

**GRAND COUNTY AIRPORT BOARD
REGULAR MEETING
MINUTES**

**October 7, 2024 @ 4:00 p.m.
Grand County Commission Chambers, 125 E. Center Street
Moab, UT 84532**

1. Call to Order
 1. The meeting was called to order at 4:04 p.m.
 2. Members present: Jody Patterson, Bill Hawley, Bill Winfield (County Rep.), Alex Borichevsky (Travel Council Rep.) and Jason Taylor (Moab City Rep.). Laurel Catto participated on Zoom. Airport Director Tammy Howland also participated on Zoom.
 3. Members not present: Randy Martin.
 4. Others present: Director's Assistant Tara Collins, Dan Wheeler and Joel Linares from Redtail Air. On Zoom were Alvin Chung, Allen Rydman, Shawn Mills, Brooke Gooding of LandGate, and Jeff Helms.
2. General Business
 1. Approve minutes of September 9, 2024 (Regular meeting)
Motion by Jason to approve the minutes, seconded by Bill H., Approved 4-0.
3. Citizens to be Heard - None.
4. Presentations
 1. Land Gate - 10 minutes + questions.

Brooke Gooding, Vice President of LandGate gave the presentation. LandGate is both a competitive marketplace and a data analytics company. They have hundreds of data sets in solar, wind, carbon, minerals, etc. They can tell clients how much they can expect to earn on a solar farm. She showed a map of the U.S. with green dots showing parcels that owners want to sell, and blue dots for parcels that are for lease. Brooke compared it to Zillow. Government entities can list on LandGate for free, then others can research data about properties. LandGate makes their money on subscriptions, typically from realtors, solar developers, oil & gas operators, etc. They do not earn any commissions. Listing with LandGate is not exclusive, we can list anywhere. LandGate gets clients in front of the right buyer set.

The estimated rent revenue for solar is \$990 per acre per year. Brooke explained how they came to this estimate amount. She said they also consider how close the property is to power lines and substations. Alex asked about notifications, and Brooke said they do send those. Also, since CNY Airport is a quality listing (due to substations & power lines), she would also put this property into a newsletter, indicating this is a hot find.
 2. Energy Solutions - 10 minutes + questions. (This company did not show up.)
5. Action Items: Discussion and Consideration (some for Recommendation to County Commission with approvals subject to limitation):

1. Shalee resigned from the Board 9-16-2024. Open vacancy posted on 9/25/2024, two applications received. Interviews at the November meeting.

Jody said we have 2 applications from people to be on the Board. He asked that they be interviewed at the November meeting.

2. Letter to County Clerk Gabe Woytek, requesting a monthly or quarterly report of Airport finances (drafted by Randy). (Letter not ready).
3. Address the number of people on the Insurance Subcommittee - was 3, now 4, quorum, so need to declare 3 people only.
There was a side discussion by Bill H. about addressing the insurance requirements now, and a discussion by Laurel about the importance and effectiveness of a subcommittee for insurance decisions. Laurel suggested that Bill H. submit his proposal for insurance section in writing to the subcommittee. Jody redirected the matter back to having 3 (not) 4 members on the insurance subcommittee, to avoid public meeting laws.
4. (Discussion): Report on Redtail's insurance requirements in their Operating Agreement of 3-28-2023 (see attachment).
The group looked at Redtail's insurance requirements.
5. Redline revisions to insurance requirements in CNY Lease Template, proposed by the Insurance Subcommittee.

Tammy pulled up Jody's spreadsheet on the screen, wherein he had compared column-by-column the insurance requirements at 12 other similar western airports. Bill H. interjected that he had added his own analysis of this spreadsheet, and distributed copies of his chart. He had calculated at the bottom of each column the percentages of airports that had each type of insurance. He said there was no question that liability insurance should be required, because 67% of airports surveyed had it. For property insurance, he said it was 33%. He mentioned that Laurel said the Airport had a stake in hangars, so he thought we should require property insurance. He said about half of the airports require auto insurance. He verbally compared the minimum limits of the surveyed airports' auto insurance. Then he concluded that we should require these 3 types of insurance. He felt we did not need to require aviation insurance, because only 27% of surveyed airports required it. Also he doesn't know how that one would be administered. For hangar keepers insurance, Bill H. said that one was represented in only 13% of airports. He said it really only applies to Redtail, people who physically handle and move other people's airplanes.

