GRAND COUNTY AIRPORT BOARD
REGULAR MEETING
MINUTES

February 5, 2024 @ 4:00 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 4:01 p.m.
2. Members present: Jody Patterson, Bill Hawley, Bill Winfield (County Rep.), and Shalee Bryant. Airport Director Tammy Howland was also present. On Zoom was Jenny Gleason (Travel Council Rep.).
3. Members not present: Jason Taylor (Moab City Rep.), Randy Martin, and Laurel Catto.
4. Others present: Director's Assistant Tara Collins.

B. General Business

1. Approve minutes of January 8, 2024 (Regular meeting).
Motion by Shalee to approve the minutes, seconded by Bill H., approved 4-0.

2. Any questions on the Director's Report for January 2024.
Tammy relayed that on January 12, there was a disabled aircraft, owned by Gem Air. They bring the UPS deliveries in the mornings. He was able to land safely. His front landing gear was disabled, so he didn't have steering. Redtail towed him out.

3. Airport Monthly Data Report – January 2024 & Virtower Data
Tammy shared the data spreadsheet. She said January low-lead fuel sales were 1,626 gallons, so, down from last year. Tammy reviewed the enplanements. Jenny reported on Redtail flights to Salt Lake City, and said the bookings for those flights were increasing.

C. Citizens to be Heard - None

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

1. Airport Garage Co. new garages: Prather wants the start date of the lease term to be 6 months later than when the Commission approves & signs the lease. (See pgs 1-4 with new proposed language, attached)
Tammy confirmed that this is unusual. She said he just doesn't want to pay rent during construction. But we've never done that for anybody else. Jody pointed out that while it might not be technically favoritism, if we grant this for Prather, we would have to grant it for everyone else. Tammy thought that his concern was that he was paying for land that he's not making money off of. Shalee pointed out that that's the normal cost of business for developers. Bill W. thought it would create some legal issues for the airport, too, regarding ownership. Jody suggested the Board tell Prather that the lease is the lease, and we can't set a precedent like that.

Motion by Shalee to decline to set this precedent, seconded by Bill H., approved 4-0.

2. Dell Keys' hangar sale.
   The Board reviewed the status of this item. At the last meeting, it was left at giving Dell some time to see if this is what she really wants to do, since she objected to the higher rent rate.

3. Approving submission of grant application for Alpha 1 relocation & ramp construction.
   Tammy said this application is standard. It's not a true grant. It's more like entitlement funds. Jody asked about the amount of funding. Tammy said the FAA likes us to estimate on the high end at this stage, then refine it as we get closer. Just because we submit this, it doesn't obligate us to anything. The minimum requirement is 90% completion.
   Motion by Jenny to approve the submission of the grant application, seconded by Shalee, approved 4-0.

E. Discussion Items:

1. Contour Airlines had their grand opening on Feb. 1, with a good turnout.
   Tammy thanked those who attended. Although SkyWest has now bought 25% of Contour, Tammy thought that Contour would not completely sell to them. Tammy said Contour is flying 30-seat planes.

2. Project Reports
   a. Ramp/Taxi lane design work – 90% completion
      Tammy said once the grant is submitted, then we'll do the scope of work, then bidding process.

   b. Generator for terminal – Contract fully signed, waiting for generator to be ordered.
      Tammy just needs to check and see if the money is still there, because her pre-authorized capital improvements list was missing some carryover items.

   c. Drive through gate replacement
      Tammy is waiting on the grant money from FEMA. These gates require much less maintenance, especially with snow. The one estimate was for $65,000. Tammy said they are made of aluminum. Jody confirmed that it will be compatible with our key code system.

   d. CNY Triennial Emergency Exercise – March 14, with 3 planning meetings ahead of that date.
      Tammy said this exercise would entail 29 passengers, 12 deceased. Redtail will provide a pilot and a flight attendant. It will take place after the Contour flight has left. Some members of the high school drama club have signed up to participate.

3. AEAS – Air Services Agreement (ASA) for Contour is fully signed.
4. Lease/Operating Agreement for Contour – exhibits attached, fully signed.

F. Reports:

1. County Commission - Bill W. followed up and asked about the Audit matter.
2. City of Moab - Jason gone.
3. Travel Council - Jenny is working on marketing issues, letting people & agencies know they can still fly to Moab. Jenny will meet with Rocky Mountaineer.
4. Solar Committee - Bill H. is spending quite a bit of time on it, looking at leasing and PPA-type agreements (power purchase agreement). He said you don't make a lot of money on them, but you get the green thing. As soon as the County gets a finance officer on board, they can look at that. Bill W. said they were interviewing people for that position.
5. Other reports for Airport Board
   Shalee asked whether Tammy's old job, Operations Manager, had been filled once she became Director. Shalee was concerned that Tammy's time and resources for strategic planning were thin because of her added duties, and she wondered how the board could support her. Tammy said they restructured, and now they have 2 operations supervisors. But their team is very green, so there's a learning curve. Tammy said she had one team member who's climbing that ladder very quickly. Tammy said the Economic Development department had been very helpful. Shalee is interested in developing a strategic plan that shows what we want the Airport to be in coming years. Tammy agreed that we could use a business plan, outside of the Master Plan. Jody said we could work in conjunction with other boards to achieve articulating our long-term goals. Bill H. said maybe some of these organizations could provide a facilitator for us, who could use their expertise for a business plan. Maybe we could have a workshop. Jenny suggested making the airport entrance more inviting.

G. Future Considerations

Tara brought up Jenny's reappointment to the board, through the Travel Council, and Jenny said she would bring that up with the Travel Council. Shalee wondered whether the board should consider other representatives, for instance, from the Chamber of Commerce or Economic Development. Jody said that would require amendments to the Bylaws, but that we could consider it at future considerations on the next agenda.

Bill H. would like to see more reporting on the status of leases and development in future agendas. He doesn't want to see idle leaseholds. He would also like to provide incentives or marketing for more hangar development. He suggested we could offer new hangars 2 years rent-free. Tammy related how the process can seem cumbersome to some prospective hangar builders. Also she said the Airport would need more staff to make more or faster hangar development possible. Jody said that the airside leasing should be straightforward; it's the commercial leasing that is more complicated.

H. Closed Session, if necessary - No need

I. Adjourn - at 5:15 p.m.