

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

**September 13, 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 5:02 pm on September 13, 2021 by Chairman Groff.
  - b. Members present: Bill Groff (Chair); Jody Patterson (Vice Chair); Mary McGann (Commission Representative); Norm Knapp; Ben Byrd (5:05 pm); Bill Hawley; Karen Guzman-Newton; Andy Solsvig (Airport Director).
  - c. Members not present: None
  - d. Guests: Eric Rivera (Armstrong); Jennifer Gleason & Randy Martin (Redtail)
  
2. General Business
  - a. Approve minutes of August 2, 2021 Airport Board meeting.
    - i. Motion to approve minutes by McGann, 2nd by Patterson.
    - ii. Discussion: None
    - iii. Motion passes unanimously.
  
3. Director's Report
  - a. Director mentioned reviewing the safety and security first.
  - b. Safety Report
    - i. Small diesel fuel spill on apron while filling equipment. Cleaned up quickly.
    - ii. Small dead bird found on runway from aircraft strike. Bird strike kit completed and mailed to Smithsonian.
    - iii. Far southwest gate found unlocked and open over Labor Day weekend. Unsure who had access or why? Equipment vandalism reported on project site equipment. Unknown as to who or why.
    - iv. Closed Crosswind Runway due to rain storms and erosion.
    - v. 8/15 Disabled aircraft on runway. Runway temporarily closed until aircraft was removed.
    - vi. Three parachute cutaways. Happens on a fairly regular basis. Skydive monitors and picks up the parachute.
    - vii. Chunks of runway found. They are not the size of concern for certification but it's still undetermined how it happened. No aircraft reported with damage.
  - c. Meetings and conversations with the following groups:
    - i. Met with Redtail to further discuss Agreements.
    - ii. Met with Skydive to discuss various things related to insurance, business, event permit decline.
    - iii. Armstrong and FAA to discuss the Airport Capital Improvement Project list.
    - iv. Director participated in a webinar focused on vertiports and urban mobility units. Ogden, Moab and Cedar City airports were represented. Presented with a panel discussing what an airport would consider for the future of these machines.

- d. Misc. Items:
  - i. Board can read through those items.
- e. Training Completed:
  - i. Operations Manager completed annual live fire burn in Vernal.
  - ii. Medical and safety training for all staff.
  - iii. ARFF Digicast videos.
  - iv. Snow & Ice Control Plan review with Redtail and Skywest. Prep for deice operations along with snow removal game plan.
  - v. Director completed the final interview for Accredited Airport Executive.
- f. Upcoming Flight Schedule.
  - i. September commercial schedule is as follows:
    - 1. DEN:
      - a. 10:05 AM Arrival and 10:40 AM Departure (Thu, Fri, Sat, Sun, Mon)
      - b. 2:35 PM Arrival and 3:05 PM Departure (Daily)
    - 2. SLC:
      - a. Daily 12:35 PM Arrival and 1:15 PM Departure.
- 4. Citizens to be heard
  - a. None
- 5. Discussion Items (Interjected for other reports):
  - a. Project Updates:
    - i. ARC – Phase II: Blue Hills Road & Wash
      - 1. Eric with Armstrong got the gas line permit squared up. Change order was made. Weather slowed down the project slightly.
      - 2. Runway work scheduled for early October. Night closures for the work.
      - 3. To summarize: Blue Hills road and wash is moved to expand the safety area to 1,000 feet from the end of the runway. Once completed, the threshold will be removed and the end of the runway will become usable. The PAPI's will be relocated. Fog seal of runway and repaint all the runway markings. Some taxiway signs will be relocated per FAA inspector request.
      - 4. Since there is mobilization of these companies, airport maintenance funds will be used to relocated Taxiway B sign and additional crack-sealing on apron areas.
    - ii. SRE Equipment
      - 1. Eric stated the Loader and attachments with Century equipment. Contracts are completed. Expected to be delivered in October.
    - iii. Building
      - 1. Building will get bid in late winter / early spring.
- 6. Activity Report
  - a. Director shared screen of spreadsheet.
  - b. Fuel sales are down compared to last year but sales are still strong.
  - c. General aviation activity has decreased compared to last year, maybe leveling off.
  - d. Jet-A fuel sales slightly down.
  - e. Enplanements are up 18% over 2019 levels. Delta numbers are pretty steady.
  - f. Landing reports show very busy activity. August usually slows down.
  - g. Concession sales are doing very well.
  - h. Sitting good financially and expected to pass \$300,000 in revenue this year.
- 7. Continuation of Discussion Items:
  - a. Redtail Agreements

