

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

**April 5, 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 5:00 pm on April 5 by Chairman Groff.
  - b. Members present: Bill Groff (Chair); Jody Patterson (Vice-Chair); Mary McGann – Commission Representative; Ben Byrd; Bill Hawley (5:04); Howard Trenholme; Karen Guzman- Newton; Norm Knapp; Andy Solsvig (Airport Director).
  - c. Members not present: None
  - d. Guests: Eric Rivera - Armstrong; Randy Martin - Redtail
  
2. General Business
  - a. Approve minutes of April 5, 2021 Airport Board meeting.
    - i. Motion to approve minutes by Patterson, 2nd by Knapp.
    - ii. Discussion: None
    - iii. Motion passes unanimously.
  
3. Director's Report
  - a. Safety Report
    - i. Found aircraft gas cap on runway. Returned to owner next day. FOD, or foreign object debris can cause damage to aircraft.
    - ii. Five flights cancelled due to severe winter storm in Denver.
    - iii. Confronted a tenant about riding dirt bike on airside property. Resolved.
  - b. Meetings and conversations with the following groups:
    - i. Met with Armstrong several times to discuss projects and study requests.
    - ii. Director participated in Regional Transportation Plan Wrap Up.
    - iii. Hosted Emergency Exercise Planning meeting.
    - iv. Director hosted three airport orientation sessions for County Commissioners.
    - v. Annual evaluation and IDP review with Mason Tranter.
    - vi. Several days low on 100LL. Maintenance needed on self-serve fueling.
  - c. Misc. Items:
    - i. Board can read through those items.
  - d. Training Completed:
    - i. Weed Spraying.
    - ii. Digicast Videos – Emergency Plan, Mutual Aid, Resources, Emergency Response.
    - iii. Aircraft familiarization.
    - iv. Wildland Fire and brush control.

- e. Upcoming Schedule with two flights per day beginning April.
  - i. 9:02 AM Arrival from Denver and 10:20 AM Departure to Denver
    - 1. Daily except Tuesday and Wednesday.
  - ii. 2:40 PM Arrival from Denver and 3:10 PM Departure to Denver
    - 1. Every day.
- 4. Airport Monthly Data Report.
  - a. Fuel sales for Jet-A and Avgas increased roughly 36%.
  - b. Had less landings than scheduled due to cancelled flights as a result of a snow storm in Denver.
  - c. Waiting on car rental numbers.
  - d. Overall the reports are looking positive.
- 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 they are really close to having the report done.
    - ii. ARC – Phase II: Blue Hills Road & Wash
      - 1. Eric with Armstrong mentioned still waiting on the BLM for right-of-way. The design is ready and waiting for a green light to bid.
    - iii. SRE Building
      - 1. Eric with Armstrong explained the scope of work is complete and Task Order. Completed the Independent Fee Estimate.
      - 2. Moving on design.
      - 3. Director added the equipment purchase is a separate grant from the FAA.
  - b. FAA Grants:
    - i. Director stated the Airport received two FAA grants. One is for concessions at approximately \$3,500 and the other is approximately \$1M to support airport budget.
    - ii. Do intend to apply these funds to airport budget and some other ideas on possible infrastructure funding related to flexibility of the grant from 2020.
    - iii. The SRE Grant will not be received until bid opening and actual dollar amounts. Eric explained the projects are using 2020 and 2021 entitlement funding and what bids come in at.
    - iv. Question from Byrd if the grant funds will cover both the design and construction?
      - 1. It was explained that for a project like this the design work is completed ahead of time and then once the project is bid the grant is issued to cover both design and construction.
  - c. Armstrong Feasibility Study
    - i. The Director has requested to provide an estimate on what it would cost to expand the drainage study and include other infrastructure utilities and water resources for the water well. Identify what the capacity is and what we can actually build out to? The car rentals have also shown interest for a car wash facility. In looking at the bigger picture it's important to see what our capacity limitations are and what can be built out, or what needs to be built out.
    - ii. Question by Trenholme about what it would cost to get the water up to the airport? Eric with Armstrong explained looking at design for future needs and

felt a feasibility study to determine capacity would be a good first step. Then based on those results to look at future development.

