

CEDAR CITY REGIONAL AIRPORT BOARD MEETING
March 13, 2025

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, March 13, 2025, at 8:00 AM in the Gate One Hangar Conference Room located at 2281 West Kittyhawk Drive, Cedar City, Utah.

PRESENT:

Vaughn Montgomery, Member
Mike Bleak, Member
John Appel, Member
Mark Leavitt, Member
R. Scott Phillips, Councilman
Tyler Galetka, Airport Manager
Anna Hernandez, PW Executive Assistant
Randall McUne – City Attorney

J.J. McGuire – Gate One
Kirt McDaniel - Woolpert
Mike Bryant – Airport Ops
Andrew Bieler – Wright Wrench
Robert Serdoz - Serdoz
Pam Serdoz - Serdoz
Courtney Christensen – BLM
Angie Tom – BLM
Chris Pickering - BLM
Jeff Frehner – Citizen
Blaine Nay - Citizen

ABSENT/EXCUSED:

Burt Poulsen, Chairman
Maria Twitchell, Member
Ryan Marshall, PW Director

PHONE-IN

Pete Maiman – Ardurra
Chuck Taylor – Cedar Building Associates

APPROVAL OF MINUTES

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

INFORMATIONAL ITEMS

- SkyWest – No representation. Galetka provided an update on enplanements stating the numbers are still low. Years prior they were in the 800s and are hoping to improve the numbers.

McGuire mentioned they got about five basketball charters in, and depending on if SUU makes the playoffs there may be possibly more.

SkyWest won the Station of the Year award once again, for their size of station from Delta. That is based on on-time departures, delays and customer service. Galetka is very excited to have that award displayed in the trophy case. They won that award in 23/24 as well.

- Ardurra – P. Maiman phoned into the meeting and provided an update. They had a great open house last week which was the third and final meeting. They received some comments and brought up some potential future desire to do some land acquisition. That means on the

airport layout plan to make a quick change to show that. That way, if land is acquired it is already in the airport layout plan, and they can just discuss it with the FAA.

They are working through the final changes; they provided Galetka and the airport with the draft layout plan and the draft complete comprehensive Master Plan document. They will work together to go through any final edits, as the airport layout plan is set and will be submitted to FAA as the final step. The FAA will take about a few weeks to review and then approve and sign.

Phillips also added; to make the board members aware that there is some property directly across from the terminal at the main entrance that is for sale. The city owns the back half of it that leads up to the railroad tracks but does not own the front half. It would be in their best interest to try to acquire that property for any future parking requirements or movements of rentals cars across the street. The city would own the property. That is what the discussion is about to put it in the Master Plan for future possible development.

Galetka also stated that they are limited on growth from side to side, the proximity to the terminal would be nice to acquire. It is for sale by the owner.

- TSA – No representation.
- BLM – Christensen was present to provide an update; he introduced himself as the new Tanker Base Manager. Glenn Dietz the former manager just recently retired at the end of the year. Tom was present as well; she is the new Assistant Manager to Tanker Base and Pickering is the Rent Manager.

For BLM update, they are scheduled as normal for May 1st, it is when the forest service type 1 helicopter comes on. The contract is under protest once again, it has been the last few years. It was decided to bring it on May 1st perhaps earlier or maybe later, depending on what happens when the need arises.

As far as Tanker Base, in the last few years they have opened on May 1st and there has not been a need. This year it was bumped back to May 15th and now they are dry, they probably will have a need for May 1st. They do not know when aircraft will show up. June 1st is when the air attack and seats have to show up per contract. Jumpers are to arrive on May 15th.

- FBO – McGuire gave an update; they are gearing up and getting ready for fire season in support of the BLM. They have hired additional staff and are getting them trained. Starting the beginning of April, McGuire will start working off the top of her tanks instead of half. So, they are ready to go when they are.

McGuire is awaiting layout plans from the Colonels for the 10,000 square feet of office space. She just needs to know how they want that laid out. Once she receives that she can have plans drawn up.

Governor Cox and head of the National Guard have sent McGuire letters to provide Galetka confirming their intention to move here and base at the airport.

McGuire has also seen more private jets, and a lot of corporate personnel arriving in as well.

- SUU – No representation attending Expo.

Leavitt brought up a concern about making sure SUU people are communicating properly and using proper radio etiquette.

Bryant has addressed this with Cox and Mower about it. Perhaps suggesting having them take a radio course.

It was agreed that they need to act professionally and communicate appropriately.

Galetka mentioned that they will be scheduling a meeting with them in the next few weeks to discuss it further.

