

CEDAR CITY REGIONAL AIRPORT BOARD MEETING
NOVEMBER 14, 2024

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, November 14, 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
Maria Twitchell, Member
John Appel, Member
R. Scott Phillips, Councilman
Tyler Galetka, Airport Manager
Ryan Marshall, PW Director
Anna Hernandez, PW Executive Assistant

Blaine Nay - AOPA
Jeff Frehner - Citizen
Chris Cox - SUU
Mike Mower - SUU
Andrew Bieler – Wright Wrench
Brycen Keanaaina – Wright Wrench
Kirt McDaniel – Woolpert
Nick Beattie – Airport Ops
Mike Bryant – Airport Ops
Mindy Bensen – SUU
Tiger Funk - SUU

ABSENT/EXCUSED:

Mark Leavitt, Member
Mike Bleak, Member
Vaughn Montgomery, Member

PHONE-IN

Don Jessop – Doyen Air

APPROVAL OF MINUTES

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

INFORMATIONAL ITEMS

- SkyWest – No representation.
- Ardurra – No representation. Galetka gave an update on going through the final parts of the Master Plan process with them. All the cleanup work of the airport layout plan, they should see that in a month. It is in draft then final approval from airport then FAA with a January or February timeframe.
- TSA – No representation.
- BLM – No representation.
- FBO – No representation.
- SUU – Cox stated there was nothing to report now. They will go over the site study under project reports.

CEDAR CITY REGIONAL AIRPORT BOARD
NOVEMBER 14, 2024
PAGE -2-

- Woolpert – McDaniel gave an update; the taxiway Charlie maintenance project completed; they got the final painting done. Last month also the remarking of the runway was done. They are doing the final report to get those projects closed out.

The terminal is ongoing, they have it all closed in.

Phillips questioned the baggage claim area?

Galetka stated that they got the carport in and put together, it went through the change order process. Passengers can wait underneath the covered area with their bags

Bryant mentioned that the few days that they had snow, SkyWest carried the luggage through the terminal and left them out at the front counter. That way the passengers did not have to wait outside in the snow.

McDaniel also mentioned the ARFF truck, they were notified that it is under production, and they will be doing the final inspection next month. It should be ready December 16th, earlier than expected.

SRE is under manufacturing with an estimated completed date of December for delivery date. There is a UDOT project for pave maintenance on runway eight two six, that is out to bid. They will get that started by doing the crack seal.

- USDA – No representation
- Open Forum – Bieler mentioned Wright Wrench Aviation has moved into the new hangar that does qualify to meet the airport standards for the maintenance. They are working on getting the sub-lease finalized with Don. They are also reviewing the SASO agreement as well as the other sub-lease from the city. They have all that paperwork now, they are just making sure they have some people going through it, making sure everything is set in stone.

They are hoping at the next Board meeting they will all be set to get to the documents signed and approved.

AIRPORT MANAGER'S REPORT

- Project Report
 - Winter Preparation – Galetka provided an update and introduced the two Airport staff in attendance: Mike Bryant – Ops Supervisor and Nick Beattie – Ops Specialist. Galetka gave a shout out to Beattie who has been working a lot on the landscaping at the terminal, cleaning up the shrubs and the landscape rock.

The airport is at 100% for snow removal, there were some repairs to the fleet for the snowplows.

- Terminal Building Maintenance – The airport is continuing to work through the areas at the terminal that have been neglected or abuse.
- Title VI Plan Update – Civil Rights Plan - Galetka mentioned it has been sent to the FAA for their approval, Woolpert has been working with them on that. The main Title VI plan is completed and accepted by the FAA. Galetka is currently working on the Community Participation Plan which is in draft, and it is being reviewed to be completed by the deadline of December.

They will see more outreach efforts moving forward. At these board meetings and more demographics collected.

The airport has contracted with a translation service. It is free until it is used via telephone.

- Airport Drainage – North Hangars – Greninger was present at the last meeting to talk about some of the drainage issues he had. He has broken ground on the lot. Together with the airport they have met with the city engineers and have come up with some plans to pursue next year. As the area is developed the taxiway lane, taking a step back as they approve leases and making sure they have everything wrapped up in the agreement and who is responsible for what. They are looking at adding some drainage between the two rows of hangars in the middle.

They are going to attempt to grade it, and if it's not adequate. They will have to put a pipe in it in the small section. Everything that has not been built, digging a ditch will be adequate. Due to there already being an existing hangar, space is kind of tight. There might be a pipe put in there. They will be looking at that next fiscal year.

