

1 **HEBER CITY CORPORATION**
2 **75 North Main Street**
3 **Heber City, UT 84032**
4 **Airport Advisory Board (AAB) Meeting**
5 **October 8, 2025**
6 **4:00 p.m. – Regular Meeting**

7 *-Time and Order of Items are approximate and may be changed as Time Permits-*

8 **I. Call To Order/Roll Call (Chairman Talley)**

9 Chairperson Talley called the meeting to order at 4:08 pm. He welcomed the new Board
10 Member, Jay Townsend. He thanked Jeff Peterson for his service on the Board. Alan
11 Roberts substituted for Nadium AbuHaidar.

12 **Airport Advisory Board Present:**

13 Chairperson Jason Talley
14 Vice Chairperson Bill Tew
15 Bart Mounter
16 Jay Henry
17 Alan Robertson substituted for Nadium AbuHaidar
18 Jeff Mabbutt
19 Jay Townsend
20 Alternate / City Council Member D. Scott Phillips
21 (remotely)
22

23 **Staff Present:**

24 Airport Manager, Travis Biggs
25 Airport Office Administrator, Chandra Gremler
26 Assistant City Manager, Mark Smedley
27 City Deputy Recorder, Robin Raines-Bond
28 Finance Manager, Sara Nagel
29

30 **Also Present:** David Robinson, Oliver Talley, and others who did not sign in or whose
31 handwriting was illegible.

32
33 **Attending Remotely:** IT Director Anthon Beales.
34

35 **II. Pledge of Allegiance (Board Member Mabbutt)**

36 Board Member Jeff Mabbutt led the Pledge.

37 **III. Approval of Minutes**

38 1. Approval of the April 16, 2025, meeting minutes. (Robin Raines-Bond)

39 The minutes of the previous meeting were reviewed and approved with changes. The
40 motion concerning the Elemental Aviation proposal was moved to the next meeting for
41 consideration. The Board asked for an attorney to review the vote.

42 **MOTION:** Board Member Henry motioned to accept the minutes with Changes
43 requested by Chairman Talley and the recommendation of Assistant City Manager Mark
44 Smedley to exclude the motion and vote for the proposal of Elemental Aviation's fuel
45 farm SAOS to be presented to the City Council. Board Member Mounter seconded the
46 motion. **Yes:** Chairperson Talley, Vice Chairperson Tew, Board Member Mounter,
47 Mabbutt, and Henry. **No:** None. **Abstained:** Jay Townsend and Alan Robertson. **Motion**
48 **passed 4-0.**

49 **Minutes for Elemental Aviation Motion, for the Board's Consideration:**

50 It was noted that Council Member Nadium AbuHaidar and Chairman Jason Talley
51 recused themselves from voting on the motion due to a conflict of interest. Council
52 Member AbuHaidar later un-recused himself, citing that his business was not in
53 competition with Elemental Aviation's proposed SASO (Specialized Aviation Service
54 Operator). Mr. Talley argued that the FBO (Fixed Base Operator, OK3) would compete
55 with Elemental Aviation's proposed SASO because both have a financial interest in fuel
56 sales; therefore, his vote should not count. Mr. Talley also stated that, according to AAB
57 Bylaws, alternate members could only vote if a quorum would not be met. He stated that
58 a full quorum was present and that City Council Member Phillip's vote was therefore
59 invalid. Staff would consult with the City Attorney to determine if the voting was valid.

60 ***The following motion was stricken from the Approved minutes and moved to the***
61 ***next meeting for consideration.***

62 **Motion:**

- 63 • A motion was made to forward Elemental Aviation's proposal to the City Council
64 for consideration under the case-by-case minimum standards framework.
- 65 • The motion included findings that the proposal:
 - 66 ○ Provides high-quality products, services, and facilities to airport users.
 - 67 ○ Adds commercial activities not currently available at the airport.
 - 68 ○ Promotes safety and compliance with regulatory requirements.
 - 69 ○ Enhances the economic health of the airport, including flowage fees and
70 future hangar development.
 - 71 ○ Reduces lead and particulate emissions, contributing to community health
72 and welfare.
 - 73 ○ Permits orderly development consistent with the airport master plan and
74 ALP.

75 **Operational and Safety Requirements Included in Motion:**

- 76 • Permittee to maintain fuel storage facilities in good condition and demonstrate
- 77 agreements with reputable fuel suppliers.
- 78 • Permittee to maintain a written Spill Prevention Contingency and Control Plan
- 79 (SPCC) and file updated copies with the airport manager.
- 80 • Permittee liable for leaks, spills, or damage, and responsible for fuel quality and
- 81 reporting.
- 82 • Approvals for construction of the commercial self-service fuel facility and taxiway
- 83 improvements, consistent with applicable codes and the airport layout plan.

84 **Additional Discussion**

- 85 • Board members reiterated the advisory role and emphasized the importance of
- 86 protecting the city and its processes.
- 87 • Concerns were expressed regarding conflicts of interest, procedural compliance,
- 88 and the potential for misuse of the advisory process.
- 89 • Members noted that the proposal should be evaluated at the Council level, which
- 90 has the authority to approve, deny, or request further review, including potential
- 91 RFPs or other processes for self-service fueling at the airport.
- 92 • The Board acknowledged the differing opinions among members and the need to
- 93 respect the City Council's decision-making authority.

