

Approved Meeting Minutes
Fairfield Planning Commission
Session
September 22, 2025

Minutes

Date: Tuesday, September 22, 2025

Location: Fairfield Town Office 121 West Main Street Fairfield, Utah

Time: 7:30 P.M.

Minutes By: Recorder: Stephanie Shelley

Call to Order

1) Roll Call

Commissioner Taylor opened the meeting at 7:30 pm

David Riet, Wayne Taylor, Kelton Butterfield, and Kyler Fisher (arrived at 7:43)

Excused Commissioners:
Jami Mascaro

Staff Present:
Recorder: Stephanie Shelley, Mayor: Hollie McKinney, Treasurer: Codi Butterfield

Others Present: Michael Weber, Joel McKinney

Via Zoom: Brian, iPad, iPhone (158)

Business Items

The Commissioners will discuss (without public comment) and may approve the following items

1) Review the Airpark Mix Use Zone and Special Uses Ordinance.

The Commissioners reviewed Ordinance 2025-16, which repeals and reinstates Fairfield Town Code Section 10.11.260, renaming the Air Park Zone to the Air Park Mixed Use Zone, and amends Town Code Section 10.16 (Special Uses) to regulate special use provisions by adding additional special uses.

Chairman Taylor read portions of Ordinance 2025-16 into the record, including the ordinance purpose, findings, and authority sections, specifically the “Whereas” clauses describing the Town’s reliance on FAA Advisory Circulars (Exhibit 1), the Airports and Land Use Guide and Introduction for Local Leaders (Exhibit 2), and consultation with aviation experts. Chairman Taylor explained that these sections establish the regulatory basis for the Airpark Mixed Use Zone and related special use provisions. Commissioners indicated they had no questions regarding the advisory materials or supporting documentation included with the ordinance.

2) Review Exhibit A, Airpark Mixed Use Zone.

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The Commissioners reviewed Exhibit A, which sets forth the regulations for the Airpark Mixed Use Zone. Chairman Taylor drew attention to Section 10.11.260.9 on easements and property control requirements, reading into the record that, “Any public use airport or public airport located within Fairfield town limits shall conform to the requirements of this chapter and 14 CFR part 77 and Utah Code 72-10.403, Airport Zoning Act, and FAA AC 150/5300-13b.” Commissioners expressed no concerns regarding this section.

3) Review Exhibit B, Standards for Special and Conditional Uses

The Commissioners reviewed Exhibit B, which establishes standards for special and conditional uses. It was mentioned that revisions had been made to address earlier concerns, particularly in the section on private air schools. The prior language could have prevented non-owners from operating at the airport, so it was modified to ensure the current operator may continue without restriction.

The Commissioners reviewed Exhibit B, which establishes standards for special and conditional uses. Staff stated that the language had been revised since the prior meeting to reduce redundancy and to clarify sections that were previously “wordy.” Particular attention was given to private air school operations. Staff explained that the earlier draft could have been interpreted to prevent non-owners from operating at the airport, including the current operator, and that the section was modified to ensure the existing private air school may continue operating without restriction. Commissioners indicated the revision resolved the earlier concern and aligned with the intent of the ordinance.

Chairman Taylor referenced a highlighted comment on page 4 regarding permitted hangar uses and small-airport standards. The ordinance states hangars must be used primarily for aeronautical purposes, including aircraft storage, and references FAA small-airport guidance. Mayor McKinney discussed that FAA advisory circulars define a small airport as 20 based aircraft/hangars, while the Fairfield Airpark currently has 29 hangars. The Commission agreed the ordinance should remain consistent with FAA small-airport standards, and that the existing 29 hangars would be treated as a legal, grandfathered condition. Commissioners noted FAA circular standards can be “gray areas,” and compared this to runway standards—explaining that while a small airport runway standard is 5,000 feet, Fairfield’s runway is approximately 5,300 feet, and any future expansion beyond the small-airport standard would require returning to the Town for review. No further changes to Exhibit B were requested.

Staff also noted a correction made the previous evening: a fuel dispenser/fueling use had been mistakenly listed both as a conditional use and a special use. Staff clarified it is a special use and removed the conditional-use duplication. Commissioners agreed with the correction.

When Commissioner Fisher arrived at 7:43 pm, the Commissioners brought him up to speed on the discussion and allowed him time to review the updated Exhibit B before

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proceeding. After final review, members indicated the revised language was clear, precise, and aligned with the Commissioners' intent to support existing airport operations while remaining compliant with applicable regulations.

Commissioner Riet motioned to send Ordinance #2025-16. To the Ordinance Repealing and Reinstating Fairfield Town Code § 10.11.260. Airpark Zone (renamed Airpark Mixed Use Zone) and Amending Town Code § 10.16. Special Use Regulations, Adding Additional Special Uses. With a positive recommendation from the Planning Commission for approval to the Town Council. Commissioner Butterfield seconded the motion. The motion passed unanimously.

*Commissioner Taylor - Yes
Commissioner Reit - Yes
Commissioner Butterfield - Yes
Commissioner Fisher - Yes*

The Planning Commission had several meetings in September. Chairman Taylor asked if anyone had "heartburn" about cancelling the October 1, 2025, meeting because it was only 8–9 days away; Commissioners agreed and asked the Recorder to post cancellation on the website. So they decided to cancel the October 2025 meeting.

Adjournment

Motion made by Commissioner Riet to end the meeting. Commissioner Fisher seconded the motion. The meeting ended at 7:51 pm.

January 7, 2026

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Recorder/Clerk