

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

**August 2, 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 5:05 pm on August 2 by Chairman Groff.
 - b. Members present: Bill Groff (Chair); Jody Patterson (Vice Chair); Mary McGann (Commission Representative); Howard Trenholme; Ben Byrd; Karen Guzman-Newton; Andy Solsvig (Airport Director).
 - c. Members not present: Norm Knapp (excused absence)
 - d. Guests: Eric Rivera

2. General Business
 - a. Approve minutes of June 7, 2021 Airport Board meeting.
 - i. Motion to approve minutes by Trenholme, 2nd by Guzman-Newton.
 - ii. Discussion: None
 - iii. Motion passes unanimously.

3. Director's Report
 - a. Director stated there is a lot of information to cover since the report includes both June and July.
 - b. Safety Report
 - i. Jet fuel deliveries in June were scarce because of inventory and ability to deliver fuel. Concerns of Glenwood Pass.
 - ii. Single skydiver landed hard due to tangled chutes with reserve chute.
 - iii. Balloon landed north of runway and made appropriate calls.
 - iv. Random aircraft landing in the runway safety area. Likely a bush plane.
 - v. Heavy winds with monsoons.
 - c. Meetings and conversations with the following groups:
 - i. July 4th luncheon with tenants.
 - ii. Car rental agreement discussion.
 - iii. Site visit from Andrew Austin to review electrical usage.
 - iv. Director attended a client engagement meeting for planning and zoning.
 - v. Red Bull skydiver filming.
 - vi. Meeting with Redtail to discuss agreements.
 - d. Misc. Items:
 - i. Board can read through those items.
 - e. Training Completed:
 - i. Monthly required training.
 - f. Upcoming Flight Schedule.

- i. August normally has two flights but this year the schedule is showing three most days Thursday through Sunday. Likely due to more demand during the off-season.
 - ii. How is heat affecting flights? Director stated it was pretty bad due to the heat over 105 degrees and the density altitude. Weather in Denver also affects a ground hold for the aircraft. Will continue to request morning flights in the future.
 - iii. Skywest stated the 3rd scheduled flight should help with passengers getting to where they need to in case of weight restrictions or delay.
 - iv. Question on the campers on the field having to do with Transient planes. Some people landed after hours and Airport staff found people camping the morning after in which they were politely asked to move along.
 - 1. Can airport camping be considered? Director stated for commercial service airports it's frowned upon for security reasons, it's not recommended, and the commercial service. The logistics of upkeep and infrastructure would be needed.
 - 2. In Alaska, camping is allowed after the last flight of the day.
- 4. Airport Monthly Data Report
 - a. June was a decent month.
 - b. Have enplanements passed 10,000 yet? If everything is included the numbers are just below 10,000 and the forecast is expected to break 2019 numbers.
 - c. How does that affect the grant funding? Director stated an airport receives \$1M when over 10,000 enplanements and then a little more per enplanement thereafter. There are no threshold markers.
 - d. Director was going to check if CNY is PFC (passenger facility charge) eligible. Based on a line or two from the study material the Director wanted to confirm with the FAA on the status.
 - e. Fuel sales are doing well but down a little bit.
 - f. 80 flights in June for commercial flights.
 - g. Concessions for car rentals is doing better than expected. Vending sales are also doing well.
 - h. Director may revise the report in 2022 to better reflect certain information as it's not fully represented.
- 5. AAE Convention
 - a. Director initially signed up to do the AAE interview but that was rescheduled for another date but very glad to have attended. Great networking with industry colleagues. Attended Chapter and Committee meetings in addition to various industry specific topics. Attended a session with the FAA. Spent time with Armstrong employees.
 - b. Good speakers at the large group session.
 - c. Attended a session about treating the airport like a business and ground leases.
 - d. Chair asked about the Director going to Reno next weekend. The Accreditation interview is on Sunday and tied with the SW AAE conference although not attending the conference. It would be really nice to finish in Reno and spend time with family. Getting accredited has been a person goal for a long time.
- 6. Economic Impact Study
 - a. An economic study is usually conducted by a state every five years but the most recent was reported 15 years ago. The current report is from 2018/2019 data based on the direct and indirect impacts along with the multiplier. This provides a snapshot to the financial benefits the airport brings to the community.
 - b. Director discussed the employment numbers and how they are calculated. Then mentioned the average wages associated with those employment positions. When the

direct and indirect wages, spending, taxes, etc. are collected together and then the multiplier effect on how those dollars are rotated throughout the community, that's how the total economic impact number is developed. Director stated these numbers are likely low due to the increase in activity this year. There is a map indicating where people are travelling from which is all over the united states. The report also looks at all airports for the benefit of the state.

