

**PUBLIC MEETING
GRAND COUNTY AIRPORT BOARD
REGULAR MEETING
AGENDA**

**June 6th, 2016
5:00 P.M.**

**Grand County Council Chamber
125 E Center St
Moab, UT 84532**

- A. Call to Order
- B. Review and Approve Minutes of 5/2/16 Airport Board Meeting.
- C. Discussion of airport data.
- D. Manager report and safety related issues discussion.
- E. Discussion and summary of progress of new ground leases.
- F. Discussion and consideration of new fee for extended ground leases.
- G. Discussion and consideration of airport entry sign.
- H. Discussion and consideration of Redtail Fuel Farm and agreement with Armstrong proceeding with County as intermediary.
- I. Discussion and consideration of Redtail proposal for new hangar in location of existing Hangar 'A' (older quonset hut hangar).
- J. Discussion and consideration of accepting new ground lease that reflects businesses and subleases operating out of hangars.
- K. Discussion and consideration of accepting new sub-lease.
- L. Discussion and consideration of new ground lease being accepted for:
 - 1. Chuck Henderson, Doug Carroll, and Lou Bartell
- M. Discussion and consideration of new sub-leases being accepted for:
 - 1. Black from Henderson, McBeth from Henderson, Gray from Carroll
- N. Future Considerations
- O. Closed Session (if necessary)
- P. Adjourn

Those with special needs requests wishing to attend Airport Board meetings are encouraged to contact the County two (2) days in advance of these events. Specific accommodations necessary to allow participation of disabled persons will be provided to the maximum extent possible. Requests, or any questions or comments can be communicated to: (435) 259-1346.

Posted by: Judd Hill, Airport Manager

Date _____ Time _____

May 2nd, 2016 Airport Board Minutes

Members Present: Bill Groff (Chair), Bob Greenberg (Vice-Chair), Norm Knapp, Bill Hawley, Jody Peterson

A. Meeting called to order by Chair Groff at 17:02.

B. Review and Approve minutes of 4/4/16 Airport Board meeting.

1. No changes.
2. Motion to approve by Greenberg, 2nd by Knowles; unanimous vote.

C. Discussion of airport board data.

1. Fuel sales up, Jet and 100LL.
2. Boutique Air is buying all fuel at CNY.

D. Manager's Report and Safety Discussion.

1. Funding was approved for new airport positions, full-time and part-time.
2. Boutique is currently running
3. TSA Fairness Act is still progressing through U.S. Congress
4. DHS refederalization has been submitted to TSA
5. Taxiway lights need to be monitored and corrected; 1-yr warrantee from contractor
6. Sink hole forming in parking lot outside of ARFF building

E. Discussion and consideration of C.I.B. cost for new terminal and design approval. Public hearing for C.I.B. application set for 5/17/16 following County Council meeting.

1. Spreadsheet of cost breakdown of extrapolated from Chamberlin Architects design of new building.
2. Cost determined by large-scale comparison (\$1.49M project) and from detailed breakdown (\$1.9M project)
3. Discussion about what value to proceed (\$1.49M or \$1.9M).
4. Due to the extrapolation of our cost estimates, it was determined to go with \$1.49M because the C.I.B. application would be less than \$1M, and thus increase our likelihood of getting approval.

F. Discussion and consideration of accepting new ground lease that reflects businesses and subleases operating out of hangars.

1. Legal review agreed to change existing leases to enable businesses out of hangars. New lease would enable current activities (businesses) to be permitted out of hangars.
2. Current leases are 30 year + one 5 year extension. Timing would not change on existing leases.
3. Concerns raised that geotechnical issues are in lease; perhaps they should not be in lease (i.e. why not have type of faucets in lease). Since
4. Motion by Knapp, 2nd by Hawley to send to council as written. Passes Unanimously.

