entry is in March 2025 with a short window to apply.

Galetka will be working with tanker base, SUU and the Utah Guard to get letters of support as well as the community. Potentially one from the Mayor, City Council and Iron County Commission.

Phillips suggested getting something from the Enoch Mayor and perhaps Parawon, we are the regional airport for those areas they can provide that support. This is something that the AAC can assist with as well.

Galetka will be looking into that and request a letter from SkyWest.

- SkyWest Aircraft Update – Galetka mentioned that they have already started switching out the 900's. They were limited to flying the aircraft until August 2nd, TSA gave them an extension to December 31st. They can keep flying the 900's if they want due to their seating capacity. They have started flying the 550s, which is the CRJ700 with fifty seats instead of the sixty-five that they typically have. They still offer First-class seating that is very popular. SkyWest started flying them at four in the afternoons. They are doing a private internal celebration event tonight for the flight where they want to have a water

canon salute with the fire truck. It will be held in the secure hold room for passengers only. SkyWest planned it that way not too big.

Phillips asked if the airport had a mix of the 900s and 550s?

Galetka said that the schedule shows that they are flying the 900 in the morning and 550 in the afternoons for this month and looking like next month as well. SkyWest has been flying the CRJ200 for the morning flights the past week and a half, due to shortages and maintenance issues. It is unknown what the airport is going to get until the day before.

Appel asked how full are the flights, how many are they carrying?

Galetka answered it is hard to determine because of the non-revenues. The percentage is at least a third of the passengers sometimes it can be 50/50, at times there are more non-revs. Looking at the total numbers there about a third of the passengers, SkyWest employees and affiliates.

Leavitt asked if this is something that can be discussed with SkyWest? Since they are certainly benefitted by the funds. Is it possible for the airport to charge the non-revs a dollar so they can be counted as revenue.

Galetka said that would be something to look into and talk to SkyWest and see what their what regulations state to make sure this is something that the airport could do to boost the numbers.

Galetka mentioned that they just heard back from the DOT on the Essential Air Service contract that is expiring this year. They are just starting that process and put the notice for request for proposals out a week and a half ago. The airport will have a conversation with SkyWest and that can be part of the discussion.

This is the highest the airport has had with non-rev employees for SkyWest.

Phillips asked how many in a given month might be non-revs?

Galetka answered about five hundred currently. He is hoping to see some consistencies in the schedule for flights soon. The morning flights are serving a better market than they are used to.

Twitchell recommended working with Gabby to get the word out.

Galetka is working with radio stations to advertise, and it is easier to do Facebook marketing. The biggest hold up is that SkyWest Marketing wants to know exactly what is being advertised for every advertisement as long as SkyWest is not being mentioned and just state morning flights for the CC Regional airport.

- Rules, Regulations, & Minimum Standards Update (potential)
 - Document rewrites – The airport has been working with other airports and Utah Valley did a study with all the airports. They recommended splitting up the Rules, Regulations and Minimum standards into different documents, it is the standard and is expected. The CC airport's documents are all combined so can be a bit messy. This is something the airport will start working on over the next year, take some time to separate them out to make things clearer while keeping the same language.
 - Dust Control Requirements – The airport has had issues with new construction, with dust blowing. Any FAA project the airport is required to do dust control dust mitigation. When it comes to projects on the airport there is nothing that Galetka has found in the regulations that require dust control. He is relying on the individuals to do that as a favor to keep dust control down. There were a lot of issues with tanker base this year, dust blowing into the aircraft engines. Galetka will be looking at adding a clause for dust control and construction, maybe adding some more construction requirements. Now that there is development, he has seen some issues arise from it.

Leavitt suggested offering the use of fire hydrants to help keep the dust down instead of using water trucks. Give them an option to keep dust down and the means to do it.

Phillips asked if there have been issues with all the construction going around with the private development?

Galetka said that they do see dust from the Ashdown pit off Lund. If there is anything that is an issue he will reach out and notify the appropriate departments.

Galetka asked the board if they support moving forward in making some amendments to the rules and regulations.

Board members agreed and are in favor.

