GRAND COUNTY AIRPORT BOARD
REGULAR MEETING
MINUTES

September 18, 2023 @ 5:00 p.m.
Grand County Commission Chambers, 125 E. Center Street
Moab, UT 84532

A. Call to Order

1. The meeting was called to order at 5:03 p.m.
2. Members present: Jody Patterson, Jenny Gleason (Travel Council Rep.), and Jason Taylor (Moab City Rep.). On Zoom were Bill Hawley and Norm Knapp. Airport Director Tammy Howland was also present.
3. Members not present: Laurel Catto, Shalee Bryant, and Bill Winfield (County Rep.).
4. Others present: Director's Assistant Tara Collins, Eric Rivera of Armstrong Consultants (on Zoom), Keith MacBeth of Skydive Moab, and Randy Martin of Redtail Air.

B. General Business

1. Approve minutes of August 21, 2023 (Regular meeting)
   Motion by Jason to approve, seconded by Jenny, approved 5-0.

2. Safety Report / Director's Report - August 2023
   Tammy reported that they finally got the runway PAPI's fixed, by sending the whole control board to ADB. They replaced a light on the Ramp. They replaced the closer on the SkyWest passenger gate. On August 3rd, there were 2 power outages, one planned, one unplanned. They got their water tank installed, with the Road department's help. They replaced batteries in ARFF1. They hosted the Live Fire Training. There was a plane crash on August 15, nobody was hurt. That same aircraft had a flat tire earlier that day. There was damage done to the drive-through gate, when a vehicle stopped midway through, to talk to someone, and the gate started to close. It will need to be replaced, although it is operational now.

   A couple of the rollers on the luggage gate came off, so GC Road shed came out and welded them back on. They replaced the credit card readers on the vending machines, so they're making money again. They're also waiting on some new vending machines. They received 4 sensors from Virtower, which will advantage Search & Rescue. Century came out and fixed the hydraulics on the front-end loader. Tammy reviewed the SkyWest flight schedule.

3. Airport Monthly Data Report - August 2023 & Virtower Data
   Tammy reviewed the stats for August. Fuel sales are down. Enplanements are about the same as last year. Vending revenue is up.

C. Citizens to be Heard

Randy Martin of Redtail Air said they received a grant from Grand County in June to provide air service to Salt Lake City 2 days a week. Since SkyWest's SLC flights have been extended through December, he questioned whether Redtail should delay their promised start of October 1, so they are not redundant with SkyWest. But he is cognizant of the weather, they don't want to start their inaugural flights in bad weather. He was open to feedback. Jody suggested that Redtail contact the County and modify the start date to something more workable for everyone. Tammy suggested Redtail just wanted the Board's support with these changes, and several members nodded and agreed. Randy scheduled a meeting with Mallory Nassau (Commission Administrator) next week to discuss. Tammy said she would let Mallory know that the Board discussed this.

D. Discussion Items:

1. Project Reports
    a. SRE Building – They've got some punch list items that will extend this project a bit. They need to install some interior paneling.

    b. ALP Update – They had a public open house for that, they didn't receive any comments, so it's out for review for final approval from the FAA. Eric said everything had been submitted.

    c. 2023 Fencing project – Contract awarded to Custom Fence out of Kaysville UT (only bid received). Grant received. Eric approved the bulk of Custom Fence's submittals. They're shooting for a start date of mid-October, or November. They can work in the winter.

    d. Scope of Work (signed, attached)- Task Order U- Design Only- Grant 46-4 projects: (Twy A1 Relocation, Apron Expansion & Reconstruction, Taxilanes E, F, G expansion). Eric said they'll get the Geo-tech survey lined up. They're hoping to start construction as soon as the funding for that comes through.

    e. Lot 118 Hangar – in permitting phase.

2. AEAS – still under review by DOT. Tammy checks on this every day. Jason talked with Congressman John Curtis about it. Tammy said there were reps from Senators Lee and Romney at the building dedication on 9/14, so it's on their radar as well.

3. 139 Fire LLC: Live Fire Training was August 29, 30, 31. Tammy said it went really well. We share this training with Vernal, St. George, and Cedar City. They may change it to March so it's not so hot.

4. Garage discussion. Bill Prather submitted map of options.
   Review any maps of options brought in by Board members.
   Jody said Prather's submission was interesting, but that they were thinking the garage should be further south, and perpendicular to the highway. Bill H. agreed,

and said that Prather's suggested perpendicular locations would make us give up parking lot space. They discussed distance from the terminal, and where the hill ends. Bill H. suggested that he locate the garages right at the southern fence, and Jody agreed. Jason asked if these garages generate much revenue for the Airport. Bill H. said No. Tammy said it's more about providing a service at the Airport. Randy noted that this new garage structure would bring in $576.00 per year for the Airport (Jason: "that's a smokin' deal!"). Tammy said we could charge 10% as a concessionaire fee, like the other concessionaires. Jason observed that we could probably make more money using them as overnight vehicle parking spaces. Jason suggested that we offer the location that Bill H. and Jody pointed out, but that Prather is responsible for leveling the ground, and for providing access (road), and gravel around the units. The County can't do that improvement, at this return rate of revenue. Bill H. agreed with Jason's suggestion, and said to let Prather know of these decisions. Tammy said he'd have to put a culvert or something in for drainage. Jason added that we should not approve this contract until the Fee Schedule for 2024 is approved.

