GRAND COUNTY AIRPORT BOARD
REGULAR MEETING

Special Location: Moab Valley Fire Station
45 S 100 E
Hybrid virtual participation on Zoom
Moab, Utah

MINUTES
April 7, 2025

The Grand County Airport Board met in a regular meeting on April 7, 2025. The meeting was held in-person in the Moab Valley Fire Station, with hybrid virtual participation available via Zoom.

Attending the meeting in person were: Chair Jody Patterson, Bill Hawley, Jason Taylor, Howard Trenholme, and Commissioner Bill Winfield. Board member Rachel Paxman participated via Zoom. Board members Laurel Catto and Randy Martin were absent.

Airport and County staff in attendance were Andrea Erwin, Tara Collins, Alyssa Martin, and Ben Fredregill.

A. **Call to Order:** Chair Patterson called to the meeting to order at 4:05 p.m.

B. **General Business**

    1. **Interim Airport Director –** Andrea Erwin introduced herself to the board.
    2. **Minutes February 3, 2025 –** Motion to approve the minutes of February 3, 2025 by Jason Taylor, Second by Howard Trenholme. MOTION CARRIED 3-0-1 Bill Hawley abstained.
    3. **Minutes of March 3, 2025 –** Motion to approve the minutes of March 3, 2025 by Jason Taylor. Second by Bill Hawley. MOTION CARRIED 4-0.

C. **Citizens to be Heard –** None.

D. **Presentation: Moab Office of Tourism, Ben Fredregill, MOT Director –** Ben presented on the winter marketing campaign to promote the airport.

E. **Action Items:**

    4. **Bylaws Revisions –** Updated Board Bylaws approved at the March meeting did not include all requested changes from the board and contained a few errors. Motion to approve the Amended Bylaws by Bill Hawley. Second by Jason Taylor. MOTION CARRIED -0.
    5. **Advertising Policy –** Updated Advertising Policy documents approved at the March meeting did not include all requested changes from the board and contained a few errors. Motion to approve the Amended Advertising Policy by Jason Taylor. Second by Bill Hawley. MOTION CARRIED 5-0.
    6. **Approve letter to Commission Administrator requesting the Airport Board Chair participate in the selection of the Airport Director in accordance with Resolution 2802, Section 3 –** The letter was approved at the last meeting and sent. Jody has not heard back from county administration regarding the hiring process. No action is

necessary on this agenda item. Commissioner Winfield said he is under the impression that the county will honor the request. ADK, an airport recruitment firm is reviewing the approximately 20 applications received thus far. If no suitable applicants are found from this pool, the county will request additional applicants be recruited by ADK.

7. **Amended plan for using the State Revitalization Grant funds –** Harrison's was approved to do the dirt work around the dumpster, but not the enclosure for the dumpster. The artificial turf will be replaced by gravel. There will be a concrete pad, pergola and three cement picnic tables there will also be a brick/paver walkway. Andrea will look into a larger pergola and let the board know. Motion by Howard Trenholme to approve the plan as amended. Second by Bill Hawley. MOTION CARRIED 5-0.
8. **Approval of billboard banner and installation in the amount of $2,117.00 from Sign Edge –** Funding would be from Contour's advertising budget. Motion by Bill Hawley to approve the spending noting that the board will approve the final design at a future meeting. Second by Jason Taylor. MOTION CARRIED 5-0.
9. **Approve size, materials, and budget for entrance sign –** Andrea will locate the designs submitted in 2016 and present them at a future meeting for consideration by the board. No action was taken on the agenda item at this meeting.
10. **Rydman lease amendment –** Allen and Nate Rydman are requesting an amendment to their lease agreement. The Rydman's were present at the meeting for questions. The amendment will need to go before the County Commission for approval. The amendment consists of the addition of item *1.c. Any soil work, drainage, and grading that is required to be done past 10 feet outside of the Rydman's lease area footprint will be the responsibility of the Airport and County.* Quotes will be needed for the work prior to County Commission consideration. Motion by Bill Hawley to approve the contract amendment. Second by Howard Trenholme. MOTION CARRIED 5-0.

