

Airport Board Meeting Minutes

Wednesday, June 17, 2026, 9:00 AM

Airport View Lounge

1331 S Sky Way Provo, UT 84601

1.Welcome and Introductions

The meeting was called to order at 9:00 AM by Mario a quorum was present

David asked if anyone was reappointed.

There was a quorum present

- Board Members in attendance: Mario Markides, Bill Hulterstrom, Jeff Demille, Mel Leseberg, David Taylor
- Board Members absent: Greg Perry and Jared Cobia

2.Approve Minutes from March 26, 2026, Airport Board Meeting

David Taylor asked whether any new board members had been appointed since the March meeting. Mario Markides stated that board member changes had occurred two meetings prior and asked Anna to verify the board appointments. Mario also requested that the minutes be updated to reflect the board member changes, if they occurred during the March meeting.

Board Action:

Mario Markides moved to approve the March 26, 2026, Airport Board Meeting minutes, with the revision to include the board member appointments if they were part of that meeting. Mel Leseberg seconded the motion. The motion passed unanimously.

3.Provo Control Tower Update – Frank Elzholtz

Frank provided an update on several initiatives involving the Provo Control Tower. He reported that the tower has been working with Salt Lake Approach Control to establish a VFR transition route. The final visual reporting point is scheduled to be published on July 9, after which a notice will be distributed to airport users.

Frank also shared that passenger enplanement numbers, expected in August or September, may qualify Provo Airport for Small Hub status. If achieved, the designation would increase tower staffing. The tower has already extended operating hours to 6:00 a.m. – 10:00 p.m., adding two controllers. Small Hub status would add two additional controllers, bringing staffing to nine controllers and one manager. Although the tower has been fully staffed since February, three controllers are expected to leave by the end of the year, and recruiting replacements remains challenging due to wages and the area's cost of living.

Frank reported that the Class C airspace process has begun and noted that it could affect whether the tower remains a contract tower or returns to FAA operation.

Frank reported that overall traffic volume is down compared to last year, which he suggested may be related to costs or hiring. From January through May, total operations decreased from 73,425 in 2025 to 56,750 in 2026, a reduction of approximately 18,000 operations. Air carrier operations were also reported to have declined from 310,011 to 270,078 (figures to be verified). Traffic pattern operations were reported to be down by approximately 7,000 compared to 2025.

Board members discussed communication with airport users regarding upcoming airspace changes. David Taylor asked about a communication and distribution plan for local users. Matt noted the airport currently provides quarterly email outreach, and discussion followed regarding improving communication.

Frank emphasized the importance of meeting with airport users before distributing information on the proposed airspace changes. He shared that TRACON controllers continue working to improve safety and expressed concerns about current operating conditions.

Mario Markides directed staff to develop an updated tenant point-of-contact list with a revision date and annual update process. He also asked Matt to recommend a communication platform for distributing information to airport users and coordinating with Spanish Fork Airport. Mario Markides requested an update on the point-of-contact list at the next board meeting.

Key Takeaways

- A new VFR transition route is expected to be published on July 9, with a notice to follow.
- Provo Airport may qualify for Small Hub status later this year, increasing tower staffing.

- The tower continues to face recruiting challenges despite being fully staffed earlier this year.
- Traffic volumes have declined compared to 2025, including total operations, air carrier activity, and traffic pattern operations.
- The Board directed staff to develop an updated tenant contact list and improve communication with airport users regarding upcoming airspace changes.

4.Provo Airspace Update – Matthew Jensen

Matthew presented the proposed Class C airspace following a 14-month TRACON study. He explained that the proposal must complete FAA review, environmental review, and final approval before implementation. No timeline has been established.

Mel Leseberg discussed concerns about areas that remain unprotected and stated that safety is the primary reason for the proposed changes. Discussion also included the challenges of Provo's airspace due to surrounding mountains and Salt Lake City traffic.

Matthew also provided an update on the Runway 13 arrival procedure, which is expected to be implemented in October or November. He noted that airport staff continue meeting with TRACON, with the next meeting scheduled for the end of July.

Board members and airport users discussed the impact of airport growth on flight training operations.

Mario Markides noted that while UVU flight activity has declined, other flight training operators have expanded. Dan shared concerns about increasing congestion and continued close-call incidents, stating that safety remains UVU's primary concern despite operating newer, well-equipped aircraft.

Jeff Demille reported his flight school's activity is down approximately 18%, while Spanish Fork has experienced growth. Board members discussed the importance of continuing to collaborate with Spanish Fork Airport and gather additional operational data.

Matthew stated that the airport will be requesting letters of support for the proposed Class C airspace, and Mario Markides said staff will prepare a letter for the Airport Board.

Board members discussed balancing commercial airline growth with the needs of flight training operators. David Taylor noted that commercial traffic can result in delays for flight schools, making Spanish Fork an attractive alternative for some operators. Matthew stated the airport continues working to balance the needs of all airport users.

Key Takeaways

- Matthew presented the proposed Class C airspace and outlined the remaining FAA approval process.
- The Runway 13 arrival procedure is expected to be implemented later this year.
- Safety and increasing air traffic remained the primary topics of discussion.
- Flight training activity has declined for some operators at Provo, while Spanish Fork has experienced growth.
- The airport plans to seek letters of support for the proposed Class C airspace, with staff preparing a draft for the Board.

5. International Customs Update – Jared Penrod

Jared provided an update on the airport's efforts to establish international customs services at Provo Airport.

He explained that Provo has a significant amount of corporate and international traffic, with many flights having Provo as their final destination. The airport is working with a consulting group to prepare a proposal to evaluate customs services.