- Safety Management System (SMS) – Implementation Plan for CDC – The FAA has informed the airport that because they are so busy, they are required to have a safety management system for the airport. The implementation plan was due to the FAA last month. Bryant worked on that and submitted it to the FAA, and they have accepted that. That has started the twelve-month timeline to where they are going to need to have their safety management system in place. The full plan drafted and submitted, then software acquired.

For the software financially they are looking at an extra three thousand dollars a year. The airport is in the process of acquiring new operations software for their inspection platforms and lease management. They offer an addition for about three thousand dollars a year for the safety management software that will be for next fiscal year.

Marshall questioned what are some of the things that have to be put into the plan that the airport would have to track?

Does it have a component that is a work order system so they can enter something in and track? And

Is there a set of yearly inspections that the airport has to perform that they will have in there?

Bryant answered basically they will be putting out information across the whole airport, for anyone to report any safety concerns or issues that they come across. They can do that anonymously or ask for a response to it. They would have to put it in the terminal and in spots all along the airport.

Yes, it will link with the new reporting system. So, they can build a work order and send it out for people to check on, then put an automated response to it. It will also have a QR code that can be scanned and that will take people to put in a report.

They will have a committee that will tie into airport board as well as tying in with their one thirty-nine inspections.

The new software will be tied to both the land side and air side. It will cover the terminal, all the buildings that are leased out pretty much the whole airport. All the tenants will be able to access their documents from the on-line portal and put in communications to the airport instead of having to call.

Galetka mentioned that they will have to budget for gap analysis as well. A gap analysis is something that is required in SMS implementation. It reports how far from the full plan, and the full plan approval is three years from now. Next year he will put the plan out, then have three years to work out the kinks for that.

- Airline Advisory Committee (AAC) – They have not had a meeting.

Marshall gave an update of the last airline conference. They had some meetings with Southwest airlines, Southern Airways and one other. Southwest talked about changing a bit of their planning. Usually, there are hubs they fly out of every day. Their board just approved them for a two-a-week service out of some of the areas. They had two hundred and eighty aircraft on order, and they got thirty. So, they are way short on aircraft and are working through that issue.

Southern Airways has had their president looking around at Zion and some of the Parks around here to look for service. The problem is with their aircraft that they fly is the just distance to where they can hook up to a hub to. Seeing if there is any way to do some jumps and stops in between to get them that distance.

Bryant mentioned a representative from Breeze came out for a charter for SUU on Friday. The representative is part of development for new airports. The airport's ops staff was

able to take him out and show him around the airport. They are working to set up a meeting with them.

Galetka also mentions that Allegiant has approved a meeting with CC airport, they just need to schedule that.

- Snow and Ice Control Committee (SICC) – Galetka asked the board if there were any comments for snow removal on the airport. There was none reported.
- Utah Army National Guard – Environmental Process Initiation – The Utah National Guard had a meeting last week at Sphere One. They had a couple of colonel's show up. There has been another change with their leadership and the new colonel is ready to move forward with the environmental process that was initiated last week. There is a 12-month timeline to get that completed. They are looking at training facilities in the area, how it will affect the airport, and perform an analysis of CC airport. Galetka is collecting data from SUU and data from airport operations. It is going to be a strict timeline, there will be a couple of public meetings pop-up from them. They are required to have two.

Galetka has requested some documentation from the guard about their move here, and they will be providing a letter from the Governor and Head of the National Guard. That will also tie into the contract tower program that the airport is applying for.

- SUU Aviation – Campus Site Study – Galetka pulled up the site map (demonstrated on screen) showing location of SUU hangar plans for all to see.

Funk started with an introduction of the SUU staff that were present. They were in attendance in response to an invitation from Mayor Green. To look at a piece of property at the airport that perhaps holds some development potential and partnership between SUU and the CC airport. Cox will walk the board through with what they have developed conceptually for this piece of property. It is the 16-acre parcel on the corner of Airport Road and Kittyhawk Drive.

Their goal today is to receive support from the airport board with hopefully a recommendation that they can move forward to the city council with this concept.

Cox mentioned that they are looking to consolidate operations from not only what they are doing on-campus, they are pretty spread out currently amongst several hangars. This property will accommodate what SUU is projecting in the next ten years from expansion side.

They would pull their flight operations from the current group of hangars they are in and put them there. Pulling their maintenance from various locations across the city. They are teaching classes at about four or five different locations on the maintenance side. As

well as having dedicated classrooms space, lab space, hangar space and substantial classroom space in the layout. The on-going issue is parking, they would have dedicated parking.

The 16-acre lot is next to the FAA building vertically across from Triple Deuce. Cox went over the site plan on the screen.

Cox mentioned that it would be an amazing opportunity to have a campus at the airport. They are projecting on the maintenance side a growth of five hundred to a thousand students in the next five to ten years. That would accommodate SUU with the enrollment. If SUU can meet the maintenance target, they would be the largest aviation program in the country.