G. Discussion and consideration of accepting new sub-lease.

1. New sub-lease boiler plate and sub-lease agreement that would be signed by County, primary tenant (lease holder) and sub-lease tenant.
2. Sub-lease includes 1) a boiler-plate sub-lease to be used by primary tenant (ground lease holder) and sub-tenant (entity renting space), and 2) a notice to be approved by county to be signed by County, Tenant, and Sub-Tenant.
3. The sub-lease contract does not need to be used, but it does include all provisions to be keep compliance between tenant and County.
4. Hawley moves to accept the sublease, Knapp 2nd. No Vote proceeded.
5. Ben Black, Keith McBeth, and Kim Ruble, as members of the public, were given permission to speak and asked if there would be any discussion on the terms of the lease, specifically the duration of the leases.
 - a. General aviation (G.A.) is decreasing throughout the U.S.
 - b. Small businesses are the best likelihood of expansion of G.A.
 - c. What is purpose of 30+5yr lease? There is a preferential rate, because property goes back to County at completion.
 - d. There are multiple different scenarios of what happens at end of lease including, turning hangar over to County, short-term extensions, full-lease extensions, removal of structure.
 - e. It could be recommended to change the terms of the lease.
 - f. Substitute motion was made by Greenberg to amend new ground leases to reflect a 30-year + Four (4) 5 year extensions, seconded by Knapp.
 - g. Noted that there was a vote already on item F and a change of item F.

- h. Paterson suggests that any change will need to go to legal review because of changing legal review.
- i. Need a vote to recommend changing original lease. Will need to have legal review. Vote passes 3-2 (Hawley and Groff against) to change lease to 30 year + four 4-year lease.
- j. Motion to recommend accept leases for Ground Leases with extension amendment made by Greenberg, 2nd by Knapp, vote 4-1 (Hawley against); pending legal review.
- k. Sublease agreements approved for sub-lease agreements for sub-tenants:
 - i. McBeth under Henderson Lease
 - ii. Black under Henderson Lease
 - iii. Gray under Carroll Lease.

K. Future Considerations.

- 1. Entrance Sign.
- 2. Base rate for leases.

L. Adjourned at 18:19 without objections.

-End of Report-

Respectfully submitted by: Judd Hill, CNY Mgr.

Canyonlands Field Airport Data 2016

January February March April May June July August September October November December TOTAL

Avgas Data - Gallons Used/Sold

MONTHLY TOTAL	1725.24	2567.64	6712.94	8662.58	13621.1															33289.5
Year 2015 total	856.1	1353.7	2675.2	3418.5	5562.8															46990.4

SS - \$5.09 (4.92 avg, 3.99-5.78)

SLC = \$5.92

Jet A Fuel Data - Gallons Used/Sold

MONTHLY TOTAL	3951.04	4130.18	10876.69	20880.34	29136.8																68975.05
Year 2015 total	3685	3704.9	7511	11238.4	14149																116456.3

SS - \$4.15 (4.45 avg, 2.95-5.74)

SLC = \$5.38

Fuel Flowage Fee Report

Redtail @ .06 gal	\$368.96	\$435.36	\$1,143.33	\$1,920.29	\$2,779.26																\$6,647.20
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Enplanement Data

Boutique Air	0	0	8	217	324																549
Redtail	11	26	59	265	407																768
Skydive Moab	0	11	240	280	445																976
Pinnacle Helicopters	8	12	73	25	112																230
Skydive Canyonlands	2	9	251	273	571																1106
TOTAL (139 only) unofficial	11	26	67	482	731																1317
2015 total (139 only)	258	250	630	1272	415																2825

Landing Fee Report \$0.70/1k# MTOW

Boutique Air	0	0	6	98	107																
Boutique Air Total	\$0.00	\$0.00	\$43.89	\$716.87	\$782.71																\$1,543.47

Redtail Aviation

C-172 @ 2550#	5	13	18	24	35																
C-206 @ 3600#	0	0	0	0	0																
C-207 @ 3800#	23	19	31	52	119																
C-210 @ 4000#	4	3	7	7	0																
K-100 @ 7255#	3	3	13	19	38																
Redtail Total	35	38	69	102	192																
Redtail Landing Fees	\$96.54	\$97.38	\$200.21	\$297.25	\$572.00																\$1,263.38

Skydive Moab	0	6	134	150	240																
Skydive Moab Twin Otter SM Monthly Total	\$0.00	\$13.02	\$290.78	\$325.50	\$520.80																\$1,150.10

