

# **PROVO MUNICIPAL AIRPORT**

## **Airport Board Meeting Minutes**

12:30 PM, Tuesday, June 11, 2019

UVU Airport Campus

Hangar B, Room 210

1185 Mike Jense Parkway, Provo

### **THE FOLLOWING ATTENDED:**

Board Member Lon Woodard  
Board Member Mark Hathaway  
Board Member Bill Prochazka  
Board Member Keith Rittel  
Board Member Kris Whitehead  
Provo City Steve Gleason  
Provo City Trent Johnson  
Provo City Donavon Cheff  
Provo City Inga Flint-Jones  
Provo Air Control Traffic Control Tower Gary Lemmons  
Visitor Jviation Mel Leseberg

Excused: Board Member Mario Markides

Conducting: Board Member Mark Hathaway

### **Welcome and approval of minutes**

Mark Hathaway called the meeting to order at 12:30 p.m. The minutes from the March 12, 2019 meeting will be approved during next board meeting.

Time was turned over Mr. Gleason to address the agenda items.

### **Corporate Taxilane and Construction Update**

Mr. Gleason had a display of different hangars which will be built immediately west of the Clyde hangar. The future hangar tenants already paid their frontage fees. Mr. Prochazka inquired as to the heights of the hangars and whether the bottom floors will have offices. Mr. Gleason informed the board members that the airport does not have a restriction on the height of the hangar, but the color of the hangar has to be an earth-tone color. Mark Hathaway motioned to approve. All in favor.

### **Terminal Development**

We are still working on the design of the terminal. We don't want TSA to be a focal point of the airport and hope to avoid it. We will host a public Airport Master Plan workshop on June 19, 2019, at the UVU Fire and Rescue Academy from 6:30 – 8 p.m. We will present the ideas for the terminal design, answer questions, and listen to public input. Board members are encouraged to be there to answer questions.

We did have an environmental problem, where we were asked to preserve the historic water canal. We will build a bridge over it. Other than that everything looks great.

We have the same sources of funding. Currently, we are still looking for more funding for the terminal and asking professionals to help us save money. When you have \$3 million, it can be spent quickly. We would like to save money in the long run by having fewer people involved with the building of the terminal. We still hope to get additional funds from the FAA for our terminal.

Apron construction starts this fall.

### **Manager's Report**

TSA inspection just ended. We are still finishing up on a few things with them.

Part 139 inspection starts tomorrow. Our inspector is widely known as the toughest one in the country. If the inspector finds issues, we will try to fix those quickly. Trent and Donavon have the airfield ready to go; we are looking forward to a quick inspection. For those of you who have fuelers, we will need the fueling records to be ready. We will need training records for the people who are doing inspections on the field as well. The inspector will check the fuel farms, trucks, and fuel traps. Kris Whitehead (TACAir) has been through it before, but it will be Duncan Aviation's first inspection in Provo. Bill Prochazka informed the board that Duncan Aviation just concluded an audit of their fueling operations.

Another taxilane is opening today, and we will be moving the fence after this meeting. Clyde will move their jet over soon, and we will leave the fencing where it is while the other hangars are still under construction. The fence will remain there until we are ready to open the rest of the hangars. We will be back on plan for that in the next couple of weeks. At that point we will pay everybody back, and what could have been a 10-year process turned out to be just a one-year process.

Mr. Gleason turned the time over to Mr. Prochazka for an update on Duncan Aviation construction progress.

Mr. Prochazka informed the board that construction of Hangar C, the second largest hangar, will be done this Friday. Duncan Aviation will have 200-300 people come in to work next week and their ramp security should not be an issue; 150 of those people are Duncan's sales staff, and others (including customers) will be escorted. Hangar C should be fully operational by July 1<sup>st</sup>, 2020. Building 3 will be ready a couple of weeks later, and the core building will be ready ahead of time overall.

Mr. Gleason or Mr. Trent Johnson will visit the Duncan Aviation construction site to make sure everything was done according to the TSA and FAA standards.

TACAir and General Aviation are doing well.

Mr. Hathaway motioned and Lon Woodard seconded to adjourn at 1 p.m. All in favor. Voting was unanimous.

**Next board meeting: September 17<sup>th</sup>, 2019**