CEDAR CITY REGIONAL AIRPORT BOARD MEETING
January 9, 2025

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, January 9, 2025, 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
Vaughn Montgomery, Member
Tyler Galetka, Airport Manager
Anna Hernandez, PW Executive Assistant
J.J. McGuire – Sphere One
Kirt McDaniel - Woolpert
Chris Cox - SUU
Mike Bryant – Airport Ops

ABSENT/EXCUSED:
Maria Twitchell, Member
Mike Bleak, Member
Ryan Marshall, PW Director

PHONE-IN
R. Scott Phillips - Councilman

APPROVAL OF MINUTES
Appel moved motion to approve, Poulsen seconded, and all I's were in favor that the minutes from the November's meeting be approved.

INFORMATIONAL ITEMS
- SkyWest – No representation. Galetka provided an update on Enplanements which are almost identical to what they were last year. They changed their flight schedule a little bit, Tuesdays and Wednesdays having only one flight in the morning then pushed them to midday.

  McGuire mentioned that she had nine charters for the year and all of them had over a hundred passengers totaling twelve hundred to be added to the total Enplanements.

  Galetka is going to pursue more marketing funds this year through the county. He's going to try to double what they got last year. He will be submitting the application for that today.

  They have their AMOC, Alternative Means of Compliance, or temporary means for them to be able to have larger aircraft in Cedar City expired December 31st. So, the airport will not be able to take larger aircraft, larger than sixty seats. The airport will not see any more CRJ900s, they are no longer accepted at the airport for regularly scheduled commercial services. The airport can have unscheduled charter flights over sixty seats but not regularly scheduled.

- Ardurra – No representation.

- TSA – No representation.

- BLM – McGuire mentioned that Dietz has retired. As of right now there is no one in this position. However, Court will be putting in for it. There is a possibly that Angie will just move into tanker base manager. Otherwise, Court will maintain as the manager for now.

- FBO – McGuire gave an update; they have been slow, but they are picking back up. SUU was out for the holiday break and the weather has been bad.

  They have five Black Hawks flying in tomorrow and five coming in on Saturday to purchase fuel.

  They have had some SUU basketball charters that were not expected. Bringing in a female basketball team of thirty passengers.

  Also, they have had a lot of military coming in.

- SUU – Cox mentioned last year they have flown thirty-five thousand hours across nineteen thousand flights. The semester started yesterday; they are anticipating another eleven thousand five hundred hours to fly before April.

  Galetka asked if there was any movement on the new property, any updates.

  Cox stated that he is not aware of any. Further discussion to occur offline.

  Bryant asked if there were any plans for a temporary tower this semester.

  Cox answered no plans yet, he is working with them right now. Probably sometime in mid-March.

  Cox also mentioned they are going to start flying on Saturdays at the beginning of this semester rather than trying to fit it all in at the end.

- Woolpert – McDaniel gave an update; the projects from last year they are trying to get closed out this month. The UDOT project for paved maintenance on runway eight two six will start the crack seal sometime soon, then the seal coat next summer. The seal on runway two and two-zero for this year, will be working with Galetka to get a scope meeting on that project. They will also do rubber removal on the runway. The terminal building is on-going.

  Galetka added additional data on the terminal expansion topic. They just completed the expansion of the check point area. There is just some touch-up work for the pat down room and fixing the carpet as well. They will be painting this week and putting glass in the window next week.

  McGuire questioned how many passengers will it hold in the secure room now.

Galetka answered one hundred and seventy-six seats, opposed to the forty-five they had before. There will also be some standing room space to accommodate two hundred people. He is also pursuing grants through the county to get seating. If not, Salt Lake will be auctioning off some old seating from the Delta terminal they had. Hopefully by summer they will have something set up to go. If not by the time they open up the check point.

- USDA – No representation

- Open Forum – No comments

AIRPORT MANAGER'S REPORT

- Project Report
  - FedEx Building Repairs – The airport has been working on a couple of different projects there. The last one is to do some sealant on the roof. They are still storing a lot of stuff in the part that FedEx is not using in that building. It is a good use of storage for them.

