

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

**October 10, 2022 @ 5:00 p.m.
Grand County Library, 257 E. Center Street
Moab, UT 84532**

Join Zoom Meeting

<https://us02web.zoom.us/j/85853116757?pwd=WmpYU0tYN0xPNS9ibEgyM1liR21UQT09>
To join by phone: Dial (669) 900-6833 Meeting ID: 858 5311 6757 Passcode: 528365

- A. Call to Order
- B. General Business
 - 1. Interview applicant for the Airport Board: Shalee Bryant
 - 2. Approve minutes of September 19, 2022
 - 3. Safety Report / Director's Report
 - 4. Airport Monthly Data Report - September 2022
- C. Citizens to be Heard
- D. Discussion Items
 - 1. Changing meeting date from 1st Monday of the month to the 3rd Monday of the month.
 - 2. Project Reports
 - a. SRE Building – Possible start date in November
 - b. Terminal Modification – Out for Bids, closes Oct. 31st, no bids yet.
 - c. Hangar A roof repairs – Start date to be scheduled
 - d. ALP TAC: Current list of participants
 - i. Building Department – Confirmed
 - ii. Planning and Zoning – Confirmed
 - iii. Skywest – Confirmed
 - iv. Redtail – invited
 - v. GC Economic Development – Invited
 - vi. Airport Board -?
 - vii. CNY - Airport Director
 - viii. Airport Tenant -?
 - 3. BIL 2023 Grant – Discuss using the money for paved parking lot in conjunction with Skywest's Inflation Reduction Act.
- E. Action Items: Discussion and Consideration (some for Recommendation to County Commission with approvals subject to limitation)
 - 1. Appointing a Vice-Chair.
 - 2. Approving applicant Shalee Bryant for recommendation to the County Commission, to fill the Airport Board vacancy left by Ben Byrd.

3. Approving revised Letter of Intent to terminate Moab Express's terminal lease and create a new lease with a 5-year term and increase in space for a new kiosk, which they will build.
4. Approving starting a draft of a new lease for Redtail's new FBO Office building, to be built attached to Hangar B, expanding Lot 96 to the north.

F. Reports:

5. County Commission
6. City of Moab
7. Travel Council
8. Solar Committee
9. Other reports for Airport Board

G. Future Considerations

1. Solar Grants
2. Hangar Leases
3. SITLA land swap

H. Closed Session, if necessary

I. 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: Tara Collins at the Grand County Library _____ Date _____ Time _____

Print

Board, Commission, Committee & Special Service District Application & Certification Form - Submission #4747

Date Submitted: 8/24/2022

Board, Commission, Committee & Special Service District Application & Certification Form

Instructions: Complete and sign this form and return it to Grand County Commission Office, 125 E. Center St., Moab, UT 84532; fax: 435-259-2574; or commission@grandcountyutah.net

Board, Commission, Committee or Special Service District*

Airport Advisory Committee

Other:

Name:*

Shalee Bryant

Mailing Address:*

940 Peartree Lane

City:*

Moab

State:*

UT

Zip Code:*

84532

Day Phone:*

4352108876

Email Address:

Shalee.bryant@edwardjones.com

In what year did you establish your current residency in Grand County?*

2018

(residency is required for all Boards; some District boards require residency within the District, which may not include Moab City limits; two years'™ residency prior to assuming board membership is required for Planning Commission)

If not Grand County, which county do you reside in?

(applicable for Historical Preservation Commission and Housing Authority of Southeastern Utah)

Occupation or professional training:

Financial Advisor

List your work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

17 years in the financial industry

List your non-work experience that is relevant to your application for a position on the Board or Commission for which you are applying:

Lots of travel

Grand County Resolution 3184 (October 2019) contains the following Board Member requirements:

- Must be a Grand County resident (unless otherwise noted);
- Terms shall be for four years, unless a shorter period is required by law, or unless a midterm vacancy is being filled;
- Board Members shall have the appropriate expertise when required by law;
- Submit applications to the Council's Office by the requirements contained in the notice;
- Agree to abide by the County's Conflict of Interest Ordinance.

