

**PUBLIC MEETING
GRAND COUNTY AIRPORT BOARD
REGULAR MEETING
AGENDA**

March 5th, 2018

5:00 P.M.

**County Council Chambers
125 E Center St
Moab, UT 84532**

- A. Call to Order
- B. General Business
 - 1. Approve minutes of 2/5/18 Airport Board meetings.
 - 2. Airport Monthly Data.
 - 3. Director's Report and Safety Report.
- C. Discussion and Consideration Items for Action by County Council.
 - 1. Recommendation for contract award for installation of airport storm drainage among existing hangars.
 - 2. Establish month-month lease for Pinnacle Helicopters for temporary office space in terminal.
- D. Discussion Items
 - 1. Discussion of Shuttle Service between Moab and Canyonlands Field
 - 2. Update of Terminal Art Working Group
 - 3. Update of 'June 2nd Grand Opening' Working Group
 - 4. Update of Airport Construction (not runway)
 - 5. Update of Runway Construction at Airport
- E. Future Considerations
- F. Closed Session (if necessary)
- G. Adjourn

Those with special needs requests wishing to attend Airport Board meetings are encouraged to contact the County two (2) days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. Requests, or any questions or comments can be communicated to: (435) 259-1346.

Posted by: Judd Hill, Airport Director

Date _____ Time _____

PUBLIC MEETING - GRAND COUNTY AIRPORT BOARD - MEETING MINUTES

February 5th, 2018; 5:00 P.M.

A. Call to Order

1. Members Present: Bill Groff (Chair), Jody Patterson (Vice-Chair), Bill Hawley, Bob Greenberg, Howard Trenholme, Karen Guzman-Newton, Norm Knapp, Rory Paxman (Council liaison), Judd Hill (Staff).
2. Others Presenting: Armstrong Consultants
3. Meeting called to order at 17:01 by Chair Groff

B. General Business

1. Approve minutes of 11/08/17, 12/4/17, 01/08/18 Airport Board meetings.
 - a. Motion made by Greenberg, 2nd by Trenholme to accept minutes as presented
 - b. Motion approved unanimously.
2. Airport Monthly Data.
 - a. Due to airport closure, no monthly data presented.
3. Director's Report and Safety Report.
 - a. Briefly discussed items listed, further discussion on specific construction projects addressed later in meeting.

C. Discussion and Consideration Items for Action by County Council.

1. Selection of Airport Board Chair and Vice-chair.
 - a. Discussion as to whether to follow old or new by-laws because new by-laws have not been fully adopted by County Council. Determined to follow previously established protocol.
 - b. Greenberg makes a motion to nominate Bill Groff as Chair, 2nd by Patterson. Motion passed unanimously, with Groff abstaining.
 - c. Chair Groff entertained nominations for Vice-Chair. Knapp recommended Jody Patterson, 2nd by Trenholme. Motion passed unanimously, with Patterson abstaining.
2. Determination of an airport art project/working group for ongoing terminal art presentation.
 - a. Develop a group so that community gets involved with airport, and airport benefits by having local artists rotated through the terminal.
 - b. Hawley has contacted local art groups that have expressed interest; specifically discussed with Teresa King.
 - c. Members of the Airport Board on the artwork working group will be headed by Guzman-Newton, and also joined by Hawley and Groff.
 - d. Artwork selected sometime in April.
 - e. Need to check on insurance of artwork that will be displayed.
3. Determination of a dedication and grand opening program.
 - a. Target date of service starting May 1st. Consideration of 'soft opening' for a month, and then have an established 'Grand Opening'.
 - b. The 'Grand Opening' will be held on Saturday June 2nd, 2018, utilizing a 'soft opening' for the month of May.
 - c. Monticello E.A.A. chapter would like to help.

