

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

**August 15, 2022 @ 5:00 p.m.  
Grand County Commission Chambers, 125 E. Center Street  
Moab, UT 84532**

Join Zoom Meeting

<https://us02web.zoom.us/j/85853116757?pwd=WmpYU0tYN0xPNS9ibEgyM1liR21UQT09>  
To join by phone: Dial (669) 900-6833 Meeting ID: 858 5311 6757 Passcode: 528365

- A. Call to Order
- B. General Business
  - 1. Clarify whether Patterson is now Chair, and appoint a Vice Chair
  - 2. Approve minutes of August 1, 2022 Airport Board meeting
- C. Citizens to be Heard
- D. Action Items: Discussion and Consideration for Recommendation to County Commission with approvals subject to limitation
  - 1. Approving FINAL Scope of Work for terminal modification bidding and construction administration services to be performed by Armstrong Consultants for \$26,580.
  - 2. Approving FINAL Scope of Work for a Rent Study at Canyonlands Regional by Armstrong Consultants for \$16,850.
- E. Reports
- F. Future Considerations
- G. Closed Session, if necessary
- H. 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: Tara Collins at the County Commission Chambers \_\_8/12/22\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**GRAND COUNTY AIRPORT BOARD  
REGULAR MEETING - MINUTES**

**August 1, 2022 @ 5:00 p.m.  
Grand County Commission Chambers, 125 E. Center Street  
Moab, UT 84532**

A. Call to Order

1. Meeting called to order at 5:00 p.m.  
Members present: Bill Groff (Chair), Mary McGann (County Rep.), Jenny Gleason (MATC Rep.), Norm Knapp, Ben Byrd, Jody Patterson. Bill Hawley joined by Zoom. Jason Taylor (Moab City Rep.) arrived around 5:10 pm.
2. Members not present: none.
3. Others present: Tammy Howland (Airport Director), Assistant Tara Collins, Eric Rivera from Armstrong, August Granath (Economic Development Director).

B. General Business

1. Approve minutes: **Motion** by Patterson to approve the minutes of the 7/11/2022 Airport Board meeting, seconded by Gleason, approved 5-0, with Byrd abstaining.
2. Safety Report / Director Report  
Director Howland said there were no safety issues since the last meeting. They've been working on weeds, with all the rain we've had. The rain filled up the cans where the junctions are kept for the electrical wires, and that kicked out 2 runway PAPI's. This is not the first time that's happened. The flight schedule has not changed much.  
Skywest had a small fuel spill, they overfilled their diesel fuel. There was a disgruntled passenger - they tried to take away her mini-Lysol can, but in the end she got it back. We replaced rollers on the garage door in our building (Upgrades by Arch), and he adjusted the cables on Hangar B. The wind cone broke, now it's repaired. Someone from Skydive left their dog in a car in the parking lot. Other bystanders took the dog out of the car, and with Redtail staff, found the owner. It's too hot for that, even with the windows open.  
Howland announced a new person was hired for the ARFF position. He has experience with firefighting, helitack, equipment, and the railroad. He will go to Dallas in October for his 40-hour ARFF training.  
There was a broken toilet in the terminal, they installed a new one. They sent the ATV out for repairs and maintenance. They are seeking estimates to repair the new concrete floors in the terminal that are sinking. Byrd said it's the soil properties causing this. Byrd suggested we wait until winter, because this type of soil rises in winter.
3. Airport Monthly Data Report - July 2022  
Howland got enplanement numbers for Skywest: United was 800, Delta was 400 something. They had many delayed flights in July. She added the 2019 (pre-pandemic) numbers to the Monthly Stats chart, for comparison.

C. Citizens to be Heard - none.

D. Presentation from August Granath, Director - Grand County Economic Development.

Granath discussed the Fly-In marketing campaigns for which they will receive state funding. He inherited a grant from the previous economic development director. The campaign will start in September, and go to next July. They are working with Love Communications, who conducted a survey of Moab visitors, to determine who would be high spenders, and also respectful of the environment and our community (educatable). They determined that the shoulder-season empty-nester is a good match for this criteria. Middle-aged camping buffs is another good category of visitors. Howland and Granath discussed advertising flights locally; Howland does not have funds budgeted for advertising, but Granath says there are marketing partners they can use as resources.

