

**MINUTES**  
**AIRPORT BOARD MEETING**  
**500 W AIRPORT ROAD, SANPETE COUNTY, UTAH**  
**Thursday, March 28, 2024**  
4:45 P.M.

**Board Members Present:** Chair Tom Herbert, Ted Meikle, Manti Council Liaison Jeff Killian, County Travel Director Kevin Christensen, Ephraim Council Liaison Dennis Nordfelt,

**Board Members Excused:** Scott Larson, Jeremy Hallows, County Commissioner Reed Hatch,

**Staff Present:** Airport Manager Sean Lewis, Manti City Manager Kent Barton

**Others Appearing:** Wolpert Representative Kirt McDaniel, Wolpert Representative Brad Davis, Wolpert Representative Kirk Nielsen, Pilot Shad Hardy, Pilot Warren Rogers, Pilot Brandon Cook

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**CALL TO ORDER**

The Manti Ephraim Airport Board convened on Thursday, March 28, 2024. Board Chair Tom Herbert called the meeting to order at 4:45 PM.

**I. BUSINESS/ACTION ITEMS:**

**A. APPROVAL OF THE JANUARY 18, 2024 AND FEBRUARY 15, 2024, MINUTES**

*Dennis Nordfelt noted changes to the minutes for February 15, 2024 to update the name from Dennis Nordfelt to Kent Barton regarding contact of land owners – Section I.B.*

*Motion to approve minutes approved with condition to fix date for February minutes and change requested by Dennis Nordfelt, by Kevin Christensen. Motion seconded by Dennis Nordfelt. The vote is unanimous, minutes approved.*

**B. CONTINUE DISCUSSION FOR LAND EXPANSION:**

*Kent Barton stated that he spoke with Paul Frischknecht's brother, Steve, to express interest in Airport purchasing their property. Kent was informed by Steve that Paul's wife is going to continue to farm the land, but that Steve would let her know of the Airports interest in the land. Kent Barton said will continue to follow up with Frischknecht's regarding land purchase.*

*Sean Lewis stated land acquisition does not guarantee immediate FAA funding for expansion. to be cautious and aware of what is currently in the AIP 10-year plan, and what needs to be included or moved in order to accommodate for land expansion and optimize FAA funding.*

*Sean Lewis stated that projects completed by the airport in the past several years have, in essence, reduced FAA funding for future projects. The airport can work with the FAA to get funding, but it would most likely be in the form of reimbursement to the cities.*

*Sean Lewis stated the south end land purchase is not on the AIP so will not get immediate priority. Acquiring land to the north and finishing the 't-cup' is on the AIP for 2025 so that is the next project in sight for the airport. Sean Lewis stated again that this would be an up-front cost with reimbursement from the FAA. Sean Lewis stated that Kent Barton and himself would start having conversations with landowners for this project.*

*Tom Herbert requested that Sean Lewis and Kent Barton keep him informed/involved regarding the land purchase conversations, he may be able to assist with introductions and such.*

*Ted Meikle requested clarification regarding putting off land purchases to the north and south. Sean Lewis clarified that the airport would look to by land to the north for the 't-cup' but we have to wait for a willing seller, then will work with the FAA. Ted Meikle and Tom Herbert requested clarification regarding what is or is not in the current plan, and what will need to be added. Wolpert representative made clarification. f*

*If land were to become available, the FAA would be amenable to working with the Airport. Ted Meikle stated he maintains relationships with landowners around the airport and can be helpful with land purchase conversations. Sean Lewis made the statement that willing sellers are only half of the equation, currently there is no money available to either Manti or Ephraim city to make the purchases, that these projects need to be included in the Cities capital improvement plans and budgeted for over the next several years.*

*Tom Herbert made the statement that the land expansion will be continued, no voting items so no vote made.*

### **C. CONTINUE DISCUSSION FOR AIRPORT BOARD AUTHORITY**

*Sean Lewis updated that Ephraim City attorney did a review of the Logan Cache airport board organizing document and the legal opinion is that both Cities could enter into an inter-local agreement to create airport board authority, with current law, and could closely match the Logan Cashe airport document, with updates to Utah Code references. Opinion is that Manti and Ephraim could maintain ownership of the airport or convey it to the Airport Authority. Sean Lewis stated the next step is for Kent Barton and Sean Lewis to take the*

*issue to their respective City Councils to review and to make a financial analysis, then move forward from there.*

*No motions required a vote, no voting was conducted.*

#### **D. PART-TIME VS. FULL-TIME AIRPORT MANAGER**

*Tom Herbert asked for this item to be put on the agenda to go over what he discussed with other airport operators regarding the management structures of other airports. The opinion expressed to Tom was to consider 'getting our money's worth' if splitting a manager, which would likely require someone to figure the duties required of an Airport Manager and how long those duties might require a manager to work.*

