

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

**March 1, 2021 @ 5:00 P.M.
Council Chamber, 125 E Center St
Moab, UT 84532**

Join Zoom Meeting

<https://us02web.zoom.us/j/81010539789?pwd=bWhPL1FTYmUvWCtOdEo5d1pyQ3dFQT09>

Meeting ID: 810 1053 9789

Passcode: 462076

Call-In 669-900-6833

1. Call to Order
 - a. Meeting called to order at 5:01 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 (5:12); Norm Knapp; Andy Solsvig (Airport Director).
 - c. Members not present: Ben Byrd
 - d. Guests: Eric Rivera, Chris Nocks, Justin Pietz – Armstrong

2. General Business
 - a. Approve minutes of February 1, 2021 Airport Board meeting.
 - i. Motion to approve minutes by Bill Hawley, 2nd by Norm Knapp.
 - ii. Discussion: None
 - iii. Motion passes unanimously.

3. Airport Monthly Data Report.
 - a. January 2021 Activity Report
 - b. Reviewed end of year 2020 last month.
 - c. Reviewed the January numbers with the Board.
 - d. Fuel sales for Jet-A and Avgas were up around 50% compared to last year. Been seeing larger GA
 - e. Enplanements down 37% compared to January 2020 with a load factor of 18%.
 - f. Industry standards for load factor is 75%-80% load factors for sustainability.
 - g. Reviewed other revenues from tenant activity.

4. Director's Report
 - a. Safety Report
 - i. PAPI bulbs burnt out and had to replace. NOTAM issued when out of service.
 - ii. Taxiway sideline paint is chipping up. This is a project warranty item. Will bring the company back to fix the paint.
 - iii. Replaced wind cone light.
 - b. Meetings and conversations with the following groups:
 - i. Meeting at Armstrong office in Grand Junction on return from Denver.
 - ii. Discussions with a handful of people related to hangar construction.
 1. Board Chair asked, is there a two-year moratorium on construction of hangars?
 2. Director explained there are a variety of reasons for holding off on construction:

- a. There technically is no infrastructure in place to support further development.
- b. Board Member Hawley asked what infrastructure the airport doesn't have?
 - i. Director responded if there is a need for more water, a drainage plan, dirtwork is needed, there is no pavement beyond existing to connect additional hangars.
- c. Director stated as we look at further development to not build in a hodgepodge fashion when there is a taxilane project coming up in 2023 to include the infrastructure needed and to tie it all into one big package which saves cost and time but will ask people to wait longer and combine efforts to build correctly.
- d. There are approximately five people on a waiting list to build.
- e. Director would like to issue a RFP for future proposals and developments. Then tie in the projects in the 2022 design work through a Public Private Partnership so everything jives together.
- f. This will also share costs and resources for efficiency.
- g. History discussed that if infrastructure was not in place the developer could provide it. The taxiway plan (ALP) shows future growth. The drainage plan was created three years ago through the help of Armstrong. We did not know about the water problem. The Board has been working for a few years to allow for further growth and does not understand why there might be a change in course?
 - i. Director responded they he doesn't believe we are changing course in direction because people could build out but with the FAA providing funding for a project anyway this will save a lot of cost to people.
 - ii. We could have a plan for even more development.
- h. Question from Hawley: the 2023 plan does not allow for any more hangars to be built?
 - i. Director said it's just a taxiway to further expand where all the hangars will be built.
 - ii. The middle lane isn't there but the taxilane does go around to connect.
 - iii. The general plan was to allow people to build out the taxilane.
- i. The intent of the taxilane project is that it will provide access while the apron reconstruction is taking place but it will also open up even more room for development than previously planned.
- j. Board Member Guzman-Newton asked if there is going to be a moratorium what the project savings is going to be? How much money are we talking?
 - i. Director mentioned looking at the timeline in which an RFP would go out this year, design would be built in during 2022 with the taxilane project and then full construction in 2023 and have it all done at once.
 - ii. There are landside improvements that need to take place for any development on the east side. There is need for an access road, fencing, and parking for consideration.

