

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

**November 7<sup>th</sup>, 2016**

**5:00 P.M.**

**County Council Chambers  
125 E Center St  
Moab, UT 84532**

- A. Call to Order
- B. General Business
  - 1. Approve minutes of 10/03/16 Airport Board meeting.
  - 2. Airport Monthly Data.
  - 3. Manager's Report and Safety Report.
- C. Discussion and Consideration Items for Action.
  - 1. None
- D. Discussion Items
  - 1. CIB Terminal design group update.
  - 2. Discussion of Minimum Standards development plan.
  - 3. Moving the storage garages.
  - 4. Future private and/or county-sponsored development projects of the airport (ongoing).
- E. Future Considerations
- F. Closed Session (if necessary)
- G. 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

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Date \_\_\_\_\_ Time \_\_\_\_\_

**GRAND COUNTY AIRPORT BOARD**  
**Meeting Minutes - October 3<sup>rd</sup>, 2016 17:00**

A. Call to Order

1. Members present: Bill Groff (Chair), Bob Greenberg (Vice-chair), Bill Hawley, Dave Sakrison, Jody Patterson, Rory Paxman (Council liaison), Judd Hill (staff)
2. Meeting called to order by Groff (Chair) at 17:02.

B. General Business

1. Approve minutes of 9/12/16 Airport Board meeting.
  - a. Motion to approve minutes by Hawley, 2<sup>nd</sup> by Sakrison; unanimous vote.
2. Airport Monthly Data.
  - a. Most numbers not available due to early monthly time of meeting.
  - b. Year-to-date fuel sales are approximately 175% of total 2015 fuel sales.
3. Manager's Report and Safety Report.
  - a. TSA will not return with Boutique Air service. The Assistant Federal Security Director strongly encouraged us to reapply as we got closer to jet service.
  - b. Boogie was mostly successful; law enforcement was needed for illegal camping.
  - c. One of the new ARFF individuals has moved out of town.

C. Discussion and consideration items

1. Establish 7 Nested Ground Leases for Plane Lucky Hangars (for William Hawley, airport board member).
  - a. Hawley involved in discussion as the applicant, but recused himself from a vote to avoid a conflict of interest.
  - b. 7 nested T-hangars, with 2 of the units larger on the end.
  - c. Hangars will have power, but not sewer and water.
  - d. Road base will be added for access, later to be replaced by asphalt as ramp expanded.
  - e. Motion to approve recommending leases to council made by Greenberg, 2<sup>nd</sup> by Patterson; passed unanimously with 1 abstaining (Hawley).
2. Establish Pinnacle Helicopters Ground Lease for the development of a 50' x 60' hangar.
  - a. Pinnacle wants to develop a hangar to the east of existing storage garages.
  - b. Landing area/parking will be on the airside of the airport, the hangar on the landside.
  - c. Possible that the best location will be to move building either north or south to accommodate T-loft (landing area for helicopters) relative to RWY 3/21 flight surfaces.
  - d. Without the 700ft separation, cannot have simultaneous operations of RWY 3/21 and helipad. Current helicopter operations are done by departing along RWY 3/21.
  - e. Discussion on size of signage allowed on the building. It was determined that all signage on the airport has to be approved by airport. County signage ordinance would also apply.
  - f. For this project, both a 7460, and a 7480 will be needed for development of the project.
  - g. A motion to recommend the ground lease to the county council by Greenberg, 2<sup>nd</sup> by Hawley, passes unanimously.
3. Reclassify Pinnacle Helicopters Terminal Office Lease from their current month-month lease to a 2-year lease.

- a. The desire to maintain the office lease area is to keep a presence on the landside area of the airport.
  - b. Motion to recommend 2-year lease made by Greenberg, 2<sup>nd</sup> by Patterson, passes unanimously.
4. Approval of the recommended 2017 Fee schedule of CNY for submission to Grand County Council.
- a. 2016 Fees remain the same except:
    - i. New garbage fee (\$0.005/sqft/mo for private; \$0.01/sq ft/mo for commercial use)
    - ii. Rental car companies based at airport \$500/yr
    - iii. Shuttle/taxi companies decreased to \$200/yr/company + \$20/ additional vehicle
    - iv. After hours ARFF callout fee: \$75
  - b. Motion to recommend fee schedule by Greenberg, 2<sup>nd</sup> by Hawley (announcing conflict because garbage would impact his hangar); passed unanimously.
5. Approval of the recommended 2017 Budget of CNY for submission to Grand County Council.
6. Approval of the recommended 2017 Capital Projects request of CNY for submission to Grand County Council.
- a. #5 and #6 combined in discussion and recommendation vote.
  - b. Increase salary to recommend possible increase for market-based cost
  - c. Motion to recommend to council by Greenberg, 2<sup>nd</sup> by Hawley, unanimously approved.
- D. Discussion items
- 1. CIB Terminal design group update.
    - a. Working group has been discussing how we can meet needs with utilizing existing space and minimizing costs.
    - b. Will be working on the development of an RFP for architectural work.
    - c. Will develop a plan for storage garages.
    - d. The committee will continue to keep the board informed of development, but does not need to get RFP approved.
  - 2. Redtail Air development of 100' x 120' Hangar and Fuel farm.
    - a. General design is to be located to the south of the ARFF building.
    - b. An access road will be located to the east of the ARFF building to access the fuel farm. Security fence will keep the fuel farm on the 'airside' of the airport.
  - 3. Discussion of Minimum Standards development plan.
    - a. Itemed tabled for future discussions.
  - 4. Discussion of existing airport policies.
    - a. Item tabled for future discussions.
- E. Future Considerations
- F. Closed Session (if necessary)
- G. Adjourn at 19:00.