Skydive Canyonlands	2	9	130	140	290																
Skydive Canyonlands Navajo SC Monthly Total	\$4.34	\$19.53	\$282.10	\$303.80	\$629.30																\$1,239.07

Pinnacle Helicopters	4	6	32	30	55																
Monthly Total	\$7.00	\$10.50	\$56.00	\$52.50	\$96.25																\$222.25

Mo. Land. Fee Total	\$107.88	\$140.43	\$872.98	\$1,695.92	\$2,601.05																\$5,418.27
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Ramp Fees Collected

Acft Over 25k # @ \$225	2	1	1	2	9																	Total
Acft Over 10k # @ \$60	2	3	13	7	23																	15
Total	4	4	14	9	32																	63
Total \$\$\$ Collected	\$570.00	\$405.00	\$1,005.00	\$870.00	\$3,405.00																	\$6,255.00
Paid to County	\$342.00	\$243.00	\$603.00	\$522.00	\$2,043.00																	\$3,753.00

Skydive Landing Area

Skydive Canyonlands	\$ 100.00	\$ 100.00	\$ 100.00
Skydive Moab	\$ 100.00	\$ 100.00	\$ 100.00

Company	January	February	March	April	May	June	July	August	September	October	November	December	Total
Boutique Air - Landing	\$ -	\$ -	\$ 43.89	\$ 716.87	\$ 782.71								\$ 1,543.47
Pinnacle Helicopters - Landing	\$ 7.00	\$ 10.50	\$ 56.00	\$ 52.50	\$ 96.25								\$ 222.25
Skydive Canyonlands - Landing	\$ 4.34	\$ 19.53	\$ 282.10	\$ 303.80	\$ 629.30								\$ 1,239.07
Skydive Canyonlands - PLA			\$ 100.00	\$ 100.00	\$ 100.00								\$ 300.00
Skydive Moab - Landing	\$ -	\$ 13.02	\$ 290.78	\$ 325.50	\$ 520.80								\$ 1,150.10
Skydive Moab - PLA			\$ 100.00	\$ 100.00	\$ 100.00								\$ 300.00
Redtail Aviation - Landing	\$ 96.54	\$ 97.38	\$ 200.21	\$ 297.25	\$ 572.00								\$ 1,263.38
Redtail Aviation - Fuel	\$ 368.96	\$ 435.36	\$ 1,143.23	\$ 1,920.29	\$ 2,779.26								\$ 6,647.10
Redtail Aviation - Ramp Fee	\$ 342.00	\$ 243.00	\$ 603.00	\$ 522.00	\$ 2,043.00								\$ 3,753.00
Monthly TOTAL	\$ 818.84	\$ 818.79	\$ 2,819.21	\$ 4,338.21	\$ 7,623.32								\$ 16,418.37

Manager Report
Canyonlands Field (CNY)
6-06-2016

1. Extensive work, but C.I.B. grant/loan was submitted on June 1. Public Hearing on 5/17. Final C.I.B. request as determined at Grand County Municipal Building Authority Public Hearing was for \$500,000 grant and \$490,000 loan to be repaid from funds out of the Tourism, Recreation, Cultural, Convention, and Airport Facilities tax (TRCC).
2. We have hired 3 new staff members, 1 full-time Airport Operations Specialist (Brandon McGuffee), and 2 part-time (Steve Risenhoover and Ryan Burraston); one of the part-time was to replace Eyan Mosher. They all officially started on 5/31/16. They will all be going to training at SLC week of June 20th.
3. Boutique Air has been flying 2 round trips per day to SLC and 1 to DEN. Summer schedule of 3 round trips to SLC and 2 to DEN began June 1. First flight of day departs at 5:30 AM and last flight arrives at 12:30 AM. Flights are being done with Pilatus and King Air 350.
4. Treating Small Airports with Fairness Act (law to bring TSA back) has not progressed in congress.
5. Legal review of pipeline crossing County property is progressing.
6. Windcone blown away by strong winds; ASOS reported gusts of 63 kts.
7. Ramp was completely full on several occasions, needed to park planes on side/in dirt.
8. Armstrong Consultants came out to try and figure out sink hole in parking lot.
9. Meetings and discussions with FAA DEN ADO – Environmental and BLM-Moab continue to progress for Environmental Assessment.
10. Continue to work with Redtail on development of fuel storage farm.
11. Safety: A) Two people caught squeezing through drive-thru gate en-route to skydiving because they did not want to call for access. Let them know that they could be charged with criminal trespassing. Will follow-up with County IT to get security cameras installed.

