

CEDAR CITY REGIONAL AIRPORT BOARD MEETING  
JANUARY 11, 2024

A regular meeting of the Cedar City Regional Airport Board was held on Thursday, January 11, 2024, at 8:00 AM in the Cedar City Regional Airport Conference Room located at 2560 West Aviation Way, Cedar City, Utah.

PRESENT:

Burt Poulsen, Chairman	Blaine Nay – AOPA
Jyl Schuler, Member	Kirt McDaniel - Woolpert
Scott Phillips, Council	Gary Oura - TSA
Mike Bleak, Member	Angie Tom – BLM Airtanker base
Vaughn Montgomery, Member	Robbie Paul – SUU
Tyler Galetka, Airport Manager	
Ryan Marshall, Public Works Director	
Anna Hernandez, PW Executive Assistant	

ZOOM

Mark Leavitt, Member  
Jessica - Ardurra/T-O Engineers

ABSENT/EXCUSED:

Maria Twitchell, Member  
John Appel, Member

APPROVAL OF MINUTES

Bleak moved motion to approve, Montgomery seconded, and all I's were in favor, that the minutes from the December 14, 2023, meeting be approved.

INFORMATIONAL ITEMS

The Board welcomed City Council representative Scott Phillips to the Airport Board who has replaced former Airport and Council member Teri Hartley.

- SkyWest – No representation.  
Galetka gave an update; Enplanements numbers are not what they want to see. For the year the airport reached 10,758 from SkyWest. For the FAA entitlement funds the airport needs to meet 10,000 minimum. There are charters that provide close to 1,000 enplanements, passengers departing Cedar City. The airport is comfortable with 11,500 plus or so. It is lower than usual, it used to be 15,000 in 2018 and with the closure of St. George affected the numbers greatly then Covid came and decreased passengers.  
They will be meeting with SkyWest about scheduling in a few weeks.

- Ardurra/T-O Engineers – Jessica  
They are continuing to work on the alternatives they will be getting those to look over. She will check with the team to see if they have a date in mind or a timeframe, they are looking at for the Masterplan update alternative design. With the last discussion on the update, they opted to do another study on the airport. An overview on the terminal.
- TSA – Oura  
No updates.
- BLM – Tom  
Not much is going on, they are just returning from the holidays. It is the height of their admin and training season.
- FBO – No representation
- SUU – Paul  
No updates.

Marshall asked, with SUU are they back up to full training mode now? And will they be up high enough that they are not going to disburse FOD onto the runway?

They are, the start of the semester was Monday. All the new students are back to flying. The only real big change that anybody should see with their operations this semester is with the helicopter west bound departures and arrivals will no longer be taxing and exiting across 20 now. They will climb up to eight thousand east of the field and cross mid field at ten thousand. The same day inbound traffic will be at seven thousand over center field and then down on the east side of the field. To eliminate noise issues with the new housing that's going in on the west side of the field. As well as there should not have as many conflicts with helicopters crossing 20.

And

It will be a takeoff from the helipad then straight up and up, climb up seven thousand on the eastside then over the top.

- Woolpert (formally Jviation) – McDaniel  
The project for the terminal expansion renovation is out to bid. Bid opening next Thursday.

The Taxiway Charlie from runway 8/26 up to 20, that crack seal work will start in about a month, February 12th.

The plan for this year one of the projects is to restripe runway 2/20. They will be having a scope meeting for that next week to get that project started.

- USDA – No representation.
- Airlife Utah – Jackson  
No Updates
- Open Forum – Phillips  
Has requested a roundtable introduction of everyone present at this meeting.

#### AIRPORT MANAGER'S REPORT

- Project Report
  - FedEx building cleanout – Airport Ops is still working through that. As they are looking at the terminal expansion project and other changes going on. The airport needs more storage for their stuff and for the furniture that will be displayed. The FedEx hangar located off Airport Road, there is an old building attached to it that they do not occupy. It has been abandoned for a long time. The ceiling has collapsed and there is tremendous water damage. The Ops team has gone in, cleaned it out, made some repairs and started storing airport stuff in there. There were some large old Christmas gingerbread houses that were in there. Poulsen has provided a contact to get those taken care of and removed. Phillips also provided a contact at the Aquatic center that Galetka will look in to.
  - FAA building repairs – It is one of the older buildings where they are working through restroom repairs. One of the restrooms in the past couple of weeks has had issues with all the toilets, sinks and water heater spraying out.

Shuler asked the question if that building is a federal building?

Galetka stated it is a building that the airport owns that is leased to the FAA Tech Ops division. Where the lease hold is partially occupied. The concern with them is that if the airport ever leases out the other side of the building, the airport will have to separate it out completely due to having a lot sensitive equipment and materials. They operate the southern Utah region out of the building that they are leasing. St. George and all other airports in

southern Utah covers these regions.