Additionally, the State Code has the following requirements for Special Service Districts in Grand County:

- No appointed member of the Board may be a full or part-time employee of the District while serving on the Board;
- No person employed by a Special Service District as a full-time or part-time employee may serve on the Governing Board of the District;
- A Board Member may not be compensated separately as a Board Member and as an employee for providing the same service;
- Each Trustee/Board Member appointed by the County legislative body shall be an elector (registered voter) of the District

I have read, and I certify, that all the information on this form is true and correct and I meet the requirements listed above. Furthermore, if appointed, I agree to faithfully attend the meetings and adhere to the State laws, County ordinances, and adopted Bylaws that govern the Board or Commission on which I am appointed to serve. Additionally, I have read the County's Conflict of Interest Ordinance (No. 593, 2019) and do not have any inherent conflicts in serving on the Board or Commission to which I have applied. I agree to abide by this Ordinance.

Applicant Certification*

-
- By checking this box and typing my name below, I am electronically signing my application.
- I understand that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

First Name*

Shalee

Middle Initial*

M

Last Name*

Bryant

Date:

8/24/2022

How did you hear about this position?*

Through the county

POSITION TITLE INTERVIEW IS FOR: AIRPORT BOARD

Score: 5 = exceptional; 4 = very knowledgeable/experience; 3 = acceptable; 2 = has some knowledge, needs additional training; 1 = did not meet requirements

INTERVIEWER NAME:						DATE OF INTERVIEW:	10/4/2021
APPLICANT:	1	2	3	4	5	Comments	
1. Tell us about yourself. What is your background and experience?							
2. How familiar are you with Moab and Grand County?							
3. What kinds of boards and committees have you been involved with in the past?							
4. What is your knowledge and/or background in aviation?							
5. As a representative of the Travel Council, what are some common initiatives and how can the information shared help each group?							
6. What is your opinion on current Airport challenges?							

7. How would you handle any conflicts of interest related to subjects discussed on the Airport Board?						
8. Do you feel you have the time and commitment to this Board along with your other obligations?						
9. Do you have any questions for us?						
SCORE:						

Personal Comments:

**GRAND COUNTY AIRPORT BOARD
REGULAR MEETING
MINUTES**

**September 19, 2022 @ 5:00 p.m.
County Commission Chambers, 125 E. Center Street
Moab, UT 84532**

A. Call to Order

1. The meeting was called to order at 5:02 p.m.
Chair Jody Patterson announced that Ben Byrd had resigned, effective today.
Members present: Jody Patterson, Jason Taylor (Moab City Rep.), Jenny Gleason (Travel Council Rep.). Bill Hawley attended via Zoom.
2. Members not present: Norm Knapp, Mary McGann (County Rep.)
3. Others present: Airport Director Tammy Howland, Assistant Tara Collins, Armstrong consultants Eric Rivera, Justin Pietz, and Chris Nocks.

B. General Business

1. Interview applicant for the Airport Board.
Patterson interviewed Laurel Catto for one of the two vacancies, skipping questions that were already covered on her application. Ms. Catto said she is looking forward to learning what challenges the airport faces.
2. Approve minutes of August 15, 2022 Special Meeting: **Motion** by Taylor to approve the minutes of 8/15/22, seconded by Gleason, approved 4-0.

Gleason announced that she would be abstaining from the vote on item E.4. (Redtail lease of Lot 118)

3. Safety Report / Director's Report:
Howland told about the 9/11 commemoration activities by our 3 ARFF guys. She reported that in August, the self-serve jet A had a leak in the pipe fittings, so they had to shut that down completely, it has been fixed. Then self-serve 100 went down, and has been fixed. They replaced the door handle on the terminal ramp. The ARFF garage door had a repair issue, Archie fixed that. He also fixed the bi-fold door on Hangar B. They had some instances where doors were left unsecured at the terminal, and the cameras were down during that time.

Fire extinguisher inspections were completed. They are preparing for the big FAA inspection, it will be Oct. 11-14. The Airport will have its pavement inspected. Howland went over the flight schedule.

4. Airport Monthly Data Report - August 2022
Taylor asked about the daily 2 flights, how back-to-back they are. Howland said that in October, they would spread apart more. She also said a lot of the problem is on the Denver and SLC ends (staffing). Howland said the process of scheduling flights is way complex.