#### E. Discussion Items

##### 1. Agreements:

- a. Lease agreement for Lot 108 has been approved by County Commission. Howland said she and Collins met with Laurel Catto today to go over the building design.
- b. Redtail Leases and Operating Agreement - still under review.
- c. Food Truck contract - work in progress.
- d. Moab Heli-X Operating Agreement - still under review.
- e. Independent Contractor Agreement completed - waiting for Upgrades by Arch to schedule roof repairs on Hangar A.  
Howland said that's the Quonset hut hangar. When it's windy, it sways. It needs bracing and tightening up.

##### 2. Project Reports

- a. SRE Building: Pre-Construction meeting August 1<sup>st</sup>.  
Howland said this was for document checking and safety parameters. However, our metal may not be delivered until February. The metal has to be made in America. Rivera said they would work on getting the permit.
- b. ALP Update: Grant Offer has been received and accepted.  
Rivera said this will justify future airport projects.
- c. No-Foam Testing: Grant Offer has been received and accepted.
- d. Howland said this is for testing the firefighting foam, without having to spray it out.
- e. Terminal Modification: Project may be eligible for BIL money. Waiting for the OK from FAA. Armstrong was brought in to assist with this project.  
Howland said Armstrong will help with the bidding and contracting. All the engineering and architectural work has been done. But the cost will be higher than what was budgeted. Rivera said he spoke with Eric Trinklein of the FAA, to see if it's eligible for the BIL funding. Howland suggested holding a special meeting on Monday August 8, to approve the scope of work. Byrd suggested they meet permanently on the second Monday of each month, because of when financial information and stats flow in. Collins will look into trading weeks with the Planning Commission.

#### F. Action Items: Discussion and Consideration for County Commission with approvals subject to limitation

1. Approving draft Scope of Work for a Rent Study at Canyonlands Regional. Aviation Management Consulting Group (AMCG) will perform the work. Howland said this was originally requested by the County Attorney and Chris Baird (Strategic Development Director). It is to assess the market value of various spaces at the airport. AMCG will write a narrative report. Howland said there were gaps in the County Fee Schedule, things for which we didn't know how to charge. The study will take many months to complete. The County Attorney has reviewed this scope of work. Knapp asked what the work will cost. No one knew, but since this decision is just about the scope of work, not approving the actual assessment contract, they voted. **Motion** by Byrd to approve the scope of work, seconded by Taylor, approved 7-0.

#### G. Reports:

2. County Commission - McGann said there's a water workshop tomorrow. We need to find out how much water is coming into our aquifer.
3. City of Moab - Taylor spoke about housing issues.
4. Travel Council - Gleason said they did not have a July meeting.
5. Solar Committee - Hawley said Congress has revived the infrastructure bill, so he recommended the board watch that bill for other airport opportunities.
6. Hangar Development Committee - Byrd is holding off for a couple months on developing his second hangar. Byrd and Howland clarified that hangar 22 will not be 100x100 sq.ft., as reported in the July 11 minutes.
7. Other reports for Airport Board - Groff said he is resigning from the board, effective tomorrow, after 15 years being on the board. So we will need a new board member and Patterson will take over as Chair.

Gleason said that Redtail is hosting a fly-in pancake breakfast, with a small FAA safety meeting.

#### H. Future Considerations

1. Hangar Leases
2. PFC (Passenger Fee Charge) Application with the FAA
3. SITLA land swap - Howland contacted SITLA about that.
4. Skywest Fleet - Skywest is upgrading their planes to larger planes. Consequently, the airport will have stricter security requirements, including SIDA – Secure Identification Designation Area. This will require background checks, fingerprints, and a different gate for general aviation. It's a game-changer. Howland had a meeting with the head TSI – Transportation Security Inspector – who agreed that a head start is a good idea. Some items will go in the AIP (Airport Improvement Plan).