- i. There are four agreements: Terminal Office Space; Hangars A & B; Fuel Agreement which is an amendment to an existing agreement; and a new Retail Agreement.
    - ii. There is a fifth agreement coming for an Operating Agreement. It's not as critical since it's tied to the Fee Schedule which goes through the end of the year.
    - iii. Are the tie-down areas included in that? Director stated it will be included in the Operating Agreement.
  - b. Skydive SSO
    - i. The agreement has evolved into three different iterations but the best Agreement found is from Truckee Tahoe and it's obvious a law firm has put that one together. We are able to take some language and sections and now creating a Specialized Service Operator Agreement (SSO). This will then be used for any other specialized service operator. It also then follows the Minimum Standards language.
    - ii. There is still more work to do on the Agreement and working out other details.
  - c. Solar Committee
    - i. There have not been any meetings set up for the committee but the Director did reach out to Rocky Mountain power and they suggested to look online for historical records. Have not had time to research that yet.
    - ii. Director asked Board Member Hawley if it makes sense to look at anything prior to 2019 because of the airport being a different operation at that time. Hawley responded that two years should be enough. 2019, 2020 and 2021 should be enough.
    - iii. Director stated he saw some information on a 3<sup>rd</sup> party solar farm installation at another airport.
    - iv. Hawley stated trying to get this information together for a presentation at the next meeting.
  - d. Hangar Development Committee
    - i. Director set up a ZOOM meeting which was recorded with ten interested parties for hangar development.
    - ii. The meeting provided a detailed explanation as to the reasons why postponing development has occurred and all the factors involved.
    - iii. The next step is to find out who is seriously interested and then start planning meetings in the coming months, prepare a schedule, working with Armstrong, and what impacts to Skydive after their season.
- 8. Action Items:
  - a. Airport Board Ordinance
    - i. Most of the changes involved cleanup and combining the old Ordinance and Resolution to create a new Ordinance that will replace both previous versions.
    - ii. Section 4 question regarding term limits. Chair stated they have allowed reappointments.
    - iii. Hawley stated members complete the application each time and is not automatic someone stays on the Board.
    - iv. Chair stated the people who are on the Board should stay on the Board and have first priority.
    - v. McGann stated they have the ability to reapply because there could be a situation with a better applicant.
    - vi. Hawley stated the process also allows to get rid of a Board member if there is a need.
    - vii. Patterson stated due to limitations of volunteers the Board would not want to restrict itself in having interested members.

- viii. McGann recommended to not have restrictions in the term. Chair agreed.
- ix. Director stated the membership of the Board.
- x. Discussion about Travel Council representation.
- xi. Motion to approve the Ordinance by McGann; 2<sup>nd</sup> by Patterson with some changes and attorney final.
- xii. Motion passes unanimously.
- b. Redtail Agreements
  - i. Terminal Office Space
    - 1. Director will go through terms and conditions of each.
    - 2. Three-year lease with on-year extensions for a total up to 10 years.
    - 3. Is there an escalation clause? The escalation is built into the Fee Schedule because of square footage rates in the terminal. Director stated we should be looking at market rate per FAA recommendation.
    - 4. Director stated “pending attorney review” and if the Board was comfortable with any agreements the attorney and director, with Redtail’s approval, could then take the Agreement to the Commission for final approval.
  - ii. Merchandise Sales
    - 1. Redtail approached the Director to do retail sales.
    - 2. Director showed photos of the racks.
    - 3. Rental square footage would be the footprint of the inventory racks.
    - 4. Two-year term with one-year extensions with rent at the same square footage rate.
  - iii. Hangars A & B (Lots 96 & 100)
    - 1. Hangars A & B has different terms and conditions with a recommendation of 26 years on the lease to coincide with the lot where Redtail will be building a hangar and the existing fuel farm agreement.
    - 2. These hangars are critical to the maintenance operation.
    - 3. Director stated all hangar leases should have a 10-foot setback around the structure as part of the lease Agreement. This has not been done in the past but should have. Required for fire code. This will add more revenue.
    - 4. Term is approximately 25.25-year term. Term is tied to the other existing agreements.
    - 5. Director showed how the rates are established per Fee Schedule.
    - 6. The lobby area is not on the Exhibit A as of yet. Redtail has interest in building a lobby section onto the existing hangar so all customers go through specific doors. It might be a few years before Redtail builds the add-on. The addition will need to go through a review process anyway.
    - 7. Byrd asked why the Director is wanting a 26-year term on these hangars and tying it to the other Agreements? If something were to happen and Redtail leaves, they would still have rights to all those properties. Properties should revert back with language in the Operating Agreement.
      - a. Director responded the topic has been discussed with the attorney and how we tie all the properties into the Operating Agreement. There is already language in case of default, or reversion. Leases can be sold, revert to the airport or whatever the options are.
      - b. This Agreement is different because the County owns them.
      - c. The Attorney updated the old fueling agreement to the new one so there is current language.

- d. Hawley stated not having a chance to review any of the Agreement and interested to see them. If the Board is going to recommend them to Commission then the Board should be allowed to review them.
    - i. Director will share the Agreements with the Board. Director mentioned the lease language is pretty much the same in each Agreement except for terms and conditions and the insurance.
    - ii. The length of term, by tying it all together, makes it easier for Redtail to sell, another to buy, and if Redtail wants to do an extension the banks like a longer-term lease for financing purposes.
  - e. Question on why the terminal agreement is not for the same length of term.
    - i. Director stated that once a lobby is built as an extension, Redtail may not want to have space in the terminal any more.
  - f. Randy Martin stated Redtail intends to build the hangar next year and then look at financing for the extension in 2024. The banks, for financing, all advised to get as long a lease as possible for the extension.
  - g. Randy requested to get the Retail Agreement in place to allow sales during the busy season and not have to wait another month.
  - h. Director suggested approving the Terminal Office Space and Retail Agreement.
- 8. Knapp motioned to approve the Terminal Office Space and Retail Agreements with Redtail. Guzman-Newton 2<sup>nd</sup> the motion.
  - 9. Motion passes unanimously
  - 10. Board member mentioned that any documents related to an action item needs to be sent to the Board ahead of time for review. Director agrees.
- 9. Future Considerations
    - a. PFC (Passenger Facility Charge) Application - 2021
    - b. SkyWest Agreement
    - c. Car Rental Agreement
    - d. ATM – Terminal
    - e. Hawley stated the idea of pavilion/tables/picnic for future discussion so people can enjoy outdoors and have a meal or waiting area.
    - f. Groff made the comment some people have asked when there might be a roof over the baggage area. It was planned with the terminal but not enough funds to do the project.
  - 10. Closed Session (if necessary)
    - a. None.
  - 11. Adjourn
    - a. Chair adjourned the meeting at 5:57 PM.

Submitted by: Andy Solsvig, Airport Director