Motion by Bill H. to have the airport require general liability, property insurance, and auto insurance at \$1 million, to put just those three into the minimum standards, with language supplied by the existing insurance subcommittee. (There was no second.)

Jody said that the Airport Board had put in a lot of time on this lease template, and on the minimum standards, that the prior requirements had already been

vetted by the County Attorney at the time (Sloan), and that now we were having to jump through a lot of hoops, because one person has come forward and said that he couldn't quite meet these requirements. Jody's suggestion, to keep things moving along, is that for now, to keep everything as it is. But then, in the lease template and minimum standards, put in a caveat that if there is a hardship or burden in meeting these requirements, that proof be brought to the County, and then it could be decided on a case-by case basis. Jody's fear is that if they spend all this time and change things this time, what happens the next time someone comes in and says "Oh I can't do that." Then we risk having to do this all over again.

Bill W. asked what exactly the individual wanted changed in his insurance requirements. After some discussion about what the minimum standards say for insurance, Bill W. said: it looked like he couldn't get additional insured on his personal vehicle policy. Jody applied this situation to his caveat suggestion, and said if the County Attorney okayed the County not being named as additional insured, then he could waive that as long as he had the insurance, and then he could move forward. Bill H. modified his motion to include Jody's caveat. Jody said this would allow us to keep from reinventing the wheel each time. Laurel said that that ad hoc approach worked very well for her and Ken [when they entered an airport lease]. She said there were a couple of items that were not available in the commercial insurance market, and they communicated that to then-County Attorney Sloan, with confirmation from their broker and the reason why it was not available, and Sloan said fine. Jody said this way was a much more fluid and organic process, than trying to re-establish all of these things. Jody said they were not insurance experts, and don't really know what needs protecting at the County and by how much. Bill W. said that if we have that caveat in there, that the County Attorney should review each case and exception. Bill H. thought the property insurance should not say "and its contents", it should say "undepreciated value".

Tammy strongly recommended that we leave the pollution insurance in there, as an "an applicable". If it's not in the minimum standards, then it's very hard to make someone, say, a fuel hauler, obtain that. Laurel raised her hand and said this was what she had hoped the Board wouldn't get into tonight. Years of experience have showed her that 12 people around a table is not the best or most efficient way to amend a document. She suggested that we take all of Bill H.'s suggestions to the Insurance Subcommittee, and they take it over from there. The Subcommittee should be doing the discussing and drafting, not the whole Board. Jody asked that Bill H. restate his motion - he was curious how much drafting they would actually need, versus putting in a caveat. Bill H. **moved** that we accept into the minimum standards the requirement for general liability, and property insurance for the undepreciated cost of full replacement, and auto insurance for \$1 million dollars, and any other applicable insurances, to be taken case-by-case. Jody asked if Laurel was seeing it that way, and Laurel said no, she really wasn't. She is not prepared to vote on amending the minimum standards until she sees a redline that shows the language changes versus the minimum standards that we have today. She would rather refer it to the insurance subcommittee, and bring an actual redline back to the board, so we can see the actual changes. Jason thought

they should interpret Bill H.'s motion as one to take his suggestions to the subcommittee. Jody asked Bill H. if he was okay with that modification of his motion: to take his motion suggestions to the subcommittee, and Bill H. said yes. Jason seconded, approved 5-0.

Jason suggested we reach out to Randy to see if he still wants to be on the insurance subcommittee, and if he doesn't, that we replace him with Bill H. Bill W. agreed 100%.

6. Redline revisions to Airport Minimum Standards: 1) hangar sizes, 2) clearly outline hangar sales, 3) Airport advertising policy, 4) Insurance requirements in leases, 5) word choices in Section 7: Action Upon Application.