They applauded Bill Groff's years of service on the board.

- I. Closed Session, if necessary - None.

- J. Adjourn – The meeting was adjourned at 6:01 p.m.

Submitted by Tara Collins

**TASK ORDER S  
ATTACHMENT TO  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN SPONSOR AND ENGINEER,  
DATED \_\_\_\_\_, 2022**

**FURTHER DESCRIPTION OF SERVICES OF ENGINEER**

1. This Attachment is made a part of and incorporated by reference into the Professional Services Agreement made on December 17, 2019, between **GRAND COUNTY, UTAH (Sponsor)** and **ARMSTRONG CONSULTANTS, INC., (Engineer)** providing for professional engineering services. The Services of Engineer as described in Section 1 of the Agreement are amended or supplemented as indicated below and the time periods for the performance of certain services are stipulated as indicated below.

2. **LOCATION** – Canyonlands Regional Airport, Moab, Utah

3. **WORK PROGRAM** – Attached

*Element 1 – Terminal Building Modifications (Bidding and Construction Administration)*

4. **FEES** - The fees will be as noted below. (All lump sums)

<b>Element 1 – Package Design for Bidding</b>	\$5,310.00
<b>Element 1 – Bidding Services</b>	\$6,270.00
<b>Element 1 – Construction Period Services</b>	
Construction Administration Services	\$9,000.00
<b>Element 1 – Special Services</b>	
Architectural Services	\$6,000.00
<b>Engineering Total</b>	<b>\$26,580.00</b>

5. **ATTACHMENTS** - Required Contract Provisions for A/E Contracts Under Airport Improvement Program (ATTACH PDF OF PROVISIONS)

SPONSOR:  
**GRAND COUNTY**

ENGINEER:  
**ARMSTRONG CONSULTANTS, INC.**

\_\_\_\_\_  
Jacques Hadler, Commission Chair

\_\_\_\_\_  
Dennis Corsi, President

**SCOPE OF WORK  
CANYONLANDS REGIONAL AIRPORT**

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**ELEMENT #1 TERMINAL BUILDING MODIFICATIONS (*BIDDING AND CONSTRUCTION ADMINISTRATION*)**

1. The project scope includes the bidding and construction administration services for the architectural and structural modifications necessary to facilitate the installation (by others) of new baggage screening equipment at Canyonlands Regional Airport. The project also includes modifications to the existing vacant office space in order to allow for accommodations to replace impacted space resulting from the installation of the screening equipment.
  - 1.1. The design has been prepared and completed under Task Order P. The design and construction documents completed will be used for the bidding process.
  - 1.2. A bid packet will be created for bidding purposes that will include the design information and technical specifications created in the design of the project.
  - 1.3. Coordination with the Sponsor, TSA, the airlines, and the terminal tenants will be required in the development of the bid packet.
  - 1.4. The design team will assist the Sponsor through the bidding process and will make a recommendation for the award of the construction contract to the Sponsor.
  - 1.5. Once the construction contract is awarded, the design team will assist with the preparation of documents required for the permit submittal, but the filing of the documents and management of the process will be completed by the Architect or Sponsor and/or construction contractor as required by Grand County.
  - 1.6. Construction Administration support is limited to submittal reviews and responding to applicable Requests for Information from the selected general contractor. Periodic site visits by the project manager are included, however, no on-site construction inspection or oversight are assumed.

Estimated Construction Cost (Element 1) is: \$100,000.00

Estimated Construction Period (Element 1) is: 30 days

## I. PACKAGE DESIGN FOR BIDDING

The Engineer will provide well-defined construction requirements for bidding purposes. Construction schedules will be coordinated to have as little as practical interference with airport operations.