- Taxiway B lighting repairs – It was discussed at the last meeting that Alpha was down with lighting. Airport ops had to escort SkyWest at night back and forth from the runway. They have since isolated where the actual repairs needed to be made on Taxiway Bravo near 8/26. The circuit does connect to that section which made the whole circuit go out. Airport ops isolated it and re-dug a full trench for that whole parallel taxiway to put a return new line in there. It is now repaired.
- Lighting Regulator repairs – During the taxiway lighting repair time, the airport also had a regulator partially fail for 8/26. The lights still worked but they had to go in and tear out a bunch of parts of the regulator that got fried up and had to purchase parts and steal parts from that to put into the regulator. It is one of the smallest and oldest regulators they have in the vault. With the repairs they have made they are now in a good place.
- Weed Sterilant application – The airport started a new thing to help with weed mitigation, using a sterilant to spray into the soil in the fall. To make sure they do not have any weeds. They have done that on 20 and Taxiway Alpha where they should not expect weed growth in the safety areas. It is a bit costly to spray it but will save a lot of time than other spray applications and mowing. The airport sprays year-round, fall and winter they do the sterilant and spray in the spring and summer as well as mow all summer long.
- Snow and Ice Control Committee (SICC) – As required per FAA regulations, it must be discussed once a month to gather feedback. Things are going well; the airport has one piece of equipment down, that is the snowplow on the pick-up truck that they have. Parts have been ordered. They are going through plenty of fuel with the past couple of storms.

Shuler questioned, this morning when Galetka mentioned that the airport was closed till snow removal and all. When is it when he makes that call and how does it happen?

Galetka said a lot of airports like Cedar have a chart that says that the airport is not monitored during certain hours. So, there will be no reports unless they have a commercial service scheduled, then are required to come in early. The airports ops team comes in at 6AM to make an assessment and after that closes it. This morning at 6AM they got out there. After two inches of dry snow, they are required

to close the runways. If it is an inch and a half of wet snow, they are required to close. Obviously, it was in those criteria with four inches of dry snow, so the airport was closed until they could get it cleared and safe to re-open.

- Airline Advisory Committee (AAC) – It was discussed at the last meeting, the mayor wanted to form AAC. The mayor and Phillips are running it, with Galetka, with representation from SUU, J. Shuler, M. Twitchell, Steve Swann, Steve Farmer (the old airport manager), the consultant Evan Berg, and David the Economic development director. They are trying to find ways to work on airline development. They are meeting with SkyWest here on the 23<sup>rd</sup>, to discuss routes, and times. Try to meet with them on a frequent basis and build on the relationship.

Phillips mentioned that it was interesting to hear that they think they are twelve months out, maybe eighteen before they will be at their full capacity with pilots. Galetka said that one thing they did learn was that they are still pushing for their charter business. There is still no movement on that. The airport is coming up to bid for EAS, they should see that by May or June proposal request from the DOT. If they have the charter business approved, they will bid as the charter. If they do not, they will bid on their CRJ700 with fifty seats like they had discussed. That is their goal to have it done by summertime.

- FAA Part 139 Inspection – The inspections used to be in April of every year. A couple of years ago it was changed to February and now January. They will be here at the end of the month 29<sup>th</sup>, 30<sup>th</sup> & 31<sup>st</sup> for the annual inspection. Part 139 is the regulation that covers airports who have scheduled service. They will look at those areas and requirements that are supposed to be followed. Airport Ops will be preparing for that in the next few weeks to make sure they are ready and work with the FBO and the Fire department on their documentation and all the driver training documents that will be collected.

Marshall suggested that Galetka works with dispatch for if they will be do a call out.

- Spill Prevention, Control and Countermeasure Plan rewrite – Something they have been working on in the past year. Galetka had near a final draft and then needed to get Engineering to get a stamp on it. They contracted T-O Engineers to finish the plan for them. It is going to run them about six thousand dollars to get the final corrections made to that and the official certifying stamp from an engineer. The airport will be back in compliance with the EPA shortly.

Action Items:

- O&O Investment Lease #2 – Leavitt had concerns about the reversion clause for the leases. Galetka wants to make sure there is a solid plan and verbiage in the leases before it is proposed to the city council.

In Article One section two, it talks about the renewal term of the five five-year renewals. At the end of it was amended to:

“Prior to the expiration of the final successive five-year renewal term and any subsequent renewal terms thereafter. Lessee may request to extend this agreement for an additional ten years, subject to reevaluation of consideration pursuant to Article One section four of this document”.

That is that the fees on this lease will move to the current city fees schedule. That is what Article One section four talks about.

