

Canyonlands Regional Airport Board Meeting Minutes

Date: 3 August 2026

Location: Grand County Courthouse – Council Chambers

Time Called to Order: 4:00 p.m.

In attendance: Chairman William Hawley, Rachel Paxman, Howard Trenholme, AJ Throgmorton, Dan Wheeler, Jason Taylor and Bill Winfield.

Not in attendance: Randy Martin.

Staff in attendance: Airport Director Steven Gleason and Sarah Johnson.

Presentations by: Judd Hill from Lochner.

Citizens to Be Heard

During the “Citizens to Be Heard” portion of the board meeting, no members of the public, both in person and online came forward to speak.

General Business – Action Items – Discussion and Consideration of Approval

Approve Airport Board Minutes for July 6, 2026.

At the meeting, it was noted that the July 6, 2026 meeting minutes had been distributed in the packet and emailed to all Airport Board members.

A motion was made by Howard Trenholme to approve the July 6th meeting minutes, which was seconded by Dan Wheeler. The motion carried unanimously.

Randy Martin was not present and did not participate in the vote.

Reports

Airport Director Report – Steven Gleason

Airport Director Steve Gleason provided an update on recent airport operations, safety incidents, equipment, construction, fuel sales, maintenance, leases, and airport facilities. A disabled aircraft was recently reported on the runway. Redtail responded quickly and the aircraft was removed without significant difficulty. Skydive Moab was already airborne when the incident occurred, its aircraft landed on the crosswind runway. The situation was resolved without incident. The Director also reported that the airport purchased a new FOD razor, which is used behind a vehicle to collect gravel and foreign object debris from airport surfaces. The existing FOD razor is still being used and will remain in service until it is no longer functional. The new equipment was purchased while revenue was available, although the cost was higher than anticipated. With increased construction activity and additional debris on the airport

grounds, staff have been using the equipment frequently. Board members were reminded to report any FOD concerns to airport staff so they can be addressed promptly.

Steve reviewed airport activity and reported that takeoffs and landings have increased slightly compared with the previous year. The airport continues to function primarily as a visiting airport rather than a based-aircraft airport. Enplanements remained below the previous year, which was not unexpected due to the ongoing airline transition and changes in travel plans. Steve also noted that the summer heat typically results in fewer travelers. Redtail enplanements were up compared with last year, while Contour enplanements were down significantly. The decrease in Contour activity was attributed in part to cancellations and other flight issues. One cancellation resulted in passengers effectively receiving a private-jet experience because of the small number of travelers on the replacement flight. The Director expects passenger activity to increase as temperatures goes down.

Fuel sales numbers from Redtail were also reviewed. 100 LL sales remained strong despite the ongoing construction project, although some impact from construction and self-service issues may appear in the following month's figures. Jet-A sales remained the most significant source of fuel revenue. Steve explained that a typical sale of 100 LL may generate substantially less revenue than the sale of Jet-A. Jet-A therefore continues to be particularly important to the overall fuel revenue.

The Board then discussed the ongoing pavement construction project. The project was expected to have been completed earlier, but payment of the associated grant has been delayed. Because the project has now exceeded its scheduled construction period, liquidated damages will be assessed. The contract provided for a 45-day construction period, and the contractor, TSJ, had remained on schedule until the paving phase was delayed. It was emphasized that TSJ has performed well throughout the project, with the primary difficulties arising from the paving subcontractor. The paving subcontractor submitted an approved mix design, but the asphalt delivered to the airport did not match the approved design and was rejected.

It was explained that the asphalt placed during the previous paving work was technically within the acceptable range, but it was at the low end of the specification. Because the contractor completed the two lifts in a single production day rather than as two separate lifts on separate days, the lower-performing material could not be treated independently. The first lift would ordinarily have been evaluated separately from the second lift, allowing adjustments to be made based on the performance of each lot. Instead, because the lifts were combined, removing the unacceptable portion would have required removing the full eight inches of pavement. Since the lower lift performed well and the material did not actually fail the specification, staff determined that the pavement could remain in place, with a reduction in payment. Approximately \$133,000 will be deducted from the payment to TSJ, with the adjustment ultimately affecting the grant-funded portion of the project. Staff noted that this reduction, along with other project adjustments, should help offset costs associated with change orders for items such as manhole covers and additional piping. Despite those change orders, the total project cost is expected to come in below the projected amount.

