

Heber City Corporation
Airport Advisory Board Meeting
October 14, 2020
6:00 pm
Regular Meeting

The Airport Advisory Board of Heber City, Wasatch County, Utah, met in **Regular Meeting** remotely via personal computer device or in person on October 14, 2020, in the City Council Chambers in Heber City, Utah. Due to COVID-19 and the Wasatch County Health Department's stay at home advisory, members of the public were encouraged to submit their comments and attend virtually.

I. Call to Order

Chairman Jason Talley called the meeting to order at 6:00 pm. He asked Mrs. Robin Raines-Bond, Deputy Recorder, to introduce herself and call roll. City Recorder, Trina Cooke, introduced Mrs. Bond.

II. Roll Call

Present: Chairman Jason Talley
Vice Chair Brian Rowser
Board Member Mike Duggin
Board Member Lonnie Woodard
Alternate Board Member/City Council Member Ryan Stack (late)

Excused: Board Member Kari McFee
Board Member Bart Mounteer

Staff: Airport Manager Travis Biggs
Dakota Mahan, UVU Intern for the Airport
Recorder Trina Cooke
Deputy Recorder Robin Raines-Bond

III. Pledge of Allegiance (Led by Chairman Talley)

Chairman Talley requested Airport Manager Travis Biggs lead the Pledge.

IV. Approval of June 10, 2020 Airport Advisory Board Minutes (Robin Raines-Bond)

[06.10.2020 AAB Minutes DRAFT](#)

Motion: Board Member Brian Rowser moved to approve the June 10, 2020 Airport Advisory Board minutes. Board Member Lonnie Woodard made the second. **Voting Aye:** Board Members Mike Duggin, Lonnie Woodard, Chairman Jason Talley and Vice Chair Brian Rowser. Motion carried 4-0. None opposed.

1
2 **V. Public Comments: (Please limit comments to three (3) minutes per person.)**
3

4 No Public Comments.
5

6 **VI. Airport Manager Quarterly Report (Biggs)**
7

8 Airport Manager Travis Biggs presented Dakota Mahan, UVU intern. The CARES Act
9 (Coronavirus Aid, Relief and Economic Security Act) provided funding for Mr. Mahan's
10 internship. Mr. Mahan provided a PowerPoint presentation and an update of the Airport as
11 follows:
12

- 13 1. General maintenance and repairs done included fence and gate repairs, lights, weed
14 abatement, sweeper truck, mowing, and installed hand sanitizer station.
15
- 16 2. AWOS (Automated Weather Observation System) was old and going out. It was sent to
17 Oregon twice for repairs. The radio receiver was grounded to OK3's building. Polyphaser
18 was added to prevent surges and static electricity.
19
- 20 3. Apron Crack Seal/Seal Coat was completed on runway and taxiway June 22-27 and July
21 27-28, 2020. The FAA (Federal Aviation Administration) required this be done every
22 four to five years.
23
- 24 4. There were more fire crews than usual this year. Forest Service, Croman, Columbia and
25 Soloy Helicopters used the Airport as their base. Water tender was used to keep the dust
26 down. Students made the firefighters thank you cards.
27
- 28 5. DNR (Department of Natural Resources) Activity included fish stocking for over 600
29 plus lakes around the area. Each trip delivered 14,000 fish.
30
- 31 6. CAF (Commemorative Air Force) Events included B-25 Bomber rides and hosted City
32 Manager Luncheon.
33
- 34 7. Balloon Event had multiple balloons take off and a balloon glow was held outside the
35 Police Station.
36
- 37 8. Radio Testing was completed over the last eight months. New and old radios were used.
38
- 39 9. Fee Schedule was updated.
40

41 Chairman Talley asked for any questions. Board Member Rowser welcomed Mr. Mahan and
42 thanked him for his presentation.
43

44 Alternate Board Member/City Council Member Ryan Stack arrived. (6:18 pm)
45

1 Airport Manager Biggs indicated that Jeremy McAlister (T. O. Engineers) was present and could
2 report on the Master Plan.