94 **MOTION:** Board Member Henry motioned to send the proposal on to the City Council
95 according to Mr. Talley's list. Vice-Chairperson Tew seconded the motion. **Yes:** Vice
96 Chairperson Tew, Board Members Henry and Petersen. **Abstained:** Chairperson Talley
97 **No:** Board Members Munteer, Mabbutt, and AbuHaidar, and Council Member Phillips
98 who broke the tie vote. **Motion failed 3-4.**

99
100 **IV. Public Comments: (Please limit comments to three (3) minutes per person.)**

101 None.

102 **V. Airport Manager Quarterly Report (Travis Biggs)**

103 Airport Manager Travis Biggs introduced his assistant Chandra Gremler. He said
104 many projects were underway at the airport, including maintenance, crack sealing,
105 hangar inspections, and installing a new gate. He informed the Board that the airport
106 would be closed for about eight days.

107 Board members expressed appreciation to Manager Biggs for his leadership,
108 accessibility, and dedication to airport operations. They noted significant improvements
109 at the airport, as well as his responsiveness to users and the community.

110 Mr. Talley would like to call a special meeting on December 3, 2025. He suggested an
111 item for the agenda:

- 112 1. Discussion for Right Hand Traffic on Runway 22

113

114 **VI. General Business**

115 1. Draft Non Reversionary Ground Lease Agreement

116 Mr. Biggs introduced a draft of the proposed Non-Reversionary Ground Lease Agreement,
117 explaining that the existing lease required updates to reflect current aviation practices and the
118 operational needs of the airport.

119 He reported that the draft was developed with extensive input from staff and industry experts.
120 Key goals included protecting the airport and community, reducing financial burden on
121 taxpayers, ensuring future flexibility for funding changes or natural disasters, helping the airport
122 become self-sustaining and compliant, and providing a professional and equitable document for
123 both the City and hangar owners.

124 Mr. Biggs clarified that the updated lease would apply as existing leases expire.

125 Lease Term Discussion ensued. The proposed lease term is 15 years. New-construction hangar
126 leases could extend 20 years or more. Board members expressed concerns related to amortization
127 periods and hangar valuation under the proposed terms. Members asked whether sale/transfer of
128 hangars would be affected and whether the lease terms would reflect market values. Mr. Biggs
129 noted that lease structures from other airports were reviewed and considered during the drafting
130 process.

131 Market Value Considerations were discussed.

132 Council Member Scott Phillips stated the City must ensure its leases reflect current market value,
133 noting that many existing leases are significantly below market rates. He emphasized:

- 134 • The airport is a public asset
- 135 • Updated leases should recalibrate to market value every 15 years
- 136 • Current leaseholders would have first rights to renew or extend
- 137 • Adjustments benefit all taxpayers by maintaining the value of airport land

138 Reversionary and non-reversionary leases were argued. The Board discussed differences
139 between the two lease types. Board Member Townsend expressed opposition to reversionary
140 leases. Mr. Biggs noted that the City's reversionary leases typically generate higher revenue.

141 Board Members asked extensive questions regarding:

- 142 • CPI selection and indexing for rate adjustments
- 143 • Transferability of leases to new owners
- 144 • Treatment of existing agreements approaching expiration
- 145 • Market-value recalibration intervals
- 146 • Application of provisions to Daniel hangars

147 Mr. Smedley clarified:

- 148 • The proposed lease would become the City's new standard non-reversionary lease
- 149 • Hangar owners own the structure; Heber City owns the land
- 150 • The City recognizes the need for adequate amortization periods
- 151 • The City is not attempting to remove hangar owners, but must responsibly manage airport
- 152 land value

153 The Board reviewed operational provisions within the lease: General and prohibited uses were
154 intended to protect all airport users. Compliance with environmental regulations related to
155 solvents, washing aircraft, drains, and contaminants. Aircraft must remain the primary use of the
156 hangar. Limited non-aeronautical storage permitted only under defined conditions and with
157 compliance deadlines. Rules for personal or identification signage were discussed. Insurance
158 requirements were reviewed, including hangar keeper's insurance. Questions were raised
159 regarding snow and weed removal, storage of equipment, and the placement of snow.
160 Clarifications were made regarding ownership-entity changes.

161 The market value, improvements, and future growth were discussed. Council Member Phillips
162 emphasized the importance of protecting the City's long-term investment in airport property.
163 Improvements made by owners, such as new doors, may increase hangar value. There is
164 currently a significant waiting list for hangars. New leases will be negotiated at updated rates as
165 current agreements expire.

166 Additional items discussed included:

- 167 • Discussion occurred regarding temperature conditions for required compliance periods
168 (e.g., 60 days for cleaning when above 50°F).
- 169 • Questions were raised concerning the storage of support vehicles, environmental
170 considerations, and aircraft servicing by owners or contractors.
- 171 • The definition of airspace rights above properties were briefly mentioned.

172 **MOTION:** Vice Chair Tew motioned to continue the non reversionary ground lease
173 agreement discussion at a December 3, 2025, meeting. Chairman Talley seconded the
174 motion. **Yes:** Chairperson Talley, Vice Chairperson Tew, Board Member Munteer,
175 Mabbutt, Townsend, and Henry. **No:** None. **Motion passed 6-0.**

176 VII. Adjournment

177 **MOTION:** Board Member Henry motioned to adjourn. Board Member Townsend
178 seconded the motion. **Yes:** Chairperson Talley, Vice Chairperson Tew, Board Members
179 Munteer, Henry, Townsend, and Mabbutt. **No:** None. **Motion passed 6-0.**

180 The meeting adjourned at 6:42 pm.

181

182 *I, Robin Raines-Bond, City Deputy Recorder of Heber City, hereby certify that the foregoing minutes*
183 *represent an accurate and complete record of the meeting held on April 16, 2025. This document*
184 *constitutes the official minutes of the Airport Advisory Board Meeting.*

185

186

187 SEAL

DATE

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Robin Raines-Bond
City Deputy Recorder

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