*Sean Lewis has been in conversation with Nephi Airport and the initial thought is to split 60/40- Nephi/MantiEphraim. Sean Lewis stated the cost is approx. \$150,000 minimum for a full-time, benefited employee. Sean Lewis has the impression that Nephi may not have the budget for a full-time manager, which is the same situation Manti and Ephraim Cities are budget wise. Sean Lewis continued that it is more likely that a part-time manager would be hired instead of full-time. Both Cities would need to work this out in their budgets.*

*Tom Herbert asked Sean Lewis and Kent Barton to determine what portion of their days are used on Airport related tasks. Sean Lewis stated there are other options such as extending contract with Wolpert, but again, money is the determining factor as well as Fiscal Year timing considerations.*

*Tom Herbert asked Kent Barton and Sean Lewis to provide updates on budget considerations for the airport as each city goes through budget planning. Kent Barton stated that he may not have updates until mid-May.*

#### **E. GATE ACCESS TECHNOLOGY**

*Sean Lewis had conversations with vendor for replacement of Key panel. A bid was provided for the system which would replace the key panel on the gate, mobile app access and optional key fobs. Benefits of the upgrade include tracking log of pilots accessing the airport, mobile app gate access, and tracking of courtesy car use. Two bids were given, one for replacing the key panel module, second was for fixing the clutch on the gate to maintain optimal operation. Total spend is approximately \$2,000.*

*Ted Meikle requested clarification regarding pilots that fly in. Sean Lewis stated the man-gate key code will not change. Conversation continues between Sean Lewis, Ted Meikle, and Tom Herbert discussing other possible options such as a monthly code change with text notification to hangar lease holders, and level of security to each option.*

*Ted Meikle states he likes the idea but is still concerned about the exception and possibility that pilots may not be able to get in or out with the new key panel.*

*Tom Herbert agrees that the new key panel may have value, conversation continues with Tom Herbert and Ted Meikle voicing concerns about a new key panel and program. Sean Lewis restated the benefit of being able to give unique codes and to have a log of who is accessing the airport.*

*Ted Meikle, Tom Herbert, and Sean Lewis continue discussion of pros and cons regarding new key panel and working through logistical questions. Sean Lewis in favor, Ted Meikle opposes, Tom Herbert voiced Jeremy Hollows opposition.*

*Sean Lewis stated that the decision has already been made and will install the new key panel. Ted Meikle suggested getting a camera as well.*

*Tom Herbert ends conversation on key panel, stating it would have been preferred to be involved in the decision.*

*Ted Meikle and Kevin Christensen leave the meeting.*

*Sean Lewis questions if we have a quorum, Tom Herbert confirms that the board no longer has a quorum. Sean Lewis states it is not good policy to continue to meet without a quorum. Tom Herbert agrees but would like to make some comments that do not require a vote.*

*Jeff Killian suggested that items that have been decided by management should be placed on a separate section of the agenda. Sean Lewis agreed that it should have been in the Airport Manager report.*

*No items requiring a vote, none taken.*

#### **E. AIRPORT BOARD MEMBER REPLACEMENT**

*Tom Herbert has tried to get in touch with individuals suggested at the last meeting to replace board members. Tom Herbert stated that there are at least two individuals that are interested. Sean Lewis told Tom to tell the individuals to contact Ephraim City for a board member application.*

*No items requiring a vote, none taken.*

#### **E. CONFIRMATION OF MEETING TIME**

*Tom Herbert states the meeting time was decided at the last board meeting. Meetings will start at 4:45 pm.*

*No items requiring a vote, none taken.*

**II. BOARD MEMBER COMMENTS**

*Sean Lewis requested to skip the conference report and move on to Airport Manager Report. Tom Herbert confirms.*

**III. AIRPORT MANAGER REPORT**

*Sean Lewis reports that the new fuel hoses will be in town tomorrow with new hoses, reels are approx. two weeks out. Only parts are delivered, Ephraim City public works employees will need to install. This will happen as soon as possible.*

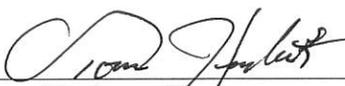
*Sean Lewis states that he will put in a work order to fix the runway and taxi way lights. Also, the airport will close on April 15<sup>th</sup> for paving. Date is subject to change depending on weather.*

*Sean Lewis apologized for the contention. Jeff Killian clarified that there was anticipation of a vote since the item was in the voting section of the agenda.*

*Tom Herbert adjourns the meeting since a quorum is not present.*

The next Airport Board meeting is scheduled to be held on April 25, 2024, starting at 4:45 PM.

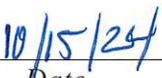
**MINUTES APPROVED:**

  
\_\_\_\_\_  
Tom Herbert, Chair

  
\_\_\_\_\_  
Date

**ATTEST:**

  
\_\_\_\_\_  
Verena Critser, Secretary

  
\_\_\_\_\_  
Date