F. Discussion Items

11. **Application from flight instructor to provide instruction in other people's planes -** The board discussed business licensing, insurance and the need for an operational agreement. The item will be placed on the next agenda as an action item pending more detailed information on the applicant's insurance.
12. **Flight Schedule for April** – The flight schedule is attached.
13. **Safety Area Landings –** The policy states that safety areas are only to be used in emergency situations. Some planes have landed in these areas and damaged lights that cost about $400 each. The airport is able to charge for damages including ruts, gravel put on runway or taxiway and other airport property. It was recommended that Andrea email tenants, put up signs and ask tenants to put up signs in their hangars. Staff is moving the trail camera so the area is recorded.
14. **Female pilot photo shoot for Kuhl Company –** Kuhl Clothing Company selected the airport to do a photo and video shoot with a female pilot. There is a provision in airport policy for this. There is also an item in the fee schedule. The Director has discretion in determining the impact to the airport and staff from the activity. Andrea will read the policy and is presently waiting for an email from Kuhl detailing their request and timeline.
15. **Glass beads and spreader –** Andrea ordered the glass beads and spreader for the taxiway paint. The spreader attaches to the existing paint sprayer and will ensure the proper paint to bead ratio.
16. **Update on repair work to fix terminal foundation and affected interior walls –** Commissioner Winfield spoke to Taylor – his determination was that the issue is caused by water coming from the outside and affecting the interior slab as the clay shifts. He would

like to make a recommendation to the board on how to mitigate this issue. An item will be placed on the next agenda for Taylor Hall from Moab Geotech to present to the board.

17. **Land Use Code – Airport Limitation District – HB206 requirements –** Commissioner Winfield said that this issue may take awhile to come together. The county is without a Planning and Zoning Director and the acting director, who also works in the Attorney's office is stretched thin. The topic will be revisited at a later meeting.
18. **Project reports –**
    a. **Taxiway A1 Relocation –** Thorson said that they are working on grading and paving is planned for Wednesday. Everything is going well and ahead of schedule.
    b. **Ramp expansion and apron reconstruction –** Included now with item d. below.
    c. **Taxi Lane E, J G project (Grant 48) -** Bid opening on Wednesday, April 9th. Grant applications will be processed once numbers are received.
    d. **Apron reconstruction and expansion (Grant 49) –** Bid opening also on April 9th. There will be impacts to businesses with this project. Staff and contractors will work to minimize any impacts to them.
    e. **Contour Airlines advertising/marketing plan –** discussed earlier in meeting.
    f. **Love Communications assisting with entrance sign design –** discussed earlier in meeting.

G. Reports

19. **Director's Report – Virtower Data – March 2025 –** Andrea will prepare a more comprehensive report for the next meeting that will include the last few months of data. Jason asked for data from Countour regarding number of flights, delays, and missed to be included in the next report.
20. **County Commission –** Had meting with Tammy, Comm. Admin and Contour. He communicated his dissatisfaction with their performance. The new president of the airline is working hard to improve the relationship with the county and the public. He was invited by the president to speak at the inaugural flight celebration. He would like to see a productive partnership with the airline and the community.
21. **City of Moab –** Councilmember Jason Taylor went to Washington D.C. with the city and county in support of the UMTRA project's ongoing funding. The Continuing Resolution passed by the legislature included funding for the project this year. He went with Commissioner McCurdy to a meeting with the Department of Transportation where they talked about the essential air service. It was a positive aspect of the trip. The city is working on the budget at this moment. Jason also attended
22. **Moab Office of Tourism –** Howard is new to the MTAB and did not have anything to report.
23. **Solar Committee –** Rocky Mountain Power's 18%+ increase has made solar more attractive.
24. **Other reports –** none.

Chair Patterson adjourned the meeting at 6:46 p.m.

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Jody Patterson
Chair, Grand County Airport Board

ATTEST:

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Andrea Erwin, Interim Airport Director
Board Secretary