Howland discussed the monthly stats.

C. Citizens to be Heard - None.

D. Discussion Items

1. Agreements:

- a. New lease for Lot 118 for Foundation Partners, LLC - Transferring from Redtail Air, who currently holds the lease for Lot 118.

Rusty Robinson bought the hangar construction materials from Redtail Air, and Redtail would like to transfer their existing lease to Foundation Partners. Gleason said this is a new LLC. The Board members said that they had no issues with this.

- b. Drafting Agreements for Uber, Lyft, and Turo.

Howland said that Uber & Lyft have geo-fencing, so every time theirs come on the airport, they track it. For Turo, it will probably be a flat rate based on the number of cars, then if they add cars, we'll charge more per car. St. George shared their template agreement for these companies with us.

Taylor described how he has found Turo vehicles in the rental car parking spaces. Howland mentioned that in the agreements we are drafting, we will specify where these companies' drivers should put their cars at the Airport. She said Turo has been cooperative so far.

2. Project Reports

- a. Hangar A roof repairs (estimate doubled in price).

Archie had asked if he could get some of the payment up front, to pay for the product. This repair is long overdue.

- b. SRE Building.

Rivera said that they would break ground in late October.

- c. Terminal Modification.

Howland is working on getting the RFP out this week. They're hoping to have that work done by January.

- d. ALP Update.

Howland said they need to form a Technical Advisory Committee (TAC), of probably 5-7 people. She wants one member to be from the Building Department, and definitely an Airport Board member, and herself. This committee will be more like the dream department, and not really developing the final plan. Patterson wondered if someone from the general public would be a good idea. Howland said if they had some aviation background, maybe, but otherwise, probably not.

Someone from Armstrong said both UDOT Aeronautics and the FAA are already part of this team. Howland clarified they would be the final

readers of the Plan, not involved in these early stages. Taylor suggested someone from Skydive Moab, or someone who has a hangar out here. Howland said that was possible. Pietz said typical members are stakeholders at the airport, hangar owners, FBO, airline. Taylor said Ben Alter from economic development would be a good candidate. Pietz said they could have an open house after some ideas are developed, so the public can be involved and informed. Howland has a sample letter, provided by Armstrong, to send to possible candidates of the TAC.

E. Action Items: Discussion and Consideration (some for Recommendation to County Commission with approvals subject to limitation)

1. Appointing a Vice-Chair.

Patterson said since they have 2 new Board members coming in, that they should wait until they're on board. **Motion** by Taylor to table until they have a full board, seconded by Gleason, approved 4-0.

2. Approving applicant Laurel Catto for recommendation to the County Commission, to fill the Airport Board vacancy.

Motion by Taylor to approve Laurel Catto, seconded by Gleason, approved 4-0.

3. Approving Letter of Intent to terminate Moab Express's terminal lease and create a new lease with a 5-year term and increase in space for a new kiosk.

Howland said Tom McKay asked for a longer term lease, and he wants to build a nicer desk. He's basically on a month-to-month lease. Patterson pointed out that the letter only says he wants a new lease, not that he wants to terminate the old one. After discussion about making these County actions clear and clean, Howland said she will get from McKay a revised letter that says he wants to terminate his current lease, and then wants a new lease. (Postponed)

4. Approving starting a draft of a new lease for Lot 118 for Foundation Partners, LLC, provided they can prove their legal existence, signatory authority, and financial records. (Redtail Air currently holds the lease for Lot 118.)

Hawley said the Board is not ready for this, not enough info. Patterson clarified that this is just to start drafting a new lease. Discussion re: transfer of lease versus terminating Redtail's lease and signing a new lease. Howland said the County Attorney won't do a transfer of a lease, only a termination and new lease, mainly so that we are using the current lease template.

Hawley discussed the desirability of Lot 118, and whether we would need more notice to or input from the public before allowing one hand-picked company to lease it. Howland pointed out that there is precedent for this. Hawley pointed out the difference between a transfer and a new lease in this regard, and also that some of those past transfers were company name changes. The group consensus was that this is in actuality a "transfer", we're just using the term "new lease"

because we have a new, better template. **Motion** by Taylor to approve staff starting a new lease draft, seconded by Hawley, approved 3-0, with Gleason abstaining.