- iii. There are two parts to this approach. The first is the feasibility study to determine capacity. The second is look at future planning.
- iv. Question from Byrd if there is any water out there? Not sure how much water capacity is in the well. The Arches aquifer goes under the airport and some answers are needed before we can look at options.
- v. How deep is the well? Unsure. A lot of water was used during the runway project but the water table did drop. Assumed the water table does fill back up.
- vi. Feasibility study will also determine regulation requirements.
- vii. Any idea how much this feasibility study will cost? Eric stated in the \$20,000-\$25,000 range.
- viii. Hawley asked if this is something to be bid out for infrastructure? Eric explained its best to approach this as a professional services agreement. Armstrong has reached out to other professional assistance.
  1. Is this really about water and sewer? Eric explained the water and sewer portion then leads into the other infrastructure development.
  2. Hawley explained a scope of work would like to be reviewed. Eric stated it would be prepared.
  3. Hawley stated to be careful on what to add as it might change some of the rules and regulations needing to be followed. Eric stated this is reason to identify existing conditions and look at the regulations to make that determination. We won't know until it's looked at closer with what the regulations state.
  4. How many wells are there? There is one well confirmed.

d. Hangars A&B / FBO

- i. Director was able to research FBO Request for Qualifications and hangar lease agreements. The Airport is not requesting a new FBO to come to the airport. This is really about the hangar lease expiring and Redtail operates a large portion from those hangars.
- ii. Director asked how to approach the new hangar lease agreement? An FBO can operate at the airport whether or not they have these hangars.
- iii. Knapp asked a question on whether the airport has any sort of service contract for the FBO. Director stated an operating agreement should be in place but one does not currently exist.
- iv. An operating agreement should be considered in making sure the services are being provided in accordance with the Minimum Standards. The operating agreement can then be used if there were any interested FBO wanting to operate in the future.
- v. Director stated the options for leasing the hangars. Groff stated consideration for lease negotiation with Redtail on the hangars.
- vi. Director stated tying everything together from a terms and conditions standpoint which was done at another airport. Some FBO's consolidate their agreements to the same term so it's all one operation for the business. There are currently three different agreements at different term lengths.
- vii. Randy with Redtail stated they do not want to give up the hangars. Very interested in an operating agreement. Redtail enjoys this line of business and made substantial changes this past year and trying to make it a first-class business. Redtail did purchase a 3<sup>rd</sup> fuel truck and demand for Jet-A has increased. Strong demand for aircraft storage and Redtail wants to build a hangar in the near future. Looking at building out an FBO office area as an attachment.

- viii. Suggestion to tie the operating agreement to the hangars at least that is owned by the County. The storage tanks have a ground lease. The self-serve fuel station is owned by Redtail.
- ix. Redtail is interested in a long-term lease for office addition as an attachment to the existing hangar structure. Banks want as long a term of lease as possible.
- x. If the addition was built would the current operation stay in the terminal building or would that move? The plan would be to move everything into the new office building area once its complete.
- xi. Director clarified the direction being suggested:
  1. Creation of an operating agreement.
  2. Negotiate a new lease agreement.
- e. Solar Committee
  - i. Trenholme stated there is an item on tomorrows agenda and encouraging the County to support the initiative.
  - ii. Discussion about an energy tax and planting the seed.
- f. Car Rental Agreements
  - i. Director stated a new agreement has been drafted and on the desk of the county attorney. Will then get a draft over to Enterprise for their review.
  - ii. Any significant changes? No but it would be a different template more suitable to the specific type of operation with language more focused on car rental operations. The price structure is still the same.
- g. SkyWest Agreement
  - i. Director stated this is another type of agreement more specific to airline operations.
- h. Ground Transportation – Hotel
  - i. Director was looking for intent of the Fee Schedule price related to ground transportation. There is interest by other ground transportation being provided to customers who are not being charged.
  - ii. Through research, other airports charge all ground transportation companies.
  - iii. The guidance is to protect the business that are paying and therefore all ground transportation should pay the fee and treated the same.
- i. Funding for Landside projects
  - i. Keeping this on the agenda for future and if funds could be found.
  - ii. TRT funds might qualify.
- j. Operating Agreements
  - i. Director stated Skydive does have an agreement to review and will need to work out some specific language.
  - ii. Once that agreement is wrapped up then the other operators can be created.
- k. Full Scale Emergency Exercise (Triennial):
  - i. Still working on volunteers. Looking for more volunteers.
  - ii. Do you have people as observers? The Director stated some people from another airport are likely attending and we will use them for that role.
  - iii. Thursday, April 22<sup>nd</sup> from 10:00-2:00.
- l. Airport Orientation
  - i. Director stated some County Commissioners did visit the airport. Information about operations and an airfield tour was provided.
  - ii. Mary stated the orientation was really good, informative and it was nice seeing the projects and growth at the airport.

