

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

January 4, 2021 @ 5:00 P.M.

**Council Chamber
125 E Center St
Moab, UT 84532**

Join Zoom Meeting

<https://us02web.zoom.us/j/82216468059?pwd=S0F1cTFVUmVRYzMxM280UkJ5dGtRQT09>

Call-in: (669) 900-6833

Meeting ID: 822 1646 8059 #

Passcode: 739088

1. Call to Order
 - a. Meeting called to order at 5:00 pm by Chairman Groff.
 - b. Members present: Bill Groff (Chair); Jody Patterson (Vice-Chair); Bill Hawley; Howard Trenholme; Karen Guzman- Newton (arrived 5:21); Ben Byrd; Norm Knapp; Andy Solsvig (Airport Director).
 - c. Members not present: Commission Representative
 - d. Guests: Eric Rivera – Armstrong; Christina Sloan – County Attorney.

2. General Business
 - a. Approve minutes of 11/2/2020 Airport Board meeting.
 - i. Motion to approve minutes by Trenholme, 2nd by Hawley.
 - ii. Discussion: None
 - iii. Motion passes unanimously.

3. Airport Monthly Data Report.
 - a. Received Skywest enplanements. Down 51% for the year with over 7,800 enplanements for Skywest only.
 - b. 2019 Enplanements were over 16,800 for Skywest.
 - c. Director stated the FAA will use 2019 passenger enplanements when considering Airport Improvement Program funding levels. Enplanements should not impact federal funding.

4. Director's Report
 - a. Safety Report
 - i. Small aircraft accident on Saturday afternoon. One of the landing gear did not go down which caused the aircraft to skid into the safety area and took out a runway light. There were no injuries. All reports were provided and coordinating removal of aircraft. It was a Cessna 210 aircraft.
 - ii. Low flying aircraft report in Castle Valley.
 - iii. Low flying helicopter reports through Mill Creek area.
 - iv. 12/24 - Unmanned balloon near property north of the airport several miles. Airport notified. Group has been notified to please contact the airport.
 - v. 12/15; 18; 28; & 29 Runway closed for several hours due to ice and snow removal. Only GA flights affected for a short time. Flight cancelled 28th.

- b. Meetings and conversations with the following groups:
 - i. Skywest marketing and Travel & Tourism.
 - ii. FAA Certification Inspector and Armstrong to review airfield signage plan.
 - c. Misc. Items:
 - i. Oil changes in all small equipment.
 - ii. Terminal Heating Units completed.
 - iii. Terminal Drain completed. Still need stucco work.
 - iv. Decorated the Terminal for Christmas.
 - v. Fixed ARFF Truck turret.
 - vi. Replaced wind-cone light.
 - vii. Repainted yellow boards for crosswind runway.
 - d. Training Completed:
 - i. Director and staff attended CPR and First Aid Training.
 - ii. Operations Manager completed Fire Fighter 1 testing.
 - iii. Staff completed Site Protection through Observation online training.
 - iv. Digicast training – Extinguishing Agents.
 - v. Refresher training on friction test meter.
 - e. Upcoming Schedule:
 - i. 3:15 PM Arrival from Denver and 3:45 PM Departure to Denver
 - f. Questions:
 - i. Do the Terminal Heaters work ok?
 - 1. Director said “yes” and providing the heat needed.
5. Citizens to be heard
- a. None
6. Discussion Items (Interjected for other reports):
- a. Project Updates:
 - i. Historic Property Treatment Plan (HPTP)
 - 1. Jody Patterson mentioned it should be wrapped up around March 2021. Everything going ahead of schedule.
 - ii. ARC – Phase II: Blue Hills Road & Wash
 - 1. Eric with Armstrong stated he submitted the 90% draft to the FAA.
 - 2. FAA comments were received today. Comments will be addressed this week in order to get to a point to bid the project.
 - 3. Does the HPTP project cover the paleontology? Jody responded it did not cover the Paleontology mitigation. Eric with Armstrong stated the Runway project covered this requirement at that time.
 - iii. SRE Building
 - 1. Scope of work was sent to Airport and FAA for review.
 - 2. Straightforward project with a 40x60 building.
 - 3. An independent fee estimate will be needed.
 - 4. Once the scope is signed off then design work will get started.
 - 5. Working to have bids in hand sometime in April. ‘

6. Question asked where it would be located. Director stated it would be attached to the existing ARFF/Admin building on the south side.
 7. Director asked how an architect would be hired. Eric stated an architect would be hired as a subcontractor under Armstrong as part of the project.
 8. Director mentioned costs of this project and there is currently no budgeted local match dollars however the Airport is waiting to hear from the FAA about any additional stimulus funds and how that could help the 2021 budget. Also, it's better to have bid prices on both projects to see what actual costs are going to be.
- iv. Full Scale Emergency Exercise (Triennial):
1. Scheduled for April 22nd.
 2. Airports are required every 3 years to hold a full-scale emergency exercise. Funds have been budgeted for this event. In 2020 the table top exercise was conducted.
 3. It will be a mock scenario with full response from various stakeholders.
 4. Save the Date will be sent out to all stakeholders.

