

CEDAR CITY REGIONAL AIRPORT BOARD MEETING
OCTOBER 10, 2024

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, October 10, 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
Mark Leavitt, Member
John Appel, Member
Mike Bleak, Member
R. Scott Phillips, Councilman
Tyler Galetka, Airport Manager
Ryan Marshall, PW Director
Anna Hernandez, PW Executive Assistant

Blaine Nay - AOPA
Tom Greninger - World Link
Jeff Frehner – Citizen
Chris Cox – SUU
Evan Pierson, Wright Wrench
Andrew Bieler, Wright Wrench
Bryson, Wright Wrench

ABSENT/EXCUSED:

Maria Twitchell, Member

PHONE-IN

Vaughn Montgomery, Member

APPROVAL OF MINUTES

Leavitt moved motion to approve, Phillips seconded, and all I's were in favor that the minutes from the August and September meetings be approved.

INFORMATIONAL ITEMS

- SkyWest – No representation. Galetka gave an update on flight times; they have been consistent. There is a bit of a change coming up later this month for two weeks, then it goes back. The afternoon flight will turn into a three o'clock flight for two weeks from the 17th to the 31st. The November schedule will be the same schedule with a 20-minute difference in the morning flight.

Leavitt questioned the enplanements, if the airport will be able to meet annual requirements.

Galetka answered that they will make it, especially with all the charters. They received more county funds for the TRCC and TRTT funding for this upcoming year. The airport will boost advertising heavy in the spring, SkyWest handles the summer and fall then the airport in the winter on. They are trying to get more advertising out there.

There has been no word on their EAS contract, it is with the DOT. They are required to provide twelve flights a week to the closest hub or the best suited hub. No flight times are negotiated.

- Ardurra – No representation. Galetka mentioned they did a study with Ardurra for the Master Plan, there is a graph, and it shows all the airports with towers in US and what are funded by

the Federal Government. Cedar City is about three quarters away up on the scale with other airports that are covered by the FAA.

The hold up is getting letters of support from the National Guard to help push the funded portion of it from the FAA if they're going to cover the controllers or not. The first step is to get approved for the contract tower program.

Phillips asked if Ardurra has identified their preferred location for the central tower?

Galetka answered that they will send three out, the highest priority. They will rate it one, two or three. One was by the flight service station, two north across from the north hangar area tanker base area. FAA makes the final decision. What happens with this the airport does a Master Plan giving them three locations. If the airport gets selected for the contract tower program, FAA will come out and take the Map and throw it out. They just want to see it on airport plans at least that they are planning for it.

- TSA – No representation.
- BLM – No representation.
- FBO – No representation.
- SUU – Cox reported thirty-three thousand hours on the air and probably hit close to forty.

Leavitt asked what is the limitation for SUU on how many people in operations at a time?

Galetka stated that the airport does not have anything official, it is all SUU's SOPs that they set. They have been pretty good; they have three fixed in a pattern touch and go at a time maximum and three rotors. They can have up to five or six at a time.

Cox said they limit their pattern operations and send everything elsewhere. If there is a special project of that nature, typically they shut the pattern down. Cox has requested if there are any issues with their helicopters, not to hesitate to contact him directly.

- Woolpert – No representation
- USDA – No representation
- Open Forum – Appel asked is the airport going to have any kind of dumpster roll off bin for the spring?

Galetka answered yes and he is also working on whether there is enough funding for it. Getting a dumpster installed for the north hangars and putting up a wall for it.

Leavitt brought up a discussion about fuel trucks parking near his hangar. There have been dozens of times where there is a plane parked in front of Leavitt's door, where he cannot get out as well as blocking the emergency gate. He has taken pictures and forwarded them to McGuire. Any suggestions not to block access to hangars?

Galetka offered a solution he has been thinking about, the first few tie downs on the East Apron by self-serve. It will be better suited to have jet parking there if the airport can restripe it. Galetka is working with the airport engineers to get a plan going and put a couple of jet aircraft parking spots instead of tie downs.

AIRPORT MANAGER'S REPORT

- Project Report
 - Terminal Landscaping – The airport Ops team has been working on cleaning up the weeds and trim all the trees that are overgrown.
 - Airport Vehicle Upgrades – The airport was able to wire in new radios with putting in fleet radios in all the vehicles and their about finished. That way they can communicate with each other without hopping on the aviation frequency. It has been beneficial to do that all in-house. They also added decals to their vehicles.
 - Airfield Striping – Woolpert was not present, Galetka gave an update. The airport is wrapping up today, restriping of main runway two-zero, alpha has the center line restriped and all the connectors on to the runway were also restriped. Charlie is getting restriped today and the taxi lanes are getting restriped. All part of the AIP project from FAA.

Striping will be done at the fuel truck parking area as well. That way they know exactly where to park, so their always they are in compliance and can easily tell if they are not. They are required to separate themselves by ten feet and be a certain amount of feet from the taxiway.