- d. Members of the Airport Board for the 'Grand Opening' will be headed by Greenberg, Trenholme, and Patterson.
4. Approval of a Request for Proposals for installation of airport storm drainage among existing hangars.
 - a. A request for bids for installation of drainage system is presented.
 - b. Armstrong support in developing design of this portion of the overall airport storm water drainage plan.
 - c. A motion made to publish Request for Bids by Trenholme, 2nd by Knapp; unanimous vote in favor.
 - d. Full funding of this portion of the project around existing hangars from Grand County.
 - e. Not built to FAA specifications significantly reduces cost (2x), but then not eligible for AIP reimbursement; that reimbursement would likely not occur for more than 10 years.
 - f. Clarification that all new hangars must pay for installation for storm water systems around their hangars, this work is only around existing hangars built before adoption of storm water system.
 5. Development of priority list for construction of terminal needs and infrastructure expansion at the Airport.
 - a. Signage needs for inside terminal and outside from turning off of highway. Consider interior signs, kiosk maps, parking lot signs, separation of general aviation and commercial aviation.
 - b. Door locks; we have 35 locks that need control. Considering using keypads for control access to some points. Consider large deposit for businesses for keys, or fee for re-keying locks if an employee separates and does not return County property (key).
 - c. Security cameras for inside and outside terminal; construction is installing IT infrastructure for cameras at this time.
 - d. Need to get chairs.
 - e. If we have IT infrastructure, we can wait on all of the cameras and TVs, if funding is limited.
 - f. Should pre-treat for termites.
 - g. Consider need for Wi-Fi in terminal, and needs (racks, wireless access points, etc).
 - h. Parking needs include making additional parking spaces, and mechanism for paying for parking. Consider trying to utilize County Rd. equipment. Several meetings have already taken place with Road Department.
 - i. Trenholme suggests that some TRT/Travel Council could possibly assist in some costs.
 6. Determination of ground lease rent during closure.
 - a. Consideration of reducing leases/rents while airport is closed and not functioning.
 - b. Not all aircraft are the same; even if crosswind runway is developed, many aircraft cannot utilize a non-paved runway.
 - c. Motion to recommend to Council to waive airport fees for 4 months for airport tenants by Greenberg, 2nd by Patterson. Motion passed 5-1-1 with Greenberg opposed and Hawley abstaining.

D. Discussion Items

1. Update of Construction at Airport

- a. Review of discussion items list in agenda.
- b. Runway construction is scheduled for April 30th completion.
- c. Project is 7+ days ahead of schedule.
- d. Terminal was scheduled for April 6th completion, and is 10-14 days behind schedule.
- e. Redtail requested relocation of their office after project went out to bid; they said they would pay the offset of the cost for switching the breakroom and Redtail office (costs of plumbing new breakroom).
- f. Crosswind runway. Do we build a dirt runway and stockpile millings and overlay on the runway, or do we schedule initial millings to be placed on the crosswind?
 - i. It will be more efficient to place millings on the RWY 15/33 at time of milling, even though it would make the crosswind not available for any use during period of closure while work is occurring.
- g. Drainage plan will be going out to bid this week, with a bid closing on 3/1/18.
- h. Taxiway maintenance will be done with a UDOT-Aeronautics grant.
- i. Apron/Ramp upgrade of hardstands. Currently seeking additional funding from the Utah Transportation Commission.
- j. Also considering FAA funding to build new Group 1 parking.

2. Advertising space in the terminal building

- a. Internal signs and static displays or electronic
- b. Advertising can be incorporated in electronic displays.
- c. Need to consider what areas will be for artwork and what areas for advertising.

