

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

**February 1, 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); Mary McGann – Commission Representative; Bill Hawley; Howard Trenholme; Karen Guzman- Newton; Norm Knapp; Andy Solsvig (Airport Director).
 - c. Members not present: Ben Byrd
 - d. Guests: Eric Rivera – Armstrong; Randy Martin – Redtail Jet Center

2. General Business
 - a. Approve minutes of January 4, 2021 Airport Board meeting.
 - i. Motion to approve minutes by Trenholme, 2nd by Knapp.
 - ii. Discussion: None
 - iii. Motion passes unanimously.

3. Airport Monthly Data Report.
 - a. End of year 2020 report.
 - b. Fuel sales in Jet A and AVGAS increased 7% and 6% respectively.
 - c. Enplanements down 51% compared to 2019.
 - d. Load factor was an average 25% which is very low.
 - e. Key revenue generating business brought in over \$256,000.
 - f. With FAA CARES Act funds and revenues, the 2020 and 2021 budgets will be covered without having to use any General Fund dollars.
 - g. Q: Were any additional funds received from the second stimulus? Director stated the Airport has not heard from the FAA yet regarding additional funds.
 - h. Q: What were the business closures during Covid? The key businesses of Skydive, Pinnacle and Redtail shut down for approximately six weeks. A couple of companies requested to defer payments but all tenants were caught up by end of August. No loss in revenue. Activity started picking up in the summer and into the fall.

4. Director's Report
 - a. Safety Report
 - i. 1/2/21 Plane Crash accident which slid into the safety area. No injuries. This was reported at the previous Airport Board meeting.
 - ii. 1/3/21 Flight delayed due to malfunction of deice equipment.
 - iii. Responded to Sheriff's Office request for a missing aircraft. Was found near mineral bottom. Aircraft ran out of fuel. Operations Manager provided more details about the call and staff search.

- iv. 1/26 Runway surface conditions of ice with 1/8 dry snow. Conditions caused closure of runway for several hours. Opened runway at approximately 11:00 am.
 - b. Meetings and conversations with the following groups:
 - i. Discussions with County Administration, members of the public, helicopter pilots and Redtail about flying activity. Community complaints about helicopter activity over homes and through valleys have caused for research on information pertaining to County ordinance, Federal Aviation Administration rules and regulations, and Bureau of Land Management policies regarding an overall understanding for what is and is not allowed in the air space and on land. Pilots want to be a friendly neighbor. Not aware of any rules or regulations being broken as pilots must have visibility and distance requirements.
 - ii. Vacant position of Landside Technician. Employee notified Airport Administration of new job opportunity. Working with HR to fill the position. Part-time employee will join the team full-time beginning Thursday.
 - iii. Director attended a Redtail Public Relations invite at the Terminal building with hotel representatives. Travel & Tourism department attended to interview for information on their business initiatives.
 - c. Misc. Items:
 - i. Break down snow banks from snow piled up.
 - ii. Coordinated efforts to remove aircraft from safety area.
 - iii. Coordinating efforts and communication for full-scale emergency exercise. Save the date notice sent to all stakeholders.
 - iv. Removed crosswind runway wind cones. Will install new ones in spring.
 - v. Reviewed County ethics policy and disclosure statements with staff.
 - vi. Heating and Cooling units inspected.
 - vii. Oil changes for all small equipment.
 - viii. Removed all equipment and hose off old fire truck and relocated the truck outside.
 - ix. Making progress on terminal marketing plan.
 - x. Working on airfield sign replacement program.
 - xi. Coordinating efforts and communication with Armstrong and FAA on upcoming projects.
 - d. Training Completed:
 - i. Part 139 Digicast Training.
 - ii. One staff attended HAZMAT Training.
 - iii. Staff attended CME certification training.
 - e. Upcoming Schedule:
 - i. 3:15 PM Arrival from Denver and 3:45 PM Departure to Denver
 - ii. March is showing two flights per day which are spaced out. Director is trying to work with Skywest on a tighter schedule for staffing purposes.
 - f. Questions:
 - i. None
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 Rivera with Armstrong reported the FAA has approved the work and ready to bid but the project is on hold due to a moratorium for the transition of newly appointed staff in Washington. End of March is estimated before review can begin.
 - 2. Approval to relocate the wash.
 - iii. SRE Building
 - 1. Eric Rivera with Armstrong has put together the scope of work.
 - 2. Consultant fees are still needed and then an Independent Fee Estimate for the work.
 - 3. Design has not started yet but design task order will need to get approved first.
 - 4. Director stated once the 2020 budget is wrapped up and what funds will be carried over into 2021, preparation for a budget amendment and small changes to the fee schedule will ensue.
- b. Solar Committee:
- i. Hawley has a proposal for the Board to consider to try and get traction for a project. Long-term it would be best for a smaller project for the airport and something larger from a County perspective.
 - ii. Would need to encourage Grand County to enter into the Blue-Sky program.
 - iii. What would work for the airport would be an airport or terminal level solar type project. It can be budgeted, or advertise a RFP/RFQ for a public private partnership, or look into grants that may support a project.
 - iv. Recommend pursuing an airport solar farm.
 - v. Trenholme stated the Blue-Sky program might provide grants to help with a project but the County needs to become a member.
 - vi. There are investors who can help provide funding.
 - vii. Pursue a mineral lease tax through legislative efforts. Could be an economic incentive.
 - viii. Asking Mary – Commission Chair to initiative efforts.
 - ix. Director asked about Blue-Sky grants. Trenholme stated you buy blocks of energy and the program is designed to increase the lobby efforts of renewable energy at a congressional level.
 - x. Mary has in her notes to direct staff to check into the Blue-Sky program.
 - xi. The political environment is also changing and it's possible there might be more opportunity in the future.
 - xii. Director asked the Board what kind of acreage would be needed for airport sustainability. The footprint is pretty small.
 - xiii. Projects seem to take 2 to 3 to 5 years from beginning to end. Consider the holistic approach for land use and development.
 - xiv. Prices of solar collectors and storage is coming down. Investments could likely be paid back in 7-8 years.
 - xv. County pays approximately \$132 million is total electric costs.
 - xvi. Would be great to tie in this idea to economic development.
 - xvii. There are only three Counties involved.
- c. Car Rental Agreement and Fee Schedule
- i. Director stated there are more companies interested in operating at the airport for rental vehicle type services.
 - ii. Prior to collecting parking revenue, a fee was added to the Fee Schedule for off-airport businesses.