- Woolpert – McDaniel gave an update; they are working on the pavement maintenance project for this year. They will be up tomorrow counting cracks, be going out to bid next month. Have bids open by May 1st. The architect continues to work with Galetka on the terminal building and the contractor.
- USDA – No representation, Galetka gave an update of their staff, a couple of their representatives have retired. The new point of contact is Jason Hamilton. It is unknown if they will be replacing those positions.
- Open Forum – Leavitt wanted to give recognition to the FBO (McGuire) for raising the bar on their level of service and their efforts to reach back out. He appreciates the improvements and changes they have made with their staff and on the airfield. It has made a difference and goes unnoticed. Montgomery seconded that recognition.
- Annual Training – McUne (City Attorney) presented a training to the board.
Summary: First, a lot of people dispute whether board members are included in the Utah Ethics Act, they are. Anyone who is part of the board, employed by the city or employed by another govern agency or along those lines must follow the same basic rules for the state of Utah.

Main things are:

If any board member is receiving information due to their position with the city in this case. They cannot use that for their own personal benefit. Most discussions are public information, on occasion there might be a conversation that is not public. Please keep that in mind and not use information for own personal benefit.

The other direction is if anyone receives information from their employment outside of this, make sure it does not cause problems with their employer because they are providing information to the board. Please make sure it is not an issue.

Gifts – Careful receiving, do not accept gifts if you feel it might persuade you or look like it will persuade you. They do set a standard of \$50 dollars in the statute. The biggest question is what does it look like and what does it do for you when you make the decision.

The biggest thing with most city boards are city conflicts. That is why they are put on the boards. That is ok because they need that expertise, all the city asks if they do have those conflicts, that they need to disclose them. The main two places are to provide to administration, mayor and other representatives that apply. For everyone else they are supposed to go to the mayor's office to disclose what the conflicts are. During a meeting if a conflict comes up, disclose it. The public has a right to know what conflicts are.

If in doubt, they can contact the city attorney (McUne) for any questions.

Open Public Meetings Act, if there is a quorum it needs to be open to the public. They have a right to have access to it, to any minutes, recordings and whatever else. Contact the city attorney if it is decided to have a close session or meeting. Always err at side of caution.

Phillips asked McUne about the contract. (Skip to Action Items on the Agenda)

AIRPORT MANAGER'S REPORT

- Project Report
 - Access Control Update - Last summer Galetka disclosed that the airport will be moving towards access control, working through the rules and regulations for the fall. He was hoping to have their access control systems ready for the airport users having to push it back further. With the terminal expansion it includes access controls to the terminal, including a badge printer and workstation for the airport ops staff to use. They are waiting for it to be implemented in the terminal for the badging system to be installed at the airport terminal as part of the project.

They have all three public gates ready to go, to be able to use cards to get through or the ap. Since there are delays with the access control system in the terminal, they figured they will wait till the project wraps up and until they can get trained for the new system. Then allow people to come to the airport offices to receive a badge or obtain access vs having to set up an appointment to get through the secure door and being escorted. They are looking at summer timeframe. Need to set up access training, keeping the codes active as they are. There will also be some form of driver's training for everyone and depending on what they do, the training will go up from there.

Taxiway access is limited to airport ops, FBO, mechanics and SUU to helipad. SUU students will not be trained, they will have employees to shuttle students to and from the helipad that have been trained.

If the airport goes to a full security program, that's if they get larger aircraft/flights above sixty seats, then they will be looking into having every individual on the airfield unless under escort will require badging and identification.

- FAA/State Projects – Galetka provided an update; for eight-two-six, they are still looking at doing seal coat this spring moving into summer, then re-marking that. They just started the process for the treatment of runway two and two-zero, they will be counting cracks tomorrow on the runway. They will do a closure, push out an email and NOTAMs from 11 AM to 1 PM announcing runway two and two zero will be closed. They will have engineers and project managers counting cracks on the runway.

They are also working through their snow blower which should be delivered December of 2025.

The terminal project, they just pushed out their grant application for last year funding of the bill grant they have been receiving. They will be wrapping up that project as well.

- ARFF Training for new Panther Vehicle – The fire department will be training on that in about three weeks. Then they will start using the new ARFF vehicle full-time at the airport and keeping the secondary one as a backup and stored at the snow removal shop off of Aviation Way by the terminal facing outward.
- Airport Billboard - The billboard is up at 100 West 200 North; T. Jett was kind enough to allow the airport to put the billboard up for free until July to advertise the flights.

McGuire asked about the sign at Kittyhawk and Airport Road?

Galetka is looking at re-doing the sign at next budget season and refreshing it.

- New Gate Area Seating – The airport is working on acquiring some old Delta seating from the Salt Lake terminal. They have a lot of the old heavy duty black leather seats that Delta used to use in SLC. Galetka has been working with their Director of Maintenance and is looking at selling them to CC airport at a very fair rate, probably \$1 per seat. He is looking at 100 seats with some extras as back-up and with that type of seating look at ways to install chargers on them. There are kits that can be purchased. It would be the most feasible and cheapest option they have; the airport is excited to have that.