  - Customer Beverage Updates – The airport is still working to get some more vending machines in hopefully get a combination machine instead having multiple ones. Once they get the expansion complete, they are looking at getting vendor inside and charge twenty-five percent of revenue. Galetka stated they are trying to move away from them having to run anything and get a vendor. If not look at other options.

  - Overflow Parking Lot Maintenance – The Streets department has been really helpful this week; they have gone through the overflow parking lot and releveled it out and expanded it close to the property line just south of the terminal. Galetka gave a shout out to Witzke and the streets department and appreciated all they had done to put in the work to do this.

- New ARFF Truck Delivery – The airport should see their new ARFF truck in about two weeks, it gets shipped out next week. Fire chief Phillips was there for the past couple of days performing an inspection of the fire truck in Minnesota at the Rosenbauer factory.

  There was a question what is an ARFF truck?

  It stands for an Aircraft Rescue Fire Fighting truck; it is a big green fire truck. Galetka mentioned they will keep the old fire truck on hand stored away and heated with water and foam still in it as a backup.

- Airport Staff – One of the airport part timers put in his notice. Right now, Galetka is looking at hiring a part time position and hopes to have the positioned filled Thursday through Monday 3 to 8 PM, to cover the afternoon flights.

- Title VI Plan Update – Civil Rights Plan, Community Participation Plane - Galetka mentioned they have been approved. The Community Participation Plan was submitted in December. Next month Galetka will provide more information on that.

  He will start doing more public surveys.

- FAA Annual Part 139 Inspection – Is scheduled for February 3rd through the 5th. Next month Galetka will report back what they hear from them.

- Customer Facility Charges (CFC) for car rental / Car Wash Station – From Avis and Budget car rental they would like to see a car wash station on airport property by the parking lot where they can easily wash their vehicles and vacuum them. Something that is a bit closer, so they do not have to drive away from their customers at the airport.

  Their recommendation for funding is that they are willing to pay what they call a Customer Facility Charge (CFC). What that is, adding on to each car rental day a charge of a $1.50 CFC. It should generate anywhere from fifteen thousand dollars a year on an average. The recommendation is to implement a CFC at the airport and then with the funds they can invest in building the car washing station then pay it back using the CFC.

  The rental service is to provide the equipment and materials, and the airport will only be providing the power, lighting and the use of the shelter.

  Galetka is looking for recommendations from the board for locations. The two spots that he was looking at were the overflow or the southwest corner of the parking lot.

  For the car washing station they should see the Customer Facility charges on the budget for FY 2026 that will start next month. Galetka will add that there for a dollar fifty per day, then the car wash station Galetka will start getting quotes for it and hope to get that as a capital project for the budget next year.

- Airline Advisory Committee (AAC) -Have not meet, nothing to report on that.

- Snow and Ice Control Committee (SICC) – Nothing to report on that.

- Action Items:
  - Robert Serdoz Lease Agreement – Serdoz has initiated his lease agreement with the airport. He has selected a new location, a sixty-by-sixty hangar across the taxi lane. It's just a typical standard hangar. The only changes to this lease agreement in what is in the standard lease agreement are all the new Title VI language. It does have the language that it will continue beyond the forty-five years subject to airport master plan projects and the condition of the hangar. He would hope to start building in the springtime.

Leavitt motioned to approve and Montgomery to second and all I's were in favor to accept lease agreement for Robert Serdoz.

It was further discussed to hold off until there is further discussion on removing reversionary clause in agreement.

Action Item:
Revisit to remove reversionary clause which states that is goes back to the city from lease agreement.

- Enterprise Lease Renewal – Changed the time period to the new time periods. Added to the clause they are required to accommodate for all commercial inbound flights regardless of whether they are delayed or not. The title VI language was added as well.

  Leavitt motioned with Poulsen to second and all I's were in favor to accept agreement as stated for Enterprise.

- BLM Lease Holdover Agreement – The BLM lease has expired November 30th was the expiration date for the tanker base. The Holdover agreement was sent to Galetka last month to just continue a month-to-month basis until they renew the lease. They want to make sure they are secured in the lease agreement until April 30th. That's when they anticipate the new lease to be in effect.

  Appel motioned with Montgomery to second and all I's were in favor to approve the hold over agreement.

As there was nothing further to discuss, the meeting adjourned at 9:05 AM.