7. Citizens to be heard
 - a. None
8. Discussion Items (Interjected for other reports):
 - a. Project Updates:
 - i. Historic Property Treatment Plan (HPTP)
 1. Jody provided the report to the FAA. All groups reviewed the report with no comments.
 2. Director stated final invoice was paid and the project has been closed out.
 - ii. ARC – Phase II: Blue Hills Road & Wash
 1. Eric with Armstrong stated there was some delay in starting because of the pipeline and getting it protected.
 2. Schedule for 8/16 to start. About two weeks later than expected due to the pipeline concerns.
 3. A 40-day construction period on the road and then additional time for the runway maintenance and painting.
 4. Did this project come in higher? The low bid was slightly higher but close to the engineer's estimate.
 - iii. SRE Equipment
 1. The loader low bidder was Century Equipment.
 - iv. Building
 1. Building is under design and bid in winter or spring.
 2. As prices leveled off, decreased, or increased? Prices are still increasing.
 - b. Gate Operator
 - i. An independent contractor agreement is going with Taylor Fence. It was found the gate sensors are bad and need to be replaced. The previous bidder withdrew stating they were too busy with current workload. A new quote was received from Taylor fence. No other quotes were received. The total is \$13,000.
 - c. Budget Amendment
 - i. The County Commission did approve the budget amendments.
 - d. Redtail Agreements
 - i. Drafts are completed for their review as well as the County Attorney.
 - ii. Fuel Agreement will be amended to include the fuel trucks and self-storage fuel tanks.
 - iii. Hangars "A" and "B" is a new Agreement recommending a twenty-six-year term to coincide with other existing agreements to include the fuel storage and the empty lot for where they will build the new hangar.
 - iv. Terminal Agreement for their office space area. Three-year agreement with one-year extensions to allow for flexibility.
 - v. The last Agreement will be an operating agreement to determine the fees associated with landing fees, ramp fees, and other costs.
 - vi. Will there be a FBO operating agreement? The Director stated an Operating Agreement will be developed and renewed each year. There is a request to tie the Operating Agreement with the other Agreements for accountability.

- vii. The FBO or any operator needs to meet the requirements of the Minimum Standards.
 - viii. Discussion about tying the hangars and terminal space to the FBO operating agreement.
- e. Car Rental Agreements
 - i. No further work on the agreements and will continue with existing until other infrastructure needs are identified.
- f. SkyWest Agreement
 - i. Continuing with existing.
- g. Operating Agreements
 - i. Skydive Agreement is still under review as the updated version may have language uncomfortable with the operation and the Director wants to compare it with an agreement from Truckee Tahoe Airport to see if that version may make more sense. There is a chance of language being discriminatory specific to that type of operator. Want to make sure no grant assurances are being violated.
 - ii. Any agreement needs to be shared with other similar operators such as a single serviceable operator.
 - iii. Insurance will be required.
- h. Funding for landside projects
 - i. Identify what infrastructure needs there are and what funds could be used toward them.
- i. Solar Committee
 - i. Have information and power usage. Working to get more detail on the power usage.
 - ii. Next step is to gather additional information and put together a proposal the Board and others can look at to determine how it might be financed or submitted for interest.
 - iii. Would need to aggregate meters at the airport.
 - iv. Request to get more detailed information about the meter usage at the airport.
- j. Hangar Development Committee
 - i. Director has not set up a meeting yet due to work on the Agreements. Would like to set up a conference call with everyone. Prior to that meeting the Director would like to talk with Armstrong and the FAA about the various projects and what is realistic.
 - ii. Consider reaching out to the congressional delegation to help with the various projects needed for apron, rehab of pavement, Taxiway A1, and taxi-lane.
 - iii. There is a list of people that want to build hangars. There is a waiting list of six people for T-hangars.
- k. Airport Board Bylaws
 - i. A member of the Board is resigning and in review of the process there is an Ordinance and a Resolution. There is different language in each.
 - ii. The Ordinance takes precedent.
 - iii. This is an opportunity to Amend the Ordinance or create a new one with updated language.
 - iv. Membership to consist of:
 - 1. Appointed Travel Council - voting
 - 2. Appointed City Council – voting
 - 3. Appointed County Commission – non-voting
 - 4. Five members at large
 - v. Recommendation to update wording and language and present to the Board for review. The Ordinance and Resolution should be combined and updated.

- vi. Term of four (4) years for membership. Two (2) years as chair and vice-chair.
 - vii. Language allowing to miss up to three (3) unexcused absences.
9. Action Items:
- a. Acquire Snow Removal Equipment – Century Equipment Company
 - i. Trenholme motions to acquire snow removal equipment.
 - ii. Patterson seconds.
 - iii. Two bids received. 1) Century Equipment - \$171,475; 2) Willard Cat - \$207,150
 - iv. Additional costs for attachments.
 - v. Total bid for Century Equipment was \$254,175; Willard Cat was \$281,150
 - vi. Engineer's estimate was \$230,000.
 - vii. Is there a building for this equipment? The new equipment will go into existing until the new SRE building is constructed.
 - viii. Motion passes unanimously.
 - b. Water Feasibility Study - Armstrong
 - i. Director explained the reason for the project.
 - ii. Eric with Armstrong explained the scope of work. Working with a subcontractor engineering firm that knows how to do this work.
 - iii. Total cost \$24,200 which will be paid through stimulus funds.
 - iv. Guzman-Newton motions to approve the water feasibility study.
 - v. Byrd seconds.
 - vi. Motion passes unanimously.
10. Future Considerations
- a. PFC (Passenger Facility Charge) Application - 2021
 - i. Will confirm with FAA
 - b. ATM – Terminal
 - i. Director explained there is no existing signed agreement and would like to issue an RFP for ATM services. The current provider has not been attentive to fixing the existing machine.
 - c. Consideration for covered parking with solar panels.
11. Closed Session (if necessary)
- a. None.
12. Adjourn
- a. Chair adjourned the meeting at 7:47 PM.

Submitted by: Andy Solsvig, Airport Director