Motion by Bill H. to accept the redline change as it is in the supplied documents. Then he modified his **motion** to include just the square footage, i.e. #1 in this agenda item. Tammy pulled the relevant section up on the screen, and Bill H. modified his **motion** that we accept the redline changes to section 4.7.2 and 3. Section 4.5.1 has a revision inserted as well. Jody reiterated the motion. Laurel said to Tara that she really wanted to work on this language, she wants to tweak it a little. She thought as written it wasn't clear that the minimum lot size needs to be 2,000 sq.ft., for rent calculation purposes. She also thought it almost too broad, it has no minimum hangar size. She said that Airport land is so scarce, that we have a duty to use it efficiently. Bill W. and Jason thought 4.7.2 covered minimum lot sizes, as the Board desired. Jody wondered if any member had an idea of what the minimum hangar size should be? Jason noted that this came up at the last meeting because of the proposed T-hangar [Chung], which was smaller than what we want the lease to be. So, he said, we proposed that the hangar itself could be smaller, we don't really care, but we're leasing you 2,000 square feet of land, and what you do with that 2,000 square feet is up to the Tenant. He asked, are we now saying that we want a minimum size hangar, from here on out? Jody posited it might be impossible to decide on what that minimum size must be. Tammy offered that hangar size was what was originally a concern, because the Airport wanted hangars that would draw folks in. She mentioned, for example, when a hangar goes up for sale, and drew back to what Laurel was saying, about how we're using our valuable/scarcely space.

Jason said that every size hangar reaches a broad market of people, so actually, it may be good to have a variety of different hangar sizes, to appeal to a larger, diverse aircraft community. There was discussion about having a designated area for smaller hangars, and Tammy confirmed that where Chung wants to put his hangar is already the small-hangar area. Laurel offered to work on the language for lot sizes and hangar sizes, the twin goals being 1) having a minimum leased area of 2,000 sq.ft., and 2) allowing variances in the 2,000 sq.ft. minimum of hangar size. So, Bill H. withdrew his motion for now.

The group wondered about the remaining subitems in this item. Tammy said advertising policies were not ready to be voted on yet. Could they vote on the moving of Right of First Refusal section 4.28 to 5.7, they wondered? Tammy said they were only taking these revisions to the Commission once, because it required

a written Ordinance to enact these. Jody said it made sense to do them all at once. Regarding the advertising policies, Tammy said it would probably be an attachment or an appendix to the Minimum Standards. Bill H. asked why as an appendix? Tammy said because it was kind of a sub-policy. Laurel pointed out that it was a stand-alone agreement that we would sign with people who wanted to advertise, that's why it's an attachment. But the 3 or so pages of Advertising policies should either go into the body of Minimum Standards, or we could incorporate by reference to them as an attachment.

Bill H. asked about the physical logistics of the digital advertising: are we selling minutes, and have shifting screens, are we going to use an outside source? Jody said we hadn't gotten far on that, but that's why we went ahead and let Lionsback advertise, so we would have time to work out logistics without holding them up. Jody thought as long as we have the policies in place, it might make the logistics process easier.

7. Draft CNY advertising policies.
(See above, covered). Tammy said she was working with our contracted Love's Advertising consultants, and they introduced her to someone who could help us pick out a physical system. She's waiting on them to do a presentation of some different systems for us. We could contract with someone, or alternatively, get a system that we can operate on our own.
8. If insurance revisions are approved, bring Rydman lease back to the table.
Insurance revisions were not approved.
9. Place a moratorium on further digital advertising at Airport, except for Lions Back Resort and Redtail Air (Jason's suggestion on 9/9).
Jason thought it maybe wasn't necessary now. Jody thought we could just say we weren't interested. Jason thought it would be cleaner to have a moratorium, until we have our policies in place. Then he thought it was not a big deal. (No action.)
10. Review Lease with Lion's Back Resort for screen advertising in the terminal, to make sure that new terms are what the Board wanted. (Lease approved by County Attorney on 9-25-2024.)

Since the September meeting, and after discussing with Tammy, the lease Term is now one year, instead of "a minimum of one year" which is what the Board voted on at the September meeting. Tammy pointed out that we probably meant no more than a year, or a maximum of one year, because we were creating our whole advertising system.

Motion by Alex to approve this lease, as written, specifically for a term of one year, seconded by Jason, approved 5-0.

6. Discussion Items:

1. Redtail Air

2. Redtail Air FBO Building - Extension to start building - 18 months from June 20, 2023.

Tammy has tried to pin down Mr. Mabey, to discuss the future of what's happening at Redtail. Tammy invited Dan Wheeler, who was present, to make comments. Dan asked for another 6 month extension for the building, to June 20, 2025. Tammy mentioned that this lot in question isn't available for anyone else to use, it's designated for FBO use.