-End of Report-

Respectfully submitted by: Judd Hill, CNY Mgr.

E. Discussion and summary of progress of new ground leases.

Our Mission Statement – Adopted 12/1/2014

Canyonlands Field Airport's mission is to represent Grand County in a safe, professional, and responsible manner while serving the aviation-related needs of all of the citizens and guests of Grand County Utah. The airport will strive to continually maintain and improve the infrastructure and resources needed to support locally-based businesses, regional commercial air service, and general aviation so that current and future generations can enjoy all of our area of Southeast Utah from the ground and the air.

Background:

- CNY currently has 7 private hangars
- Current ramp can accept 2-4 new hangars
- 1st phase of ramp extension (as outlined in new Master Plan/Airport Layout Plan) allows for 15+ new hangars to be developed
- Current leases do not permit businesses to operate out of hangars
- Current activities led to generating new ground lease that would permit businesses to operate, as well as develop a standard sub-lease boiler plate that could be used by tenant and sub-tenant as well as a required agreement for sub-leasing to be approved by County, Tenant, and Sub-Tenant
- The lease that was approved by legal was recommended for amending to additional extensions at 5/2/16 airport board, pending legal review
- The legal review has not been received at this time
- This led to additional discussions regarding duration and lease rate
 - A recommendation by Vice-Chair Greenberg is included later in this meeting

Airport Manager Recommendation:

- Adopt re-written ground lease and subleases presented at May 2016 without revision
 - This would permit businesses and sub-leases that are currently occurring to continue and be in compliance at this time
 - These leases would still be in the same time frame as when they were initially signed (ex. A lease started in June 2009 would be for 30 years + one 5 year extension; ending May 2044)
- Consider a future contract that would exist as an amendment in Minimum Standards/Rules and Regulations; the basis of this contract would be the support and promotion of general aviation and locally-based aviation businesses
 - This future contract would enable a lease holder to go under 5-year extension contracts at an increased rate (recommend 20% of base rate at time of extension)
 - These extensions would be based on safety inspections every 5-10 years
 - This option would likely
 - 1) lead to greater maintenance and general upkeep of hangars during the period of the original lease
 - 2) Generate extra income in ground lease
 - 3) The county would not be able to 'rent' the structure, but would also not be financially responsible for maintenance of structure

F. Discussion and consideration of new fee for extended ground leases.

Background:

- Previous discussions recommend a new rate for ground leases
- Previous discussions about would new rate take effect immediately or when extensions begin
- We want to promote business, but looking for a quid-pro-quo with regards to extending leases

Starting Points for Discussion and Recommendation:

- Develop a new fee rate for extensions
- 20% of base rate suggested by Vice-Chair Greenberg

Canyonlands Field Airport Fee Schedule for 2016

Established as County Ordinance in 2015, effective 2016

Description	Fee
Landing Fee for Commercial Operations at CNY	\$0.70/1000 lb Max Take Off Weight (MTOW)
Fuel flowage fee - FBO Authorized Vendor	\$0.065/gal
Fuel flowage fee - other than FBO	\$0.55/gal
Retail Sales office area (2 years or more)	\$3.25/sq ft/month
Retail Sales office area (23 months or less)	\$4.25/sq ft/month
Reserved Car/long-term parking (30 days or more)	\$65/space/month
Retail sales office and ground lease application fee	\$80.00
Ground lease (base)	\$0.23/sq ft/year
Water and Sewer rates	
-water	\$19.50/month
-sewer	\$22.66/month
Ramp Fees	
-Aircraft over 10,000 MTOW	\$60.00
-Aircraft over 25,000 MTOW	\$225.00
Aircraft parking/tie down fees (Subject to long-term lease with FBO)	
Lease rate	
-Hangar A (60' x 80' = 4800 sq ft)	\$0.27/sq ft/month
-Hangar B (70' x 90' + 20' x 60' = 7500 sq ft)	\$0.29/sq ft/month
Billboard Fee (1yr min)	\$1.45/sq ft/month
Airport clean-up (runway/taxiway/ramp)	\$150/hr + equipment cost
Parachute landing area maintenance	\$100/month/company
Commercial TV/Film	\$1000/day + insurance naming county as additionally insured
Non-aviation vending and concessions	10% Gross sales
Ground Transportation Use Fee	\$500/year/company
Terminal Advertising	\$3.25/sq ft/month
User Garbage Collection	\$0.00

