

**GRAND COUNTY AIRPORT BOARD
REGULAR MEETING
MINUTES**

**January 8, 2024 @ 4:00 p.m.
Fire Department, 45 S. 100 East
Moab, UT 84532**

A. Call to Order

1. The meeting was called to order at 4:05 p.m.
2. Members present: Jody Patterson, Bill Hawley, Bill Winfield (County Rep.)
On Zoom was Jason Taylor (Moab City Rep.), and Shalee Bryant. Airport
Director Tammy Howland was also present.
3. Members not present: Norm Knapp, Jenny Gleason (Travel Council Rep.), Laurel
Catto.
4. Others present: Director's Assistant Tara Collins, Eric Rivera from Armstrong,
Randy Martin of Redtail, Dell Keys (hangar owner).

B. General Business

5. Approve minutes of December 18, 2023 (Regular meeting)
Motion by Jason to approve the December minutes, seconded by Shalee,
approved 4-0.
6. No Director's Report for December 2023.
7. Airport Monthly Data Report - December 2023 & Virtower Data
Tammy shared the data spreadsheet. She said December low-lead fuel sales were
2,000 gallons. The weather has been really nice. Randy said so much of their fuel
sales are dependent on SkyWest. Tammy reviewed the enplanements for year-
end: 24,365 total enplanements, which is higher than last year. She showed the
landing fees collected. She showed the concession fees collected: parking
vending, rental cars. Parking is up significantly for 2023: at \$34,583. Vending
was \$9,733.

C. Citizens to be Heard - None

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

1. Interview Randy Martin to serve a term on the Airport Board (with standard
Airport interview questions), and vote on his application.
Jody said this will be filling Norm's seat. Randy said he and his wife have lived
here for 25 years. He worked at Potash, then Lisbon Valley Mine. Then in March
2020, John Ramsey asked Randy if he would come work for Redtail Air, based on
his business experience. He is on the boards of the Chamber of Commerce, and
Desert Rivers Credit Union as the board Chairman. He was on the board of the
Moab Charter School and Seekhaven. He is a big fan of aviation and travel, and
has learned a lot about the FAA and aviation in his current position.

Motion by Bill H. to recommend Randy be appointed, seconded by Shalee, approved 4-0.

2. Airport Garage Co. new garages: Bill Prather scheduled a site visit for 9:00 a.m. on Monday Jan. 8 (today).
Tammy said he came out with the contractor, to start on the site plan. Jody clarified that there was no action item here, Tammy confirmed. The lease is ready to go.
3. Clarification of vote re: request from Dell Keys regarding the sale of her hangar (giving the Buyer 4 extensions of the lease): Instead of moving forward with buyer's lease, we would amend Dell's current lease to add the four 5-year extensions (see email in packet for explanation, and Amendment to Lease, approved by the County Attorney). County Attorney said that the County's right of first refusal could be done verbally at the Commission meeting.

Dell was given a copy of the Amendment to Lease. She said it looked fine except for the Annual Rent portion. There was discussion back and forth about the increased rent. Dell is receiving a benefit by obtaining the four 5-year extensions, because she can ask for a higher sales price for the hangar. But she doesn't think she should have to pay a higher rent. She wants to discuss it with the County Attorney. Tammy said the Board can vote against the rent increase if they want. Jody said we should give Dell some time to think about it before they vote on something she may not want. Bill H. suggested they vote to table this item.

Motion by Bill H. to table this item until there is a firm agreement about it between Dell and the Airport, seconded by Jason, approved 4-0.

4. Discussion re: County Internal Audit results.
Bill W. said this Audit was made public by the Commission. Bill H. expressed his support for Tammy's efforts to track the Airport's expenses and revenues, and for asking these questions of the Auditor. He said we need to firm up the monetary reporting for the Airport. He would like to see a concise, auditable form, flowchart, or spreadsheet showing more comprehensive details of Airport financials. He thinks we're currently in the dark too much. In addition to a spreadsheet, he said it would be good to firm up the Clerk's reporting procedures. Tammy agreed. She described the current accounting software used by the Clerk's office, and explained what items and processes she wants from them: a monthly or quarterly statement itemizing Airport revenue actually collected. She keeps track of what's supposed to be collected, but currently has no way to verify that it actually is.

Bill H. also wants a report showing property tax revenue from the Airport. Tammy explained how the grant money is processed. Eric explained the financial process of how projects are funded from his side (Armstrong). Randy explained how Redtail is taxed by the County Treasurer. Tammy said the Airport's goal is to self-fund as much as possible.

E. Discussion Items:

1. Contour Airlines will have their grand opening on Feb. 1 at 11:30. Board members welcome. We invited all County Commissioners. This will be a big party in the terminal. Tammy said the Contour people came out to tour the terminal, because they want to purchase as much existing SkyWest equipment as possible. Tammy reported that she spoke with Contour's CEO, who told her that so far, the bookings are way above what they anticipated.

Jason said he thought it was important that we get with the Commission, because SkyWest has already sent out emails to customers who had flight reservations, and canceled them. The day that they sent that out, Jason's business got about 20 cancelations in one day. There could have been better communication between the two. It would have been good if businesses who rely on airplane passengers could have been able to tell them what other flight schedules were available. Tammy agreed the communications and coordination could have been better.

2. Project Reports

- a. Ramp/Taxi lane design work - 90% completion

Eric showed the plans for this work. They want to put Schedule 1 & 2 out to bid. They will complete the design work this year (2024), but the construction won't happen until 2025. Eric went over the 2 options for the Alpha 1 Taxiway relocation construction: close up the area every evening, or close off the whole area with a temporarily displaced threshold. Eric favors the second option. They will just need to ensure that Contour can operate off this shortened runway. Eric estimates the temporary threshold would be there for about 45 days. The dirt runway can stay open during construction.

Eric then showed the impact to the Apron. He said we would probably lose some tie-downs temporarily. This is a separate phase than the Taxiway work further south by the hangars.

- b. Generator for terminal - Scope of Work & Cert. of Insurance attached to ICA, signed by Corp., sent to CommAdmin 1/5 for signatures. Tammy said funding was approved in 2023 for this. The generator is 25 weeks out. It will be diesel. It will be mostly out of sight, although you can see it from the Ramp.
- c. Drive through gate replacement - Tammy said Cora Phillips, the new emergency manager, helped us get a 100% FEMA grant for \$80,000 for a more secure gate. They have chosen a more efficient gate that requires less maintenance. It pivots up and down, so we can get it closer to the ground.

Jody asked about the sinkhole / depression area. Tammy said it is still there, but hasn't gotten any bigger. When they get ready to do the work on the Apron and the fuel farm, she will ask the Commission for funding to

address the sinkhole, and incorporate it with that project. They've had it drilled, and the samples came up dry.

d. CNY Triennial Emergency Exercise - March 14

Tammy said they're hosting a mock emergency scenario at the Airport, and every agency who would respond to a real one must participate. Jason is loaning us his bus to simulate the aircraft. It works better than painting lines on the ground.

3. AEAS – ASA is out for legal review, logistics are being worked out
Tammy said after legal review, it will go to Commission for signature.

F. Reports:

1. County Commission - Bill W. said his topic was covered in the Audit item. He will return as liaison.
2. City of Moab - Jason said they will have a retreat with the new Council members. He will return as liaison.
3. Travel Council - Jenny is absent.
4. Solar Committee - Nothing.
5. Other reports for Airport Board

G. Future Considerations

H. Closed Session, if necessary

I. Adjourn - at 5:42 p.m.