

HEBER CITY CORPORATION
75 N Main St
Heber City
Airport Advisory Board Meeting
July 14, 2021

6:00 p.m. Regular Meeting

**TIME AND ORDER OF ITEMS ARE APPROXIMATE AND MAY BE
CHANGED AS TIME PERMITS**

I. Call To Order/Roll Call (Chairman Talley)

The Meeting was called to order at 6:08 p.m. by Chairman Talley.

Present: Chairman Jason Talley
Board Member Mike Duggin (Remotely)
Board Member Bart Munteer
Alternate Board Member/City Council Member Ryan Stack

Excused: Board Member Lonnie Woodard
Board Member Jeff Peterson
Board Member Scott Phillips

Staff: Airport Manager Travis Biggs
Deputy Recorder Robin Raines-Bond
City Manager Matt Brower

Attending: Jeremy McAlister, TO Engineers

Attending remotely: Monica (for Rick Lindsey), resident

II. Pledge of Allegiance (Bart Munteer)

The recitation of the Pledge was led by Board Member Munteer.

III. [Approval of April 14, 2021 Airport Advisory Board Minutes \(Robin Raines-Bond\)](#)

Board Member Duggin requested the word point be changed to code in section 3.

Motion: Alternate Board Member/City Council Member Stack motioned to approve the April 14, 2021 minutes with the change Board Member Duggin requested. The motion was seconded by Board Member Munteer. **Motion passed 4-0.**

[4.14.21 Draft Minutes](#) 

IV. [Public Comments: \(Please limit comments to three \(3\) minutes per person.\)](#)

No Public Comments.

V. [Airport Manager Quarterly Report \(Travis Biggs\)](#)

Moved on the Agenda after the Master Plan Review

Airport Manager Biggs spoke on the following:

- He asked that the Board Member sign up for email or text alerts. He also asked for preferred emails for communications.
- The airport has transferred to summer duties.
- He thanked OK3 personnel for helping with security and flight issues.
- The European television show Top Gear filmed an episode at the CAF (Commemorative Air Force) Museum.
- CNN (Cable News Network) filmed a show about how airplanes stock lakes with fish at the airport. The fish came from Kamas fishery.
- Forty government agents trained in helicopters at the airport.
- Balloon pilots did a Hound and Hare event at the airport.
- Barriers were put around the public parking area.
- Two Tour and Talk events took place last month and they will continue as long as the public is interested.
- The final coat of reflective paint was applied to the runway.

Chairman Talley added that the tenants and hangar owners association would have a meeting and pancake breakfast on October 16, 2021. He invited the Board, City Manager, and Mr. McAlister to attend and answer Airport Master Plan questions.

Mr. McAlister told the group that Northwest AAAE's (Northwest American Association of Airport Executives) annual conference is in Salt Lake this September {Actual dates are October 5-8, 2021}. UAOA (Utah Airport Operation Association) is this fall along with Northwest AAAE. Mr. Biggs noted that it is a good conference for City Council and Airport Board member to attend. He clarified Heber City is in the Northwest Chapter. The State Aeronautics and FAA (Federal Aviation Association) would usually meet with individual airport managers and boards. Chairman Talley asked for the dates to be sent to the Board.

VI. General Business

1. [Master Plan Review – \(Jeremy McAlister, TO-Engineering\)](#)

Mr. McAlister notified the Board that the FAA approved the Forecast Chapter of the Master Plan. The website has been updated to reflect the updated schedule for the Master Plan. Chairman Talley commented that the facilities would be the next chapter. Mr. McAlister concurred. Airport Layout Plan (ALP) would be part of that. A Public Hearing would be held for community input. Alternative ALP's will be available for the public to see. The alternatives will also go before the CAC (Community Advisory Committee) and TAC (Technical Advisory Committee) committees and the Airport Advisory Board. Mr. McAlister felt the chapter would be completed in 2022.

Chairman Talley reminded the Board that there was a moratorium on the airport until the Master Plan was complete and that it was a hardship on the airport. Everyone agreed public input was important for the Master Plan.

2. [SWOT Analysis \(Strengths, Weaknesses, Opportunities and Threats\) \(Travis Biggs and Jeremy McAlister\)](#)

Chairman Talley asked if the SWOT Analysis would be helpful in the next chapter of the Master Plan. Mr. McAlister stated it would be most helpful as they go into alternatives and he would like it as soon as possible. Mr. Biggs stated that the SWOT could still be added to and changed. A copy of the current SWOT draft would be emailed to all Board members. Chairman clarified that the SWOT would be for the overall facilities. Chairman Tally asked for a motion to table this item and keep it on next meeting's agenda.

Motion: Board Member Duggin so moved. Council Member Stack seconded the motion.

Point of Discussion followed concerning whether action needed to be taken by the Board. It was decided that no action needed to be officially taken.

Motion withdrawn. The item may return on a future agenda if needed.

Chairman Talley called for any additional items for discussion. None brought forth.

VII. Adjournment

Motion: Board Member Duggin motioned to Adjourn. Board Member Munteer seconded the motion. Meeting Adjourned at 6:35 p.m.