The airport also fixed the SyberJet taxi lane, that has no more markings, and they are putting permanent close sign up in the middle of it. That way they do have to have the barricades out.

It's been a good project and Galetka Thanked everyone for dealing with that and working around the crazy schedule. The airport will be sealing coating the runway next year.

Marshall asked when the inspector would be out.

Galetka answered in January.

- Title VI Plan Update – Galetka mentioned it has been drafted and sent to the FAA for their approval. It is available on the airport website and there will be posters posted all around the airport. He will be including the language for civil rights on all the new leases and lease updates. So, they do not have to go through and update all the old leases yet. Galetka is currently working on the Community Participation Plan which will be due in December.

Appel questioned what is the Community Participation Plan?

Galetka said it is to help the airport be more involved in the disadvantaged communities in the city. Make sure they can bid on projects, also provide access to the airport and inconveniences of airport projects on communities around the airport.

Marshall asked if Galetka is getting with Salt Lake on that? He reiterated that the state of Utah DBE program is run by SLC airport. They have a DBE coordinator there.

Galetka answered that they are hired Woolpert to do that for the airport on the Plan and is separated by DBE program. They are working on their DBE program as well. That is all AIP federal funds 95% the airport is paying for 5%. That is all part of the grants that were given this year. The total cost is forty-seven thousand dollars.

- WorldLink Lot Change Request / Airport Drainage – North Hangars – Drainage issues, Greninger has had a lease just over a year on the lot (Map on display for all to see). The row on the south end of the north taxi is designed for 80 x 80 hangars, north end is for 100 x 100 hangars. The north end of the southern taxi lane is all for 60 x 60. There is retention ponds located on the map. It was brought to Galetka attention as to where does the water go that is on the dirt area shown on the map. When people build where is that water going to go.

There is an issue with water accumulation from the weather where there is a lot of water that sits on that lot. The concern is that with the water coming down he does not want his property to flood. Greninger is more than happy to take care of the water on his property, pipe it where it needs to be. His concern is, he does not want to have everyone else's water coming into his drainage system that he installs.

Greninger selected the spot demonstrated on the map. There was eight inches of water and ice that has accumulated from last year. The problem is if Greninger is responsible for his water drainage, he will need a nine-inch pipe to take it to the culvert. The estimate is a forty-eight-inch pipe. If he spends the funds to put his nine-inch pipe in and it becomes a problem, the city will have a much bigger problem if it starts piling back in an undeveloped or developed area.

The one other option that Greninger was looking at was the lot across the street that is currently under lease now. However, Galetka is working through it if that person is going

to continue with that lease. If Greninger could move there he would move, he would do the same with the water drainage.

There is no standard for storm water that is in place. Galetka is working with the Engineering department to come up with a solution.

ACTION ITEM: Work with the city Attorney. If the airport is to withdraw the lease that is on the current lot on the north side, they move forward to amend Greninger's lease for that lot to accommodate for the hangar size.

Phillips suggested meeting with the city engineers to come up with a plan, look at what the needs are, try to resolve the BZI problem then look at it. It can be modeled and as the city, will work on upsizing it as other things come along. So it can move forward.

Marshall recommended approaching both plans; go to the city engineers to see how soon they can come up with a plan. Continue to look at the other lease property and whichever one comes through first then bring it back to the board.

To be tabled, acknowledging there is an issue with the drainage.

- Airport Inspection/Work Order Software – Galetka cancelled their airport inspection software and are upgrading because the old one they were using is poorly maintained it does not cover a lot. The new will have a much more efficient system of work orders, data and time tracking. Also badge management software, and lease management software. It is a lot more stuff to automate to make their jobs a bit easier.

Phillips asked how is the badging working?

Galetka said they are still waiting on the contractor to install the equipment for the terminal. They are providing badging systems for the terminal and have provided them with a printer. They just need the software and hardware installed at the terminal and just waiting on the change order. It will be presented at next week's city council. It will be a couple of months until they are ready to roll it out.

- Safety Management System (SMS) – Implementation Plan for CDC – As discussed in the past a Safety Management System is required for CC airport due to having over one hundred thousand annual take offs and landings. Galetka is working through the implementation plan, which is the first step through the FAA and is due by the end of the month. It is at ninety-nine percent of completion, all done in-house. Galetka will be sending it off to the FAA. It will give the airport twelve months to enact a safety management system with software and reporting. It will be seen next year; Galetka will be budgeting for it in next year's budget for software.

They will be maintaining the software. The two companies they are looking at both have about a hundred airports they represent.

- Airline Advisory Committee (AAC) – They have not met; they are still on hold.

Phillips mentioned that there was a question from a couple people wanting an update on the construction of the Hold room. Galetka had mentioned that it was halfway done, what does that mean?

Galetka confirmed that they are almost halfway done, the airport has all their steel up, framing is about eighty percent. They have put plywood on the external part of the building, and they will start the masonry work on Monday. Once the masonry is done, they will have the windows installed with roofing starting on Monday as well. Their goal is to get it enclosed completely before winter. There were a lot of change orders and they will be presented at council next week.