Submitted by: Judd Hill, Airport Manager



<b>Company</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>	<b>December</b>	<b>Total</b>
Boutique Air - Landing	\$ -	\$ -	\$ 43.89	\$ 716.87	\$ 782.71	\$ 980.21	\$ 980.21	\$ 943.64	\$ 980.21	\$ 980.21			\$ 6,407.95
Pinnacle Helicopters - Landing	\$ 7.00	\$ 10.50	\$ 56.00	\$ 52.50	\$ 96.25	\$ 80.50	\$ 89.25	\$ 52.50	\$ 35.00	\$ 66.50			\$ 546.00
Skydive Canyonlands - Landing	\$ 4.34	\$ 19.53	\$ 282.10	\$ 303.80	\$ 629.30	\$ 557.69	\$ 683.55	\$ 564.20	\$ 444.85	\$ 525.14			\$ 4,014.50
Skydive Canyonlands - PLA			\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00			\$ 800.00
Skydive Moab - Landing	\$ -	\$ 13.02	\$ 290.78	\$ 325.50	\$ 520.80	\$ 418.81	\$ 368.90	\$ 379.75	\$ 448.83	\$ 298.22			\$ 3,064.61
Skydive Moab - PLA			\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00			\$ 800.00
Redtail Aviation - Landing	\$ 96.54	\$ 97.38	\$ 200.21	\$ 297.25	\$ 572.00	\$ 874.43	\$ 827.46	\$ 784.23	\$ 577.02	\$ 350.71			\$ 4,677.23
Redtail Aviation - Fuel	\$ 368.96	\$ 435.36	\$ 1,143.23	\$ 1,920.29	\$ 2,779.26	\$ 2,986.56	\$ 2,909.71	\$3,048.71	\$ 2,969.38	\$2,565.69			\$ 21,127.15
Redtail Aviation - Ramp Fee	\$ 342.00	\$ 243.00	\$ 603.00	\$ 522.00	\$ 2,043.00	\$ 1,017.00	\$ 243.00	\$1,206.00	\$ 1,116.00	\$ 963.00			\$ 8,298.00
<b>Monthly TOTAL</b>	<b>\$ 818.84</b>	<b>\$ 818.79</b>	<b>\$ 2,819.21</b>	<b>\$ 4,338.21</b>	<b>\$ 7,623.32</b>	<b>\$ 7,115.20</b>	<b>\$ 6,302.08</b>	<b>\$7,179.03</b>	<b>\$ 6,771.29</b>	<b>\$5,949.47</b>			<b>\$ 49,735.44</b>

## Manager Report Canyonlands Field (CNY) 11-7-2016

1. Met with CIB, was officially given approval for funds for terminal upgrade.
  2. Met with UDOT-Aeronautics. Came up with about \$40,000 in state grants for taxiway maintenance.
  3. Pipeline running along the southern end of airport needs to get permitted. Working with planning department. A nominal fee (\$100/mo) for transmission of gas along with rental of the land.
  4. Interview with KZMU about airport expansion.
  5. Tammy presented and promoted for Individual Development Plan based on her work with improving the parking lot, maintaining her pesticide applicator license, making ARFF 1 compatible with Moab Fire Department vehicles, and getting her EMT-Basic certification.
  6. Judd, Tammy, Gary, and Auggie went to SLC for annual live-fire certification with SLC-ARFF training center.
  7. Pre-season snow removal planning.
  8. Per FAA for 139 ACM SICP compliance, FICON now NOTAMed by RCAM as defined in AC 150/5200-30D.
  9. Annual Airport Emergency Planning with: GCSO, GCEMS, FBO (Redtail), MVFD, FBI, Boutique, CNY.
  10. New windsocks installed.
  11. Called on abandoned vehicle in parking lot; developing a plan for tracking and charging for long-term parking.
  12. Safety: Security cameras being installed; will include cameras on ARFF building for access, and ramp, and cameras on terminal for monitoring runway.
- End of Report- Respectfully submitted by: Judd Hill, CNY Mgr.

**GRAND COUNTY AIRPORT BOARD**  
**November 7<sup>th</sup>, 2016**

**D. Discussion items**

**1. CIB Terminal design group update (*See attachments*).**

The funding was approved. A bond will be issued to Grand County MBA. Funding will not be given by CIB until after construction bids have been received. An RFP is being developed for publication in the next 2 weeks.

**2. Discussion of Minimum Standards development plan (*No Attachments*).**

It is strongly recommended by the FAA for all airports to have Minimum Standards/Rules and Regulations. In order to bring this to light, Judd recommends the following course of action.