This will help SUU with freeing up space on campus, moving those classes onto the airport.

Their next step is to talk to the city about cost and everything else associated with the property. They are hoping to have the board get on board with what they want to do. Then they will look into the path of funding.

There was further discussion about fence agreements, access and taxiway entrance. Galetka will be working with the FAA. There also needs to be discussion on the land lease issues with the city, then secure funding.

Benson mentioned that this would be an important acquisition for SUU, and they would love to expand their aviation program. As well as being able to be part of the community rather than on campus.

Marshall mentioned that it would fit into the long-term plan as well. If the National Guard does come down and in ten years develops on the other side of the airport. They will abandon the lot across the street and that land will be available if SUU in ten years needs additional space.

The mayor requested SUU to put a site plan together and talk to the airport board to see if they are in support of this. Then meet again to see what the lease would look like and move forward to the city council if that is possible.

Appel moved motioned with Poulsen to second and all I's were in favor to further the exploration of the idea of developing some kind of land lease with the city for the development of the proposed expansion of the aviation program on the eastside of the cc airport.

- Action Items:
 - Rules, Regulations, & Minimum Standards Changes – Galetka provided an update that there are no new additions to the Rules, Regulations change. That was forwarded to the board last month.

Poulsen had a question on what was discussed before about the recommendation on the insurance and what kind of impact it would have on the users.

Galetka answered that they had checked with the insurance company for the city, and they recommend three hundred thousand. A combination of comprehensive and liability.

Poulsen recommends that there be a liability insurance limit no less than what state minimum requires for operations on public roads. Appel has second the recommendation with three I's in favor and one abstain by majority of vote to present to city council to propose the changes.

Galetka explained that as they move forward with the badging, the airport will collect documentation showing proof of liability insurance.

For clarification, the property owner would be liable when escorting onto the airport property.

The software the airport will be procuring with the training will cover all the FAA requirements and include lease management to have the portal.

- Wright Wrench Aviation/Doyen Air – Sublease - The next four documents are pertaining to the maintenance operations that was discussed previously. Two of them are for Wright Wrench Aviation and two for DCS Aviation.

Wright Wrench has acquired a hangar to sub-lease a portion of the hangar. The airport has provided those documents for the board to review for the sub-lease from the original tenant Doyen Air. Wright Wrench Aviation will sublease the property, looking at a six-month timeline until a hangar becomes available or build.

Phillips motioned and Appel second as presented, and all I's were in favor to approve to Wright Wrench Aviation a specialized sub-lease for the duration period of approximately six months, or such time they can find another location to lease from. Looking at revisiting it again in six months.

- Wright Wrench Aviation – Specialized Aviation Services Operation (SASO) - Galetka explained that it is Wright Wrench Aviation's authority to perform maintenance services on the CC Regional airport. It was presented to the board last month. The only issue that was identified was that there was no lease in place that was appropriate

in size. Now they will be meeting that and so the airport will be looking forward to moving forward with that SASO for them to perform full-time maintenance services at CC airport.

Phillips asked how do other people at the airport using the services know that it is all meeting the appropriate level for repair services? As well as if they are certified who is liable?

Galetka answered that it is all on the city website the airport rules and regulations that are all listed there with all the minimum requirements. Galetka ran that through URMA as well and those minimums are on the documents.

The liability would fall under Wright Wrench's insurance.

Marshall also stated that the SASO agreement says that the airport has vetted them, and they are allowed to perform this kind of maintenance at the airport.

Appel motioned and Poulsen second and all I's were in favor to accept Wright Wrench SASO agreement.

- DCS Aviation/Southwest Property Exchange – Sublease - Chris Saunders of Southwest Property Exchange the Leasee of the hangar. His son Dallas wants to operate and do maintenance out of his dad's hangar. He is also required to have a sublease and SASO as well. The sublease would be eighteen hundred square feet, it would be half of the hangar existing. The SASO is out there to show they have the intention to do maintenance services at the airport as well.

Action Item – Galetka to look at policies of sub-leasing criterions based on Marshall's concern about what is to prevent someone from buying up properties and turning them around and sub-leasing them and increasing the prices.

Phillips motioned Appel second and all I's were in favor of approving the sub-lease for Southwest Property Exchange for DCS Aviation.

- DCS Aviation – Specialized Aviation Services Operation (SASO) – This SASO pretty much mimics the Wright Wrench Aviation one, with all the same requirements.

Phillips motioned Appel second and all I's were in favor of approving the Specialized Aviation Services Operation for DCS Aviation.

As there was nothing further to discuss, the meeting adjourned at 9:09 AM.