E. Future Considerations

1. None

F. Closed Session (if necessary)

1. None.

G. Adjourn at 19:40.

Submitted by: Judd Hill, Airport Director

Director Report Canyonlands Field (CNY) 03-05-2018

1. Airport is closed to all traffic, except helicopters.
2. Presented to Utah Transportation Commission for a grant; received \$1,000,000.00 for ramp upgrades with NO MATCH FUNDING.
3. Work with Clerk's office on reduction of annual leases for period of closure for all businesses and tenants, except those not affected by closure.
4. Construction is underway on runway and taxiway, terminal, fuel farm, three private hangars, crosswind runway (discussed in greater detail later in this meeting).
5. Forthcoming construction projects include drainage installation around existing hangars, construction of hardstands, and maintenance of taxiway and ramp.
6. Power outage at storage garages associated with terminal construction. Work with garage owner about outage and restoration of power.
7. Develop parking lot pay plan. Considering either paper envelope options or automated pay station similar to Provo Airport.
8. Part-time ARFF/Airport Operations Technician position closed on Friday to replace recently-resigned position.
9. Significant time with runway and terminal construction.
10. Working on signage plan for entrance and inside terminal building.
11. Multiple meetings with SkyWest on IT and doors/locks.
12. Meet with representatives from Sen. Lee's office to update on progress.
13. Safety: We still have aircraft call in for landing; we inform them via radio that the airport is closed.

-End of Report-

Respectfully submitted by:

Judd Hill, CNY Director

C. Discussion and Consideration Items for Action by County Council.

1. Recommendation for contract award for installation of airport storm drainage among existing hangars.
 - a. Bid closed on 3/1/18 for Drainage Installation.
 - b. 4 companies bid on project.
 - c. Attached Council Agenda Summary and Bid Summary.
2. Establish a month-month lease for Pinnacle Helicopters for temporary office space in terminal.
 - a. Pinnacle Helicopters has rented space within the terminal building since beginning operations.
 - b. In 2017, they established a lease for a hangar.
 - c. They have begun installing utilities to the site of the hangar, and hangar materials begin delivery to the site this week.
 - d. They would like to establish a month-month lease for one of the unused 10'x10' spaces (\$4.25/sq. ft./mo. + utilities) in the terminal building for several months until their hangar is constructed.

D. Discussion Items

1. Discussion of shuttle services between CNY and Moab.
 - a. Reliable transportation between CNY and Moab has been a continual problem.
 - b. 4 entities have expressed interest in establishing a shuttle service.
 - c. With Federal Grant Assurances, we cannot allow exclusive use for any service at the airport.
 - d. The adopted County Fee Schedule has ground transportation registration of \$200/company and \$20 for each additional vehicle.
 - e. This discussion is to help facilitate ideas between interested entities for a mutually-beneficial outcome.
2. Update of Terminal Art Working Group
 - a. Board members include Karen Guzman-Newton, Bill Hawley, Bill Groff.
 - b. First meeting with local artists and interested parties held on February 20th.
3. Update of 'June 2nd Grand Opening' Working Group
 - a. Board members include Bob Greenberg, Howard Trenholme, Jody Patterson.
 - b. Judd spoke with former council members about terminal dedication, and determined that there may be an existing plaque dedicated to Bob Dalla.
4. Update of Airport Construction (not runway)
 - a. New Funding
 - i. \$1,000,000 grant from Utah Transportation Commission through UDOT-Aeronautics for Hardstands and ramp expansion.
 1. Currently out to bid.
 2. Pre-bid meeting on 3/7, closing 3/15.
 - ii. \$307,000 UDOT-Aeronautics funding for pavement maintenance.
 1. Work to be done on TXY A and ramp.
 2. Represents 90% funding, and requires 10% county match (\$34,112) that is budgeted out of Capital Improvement.

3. Currently out to bid.
4. Pre-bid meeting on 3/7, closing 3/15.

b. Terminal

- i. Originally scheduled for completion on 4/6. Currently scheduled for 4/20 completion.
- ii. Walls going up on expansion; electrical, IT, utilities progressing, drywall installation underway.
- iii. SkyWest sent a 5 man crew for 2 days of 'free labor' to pull all IT infrastructure for their equipment within existing terminal.
- iv. SkyWest needs 1 ticket counter for United Airlines; they will build a second matching counter that can be paid for through a rent credit that could be used by a second SkyWest carrier (eg. Frontier, Delta, American, etc) at a future date.
- v. Scheduling a termite treatment for expansion.

c. Runway 15/33 (Crosswind)

- i. Runway construction is about 80% complete.
- ii. Runway 3/21 will begin milling in the coming week; mill tailings will be placed on RWY 15/33.

d. Drainage Study

- i. Work around existing hangars.
- ii. Bid award tomorrow at Council meeting; recommendation for bid from Airport Board in this meeting.