- Snow and Ice Control Committee (SICC) – Kickoff meeting schedule – The airport has scheduled their snow and ice control kickoff meeting. Anyone attending will have to be escorted into the terminal. It is scheduled for the 30th of October at 1 PM. SUU, Sphere One and Airport Ops will be in attendance.

Phillips asked if there would be discussion about how the airport will do baggage claim during a snowstorm.

Galetka answered yes, there will be a lot of discussions about that. One of the change orders was to include heavy-duty car port. To install over the baggage claim area.

- Action Items:
 - Rules, Regulations, & Minimum Standards Changes – Galetka provided an update, the airport is still not ready for badging yet.

Documents were sent to the FAA engineers to make sure there are no concerns with grant assurances that they are fair and reasonable. He is still waiting for the FAA input. Until he hears back from FAA, Galetka will not be present to council yet.

For the insurance requirements, they were submitted to the insurance reps for the city. They think what they have established is recommended.

This will be tabled for further discussion next month.

- Wright Wrench Aviation – Specialized Aviation Services Operation (SASO) – There has been discussion with wanting to do some business at the CC airport.

Bieler from Wright Wrench distributed copies of the Lease Agreement to all from Spanish Fork. There were sections in the document that were highlighted.

They started off by introducing themselves and as business partners mentioned they were former Marines and had gotten their AMP licenses. Bieler attended SUU to get his helicopter pilot license and while he was there working as a mechanic. There were multiple times he was called in from Sphere One to help with taking care of aircraft that have been broken down on the airfield. He saw an opportunity to somewhere start a business, which is how they came up with Wright Wrench Aviation.

Since that they have been pretty busy on the airfield, kind of growing and trying to expand. They are trying to move towards getting a bigger hangar and meeting the requirements for the SASO agreement. They are looking at hangars on the field as well as building up the land lease. At Spanish Fork the way their land lease is structured after determination of the land lease, they offered to purchase a hangar back from the owner at the appraised value of the hangar.

This would help CC airport with the maintenance. So far since they have been operating at CC airport, they have helped about twenty-five aircraft that were stranded. Whether it was major or minor things.

Wright Wrench is trying their best to meet the requirements set forth. Bieler is requesting for about six months to get their finances in order with the banks to get qualified for a loan for the one hangar that is for sale in the field or possibly building. They are here at this meeting to make sure they are ok with continuing with what they are doing now and to inform the board members that they are working to meet the requirements.

They described what they are doing now as far as how they are dealing with it. They have worked with Sphere One at their maintenance hangar and are no longer doing that. Currently they are leasing a T-hangar from Boyd Hall, they also work out of other people's hangars.

Galetka said the rules and regulations state that there needs to be twelve hundred square feet of maintenance space as well as fire protection, if they are to be conjoined in a hangar.

The SASO requires that there is a lease agreement in place. The airport does not have that, that meets the SASO needs. They are currently working on that, the SASO is ready, they just need the lease agreements situated first and ensure it is compliant.

Bieler forwarded a copy of Wright Wrench's business plan to Galetka and the board to review.

Marshall asked if the FAA is ok with the six-month time period.

Galetka answered yes, the main thing the FAA wants to see is that the airport is being fair and equal to everyone. They also had another operator wanting to start a maintenance business on the airfield as well, DCS Aviation. The airport is dealing with the same process with them.

Galetka also mentioned that the airport is working with Sphere One aviation. They also are not in compliance with maintenance services. They are required to have a full-time mechanic with inspection authority, they do not and have not for a while. They have been trying to hire someone for quite some time and have not been successful. They are currently working through their partner at Chandler, Arizona where there is another FBO. To send mechanics up if there is a need in CC. However, that is still not an appropriate method, they were notified by Galetka to come into compliance or demonstrate how they are least attempting to. One of their options is they can contract with another maintenance service on the field full-time. There needs to be the appropriate SASOs in place and a contract between the two entities that is approved by the airport board before they can do that.

With the two SASOs on the agenda, Galetka is hoping that Sphere one will partner with one of these companies and come into compliance if they are not able to fulfill their requirements. He is working with them trying to get them where they need to be. Mechanics are needed on the airfield.

To be tabled to discuss lease language.

- DCS Aviation – Specialized Aviation Services Operation (SASO) – This is another SASO that is out there as well awaiting a lease agreement. It is Chris Saunder's son, they have a hangar built on the airport. However, his son needs to sub-lease his father's hangar to be able to have a SASO. The SASO is out there to show they have the intention to do maintenance services at the airport as well.

He is an AMP and is not an IA. He has been working out of Hurricane airport at a maintenance facility for several years. He is working towards getting his IA.

Galetka wanted to bring it to the Board as an awareness simply by demonstrating that they are trying to get through the process.

To be tabled until he gets a lease agreement in place.

As there was nothing further to discuss, the meeting adjourned at 9:36 AM.