

CEDAR CITY REGIONAL AIRPORT BOARD MEETING
August 14, 2025

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, August 14, 2025, at 8:00 AM in the Cedar City Regional Airport Conference Room located at 2560 West Aviation Way, Cedar City, Utah.

PRESENT:

Jeff Frehner, Member
Kim Ellis, Member
John Appel, Member
Maria Twitchell, Member
R. Scott Phillips, Councilman
Mark Leavitt, Member
Tyler Galetka, Airport Manager
Ryan Marshall, Public Works Director
Anna Hernandez, PW Executive Assistant
Randall McUne, City Attorney

Blaine Nay – AOPA
Ron Caldwell – Hangar Tenant
Chris Cox – SUU
Andrew Bieler – Wright Wrench
Kirt McDaniel – Woolpert
Courtney Christensen – BLM
Burt Poulsen – Hangar Tenant
Casey Nelson - SkyWest
Chuck Taylor – C.B.A.
Kirk Nielsen – Woolpert

ABSENT/EXCUSED:

Mike Bleak, Member

PHONE-IN

Pete Maiman – Ardurra

BOARD ITEMS

Galetka started the meeting off by thanking Burt Poulsen who was present for his years of dedicated service on the Airport Board.

- Introduction of new Airport Board members – K. Ellis introduced himself to the members and gave a bit of his background. He's been in aviation for 52 years, spent some time in the Marine Corps aviation, has retired from the City of Los Angeles airport (LAX) after 26 years. He was one of the managers at LAX. He was also a manager at the Ontario International airport and retired as the assistant manager at Van Nuys general aviation airport. Ellis worked for Riverside airport for 8 years as airport manager and retired from there.

J. Frehner, a regular attendee at the Airport board meetings for 3 years, now an official member of the board also introduced himself. He has followed the airline industry all his life and was honored to be appointed to serve on the board by the mayor.

- City Council representative discussion – R. McUne (City Attorney), stated each of the different boards has a council representative that is assigned as a voting member. McUne was present today to receive feedback from the board whether it is wise or not wise to have a council member on board. He brought a few things to help the process, things that are helpful and things that are not. The meeting location is at the airport and not the city building. It is helpful to have a spokesperson who can take the issue and take them to the council. There is a risk with a council member that they would either back off or override it.

At the council meetings they discussed that they did not want the members removed. In the next few months, the council will revisit this as a discussion item and potentially vote to remove council members. Their initial discussion was that they were going to remove that requirement from every board except those that are more regional (example involvement with Enoch, Iron County and Kanaraville, etc.). The ones that are clearly interior boards, just cedar city boards, the suggestion was to remove the council members from the boards.

McUne asked if there were any opinions?

B. Nay stated that there is also representation from the County Commission. He appreciates having elected officials present at the meeting because they represent the taxpayers and the voters. Having those two representatives is important. There was also a second agreement to this statement saying that it is valuable to have both representatives from council and county. M. Leavitt agreed.

McUne reiterated that the goal is not to remove them entirely it would remove them as a voting member only. They would be a liaison and not remove them from representation.

Marshall brought up if the council does decide to take them off as a requirement. He still thinks that there should be an option that they can be put on as a voting member at the discretion of the mayor.

Phillips mentioned that it is important for him as a council member that he does sit on various boards. He wants to know what is going on in the different departments and wants to be the advocate for this board and for the airport on behalf of the other council members and the city.

Twitchell said that the airport does need to have advocacy because this meeting is an advisory board. There are things being taken to council and only decided by council, so it is important to have that requirement for a council member to be present.

McUne will notify Galetka when this will be presented to council. It will be a public meeting. He will review meeting minutes from the board and provide his notes in summary form for the council to understand.

APPROVAL OF MINUTES

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

INFORMATIONAL ITEMS

- SkyWest – Bryant presented for Nelson who had to leave meeting. Their staffing is doing good. Nelson has been splitting his time between two airports; this will end at the end of the month in which he will be back at Cedar airport full-time.

