

CEDAR CITY REGIONAL AIRPORT BOARD MEETING
SEPTEMBER 11, 2025

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, September 11th, 2025, at 8:00 AM in the Cedar City Regional Airport Conference Room located at 2560 West Aviation Way, Cedar City, Utah.

PRESENT:

John Appel, Chairperson
Kim Ellis, Member
Jeff Frehner, Member
Maria Twitchell, Member
Mike Bleak, Member
R. Scott Phillips, Councilman
Tyler Galetka, Airport Manager
Anna Hernandez, PW Executive Assistant

Blaine Nay – AOPA
Mike Bryant – Airport Ops
Chris Cox – SUU
Rhonda Forde - Woolpert
Chuck Taylor - SJA

ABSENT/EXCUSED:

Mark Leavitt, Member
Ryan Marshall – PW Director

PHONE-IN

Jessica Krueger – Ardurra

INFORMATIONAL ITEMS

- SkyWest – Bryant spoke on behalf of representatives. He mentioned that they are getting a new De-Ice vehicle this month. They are getting an on-demand truck, therefore if there is any snow they can de-ice the aircraft twice in one day.

For the Triennial Drill next week, they are providing a flight crew for the aircraft to make it as real as possible.

Enplanements numbers are still stagnant. Galetka will be meeting with SkyWest in the next following weeks to discuss what was brought up at the last board meeting for their schedule. He will be pushing for an evening flight to stay and leave in the morning. Then have another flight at about midday. Galetka is looking for solutions to increase the enplanement numbers.

Bryant mentioned that they hired another full-time supervisor. There will be more coverage in Nelson's absence.

- Ardurra – J. Krueger (Aviation Planner) phoned into the meeting in Maiman's absence and provided an update. The ALP is still being reviewed by the FAA.
- TSA – No representation, Galetka provided an update. The airport is finally getting the AIT, new screener. SLC received a new one and gave theirs to Cedar City airport. The airport is keeping the walk-in metal detector and including the advance screener that passengers walk through. That was part of the intention expanding the check point

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project. TSA made the airport design the checkpoint according to their standards. Galetka will be meeting with TSA next Tuesday to go over the final drawing needs for power and data.

- BLM – No representation – Galetka stated that they are wrapping up on the 20th of this month. It has been slow for fires, which is great news. They still have a couple of aircraft on the field.

Phillips asked if their expansion is moving ahead?

Galetka answered yes, they will be breaking ground after this season. They are planning around October timeframe.

- FBO – No representation. Business continues as normal, and they are pushing forward with their building plan for the National Guard. Working with engineers and they should have their permits in a couple of months.

Charter season starts next week, and airport ops have been working closely with them getting ready for the charters.

Galetka mentioned that it was brought up after speaking with McGuire about the Fly-In event and why it has not been done in years. He has convinced her to do it. It is scheduled for October 11th.

The Fly-In breakfast is an event that was previously done in the past. It's when they bring in a bunch of aircraft from the area, stage them together and someone prepares breakfast. The public is invited. They have been working with local hangar owners and local tenants. They will barricade the area off, open it to the public and charge \$5 to get in. Sphere One offers aircraft rides; they have two pilots lined up with two aircraft with Nay also participating as a 3rd pilot with aircraft. The Civil Air Control volunteered to cook pancake breakfast from 8 to 10 AM.

There was a proposal from the board to have the date changed due to other events taking place on the same day. It was agreed by all to reschedule the breakfast event for the 18th of October; Galetka will follow up with McGuire.

- SUU – Cox mentioned they are flying a lot and should have a tower out at the airport next month October 7th through the 9th.

He talked about Fly Iron County that it brings everyone together in the county. Iron County Home Builders Association brings in a bunch of state legislators to see what is going on in southern Utah and Iron County specifically to get the support they need.

Bleak stated that last year they had 27 legislators, a congressman and future senator elect. This will be the 3rd annual, and it has just grown. It has been beneficial. There are already 35 legislators scheduled for this year's event.

- Woolpert – Forde gave an update; the projects for this year are all getting wrapped up. Everything has gone really well. They have pavement maintenance on runway two-two-zero that will kick-off the crack seal in the winter that was awarded to Maxwell Products. It is planning season right now; they have some good plans. They met with Galetka and Bryant and have some good ideas for next year. They just need to get FAA to buy off on the funds. The taxiway is number one priority on the list.

McDaniels has moved up to northern Utah, Forde will be attending a lot more of the monthly meetings to provide updates.

- USDA – No representation. Galetka mentioned that they will probably be taken off the meeting schedule. There will not be any representation from them in the near future.
- Open Forum – No comments.