Mario Markides stated that Provo City would provide office space for customs operations. He noted that some airports offering similar services require appointments for international arrivals and that establishing customs services could attract additional traffic to Provo.

Jared said the airport has a good understanding of current destination traffic but believes there is additional demand that could be captured. He noted that gathering supporting data will be a key part of the proposal.

Board members discussed projected usage and the financial model. Mario Markides referenced a previous study estimating demand, while David noted that customs services could provide cost savings for operators compared to using Salt Lake City and stated that the proposed model is intended to be financially sustainable without cost to the City.

Key Takeaways

- The airport is exploring the addition of international customs services at Provo Airport.

- A consulting group is preparing a proposal to evaluate demand and feasibility.
- Staff will continue gathering data to support the proposal.
- Discussion focused on the potential to attract additional international traffic through a financially sustainable model.

6.Master Plan Process Update – Jared Penrod

Jared provided an update on the Airport Master Plan process.

He reported that work on the master plan is continuing and that the airport is preparing materials for FAA review. Staff anticipates holding a final public open house this fall as the project moves toward completion.

Jared also shared that an aerial survey of the airfield will be conducted this summer. He presented the finalized development plan and highlighted several proposed improvements, including maintaining the existing tower location and identifying a future full-length runway extension, which would require relocation of the dike.

Key Takeaways

- Work on the Airport Master Plan is continuing and is nearing the FAA review stage.
- A final public open house is anticipated this fall.
- An aerial survey of the airfield is planned for this summer.
- The finalized development plan includes future improvements such as a proposed full-length runway extension while retaining the current tower location.

7.Hangar Expansion Concept Approval – Dustin Dickerson

Dustin presented a concept for expanding their existing hangar facility. He explained that operational needs have changed, reducing the need for office space and creating a need for additional hangar and storage space. The proposed expansion would add approximately 8,800 square feet and require the removal of some parking.

Dustin noted that architectural and engineering designs have not yet been completed but stated the expansion would be designed to blend with the existing facility. He also highlighted the proposed layout and additional space for storing parts and tools.

Mario Markides asked staff to verify the leasehold associated with the affected parking area. Jared will review the lease, and if revisions are necessary, Brian will coordinate the lease amendment.

Mario Markides called for a motion to approve the hangar expansion concept. Mel Leseberg made the motion, Bill Hulterstrom seconded, and the motion passed unanimously.

Key Takeaways

- The Board approved the hangar expansion concept.
- The proposed expansion would add approximately 8,800 square feet of hangar and storage space.
- Staff will verify whether the existing lease needs to be amended due to changes affecting the parking area.

8. Airport Director's Update – Jared Penrod

Jared provided updates on several airport projects currently underway.

Airfield Maintenance:

Runway and apron maintenance will take place this summer, including seal coating, rubber removal, repainting, and pavement work. CR has been contracted to complete the project, which is expected to last approximately 33 days. Most work will occur at night to minimize operational impacts, and any daytime impacts will be communicated. Jared also confirmed that the staging area will be repaved as part of the Snow Removal Equipment (SRE) project. At Jeff Demille's request, Jared agreed to review pavement conditions near the FBO and Signature.

Airfield Lighting:

Lighting upgrades are planned for Runways 1331 and potentially 1836, depending on bid results. The project will replace existing lighting with LED fixtures and include heated lights. Runway 1331 will be federally funded, while Runway 1836 would be locally funded.

Terminal Expansion:

Jared reported that parking lot paving plans are being prepared for bid, with construction beginning this summer. Work will prepare the overflow parking lot and temporarily reduce available parking during construction. He also reported continued progress on the terminal expansion, including structural steel installation, outbound baggage facilities, and foundations for the next phase. Once complete, the terminal will have eight gates. Jared noted that the project will also add three additional entrances and three additional exit lanes for parking lot access.

Snow Removal Equipment (SRE) Building:

Construction of the SRE facility is nearing completion. Jared said an open house is being planned, and the building will primarily serve as garage space with office space for airport operations staff.

North Charlie Hangar Development:

Construction continues on the North Charlie Hangar Development, which includes 12 box hangars, two taxilanes, and 16 T-hangar spaces. Utility work is underway, with paving anticipated this fall. Jared reported that Sunroc is the contractor and that work on 550 South is expected to begin in the coming weeks. Brian is contacting individuals on the hangar waitlist regarding the new hangars, and construction of private hangars is anticipated to begin later this summer, with foundation work possibly starting sooner.

Security and Community Relations:

Donavon provided an update on security improvements, explaining that the primary focus is improving controlled access to the hangar area and ensuring tenants understand airport security requirements.

Board members also discussed community noise concerns. Mario Markides stated that airport management will continue working with tenants, monitoring complaints, and maintaining communication with the surrounding community. He noted that current noise levels remain within established decibel limits while emphasizing the importance of continuing to address community concerns.

Key Takeaways

- Runway and apron maintenance will begin this summer, with most work occurring at night to reduce operational impacts.
- Airfield lighting upgrades and the terminal expansion continue to progress, including improvements to parking access.
- Construction is nearing completion on the SRE building.
- The North Charlie Hangar Development remains on schedule, with utility work underway and paving planned for this fall.
- The airport continues to improve hangar area security and address community noise concerns through ongoing communication with tenants and neighbors.

9. Next Meeting will be on Wednesday, September 16th, 2026 at 9:00 AM in the Airport

View Lounge

10.Adjourn

Mario Markides requested everyone to continue to reach out!

Mario Markides moved to adjourn. Bill Hulterstom 2nd the motion. The motion passed unanimously. The meeting was adjourned 10:50 AM