SkyWest will be starting their De-Icing training in two weeks for their readiness state of October 1st. They will be ready to participate in the airport's annual drill in September.

Galetka explained that SkyWest is back to their traditional schedule. Eight to nine in the mornings and six to seven in the evenings. The enplanement numbers are stagnated; they are on track to be over ten thousand with SkyWest flights and with the charters it should be over eleven thousand by end of the year.

There were discussions with SkyWest about a better schedule. SkyWest does not have anything until potentially next year when they get in more of the CRJ-550 aircraft available. To bring more online with crews. No further updates.

A representative spoke about the prices, an increase comparison much more expensive than St. George. St. George airport is not subsidized by the government. Cedar is EAS where they are funded differently. Galetka was requested to schedule a meeting with SkyWest to get an update and discuss pricing.

- Ardurra – P. Maiman phoned into the meeting and provided an update; the ALP was submitted to FAA. They did receive comments back with some minor changes from FAA J. Sweeney. It will go back to FAA and then work on project close out.
- TSA – No representation.
- BLM – C. Christensen stated they have been busy, all-time record year. There has been impact on the airport as well as SUU. Everyone has been supportive, and they appreciate that.

They are shy of pumping 2 million gallons. In 2020, they did 2.1 million gallons out of Cedar. They are well ahead currently.

There is lightning forecasted for these next couple of days, so they are preparing for that. The conditions haven't changed.

Phillips asked, how many people do they have working on the fires at the office?

Christensen answered, at tanker base about a dozen employees. Their permanent staff is five. A. Tom officially accepted the position as tanker base manager Monday morning.

Marshall asked how's the coordination with SUU and the flight school. Have they re-assigned and dealt with it?

Cox stated they have been in contact daily when they are flying. Typically, they bring in a temporary tower and that's what happened. Having constant coordination with each other daily.

Christensen brought up the tower, they are looking at releasing it early next week. They are going to get through these lightning conditions then reassess. If nothing big happens they will release towards the first of the week, keeping airport ops in the loop.

- FBO – No representation.
- SUU – Cox provided an update; things will be a bit quieter for the next two weeks. The semester will end officially on Sunday. Then they do not start again until the 27th, kicking off another semester.

They have done about eleven thousand hours for this semester; they will probably end up just under twelve.

- Woolpert – McDaniel provided an update; the project for this year is the runway two-two-zero paved maintenance. That grant was signed this week, they will be getting the contract and getting the paperwork done. They will do the crack seal in the wintertime.

Since the terminal is done, they have been working on the close outs for that project. Galetka and their staff in St. George are working on close out reports. Already have one submitted draft to review. There are a couple hoping to get those projects closed out soon. They have a period of performance of ninety days.

They are also working with Galetka on closing out for the ARFF truck.

- USDA – Galetka provided an update; they have two aircraft left here. Seems that their contract is going to be ending. There has been zero communication with government (lease holder) on their intentions.
- Open Forum:
 - Appel wanted to give Thanks to Burt Poulsen the formal chairperson and Vaughn Montgomery, both valuable members of the airport board.
 - Phillips brought up a concern; the weeds at the entrance and around the airport are overgrown and need to be addressed. Bryant stated they have sprayed them five times this year and they just will not die. Marshall mentioned that the Streets department has a new mower. Maybe the airport can look into borrowing it. It will not be used by Streets until October timeframe. Also address along the airports fence lines.
 - Frehner read an article on the groundbreaking on the new tower in St. George. If Cedar City airport has to go to Utah Legislature, they will need to be educated on what a tower does and does not do. The comments in the article did not make sense.

- Elect a new chairperson – J. Appel has expressed interest to be elected chairperson. Twitchell announced she would like to elect Appel as the chairperson. Frehner seconded that with no other nominations. Phillips moved to close the nominations for the chair of the committee. All I's were in favor that Appel is the new chairperson for the airport board.

ACTION ITEMS

It was suggested that a copy of the airport By-Laws be provided to everyone at the next board meeting.