- iii. Discussion of current car rental agreements were explained with the pursuit to update the agreements when they expire in April.
 - iv. Explanation of the types of businesses interested in vehicle rentals and how those companies compete with on-airport tenants.
 - v. What would the Board recommend for both on-airport and off-airport agreements? A ten percent gross sales is common in the industry.
 - vi. Need to make it a level playing field for all businesses. Consider paying the \$500 and then 10% beyond the initial investment.
 - vii. Discussion of on-airport fees and comparison to what off-airport would pay.
 - viii. What do other airports do? The 10% gross sales is standard in the industry. Companies would need to be audited.
 - ix. Discussion of business model types. A 24-hour time period is reasonable for off-airport delivery/pick-up of vehicles.
 - x. How many vans are being considered? Director stated 2-3 vehicles but the business plan stated a fleet. Would need to place a maximum.
 - xi. Might be easy to have a monthly fee and then the 10%. Would be able to request tax forms at the end of the year for auditing purposes.
 - xii. Director explained the fees typically associated with car rental agreements.
 - 1. Square footage rent if there is office space.
 - 2. A per space monthly fee. Cost per space per month.
 - 3. And 10% gross sales.
 - xiii. Do we know what these vehicles are going to be rented for? Unsure of what these rentals would cost.
 - xiv. The Agreement and Fee Schedule is what will need to be adjusted depending on what is determined.
 - xv. Airport could use the \$500 annual fee and 10% of gross until something more substantial is determined with an Agreement.
- d. Funding for Landside Projects:
- i. This is to find funds for a marquee sign and front entrance improvements.
 - ii. Discussion with the State of Utah grant programs to see what is out there and available as it relates to infrastructure, marketing or other dollars.
 - iii. Will need to get a better idea of what kind of estimated costs for pavement improvements.
 - iv. CIB may be an option for loans or grants. TRT could also be approved for infrastructure projects.
- e. Operating Agreement
- i. Director will work with the County Attorney on an Agreement which outlines specific instructions about their business.
 - ii. An Operating Agreement would be for the key business tenants.
 - iii. What are the components of the Operating Agreement? Director stated it's requiring them to follow the Minimum Standards and outlining what they can and cannot do. Whether it's flight paths or use and what their type of operation.
 - iv. Is there a way to have language that will resolve these inter-business issues between tenants? Director stated that is exactly what the Operating Agreement should resolve.
- f. Full Scale Emergency Exercise (Triennial):
- 1. Scheduled for April 22nd.
 - 2. Director explained the first introductory meeting was held last week with stakeholders.
 - 3. An updated Airport Emergency Plan will be sent to all stakeholders for their review and familiarity.

4. Invitations will be sent to the County and Board to view and witness the exercise.
7. Action Items:
 - a. None
8. Future Considerations
 - a. PFC (Passenger Facility Charge) Application – On hold to 2021
 - i. Director stated there are 18-20 projects eligible of which each project has a form which must be filled out.
 - ii. The FAA and Airline would review the application for approval.
 - iii. Airport would request a \$4.50 reimbursement.
 - iv. Airport estimates about \$800,000 to \$1M in reimbursement.
 - v. Is the PFC reimbursement only for Skywest or is it for other tenants as well? Director stated he believed it may include Part 135 charter operations for enplanements. Director will confirm eligibility.
 - b. RFQ for FBO Agreement
 - i. Director has not started this process.
9. Closed Session (if necessary)
 - a. None.
10. Adjourn
 - a. Chair adjourned the meeting at 5:54 PM.

Submitted by: Andy Solsvig, Airport Director