3
4 Mr. McAlister reported the following:

5 1. Painting the Airport Runway

- 6 • Temporary paint and permanent paint needed to be applied.
- 7 • The Oil on top of the temporary paint needed 30 days to cure.
- 8 • Reflective paint would be added to the permanent paint and a reflectivity test would
9 be completed.

10
11 Airport Manager Travis Biggs inquired about the notice given for the painting as the airport
12 would be closed during the time. He suggested three-week notice be given. Chairman Talley
13 and Mr. McAlister agreed three weeks would be acceptable notice.

14
15 2. Mastic Crack fill with gravel was applied to large cracks.

16
17 3. CIP (Capital Improvement Project) Process

- 18 • Ten-year plan for improvements with sketches and cost estimates.
- 19 • Airport Manager Biggs, Mr. Mahan, and Mr. McAlister had met with the State and
20 listed projects for the CIP. Said projects would be: maintained pavements, SRE
21 (snow removal equipment) equipment, and access roads.

22
23 Chairman Talley asked to see the report before it was submitted. Mr. McAlister replied it would
24 be sent to Mr. Biggs who could then circulate it to the Board. Mr. McAlister added that the report
25 was reviewed every six months and was due October 16, 2020.

26
27 Mr. Biggs added that large projects would be delayed in order to obtain assets. Once the ALP
28 (Airport Layout Plan) was sited the AWOS could be added to the CIP.

29
30 4. Master Plan Forecast Chapter draft was finished September 2020 and given to City
31 Management. A meeting was scheduled that week with City Management to answer
32 questions and public meetings would be scheduled soon.

33
34 Chairman Talley reminded everyone that time was of the essence on the Master Plan due to the
35 current moratorium on activities at the Airport.

36
37 Mr. McAlister requested to remove data collecting cameras. Mr. Biggs said there was no vote
38 needed. The cameras would be removed.

39
40 **VII. General Business**

41
42 1. Introduction Robin Raines-Bond, Deputy Recorder. Review of Agenda Process (Cooke)

43
44 City Recorder, Trina Cooke reminded Board Members that agenda items should be submitted to
45 Airport Manager Travis Biggs.

1 2. Fee Schedule Update (Biggs)

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3 Mr. Biggs outlined the fees. Chairman Talley clarified that gate access was changing to a phone
4 app entry. Mr. Biggs commented that the upgraded gate would also have remote entry. Chairman
5 Talley questioned the transit fee. Mr. Mahan elucidated that the fee would be \$4 for 8,000
6 pounds plus \$4 per each additional 1,000 pounds. Alternate Board Member/City Council
7 Member Ryan Stack asked if the Fee Schedule was up for vote. Mr. Biggs explained no vote was
8 needed. The Board was just being provided with the information.
9

10 3. Radio Investigation Update (Biggs)

11
12 Airport Manager Travis Biggs stated an antenna was installed to improve the radio signals, but
13 the antenna had not helped. He would remove the antenna. Mr. Biggs had discussed ideas with
14 UDOT (Utah's Department of Transportation) Aviation Division and Board Member Rowser.
15 Board Member Rowser emphasized that better pilot communication was necessary to avoid
16 accidents. Chairman Talley recapped that the airport was an uncontrolled field and each pilot
17 was responsible to communicate while taxing and during take-off. Board Member Rowser
18 suggested more signage or lights in order to make pilots more aware of the problem.
19

20 Mr. Biggs suggested cancelling the next meeting scheduled for November. Chairman Talley
21 proposed waiting to cancel. Chairman Talley asked about updating weather notices. Mr. Biggs
22 said they were updated as often as was possible.
23

24 **VIII. Adjournment**

25
26 **Motion:** Board Member Duggin motioned to adjourn at 7:10 p.m. Vice Chair Rowser seconded
27 the motion.
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29 Meeting adjourned at 7:10 p.m.
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34 Robin Raines-Bond, Deputy Recorder
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