AIRPORT MANAGER'S REPORT

- Project Report
 - New Gate Area Seating – Galetka mentioned that they were successfully able to purchase old seating from SLC International. They did not get every seat they requested even though they were the only ones that went through the bidding process correctly. They did get most of the ones they needed and have extra in inventory in their storage. They have about one hundred seats in the gate area and five tables that add another ten seats in there. There is adequate room for passengers to have their own space.

Phillips asked if there would be enough seating for the charters football teams.

Galetka answered it is a little short of what they need for charters, they will go through the main lobby and screen through the stairway like what was done in the past. The concern of using the gate area is more of the cleaning and the sweeping for security afterwards. If there is a commercial flight at the same time, he wants to keep them separate. They will keep the same procedures as they have done in the past.

Bryant mentioned that the airport received two pallets of new cushions that were gifted by SLC. He also wanted to Thank E. Witzke of Streets for taking Bryant up there and help get them.

Galetka mentioned that they were able to purchase them for forty-five dollars for one hundred and twenty-five seats. Brand new Lockers were also picked up for their staff. They are located at the snow removal shop where the airport staff come in.

- Terminal Light Project – The airport was able to add extra lights at the displays down the hallway near the car rental. It lightens up the hallway and displays brightening them up. That project is now complete.

Galetka was able to add four TV's; one has the flight display for the aircraft using the airport on the landings and take offs. It is an informational item for passengers to look at. The second television is for display with the county, displaying photos from

the county tourism office. The two other TVs are used for future advertising and can be used to add other things there. He is working on getting some video footage of the terminal and other pictures of the airport.

- Domed Hangar Work – The airport staff has taken upon themselves to work on the Dome hangar. To re-vamp it, refresh the look of it and fix some damage to it. They are doing a lot of patch work on the metal paneling. There were a lot of holes they found and are patching those as well. They are looking at paint colors, patching the stucco and installing LED lights. The roof is not in good condition, on the dome part of it. They are currently looking at quotes for that to see what it will cost to repair it.

Galetka brought up an aerial view of the dome hangar up on screen for all to see. He would like some feedback from the board on paint color choices whether to update or refresh the colors with a tan color and white trim. Also showing an example of what has been done so far.

Ellis recommended; whatever color is chosen for that hangar, those two colors tan and white trim are nice neutral color choices, making it a standard for the airport. If any tenants are making any improvements, they should all paint it the same color palette or perhaps give them two choices to pick from.

Phillips agreed with Ellis's recommendation looking at some kind of standard, giving tenants two color choices.

Galetka confirmed that it is written in the regulations that the airport technically must approve all colors. All the leases seen moving forward will include that as well as part of the approval process.

Leavitt questioned what is the status of that hangar. It has been a controversial thing for a very long time.

Galetka answered the lease has expired, Obering has not officially expressed interest in writing on renewing it. The issue that he has seen is that it is required to have an aircraft stored inside that is registered to the actual tenant and not sub-let out. Galetka is working with Obering to ensure he has his aircraft in there. If he cannot meet that clause the lease will go out to the list of people who are on waiting list.

Ellis brought up to Galetka perhaps contacting the Historical Society to request funding.

- T-Hangar Electrical Project – The airport has been approved for funding for adding some electrical in the T-hangars. Prices have changed, so they will be going back to bid for that. Then start looking at lights and some electrical outlets in the T-hangars. Painting is discouraged on the metal on the T-hangars because it is galvanized metal.

Their goals are to enclose each individual T-hangar and put some sort of hard stand on the flooring as well. Whether it is asphalt or concrete. Their number one goal is electrical.

- East Apron Remarking – They have seen a lot of activity on the east apron. The markings have faded. Galetka is looking at new ways to lead in lead out lines for the east apron so they can accommodate larger jets and tankers. There are a lot of tie downs painted, he would like to leave a lot of the tie down anchors for all of them. Prioritize more of the larger aircraft usage on that apron and paint new markings for them. There will be adequate spacing to park the tankers and Gulfstreams.

