



PAROWAN AIRPORT BOARD MEETING MINTUES
MAY 12, 2025, 4:00 P.M.
COUNCIL CHAMBERS, 35 E 100 N, PAROWAN, UT, 84761

BOARD MEMBERS PRESENT: David Norwood, Dave Cowen, Kike De La Paz, Luke Carlson, David Harris

CITY STAFF PRESENT: Dan Jessen, City Manager; Mick Lauer, Airport FBO

PUBLIC PRESENT: See attached sign in sheet.

Call to Order

David Norwood called the meeting to order at 4:00 p.m.

Declaration of Conflicts or Personal Interest on Agenda Matters. No conflicts were declared.

Approval of Minutes from April 7, 2025. The minutes were unanimously approved.

Parowan Air Park TTFAA MOU Discussion and Recommendation

Discussion of Memorandum of Understanding (MOU)

Dan Jessen presented a Memorandum of Understanding (MOU) proposed by Parowan Airpark regarding a potential through-the-fence agreement with the city. He explained that this was a unique situation, different from another through-the-fence agreement item on the agenda. Dan provided background on the city's plans to build a new airport loop road and install utilities, funded by a grant the city is pursuing.

Dan displayed a map showing the existing road (in pink) built by Mr. Goodfellow on city property, and a proposed new road (in blue) that Parowan Airpark would construct in the future. He explained that previous discussions with the company had stalled due to disagreements over road construction costs and differing goals.

The MOU was created to memorialize the current understanding between the parties, allowing the city to proceed with its grant application and road construction while providing a placeholder for Parowan Airpark's future through-the-fence agreement. Dan noted that the city had not yet thoroughly reviewed the MOU.

Key Points of the MOU

Dan highlighted several key points from the MOU:

1. The agreement identifies the parties as the City and Parowan Airpark, with no third parties involved.
2. The company will dedicate a roadway for Road A, which Jessen noted was unnecessary as the road already exists on city property.
3. The company will complete a through-the-fence agreement with Parowan in the future.
4. The company will dedicate and construct Road B when they build their airpark.
5. The company will follow all FAA rules and regulations.
6. The company will work with the city on a combined master plan for hangar access.
7. The city will construct the planned roadway for Road A.
8. The city will allow a through-the-fence agreement at the location shown on the exhibit.

9. The city will extinguish a portion of Road A's dedication once Road B is completed.

Concerns and Discussion

Dan expressed concern about the strong language in the MOU regarding the city's commitment to allow a through-the-fence agreement. He suggested consulting with the city attorney about this wording. The board discussed the proposed location for the through-the-fence access and whether it aligns with the city's master plan for taxiways and hangar layout.

Mick Lauer raised concerns about the construction standards for Road B, emphasizing that it would need to be built to heavy haul standards like the existing Road A.

The board also discussed the need to clarify the exact alignment of Road A and ensure it remains on city property for maximum access.

Next Steps

The board agreed to review the MOU in detail and provide feedback to Dan Jessen. Jessen will incorporate the feedback into a revised version and send it back to the airport board for review at the next meeting. If approved, they will then send a recommendation to the city council.

De La Paz Through the Fence Access Agreement Discussion

Presentation by Property Owners

Mark Fernandez and Carlos (last name not provided) presented their request for a through-the-fence agreement for their property adjacent to the airport. They explained that when they purchased the property, they believed a through-the-fence agreement already existed, but discovered this was not the case.

Fernandez expressed their willingness to work with the city on property exchanges to facilitate proper road construction. He emphasized their interest in developing hangars on their property and their belief that the Sky Park project would benefit them.

Discussion of Property Layout and Access

Dan Jessen provided an update on the ongoing efforts to realign the airport road before improvements and utility installation. He showed a map of the proposed new intersection at 800 North, which would serve as the new access point for the airport road.

Jessen explained the negotiations with another property owner to abandon the existing road and dedicate a new right-of-way to the city. He mentioned that the property owner wants to maximize their usable land, which has led to multiple iterations of the road plan.

Hangar Development Plans

Fernandez stated that they plan to initially construct two hangars but would like to build more if approved. He emphasized their desire to create an aesthetically pleasing development, as their property is visible from the I-15 freeway.

Airport Operations and FAA Compliance

Mick Lauer discussed the need to address FAA requirements in the through-the-fence agreement, particularly regarding the 50-foot setback from the asphalt for hangars. He explained that the FAA would not pay for maintenance within 50 feet of private hangars.

David Norwood suggested setting the hangars back to align with existing hangars, citing the need for space for glider operations during the summer.

Next Steps

Dan Jessen agreed to provide the property owners with a template for the through-the-fence agreement. He requested that they develop a site plan for their proposed hangar development. Jessen also mentioned the possibility of including signage for the airport on their property.

Member and Staff Comments

Airport Operations Update

Mick Lauer provided an update on current airport operations:

1. A Blackhawk helicopter and an MD 500 (369) helicopter are currently operating at the airport, expected to remain through August.
2. The helicopters are being used for power line construction work for Rocky Mountain Power.
3. The upcoming glider festival is expected to be the largest ever, with 52 aircraft anticipated.
4. The airport will need cleaning and grading to accommodate the gliders.
5. The glider festival will take place during the last two weeks of June.

Snow Removal Discussion

Dave Cowen raised the issue of snow removal billing for hangar owners. Dan Jessen explained that he had reviewed several hangar contracts, which stated that snow removal was the responsibility of the hangar owner. The board discussed the challenges of enforcing this and the desire to integrate snow removal costs into hangar fees.

Mick Lauer emphasized the efficiency of using airport equipment for snow removal and the upcoming grant for new snow removal equipment. The board agreed to add this topic to the next meeting's agenda to develop a comprehensive plan.

Public Comments

No public comments were recorded.

Adjourn

Motion to adjourn the meeting was made by Dave Cowen and seconded by Luke Carlson. The motion passed unanimously. The meeting adjourned at approximately 5:10 p.m.



Callie Bassett, CMC, City Recorder

Date approved: 8/11/2025