



**PAROWAN AIRPORT BOARD MEETING MINTUES**  
**JANUARY 5<sup>th</sup>, 2026 - 4:00 P.M.**  
**COUNCIL CHAMBERS, 35 E 100 N, PAROWAN, UT, 84761**

**Board Members Present:** Luke Carlson (Chair), David Norwood, Dave Cowen, Chase Halterman, Councilmember David Harris, Sean Halterman (Alternate)

**City Staff Present:** Mollie Halterman, Mayor; Dan Jessen, City Manager; Callie Bassett, City Recorder

**Public Present:** Councilmember John Dean, Matt Jakus

**Call to Order.** Luke Calrson called the meeting to order at 4:03 p.m.

**Declaration of Conflicts or Personal Interest on Agenda Matters.** Board members were asked if they had any conflicts of interest with items on the agenda. David Norwood and Dave Cowen mentioned they are hangar owners, asking if that constituted a conflict. Dan Jessen (City Manager) clarified that there was nothing on the agenda that would affect hangar owners specifically.

**Approval of Minutes from September 8, 2025.** Motion to approve the minutes from September 8, 2025, was made by David Norwood and seconded by Dave Cowen. The motion passed.

**Update on New FBO Agreement & Transition Plan**

Dan Jessen provided a comprehensive update on the new Fixed Base Operator (FBO) agreement. He distributed a summary of the agreement which had been awarded to Boulder City Group, conditional upon finalizing terms. The 20-page agreement had been summarized for the board's review, with the City Council set to review it later in the week.

The new agreement represents a significant change from the current arrangement:

1. The city will take back responsibility for airport management and governance, including:
  - FAA compliance and grant assurances
  - Management of runway, taxiway, and airport-wide inspections
  - Coordination with FAA and regulatory entities
  - Long-term planning and infrastructure decisions
  - Approval of new activities and development
2. The city will hire a part-time airport employee who will:
  - Be on-site at the airport
  - Handle daily maintenance and management
  - Submit NOTAMs to the FAA
  - Report to the city first and foremost
  - Potentially work for the FBO as a secondary job, subject to city approval and prioritization
3. The employee will be able to live in the airport house at a reduced rate (e.g., \$1,400 instead of the market rate of \$1,800) in exchange for providing on-site security, with the employee paying rent to the city.

4. The FBO will operate as an independent for-profit business with these terms:
  - Exclusive FBO agreement during the contract term
  - Provide aeronautical and related services typical of rural general aviation airports
  - Pay all utilities for the hangar and pilot's lounge
  - Carry standard aviation industry insurance
  - Operate in full compliance with FAA rules and city airport standards
  - Lease the main hangar for \$0 rent (though paying utilities), with the rent concession intended to reduce operating costs and increase likelihood of FBO success
  
5. The agreement encourages the FBO to propose new ideas to increase airport activities, such as:
  - Flight instruction
  - Aviation events or fly-ins
  - Food service or touring activities
  - Ancillary rentals or aviation-supported businesses

All activities proposed by the FBO would require city approval, with the city retaining authority to deny any proposals that could create unreasonable traffic, pose safety concerns, or result in negative impacts to the community's character or the airport's vision. The FBO has shown interest in developing additional hangars and investing in airport improvements. It was emphasized that these opportunities would necessitate separate written agreements beyond the FBO contract, ensuring proper oversight and agreement on terms.

The term of the agreement is established at 5 years, with options for renewal upon mutual agreement between the parties. Importantly, either party retains the right to terminate the agreement for a material breach after a notice and a cure period has elapsed. This provides a framework for accountability and resolution.

On the topic of fuel operations, Dan Jessen highlighted that fuel management was excluded from the initial agreement because it is currently handled by a third party. He raised concerns regarding the effectiveness and reliability of the current fuel system. Dan suggested that the city might consider reassessing and potentially assuming control of fuel operations under city management in the future, depending on ongoing evaluations and the performance of the current third-party arrangement.

The board discussed various aspects of the FBO agreement, expressing their support for the updated structure which places more airport management responsibilities in the hands of the city. This transition is scheduled for January 23, with new operators planning to conduct an on-site walkthrough within the following week to facilitate a smooth handover and familiarize themselves with the operations and facilities. Overall, the board appeared optimistic about the new agreement fostering a more structured and beneficial relationship between the city and the FBO.

#### **Update on FY26 Capital Projects**

Dan Jessen presented the capital projects for fiscal year 2026:

1. Pavement Preservation (Apron and Taxiways) - Currently underway
  - Crack sealing to be done during cold weather
  - Fog coating and restriping to follow in spring
  - Project estimated at \$211,000, with bids coming in at \$214,000
  - This is funded by a UDOT-specific grant with no FAA involvement

2. AWOS (Automated Weather Observation System) - Scheduled for FY2026
  - This was moved ahead of the Snow Removal Equipment in priority
  - Snow Removal Equipment - Moved to FY2027

Dan explained that there was a complication with the AWOS project. The current airport consultant's 5-year contract doesn't cover the AWOS since it was originally outside the 5-year window. To proceed with the AWOS this year, they would need to put out an RFP for a new consultant contract now rather than wait until June.

Regarding perimeter fencing (scheduled for 2028), Dan mentioned that the FAA had previously pushed for a prairie dog fence, but the issue wasn't raised at their latest meeting, suggesting funding limitations may have delayed that requirement.

#### **Discussion on RFP for Airport Consultant**

This discussion was merged with the capital projects update. Dan noted that their current consultant (Armstrong, now Lochner) has provided excellent service, particularly through their representative Judd, who has maintained high-quality support despite being promoted to oversee three states.

The board supported issuing an RFP for a new airport consultant contract earlier than planned to facilitate the AWOS project. Dan indicated they would keep the board informed about the RFP process and possibly involve them in reviewing proposals.

#### **Member and Staff Comments**

Dan Jessen mentioned that the second gate at the airport was malfunctioning, alternating between open and closed. The system had been upgraded from a ground loop to an infrared sensor similar to the main gate. They would work to get it fixed.

#### **Public Comments**

Matt Jakus, owner of Hangar 8 and Hangar 10 Charlie, expressed enthusiasm about the AWOS system. He inquired about which version of AWOS would be installed (1, 2, or 3), noting the different capabilities of each version. Dan explained they hadn't reached the design phase yet but expected the latest version. Mr. Jakus also asked clarifying questions about the part-time employee arrangement and what would happen to the airport house if the employee hired didn't want to live there. Dan explained that they would find someone else to live in the house at a reduced rate to provide security if the employee didn't want the housing.

#### **Adjourn**

Motion to adjourn was made by Dave Cowen and seconded by David Norwood. The motion passed unanimously. The meeting adjourned at 4:53 p.m.

  
Callie Bassett, City Recorder

Date Approved: 3/05/2026