Looking at putting boundary area markings at the south apron. That shows where the object free areas are for the taxi way.

- Weed Abatement- The airport has been working on a lot of weeds control this year. They have been trying to use different products. In this upcoming year they are going to use a new sterilant on all the runways and taxiways. They will be working with IFA who has a four-year sterilant. They are trying to keep it under control.
- Access Control/Aerosimple Update – The airport is now in the position where they are going to look at the actual badging on the airport. They finally got their badge printer set-up and their badge design, just waiting for approval. The staff has been testing it, the badges work for the terminal that was installed with the project and the three public gates, the south, north and tanker gate all have the ability now to accept badges. It is just a simple tap then they are in. There is another option to use the app as well.

There can be further discussion about using one or the other. It is not ideal to do both; with the badge it can be passed on to someone else to gain access to the airport while the other uses the app.

The one problem with the app is that they are cellular base. They have had it where the cellular drops at the gate and the app will not work, leaving someone stuck at the gate. The code and badge will still work.

The timeline was given of October 1st to get it rolled out. Starting the beginning of next month there will be invites sent out on robust systems training as well as drivers training. Setting it up so it can be taken on-line.

Appel questioned on how it is going to work with all the contractors with the bit of construction going on.

Galetka answered, what was discussed was allotting so many per crew access. The biggest thing he would like to have is accountability. The airport has the ability to control how many gate codes to give out with time limits and only during airport operational hours. Escorting will continue.

Bieler questioned the easement parking, is it the responsibility of the owner to put in larger size stones so their tires do not pick it up and track onto taxi lanes.

Galetka answered all the hangar owners should have a lease for the parking easements, and that they are required to make any improvements.

Galetka discussed what Phillips has brought up in the past about paving those easements. Rocky Mountain Power sent a letter saying that there cannot be any improvements. Galetka would like to push to change that because of the rocks being tracked onto the taxi lanes.

- Terminal Gate Area Concessions and Vending Space - It is not completed; they are looking to getting a vendor at the gate area. Galetka has the RFP halfway completed. There are a couple of vendors that are still interested. His goal is to have a contract in place by the next meeting next month.
- Airport Triennial Drill – September 2025 – It is scheduled for September 16th at 6PM. Galetka is still looking for volunteers, he sent an email out to all the tenants. He will share the link for the sign-up list for mass casualty drill, looking for 36 volunteers playing as victims. They have completed their tabletop exercises and planned meetings.

SUU is lending CRJ 200 to use and fire department will be bringing backboards.

- BLM Temporary Tower – It's been up since last Tuesday, it been a good addition.
- ARFF Training – The Cedar City Fire department was able to complete their aircraft rescue fire training. Utah Valley University purchased a prop for aircraft fire training and now the airport gets it for a very cheap price vs the old price which is about a thousand dollars per student. It goes through Cedar, St. George, Vernal and Moab. At a low cost they can provide training in other locations.
- ACI Jumpstart Report - In June Galetka was able to attend an ACI jumpstart meeting with all the airlines in the US. He was able to talk with Breeze Airways and Allegiant and get their information to them. The current trend they see is passenger enplanements going down. Things are getting slower for passengers.

Phillips questioned if there are any updates on the Utah National Guard.

Galetka answered that they will be attending the FBO's BBQ this afternoon. They are hoping to be in their building by April 2026. There are construction delays. Sphere One has their plans drawn up ready for permit. They are awaiting final comments from the National Guard before they are submitted. As soon as they are received with the applicable changes, they will go for permitting at the city and try to break ground in the

fall. They hired Visco to build it with Watson engineering, they have a unit assigned to it and are working through logistics.

- Action Items:

- Cedar Building Associates (a.k.a. SyberJet) North Building Lease Renewal – There is a North & South lease renewal. Starting with the North, Galetka has presented this before. The language was changed and speaking with the city attorney, he has requested to bring it back to the board for approval.

Galetka pulled up the lease on screen for all to see the red lines. No other changes besides a few minor items. It is an extension for 10 years. Language was added to be applicable to all leases moving forward. He is looking for recommendations from the board.

