

## **PUBLIC MEETING - GRAND COUNTY AIRPORT BOARD - MEETING MINUTES**

**February 5<sup>th</sup>, 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> by Patterson. Motion passed unanimously, with Groff abstaining.
  - c. Chair Groff entertained nominations for Vice-Chair. Knapp recommended Jody Patterson, 2<sup>nd</sup> 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 1<sup>st</sup>. Consideration of 'soft opening' for a month, and then have an established 'Grand Opening'.
  - b. The 'Grand Opening' will be held on Saturday June 2<sup>nd</sup>, 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, 2<sup>nd</sup> 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, 2<sup>nd</sup> 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 30<sup>th</sup> completion.
  - c. Project is 7+ days ahead of schedule.
  - d. Terminal was scheduled for April 6<sup>th</sup> 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