7. Action Items:

- a. Snow Removal Equipment Project Record of Negotiation – Armstrong

- i. The agenda summary was sent out to the Board providing the details.
      - ii. The scope of work gets approved and the record of negotiation is a part of the scope.
      - iii. Cost of \$142,000 with Armstrong. The independent fee estimate came in higher than the Armstrong estimate.
      - iv. Motion to approve by Knapp. 2<sup>nd</sup> by Trenholme. No further discussion.
      - v. Motion passes unanimously.
    - b. Acceptance FAA Grants #36 & #37
      - i. Stimulus grant funds from the Federal Aviation Administration.
      - ii. Motion to approve grant acceptance by Trenholme. 2<sup>nd</sup> by Knapp. No further discussion.
      - iii. Motion passes unanimously.
    - c. Independent Contractor Agreement with Upgrades-By-Arch
      - i. This is for the drive-through gate and motor replacement. Capital improvement funds will be used to replace the operating system.
      - ii. Reached out to four companies for quotes. Two companies provided quotes. Cost of \$5,588.00 with Upgrades-by-Arch.
      - iii. Motion to approve by Byrd. 2<sup>nd</sup> by Trenholme.
      - iv. Is it quick enough that people will not wait long? The sensor is what is determining location on where to park. Unfortunately, that part will not be fixed yet. It would take significant asphalt replacement and relocation of the sensors.
      - v. Motion passes unanimously.
    - d. FAA Flight Operations Reimbursable Agreement
      - i. As part of the runway ARC-Phase II Blue Hills Road project the Precision Approach Path Indicators (PAPI) need to be relocated. As a result, flight operations need to conduct flight testing to verify the slope and approach.
      - ii. This is an agreement with the flight operations department for a cost of \$17,510.00 to be paid upfront for them to schedule the flight checks.
      - iii. Scheduling is expected to occur in December.
      - iv. Eric with Armstrong stated they fly out of Oklahoma and come to do the checks.
      - v. Director asked if there is a gap between install and the flight checks does that cause any issue? Eric explained it means the PAPI will not yet be commissioned. The PAPI will be set but could be a liability to use it until the flight check is completed.
        - 1. NOTAM to have this non-operational until confirmed.
      - vi. The timing of the project should be completed in time prior to the flight check.
      - vii. The timeline of the project is about one month behind. No indication to have to push this project into next year. There are some temperature critical components.
      - viii. This will go to County Council in two weeks.
      - ix. Motion to approve by Patterson. 2<sup>nd</sup> by Byrd. To send to County Council after legal review. Motion passes unanimously.
8. Future Considerations
- a. Byrd asked a question if the Board is allowing hangars to be built or if they are on hold?
    - i. There is interest to build.
    - ii. Director prefers to put the projects on hold until the feasibility study is completed. The funds for the taxi-lane are there but scheduled for two years from now.
    - iii. Director recommendation to put on hold.
    - iv. Question came up then for Redtail and airport plans as well. There are three empty lots already in an area which has been built up for some infrastructure but some of the lots do not address the drainage.

- v. Byrd mentioned putting in the utilities on the Redtail lot.
  - vi. Comment that if people were willing to spend the money to develop that they could build a hangar.
  - vii. There is an area near the Hawley hangars are location would be the easiest to built but there are no funds for taxilane in that location.
  - viii. Question on where the taxilane is going to. Is it going up to the ARFF building?  
No, it's going up to the Byrd/Snow hangar.
    - 1. The purpose of the additional taxilane is to have an outlet for vehicles and aircraft to use to get around the project for reconstruction of the old pavement where self-fueling and hangars A & B are located.
    - 2. Hawley asked if everything is then put on hold until 2023?
      - a. Director stated anything beyond existing which is development more to the south.
      - b. Resources would be used more efficiently which can then be designed and constructed at the same time.
      - c. The areas such as Redtail lot, the SRE building, and Ken Lord lot and anything by the T-hangars could be developed. Director stated yes.
    - 3. What infrastructure is needed for the SRE building and the Redtail lots?
      - a. Eric stated laying out the hangars can be done. Consideration for the utilities in this area should be looked at.
    - 4. Will the asphalt support larger aircraft?
      - a. It's believed the asphalt is strong enough but can check into it.
      - b. Will confirm what aircraft design group can go through that area. CRJ-200 is group II.
    - 5. When talking about infrastructure in the ground are you talking about sewer drains and water lines?
      - a. At this point we don't know what that would look like. We don't know what the capacity is or what might be needed.
      - b. Even with the storm drain, we don't know what capacity is needed.
    - 6. Should at least meet with anyone interested and see what they want to propose and how that might fit into the planning.
  - b. PFC (Passenger Facility Charge) Application - 2021
    - i. Director did start filling in some information but a work in progress.
  - c. RFQ – Hangar Leases and FBO
    - i. Already discussed.
9. Closed Session (if necessary)
  - a. None.
10. Adjourn
  - a. Chair adjourned the meeting at 6:28 PM.

Submitted by: Andy Solsvig, Airport Director