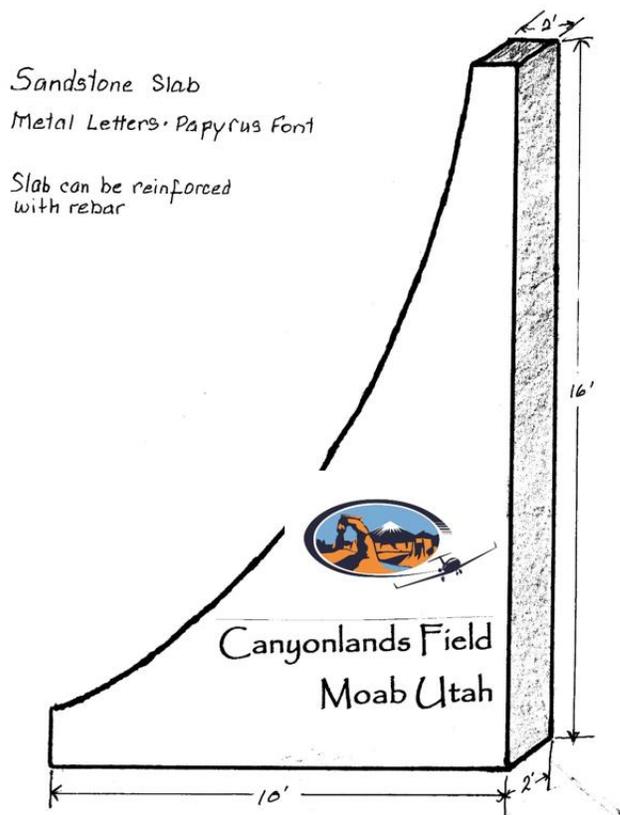
G. Discussion and consideration of airport entry sign.

Background:

- Sign contest recommended the construction of a sculpture as an entry sign for Canyonlands Field
- Unofficial investigations for construction costs of structure were explored
- Estimated costs, depending on options, range from \$9000 - \$13000

Starting Discussion and Recommendation Points:

- Proceed with formal bid requests using proper public funding methods
- Determine possible funding sources



H. Discussion and consideration of Redtail Fuel Farm and agreement with Armstrong proceeding with County as intermediary.

Background:

- Redtail Aviation wants to construct a 65,000 gal fuel storage area at CNY
- This requires extensive engineering aspects

List of items to be completed for the development of bulk fuel storage tanks at Canyonlands Field

1. Complete FAA Form 7460-1 Notice of Proposed Construction in order to obtain airspace approval from FAA
2. Pen and Ink Change to the Existing Airport Layout Plan and Terminal Area Drawing
3. Complete a Categorical Exclusion Form in order to obtain NEPA Clearance from FAA
4. Design fuel system including piping, pump requirements
5. Design pad layout and offload including grading and secondary containment basin
6. Update the Spill Prevention Control and Countermeasures Plan
7. Update the Stormwater Pollution Prevention Plan
8. Complete an as-built Airport Layout Plan and Terminal Area Drawings and submit to FAA

Starting Discussion and Recommendation Points:

- County works as intermediary between Redtail and Armstrong so that there is no conflict of interest and County's best interests are maintained
- See attachment of draft scope of work from Armstrong

**SCOPE OF WORK
FOR THE REVIEW AND COORDINATION ON
REDTAIL AVIATION FUEL SYSTEM DEVELOPMENT
AT
CANYONLANDS FIELD
MOAB, UTAH**

OBJECTIVE

Redtail Aviation (i.e. the Developer) proposes to develop a bulk fuel storage system at Canyonlands Field. Several steps are necessary to coordinate the proposal with Grand County (the Owner) to ensure compliance with the Federal Aviation Administration (FAA), to obtain the requisite ALP and airspace approvals, and to ensure the improvements are designed and constructed in accordance with FAA safety and design standards and grant assurances.