Phillips asked if Galetka has to pick them up and deliver them? And what is the timeframe for this.

Galetka answered, yes and he just met with them last week and will be able to get them before the ribbon cutting.

- Iron County TRCC Funding Award – The airport finally received their award for funding for marketing of \$30,000, ten of that is for website design. There was some discussion with the county on their application for the funding request. They would like the airport to get a new website up to have a better ability to see statistics on the clicks.

They did not receive any funding for seating in the terminal area. The county is not willing to fund until the airport sees additional flights in the terminal. It was over \$200,000 to put in 150 airline style seating in the terminal with chargers.

- Utah Airport Operators Association (UAOA) Conference – Galetka attended the two-and-a-half-day conference last week in St. George. They will have it again next year; all board members are welcome to attend. The cost is \$250, it includes dinner the first day, lunches and breakfasts.
- Airport Master Plan Public Meeting Review – Maiman gave an update earlier in the meeting under Ardurra. Galetka asked if there are any comments to get them in quickly before the plan is finished.
- Temporary Tower – March 17 – 19th 2025 - The airport will have a temporary tower Monday, Tuesday and Wednesday of next week. Every trimester SUU does tower time with their students to gain experience with towers, so they do not have to fly them out. Hours of operation will be from 0800 to 1700 local mountain time, and it will be controlled air space.
Bryant will be posting the frequencies on the gates and will bring one into the FBO office to post.
- Airport Terminal Expansion – Ribbon Cutting Ceremony – It is tentatively planned for Monday, May 5th. The airport is having SkyWest cancel their April 30th flight to allow for the changeover. The contractors will have 48 hours to transition and complete construction allowing enough time to prepare for May 5th ceremony.

The time is unknown. Any comments or recommendations from the board are welcomed.

- Air Traffic Control Tower (ATCT) Updates - There are no updates, just waiting to receive letters from everyone they are in a holding pattern currently. The airport has already applied just waiting on getting funding. The airport will be using the bill funding on the terminal, they should have about 1.3 for next year. That will be used towards the design and site study for tower location. Safety is a concern.

- Airline Advisory Committee (AAC) – Met with Allegiant Airlines analyst via video about Cedar City and the opportunities we have. Arrange to have representatives come to the airport for a tour.

Galetka was supposed to meet with Breeze Airlines, that meeting fell through. He's hoping to reschedule meeting with them and see some movement with that.

Also, continue to meet with SkyWest in hopes of trying to get better flights schedule for the future of the airport.

- Snow and Ice Control Committee (SICC) – Nothing to report. To be determined.

Small points added to Agenda:

- A gentleman approached Galetka about installing a hangar that they received from Jackson hole. It has been deconstructed; they took it down. They want to move it to CC airport. The issue is it is oversized from what the airport can accommodate, it is 120 foot wide 140 feet deep. On the north taxi lane Galetka thinks it could potentially be accommodated. The problem with that hangar style is that it is an older style hangar where the doors open beyond the structure of the frame. It will need an extra twenty feet on each side to open the doors making it 160 feet wide.

Phillips questioned the issue about the Pocket Gophers, any updates on that?

Galetka answered nothing yet still looking into that. Currently pending.

- Action Items:
 - Cedar Building Associates – North Building Lease Renewal – Galetka was given these two action items that were tabled from last months meeting. The board requested to have Galetka seek legal counsel with McUne (city attorney). To ask about the language in the contract, keeping the same rate that was in the previous lease. If there was any way to work around that.

McUne stated that they went through everything in the contracts, starting with number one. The city is bound by contracts the same way any other private groups are bound by. Going into the question of whether or not can have different leases with different amounts, as long as there are not different lease amounts at the same time. The city is bound unless or until a federal agency or judge says we do not have to follow that contract amount anymore. If information is not in the contract, example of discussion of certain expectations. It does not count. As long as it does not change into a lease that becomes illegal.

If the board would like more details on who can sub-lease to and more control. That is a discussion for the board to have, keeping in mind it cannot be subjective. The reason being discrimination is one of those areas where governments get sued a lot.

Montgomery motioned with Appel to seconded, and all I's were in favor to approve as written for the North Building lease renewal.

- Cedar Building Associates – South Building Lease Renewal – update applies to same as above for the North building.

Bleak motioned with Montgomery to seconded, and all I's were in favor of approval of the South Building lease renewal.

Galetka asked Taylor if the buildings were for sale.

Taylor confirmed that they are listed for sale.

If those buildings do sell, they will have a whole new lease written for those buildings.

As there was nothing further to discuss, the meeting adjourned at 9:19 AM.