

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

**May 3, 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 5:06 pm on May 3 by Chairman Groff.
 - b. Members present: Bill Groff (Chair); Mary McGann – Commission Representative; Ben Byrd; Howard Trenholme; Karen Guzman- Newton; Andy Solsvig (Airport Director).
 - c. Members not present: Norm Knapp; Jody Patterson (Vice Chair)
 - d. Guests: Eric Rivera - Armstrong

2. General Business
 - a. Approve minutes of April 5, 2021 Airport Board meeting.
 - i. Motion to approve minutes by Trenholme, 2nd by Guzman-Newton.
 - ii. Discussion: None
 - iii. Motion passes unanimously.

3. Airport Monthly Data Report.
 - a. Avgas fuel sales up 73%. Jet-A sales up 63%.
 - b. Skywest reported 1,643 passengers with 45 non-revenue.
 - c. Compared to April last year there were 30 passengers total.
 - d. Compared to 2019 which is the current base year there are just under 300 less passengers.
 - e. There were 52 scheduled and actual flights.
 - f. Skydive reported another record month.
 - g. Other business are doing well.
 - h. Still waiting on some numbers.

4. Director's Report
 - a. Safety Report
 - i. New truck windshield hit by a rock. Needing to replace.
 - ii. Runway light hit night of April 28. Investigating.
 - iii. 4/15 heavy rain and some lightning.
 - b. Meetings and conversations with the following groups:
 - i. Director attended County Council and Leadership meetings.
 - ii. Director met with TSA regulatory for annual audit.
 - iii. ARFF staff held final Emergency Exercise planning meeting with all agencies.
 - iv. Operations Manager met with RS&H representatives to provide airport tour.
 - v. Staff met with Armstrong regarding Runway/Blue Hills Road project pre-bid.
 - vi. Staff met with Armstrong and architect regarding SRE building design.
 - vii. Director met with Redtail do discuss lobby seating options.
 1. Redtail will put in more comfortable seating in front of their office space.

- viii. Staff assisted ARFF Truck mechanic through full vehicle inspection. ARFF truck is 10 years old.
 - ix. Assisted SkyWest with some Delta install work.
 - x. Assisted AirInc for their equipment replacement.
 - c. Misc. Items:
 - i. Board can read through those items.
 - d. Training Completed:
 - i. Wildlife management online.
 - ii. Full-scale emergency exercise response.
 - iii. Director completed ICS 200.
 - iv. Radio refresher.
 - e. Upcoming Schedule with two flights per day beginning April.
 - i. 9:01 AM Arrival from Denver and 10:20 AM Departure to Denver
 - 1. Except Tuesday and Wednesday (no flight)
 - ii. Daily 12:44 PM Arrival from Salt Lake City and 1:30 PM Departure to Salt Lake City.
 - 1. 2:55 PM Arrival from Denver and 3:50 PM Departure to Denver
 - 2. Tuesday and Wednesday Arrives at 2:37 PM and departs at 3:51 PM.
 - iii. First flight to Salt Lake City begins this Wednesday.
- 5. Citizens to be heard
 - a. None
- 6. Discussion Items (Interjected for other reports):
 - a. Project Updates:
 - i. Historic Property Treatment Plan (HPTP)
 - ii. ARC – Phase II: Blue Hills Road & Wash
 - 1. Eric with Armstrong mentioned the project has been advertised and out for bid.
 - 2. There are quiet a few companies interested.
 - 3. The bid opening is on May 11th. It's an online bid opening.
 - 4. Bids will then be reviewed and published.
 - 5. For this kind of bid opening is it expected of airport staff to participate?
 - a. Armstrong usually takes care of it but the airport can certainly be involved.
 - b. This is the first online bid opening for CNY.
 - 6. Did the companies attend the pre-bid meeting?
 - a. Many of the same companies from past years were there.
 - iii. SRE Building
 - 1. Eric with Armstrong said we're currently in design. Had a meeting with airport staff to review the building details.
 - 2. Survey and Geotech was completed. Yeh & Assoc. did the Geotech work.
 - 3. Hawley requested getting bids for both gas and electric heating.
 - a. In the meeting it was discussed going with electric.
 - b. Director stated there is a preference toward electric because the cost of propane is high and some reasonings were provided to look at that option.
 - c. Do we want to commit to one option or both? It would be a valuable exercise to get the information.

