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3 HEBER CITY CORPORATION  
4 75 North Main Street  
5 Heber City, Utah  
6 Airport Advisory Board Meeting  
7 Wednesday, March 13, 2013

8  
9 4:00 p.m.  
10 Regular Meeting  
11

Members Present: Nadim AbuHaidar Airport Advisory Board  
Dave Hansen Airport Advisory Board  
Kari McFee Airport Advisory Board  
Tom Melville Airport Advisory Board  
Erik Rowland Airport Advisory Board

Absent: Jeff Mabbutt Airport Advisory Board  
Mel McQuarrie Airport Advisory Board  
Terry Loboschefskey Airport Manager

Staff: Mark Anderson City Manager  
Karen Tozier Airport Advisory Board Secretary

12  
13 Others Present: Beth Ann Schneider, Lynn Oswald, Jim Church, Paul Boyer, and one other  
14 whose name was not legible. Justin Pietz of Armstrong Consultants attended a portion of the  
15 meeting telephonically.

16  
17 Chairman Rowland convened the meeting at 4:00 p.m. with a quorum present. Boardmember  
18 McQuarrie was excused and Boardmember Mabbutt was not present.

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20 **Approval of Minutes**

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22 **February 13, 2013, Regular Meeting Minutes**

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24 Boardmember Melville moved to approve the February 13, 2013 Regular Meeting Minutes (as  
25 drafted). Boardmember Hansen seconded the motion. Voting Aye: Boardmembers Rowland,  
26 Melville, Hansen, AbuHaidar, and McFee. Voting Nay: None. The motion passed.

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28 **Item 1 Airport Manager Report**

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30 Terry Loboschefskey was taking vacation time and was excused. Mark Anderson reviewed the  
31 existing grants and projects, upcoming projects, airport conditions, and discussion topics from  
32 Loboschefskey's report. He indicated there had been some calls complaining about the beacon.

33  
34 Relating to the agenda item under Discussion Topics, Boardmember AbuHaidar indicated that  
35 one of the things he had spoken to Loboschefskey about and Loboschefskey was aware of and was  
36 going to try to implement was control of some of the vehicle traffic across the ramp. NetJets had

37 determined this was an issue when they were evaluating the FBO. Discussion of this item.  
38 Some of the issues are vehicles driving between the FBO's maintenance hangar and the first  
39 hangar on Hangar Row; there is a blind spot and there are aircraft and vehicle traffic safety  
40 issues. Right now there is a sign blocking access to the ramp in this area. Discussion that when  
41 going from one location to the next vehicles should go out and go back in through the gate.  
42 Boardmember AbuHaidar thought to have Terry Loboschefskey pass a memo saying we are  
43 trying to eliminate traffic across the ramp for safety reasons, this access area will be secured,  
44 please use the normal gate and the normal taxiway. Chairman Rowland asked if this wasn't in  
45 reality just enforcing what was already in the Airport Rules and Regulations regarding traffic.  
46 There was then brief discussion of the Rules and Regulations. There was consensus among the  
47 Boardmembers to have Terry Loboschefskey enforce the Rules and Regulations by having him  
48 send out a reminder.  
49

50 **Item 2**            **Final Review of Terminal Area Development Plan Drawings and Review of**  
51 **Comments received from the February 13, 2013 Open House**  
52

53 Chairman Rowland asked for further comments. Boardmember AbuHaidar noted it looked like  
54 Armstrong Consultants had separated normal fuel storage and self-serve fuel; he indicated he did  
55 not see how they are going to do that. He thought this would bear discussion. The location  
56 where Justin Pietz had moved the self-serve fuel was also potentially an area where the FBO  
57 would build an additional storage hangar and this would tie up that location unnecessarily. He  
58 indicated that he would say to them, "you haven't solved the problem".  
59

60 Discussion on this and on the correct location for the bulk fuel storage. Boardmember Hansen  
61 asked the others' thoughts on placing the self-storage fuel adjacent to the electrical vault but  
62 closer to the taxiway. Discussion from last month's meeting and a number of options were  
63 brought up. Boardmember AbuHaidar expressed that he wanted the professional consultants to  
64 come up with a solution and to explain why it works. Anderson suggested getting Justin Pietz of  
65 Armstrong Consulting on the phone now to discuss this; as discussed at the last meeting his  
66 understanding was it didn't have to be shown, that it can be fluid. Further discussion, Chairman  
67 Rowland reviewed the changes that had been made to the drawings as a result of the open house,  
68 and then Justin Pietz was reached on the phone.  
69

70 Justin Pietz was told that the first question the Board would like to discuss was the new self-  
71 service fuel location. The Board thought they'd discussed moving it closer to the bulk fuel  
72 storage at the base of the elevation change. Chairman Rowland asked Pietz if there was any  
73 reason he would not see it working there. Justin Pietz answered this and other questions. One of  
74 the reasons Pietz had placed the self-service fuel where he did was to keep the two uses of large  
75 aircraft and small aircraft parking separated. The environmental study was discussed in  
76 reference to moving the self-storage fuel area close to the bulk fuel. Pietz explained this could  
77 be done under one environmental study under certain conditions. Discussion on the possibility  
78 of connecting the self-service fuel to the bulk fuel. Mr. Pietz explained the options with  
79 underground or aboveground piping/hosing.  
80