5. Approving the idea of having the new (unbuilt) garages at the airport to be built with the stipulation that the builder, Airport Garage Company, LLC (Bill Prather) is responsible for relocating and/or dismantling the garages, at no cost to the airport, if that location is ever needed for some other airport use.

Howland said that Prather has so much demand for airport garages, he has come to the airport with this offer to cover costs of relocating the garages. Howland said this is basically waiting for the ALP. Howland explained they would be located on the eastern edge of airport property, at the far end of the parking lot. He wants to be within walking distance of the terminal. Patterson suggested the contract should explicitly say that it was Prather's idea. Gleason suggested that we specify an amount of time to allow for him to dismantle the garages. **Motion** by Taylor to approve the idea, seconded by Gleason, approved 4-0.

6. Forming a Technical Advisory Committee (TAC) for the Airport Layout Plan (ALP) Update - appointing members from the Airport Board - Skipped.
7. Approving final Scope of Work for a Rent Study at Canyonlands Regional by Armstrong Consultants for \$16,850, or else consideration of an alternate company to do this study. This will be on the 9/20 County Commission meeting agenda (See Agenda Summary written by Christina Sloan).

The work will be done by Aviation Management Consulting Group. Howland said Chris Baird told her the funding was available. Pietz said it takes 3-4 months to complete the Study. Patterson said he had looked at some of these studies over the last weeks, and became more positive about this company, although it still seems expensive. Collins clarified that unlike what the agenda says, this item will not be on the 9/20 Commission meeting. Taylor and Gleason said this study was needed for the big scheme of things, and there's no other way to easily get this data. Hawley said he doesn't think this Study is needed, that the product doesn't justify the expense. Taylor asked when a study was last done, and Howland said back in 2015, Judd Hill had called around to some other airports, so basically this study has never been done for this airport. **Motion** by Taylor to approve, seconded by Gleason, approved 3-1, with Hawley voting no.

F. Reports:

8. County Commission (McGann absent)
9. City of Moab (Taylor had nothing to report)
10. Travel Council - Gleason said they are working on the budget, and strategic planning for the 1, 3, and 5 year grant update. Regarding the grant for floods, they didn't get enough applicants for that.
11. Solar Committee - Jenny Gleason, Bill Hawley, and Tara met with Tammie Bostwick, Sean Moen, and Chris of Utah Clean Cities (UtahCleanCities.org)

Hawley said it was a good meeting, and they discussed lots of great resources. Hawley said a new bill was passed by Congress to help fund solar projects, that 30% could be paid for through that bill.

12. Hangar Development Committee - Howland said that is stalled right now.
13. Tenant Updates - Gleason said it was a busy weekend, with record fuel sales. On October 6-9, a bunch of helicopters will come to CNY, they chose Redtail.
14. Other reports for Airport Board - None

G. Future Considerations - Skipped

1. Solar Grants
2. Hangar Leases
3. SITLA land swap

H. Closed Session, if necessary

- I. Adjourn - The meeting was adjourned at 6:57 p.m.

Submitted by: Tara Collins



October 3, 2022

Dear Ms. Howland,

As you know, with the passing of the Bipartisan Infrastructure Law, there is a first-year airport infrastructure grant for the Canyonlands Regional Airport. The recently passed Inflation Reduction Act also provides clean commercial vehicle credit and costs associated with the purchase and installation of charging equipment credit. As a tenant of the Canyonlands Regional Airport, SkyWest is interested in partnering on these two initiatives. With project allocations not yet determined, we'd like to ask for your consideration in allocating a portion of the funds to support electric vehicle charging stations and the replacement of gas powered equipment with its clean counterpart. We are currently developing our 2023 capital projects budget and would like to know if you are willing to partner with us on this sustainability initiative. You can reach out to me directly with your thoughts or questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Lori Hunt".

Lori Hunt
Vice President Airport Operations
SkyWest Airlines
C: 801.949-2370
lhunt@skywest.com

cc: Eric Woodard
cc: Anni Ford