Activities include:

1. The Engineer will prepare the contract documents including invitation for bids, instructions to bidders, proposal, applicable wage rates, construction contract agreement, performance bond, payment bond, general and special provisions. Technical architectural design information will be included as an attachment.
2. Coordinate phasing for construction. This task involves dividing the construction work into schedules to minimize disruption of the terminal building including TSA and airline operations. This item will also identify continuous working items or other unusual conditions that could affect the Contractor's normal progress at work.
3. Prepare special provisions to address conditions that require additional clarification and/or definition beyond what is described in the standard general provisions or technical specifications. Items may include:
  - a. Project Location Information
  - b. Insurance Requirements
  - c. Contract Period and Work Schedule and Phasing
  - d. Pre-Construction Conference
  - e. Utilities
  - f. Permits, Taxes and Compliance with Laws
  - g. Airport Security, Closure of Air Operations Areas
  - h. Accident Prevention
  - i. Warranty
4. Prepare an overall Construction Safety and Phasing Plan (CSPP) in order to maximize project constructability and operational safety.
5. Provide the construction plans, technical specifications, contract documents and special provisions by submitting copies of the final documents to the Sponsor and other involved parties as requested by the Sponsor.
6. Conduct final internal review of all design documents and incorporate any necessary changes. Final review will include one (1) site visit by the Senior Project Manager and Project Engineer to field verify project plans and specifications and to attend a meeting to discuss the project.
7. Prepare and submit final contract document bid packet with plans and specifications to Sponsor.

## II. BIDDING SERVICES

During the bidding phase of the project, the Engineer will assist the Airport in advertising and letting the project for bid. Engineer will assist in dialogue with potential bidders to quantify bidder questions assist Sponsor in attaining economic bids. Activities outlined below and the fees listed on pages 1-2 cover one iteration of the bidding process. Preparing multiple bid processes, packages, or re-bidding may incur additional or repeated services.

Activities include:

1. Assist the Sponsor with advertising and interpretation of the project requirements. Plans and specifications will be available via the web site of Armstrong Consultants.
2. Provide technical assistance and recommendations to the Airport during construction bidding.
3. Attend and assist with pre-bid conference. Answer Contractor questions and issue necessary clarifications and addenda. The pre-bid conference will be held on-site by the Engineering Project Manager.
4. Provide an on-line bidding platform and read the bids aloud via online video conference at the date, and time agreed by the Sponsor.
5. Prepare an abstract of bids, perform necessary review of the bids to determine responsiveness, and prepare award recommendation letter.
6. Update preliminary Federal Grant Application prepared during Project Development phase based on bids. The Engineer will submit the application to the Sponsor for approval and signatures.
7. Assist in award notification to successful bidder and notify and return bid bonds to the unsuccessful bidders. The DBE goal and all bidding requirements will be reviewed for responsiveness. Any issues or concerns that arise from the bidding documents will be brought to the attention of the Sponsor for clarification.

### **III. CONSTRUCTION PERIOD SERVICES**

During the construction phase of the project, the Engineer will assist the Airport with monitoring, documenting progress for quality and cost control and overall administration during construction.

Activities include:

#### **A. Construction Administration Services**

1. Coordinate construction contract documents for successful bidder, including contract agreement, bond forms, certificates of inclusion, and Notice to Proceed. Review contractor's bonds, insurance certificates, construction schedules. Review contractor's sub-contracts.
2. Provide Sponsor with hard copies of the Contract Documents, Specifications, and Construction Plans (digital copies upon request). Provide Contractor with hard and digital copies (one each) of the Contract Documents, Specifications, and Construction Plans; complete with all addenda.
3. Conduct pre-construction conference.
4. Provide technical assistance and recommendations to the Sponsor during construction. This item also includes construction coordination from the office that does not fit in another item such as phone calls to and from the Contractor and Sponsor for project updates, questions, and instruction.
5. Construction Site Visits. This item includes one (1) trip for Element 1 to the job site for on-site clarification by the Engineer.
6. Prepare change orders and supplemental agreements, if required; including appropriate cost/price analyses. All coordination of change orders will be provided by the Engineer.
7. Prepare and confirm monthly payment requests. Payment requests will be reviewed for accuracy with contractor and resident inspector. Engineer will prepare payment documents for the Sponsor.
8. Provide review of all submittals for materials to be used on the project. Review all shop drawings items as required during construction.
9. Conduct final project inspection with the Sponsor the Contractor. Any punch list items will be noted and coordinated with the contractor for necessary action.
10. Prepare record drawings, indicating changes made to the design during construction.