APPROVAL OF MINUTES

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

AIRPORT MANAGER'S REPORT

- Project Report
 - Domed Hangar Work – They have completed most of the painting they were doing on that, patching a lot of holes and it looks a lot better. They received new LED lights for the building replacing the old ones and changing the fixtures. A couple of weeks ago they had someone come out and provide a quote to re-do the roof. The last touch-up for later this fall is re-doing the cabling for the north, it is fraying. With the roof, they discovered a big leak in the terminal with the chimney.
 - Waterway Culverts & Perimeter Roads – They are waiting on Streets dept to help with installing the culverts on some of the irrigations ditches around the airport. It will help with their access year-round to allow ops to drive inside the perimeters of the airport. Currently they are using repurposed culverts.
 - Weed Abatement – They have been working on the rock. They are continuing to treat the weeds, and nothing is working. Bryant has been working with IFA to get better longer term sterilant. The community service person never showed up to assist with pulling the weeds.

Frehner asked if the airport is looking for people to do public service projects. The Iron County Yeti had a notice about a month ago that they were looking for projects.

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These are sixteen- to eighteen-year-olds. Frehner can forward the contact information to Galetka to follow up on.

Galetka would love to have some assistance with cleaning up the perimeters fence line.

Work party services were requested by Appel. Bleak mentioned that as soon as the new jail is built, there might be a much better resource to reach out to.

Phillips suggests that the airport look into this in the future, because every year on 911. It is considered the day of service, and he knows the Interface Alliance has this huge day of service projects going on all over the city. He recommends that the airport be put on the list for next year. This project has hundreds of people show up to provide their services. Phillips will provide contact information to Galetka.

Twitchell recommended to post the list on You Serve to state "This is a volunteer project that the airport has" and they will post it.

- HVAC Maintenance – They are working through some HVAC maintenance for the terminal. Replacing a pump on one of their hot water circuits for wintertime coming up. It's been two months and is expected to be back next month.
- T-Hangar Project – The airport has taken on a project and had some funding approved. It was brought up at the last meeting about electrical. They have a reversible agreement with Phil Schmidt Construction, where they can use some of the airport land to dump and fill in dirt to bring up the low spots so they can be flat.

They are now in the second term for the reversible agreement. There is \$62,000 in work that they owe the airport. Galetka is looking to use him to hopefully install hard floors. Whether it is concrete or asphalt, he wants to move forward with concrete. It is the best idea for the T-hangars, just waiting to get an estimate on how many work hours they are going to need for that and how much concrete Galetka is going to have to pay for out of the airport budget.

Galetka's goal is to get the T-hangars electrical installed. He is revisiting the quotes to see what the price is now. Then get the flooring in and the electrical started.

Also to add to these two topics the T-Hangar project and Domed Hangar Work; as part of the rules and regulations, each hangar is required to have two 10-BC fire extinguishers in each hangar door per fire code. None of the city owned buildings complied with this. Galetka purchased fire extinguishers and added four in the Domed Hanger. Two in the office, two in the hangar and in the FedEx building, two in the offices and two in the hangar.

He ordered four more for the T-Hangar for a total of ten. Fire extinguisher inspections will start in the new year and will be done annually. Galetka will be providing notices ahead of time that inspection will be coming.

It was suggested to consider coordinating it with the annual hangar inspections. Rolling it all into one inspection. They will be able to program these inspections in the new software Aero Simple database.

- Access Control Update - The airport is still moving forward with the new software program Aero Simple. They have started providing the FBO with their badges and getting them into the system to use the gates.

There were some issues with the first batch of cards that were sent. Once the FBO is in place they will be working with the tenants next.

There was question, whether there are any cameras on the gates.

The answer is currently no; they are getting quotes for some wireless ones.

- Airport Ordinance – Chapter 10- Document was distributed amongst the board members to review. Frehner brought up a change request from “Municipal” to “Regional” throughout the document. Galetka mentioned if there are any other major changes or amendments required to Chapter 10 this will be changed at that time. This request will be red lined until then.

Phillips had a question under section 10-4 Public Expenditures. The airport board does often ok leases and changes of contract. Is that considered expenditure of funds?

Galetka answered it is not considered revenue vs expenditures. There was some confusion about voting on fees and doing fees as well. This covers expenditures vs fees. Fees are more of a source of revenue where the board can provide a recommendation of what the board sees fit for that.

- Terminal Gate Area Concessions and Vending Space – Galetka finished the RFP for the concessions, not for vending. The vending will be done separately for vending machines. They are going to go out requesting proposals to get a vendor. The RFP was brought on the screen for all to view. Galetka will be putting it out today and receiving proposals back by the 25th at noon. There will be a walk-through scheduled for Monday the 22nd with potential vendors or concessioners.

