

**HEBER CITY CORPORATION  
75 North Main Street  
Heber City, UT 84032  
Airport Advisory Board (AAB) Meeting**

**December 11, 2025**

**4:00 p.m. – SPECIAL 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 4:01 pm.

**Airport Advisory Board Present:**

Chairperson Jason Talley  
Vice Chairperson Bill Tew  
Bart Mounteer  
Jay Henry  
Nadium AbuHaidar  
Jeff Mabbutt  
Jay Townsend

**Staff Present:**

Airport Manager, Travis Biggs  
Airport Office Administrator, Chandra Gremler  
Assistant City Manager, Mark Smedley  
City Manager, Matt Brower  
City Recorder, Trina Cooke  
Finance Manager, Sara Nagel

**Also Present:** Jeanne Henry, Morgan Murdock, and others who did not sign in or whose handwriting was illegible.

**Attending Remotely:** Alternate / City Council Member D. Scott Phillips, City Attorney, Jeremy Cook, and IT Director, Anthon Beales, and Cory Capoccia.

**I. Pledge of Allegiance ( Board member Jay Townsend or by invitation)**

Mr. Townsend led the Pledge.

**II. Approval of Minutes**

1. Approval of the October 8, 2025 Meeting Minutes (Robin Raines, Deputy Recorder)

The Board discussed disputed language in the draft minutes from a prior meeting related to a board member's recusal and participation in a vote. It was noted that clarification from Mr. Smedley had not been received and that the disputed portion of the minutes was not scheduled for approval at this meeting. **Clarification:** *The disputed portion is included in the October 8, 2025, draft meeting minutes and was included on this meeting's agenda. The April 16, 2025, meeting minutes were approved with the exception of the disputed motion; therefore, that motion was carried forward and included in the October 8, 2025, minutes.*

City Attorney Jeremy Cook, participating remotely, provided general guidance regarding recusal and meeting minutes, stating that a board member may recuse and later participate if recusal is determined to be unnecessary, and that minutes are intended to summarize what occurred and are subject to Board approval and correction.

The Board also discussed bylaw provisions related to conflicts of interest and applicant presentations, as well as the voting role of a City Council member serving on the Board. Mr. Cook indicated he would review the City Council voting issue and provide clarification at a future meeting.

**MOTION Rescinded:** Vice Chair Tew motioned to approve the October 8, 2025, meeting minutes. Board Member Henry seconded the motion. Discussion ensued about correcting the minutes before approval. The motion was rescinded and a new motion was made.

**MOTION:** Vice Chair Tew motioned to continue meeting minutes to the next meeting. Board Member Henry seconded the motion. **Yes:** Chairperson Talley, Vice Chairperson Tew, Board Member Mounteer, Mabbutt, Townsend, Henry and AduHaidar. **No:** None. **Motion passed 7-0.**

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

Cory Capoccia, hangar owner in Heber and from Park City, thanked the Airport Advisory Board for its work and noted meaningful improvements in the most recent draft lease. He identified three remaining areas of concern:

- (1) Renewal terms and fees, recommending a cap on renewal fees and encouraging alignment with the prior 1% renewal fee rather than a higher percentage;
- (2) Lease term length, expressing support for a longer base term and additional renewal options to provide investment certainty for hangar owners; and
- (3) Estate planning and family transfers, requesting clarification that transfers within a family trust or LLC would not trigger transfer fees.

Mr. Kabocha also commented on use restrictions, encouraging clarification that hangar use remains primarily aeronautical while allowing reasonable incidental activities. He expressed interest in participating in a working group to assist with further revisions.

### IV. **General Business**

### 1. SASO Application Review

Chairperson Talley recused himself and declared a conflict of interest. Airport Manager Travis Biggs shared that the staff's role was to review the application and determine if it was complete. The Board considered the evaluation of Elemental Aviation's SASO (Specialized Aviation Service Operator) application, including compliance with minimum standards and operational details. Elemental Aviation would gather and submit additional documentation regarding their SASO application by the next meeting. The discussion highlighted the potential financial implications of the SASO application for the city, emphasizing the need for thorough review and documentation.

Board Member AbuHaidar did not agree with the application's validity. He wanted to be on the record as saying that Mr. Talley's application was in violation. Mr. Talley stated he was not in violation of his lease.

**MOTION:** Board Member Mabbutt motioned to continue the SASO Application by Elemental Aviation and give the applicant the opportunity to bring forth the information mentioned in Mr. Biggs report at the next meeting on January 13, 2026. Board Member Munteer **seconded** the motion. **Yes:** Vice Chairperson Tew, Board Member Munteer, Mabbutt, Townsend, Henry and AduHaidar. **No:** None. **Motion passed 6-0.**

### 2. Approve Annual Meeting Schedule 2026 (Travis Biggs, Airport Director)

**MOTION:** Board Member Munteer motioned to accept the Annual Meeting Schedule as outlined. Board Member Henry seconded the motion. **Yes:** Chairperson Talley, Vice Chairperson Tew, Board Member Munteer, Mabbutt, Townsend, Henry and AduHaidar. **No:** None. **Motion passed 7-0.**

### 3. Review Non-Reversionary Form Ground Lease

There was a discussion on the implications of conflict of interest for board members who are also hangar owners. Staff would consult with the city attorney regarding the conflict of interest and recusal processes. City Attorney Jeremy Cook would prepare a presentation on conflicts of interest guidelines for the next meeting. The discussion showed there is a need for clearer guidelines on conflicts of interest within the Airport Advisory Board Bylaws. The Board expressed the importance of understanding the minimum standards and rules governing their operations to ensure compliance and effective recommendations to the City Council.

**Motion:** Board Member *Unrecognized* motioned to continue the agenda item. Board Member Townsend **seconded** the motion. **Yes:** Chairperson Talley, Vice Chairperson Tew, Board Members Munteer, Henry, Townsend, AduHaidar, and Mabbutt. **No:** None. **Motion passed 7-0.**

## V. Adjournment

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

The meeting adjourned at 5:31 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