The following Scope of Work describes the effort required to complete the Tasks. Armstrong Consultants will not proceed on any given Task without written Notice to Proceed from the County on such Task.

Armstrong Consultants, Inc. serves as the airport consulting firm for Canyonlands Field. Armstrong Consultants will retain responsibility for the work products as described in this Scope of Work and will assure the coordination with and exchange of information between the County, the Developer, and the FAA. It shall be clear that Armstrong Consultants' contractual relationship is with Grand County. The County may enter into a separate agreement with the Developer for reimbursement of all or a portion of the costs associated with this and/or future scopes of work related to this project.

SCOPE OF WORK

Task 1 – Review Proposed Development

Review the proposed bulk fuel system development drawing for compliance with FAA design standards, compatibility with the existing Airport Layout Plan. Conduct conference call with developer to discuss findings.

Task 1(a) – Review Revised Drawing.

Task 2 – Conduct Coordination meeting with County and Developer

If requested conduct an on-site meeting or conference call will be held with Grand County and the Developer to discuss the proposed development and address any questions, concerns or comments.

Task 3 - Prepare and Submit FAA Form 7460-1, Notice of Proposed Construction

The FAA requires formal notification of the proposed construction of building and objects within certain heights and distances from an active runway. If requested by the developer an FAA Form 7460-1, Notice of Proposed Construction, will be prepared and submitted to the FAA to provide this notification and to obtain airspace clearance for the proposed development.

Task 4 – Complete Environmental documentation for Proposed Development

In accordance with FAA Orders 1050.1F and 5050.4B a Categorical Exclusion Form is required for airport development projects. If required Armstrong Consultants will complete the Categorical Exclusion Form and coordinate subcontractor services for the completion of a biological survey for threatened & endangered species and wetlands and a cultural resource survey.

Task 5 – Review Storage Tank Pad and Secondary Containment System Design

The review will be complete to provide feedback and guidance to ensure the design documents complies with state, federal and local regulations. It is assumed that these documents will be completed by others. Armstrong will not be responsible for completing this design.

Task 6 –Review Updated Spill Prevention Control and Countermeasure (SPCC) and Stormwater Pollution Prevention (SWPP) Plans

The updated SPCC and SWPP plans will be reviewed to reflect the additional bulk fuel storage facility. The review will be completed to provide feedback and guidance with regards to general conformance with the design concepts and regulations. It is assumed that these documents will be completed and updated by others to meet local, state and federal requirements. Armstrong will not be responsible for updating the plans.

Task 7 – Conduct As-Built Airport Layout Plan and Terminal Area Plan Drawings

The Airport Layout Plan and Terminal Area Plan will be revised to reflect the new bulk fuel storage development, based on information provided by the Developer. The drawings will be submitted to the FAA for airspace review and final approval by the County and FAA.

i. Discussion and consideration of Redtail proposal for new hangar in location of existing Hangar 'A' (older quonset hut hangar).

Background:

- Redtail Air is interested in having a large hangar at CNY
- Redtail currently rents 2 hangars at CNY
- Proposing to remove hangar A, build new large structure, pay ground lease on structure as well as rent for original hangar A

Starting Points for Discussion and Consideration:

- Request letter and diagram from Redtail will be provided at time of airport board meeting

J-M. Discussion and Consideration of Leases

Background:

- Based on the discussions that transpire during the first portion of this meeting, these items can either be discussed and considered for recommendation, or tabled for future considerations
- If discussions recommend adoption of leases as is, without extensions of time, the new contracts can be presented to Grand County Council for adoption in the coming weeks
- If tabled, contracts remain out of compliance until after future considerations and review

Summary:

- If recommended for taking to council, the leases will be for 30 years + 5 year extension with the start of the contract being the start of the original ground leases
- The sub-leases would bring tenants and sub-tenants into compliance with both original and new ground leases