- 1) Submit a final version of minimum standards to the airport board in November, similar to those submitted in the past.
- 2) Airport board makes any final recommendations (Nov/Dec).
- 3) Submit the draft version to the FAA to verify that they are compliant with FAA grant assurances (Jan).
- 4) Bring approved version back to the Airport Board for recommendation to the Council for adoption as a County Ordinance (Feb).
- 5) Hold a public hearing for the proposed ordinance (Mar/Apr).
- 6) Have Minimum standards approved by the Council (Apr/May).

**3. Moving Storage Garages (*No Attachments*).**

In order to expand the terminal, the 4-place storage garage needs to be moved. Per the existing contract between Airport Garage Company (William Prather, Owner), Grand County must pay for the cost of moving.

Steps to be taken:

- 1) Formal letter from County attorney to Mr. Prather stating county's intent to move building.
- 2) Finalization of location.
- 3) Determine if old garage will be salvaged, and whether this portion of move is include in an RFP for new garage.
- 4) Put out a notice for RFP for building a new storage garage.

**4. Future private and/or county-sponsored development projects of the airport (ongoing) (*No Attachments*).**

I would like to add this section on to all future agendas so that any possible future developments can get time on the airport board agenda.

**Grand County**

**REQUEST FOR PROPOSALS**

**Professional Design Services**

Grand County is now accepting a request for proposals for Professional Design Services for the Canyonlands Field Terminal Expansion/ Remodel Project to include, but not limited to, designs and schematics related to an extensive expansion and remodel of the Canyonlands Field Airport terminal. All submittals must be delivered to the Grand County Clerk's Office no later than 3:00 p.m. on Friday, December 16, 2016 at 125 East Center Street, Moab, Utah 84532. Grand County reserves the right to reject any and all submittals; or waive any informality or technicality. For further information, please contact Judd Hill, Canyonlands Field Airport Manager at 435-259-4849 to request information packets.

/s/ Diana Carroll

Grand County Clerk/Auditor

Published in the Times Independent October 29, 2016

## Architectural Requirements for Canyonlands Field Terminal Expansion Version 1.5

### Introduction

Canyonlands Field Airport is located 15 miles north of Moab Utah and serves all of southeastern Utah. Operations include all aviation activities. It is owned and operated by Grand County. The current passenger terminal is not large enough to accommodate the planned expansion of commercial passenger traffic at the airport. A terminal expansion project is planned to remedy the problem.

### Project Description

A Utah licensed architectural firm will design an expansion and remodel of the existing terminal, adding the necessary facilities to support the incoming and outgoing TSA screening and passenger waiting areas for a 70 passenger aircraft.

### Vision

The east side of the existing and new expansion will become the new focal point and additional entrance to the expanded terminal. The east and south side facades of the existing building and new expansion will be improved to cover the rooflines blending the two structures together. The design will match or be complementary to the existing architecture of the south end of the terminal. Appropriate exterior shading, landscaping, curbing, sidewalks, exterior seating and lighting will be included. The interior construction finishes will match or be complementary to the existing terminal construction.

### Terminal Diagrams

The views, general design and siting of the existing terminal and planned expansion are shown on the attached. The expansion will be added to the north end of the existing terminal. The expansion diagram was developed by a committee that considered the existing terminal, necessary flows and capacity needed for the expanded terminal. Areas on the expansion diagram are numbered to indicate their function. Scale is shown as needed. The general design in the drawing attached is for guidance and does not imply the final design. The final design will be approved by Grand County.

Picture 1: Photo of East View of Existing Terminal

Picture 2: Photo of West View of Existing Terminal

Picture 3: Earth View of the Existing Terminal

Diagram 4: Plan View of the Existing Terminal

Diagram 5: Plan View for the Expansion of the Terminal

Page 6: Number Key to Functions in the Expanded Terminal

Diagram 7: Gantt Chart for the Timeline of the Project

### Required Elements

1. A TSA passenger and baggage screening area.
2. Post screening passenger seating/waiting area adequate for 70 passengers.
3. 2 secure restrooms to the post screening passenger area.
4. Add 2 two restrooms to the existing terminal.
5. TSA administrative office.
6. Incoming and outgoing baggage handling areas.
7. Janitorial closet/utility space.
8. Vending machine or vendor space and drinking fountains.
9. Electrical, lighting and HVAC for the expansion will be self-contained.

10. Necessary reconfigurations of the ticketing, halls and offices in the existing terminal required as part of the connection to the expansion.
11. The west side of the expansion will implement 2 airside passenger exit doors going to the ramp from the secure area.
12. Propane storage and main garbage receptacles will be relocated away from the east side.
13. Telecommunications, IT, control and alarm functions will be integrated with the existing terminal systems.
14. Water and sewer will be connected to the existing system.
15. Includes necessary plans to move the existing storage units from the terminal expansion area.
16. The architect will supply up to 15 sets of plans.
17. The architect will supply all necessary construction support during the construction.
18. All applicable construction codes will be followed.

Contact information

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Canyonlands Field Airport Manager

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# Canyonlands Field Terminal Expansion