- d. Director stated if the airport is going to consider solar in the future it would help with the electricity.
- b. Budget Amendment
 - i. Director showed a spreadsheet of the airport budget line items.
 - ii. As the 2021 budget was prepared there were a few things missed in relation to the FAA projects because of them being 100% federally funded.
 - iii. Director explained the various components of the budget, any gaps, where grant funds would be used, and other information on the spreadsheet.
 - iv. Mentioned the national conference in Las Vegas and encouraging the Operations Manager to attend for exposure and for the Director to complete the Airport Accreditation interview. Travel is adjusted to represent attending the conference.
 - v. Is electrical metered? There are 4 or 5 current meters but it's been a flat rate for years and we need to take a closer look at adjusting that.
 - vi. Question about stimulus grants. Director explained the stimulus grants and what they can be used for. There are also entitlement funds which will be used for FAA approved projects.
 - vii. Director discussed the responsibility of the airport to maintain surfaces and paint marking on the airfield. These items need to be budgeted.
 - viii. Some discussion about the gap in funding coming from the County. TRT funds have been used to support the airport budget.
 - ix. There is concern about the additional stimulus being used up and then getting more costs built up over time and the additional funds needed to support the budget.
 - x. Spending funds to help offset the electrical costs may be worthwhile to pursue.
- c. Taxilane & Hangar Development
 - i. Director showed the updated Airport Layout Plan map for the hangar areas along with project plans for 2023. Explained the eligible taxilane area and where the apron reconstruction would take place. There is a section that is not eligible for federal funding. Explained where the existing drainage plan ends compared to future development. Mention of estimated costs for this project and additional design costs.
 - ii. Question about the ineligible area not going to be covered by entitlement funds who pays for that section of taxiway?
 - 1. The airport or private hangar developers would need to pay those costs.
 - iii. We do not have an estimated cost for the middle taxilane.
 - iv. Explanation of why the circulating taxilane is eligible to allow for ARFF and other aircraft to enter/exit that area while the apron is under construction.
 - v. Explanation of the project details and things involved. There will be a major disruption to Redtail operations.
 - vi. A question on why we don't consider putting larger hangars in the middle area?
 - 1. That option can be considered. The layout is optional and placeholders.
 - vii. Discussion on the types of aircraft that will be able to use the taxilanes and consideration for corporate type hangars and the size of aircraft people are wanting to come and park at the airport. The design is for Group II aircraft.
 - viii. Discussion of who could pay for the improvements and what you put into an agreement. Not necessarily needing a reimbursement program. Considering to allow hangar owners to develop according to specifications.
 - ix. Director suggested having a meeting with potential hangar owners to discuss the options and development challenges.
 - x. The costs to the county using the federal dollars could be used for other expansion if we allow private developers to come in and build.

- xi. Consideration for higher ground rents to help pay for those additional infrastructure fees.
 - xii. Explanation that all the developments would need to follow specifications. If there is a reimbursement consideration then the whole procurement process needs to take place. Then it's considered a federal project for any entitlement fun reimbursements.
 - xiii. Project oversight would need to occur to ensure specifications are met.
 - xiv. If there is not expectation for federal reimbursement then those funds could be considered to expand other areas such as apron and tie-down spaces.
 - xv. Suggestion to create a committee to discuss the issue.
 - d. Car Rental Agreements
 - i. Agreement has been reviewed by the Attorney. Director will clean it up more and then share with Enterprise.
 - e. SkyWest Agreement
 - i. Working on the draft.
 - f. Funding for Landside projects
 - i. No update.
 - ii. Once projects are identified we will then look at ways to pay for them.
 - g. Operating Agreements
 - i. Director needs to meet with Skydive to wrap up the agreement.
 - ii. Will then work on the other agreements needed.
 - h. Solar Committee
 - i. No update
- 7. Action Items:
 - a. None
- 8. Future Considerations
 - a. PFC (Passenger Facility Charge) Application - 2021
 - i. Work in progress.
 - b. RFQ – Hangar Leases and FBO
 - i. Discussed at previous meeting.
 - ii. Will need to meet with Redtail to start negotiation.
- 9. Closed Session (if necessary)
 - a. None.
- 10. Adjourn
 - a. Question on economic impact information. Director explained every five years the Utah State Aeronautics does an economic impact study. Unsure when that report will be shared but will reach out to find more information.
 - b. Chair adjourned the meeting at 6:30 PM.

Submitted by: Andy Solsvig, Airport Director