7. Action Items:

- a. Airport Rules & Regulations
 - i. Approved at previous Airport Board meeting.
- b. Airport Minimum Standards and Lease Template – Tabled to next meeting
 - i. Review of the document and mention of Section 5 changes.
 - ii. The Expiration / Termination language was changed.
 - iii. The Lease will be reviewed first. Flexibility was warranted and the realization of a tenant the ability to sell their hangar.
 - iv. The option to sell the hangar, option for the airport to purchase the hangar at market rate. Right of first refusal provision was added.
 - v. New tenant would be decision of the County.
 - vi. If tenant does not take an action then the property would revert.
 - vii. A request for proposals would be conducted for parcels looking for tenants. Type of use and a weighted score would determine what future use for the parcel would occur.
 - viii. What if the county does not want to buy it and nobody wants to purchase at that time? County Attorney stated it would be up to the tenant to remove the structure. Then an RFP would be advertised.
 - ix. If someone wanted A over B, what gives the RFP a weighted selected process? The RFP would identify the weighted criteria depending on the type of uses preferred. An example of commercial aviation versus a hobby flyer and what would be scored higher over another.
 - x. State law must be followed for the process.
 - xi. All parcels would be advertised with a RFP process.

- xii. Director mentioned information on property tax, what is currently being rented and what could be rented if hangars are owned and operated by the Airport. There is a significant increase in additional revenue.
- xiii. If someone were to win the RFP for a parcel and they already had a hangar they could then move that hangar to the new parcel and start a new ground lease Agreement? Director said yes.
- xiv. Reversion is the last recourse if there are no interested buyers and the owner does not want to move the structure.
 - xv. Section 7 was added but the rest of the document is the same.
- xvi. Back to Minimum Standards changes were made to make them consistent.
- xvii. A couple provisions were removed from the Minimum Standards to remove any duplication or contradictory.
- xviii. Issue of insurance. There is a list of all the variety of insurances. The Minimum Standards are ambiguous while the Lease lists all of them which can be paired down specific for the Lease Agreement needing to be created.
- xix. Point made about changes in insurance requirements over time and the need to adjust insurance minimums. As required by the County provides the opportunity to adjust the minimum coverages.
- xx. A review every five years or something in place to adjust the insurance rates.
- xxi. A question about Hangar Keeper's insurance which is insurance that provides coverage for anything located within the hangar.
 - 1. Hangar Keepers Liability — provides coverage for damage to or destruction of the aircraft of others while in the insured's custody for storage, repair, or safekeeping and while in or on the scheduled premises.
- xxii. Need language stating insurance will be required in accordance with the County.
- xxiii. Motion to approve the Lease Agreement with the revisions stated made by Trenholme; Second by Knapp.
 - 1. Clarification on what the revisions are. In the lease agreement, the change to review the insurance requirement and type in an amount every five years.
 - 2. Roll Call In favor: Jody-Yes; Karen-Yes; Norm-Yes; Trenholme-Yes; Bill Groff-Yes.
 - 3. Abstain: Bill Hawley and Ben Byrd.
 - 4. Motion passes.
- xxiv. Nothing has changed in the Minimum Standards except article five-point four point one to reference section six in the lease agreement.
- xxv. Motion to approve the Minimum Standards by Trenholme; Second by Knapp with the revisions noted.
 - 1. Roll Call: Jody-Yes; Karen-Yes; Norm-Yes; Trenholme-Yes; Bill Groff-Yes.
 - 2. Two abstain: Bill Hawley and Ben Byrd.
 - 3. Motion passes.

8. Future Considerations

- a. PFC (Passenger Facility Charge) Application – On hold to 2021
 - i. Application will begin soon and after the Airport documents are modified and approved. Work in progress.
- b. RFQ for FBO Agreement
 - i. Intent is to have something ready for Airport Board review in March related to the RFQ.
 - ii. Redtail hangar leases expire end of August.
- c. Board member Hawley stated he would like to pursue funding for projects like solar which is ongoing and waiting on some information and funds for improvements on the landside and infrastructure for making it more attractive for hangars and other businesses.
 - i. Airport Director mentioned looking at all of this more holistically.
 - ii. This includes BLM patent; CIB Master Lease; Drainage study; Infrastructure needs.
 - iii. Vacant lots will be evaluated and encouraged to build in a specific period of time.

9. Closed Session (if necessary)

- a. None.

10. Adjourn

- a. Chair adjourned the meeting at 6:07 PM.

Submitted by: Andy Solsvig, Airport Director