- iii. Then the taxilane in accordance with FAA specifications and then tying in the water, sewer, drainage. Is there enough water for future development and water needs with the well currently in place.
- iv. If there are hangars needing fire suppression then there needs to be water storage which does not currently exist. A 12,000+ square feet hangar needs fire suppression.
- v. Feels like putting the cart before the horse if we allow further development.
- vi. Board member Guzman-Newton asked what water study would be needed?
 - 1. Director stated there is a water plan but improvements are slated for 2025 unless \$400,000 can be budgeted to have it done sooner.
 - 2. It's more about water storage.
 - 3. Armstrong was explaining the project, ALP and plan but others could not hear what they were saying. They moved to the microphone. The plans are in place.
 - 4. Chris with Armstrong explained we don't know yet what that future water project is going to be but will require some amount of storage which is a totally different water need.
- vii. Tammy – Operations Manager elaborated that water to the hangars right now and if more hangars were added the Airport would need to upgrade pressure tanks. That is the first upgrade needed.
 - 1. Once fire suppression is needed flow numbers may require the need for a second well and possibly a water tower plus own water storage.
 - 2. The upgrades may include additional storage tanks and relay pumps.
- viii. Director stated the pavement is the connecting factor to expand. Waiting allows to get things designed and constructed correctly.
- ix. The 2023 project will cover pavement, drainage and water needs which will allow developers to connect into.
- k. Board member Guzman-Newton asked if individual hangar owners could then develop into the middle section?
 - i. The FAA will not pay for that area so private developers would need to improve that area.
 - ii. Development in that area could be allowed.
- l. Board Chairman asked if development could go beyond the curve?
 - i. Yes, there is room beyond for further development.
- m. Discussion about the details of the map for better understanding.
- n. Can put on the plan a combination of small and large developments in conjunction with the project and determine other needs for economies of scale.
- o. Trying to keep similar styles of hangars together in groupings.

- p. Not so much a moratorium but a gathering of all developers to combine efforts and build at the end.
- q. Operations Manager mentioned a discussion with the Grand County Building Inspector and paying for infrastructure at their own cost. Technically, if looked at as a subdivision, the owner (Airport) should provide the infrastructure.
 - i. Rolling these into the AIP project would support building code recommendations.
- r. Board member Hawley asked if the Airport needs to provide all infrastructure?
 - i. Correct.
 - ii. There are lease agreements that can work around it through cost breaks.
 - iii. If building code requires the owner to develop the infrastructure then it does limit further development until those things are in place.
- s. Board member Hawley asked how this will be paid for.
 - i. Director stated the AIP funding will cover most of it and then budget can help with other needs.
 - ii. Budget accordingly in 2022 and 2023.
- t. Is there enough land to develop further?
 - i. There is more land to expand. At least double the space we have now. There are other areas that can be developed as well if moving to the west.
- u. Historically there have been no funds to support these kinds of developments and how is the airport going to have funds in the future?
 - i. Through budgeting and looking into other possible grants that might support landside improvements.
 - ii. If we plan for a year or two out then maybe we can make it work financially.
- iii. Director met with car rental companies to discuss future projects and agreement.
 - 1. There is an interest in development of wash bays. The single stall wash bay isn't enough. Will need to look at options for future development.
- iv. FAA briefing on new guidance for FAA Airport Layout Plan reviews.
 - 1. The FAA has determined what they will and will not approve for land use and decide on eligibility.
 - 2. Justin with Armstrong explained it's mainly for non-aeronautical development areas and environmental. They are trying to expedite non-aeronautical areas so they do not need to review.
- v. All Tenant Meeting was held last week.
- vi. Emergency Exercise Planning meeting with stakeholders was held last Thursday and working out planning details for the exercise.
- c. Misc. Items:
 - i. Daily COVID cleaning.
 - ii. Assisted with placing 6' distance stickers on floor areas.
 - iii. Updated medical bag supplies.
 - iv. Completed airfield sign plan for future replacements.
 - v. Fixed Billboard with new plywood.
 - vi. Performed 1st Quarter fuel inspection. No discrepancies.
 - vii. Created advertising brochure for businesses to advertise in the terminal.