- Vehicle Access to Controlled Areas – This is tying into the access control keypad. The first step that needs to be taken now that they have the keypads is to establish some regulations and restrictions. How to develop this program for vehicle access credentials, what are the options, limiting to three per hangar or four. Galetka would like to get the board's advice on what they would like to see and how the airport will navigate through the issues. He thinks each hangar owner gets three access cards or aps for that hangar itself. If they wish to request more, there will have to be a special meeting set up to coordinate their use, their needs and if they are a business they will already have that meeting. Have a meeting before assigning a number of cards.

In the fee schedule, for a badge it is twenty dollars. It will take time for the airport ops staff to print them, set up access as well as maintaining the aps.

If the airport gets a bigger airline with more than sixty seats, they will have to do access control and background check badging. Finding the middle ground where it is structured and secured.

Security is important at the airport. Galetka will put some language together for the access control, check the regulations before enforcing anything, bring it to the board at next month's meeting then present it to the city council. After that begin having meetings, notifications sent out about procedures and get the training set-up. There will be one exception for access control which was brought up to tanker base. Their staff will have to get access credentials, but each fire season program a code for tanker pilots and their crews. There is not enough availability to get them all badged just for the two days. The airport will still keep a code for tanker base use only during the summer months for tanker crews and if there are any issues the airport can just change the code.

Galetka mentioned that Monday the painting crew will be painting in front of each gate a box outline. To prohibit any aircraft from parking in those areas leaving room for a truck to come in and out.

There was a suggestion to also create a lane with paint that takes it out far enough.

- Firework restrictions and event requirements -The 4th of July was rough with a lot of people attending this year's event. There were a lot of issues, with illegal fireworks going off on the airport and a lot to clean up afterwards by airport

ops. The airport will go to the city council to have regulations changed. To add in the rules/regs changing footage and access. Make the policy very clear for the city council to approve and notifications get sent out.

For event requirements, the airport spoke to SUU (Cox) which was agreed where usually they allow a lot of people to come in and out. There were some issues with people going onto the tar mat.

The board agreed there should be someone there that is responsible for the hangar and access to the tar mat. Put a process in place with control measures.

- Action Items:

- Robert Serdoz Hangar Lease – Two years ago Serdoz approached the airport wanting to build a hangar on the north end hangar area. There is the first row which is on the south that are all sixty-by-sixty hangars. There are two lots designated that can be built for bigger hangars. He wanted to put a sixty by sixty on the end lot that can fit a larger hangar (hundred by seventy). Serdoz is inquiring if he can put a sixty-by-sixty hangar or what the minimum size requirement would be to build on the lot. Originally it was designed for a sixty by sixty, but a couple of years ago the airport went to the planning engineers and it was reconfigured to fit one more hangar.

The board agreed that Serdoz had two options, he can lease the sixty by sixty or eighty by eighty lots only, not the hundred by seventy.

Discussion to be tabled as an action item until the airport hears back from Serdoz.

- Assignment of Sublease – SyberJet – Taylor; MST Aero space is selling SyberJet aircraft. They have a buyer that is a US company, investment group. They are aviation enthusiasts and operators. They will still operate as SyberJet aircraft, but the company name is ISSO. In that process Cedar Building Associates, which is owned by MJ which is a parent company is currently leasing three of the four hangars that CBA has to SyberJet. The new company only wants two of those hangars, number three and four. Each one of the hangars has its own stand-alone lease. They're looking to assign the lease from SyberJet. SyberJet is a DBA doing business as so the original company is called MTLIC. Assigning it from MTLIC to ISSO, which will be ISSO doing business with SyberJet aircraft.

Nothing is changing with respect to the usage or the management. Taylor will be going with ISSO as president of the company. Once the deal is done, they would like to have the lease transferred to the new SyberJet company. It would be a transfer to the sublease not the parent lease, so the board needs to approve the transfer opposed to the mayor per the regulations. The sub-lease will still be tied to the original parent lease. It does not change the terms of the lease.

Twitchell motioned to approve, Appel seconded, and all I's were in favor to approve the transfer of the sub-lease.

As there was nothing further, Phillips motioned to adjourn with Twitchell to second and all I's were in favor the meeting adjourned at 9:25 AM.