The paving contractor was expected to return the following morning to complete the first lift, compact and test the material, and treat it as a separate production lot. The second lift was planned for Wednesday, with the goal of reopening the affected area as soon as possible, potentially Thursday or Friday. At the time of the meeting, the project was approximately 11 days behind schedule. It was also noted that the earlier apron work had also experienced delays, but those delays had a much smaller operational impact because the work was located away from businesses and critical airport access. In contrast, the current delay has affected airport operations, including access and business activity, resulting in actual damages for which liquidated damages are appropriate. The liquidated damages will be assessed against the prime

contractor, which will determine whether to pass those costs on to its paving subcontractor. Staff also reported that TSJ plans to enter the pavement manufacturing and production business before the next season, which could add another pavement producer in the region and potentially benefit future roadway and airport projects.

Steve reported a separate incident involving the airport's weed-spraying equipment. A handle on the weed sprayer apparently came loose inside one of the airport vehicles, causing the hose to spray herbicide throughout the truck and onto an employee. The employee was wearing the required personal protective equipment, which prevented more serious exposure. Staff immediately contacted appropriate personnel and the county weed department to determine potential risks and appropriate cleanup procedures. The county weed department is expected to inspect the equipment and provide additional training, including evaluating whether a different quick-connect system could help prevent a similar incident. The affected vehicle has been cleaned, but staff are still determining whether the herbicide absorbed into the cloth seats requires replacement or whether the vehicle can safely remain in service. In the meantime, the vehicle has been left open and exposed to sunlight to help dissipate any remaining fumes.

Landside operations have otherwise consisted primarily of routine maintenance, including weed control and terminal cleaning. The Director noted that Skydive Moab personnel are no longer using the airport's bathrooms, resolving a previous maintenance concern. Staff continue to work with the county attorney on minimum standards and lease agreements. Because there are limitations on changing existing leases, the airport intends to use minimum standards, rules, and regulations to establish more consistent requirements. Staff are reviewing minimum standards from other comparable airports rather than developing an entirely new system. Once a draft is available, the Director plans to bring it before the Board and conduct public meetings to obtain input from airport users and other interested parties.

The Board also discussed the new ramp lighting. The required meter has been installed, and the lights are now operational. The ramp lights are designed to provide lighting for aircraft operating at night and generally turn on automatically. It was observed that the new lights appear brighter and whiter than some of the older, more orange-colored lights. Steve explained that the new lights use different bulbs and were selected to comply with current local dark-sky lighting requirements and limits on lumens. The Board also discussed the placement of lights near the helicopter parking areas. I was explained that the locations meet FAA requirements and were designed around the recommended helicopter operating procedure of approaching over the runway and then using a hover taxi to reach the designated helicopter parking areas. Direct approaches from other directions can create FOD concerns because of the unpaved areas surrounding the helicopter parking spaces. Staff acknowledged concerns about the visibility of the light poles to helicopters approaching from the west, particularly at night, and noted that the issue could be revisited in the future. Possible additional visibility measures, such as reflective markings, were discussed.

Finally, the Board discussed airport building leases and the process for calculating lease charges. Steve stated that he does not currently review all lease billing before it is issued but agreed that he could request to review the information. It was also explained that the airport has been receiving lump-sum billing information from finance and has had to request detailed breakdowns to determine which tenants were billed and for what amounts. The airport is working to improve that process. For new leases, the intended process is to use the airport's current fee schedule, apply applicable CPI increases, determine the resulting rate per square foot, and multiply that rate by the building footprint. The Board discussed concerns that tenants have historically been paying different amounts and emphasized the need for a standardized and transparent system. Steve also stated that future leases will be calculated consistently under the updated fee schedule and minimum standards, with the goal of implementing the changes as soon as practical.

Airport Board Member Reports

County Commission Reports – Bill Winfield

Commissioner Bill Winfield reported that there was not much activity at the county at this time. The county is preparing to begin its internal audit, which will include a review of restricted funds. The audit will include funds associated with the airport and will help ensure that funds generated at the airport remain appropriately designated for airport use. The county is supportive of the audit and anticipates that the process will help verify that restricted funds are being properly managed. It was noted that activity is generally slow at this time due to the hot weather.