- viii. Assisted helicopter film crew with access.
 - ix. Cleaned outside terminal windows.
 - x. Cleaned up FOD from numerous helicopter activity.
 - xi. Vending SOP completed.
 - xii. Replaced security gate magnetic locking mechanism.
 - xiii. Coordinating with Skywest on SLC flight and logistics.
 - xiv. FAA Grant administration.
 - xv. Director working on 2021 budget amendment.
 - xvi. Prepared FOD control plan.
 - xvii. Sanitary Survey – inspection of water system every 3 years.
 - xviii. Trimmed trees near terminal.
 - d. Training Completed:
 - i. Lock Out / Tag Out online training.
 - ii. ARFF trained on Air Chisel.
 - iii. Videos on FAA airspace.
 - e. Upcoming Schedule with two flights per day beginning on March 4th.
 - i. 9:02 AM Arrival from Denver and 9:40 AM Departure to Denver
 - 1. Daily except Monday and Tuesday.
 - ii. 3:12 PM Arrival from Denver and 3:45 PM Departure to Denver
 - 1. Every day.
 - f. Questions:
 - i. Board Chairman asked if Salt Lake City flights will be approximately the same price?
 - 1. Director checked and stated flights are under \$200 round trip.
 - ii. A question on how the flights will work.
 - 1. Director stated during the off season there is one flight per day, the airline would likely split the week with 3 or 4 flights each direction for the week. During season when there are two flights one flight would go each direction and when there are three flights it would be split based on demand.
 - 2. Airline is scheduling 30-45 days out.
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 draft report should be wrapped up by end of March.
 - ii. ARC – Phase II: Blue Hills Road & Wash
 - 1. Not much has changed, still waiting on BLM approval.
 - 2. 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.
 - 3. Approval to relocate the wash.
 - iii. SRE Building
 - 1. Eric Rivera with Armstrong mentioned the Airport is getting the Independent Fee Estimate (IFE) completed and Armstrong is working on the RFP.

2. The Snow Removal Equipment building is a building similar to what is there now and will store snow removal equipment needs.
 3. The SRE grant will also allow the purchase of a loader with a broom attachment. The purchase is eligible where a lease is not.
- b. FAA Grants:
 - i. A grant application for addition stimulus funds has been submitted to the FAA. These funds will support the Airport budget through reimbursement and intend to bring forth a budget amendment to the County.
 - ii. Between the previous grant and the one coming the 2020, 2021 and 2022 Airport budgets should be in good standing and will help out the County.
 - iii. Those funds will not last forever future County general fund dollars will be needed.
 - iv. Stimulus Grant funds will not allow for future infrastructure projects.
 - c. Solar Committee:
 - i. No report.
 - d. Car Rental Agreement and Fee Schedule
 - i. Director mentioned the Agreements expire end of April and will work on new agreements for on-airport and off-airport operators.
 - ii. Fee schedule to include some changes that were intended to be made. Specifically, the monthly parking rates. Amendments need to go through the public review process.
 - e. Funding for Landside Projects:
 - i. Working to look at grant options through the state of Utah. Not sure of any.
 - ii. Budgeting for improvements will need to be considered.
 - f. Operating Agreement
 - i. Working on the Skydive Moab agreement. Will have Skydive and attorney office for review. Will have the Board review next month.
 - g. Full Scale Emergency Exercise (Triennial):
 - i. April 22nd is the exercise.
 - ii. This will be the first full-scale exercise conducted. All health measures will be considered and working with SE Utah Health. Will be looking for volunteers.
 - iii. Going to look at use of inflatable or mannequins.
 - iv. Can look at high school theatre groups.
7. Action Items:
 - a. None
 8. Future Considerations
 - a. PFC (Passenger Facility Charge) Application
 - i. Director is going to request assistance from Armstrong.
 - ii. Detailed information is needed for each project.
 - iii. The FAA and Airline does review the application once submitted.
 - b. RFQ for FBO Agreement
 - i. Director has researched some other airport RFQ's and the documents are long. Will start working on putting the RFQ together.
 - ii. Intent is to have proposal in draft form at the next Airport Board meeting and out on the street in April.
 9. Closed Session (if necessary)
 - a. None.

10. Adjourn

- a. Chair adjourned the meeting at 5:59 PM.

Submitted by: Andy Solsvig, Airport Director