

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

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

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

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

**Airport Advisory Board Present:**

Chairperson Jason Talley  
Vice Chairperson Bill Tew  
Bart Mounter  
Jay Henry  
Alan Robertson substituted for Nadium AbuHaidar  
Jeff Mabbutt  
Jay Townsend  
Alternate / City Council Member D. Scott Phillips  
(remotely)

**Staff Present:**

Airport Manager, Travis Biggs  
Airport Office Administrator, Chandra Gremler  
Assistant City Manager, Mark Smedley  
City Deputy Recorder, Robin Raines-Bond  
Finance Manager, Sara Nagel

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

**Attending Remotely:** IT Director Anthon Beales.

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

Board Member Jeff Mabbutt led the Pledge.

**III. Approval of Minutes**

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

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

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

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

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

\*\* Board Member Nadim AbuHaidar Stated for the record during the approval of minutes on the April 8<sup>th</sup> AAB meeting "whatever is put in these minutes from my perspective is somebody on the board that voted and that that is incorrect" regarding the statement above.

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

#### **Motion:**

- A motion was made to forward Elemental Aviation's proposal to the City Council for consideration under the case-by-case minimum standards framework.
- The motion included findings that the proposal:
  - Provides high-quality products, services, and facilities to airport users.
  - Adds commercial activities not currently available at the airport.
  - Promotes safety and compliance with regulatory requirements.
  - Enhances the economic health of the airport, including flowage fees and future hangar development.
  - Reduces lead and particulate emissions, contributing to community health and welfare.

- Permits orderly development consistent with the airport master plan and ALP.

#### Operational and Safety Requirements Included in Motion:

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

#### Additional Discussion

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

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

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

None.

#### V. Airport Manager Quarterly Report (Travis Biggs)

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

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

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

1. Discussion for Right Hand Traffic on Runway 22

## **VI. General Business**

### **1. Draft Non Reversionary Ground Lease Agreement**

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

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

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

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

Market Value Considerations were discussed.

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

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

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

Board Members asked extensive questions regarding:

- CPI selection and indexing for rate adjustments

- Transferability of leases to new owners
- Treatment of existing agreements approaching expiration
- Market-value recalibration intervals
- Application of provisions to Daniel hangars

Mr. Smedley clarified:

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

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

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

Additional items discussed included:

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

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

## VII. Adjournment

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

The meeting adjourned at 6:42 pm.

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

SEAL



DATE

Andrew Conley  
Deputy City Recorder

Prepared by Robin Raines-Bond  
City Deputy Recorder