City of Moab Reports – Jason Taylor

Jason Taylor reported that the City of Moab continues work on the city's water tank project. The city is scheduled to participate in public hearings before the County Commission, with a decision on the water tank project expected following those hearings. The city also recently implemented a citywide ordinance regulating watering times for properties using Moab City culinary water. Under the ordinance, culinary water may not be used for lawn or outside irrigation between 10:00 a.m. and 6:00 p.m.; watering is permitted between 6:00 p.m. and 10:00 a.m. The restriction applies only to Moab City culinary water and does not apply to irrigation water, wells, or other non-culinary water sources.

The City also approved a \$1.2 million contract for improvements to the city pool and city building. The project will address a number of aging and deteriorating components at the pool, including recoating pipes, installing new piping and boilers, and replacing lights. Improvements will also include the installation of ventilation systems in the pool bathrooms and shower areas, which previously lacked adequate ventilation and had experienced mold growth. The improvements are expected to be completed by December. The City reported that the project will address numerous needed upgrades and maintenance issues at the pool.

Travel Council Reports – Howard Trenholme

Howard Trenholme of the Travel Council reported that it did not hold a meeting during the previous month and therefore had no report.

Construction Reports – Lochner

Judd Hill provided an update on continued coordination with the FAA to move the airport entrance road project to next year for construction, bidding and related work.

An update was also provided on the airport's new fire truck. The truck itself is currently being built by Oshkosh, while Rosenbauer is supplying the associated equipment, including the tank, hoses, axes, fire extinguishing equipment, and other required items. The fire truck and its equipment were bid as two separate projects. It was reported that outstanding issues regarding the equipment have been resolved and that the project is moving forward. The county will process the necessary invoice and payment in accordance with the project requirements. A final completion date has not yet been established, although a general timeframe has been provided. During the final phase of construction, Mark will travel to inspect the completed truck before final acceptance, consistent with the airport's usual process.

Also discussed was the proposed airport utility master plan and related infrastructure study. A proposal has been received from Lochner, now transitioning to Egis, for approximately \$100,000. The study would

identify and map existing airport infrastructure, including water, sewer, pipes, and other utilities, while also evaluating whether the existing systems are adequate for current needs and future growth. They are exploring funding through the CIB program, which could provide approximately 50 percent of the project cost, with the remaining funds to be identified through the airport budget. The Board discussed including funding for the project in the 2027 budget cycle. It was agreed that the utility master plan and its proposed scope would be placed on the agenda for the next meeting so that the Board can review the scope in greater detail before moving forward.

Other Reports as Needed

The Board was informed that Lochner has been transitioning to the Egis brand over the past year. The company is completing its formal brand transition during the current month. Staff and Board members may begin receiving correspondence from Egis, including email addresses and meeting invitations associated with the new company name. The same personnel will continue working on the airport's projects and services; the change is primarily a corporate branding transition.

Discussion Items

SkyWest Transition – Steve Gleason

Steve provided an update on the transition to SkyWest operations at the airport. SkyWest has begun hiring and training employees in preparation for the October 1 transition. There have been some challenges for current Contour employees who are interested in moving to SkyWest because the available training schedules do not always align with their current employment schedules. Steve is working with Cody at SkyWest to determine whether those scheduling issues can be resolved and to assist with the transition.

Training and operational preparations are progressing, with Salt Lake City scheduled to begin on October 1 and Denver expected to begin on October 7 due to the longer training period required for United operations. SkyWest IT personnel have also been working at the airport to address cabinet space and other technology requirements, including screens, monitors, and branding needs. Some details regarding how the two separate entities will be branded and accommodated within the airport are still being worked out. Overall, the transition remains on schedule for the October 1 start date.

Airport Entrance Sign – Bill Hawley

Bill provided an update on the proposed Airport Monument Sign, which is the name he would like to use for the project. He reminded the Board that a digital sign is no longer an option due to the county's dark sky ordinance. Bill is exploring alternative options for the sign, and the Board will continue the discussion at its next meeting.

During the meeting, the proceedings were interrupted by an unknown individual who caused a disruption through Zoom. The meeting was temporarily paused while the issue was addressed. Due to the technical difficulties, the audio for the final portion of the meeting was subsequently lost.

In the future, the Airport Board requests that any documents requiring sharing or presentation during a meeting be emailed to sjohnson@grandcountyutah.gov no later than the Thursday prior to the Airport

Board meeting. Additionally, a passcode will be required for anyone who needs to share their screen during Airport Board meetings.

Future Considerations

The board discussed several items for future review and action, including: utilities master plan, airport monument sign, hangars, leases and updating the Airport Minimum Standards.

Adjournment: 4:53 p.m.

DRAFT