81 Other items discussed at length were showing an access point right above the existing 75' x 75'  
82 hangars that would connect it to the taxiway, whether to show helicopter pads and if the plans  
83 were to show helicopter pads - where to locate them, location of the self-storage fueling station,  
84 and flip-flopping the locations of the small aircraft and large aircraft.  
85

86 Chairman Rowland summarized the decisions made during discussion:

- 87
- 88 1. Locating the self-storage self-service fuel station as close to bulk storage possible.
- 89 2. Chairman Rowland indicated he thought the access point for the taxiway was discussed at
- 90 the open house and thought it might have been overlooked. He indicated the discussion
- 91 had been to include an access point right above the existing 75' x 75' hangars that would
- 92 connect it to the taxiway. Justin Pietz answered that they could add this. Clarification
- 93 that it would be toward the taxiway to allow another access point for aircraft. The exact
- 94 location for the access point could be pinpointed by drawing a line straight up from the
- 95 entrance of those 75' x 75' hangars; the last two rows of the existing hangars, and by
- 96 drawing a line straight up to the taxiway.
- 97 3. Reflect the helicopter pads as a tie down area.
- 98 4. Change the place where the small airplanes and the corporate jets are (swap).
- 99

100 Justin Pietz left the conversation at this time.

101

102 Anderson pointed out John Ackerson's comments. Ackerson's information was in the meeting

103 information packet and he had suggested using the future hangar area as a place for glider

104 storage until those hangars start to develop. The Board agreed to do what Ackerson suggested.

105

106 Anderson asked if they want to have the drawings brought back to the them or to have the

107 consultant, Justin Pietz, make the changes and submit the drawings to the FAA? Discussion on

108 how to proceed. Boardmember AbuHaidar wanted the consultant to make recommendations and

109 explain why his recommendations are the best option instead of asking the Board what they

110 wanted to do and then drawing what they asked for.

111

112 Boardmember Melville said that he thought the Board should have this on the agenda for the

113 next meeting. The Board agreed; they wanted to review the drawings to make sure that

114 everything was right. Mention was made of looking at the drawings after interviewing the RFP

115 respondents.

116

### 117 **Item 3 Update on RFP for Consultant Services**

118

119 Anderson spoke about the budget related to this and the process. He asked the Board whether

120 they wanted to schedule a time after the 20<sup>th</sup> to meet to shortlist or interview telephonically

121 depending on how many proposals are received. The Board agreed to this. Anderson he

122 anticipated the Council will be invited to participate as well. Suggested dates were discussed.

123 Karen Tozier was to email out the proposals the City had received from the RFP on the 21<sup>st</sup> of

124 March and the Board would meet on March 27<sup>th</sup>.

125

126 Jim Church asked for the objective of the RFP which Anderson explained.

127

### 128 **Item 4 Discuss placing Airport Advisory Board Meeting Minutes, Information**

129 **Packets, and Meeting Audio on the Heber City Website**

130

131 Chairman Rowland introduced the item noting that this had been brought up during the open

132 house just to make it more transparent and accessible to the public. He asked if the Board had

133 any objections to this and if they could move forward doing this. The Board concurred with

134 moving forward and placing the information on the website. Discussion on placing the  
135 information on the Utah State Public Meeting Notice Website and tying into this information  
136 onto the City website via an html widget which pulls up past meetings and attachments  
137 associated with that meeting sorted by date. The information relating to the Airport Advisory  
138 Board can also be subscribed to so that those who wish to will received emails notifying them of  
139 upcoming meetings; they also have the option to subscribe to an rss feed.  
140

#### 141 **Other Items as Needed**

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143 Mark Anderson asked the Board, should the Board weigh in on whether or not the City ought to  
144 offer the 11 pads on the 50' x 50's hangars up for sale and development. Water and sewer is  
145 there. Anderson indicated he knew there had been some concern about if we open those up for  
146 development does that adversely affect our ability to sell hangars that we are trying to market?  
147 Boardmember Hansen commented that he thought that would be a different market and a couple  
148 of others voiced agreement.  
149

150 Anderson indicated his thinking was that the infrastructure is there and if there are people who  
151 want to build their own hangar, why delay them if they want to be there?  
152

153 The Board discussed this. The Boardmembers asked if covenants had been adopted, expressed  
154 that design guidelines would probably need to be done and that consistency was important. The  
155 Council has indicated they want to go with individual providers. The other side of the coin was a  
156 monopolistic situation if there is only one developer. Terry Loboschfsky was to work on design  
157 guidelines.  
158

159 Beth Schneider commented on noise abatement and airport noise.  
160

161 Boardmember McFee motioned to adjourn the meeting. Boardmember AbuHaidar seconded the  
162 motion. Voting Aye: Boardmembers Rowland, Melville, Hansen, AbuHaidar, and McFee.  
163 Voting Nay: None. The motion passed and the meeting adjourned at 5:25 p.m.