

**CEDAR CITY REGIONAL AIRPORT BOARD MEETING**  
**OCTOBER 09, 2025**

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, October 9th, 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

Mark Leavitt, Member

R. Scott Phillips, Councilman

Tyler Galetka, Airport Manager

Anna Hernandez, PW Executive Assistant

Mike Bryant – Airport Ops

Chris Cox – SUU

Bill Roope - Tenant

Burt Poulsen – Simple Advantage Flight

**ABSENT/EXCUSED:**

Ryan Marshall – PW Director

**PHONE-IN**

Pete Maiman – Ardurra

**APPROVAL OF MINUTES**

Leavitt moved motion to approve, Frehner seconded, and all I's were in favor that the minutes from September's meeting be approved.

**INFORMATIONAL ITEMS**

- SkyWest – No representation - Galetka spoke about the enplanement numbers are looking good. He is projecting an increase in the later part of the year. They are still doing a lot of marketing and advertising, and a consistent schedule is one of the biggest factors to that.

There was a question about the seating capacity on the aircraft.

The answer is fifty, it was at seventy-six for a while but went back to fifty. In order to stay at seventy-six there must be a full security plan in place. They are working on it but are not there yet.

- Ardurra – P. Maiman phoned into the meeting and provided an update. The AIP is signed by FAA and is getting routed for signatures by the city. They are working with Galetka to schedule for McCalister to present at city council.
- TSA – No representation
- BLM – No representation – Galetka provided an update about them closing shop. They should be starting their expansion project in December.

- FBO – No representation. Galetka provided an update on the Fly-In event. The date could not be changed; it is still scheduled for the 11<sup>th</sup>.
- SUU – Cox mentioned next year they plan to host the Utah Aeronautics conference in Cedar City. The change to the Utah training and education summit formally the Utah Aeronautics conference. There is no date set yet it is a year out. It will not be held in the summer; it will be scheduled for the fall.

The temporary tower is here this week, and they have been flying a lot.

With the Fly-In Iron County this weekend they plan to host a little over 30 legislators and their families, so the airport will be busy Saturday morning.

- Woolpert – No representation. Galetka provided an update on the Capital Improvement Plan. They are doing some negotiations with the FAA and hopefully see that through for the 5-year plan for FAA grants.

They are still waiting for their snow thrower, that is one of their projects to FAA and Woolpert. Expecting to receive that in December. Until then they plan to use the old snow blower in the meantime.

They are also working on closing out grants such as the terminal project and the airport fire trucks.

- Open Forum – No comments.

#### AIRPORT MANAGER'S REPORT

- Project Report
  - Domed Hangar Work – Airport Ops has been working on the 1940s hangar. They have some wood trim pieces that needs to be replaced soon. They are still waiting on quotes from different companies for the roof. The leak from the chimney has been repaired this week.

Phillips mentioned that there were some Historic Preservation reps in town the last two days. He recommended coordinating with them to have them look at it because a) probably want to try to save historic features of the hangar and, b) there could be some funds available for some of the restoration if it is done the right way.

Both Phillips and Twitchell sit on that commission, they will talk about it and see next time they are coming down this way and have airport coordinate to get them out to the airport to look at it.

- Waterway Culverts & Perimeter Roads – The airport is waiting for the Streets department to work on the water waste putting in the culverts and continue the perimeter roads.
- Perimeter Roads – As soon as the culverts are installed, they can complete that portion of the road. Then they can fully do an inside perimeter road for the airport staff to do inspections.
- Snow Equipment Preparations – Airport ops are currently working through that; their goal is to be ready by October. Evaluating their equipment, doing some repairs and getting their sweepers recharged.

As a reminder to all airport tenants, if they plan to use salt or any deicing chemicals to melt the ice in front of hangars or buildings. If it is on the air side, do not use regular salt it needs to be an aviation approved grade ice melt.

Galetka will be notifying all the tenants.

- Security Camera Upgrade – Airport ops are still working through some upgrades in the terminal building adding on to the existing system. They are still looking at getting a camera at the tanker base gate.

When Sphere One breaks ground and constructs their hangar, that gate will go until a new one is installed. They are looking at funds to re-install the gate. It would be the airport's responsibility to put the gate in a new location next to generator.

- T-Hangar Flooring – They are in a project to pour concrete pads in the T-hangars, so aircraft can be pushed on concrete instead of dirt. The concrete pads will be surrounded by gravel. It is a much-needed improvement that will be completed by Schmidt construction through the reversable agreement with them and the concrete through Epic Concrete.
- Baggage Claim Seat Update -The airport added more seats to the terminal out at baggage claim. They were donated and are different style seats.
- Weed Abatement – Bryant provided an update; he mentioned that they were still out fighting the weeds. They have mowed and sprayed the safety areas six times this year with not much success. IFA gave a presentation to the airport yesterday and Bryant took two representatives around. They may take over spraying the safety areas for the airport.

Bryant is waiting on pricing to see if it will be cost effective and hope to get that by today or tomorrow. What they use now is a preemergent letting it get moisture all winter then hopefully nothing will grow next year. IFA says they have had good

success with it for the past five years. Airport still has to perform touch-ups around terminals.

- Terminal Gate Area Concessions and Vending Space – There was an RFP for concessions and unfortunately there were no bidders. The airport is looking to restructure the RFP. The feedback talked about build outs and concerns they were going to be required to build out space. The RFP will be revised and sent directly to each company that can potentially provide services and see if they will bid on it.
- Fly-In Pancake Breakfast – Galetka contacted McGuire to try to re-schedule event. There were issues with their flight instructors who will be providing flights, issues with staffing and the Civil Air Patrol who were already set for that date. She requested to keep it to that date.