In the RFP, Galetka has detailed that the airport would want them for a 365 day/1-year contract that is renewable. One flight per day, the first flight of each day.

There is one company that has shown interest in making at least one flight each day. All proposals will be collected and evaluated on a fair basis.

Galetka continued throughout the document stating he will produce a flight schedule with enplanements, non-revenue passengers, SkyWest and Delta employees. Boosting the numbers up. A map of the area will be attached.

Services requested: "Install, operate and maintain food and beverage concession equipment in the designated gate area. Offer a variety of food and beverage options with the level of service that meet the needs of the airport customers. Providing quality, value for money and may choices that vary with changing trends and customer wants etc..."

Galetka stated that the board will review what is proposed and have the contract ready so that it will be acceptable. His goal is to have a contract next month.

There was a request for the concessioner(s) to have a badge to be identifiable to the passengers.

Twitchell brought up to include Food Handlers certification, to have on file. Also, for Galetka to refer to the Cross Hollow concession contract it is a good resource to follow. As part of the evaluation criteria, they meet all the current health and safety standards required by the state of Utah and the city.

The revenue the airport will be collecting is 10% of sales per the fee schedule. Galetka does not think it is ideal at this time to rent out the space. This would be a trial basis and just collect the 10%. If it is successful, then both parties will benefit.

Twitchell also mentioned that there should be something to say; A certain number of absences of not being there, breaks the contract. So that the airport does not have to wait a year if it is not working out.

The RFP for Vending is to follow. It was suggested to have one vendor that can do both if possible.

- Airport Signage - There are some airport overhead green signs that are in bad condition on Aviation Way and need to be replaced. They are faded. Galetka will work with Witzke of Streets to see if that is something he can do and is in budget.

There is a proposal for signs that Galetka brought up on the screen for all to view. The recommendation is to have it say, "Airport Terminal Passenger Drop-Off". For the signs to be blue and getting rid of letters and the "and" in each sign.

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- Football Charter Flights – Next Friday SUU will start flying Allegiant. McGuire has seen seven flights on the schedule, may possibly be more. Charters will be back at the terminal. There may be a conflict if a commercial flight is scheduled at same time.
- Airport Handheld Radio Upgrade – Airport ops were provided with handheld radios through the AIP grant for fire trucks. They did not have advanced radios to communicate. They are now able to communicate and work with the fire department. Galetka purchased 2 more at two thousand each for a total of 7 radios.
- Airport Triennial Drill – September 2025 – Is scheduled for next week and kicks off at 6 PM. CATS will be providing transportation and SUU will be letting the airport use the CRJ-200.

Bleak recommended when the drill gets dispatched as an emergency have them put the Ever Bridge out at the same time. All agreed.

Phillips looks forward to a full report at the next meeting.

- Airline Advisory Committee (AAC) – They will be meeting with SkyWest soon. There is no set date yet.
- Snow and Ice Control Committee (SICC) – They will be kicking off with snow and ice very soon. They will be getting their equipment ready and having their pre-season meeting next month.
- Action Items:
 - Cedar Building Associates (former SyberJet) North Building **Lease Assignment** – SUU has approached Cedar Building Associates to assume their lease on the airport. Cedar Building Associates lease to be assigned to SUU Aviation for north hangar. This would be at the rate that is established in the old leases, because in the old lease it states that it shall not change.

Bleak moved motion to approve, Ellis seconded, and all I's were in favor of the north building lease assignment to be transferred to SUU Aviation.

- FAA Snowcat Lease Extensions – This garage is a city owned building, they built it, gave it to the airport and they rent it out. There is a proposal from FAA Real Estate office for a new extension rate and go with a 5-year beyond the first 5-year renewal with inflation built in it as well.

Phillips moved motion, Ellis seconded, and all I's were in favor to approve the FAA Snowcat lease extensions as outlined by Galetka with the 5-year extension at the appropriate CPI inflation rate.

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- Rotak Hangar Lease – 2168 W 1500 N & 2184 W 1500 N– This was tabled from the last meeting. Galetka is looking at removing this item. The update is that they are looking at properties at other airports. It was agreed to pull it.
- O&O Investment Lease Termination – 2168 W 1500 N & 2184 W 1500 N – Galetka is also looking at removing this item as well. It was agreed to pull it.
- Southern Skies Aviation Lease Termination – 2208 W 1500 N – There is no record of payment, it is 3 payments behind. It was discussed at the last meeting to move forward by giving one hundred and twenty days to become current and getting a building permit. Or send a letter and if there is no response within 30 days then terminate the lease.

Galetka will work with both the city attorney and finance and draft a letter to them. No motion was made; this will be removed from the list.

As there was nothing further to discuss, the meeting adjourned at 9:33 AM.