3. Project Reports

- a. Taxiway A1 Relocation -
9-9-2024 AB agenda: Phase II ramp expansion did not receive funding for 2024, potential funds in 2025.

Tammy said this one will start in the spring. They don't want the runway closed down all winter. The runway will shorten some during this project, but not by much. The ramp expansion will probably go out for bid again in the spring of 2025.

- b. Drive through gate replacement (FEMA Grant) -
9-9-2024 AB agenda: Still waiting for gate to be built.
8-10 week build time.

- c. Mini-split heating/cooling unit for baggage screening area – Waiting on Contractor.
Tammy says the garage doors open and close so often, so obviously the terminal HVAC is not keeping up in that room. Hopefully this will fulfill the TSA directive.

- d. FAA ATP BIL application submitted - terminal modifications, selections by the end of October.
We should hear about the funding for this soon.

- e. Emergency repairs of flood damaged fence.
This is completed. It's between a band-aid and a permanent fix. They engineered some gates, so with rain and debris flowing, it can go through to the wash, and once cleared, the gates will flap back down.

3. RFP for engineers-of-record and consultants – of – record.

Tammy will have this posted this week. For every project that uses entitlement funds, you have to have an engineer and a planner. Since we don't have those people on staff, we must seek those services from other professionals. The FAA allows us to make these 5-year contracts. The proposals that are submitted will come before Airport Board. Tammy said that some companies other than Armstrong (now Lochner) have approached her about applying.

Laurel asked if this was on a time-and-materials basis, or is there a not-to-exceed figure. Tammy said the RFP is based on what is on our CIP list. So, anything that she doesn't get on that CIP list, is not covered under the contract for engineers-of-record, and would need to go out for bidding on its own.

5. CIP list for FAA due in November.

The project list has not changed from last year, it will look pretty much the same.

7. Reports:

1. Airport Monthly Data Report & Vrtower Data - September 2024

Tammy said CNY Airport will be hosting the UAOA conference next fall, so we'll be looking at some venues. She said 80-100 people usually attend that.

2. Any questions on Director's Report for September 2024.

3. County Commission - Bill W. said the UAOA conference was really good. It was in Provo. They opened their terminal in 2022, and it's already outdated and over-capacity. It's exploding in growth. They also visited the Spanish Fork airport. He got a lot out of the classes on airport operations. He said Tammy put her budget in before the Commission, and she had a growth strategy attached to it. He was impressed with that.

4. City of Moab - Jason said they're putting out an RFP to redesign 100 East, and repave behind City Market. They are being put off by the grant, among other excuses, none of them City-caused. They are also fixing streetlights.

5. Travel Council – Alex said they are working on budgets. In the past he has seen that TRCCA funds were used. He's wondering what these funds can be used for at the Airport. Tammy said it's typically used for airport facilities. We've used them for terminal expansion, and the matching cost on the runway. She would like to see TRCCA funds used for a website specifically for the Airport. The County website is nice, but when you look at other airport websites, like Vernal, they are soooo nice. She said she has reserved the domain name moabairport.com, so we could detach it from the county website, and build our own. Alex said the Travel Council is going to revamp their website, maybe they could use the same company. Tammy said she had priced out some aviation-specific web company. Alex will run it by the Travel Council Advisory Board.

Jason asked if we could see a report on where the Contour advertising dollars went, what they were spent on. Tammy said there was none spent in 2024. It is our responsibility to spend that \$25,000, and then they reimburse us. Tammy had been working on it with the Economic Development team, before it dissolved. Now that they have some new folks in the office, she can resume. She wants to rely on Economic Development, because they've done the studies, they know the markets. Bill W. requested a report of where we're advertising. Tammy said Ben Alter is back. Jason said it should go to Ben Fredregill. Alex said the Travel Council is talking about doing a shoulder season (winter) ad campaign for this coming winter. He said they are moving to a new ad company called Camp4 Collective in SLC.

6. Solar Committee

7. (Lease) Insurance Subcommittee

Jody said we will make sure Randy still wants to be involved.

8. Other reports for Airport Board
8. Future Considerations
 1. Building floodgates for fence (covered)
 2. Moab to host 2025 Fall UAOA Conference (covered)
9. Closed Session, if necessary (No)
10. Adjourn: at 6:06 p.m.