Appel moved motion to approve as written, Ellis seconded, and all I's were in favor to approve for the North Building Lease renewal.

- Cedar Building Associates – South Building Lease Renewal – The same changes apply to this lease at a different address.

Twitchell moved motion to accept as written, Appel seconded, and all I's were in favor to approve for the South Building Lease renewal.

- Wright Wrench Aviation SASO Amendment – Galetka stated that they are looking to amend their SASO. The original SASO includes aircraft maintenance. They are looking to add flight training and aircraft rental in addition to the existing services described in the original 2024 agreement.

It was brought to the board's attention that under the second recital it says, "The city has determined the operator is fully qualified in all respects to the engage in the operation of aircraft maintenance services". Are we qualified to say they are qualified?

The point was well received, Galetka will add the language "Appears to be qualified" as a technical change, also it is ideal to add "part 61 flight training". Also, add a clause that says, "Wright Wrench will provide and maintain an updated list of aircraft and of current instructors offering flight training". Look at "Hold Harmless" verbiage if it is not present then add as well.

Phillips motioned, Appel seconded, and all I's were in favor to move SASO amendment with changes and additions discussed.

- BLM Tanker Base Expansion Plans – According to the airport rules and regulations, any lease that is being amended must be approved by the airport board. BLM

Tanker Base has received funds to do some renovations and some expansion projects on their current facilities on their lease hold.

The schematics for the expansion on to their building were brought up on the screen for all to see. BLM is expanding the north wing of the building, adding more office space, break rooms and conference rooms. It is a 20-year-old building needing renovation.

Christensen explained that the goal is if they get a Heli base stood up there again, they will not have to bring in trailers or as much stuff. It would be easier and will improve their facility. They will have room to grow.

One key to note they have the two modular trailers there, they are going to remove those and replace the square footage with the building.

Leavitt motioned, Ellis seconded, and all I's were in favor to accept the plan changes, getting all the permitting and negotiating with airport funding.

- Rotak Hangar Lease – 2168 W 1500 N & 2184 W 1500 N– They are helicopter services; they have a contract with the BLM for the next 5 years. With a potential of 10 years in Cedar City for the Tanker Base contract. They are looking at locating a remote site for their operations. Currently they are based in Anchorage, Alaska and looking for a centralized location and a remote site for helicopters.

They have approached J. Obering to purchase his two 100 x 100 hangars on the north taxi lane. To be able to stage aircraft, do aircraft repairs, and store parts. They are anticipating rotating aircraft from Alaska.

They have asked Galetka to push it through as fast as possible subject to the sale and agreement with the terms. The issue with the lease and subject to what the board approves, there's only one way for this to be feasible for them to occupy the two hangars. They need to be able to get the aircraft in and out of the hangar and the concern is how they are going to get the aircraft to those hangars.

The two propositions they brought up and discussed were acquiring a lot or multiple lots on the east side to be able to land a helicopter as demonstrated on the screen by Galetka. Galetka stated there was no way for that to happen. However, on the westside there is potential. Rotak is willing to invest some funds to do so. They requested to lease a lot, pave it and easement as well to initially get aircraft in. Fill in the storm water retention pond and reroute storm water under the taxi way to another area. The issue with this location is creating rotor wash.

Leavitt recommends putting lease on hold until further notice. To be tabled until more information is provided. All agree.

- O&O Investment Lease Termination – 2168 W 1500 N & 2184 W 1500 N – This termination has been tabled along with the Rotak lease.
- Southern Skies Aviation Lease Termination – 2208 W 1500 N – Cheney has agreed to back out of lease, because he has not been able to build.

The lease is out of compliance with the timeline of two years.

ACTION ITEM

To be tabled, providing 120-day timeline subject to coming current with lease payments and pulling permit. The board recommends Galetka to report back next month after investigating case and meeting with city attorney.

As there was nothing further to discuss, the meeting adjourned at 10:19 AM.