

MINUTES
AIRPORT BOARD MEETING
500 W AIRPORT ROAD, SANPETE COUNTY, UTAH
Thursday, January 18, 2024
4:00 P.M.

Board Members Present: Chair Tom Herbert (late to roll call), Jeremy Hallows, Manti Council Liaison Jeff Killian, County Travel Director Kevin Christensen, Manti City Manager Kent Barton, Scott Larson

Board Members Excused: Ted Meikle, Ephraim Council Liaison, Margie Anderson

Staff Present: Airport Manager Sean Lewis, Sanpete, Ephraim City Treasurer Verena Critser, Ephraim City Recorder Candice Maudsley

Others Appearing:

CALL TO ORDER

- The Manti Ephraim Airport Board convened on Thursday, October 19, 2023. Airport Manager Sean Lewis called for a Board Chair Pro-tem for this meeting, as the Board Chair Tom Herbert had not yet arrived. Motion was presented Sean Lewis as Board Chair Pro-tem for the January 18, 2024 meeting vote was unanimous.

The Manti Ephraim Airport Board meeting was called to order by Board Chair Pro-tem, Jeremy Hallows, on January 18, 2024 at 4:00 PM.

I. MOTION AGENDA

A. APPROVAL OF THE DECEMBER 14, 2024, MINUTES

Board Member Jeff Killian moved to approve December 14, 2024, with condition to fix date. The motion was seconded by Board Member Kevin Christensen. The vote was unanimous, the motion carried.

B. OPMA TRAINING PROVIDED BY CANDICE MAUDSELY, EPHRAIM CITY RECORDER

- Training is not a voting item

(Airport Board Chair, Tom Herbert arrived , he will continue the meeting)

C. CONTINUE DISCUSSION FOR LAND EXPANSION
D. DISCUSS FORMATION OF AIRPORT BOARD AUTHORITY
E. AIRPORT EXPANSION PLAN

- Airport Board Manager Sean Lewis requested to address items C, D, and E as one agenda item.
- City officials from Manti and Ephraim City had a meeting earlier in the week to discuss airport land expansion, creation of airport authority, and airport manager.
- Land expansion is important to both cities.
- Also important is looking at hiring an airport manager. Budget for cities will not allow for a full-time manager, but discussions with Nephi City have shown possibility of sharing a manager between the two airports. Further discussion with Nephi City to be had later in the month. Both Manti and Ephraim Cities are committed to working on budget for Airport to work towards funding an airport manager. Cities would split the cost of a manager based on time spent at each airport. Plan B would be to hire a part-time airport manager.
- Sean Lewis stated that land expansion discussions should wait until a decision is made on hiring an airport manager. Objection raised and discussion continued by: Jeff Killian, Jeremy Hallows, Tom Herbert, Scott Larson, Kent Barton, and Kevin Christiansen, stating that time is of the essence and land expansion should not wait, expansion efforts need to continue so the process is not stalled.
- Sean Lewis moved on to formation of Airport Board Authority – also discussed in the meeting with city officials from Manti and Ephraim. Organizing documents for Airport Boards both in and outside of Utah were presented by Kevin Christensen. Sean Lewis requested to task the city attorney for Ephraim City to begin drafting framework for forming an authority. Operators are all in support of an Airport Board Authority.

Tom Herbert asked for any additional comments then moved to Airport Manager update. None of the items in C, D, E, were voting items.

II. AIRPORT MANAGER REPORT

- Need to change the gate code for security and on a more regular cycle.
 - Tom Herbert stated that residents with snowmobiles have been fueling up at the airport and are causing issues with blocking the tanks and runways.
 - Tom Herbert agreed with needing to change the gate code – has had to direct non-pilots to park in the parking lot so not to cause issues with planes.
 - Jeremy Hallows agreed this is a safety concern.
 - Board members agree the code should be changed at least for the outside gate. Sean Lewis concurred and stated there may be money in the budget to upgrade

security at the airport. He will confirm availability of funds and will communicate that with the board.

- Sean Lewis stated the wind sensor on airport AWOS needs to be fixed. Airport service provider had two possible issues. An easy fix, or a cable issue, both can be fixed but if the problem is a cable, then it will be time consuming and costly to fix.
- Power supply for live screen is an easy fix. Sean Lewis stated we can get the part on Amazon and have Ephraim City IT come to airport and fix.
- Fuel parts upgrade is in progress. Ephraim City has identified what upgrades are needed. Supplies can be procured locally through a vendor already on the Utah State approved procurement.
- ARPA money was allocated to Ephraim City for the Airport and needs to be spent. Security gates, fuel upgrade, fuel ladder and AWOW are all projects on the list to qualify expenses.
- Kevin Christensen and Tom Herbert both requested to see if upgrading the internet is a possible use for ARPA money. Sean Lewis stated he will check on it.
- Sean Lewis stated meeting time may need to be revised in order to allow for Dennis Nordfelt, Ephraim City Council liaison to make it to meetings. Questioned what times will or will not work for board members. Sean Lewis stated he will take suggestions back to Mayor Scott.

Tom Herbert asked for any additional questions or comments.

- Jeremy Hallows asked about dates for the Fly-in. Tom Herbert says Labor Day weekend has been working for the past few years so that is the plan for 2024.

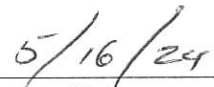
There being no further business to come before the Airport Board for consideration, Board Member Scott Larson moved the Airport Board Meeting adjourn at 5:30 p.m. The motion was seconded by Board Member Jeff Killian. The vote was unanimous. The motion carried.

The next Airport Board meeting is scheduled to be held on , February 15, 2024 starting at 5:30 PM.

MINUTES APPROVED:

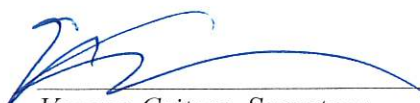


Tom Herbert, Chair



Date

ATTEST:



Verena Critser, Secretary



Date