#### **IV. SPECIAL SERVICES**

Special Services are those services that aren't considered "basic" services such as those listed above. When a Special Service is needed that we do not provide in-house, we will contract with other firms that provide those services. The following are activities that are included in this project that fall under Special Service tasks.

Activities include:

1. Architectural services and construction technical support. The Architectural subcontractor will submit permit documents on behalf of the Sponsor and attend up to 3 virtual meetings with potential general contractors and support the overall selection of a General Contractor.

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TASK ORDER R  
ATTACHMENT TO  
PROFESSIONAL SERVICES AGREEMENT  
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FURTHER DESCRIPTION OF SERVICES OF ENGINEER

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2. **WORK PROGRAM** - Attached
3. **FEES** - The fee will be as noted below. (Lump sum)

**Rent Study: \$16,850**

SPONSOR:  
GRAND COUNTY, UTAH

\_\_\_\_\_  
Jacques Hadler, Commission Chair

ENGINEER:  
ARMSTRONG CONSULTANTS, INC.



\_\_\_\_\_  
Dennis Corsi, President

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**CANYONLANDS REGIONAL AIRPORT  
MOAB, UTAH  
RENT STUDY- AERONAUTICAL AND NON-AERONAUTICAL  
SCOPE OF WORK**

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**Scope of Services**

The consultant proposes to conduct a Rent Study to determine an estimated opinion of market rent for certain Airport land used for aeronautical and non-aeronautical purposes (including both improved and unimproved land) and a single vehicle parking area (Subject Properties).

**Aeronautical Land**

To derive an estimated opinion of market rent for aeronautical airport properties, the team will analyze rental rates on a comparative basis for similar land at comparable and competitive airports (and at national and regional airports) to derive a supported market based rental rate for each component of the Subject Properties. If fees are being charged in lieu of or in addition to rent, the consultant team will take that into account.

MARKETPLACE CONSIDERATIONS

General conditions, trends, and demographics in the market will be considered by the consultant (as appropriate).

OTHER CONSIDERATIONS

The consultant will assume that the highest and best use of the Subject Properties is aviation related (aeronautical use), that the Subject Properties will continue to be part of an operating airport, and that access to the infrastructure and amenities of the airport will be available.

**Non-Aeronautical Land**

To derive an estimated opinion of market rent for non-aeronautical airport properties, the consultant team will survey sales (and listings) in the local area. Each non-aeronautical property will be analyzed from a comparability standpoint considering such factors as location (access and exposure), zoning and use, size and configuration (of the property), topography, utilities, etc.

When airport property is leased, the property exhibits partial rights of ownership – as the lessor can generate income by charging rent. However, the lessor is not able to use the property. This is different than fee simple ownership wherein the property exhibits all (or the full bundle of) rights. Moreover, airport property is restricted to certain types of uses by 14 CFR Part 77 requirements and/or any additional limitations that may be imposed on or by the airport sponsor.

As such, to ascertain a supportable market based rental rate for the non-aeronautical airport properties, depending on the situation and/or circumstances, it may be reasonable to adjust off-airport listings and/or sales and apply an appropriate rate of return to the adjusted value. Additionally, it may be reasonable to consider the cost of airport property and apply an appropriate rate of return to the cost. If fees are being charged in lieu of rent,

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it would be reasonable and appropriate to consider that also.