There was a request for the future to plan and lock in a date ahead of time for scheduling purposes to have it every year as well as start promoting it earlier for a better turnout.

- Essential Air Service (EAS) Funding – The airport received a letter from the DOT by EAS Funding the subsidiary airline SkyWest that flies in at the airport each day. The letter mentioned by October 13<sup>th</sup> EAS will no longer subside those airlines. Relieving them of their contractual obligations so they can fly at 100% risk if they choose to fly.

The airport met with SkyWest yesterday and they intended to keep on flying regardless. They did not mention how long depending on the government shut down. They plan to keep on flying with hopes of seeing the government approve the budget.

Galetka received another email from the DOT; they are pushing that out now to November 2<sup>nd</sup>. SkyWest will be reimbursed till November 2<sup>nd</sup> then revisit discussion. At next month's meeting we will see if there is any more information on that.

- Safety Management Systems (SMS) Update – FAA came out with an order, all commercial 139 airports that have over one hundred take-offs and landings. Must have a safety management system in place. The airport submitted their implementation plan last year and are now working on their draft Manuel that will be submitted to them at the end of the month. They have purchased their software for the safety management system. The SMS will allow any of the tenants, passengers and staff to go online, scan a QR code and submit a safety complaint that can be confidential or non-confidential.

Aero-simple has been contracted, they currently do the airport's inspection software. The FAA will be inspecting it every year. There will be QR codes throughout the airport, terminals and websites.

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Ellis questioned how many complaints the airport receives every month.

Answer once a week per Bryant. SUU Cox receives more than the airport.

- Temporary Tower – This discussion was brought up earlier in the meeting under SUU. Today was the last day for the tower. There are a couple of changes Galetka brought up that are being made. The processes during an emergency and equipment maintenance, to be included in the rules and regulations.
- Airport Triennial Drill – September 2025 – This event was scheduled for the 16<sup>th</sup> of September. Per FAA requirements, the drill was successful. The airport was able to test out their response; there were some issues found. There were a lot of notes taken and will be submitted to the FAA on their findings for the drill itself. The changes will be implemented and in place before the airport's next drill.

The airport received a lot of support all around, and they were very grateful for that. SUU was a huge contributor, providing aircraft and all the training.

Frehner gave a shout out to the airport ops team for all the planning.

Due to unforeseen circumstances, Chief Phillips was injured during the drill. He is still undergoing medical treatment.

Councilman Phillips mentioned there was a fundraising event in support of Chief Phillips, and it went extremely well. The community responded very well. They were hoping to raise between fifteen to twenty thousand dollars, and they raised a total of thirty-six thousand dollars.

- Airline Advisory Committee (AAC) – The airport spoke with SkyWest yesterday and the meeting went well. C. Thomas is part of their Market Development Management team. There was a discussion on fares, a concern that was brought up. They will work with their partners to try to lower fares.

Another discussion was about flight times. The CRJ-550 aircraft they are flying, they are still looking at quarter 4 of 2026 before they see anymore of those. Their maintenance repair operations facility and MROs that they sub-contract out for maintenance are a year behind. Usually, it takes about 60 days, now it is taking a year plus timeframe. That is due to a shortage of mechanics.

The flexibility of the schedule is tricky when it comes to the CRJ-550. They are exploring other options with the two hundred and different seating configurations. Also trying to get Delta on board. They will report back with any updates.

The SkyWest charter operation has finally been approved for their one thirty-five certificates. Now they are looking at potential markets so that they can fly the thirty-seat charters on a scheduled basis. If they start a new market, they will provide an estimated cost of what the city will have to support.

They are looking at two flights a week to the new market as a trial run on a seasonal basis. Costs may be higher for a 30-seater CRJ-200 spacing out the seats for more leg room. Try to add dual class options and add six first-class seats based on Delta's approval.

There will be a Take-Off North America Conference in Tallahassee Florida next month to hopefully meet with some other airlines as well. Marshall and the airline consultant will be attending representing Cedar City.

- Action Items:

There are five leases looking for an extension. Four of them are expiring this year, looking to extend those. One has been expired for some time that needs to be addressed. There were certified letters sent out to all the individuals.

Galetka demonstrated the locations on the map. Explaining the lease extensions will move to the current rate. Another addition to the lease is the Title IV – Civil Rights requirements that the FAA imposed on all the lease contracts. Additionally, the extension clause on to that to where beyond the five, 5-year renewals. There is the option to extend for ten years at a time subject to the hangar being in good condition and does not impede in the Master Plan development projects.

Twitchell moved motion to approve, Leavitt seconded and all I's were in favor subject to paragraph being included and the attachment for the four lease extensions listed below apart from Sphere One Aviation Terminal Building.

- Sphere One Aviation Smoke Jumper Hangar Lease Extension
- Sphere One Aviation Maintenance Hangar Lease Extension
- Roope Hangar Lease Extension
- Burgess Hangar Lease Extension

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- Sphere One Aviation Terminal Building Lease Extension – the language differs from the other where they cannot put an aircraft in the hangar. Requires separate board approval.

Phillips moved motion to approve, Ellis seconded and all I's were in favor to approve extension for Sphere One Aviation Terminal Building with no aircraft in hangar.

- Boyd Hall Lease Extension – Pulled off the agenda. Expired, airport hold-up. Galetka is working with the city attorney on proper language. Try to get it pushed through as soon as possible.
- Additional discussion to be tabled is Lease Assignments.

As there was nothing further to discuss, the meeting adjourned at 9:16 AM.