Also

“Subject to the following terms:

- A) Lease holder improvements must be in a condition that is acceptable to the lessor.
- B) Lessee must ensure that continuous improvements pursuant to Article Four section two of this document will be made to the leasehold improvements throughout the remainder of the contract and to not leave them in a state of disrepair.
- C) Lessee understands that the extension of the lease will not be approved if the land may impede on any future airport expansion or redevelopment projects identified by the city or in the airport Master plan.
- D) During the set ten-year period, the party shall evaluate the consideration set forth in paragraph three of this article after the initial five years to determine sufficiency thereof. Lessor may increase the consideration at a rate not to exceed the aggregate percentage of increase in the overall national consumer price index for the previous five years and not to exceed the maximum of 15%. The lessor of the two rates will be utilized.

It originally was discussed about a ten-year extension and there is no CPI increase, Galetka wanted to add that in there. That is how the lease will be structured for the initial twenty.

Phillips asked if this will be used for all future leases moving forward.

Galetka stated that it would be.

Someone asked where is the city with the lease rates now?

Budget season this year is where it will be discussed, and budget season starts next month. Any new changes made will not be made until the fiscal year in July.

Shuler motioned to approve to accept as presented, Bleak seconded it, and all I's were in favor.

- Airport rules, Regulations, and Minimum Standards Amendment–Lease policy – Galetka pulled document on screen for all to see. There was a simple verbenone change. The lease term talks about the twenty-year option.

"The initial term shall twenty years with five-year five option subject to renegotiation." Galetka added "Additionally extensions beyond the five-year option shall be considered as per the individual lease terms."

There were concerns with the definition "subject to renegotiation" wording. This will be revisited and tabled for more discussion and will continue to work on it prior to presenting it to the council.

Galetka is trying to keep it generic to where it all refers back to the lease, so if there is a change in the lease that is what dictates what the terms are. The board does not have to keep coming back to the master agreement and change it every time a word is changed on the lease. Keeping as generic as possible so that all the terms are conditional upon the lease that is signed not necessarily dictated through the master plan.

Phillips moved to table this item till the next meeting, Shuler seconded it, and all I's were in favor.

There was a question on the land leases that expire after a year, had there been any issues with that?

Galetka stated that they have had to go to city council for one of them for Sphere One and city council to approve an extension for the National Guard.

Marshall mentioned that is something that would need to be put in there, "After one year or per council direction". Because what they have done the council

has come in and extended it as long as they are making their payment, they have extended that one year build option.

- Cedar City Fee schedule amendment considerations – Badging/Concessions – Which is open for discussion, just a recommendation. The board is not voting on fees, just recommending.

- 1) Badging fee – With new TSA regulations with the larger aircraft, the airport has had to issue badges out to Sphere One fuelers, airport ops and when there is a construction project there will be a few individuals that will be badged.

The average cost per badge is about \$10, they are ordered on-line then shipped. Galetka is requesting to initiate a \$20 badge fee, that will cover the cost of getting the badges made on the airport side and for the person with the actual badge. Additionally, a lost badge or reprint fee of \$25. That way if one loses their badge, it will cost \$25 to cover a \$5 fee to recover the lost badge.

Shuler questioned, when talking about badges. It means badging into areas that are off limits to other people.

Yes, they are not access control badges they are credentials to see on one person. The badges are numbered with a photo identification.

With the terminal project, there will be some access controls added to it. Then they will get the proxy cards for some of the doors. He is working on getting the other doors, a separate grant to replace those controls. At that point they will move to the proxy cards touch to enter. Security regulations require that they do a pin authorization as well. Everyone will have a badge, a pin of their choice as a dual factor for entry to a secured area or ramp. No background checks for current I.D. badges.

- 2) Concessions – Right now there is a vending fee of 25%, it was discussed about adding a per square foot lease space as well. Galetka made some comparison with St. George and Provo on all their retail. They only charge 10% concession in St. George base line and Provo charges 5% concession on gross sales. For the ATM that the airport wanted to add and any potential vending. Does the board just want to have one retail percentage that is taken. Do we want to have a vending machine vs ATM? Do we want to lease per square footage? The terminal is not that busy and Galetka does not want to discourage anyone from coming here if they have to pay a minimum rate every month when they are not getting many sales.



So, if the airport does a percentage, some months might be busier than other months.

Phillips brought up that one thing about the fee schedule, it can be adjusted later if need be. He suggests trying to keep it where it is an incentive and if the board finds out that they are making a good deal then come back a year later when the consolidated fee schedule is reviewed and raise it. Go with something that is similar and the same across the board. Keep it simple.

The reason Galetka is bringing it forward today since last month there have been delays on it. There have been 15 badges issued that have not been paid with a promise that once a fee is in place they will pay.

With this it would be a badging fee of \$20, a lost badge reprint of \$25, a new retail concession fee of 10% gross revenue and removing the vending machine fee.

The motion would be in support of presenting this to the council in creating fees for it.

Bleak motioned to approve the fee schedule recommended changes as presented by Galetka, Montgomery seconded, and all I's were in favor.

As there was nothing further, the meeting adjourned at 9:00 AM.