5. Parking lot exhibits. These are what Tammy will present to CIB.

6. SITLA land swap – for County property by the motocross track in Spanish Valley.
   Bill H. said this swap was a no-brainer. He brought up the land by the motocross track south of Moab, and said there was a developer interested in it who has made an offer. It made more sense to both Bills to use it for the SITLA land swap. The SITLA land by the airport is going to hinder developments like the terminal and access. The value that this SITLA land will give to the Airport is much greater than what this developer is offering the County. Tammy said that Grand County is looking to get more than just the 3 chunks of land, in a swap for the highly-sought-after parcel south of town. As far as she knows, they are still negotiating on that. Bill H. said the process died when Chris Baird left his County role. He suggested we draft a letter to the Commission, with Bill W.'s and Tammy's help, and really lay out why this is important, the advantages of it, or at least ask that they hold off on selling that land to the developer until we can act on it. Jody thought that was a good idea. Bill H. offered to draft it, with Bill W.'s and Tammy's help. Jody suggested adding maps and exhibits.

7. Water Rights – request more from County.
   Bill H. says the County could transfer some water rights to the Airport, just change the location of the rights. He suggested sending a letter to the County, and believes Bill W. could make this happen with a motion at a Commission meeting. Tammy offered to draft the letter.

8. Tenants selling their hangars – Do we want to amend old leases to new (extended) terms?
   Tammy says that Dell Keys is interested in selling her hangar. She only has 10 years left if you include her extension. But Tammy could not find a reversion back to the Airport in her lease. So, as a Board, she said we'll want to consider

how we handle that. Tammy suggested we could amend old leases to match the new lease template, which is for 30 years, with four 5-year extensions. Bill H., while admitting he has a conflict of interest as a hangar owner, thought that each one should be evaluated regarding structural integrity and the building code. Norm recalled that a board decision was made in the past, that if a hangar owner had an old lease, they could renew to the new lease. Bill H. agreed, conditioned on the structural issues. Several board members thought that when old leases expire, they should be offered four 5-year extensions, to make them fair with the new leases, and Tammy agreed. She suggested amending the old leases, but there remains the possibility of offering a whole new lease to expiring lessees. Tammy said she would have Stephen Stocks review Dell's lease. This will be reviewed at a future meeting, no decisions will be made tonight.

E. Action Items: Discussion and Consideration (some for Recommendation to County Commission with approvals subject to limitation)

1. Rent Study: Decide on rent changes for Fee Schedule updates. $0.30 for airside ground lease? what changes to landside lease rate, terminal space.

   Bill H. suggested that Tammy go through the Airport fee schedule, and suggest the changes that she thinks are needed, including justification. Then, he said, we could review those by email. Jason said he would need to abstain for the landside rent decision.

2. Fee Schedule: shuttle fees, parking fee, parking violation fee, landing fees, etc. Changes Due by Oct. 11th.

   Same as above.

3. Discuss and Approve CIP list (Capital Improvement Projects).

   Eric said he updated that list. Tammy explained that the FAA wants to see what we are planning for the next 5 years, for our AIP (Airport Improvement Program). The meeting with the FAA is usually in October. Eric shared his screen with the CIP list, broken down by year (the year each project is started). Eric said the 1st two projects (2023) are already funded (Taxiway/Apron construction, and Fence Project). He then described some of the other projects on that list.

   Jason asked if we <u>had</u> to spend that money, or could we save it for a bigger project? Eric said we could with the Entitlement money, but not with the Discretionary money (federal). The BIL money will end in 2026. Tammy said the FAA uses this list to plan ahead and prioritize airport projects. Eric said Discretionary money is more or less competitive, according to airports' needs. Tammy said CNY is looked upon favorably by the FAA because we are so good at spending our money: That shows we have a need for it. Eric concurred, saying that when we complete projects, it makes the FAA look good.

Bill H. wondered whether the airport entrance road could be prioritized over upgrades to the water system, and whether we could use BIL money for that. Tammy said she'd have to check with the ADO. Eric posited that the BIL money did have more flexibility regarding what they consider eligible. Eric said this list is a living document; nothing is set in stone on this. Tammy explained what improvements to the water system would entail: better pumps to start with, bigger storage (we're at 6,000 gallons now), maybe elevated storage. Eric said they recently did an airport water study with an engineering firm, so he can review that. Tammy said she's seeking guidance from the Board on this CIP list, and suggested taking out the Snow Removal Equipment entry for 2029, and invited the Board to add things or move things around on the list. Eric added that the entrance road is easier to define, and we could get a more accurate estimate for that, if the Board wished it added. Tammy mentioned we might be able to get CIB money for entrance road OR for water system. Jody was reluctant to take a project off the list in favor of another one. Bill H. thought the road was a relatively small, faster project, so it could be added without removing the water upgrade. Jody agreed. As for placement on the list, Bill H. thought it should go where the water improvement item is. Jason suggested that when we do the entrance road improvements, that we ask UDOT to make the merge lane onto Hwy 191 longer.

Motion by Jason to approve this CIP list with the changes of adding the entrance road in 2026, as just discussed, seconded by Bill H., approved 5-0.

F. Reports:

1. County Commission - Bill W. not here.
2. City of Moab - Jason had nothing to report.
3. Travel Council - Jenny had left by then.
4. Solar Committee - Bill H. had nothing to report.
5. Other reports for Airport Board

G. Future Considerations

CIB request for parking lot funding

EV charger grant – Bill Winfield

H. Closed Session, if necessary

I. Adjourn - at 6:53 p.m.