5. Update of Runway Construction at Airport

- a. Presented by representatives from Armstrong Consultants

AGENDA SUMMARY
BEING PRESENTED TO GRAND COUNTY COUNCIL MEETING
MARCH 6TH, 2018

Agenda Item:

TITLE:	Approving bid award for installation of storm water drainage infrastructure around existing hangars at Canyonlands Field Airport
FISCAL IMPACT:	\$68,961.50 - \$98,535.00 from Fund 56 Airport Capital Projects
PRESENTER(S):	Judd Hill, Airport Director

Prepared By:

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FOR OFFICE USE ONLY:
Attorney Review:

RECOMMENDATION:

I move to approve the funding, and establish a contract with _____ for a cost of _____, for the installation of storm water drainage infrastructure around existing hangars at Canyonlands Field Airport, and authorize the Chair to sign all associated documents.

BACKGROUND:

Prior to the commencement of the development of an area, the land to be developed should have a drainage plan designed. This was not done by Grand County for Canyonlands Field when private development began in the 1990's. In April of 2017, the Council approved \$20,000 to fund the development of a drainage plan for Canyonlands Field to be done by Armstrong Consultants, the Airport's engineer of record. The plan was reviewed by the Airport Board, and adopted by the County Council in October 2017.

A request for bids was published for the installation of the infrastructure around existing hangars (see attached scope of work), and bids were opened on March 1, 2018. A breakdown of the bids from the four companies that submitted bids is attached. The County will supply the survey work for the project.

The Airport Board will review these bids at the March 5th meeting. A summary of their discussion and possible recommendation will be made to the Council at this meeting.

ATTACHMENT(S):

- 1) Drainage Request for Bids (in council agenda)
- 2) Drainage project bid summary

Cayonlands Field Airport
Storm Drainage Installation

Bid Opening
March 1, 2018 2:00 PM Grand County Council Chambers

Grand County Representatives: Diana Carroll (Clerk), Judd Hill (Airport Director)
Also present: Representatives from Nielson Construction and Harrison Field Services

Item	Bid Breakdown		Nelco		Double E Construction		Harrison Field Services		Nielson Construction		
	Description	Est. Qty.	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization	1	LS	\$ 5,560.00	\$ 5,560.00	\$ 5,895.00	\$ 5,895.00	\$ 7,865.00	\$ 7,865.00	\$ 9,000.00	\$ 9,000.00
2	Relocate Utilities (as needed)	1	LS	\$ -	\$ -	\$ 1,265.00	\$ 1,265.00	\$ 500.00	\$ 500.00	\$ 8,331.80	\$ 8,331.80
3	Surface Grading for drainage	2500	SY	\$ 1.00	\$ 2,500.00	\$ 1.10	\$ 2,750.00	\$ 0.80	\$ 2,000.00	\$ 2.79	\$ 6,975.00
4	Storm Drain Pipe, 24-in diameter	491	LF	\$ 56.50	\$ 27,741.50	\$ 64.10	\$ 31,473.10	\$ 87.00	\$ 42,717.00	\$ 62.42	\$ 30,648.22
5	Pipe End Section, 24-in diameter	1	EA	\$ 520.00	\$ 520.00	\$ 1,327.00	\$ 1,327.00	\$ 450.00	\$ 450.00	\$ 525.86	\$ 525.86
6	Drop Inlet	3	EA	\$ 4,280.00	\$ 12,840.00	\$ 3,196.00	\$ 9,588.00	\$ 4,276.00	\$ 12,828.00	\$ 3,077.29	\$ 9,231.87
7	Concrete Drainage Swale (6-ft wide)	1650	SF	\$ 12.00	\$ 19,800.00	\$ 10.54	\$ 17,391.00	\$ 19.50	\$ 32,175.00	\$ 15.42	\$ 25,443.00
	Bid Bond?			Yes		Yes		Yes		Yes	
	TOTAL BID PRICE				\$ 68,961.50		\$ 69,689.10		\$ 98,535.00		\$ 90,155.75