### **Work Plan (Tasking)**

To accomplish the scope of work for the Rent Study, the consultant team will complete the following work plan:

#### TASK 1: INFORMATION GATHERING

Relevant and pertinent information, data, and documentation on the community, market, Airport, aviation businesses, and non-commercial aeronautical entities located at the Airport will be compiled by Airport management. The consultant team will provide a written information request to Airport management to help facilitate this process.

#### TASK 2: COMPARABLE AND COMPETITIVE AIRPORT IDENTIFICATION

Develop a preliminary list of comparable and competitive airports (based on the existing infrastructure and activity indicators pertinent to the Airport) for review by Client.

The selection of comparable airports and the assimilation and analysis of data for similar properties (including, but not limited to, type, use, and attributes) at comparable airports is essential to the rent study process.

A number of variables will be considered when identifying and selecting comparable airports including, but not limited to, the following:

- Infrastructure (number, configuration, and capacity of runways and taxiways)
- Approaches (precision versus non-precision)
- Presence or absence of a control tower
- Number and type of aviation businesses (including the number of fuel providers)
- Amount of available land for aviation development (and related land use considerations)
- Type of market and number and type of airports in the market
- Activity levels (based aircraft, aircraft operations, and fuel volumes)

#### TASK 3: COMPARATIVE ANALYSIS

Collect, review, and analyze information, data, and documents from comparable, competitive, regional, and national airports using the consultant team's proprietary database, reference library, and/or directly from the airports identified in Task 2.

In order to derive an opinion of market rent for the non-aeronautical land, information and data from similar properties in the local area (used for non-aeronautical, off-airport purposes) will be analyzed. Once a base rental rate is ascertained for non-aeronautical land (with consideration given to lease structure – modified gross vs. triple net), specific conclusions will be derived for each land parcel based on adjustments for the following attributes (as applicable):

- Size
- Landside access
- Zoning
- Utilities

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The consultant team will analyze off-airport, non-aeronautical land sales to determine a market rent opinion for the non-aeronautical use, on-airport properties. The consultant will derive the market rental rate for the Subject Properties (by component and use).

#### CONSIDERATION OF REGIONAL AND NATIONAL AIRPORT DATA

As a supplement to the comparable airport data, the rental rates being charged at airports within the subject FAA's Region as well as those being charged at airports located throughout the United States – as maintained within the consultant team's proprietary database – will be considered.

#### IDENTIFICATION AND SELECTION OF SIMILAR PROPERTIES (CRITERIA)

The consultant team will consider the following factors when identifying and selecting similar

properties at comparable airports, including, but not limited to, the following:

- Use (commercial versus non-commercial)
- Size (usable versus unusable)
- Location and access (landside and airside) to/from the Subject Properties, infrastructure, and utilities
- Lease terms and conditions
- Type, quality, condition, and functional utility or limitations of the Subject Properties (this includes, but is not necessarily limited to, any restrictions on the development of the land, the availability of utilities, and the ability of the land to support the aircraft that normally frequent the subject airport)

#### TASK 4: DRAFT DOCUMENT (FIRST)

The consultant team will prepare the first draft of the summary report (based on the comparative analysis) conveying the market rental rate for the Subject Properties (by component and use) and provide to Airport management for review.

#### DETERMINING MARKET RENTS

Based on an analysis of the data compiled, the consultant will derive a market based and supported rental rate for each component of the Subject Properties.

A written summary report will be provided as the final work product or deliverable. In addition, to conveying the consultant team's opinion of the market rental rate for the Subject Properties, the summary report will describe the data, reasoning, and analysis (and identify the approach utilized) to develop the consultant team's opinion.

Unless otherwise noted, market rental rates will be conveyed on a "per square foot per year" or "per unit per month" and a "triple net" basis. As part of rent study process, the consultant team will evaluate the market rental rates for reasonableness to ensure compliance with federal mandates.

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TASK 5: REVIEW SESSION (FIRST)

The consultant team will conduct a review session (by telephone) with Airport management to review each draft summary report.

TASK 6: DRAFT DOCUMENT (SECOND AND FINAL)

The consultant team will finalize the summary report and provide the final reports.